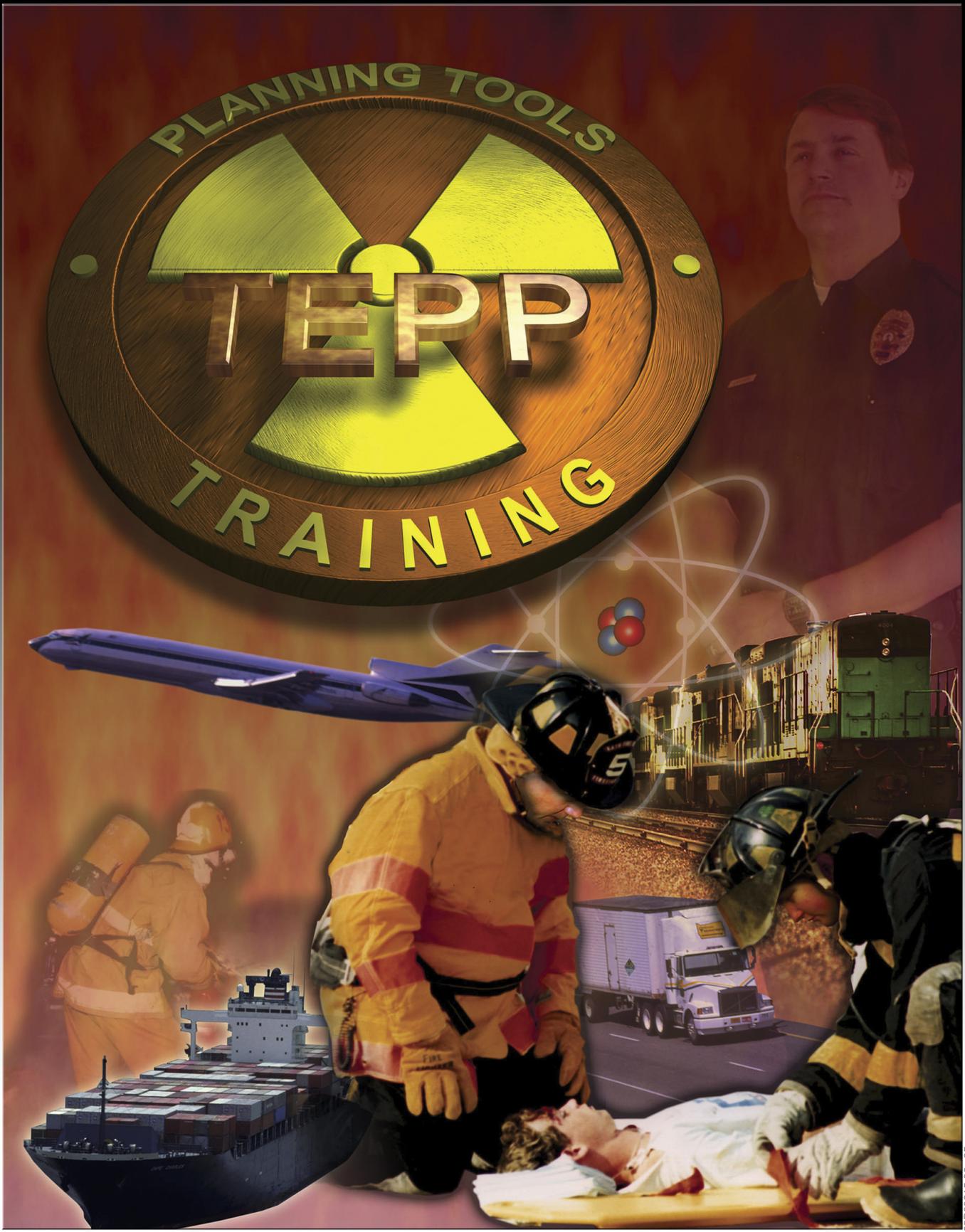




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Hazardous Materials Exercise Evaluation Forms

Prepared for the Department of Energy Office of Transportation and Emergency Management



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Transportation Emergency Preparedness Program (TEPP)

Hazardous Materials Exercise Evaluation Forms



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OBJECTIVE 1: INITIAL NOTIFICATION OF RESPONSE AGENCIES AND RESPONSE PERSONNEL

Demonstrate the ability to notify response agencies and to mobilize emergency personnel.

POINTS OF REVIEW

1. Which organization provided initial notification of the incident accident?

2. When did this occur?

3. Which organizations/individuals received this notification? When?
 Organization/Individuals TIME: _____

4. Which notified organization(s) was responsible for notifying other necessary response elements?

5. Which organization provided notification of the incident/accident to external response support organizations?

6. If external response support notifications were made, indicate which organization/individual was contacted and the time of the notifications.
 Organizations/Individuals Contacted TIME: _____



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OBJECTIVE 1: INITIAL NOTIFICATION OF RESPONSE AGENCIES AND RESPONSE PERSONNEL (CONTD)

7. Did the response organization mobilize initial response personnel?
 YES NO N/A N/O TIME:_____
8. If so, were the types and numbers of personnel mobilized related to the classification level of the emergency?
 YES NO N/A N/O TIME:_____
9. If not, how were the types and numbers of personnel determined?

