

**THE
NEW YORK CITY
EMERGENCY RESPONSE
AGENCIES
HAZARDOUS MATERIALS
EXERCISE EVALUATION PLAN**

*Developed in Cooperation
with the
New York City Transit Authority
by the
New York City Fire Department*

*Rudolph W. Giuliani
Mayor City of New York*

*Howard Safir
Fire Commissioner*

*James T. Bullock
Chief Special Operations Command*

*Alan F. Kiepper
President New York City Transit Authority*

*Salvatore A. Gilardi jr.
Manager Fire Safety,
Office of System Safety*

FORWARD

The purpose of this document is to provide a process in which the emergency response agencies of the City of New York can evaluate their personnel and improve their performance at hazardous materials incidents. This document is intended to be a living document that improves with age. It is recommended that this document be reviewed periodically and modified to meet the needs of the emergency response agencies of the City of New York. All agencies have a legal as well as a moral responsibility to conduct exercises to improve personnel performance & competency, identify and correct deficiencies and provide for a safer working environment for their personnel. In many respects this is a team effort and must be done jointly with input from all agencies in order to reduce injuries and lessen the impacts that hazardous materials can have on the environment as well as the community. This document is not comprehensive it is used as an example to assist managers, supervisors and planners in emergency preparedness. Further comments are welcome and anything that can be done to assist you in this effort is usually only a phone call away.

At the direction of the Department

Philip H. McArdle ✓
FDNY HAZ-MAT 1 ✓

Committee - Partners -

Can we -

Title -

THE RATIONAL FOR AN EXERCISE EVALUATION

This section presents an overview of the concept of exercise evaluation for transit authority personnel. This document addresses the reasons for evaluation of exercises; the nature and intent of exercise evaluation; the uniform structure of exercise evaluation; and the results of exercises.

BASIS FOR EXERCISE EVALUATION

The first and most frequent basis for evaluation of exercises is a determination on the part of New York City Fire Department (FDNY) that it would be useful to their hazardous materials emergency preparedness programs to have their performance (and that of other emergency response agencies) in a hazardous material exercise evaluated. The FDNY performs such evaluations in order to increase the value of the exercise as a test of the adequacy and implementability of the FDNY emergency response plan, as a measure of the adequacy of training efforts, and as an indicator of their general level of preparedness for response to hazardous materials incidents on FDNY property.

The second basis for evaluation of an exercise is the existence of a statutory requirement that a State and local governments conduct evaluated hazardous materials exercises (29 CFR 1910.120).

The third basis for evaluation of an exercise is a joint decision by FDNY and the Emergency Response Agencies of the City of New York that their mutual interests in greater hazardous materials emergency preparedness, arising from separate but interrelated legal foundations, would be promoted by the conduct of a joint evaluated exercise.

Identifying the Goals of Exercise Evaluation

It is critical that the Emergency Response Agencies of the City of New York whose exercise performance will be evaluated develop a set of specific goals that they hope to achieve as a result of the exercise and as a result of the exercise evaluation.

The eight goals of a Hazardous Materials Incident are:

- Notification
- Isolation
- Identification
- Protection
- Spill Control
- Leak Control
- Fire Control
- Recovery & Termination Procedures

The focus of these goals can be directly related to any exercise evaluation involving hazardous Materials. It is the purpose of the exercise to test the implementability of plans and procedures. An additional purpose is for FDNY to gain a reasonable perspective on the level of preparedness, the goals, objectives & methodologies of the exercise evaluation. This provide an assessment of the current capabilities of the participating emergency response personnel to perform critical emergency response functions as required by scenario events.

ENHANCING THE VALUE OF EVALUATION

This document is designed to enhance the value of an evaluated exercise to the management of participating emergency response agencies by increasing:

- the ability of the exercise *controllers, evaluators* and *observers* to select a set of performance standards by which the demonstration of competency by the participating Emergency Response Agencies of the City of New York can be assessed;
- the ability of the exercise evaluation team to conduct an evaluation based upon these standards and to convey its findings to the participating Emergency Response Agencies of the City of New York in the context of these standards; and
- the ability of the evaluated Emergency Response Agencies of the City of New York to translate the findings of the evaluation team into concrete improvements of emergency response plans and standard operating procedures.