10. Through what means were the personnel mobilized?

11. At what time did the mobilization process start and end for the responding organizations and personnel?
 Organization Mobilized Start:_____ End:_____
12. At what time did the mobilized staff start arriving at their duty stations?

13. At what time were most of the key positions filled?

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OBJECTIVE 2: DIRECTION AND CONTROL

Demonstrate the ability to direct, coordinate, and control emergency response activities through operations of an incident command system (ICS) and other direction and control structures.

POINTS OF REVIEW

- Which position within the response organization did you evaluate?
 - Incident Commander
 - Emergency Management Director at EOC
 - Other designated personnel with leadership role in response organization
(List _____)
- Check those actions which the Incident Commander Accomplished in accordance with its response plan:
 - established a visible command post
 - established communications with off-site organizations
 - provided information about the incident/accident to off-site response authorities
 - assumed responsibility for the management of operations at the incident accident site by a site-specific IC
 - established an organizational structure for the management of on-scene response operations, including delegations of authority
 - coordinated with personnel at the EOC or other off-site response authorities
 - managed the ICS interface with the operations of Federal On-Scene Coordinator
 - provided direction and control by the IC to all organizations responsible for response actions at the incident/accident site
- Check those actions which the Incident Commander/EMD/or other designated personnel with leadership role in the response organization accomplished:
 - issued instructions to staff on response operations
 - provided directions on adherence to the plan
 - coordinated with and disseminate information to offsite response organizations or any command of the offsite response effort
 - resolved conflicts
 - provided leadership in decision making
 - consulted with staff
 - provided needed authorities for emergency action
 - directed or coordinated with other response organizations





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OBJECTIVE 3: INCIDENT ASSESSMENT

Demonstrate the ability to identify the hazardous material(s) involved in an incident/accident and to assess the hazards associated with the material involved during both the emergency and post-emergency phases.

POINTS OF REVIEW

- Who performed the initial incident assessment.

- Check the type of information that was obtained during the initial assessment
 ___ type of container, package, etc. involved
 (List _____)
 ___ extent of damage
 ___ estimated quantity of material involved
 ___ shipping papers or MSDS's secured
 ___ placards, identification numbers, markings, labels
 ___ information from knowledgeable persons
- Did the response organization consult various emergency response resources for initial response information?
 YES NO N/A N/O TIME: _____
- List which resources were consulted?

- Check those organizations that were contacted for additional assistance or response information
 ___ CHEMTREC
 ___ the shipper
 ___ the transportation company
 ___ facility management
 ___ outside experts computer and/or manual databases
 ___ others





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OBJECTIVE 3: INCIDENT ASSESSMENT (CONTD)

6. Did the response organization report the observed field data to other response units?
 YES NO N/A N/O TIME: _____

7. If yes, to which organizations?

8. Was the affected area secured?
 YES NO N/A N/O TIME: _____

9. Who performed the ongoing incident assessment?

10. Did the response organization assess the potential hazards both at the affected sites and to adjacent areas?
 YES NO N/A N/O

11. Check following physical factors affecting the release that the response organization assessed
 - ___ the material state (liquid, gas, solid)
 - ___ actual and projected release rate
 - ___ direction of the material released in air or water
 - ___ the physical factors associated with the natural setting

12. Check the strategies the response organization used to assess hazards?
 - ___ established a priority for monitoring airborne toxic substances
 - ___ developed a strategy for monitoring and using direct reading instruments
 - ___ maintained monitoring capabilities for the duration of the release
 - ___ identified and responded to atmospheric and geographic conditions
 - ___ obtained environmental samples
 - ___ analyzed the samples
 - ___ supplemented filed monitoring data with assessment data that are based on various computer models



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OBJECTIVE 3: INCIDENT ASSESSMENT (CONTD)

13. Who was responsible for field monitoring activities?

14. What procedures were implemented by the field monitoring teams?

15. Did the response organization use the analysis of the field samples to guide decision makers in developing protective actions for the responders and for the general public?

YES NO N/A N/O





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OBJECTIVE 4: RESOURCE MANAGEMENT

Demonstrate the ability to mobilize and manage resources required for emergency response.

POINTS OF REVIEW

- Did the response organization determine the resources that it required to respond to an incident/accident?
 YES NO N/A N/O

How was this accomplished?

- Was this process triggered by development of a strategy for containing the incident/accident?
 YES NO

- When did the organization start and finish this process of identifying the required resources?

- Was this process completed into time to be supportive of the implementation of a response strategy?
 YES NO

- Did the organization contact local resource providers and request necessary resources?
 YES NO N/A N/O

- When did this process start and end?

- Were these calls placed to a control cell or to actual providers?



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OBJECTIVE 4: RESOURCE MANAGEMENT (CONTD)

8. If calls were made to actual providers, did the response organization use up-to-date and accurate lists of telephone numbers and points of contacts?

YES NO N/A N/O

9. What types of resources were requested?

10. Which local resource providers were contacted?

11. Did the organization contact external resource providers and request necessary resources?

YES NO N/A N/O

12. When did this process start and end?

13. Were these calls placed to a response cell or to providers?

14. If calls were made to providers, did the response organization use up-to-date and accurate lists of telephone numbers and points of contact?

YES NO N/A N/O TIME: _____

15. What types of resources were requested?

16. Which external organizations were contacted?





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OBJECTIVE 4: RESOURCE MANAGEMENT (CONTD)

17. Did any of the contacted local resource providers deploy any resources to the site of the incident/accident?
 YES NO N/A N/O
18. Which providers? _____
 What resources? _____
 When did they arrive? _____
19. Were they the resources requested?
 YES NO N/A N/O
20. Did any of the contacted external resource providers deploy any resources to the site of the incident/accident?
 YES NO N/A N/O
21. Which providers? _____
 What resources? _____
 When did they arrive? _____
22. Were they the resources requested?

23. Did the IC demonstrate the capability to integrate any deployed external resources into the response effort?
 YES NO N/A N/O
24. Did the organization demonstrate procedures for securing replacement resources of:
 _____ equipment YES NO
 _____ personnel YES NO
 _____ supplies YES NO



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OBJECTIVE 4: RESOURCE MANAGEMENT (CONTD)

25. If the organization demonstrated procedures for any of the above did it contact the providers for additional resources?
 YES NO N/A N/O
26. Did the providers deploy any additional resources
 YES NO N/A N/O
27. Which resources were deployed?
28. Did the organization demonstrate a shift change?
 YES NO N/A N/O TIME: _____
29. Was an individual/organization designated to keep record of resources expended?
 YES NO N/A N/O
30. Was an individual/organization to record the expenditure of funds in support of the response?
 YES NO N/A N/O
31. Identify the individual(s)/organization(s) responsible for such recordkeeping.





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OBJECTIVE 5: COMMUNICATIONS

Demonstrate the ability to establish and maintain communications essential to support response to a incident/accident.

POINTS OF REVIEW

1. Check those response units the Incident Commander (IC) established communications with:
 - _____ the first responding units at the incident/accident site
 - _____ field teams engaged in operations at the incident/accident location
 - _____ all response organizations whose support is required by the IC
 - _____ all newly arriving response organizations (including those from other jurisdictions)
 - _____ the commanders of all major response organizations
 - _____ off-site sources of advice and assistance in the identification of the hazardous materials, and the development and implementation of a strategy for containment, cleanup, and recovery
 - _____ other (List _____)

2. Regarding the above response units, were the communications links maintained at a functioning level in support of the IC and the supporting response units?

YES NO N/A N/O

3. Did the IC use the established communication linkages for the performance of his direction and control responsibilities?

YES NO N/A N/O

4. Were the communications links between these locations able to handle all necessary traffic?

YES NO N/A N/O

5. Did the EOC staff quickly establish and maintain effective communications throughout the response effort with the IC and response units under the direction of the EOC staff?

YES NO N/A N/O

6. Were the communications links between these locations able to handle all necessary traffic?

YES NO N/A N/O



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OBJECTIVE 5: COMMUNICATIONS (CONTD)

7. Were response organizations functioning at locations removed from the IC and EOC able to develop effective lines of communication (to communicate with each other)?
 YES NO N/A N/O

8. Did the response organization use the communications system to provide direction and control to the organizations under their command?
 YES NO N/A N/O

9. Did the response organization use the communications system to coordinate their activities with other organizations?
 YES NO N/A N/O





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OBJECTIVE 6: FACILITIES, EQUIPMENT, AND DISPLAYS

Demonstrate the adequacy of facilities, equipment, displays, and other materials to support emergency operations.

POINTS OF REVIEW

1. Was this a fixed or mobile facility?

2. Describe the location and key features of this facility.

3. What emergency response functions were performed at this facility?

4. Did the facility accommodate the numbers of emergency personnel operating from this facility?

YES NO N/A N/O

5. Was the facility adequate to support emergency operations?

YES NO N/A N/O

6. Identify any facility needs that were not available, but necessary for the response operations.

7. Was access to the facility controlled?

YES NO N/A N/O



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OBJECTIVE 6: FACILITIES, EQUIPMENT, AND DISPLAYS (CONTD)

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8. Check the equipment available at this facility.
 - telephone system
 - communications equipment
 - facsimile machine
 - copier machine
 - computer
(for what purpose? _____)
 - backup power
 - other
9. Was the equipment adequate to support emergency operations?
 YES NO N/A N/O TIME: _____
10. Identify any equipment needs or deficiencies.

11. Check the displays available at this facility.
 - maps (types _____)
 - status boards
(type of information recorded _____)
 - other (_____)
12. Were displays updated in a timely manner?
 YES NO N/A N/O
13. Were displays adequate to support emergency operations at this facility?
 YES NO N/A N/O
14. Identify any displays that were needed but not available at this facility.





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OBJECTIVE 6: FACILITIES, EQUIPMENT, AND DISPLAYS (CONTD)

15. Check those items identified on the maps
- familiar landmarks
 - boundaries
 - traffic/access control points
 - other (List _____)

16. Were reference materials available?
- YES NO N/A N/O

17. What type of reference materials were available?
- _____
- _____
- _____

18. Identify any reference materials that were needed but not available at this facility.
- _____
- _____
- _____



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OBJECTIVE 7: ALERT AND NOTIFICATION OF THE PUBLIC

Demonstrate the ability to signal an alert and to provide emergency notifications containing information and instruction to the public.