PERFORMANCE CRITERIA

The FDNY Exercise Evaluation Manual establishes performance criteria for each of the exercise goals, objectives and methodologies. These criteria are presented in language such as "did the responsible party demonstrate the knowledge and skills necessary to..." perform a function or work task. These criteria are contained in a set of evaluation elements which describe the functional response capabilities that should be demonstrated by the participating response agency. These criteria provide the basis for a realistic assessment of hazardous materials emergency preparedness capabilities, as demonstrated in exercises. The exercise goals, objectives & methodologies are derived from National Fire Academy Training Programs, "NRT-1: Hazardous Materials Emergency Planning Guide" (March 1987), and other more recent preparedness guidance, documents and regulations. Some goals, objectives & methodologies contain performance standards developed by OSHA, published in 29 CFR 1910.120 and 1910.156, 1910.134, 1910.1030, 1910.1200 and developed by EPA, published in 40 CFR, Part 311.

The exercise evaluation goals, objectives & methodologies described within this FDNY Exercise Evaluation Manual have a specific functional orientation related to emergency response. Organizational considerations are linked to the 8 basic goals with several objectives & methodologies that meet each of the goals. The exercise evaluations can easily be translated into planning and procedural improvements. Ideally, this will also facilitate a partnership and evaluation program between agencies and among emergency preparedness and response disciplines.

Emergency Response Agencies may agree to adopt these criteria explicitly as the measure by which they judge the adequacy of their own hazardous materials preparedness capabilities. Alternatively Emergency Response Agencies may agree to apply these criteria to their performance in a specific exercise in order to ascertain their current level of preparedness for hazardous materials emergencies. Additionally, Emergency Response Agencies of the City of New York may elect to adapt or modify this guidance to suit their individual needs. The 8 goals, objectives & methodologies contained and described in the FDNY Exercise Evaluation Manual should not be considered all inclusive: some goals, objectives & methodologies may or may not apply in all exercise scenarios, or to all

Reproduction without modification is allowed with credit given to Philip H. McArdle (FDNY) and the Emergency Response Agencies of the City of New York

participating Emergency Response Agencies of the City of New York and locations. The key to any objective-based evaluation using the FDNY Exercise Evaluation Manual is to recognize, separate, and use only those goals, objectives & methodologies applicable and necessary to the situation. There may be cases where goals, objectives & methodologies "unique" to particular community or geographic area need to be developed for particular exercises to augment the 8 goals, their objectives & methodologies.

THE STRUCTURE OF THE EXERCISE EVALUATION

The FDNY Exercise Evaluation Manual provides a structure to the evaluation of a hazardous materials emergency exercise by:

- describing an exercise evaluation team; outlining the major activities to be completed by the director of that team
- describing the process by which the observations of Response Personnel's of the evaluation team are translated into an exercise report that maximizes the contribution of the exercise evaluation, resulting in improved hazardous materials emergency preparedness in the City of New York
- presenting a standard set of exercise goals, objectives & methodologies; and
- presenting a standardized evaluation instrument - "A Performance Evaluation".

THE STRUCTURE OF AN EXERCISE EVALUATION TEAM

The Team Concept

The FDNY recognizes that hazardous materials exercises should be evaluated by a qualified and competent evaluation team, that is, a structured team of evaluators organized to accomplish an evaluation in a comprehensive and systematic manner.

Team Size and Composition

The size of an evaluation team is dependent upon several factors including:

- the type of exercise, (e.g., tabletop, functional, or full-scale)
- the purpose of the exercise;
- its size and complexity (i.e., the number of goals, objectives & methodologies to be demonstrated)
- the number of Emergency Response Agencies of the City of New York participating
- the number of locations from which the goals, objectives & methodologies are to be demonstrated
- the availability of resources needed to conduct an evaluation.

As a general rule, the evaluation team should be large enough to provide for the evaluation of all goals, objectives & methodologies by the Emergency Response Agencies of the City of New York, and their locations. In a relatively small exercise, with few Emergency Response Agencies of the City of New York and a limited number of goals, objectives & methodologies and locations, a simple organizational structure with a single Team leader and a number of evaluators who report directly to this leader will usually suffice.

In a full-scale exercise, in which a large number of goals, objectives & methodologies are to be demonstrated by multiple Emergency Response Agencies of the City of New York at

Reproduction without modification is allowed with credit given to Philip H. McArdle (FDNY) and the Emergency Response Agencies of the City of New York

several locations, a more formal and complex structure is usually required. A typical structure of this type has a team director and a number of *Team leaders*. The latter may direct the evaluation efforts of group leaders and *evaluators*. Such a team structure is depicted in Table 1.