POINTS OF REVIEW

- Did the response organization issue a directive to activate the public alert system?
 YES NO N/A N/O TIME: _____
- Was the alert system activated?
 YES NO N/A N/O TIME: _____
- Through what means was alerting accomplished?
 _____ sirens
 _____ route alerting
 _____ other (_____)
- When did alerting take place? (If this occurred more than once note all times.)

- Did the response organization disseminate messages to notify the public of emergency instructions and information?
 YES NO N/A N/O TIME: _____
- Check through which means notification was accomplished.
 _____ EBS
 _____ route alerting
 _____ other
- When did notification take place? (If this occurred more than once note all times)

- Was notification accomplished in a timely manner?
 YES NO N/A N/O

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OBJECTIVE 7: ALERT, AND NOTIFICATION OF THE PUBLIC (CONTD)

9. Did the organization select prescribed notification messages for dissemination via EBS or other means?
 YES NO N/A N/O
10. Did the organization prepare ad hoc notification messages for dissemination via EBS or other means?
 YES NO N/A N/O
11. Check those items which were included in the notification messages.
 - _____ contain accurate information about the incident/accident
 - _____ describe protective actions clearly and succinctly
 - _____ instruct the listener on the actions to be taken
 - _____ identify the affected areas
 - _____ emphasize the importance of taking these actions as promptly as possible
12. Did the organization provide alert and notification to members of special populations?
 YES NO N/A N/O TIME:_____
13. Check those special populations that were provided alert and notification.
 - _____ hearing impaired
 - _____ mobility impaired
 - _____ visually impaired
 - _____ schools
 - _____ other
14. What means were employed for special population alert and notification?

15. Were copies of all logs and messages maintained? (Note: Obtain copies)
 YES NO N/A N/O



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OBJECTIVE 8: EMERGENCY INFORMATION - MEDIA

Demonstrate the ability to coordinate the development and dissemination of clear, accurate, and timely information to the media.

POINTS OF REVIEW

- Did the organization establish and use a primary information facility where principal organizations coordinated their activities and interacted with the media?

YES NO N/A N/O TIME:_____
- What organizations were represented?

- Did the organizations designate a single spokesperson?

YES NO N/A N/O TIME:_____
- Did the spokesperson have access to all necessary information and technical staff?

YES NO N/A N/O
- Did the response organization respond to telephone inquiries from the media?

YES NO N/A N/O
- Did the organization provide technically accurate information to the media?

YES NO N/A N/O
- Was the information provided to the media consistent with information provided in official notifications to the public?

YES NO N/A N/O
- Were briefing and press releases offered to the media after each major development in the incident/accident?

YES NO N/A N/O





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**OBJECTIVE 8: EMERGENCY INFORMATION - MEDIA
(CONTD)**

9. Note the times of briefings and/or press release.

10. Were dissemination of information to the media coordinated among the various Public Information Officers (PIOs)?
 YES NO N/A N/O
11. Was the information provided to the media in understandable language without use of unexplained technical jargon?
 YES NO N/A N/O
12. Was the information provided to the media on protective action recommendations (PAR) consistent with official messages containing PARS.
 YES NO N/A N/O
13. Was the information provided to the media internally consistent.
 YES NO N/A N/O
14. Did the organization monitor the media for the purpose of controlling rumors?
 YES NO N/A N/O
15. Did the organization use information developed from the monitoring of media rumor control?
 YES NO N/A N/O
16. Did the response organization take measures to provide the media with information that would help to control these rumors?
 YES NO N/A N/O
17. If yes, what measures.



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OBJECTIVE 9: PROTECTIVE ACTIONS FOR THE PUBLIC

Demonstrate the capability to decide upon and direct the implementation of protective actions for the public.

POINTS OF REVIEW

- Did the decision makers use data provided on the hazards posed by the material involved in the incident/accident to determine:
 - _____ the risk to public health and safety YES NO
 - _____ the protective actions necessary to reduce this risk YES NO
- Did the response organization determine the geographical areas within which the public is at risk of exposure to the plume produced by the incident/accident?

YES NO N/A N/O TIME: _____
- Did the response organization determine:
 - _____ when the plume would reach the affected area YES NO
 - _____ how long the plume would remain over the affected area YES NO
 - _____ how persons could be exposed to the hazardous materials YES NO
 - _____ the potential harm that could come from such exposure YES NO
- Check which protective action was determined to provide the most effective protection from this potential exposure?
 - _____ sheltering-in-place
 - _____ evacuation
 - _____ combination of sheltering and evacuation
- Were protective action decisions communicated to public?

YES NO N/A N/O TIME: _____
- Were protective action decisions coordinated through alert and notification strategies?

YES NO N/A N/O





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OBJECTIVE 9: PROTECTIVE ACTIONS FOR THE PUBLIC (CONTD)

7. Did the response organization make appropriate adjustments in protective action strategies as conditions changed?
 YES NO N/A N/O TIME: _____

8. Did the response organization issue directives to initiate the implementation of protective actions?
 YES NO N/A N/O TIME: _____

9. Did the response organization monitor the results of the implementation efforts?
 YES NO N/A N/O

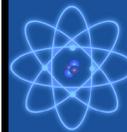
10. Did the response organization issue new directives as necessary to keep the implementation on track?
 YES NO N/A N/O TIME: _____

11. What institutions/special populations did the response organization notify of the existence of an incident/accident.

12. Did the response organization provide protective action recommendations to the institutions/ special populations?
 YES NO N/A N/O TIME: _____

13. If yes, check the protective action recommendations which were made.
 _____ sheltering-in-place
 _____ evacuation
 _____ combination of sheltering and evacuation

14. If evacuation was recommended, did the response organization recommend evacuating schools to other locations outside of area of risk?
 YES NO N/A N/O TIME: _____



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OBJECTIVE 9: PROTECTIVE ACTIONS FOR THE PUBLIC (CONTD)

15. Did the response organization provide assistance to special populations/institutions (e.g., hospitals, day care centers) in the accomplishment of protective actions?
 YES NO N/A N/O
16. If so, check which special population(s).
 _____ hospitals
 (List _____)
 _____ day car centers
 (List _____)
 _____ mobility impaired
 _____ visually impaired
 _____ hearing impaired
 _____ other (List _____)
17. Were the residents of these institutions evacuated along preplanned routes?
 YES NO N/A N/O TIME: _____
18. What type of assistance was provided?

19. Did the response organization actually contact the providers of special assistance?
 YES NO N/A N/O TIME: _____
20. Were the providers actually deployed to the location requesting assistance?
 YES NO N/A N/O TIME: _____
21. If yes, did the providers actually move from pickup points to specified reception centers?
 YES NO N/A N/O TIME: _____

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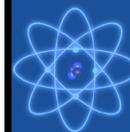
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OBJECTIVE 10: RESPONSE PERSONNEL SAFETY

Demonstrate the ability to protect emergency responder health and safety.

POINTS OF REVIEW

1. Did the response organization establish and maintain one or more zones to regulate the movement of personnel in and out of the site?
 YES NO N/A N/O TIME: _____
2. Did the response organization establish barriers around a restricted zone or “hot zone?”
 YES NO N/A N/O TIME: _____
3. Were the boundaries of that zone clearly visible to all response personnel?
 YES NO N/A N/O
4. Did the response organization limit the number of personnel allowed in the restricted zone?
 YES NO N/A N/O
5. Did the response organization limit the amount of time each responder remained in that zone?
 YES NO N/A N/O
6. Did the response organization provide protective equipment and clothing to responders?
 YES NO N/A N/O
7. Was the type of equipment provided based upon the organization’s safety and health plan?
 YES NO N/A N/O
8. Did the response organization use the results of ongoing incident assessment to determine the level (Level A, B, or C) and types of protection to be provided to responders?
 YES NO N/A N/O



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OBJECTIVE 10: RESPONSE PERSONNEL SAFETY (CONTD)

9. Did the response organization ensure that no emergency worker entered the restricted zone without the required protective equipment and clothing?
 YES NO N/A N/O
10. Did the response organization establish and maintain rules for the use of protective equipment by responders while in the restricted zone?
 YES NO N/A N/O
11. Did response personnel operate within the restricted zone under supervisor of a safety officer?
 YES NO N/A N/O
12. Were fire fighters involved in operations beyond the initial stages of the incident/accident provided protective equipment which meets the criteria required by OSHA 29 CFR 1910.156(e)?
 YES NO N/A N/O
13. If appropriate equipment was available to responders, were response personnel trained in its safe and proper use?
 YES NO N/A N/O
14. Were communication links between the IC, the safety officer, and the site entry team adequate to support safe and effective response operation?
 YES NO N/A N/O
15. Did the safety officer have access to weather data?
 YES NO N/A N/O
16. By what means (status board, etc.) was equipment and manpower tracked?





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OBJECTIVE 10: RESPONSE PERSONNEL SAFETY (CONTD)

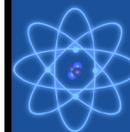
17. Did emergency responders with exposure to an actual or potential inhalation hazard wear positive pressure self-contained breathing apparatus while engaged in emergency response?
 YES NO N/A N/O

18. Did the IC allow emergency responders to remove equipment referred to in 12 and 17 above?
 YES NO N/A N/O TIME: _____

19. Were operations in hazardous area performed in the "buddy system?"
 YES NO N/A N/O

20. Check those actions that the response organization provided to emergency workers:
 _____ emergency assistance
 _____ rescue
 _____ first aid
 _____ emergency medical transportation
 _____ other

21. Check those actions taken upon the departure of emergency response personnel from the restricted zone:
 _____ monitored for contamination
 _____ decontaminated
 _____ re-monitored



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OBJECTIVE 11: TRAFFIC AND ACCESS CONTROL

Demonstrate the organizational ability and resources necessary to implement site security and to control evacuation traffic flow and access to evacuated and sheltered areas.

POINTS OF REVIEW

- Was site security implemented at the incident/accident?
 YES NO N/A N/O TIME: _____
- Who was responsible for implementing site security?