TABLE 1: THE TEAM CONCEPT

<i>Evaluation Team</i> Director		
<i>Team leader #1</i>		<i>Team leader #2</i>
Group Leaders (command & Control)	Group Leader (Street / Surface Ops.)	Group Leader (Subway Ops.)
Evaluator	Evaluator	Evaluator
Evaluator	Evaluator	Evaluator
Evaluator	Evaluator	Evaluator
Evaluator	Evaluator	Evaluator
Evaluator	Evaluator	Evaluator

THE EVALUATION TEAM DIRECTOR

The responsibility of the Evaluation Team Director (FDNY ETD) is to complete two major activities and their associated tasks. These activities are to plan and manage preparations of the Exercise Evaluation Team, and to manage the development of the Exercise Evaluation Report.

Activity 1: Plan And Manage Preparations Of The Exercise Evaluation Team

Task One: Determine the Scope of Exercise Evaluation

This task is to be accomplished by the Evaluator Team Director FDNY ETD in coordination with the representatives of Emergency Response Agencies of the City of New York participating in the exercise.

- Coordinates with the participating agencies to determine the goals, objectives & methodologies to be demonstrated and evaluated during the exercise. (In the event that the participating Emergency Response Agencies have not decided on which goals, objectives & methodologies to demonstrate, the FDNY ETD should assist them in arriving at such goals, objectives & methodologies).
- Based upon which goals, objectives & methodologies will be demonstrated the FDNY ETD can determine how many and what type of evaluator expertise is needed to evaluate the exercise. As a general rule, a full-scale exercise should involve demonstration of at least the 8 goals, objectives & methodologies described in this FDNY Exercise Evaluation Manual.
- Based upon this coordination, the FDNY ETD determines which Emergency Response Agencies of the City of New York and which locations will be used in demonstrating the goals, objectives & methodologies selected for the exercise.
- The FDNY ETD identifies or determines the Rules of Engagement for the selected goals, objectives & methodologies. (If the Rules of Engagement has already been determined by the participating Emergency Response Agencies, the FDNY ETD needs only to ascertain what has been determined for each objective. Otherwise the FDNY ETD needs to work with the participating Emergency Response Agencies to determine the Rules of Engagement. It is imperative that Rules of Engagement agreements are reached ahead of time because they may affect the number of people needed to evaluate or control the exercise.)
- Typically in the demonstration of the goals, objectives & methodologies, Emergency Response Agencies of the City of New York will be attempting to carry out their emergency functions as they would be carried out in a real emergency, subject to the limitations of conducting them in an exercise or to their exercise specific goals and objectives. For example, a response organization may have new procedures that it wishes to test, which have not yet been formally incorporated into its plan, however, the Rules of Engagement agreement provides that the new procedures can be utilized during the exercise as long as they are clearly defined so as to avoid freelancing.
- Extent of play agreements also specify the simulation allowed in demonstrating each objective. For example, the Rules of Engagement agreement may state that the responders will not actually fight a fire, rather they can respond to a scene with the proper equipment and personnel; or, Emergency Operations Center (EOCs) in locations

expecting minimal involvement will not fully activate, rather they must demonstrate the Notification procedures and have someone present to answer calls.

Task Two: Determine the Evaluation Team Structure, Size, and Composition

The FDNY ETD uses the information developed in Task One;

- determine a team structure that is the most appropriate to use for evaluating the particular exercise.
- The size of an evaluation team is dependent upon several factors such as the type of exercise, (e.g., tabletop, functional, or full-scale; the purpose of the exercise; its size and complexity, i.e., the number of goals, objectives & methodologies demonstrated, the number of Emergency Response Agencies participating, and the number of locations from which the goals, objectives & methodologies are demonstrated, and the availability of resources needed to conduct an evaluation.)

Task Three: Selection of the Evaluation Team Members

- In the third task, the FDNY ETD selects Response Personnel's of the evaluation team. The recruitment base for evaluators consists of emergency management or response personnel from neighboring jurisdictions or representatives from state, local or federal agencies. Experience has shown that it is not advisable to assign the role of evaluators to personnel belonging to the Emergency Response Agencies of the City of New York being evaluated.
- In order to properly evaluate many of the exercise goals, objectives & methodologies, evaluators will need specific technical knowledge (e.g., the evaluator assigned to the goal of identification will need to have a thorough understanding of the knowledge and skills necessary to select and use air monitoring devices). The FDNY ETD needs to review the list of goals, objectives & methodologies to be demonstrated, determine the knowledge and skills required for each objective, and seek the services of evaluators with the requisite knowledge and experience.