- Were only authorized and necessary personnel allowed access to the incident/accident scene?
 YES NO N/A N/O
- Check those actions included in site security procedures:
 _____ cordoning off the area with police tape or roadblocks
 _____ removing unauthorized vehicles and personnel to allow for easier access to the site by the response organization
 _____ diverting all unnecessary traffic away from the area of the incident/accident
- Were traffic controllers actually deployed to designated traffic/access control points?
 YES NO N/A N/O
- Was this deployment accomplished in a manner to facilitate traffic and access control?
 YES NO N/A N/O
- Did the traffic/access controllers minimize delays?
 YES NO N/A N/O





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OBJECTIVE 11: TRAFFIC AND ACCESS CONTROL (CONTD)

8. Were the number of traffic and access control personnel and resources mobilized adequate to direct and control the evacuation traffic flow?
 YES NO N/A N/O TIME: _____
9. Were maps provided to local law enforcement personnel depicting the affected area and evacuation routes?
 YES NO N/A N/O
10. In the event the protective action strategy was to shelter-in-place, did the traffic controllers control the access of personnel, equipment, etc. into and from the sheltered area?
 YES NO N/A N/O
11. Did traffic/access controllers limit and prevent access to evacuated or hazardous areas?
 YES NO N/A N/O
12. Did traffic/access controllers limit access to waterways, railways, and airspace in the affected area?
 YES NO N/A N/O
13. Did response organizations keep the traffic access control personnel informed of significant developments in the emergency situation?
 YES NO N/A N/O TIME: _____
14. How was this information provided to traffic and access control staff?

15. Check those areas in which traffic and access control personnel demonstrated accurate knowledge of their roles:
 _____ traffic control and access control
 _____ evacuation routes
 _____ destination routes
 _____ location of reception centers
 _____ any relocation, recovery, and re-entry activities for which traffic and access control are pertinent



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OBJECTIVE 12: REGISTRATION, SCREENING, AND DECONTAMINATION OF PUBLIC

Demonstrate the ability to monitor and control hazardous materials decontamination of the public through an appropriate combination screening, decontamination, and registration process.

POINTS OF REVIEW

- Was a location for registration, screening, and decontamination of public activated by the response organization?
 YES NO N/A N/O TIME: _____
 Name of location: _____
- Check those activities this facility was capable of performing:
 _____ screening or monitoring evacuees
 _____ decontaminating evacuees
 _____ registering evacuees
- Check those activities this facility had adequate space for:
 _____ screening or monitoring evacuees
 _____ decontaminating evacuees
 _____ registering evacuees

Facilities

- Did the response organization minimize possible contamination to the facility?
 YES NO N/A N/O
- Did the response organization segregate "clean" from potentially contaminated areas?
 YES NO N/A N/O
- Did the response organization separate males and females during the decontamination process?
 YES NO N/A N/O





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OBJECTIVE 12: REGISTRATION, SCREENING, AND DECONTAMINATION OF PUBLIC (CONTD)

Monitoring/Decontamination

7. Which organizations were responsible for:
 - _____ screening or monitoring evacuees
 - _____ decontaminating evacuees

8. Was there sufficient staff to perform monitoring/decontamination?

YES NO N/A N/O TIME:_____

9. Did the response organization detect contamination based on action levels appropriate for the hazardous material involved in the incident?

YES NO N/A N/O

10. Were medical personnel present at the facility?

YES NO N/A N/O

11. Did the response organization decontaminate evacuees through the use of procedures entailing removal and control of contaminated clothing and other articles and the use of shower facilities?

YES NO N/A N/O

12. Did the response organization provide clothing for person(s) who did not have "clean" clothing with them?

YES NO N/A N/O

13. Did the response organization re-monitor persons who were decontaminated?

YES NO N/A N/O



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OBJECTIVE 12: REGISTRATION, SCREENING, AND DECONTAMINATION OF PUBLIC (CONTD)

- 14. Did the response organization store contaminated clothing to prevent further contamination of evacuees or "clean" clothes?
 YES NO N/A N/O
- 15. Did the response organizations refer significantly contaminated individuals who could not be adequately decontaminated to a medical facility?
 YES NO N/A N/O
- 16. Did the response organization establish and maintain records for persons who are seriously contaminated?
 YES NO N/A N/O

Registration

- 17. Which organization(s) was responsible for registering evacuees?

- 18. Did the response organization register evacuees on a standardized form designed for evacuee registration?
 YES NO N/A N/O
- 19. Check those items recorded during the registration process.
 - _____ name
 - _____ address
 - _____ results of monitoring
 - _____ time of decontamination, if any
 - _____ other
- 20. Did the response organization use the registration records as means for

_____ locating and reuniting families	YES	NO
_____ providing a record of monitoring	YES	NO

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OBJECTIVE 12: REGISTRATION, SCREENING, AND DECONTAMINATION OF PUBLIC (CONTD)

21. Did the response organization provide to a central location a list of those evacuees registered from all open reception centers?

YES NO N/A N/O TIME: _____

Vehicle Monitoring and Decontamination

22. Did the response organization monitor arriving vehicles for contamination?

YES NO N/A N/O

23. Which organization(s) was responsible for monitoring and decontaminating vehicles?

24. Did the response organization detect contamination based on action levels appropriate for hazardous material(s) involved in the incident?

YES NO N/A N/O

25. Check those actions performed by the response organization.

- _____ segregated contaminated vehicles from clean vehicles
- _____ prevented contact of clean persons with contaminated vehicles

26. Was there sufficient parking for the anticipated number of evacuees?

YES NO N/A N/O

27. Were the parking facilities adequate to isolate contaminated vehicles?

YES NO N/A N/O

28. Were vehicles decontaminated immediately?

YES NO N/A N/O

29. If no, were the vehicles parked and secured awaiting further equipment and instructions?

YES NO N/A N/O



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OBJECTIVE 13: CONGREGATE CARE

Demonstrate the adequacy of procedures, facilities, equipment, and services for the congregate care of evacuees.

POINTS OF REVIEW

- Was a location for congregate care of the public activated by the response organization?

YES NO N/A N/O TIME: _____

Name of location: _____
- Was there adequate space for the functions of this center?

YES NO N/A N/O
- Which organization was responsible for managing this center?

- Was the manager capable of coordinating the limited resources of this center?

YES NO N/A N/O
- Was the manager knowledgeable about the capacity of this center?

YES NO N/A N/O
- Did the response organization keep the manager apprised of how many evacuees to expect?

YES NO N/A N/O
- Was the response organization capable of communicating with the manager?

YES NO N/A N/O
- If yes, through what type of communications system?





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OBJECTIVE 13: CONGREGATE CARE (CONTD)

9. Check those services that the congregate care center provided to evacuees:
 - shelter
 - food
 - sanitation services
 - parking
 - secure storage for evacuee personnel belongings
 - family assistance
 - care for the disabled or other special needs
 - child care
 - medical care
 - first aid
 - other

10. Check those items that the manager had ready access to:
 - cots and blankets
 - drinking water
 - food
 - first aid supplies

11. Were these items available in sufficient quantities for the expected number of evacuees?

YES NO N/A N/O

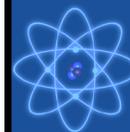
12. Were these supplies available at the center?

YES NO N/A N/O

13. If no, what arrangements were made?

14. Were medical personnel available at the congregate care center?

YES NO N/A N/O



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OBJECTIVE 13: CONGREGATE CARE (CONTD)

15. Check those services provided by medical personnel.
 - first aid
 - crisis counseling
 - other (List _____)

16. Were police and fire and rescue units on hand to assist the manager with evacuee safety?

YES NO N/A N/O

17. Did the manager provide accurate and up-to-date information to the evacuees concerning the status of the incident/accident?

YES NO N/A N/O





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OBJECTIVE 14: EMERGENCY MEDICAL SERVICES

Demonstrate the adequacy of personnel, procedures, equipment, and vehicles for transporting contaminated and/or injured individuals, and the adequacy of medical personnel and facilities to support the operation.

POINTS OF REVIEW

1. Which organization(s) demonstrated this objective?

2. Did EMS personnel establish a protective zone around injured or contaminated individual(s)?
 YES NO N/A N/O TIME: _____

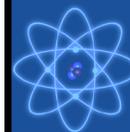
3. Were the EMS personnel aware of the hazardous material involved?
 YES NO N/A N/O TIME: _____

4. If yes, describe how the material(s) was identified and the material involved.

5. Did EMS personnel determine the nature and extent of the injuries?
 YES NO N/A N/O

6. Check those actions taken by the EMS personnel?
 _____ referred to an initial response resource for immediate first aid for injured patients
 _____ instituted emergency care using the triage concept
 _____ in case of contact with material, immediately flushed the skin or eyes with running water for at least fifteen minutes
 _____ removed and isolated any contaminated clothing and shoes
 _____ kept the patient quiet and maintained normal body temperature

7. Did the EMS personnel take steps to limit contamination to:
 _____ other personnel YES NO
 _____ the vehicle YES NO
 _____ the facility/site YES NO



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OBJECTIVE 14: EMERGENCY MEDICAL SERVICES (CONTD)

16. Did the ambulance crew communicate the following information to the receiving medical facility?
 - _____ information and data on the individual's physical condition including their assessment regarding internal or external contamination
 - _____ vital signs
 - _____ the type of hazardous materials involved in the accident
 - _____ Material Safety Data Sheet (MSDS) information relating to hazardous material involved, if available
 - _____ estimated time of arrival at the medical facility

17. Were the following medical staff present during the medical examination?
 - _____ physician
 - _____ nurse
 - _____ toxicologist
 - _____ other

18. Did the receiving medical facility have written procedures for dealing with potentially contaminated individuals?

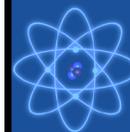
YES NO N/A N/O

19. Did the medical facility have MSDS information available on site?

YES NO N/A N/O

20. Did the medical facility establish a controlled area where the injured individual(s) would be treated?

YES NO N/A N/O TIME _____



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OBJECTIVE 14: EMERGENCY MEDICAL SERVICES (CONTD)

21. Check those procedures implemented by the medical facility to ensure the controlled area is isolated and self-contained.
 - _____ all doors leading to the area remain closed
 - _____ ventilation systems are filtered or independent of other systems within the medical facility _____ floors are covered to minimize contamination within the area
 - _____ appropriate warning signs are in place
 - _____ unnecessary equipment is either removed or covered
 - _____ necessary equipment, including a portable x-ray machine, if applicable, is in place
 - _____ a buffer zone separating the controlled area from the rest of the facility is established
 - _____ medical facility staff who have direct contact with contaminated individuals take the necessary precautions to avoid contact with the contamination
22. Did the medical staff monitor and assess the injured individual(s) for contamination?
 YES NO N/A N/O
23. If yes, describe how this was demonstrated.