Task Four: Determine the Exercise Team Schedule of Activities

This task entails the development of a schedule that provides the dates and time frames for the following activities:

- conduct the pre-exercise briefing
- exercise activities
- preparation of the exercise evaluation report.

Task Five: Arrange for Logistics to Support Evaluation Team

This task entails the development of logistical arrangements in support of the evaluation team.

- These arrangements must provide for such matters as meeting facilities, lodging, and transportation arrangements (if this becomes necessary.)
- As a general rule these arrangements need to include securing the use of facilities for plenary team sessions immediately prior to and following the exercise.
- Unless the exercise is to be conducted at locations that cannot be reached from a central common location in an hour's drive, it is advisable to arrange for lodging for all Response Personnel's of the team in a single Facility.

Task Six: Provide Materials to Evaluators

In this task, the FDNY ETD provides *evaluators* with a variety of materials that they will need to prepare for the evaluation effort. This is accomplished most effectively through the distribution of *evaluator* packets, containing information on such items as:

- scope of the exercise to be evaluated, including goals, objectives & methodologies to be demonstrated and Rules of Engagement agreements;
- structure of the evaluation team, including individual *evaluator* assignments;
- exercise scenario and controller inputs
- relevant portions of FDNY Exercise Evaluation Manual
- copies of plans and procedures for assigned Emergency Response Agencies of the City of New York pertinent to assigned goals, objectives & methodologies, including maps;
- portions of previous evaluation reports including description of Issues and recommendations; (if available)
- exercise schedule, including schedule of post-exercise activities; and
- logistical information, location of meetings, lodging arrangements, etc.

Several of the items listed are to be secured by the FDNY ETD from the participating Emergency Response Agencies of the City of New York, however, the last two items of information will have to be developed by the FDNY ETD.

Since plans and procedures are the basis for emergency response and review, the FDNY ETD should instruct *evaluators* to review and understand these plans and procedures in order to anticipate the responses that are likely to occur.

Task Seven: Develop the Format and Table of Contents for the Exercise Evaluation Report

In this task, the FDNY ETD, in coordination with the participating Emergency Response Agencies, develops a format and approach to the exercise evaluation report.

The FDNY ETD ensures that the report will meet the established goals, objectives & methodologies of the exercise evaluation and meets the needs of the participating Emergency Response Agencies .

Task Eight: Conduct Pre-Exercise Briefing

In this task, the FDNY ETD provides a pre-exercise briefing to the evaluation team.

In this briefing the FDNY ETD needs to make sure that the *evaluators* understand all the items provided in the *evaluator* packet. The ETD may also need to brief the team of such matters as:

- recent and significant changes to the emergency plan;
- location-specific protocols;
- local geography; and

- local response structures.

This type of training is typically completed prior to the start of the exercise, either as part of the pre-exercise briefing or in a separate session.

Activity II: Manage The Development Of The Exercise Evaluation Report

Task One: Supervise the Evaluation of the Exercise

The critical first step in the preparation of the Exercise Evaluation Report (EER) is the development of data on the performance of the participating Emergency Response Agencies during the exercise play. In this task, the FDNY ETD monitors and supervises the data collection activities of the exercise evaluation team during the play of the exercise.

A major part of this task will be to coordinate with the exercise *controllers* on the progress of the exercise and to advise the exercise evaluation team of developments affecting their roles and responsibilities as data collectors. In addition, the FDNY ETD may be called upon to reassign *evaluators* to different goals, objectives & methodologies or locations if circumstances dictate.

Task Two: Direct the Compilation of Evaluator Reports

In this task, the FDNY ETD coordinates the activities of the team and group leaders, or individual *evaluators* to accomplish the completion of the evaluation forms and the preparation of narrative summaries by the *Observers*.

In the completion of this task, the FDNY ETD may find it useful to conduct a post-exercise *evaluator* debriefing in which all Response Personnel's of the team can present their initial impressions of the demonstrated performance, fill in gaps in their data on such performance, and check their preliminary impressions with other team Response Personnel's. These meetings may involve the full exercise team or be limited to team and group leaders.

Task Three: Coordinate the Identification of Exercise Issues

In this task, the FDNY ETD coordinates with team and group leaders and individual *evaluators* to facilitate the identification of exercise *Issues* (i.e., observed or identified problems in a specific emergency response agency's performance in the demonstration of exercise goals, objectives & methodologies).

It is critical that the FDNY ETD participate and guide this process to ensure that the *Issues* are described in a consistent manner by all participating across goals, objectives & methodologies and that all *Issues* are directly related to observed performance in the context of the goals, objectives & methodologies of both the exercise and the exercise evaluation.

Task Four: Manage the Completion of performance evaluation forms and Preparation of Narrative Summaries

(In this task, the FDNY ETD works with team and group leaders and individual *evaluators* to make sure that all evaluation forms are completed and all Points of Review are addressed, if applicable.)

The FDNY ETD also makes sure that narrative summaries are complete and well written, providing descriptions of the major exercise *Issues* and documenting both positive and

problematic aspects of performance. The FDNY ETD works with the evaluators to collect the Exercise Performance Evaluation Forms and narrative summaries for use in the development of the exercise evaluation report.

Task Five: Manage the Preparation of the Exercise Evaluation Report

(In this task, the FDNY ETD directs the preparation of the exercise evaluation report.)

In most exercises, the FDNY ETD prepares and Issues a draft exercise report. The report is based on the evaluators performance evaluations, observers narrative summaries and the material collected by the evaluators during the exercise. Typically, the draft report is reviewed by the exercise planners, evaluators, the state, and other participating community Emergency Response Agencies of the City of New York prior to its release. After the draft report is thoroughly reviewed, the FDNY ETD Issues a final report (Executive Summary).

THE HAZARDOUS MATERIALS EXERCISE EVALUATOR RULES OF ENGAGEMENT

Identified by orange FD vest with the word "evaluator" written on the vest. They should have sufficient technical knowledge and experience to be able to recognize errors in the Mayoral Directive, the agency specific Emergency Response Plans and nationally recognized safe work practices. They should not wear any clothing or item that would associate the evaluator with a participating agency

The purpose of this section is to describe the overall responsibilities of the hazardous materials evaluator. For the new evaluator especially, a brief description of the role of the evaluator and his/her relationship to others is beneficial in understanding the hazardous materials Exercise Process.

The previous section briefly discussed the different groups of people involved in a hazardous materials exercise (controllers, evaluators, observers & players). This section will discuss in greater detail the three phases of the exercise process and how an evaluator is involved in that process.

Evaluator activities are completed in three phases of an exercise: during the pre-exercise phase, during the exercise phase, and during the post-exercise phase. During all three phases of the exercise, the overall job of an evaluator is to serve as a reporter. Associated with each phase of an exercise, an "evaluator's" specific job as a reporter is to conduct research, observe actions, and evaluate and report the results.

Throughout the three phases of a hazardous materials exercise the evaluator is to complete three major activities and their associated tasks. These three major activities and associated tasks are as follows:

Activity I: Research And Prepare For The Exercise

In the pre-exercise phase, the evaluator's job is to conduct research. Thorough preparation by an evaluator will ensure an accurate and comprehensive evaluation of an exercise assignment. In doing research, an exercise evaluator must understand some nationally recognized work practices and standards of care in hazardous materials emergency preparedness and complete the following tasks:

Task One: Receive and Review Evaluator Materials

In this task, the evaluator receives from the Exercise Team Director (FDNY ETD) an "evaluator packet" containing a variety of materials needed to prepare for the evaluation effort. Evaluator packets will generally include information on such items as:

- scope of the exercise to be evaluated and Rules of Engagement agreements;
- structure of the evaluation team, including individual evaluator assignments;
- exercise scenario and controller rules of engagement
- exercise rules of engagement
- relevant portions of FDNY Exercise Evaluation Manual ;
- copy of Mayoral Directive 82-2 (1986 revised edition) of the City of New York pertinent to assigned responsibilities
- portions of maps
- exercise schedule, including schedule of post exercise activities

- logistical information, location of meetings, lodging arrangements, etc.

Evaluators should review the information provided in the packet and make any necessary travel arrangements sufficiently in advance of the exercise to avoid being late. If you have not received any of the above mentioned items contact the FDNY ETD directly

Task Two: Review the Scope of Exercise

In this task, the evaluator needs to research the materials sent to them by the FDNY ETD.

Evaluators need to have the knowledge & skills necessary to:

- anticipate & predict what exercise goals, objectives & methodologies need to be demonstrated;
- know which goals, objectives & methodologies the evaluator is responsible for evaluating;
- understand what Rules of Engagement agreements have been provided for; and
- review the exercise scenario and Exercise rules.