24. If more than one hazardous material was involved, did the medical staff treat the patient(s) with the proper priority of the materials involved?
 YES NO N/A N/O
25. Did a toxicologist analyze the sample from the injured individual(s)?
 YES NO N/A N/O TIME: _____
26. Were the results of the analysis transmitted to the attending medical staff?
 YES NO N/A N/O TIME: _____
27. Did the medical staff implement decontamination procedures for cleansing localized areas on the patient(s)?
 YES NO N/A N/O





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OBJECTIVE 14: EMERGENCY MEDICAL SERVICES (CONTD)

28. Were antidotes or neutralizing chemicals used?

YES NO N/A N/O

29. Describe the decontamination procedures.

30. Did the medical staff contain and store any waste solutions for disposal?

YES NO N/A N/O

31. Did the medical staff maintain contamination control measures during and after treatment of the patient(s)?

YES NO N/A N/O

32. Did the medical staff properly dispose of any contaminated waste clothing?

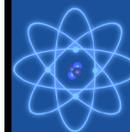
YES NO N/A N/O

33. Did the medical staff properly decontaminate any instruments or medical paraphernalia?

YES NO N/A N/O

34. Was the medical staff decontaminated before reentering the medical facility from the controlled area?

YES NO N/A N/O



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OBJECTIVE 15: CONTAINMENT AND CLEANUP

Demonstrate the ability to implement appropriate measures for containment, recovery, and cleanup of a release of a hazardous material

POINTS OF REVIEW

- Was the source of the release controlled?
 YES NO N/A N/O
- If yes, describe how this was accomplished.

- Was the released material contained?
 YES NO N/A N/O TIME: _____
- If yes, describe how this was accomplished.

- Check those resources used to assist in containing the release.
 _____ DOT ERG
 _____ CHEMTREC
 _____ Shipper Transporter
 _____ Other
- Did the response organization assess the impact of the control/containment strategies on public health and safety and the environment?
 YES NO N/A N/O
- Did the response organization have a available an up-to-date list of cleanup and disposal contractors?
 YES NO N/A N/O

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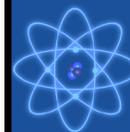
OBJECTIVE 15: CONTAINMENT AND CLEANUP (CONTD)

8. Did the response organization contact and secure cleanup and disposal contractors?
 YES NO N/A N/O TIME: _____
9. If yes, who made the contact?

10. What organization/company was contacted?

11. Did the response organization have available an updated list of RCRA disposal facilities?
 YES NO N/A N/O
12. Did the response organization contact the appropriate State agency offices for information on State requirements for hazardous waste disposal?
 YES NO N/A N/O TIME: _____
13. Who made the call?

14. Which State agency was contacted?



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OBJECTIVE 15: CONTAINMENT AND CLEANUP (CONTD)

- 23. Did the response organization establish needs for decontamination efforts?
 YES NO N/A N/O TIME: _____
- 24. Did the response organization restore vital services in the affected area?
 YES NO N/A N/O TIME: _____
- 25. Did the response organization prioritize the use of resources necessary for such restoration?
 YES NO N/A N/O TIME: _____



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OBJECTIVE 16: INCIDENT DOCUMENTATION AND INVESTIGATION

Demonstrate the ability to document a hazardous materials incident accident and response.

POINTS OF REVIEW

- Was an incident/accident debriefing meeting conducted?
 YES NO N/A N/O TIME: _____
- Who was responsible for conducting the debriefing.

- List the response personnel involved in the debriefing.

- Was a time-line developed at the debriefing?
 YES NO N/A N/O
- Was an incident/accident investigation initiated?
 YES NO N/A N/O
- Who was responsible for the investigation?

- Was the cause of the incident/accident determined?
 YES NO N/A N/O
- Were response personnel logs and records used as part of the investigation?
 YES NO N/A N/O
- Was incident/accident information from the media secured to aid in the investigation?
 YES NO N/A N/O





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OBJECTIVE 16: INCIDENT DOCUMENTATION AND INVESTIGATION (CONTD)

10. Was the response to the incident/accident evaluated?

YES NO N/A N/O

11. If yes, describe how was the response was evaluated?

12. Check recommendations that were made:

- amend the plan
- provide training to responders
- conduct additional drills/exercises
- provide training to the public
- other (List _____)

13. Were plans initiated to document the response to the incident/accident in a written report?

YES NO N/A N/O

14. Who was responsible for preparing the written report?



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