Since the Mayoral Directive, the Agency Emergency Response Plan, & Standard Operating Procedures are the basis for emergency response and review, an evaluator should review and understand these documents in order to anticipate the responses that are likely to occur.

Evaluators should be knowledgeable about the following:

- the agencies' concept of operations
- their agencies' primary response authority for the basic functions
- the important acronyms & terminology used in the plan
- the specific goals, objectives & methodologies relating to the evaluation of emergency response functions and/or expected responses. This should be based on the Mayoral Directive, the Agency Emergency Response Plan, & Standard Operating Procedures
- the status of the plan development
- the relationship between this exercise and the overall exercise program of the participating Emergency Response Agencies
- any specific outcome or lessons learned from previous exercises that are being applied to this exercise.

Task Three: Attend Pre-Exercise Briefing

(In this task, the evaluator, as part of the evaluation team, will attend a pre-exercise briefing.)

At the evaluators' briefing, the ETD address such topics as evaluator assignments, rules of engagement, the exercise scenario, guidelines for completion of evaluation forms, evaluator protocol, and safety requirements. The FDNY ETD may also brief the team on such matters as:

- recent and significant changes to the emergency plan;
- location-specific protocols;
- local geography; and
- local response structures.

Activity II: Conducting The Exercise

In the actual exercise, the evaluator's job is to observe actions.

Task One: Observe Actions During the Exercise

The exercise will be conducted under the guidance of the exercise controllers.

In this task the evaluator will observe the Players' activities, make appropriate notes, record events, gather facts, times, and details relevant to the exercise, and collect copies of the records produced by exercise participants (e.g., sign-in sheets, logs, copies of communication log messages, press releases, and documentation records).

During the exercise, evaluators observe and record the actions of the Players. Generally speaking, during the exercise phase, evaluators are "invisible" and do not interfere with exercise play, except for safety reasons.

Task Two: Follow General Exercise Guidelines

How evaluators present themselves at an exercise affects how successful they are in obtaining necessary information.

In this task, the evaluator will follow the suggested General Exercise Guidelines with regard to:

- The evaluator's role and attitude
- Dress and appearance at an exercise
- Dealing with the media
- The fine art of gathering information
- Actual emergencies.

The evaluator is much like an unobtrusive reporter; the evaluator is a good listener and is able to document facts without interfering with ongoing activities.

The evaluator is often perceived by Players as a guest; be courteous, professional

Plan ahead, arriving at the specified location with the tools needed (e.g., pens, pencils, paper, evaluator packet).

Appropriate interaction with the exercise Players helps to establish rapport with them and leads to accurate evaluations. As a Professional, avoid ethnic, sexist, religious jokes or comments.

An evaluator can find out information that is not obvious (like who a particular individual is talking to on the telephone) by:

- Waiting until there is a lull in the action.
- Do not interrupt the Players in their response activities.
- If an evaluator does not observe specific aspects of an agency's performance, ask questions of the exercise Controllers, Group and Team Leaders during the exercise and Players after the exercise.
- The reason that questions should not be asked of players during the exercise is that it might prompt an appropriate response by the Players that they normally might have overlooked.
- Work with the controller or other evaluators to obtain information

Reproduction without modification is allowed with credit given to Philip H. McArdle (FDNY) and the Emergency Response Agencies of the City of New York

Activity III: Report The Results Of The Exercise to the FDNY

In the post-exercise phase, the *evaluator's* job is to evaluate and report the results to the FDNY. Results are usually reported after the exercise and can be presented in one of two ways: written or oral. There are several other after-exercise tasks that an *evaluator* may be involved in including:

Task One: Conduct After-Exercise Evaluator/Participants Interview

In this task, the *evaluator* interviews exercise participants in order to gather information needed to complete their Exercise Performance Evaluation Forms.

This interview generally takes place immediately following the exercise.

This time can also be used to solicit the participants' comments and suggestions concerning the exercise. Experience has shown that many exercise participants also evaluate their own performance during an exercise. They may provide the *evaluator* with additional information to clarify any questions.

At the direction of the FDNY ETD, *evaluators* may generally summarize their observations of the exercise play for the participants. In most cases, the participants are anxious to hear a brief summary of the positive aspects of their play and any indication of possible *Issues*.

Task Two: Participate in After-Exercise Evaluator Debriefing

In this task, the *evaluator* participates in an *evaluator* debriefing usually conducted by the FDNY ETD.

The *evaluators* meet (some may work with team Response Personnel's) to summarize their exercise observations and documentation and identify any exercise *Issues*.

This debriefing time is also used to exchange information with *evaluators* who watched the same activity at different locations. This exchange of information is critical to filling in the gaps in understanding. *Evaluators* also participate in the development of a time line.

Task Three: Complete Exercise Performance Evaluation Forms and Executive Summary

Written results of an exercise are reported through the completion of Exercise Performance Evaluation Forms

The information gathered through the use of the Exercise Performance Evaluation Forms provides the data from which the *Executive Summary* is written by the FDNY ETD.

Task Four: Coordinate the Identification of Exercise Issues

In this task, the *evaluator* coordinates with the FDNY ETD and team and group leaders to identify any exercise *Issues* (i.e., observed or identified problems in an agency's performance in the demonstration of exercise goals, objectives & methodologies).

It is critical that the *evaluator* follow the guidelines provided by the FDNY ETD to ensure that the *Issues* are described in a consistent manner across goals, objectives & methodologies and that all *Issues* are directly related to observed performance in the context of the goals, objectives & methodologies of both the exercise and the exercise evaluation.

Task Five: Attend After-Exercise Participants' Briefing

In this task, the *evaluator* attends a briefing with the FDNY ETD and exercise participants to present a preliminary evaluation of the exercise.

This meeting provides a means of summarizing and clarifying the results of the exercise. The participants usually present a critique of their own performance. *Team leaders* also present oral reports.

If an *evaluator* is requested to present an oral report, it should be brief (less than 5 minutes), and include an overview of the highlights of the exercise, commendations for good performance, and a preliminary assessment of strengths and weaknesses.

Task Six: Review Draft Exercise Report

In this task, the *evaluator*, in addition to the exercise planners, the *observers* and other participating community Emergency Response Agencies, will be asked to review the draft report prior to its release. In most exercises, the FDNY ETD prepares a draft exercise report based on the *evaluators'* performance evaluations and *observers'* narrative summaries and the material collected by the Team and Group Leaders during the exercise. After the draft report is thoroughly reviewed, a final report is issued by the FDNY ETD.

THE HAZARDOUS MATERIALS EXERCISE: OBSERVER RULES OF ENGAGEMENT

Performance Evaluations are frequently the foundation of the exercise report. They can provide an objective written description of the observed actions if developed and written properly. Narrative summaries are more subjective and should not be done by participating agencies. Narrative summaries address any *Issues* identified during the course of the exercise and include recommendations for improvement.

Activity I: Research And Prepare For The Exercise

In the pre-exercise phase, Observer should conduct research. Thorough preparation by the Observer will ensure accurate and comprehensive narrative summaries of an exercise. In doing research, an Observer must understand some basics about hazardous materials emergency preparedness in the City of New York and complete the following tasks:

Task One: Receive and Review Observer Materials

In this task, the Observer receives from the Exercise Team Director (FDNY ETD) an "Observer packet" containing a variety of materials needed to prepare for the Observer effort. Observer packets will generally include information on such items as:

- scope of the exercise to be evaluated and *Rules of Engagement* agreements;
- structure of the evaluation team, including individual *evaluator* assignments;
- *exercise scenario* and controller rules of engagement
- exercise rules of engagement
- relevant portions of FDNY Exercise Evaluation Manual ;
- copy of Mayoral Directive 82-2 (1986 revised edition) of the City of New York pertinent to assigned responsibilities
- portions of maps
- exercise schedule, including schedule of post exercise activities
- logistical information, location of meetings, lodging arrangements, etc.

Observers should review the information provided in the packet and make any necessary travel arrangements sufficiently in advance of the exercise to avoid being late. If you have not received any of the above mentioned items contact the FDNY ETD directly

Task Two: Review the Scope of Exercise

In this task, the *Observer* needs to research the materials sent to them by the FDNY ETD.

Observers need to have the knowledge & skills necessary to:

- anticipate & predict what exercise goals, objectives & methodologies will be need to demonstrated;
- know which goals, objectives & methodologies the *evaluator* is responsible for observing ;
- understand what *rules of engagement* agreements have been provided for; and
- review the *exercise scenario* and *Exercise rules*.

Since the Mayoral Directive, the Agency Emergency Response Plan, & Standard Operating Procedures are the basis for emergency response and review, Observers should review and understand these documents in order to anticipate the responses that are likely to occur.

Observers should be knowledgeable about the following:

- the important acronyms & terminology used in the plan
- The Mayoral Directive, the Agency Emergency Response Plans, & Standard Operating Procedures
- the status of the plan development
- the relationship between this exercise and the overall response of the participating Emergency Response Agencies of the City of New York

Task Three: Attend Pre-Exercise Briefing

In this task, the Observers, as part of the evaluation team, will attend a pre-exercise briefing.

At the briefing, the ETD addresses such topics as rules of engagement, the exercise scenario, guidelines for completion of Narrative Summaries, Observers protocols, and safety requirements. The FDNY ETD may also brief Observers on such matters as:

- recent and significant changes to the emergency plan;
- location-specific protocols;
- local geography; and
- local response structures.

Activity II: Conducting The Exercise

In the exercise phase, the Observer's job is to observe actions.

Task One: Observe Actions During the Exercise

The exercise will be conducted under the guidance of the exercise controllers.

In this task the observer will observe the Players' activities, make appropriate notes, record events, gather facts, times, and details relevant to the exercise.

During the exercise, observers record the actions of the Players. Generally speaking, during the exercise phase, observers are "invisible" and do not interfere with exercise play, except for safety reasons.

Activity III: Provide a written Narrative Summary of the Exercise to the FDNY

In the post-exercise phase, the Observers job is to evaluate and report the results to the FDNY. Results are usually reported after the exercise and can be presented in one of two ways: written and oral. There are several other after-exercise tasks that an Observers may be involved in including:

Task One: Participate in After-Exercise Observers Debriefing

In this task, the Observer participates in an evaluator debriefing usually conducted by the FDNY ETD

The observers meet (some may work with team & group leaders) to summarize their exercise observations, documentation and identify any exercise Issues.

This debriefing time is also used to exchange information with observers who watched the same activity at different locations. This exchange of information is critical to filling in the gaps in understanding. Observers also participate in the development of a time line.

Task Two: Complete Exercise Narrative Summary

Written results of an exercise are reported through the completion of Narrative Summary

The information gathered through the use of the Exercise Performance Evaluation Forms and narrative summaries provides the data from which the Executive Summary is written by the FDNY ETD.

Complete and well-written Narrative Summaries:

- contain a concise description of how the objectives were demonstrated
- are written objectively, stating facts and observations;
- highlight positive aspects, as well as any problems identified;
- avoid opinions (e.g., I think they did a good job)
- describe and document the issue(s) and recommend an approach for correcting the identified problem.

The narrative summaries are generally submitted to a designated person, usually a group or Team leader, shortly after the exercise. The leader reviews the completed forms and ascertains whether all appropriate data and information have been provided by the evaluator.

In a hazardous materials exercise, "Observers" might be emergency management or response personnel from the involved community or neighboring communities who are planning their own exercise and may benefit from observing from the sidelines.

THE HAZARDOUS MATERIALS EXERCISE: CONTROLLERS RULES OF ENGAGEMENT

(observers will be identified by red FD helmets)

Controllers are divided into three groups Team Leaders, Group Leaders and Individual Controllers.

Team & Group Leaders supervise the individual controllers, evaluators and observers.

Controllers help guide the scenario by interjecting control messages to ensure that exercise play conforms to the scenario.

Controllers also keep Players occupied and challenged and resolve exercise problems and monitor the safety of the exercise.

During an exercise, controllers are assigned to particular emergency response functions and locations. Persons assigned to the role of controller may be from participating Emergency Response Agencies of the City of New York. In many instances, exercise planners often serve as controllers.

THE HAZARDOUS MATERIALS EXERCISE PLAYERS RULES OF ENGAGEMENT

Players will make decisions and respond to scenario events in as realistic a manner as possible.

Players should be familiar with the emergency response structure, functions, and procedures that they will be expected to perform.

Each person involved in an exercise plays an important role. The "Players" are exercise participants who have assignments in an emergency response agency or team. PLAYERS make decisions and respond to the events of the scenario or simulated emergency.

General Rules of Engagement

(Notes: For Controllers, Evaluators, Observers & Players)

Dress Code

- Evaluators will be on their feet for many hours, so wear comfortable shoes.
- Evaluators should dress in a professional manner suitable to the evaluation activity.
- Blue jeans and similar leisure wear may be considered appropriate for field activities.

Media Interactions

If the Media attempts to interview a controller, evaluator, observer and / or player that person shall be directed as follows:

- All media inquiries should be directed to the Interagency Command Post or the FDNY ETD or the Mayor's Press Office. Generally, this telephone number is provided at the pre-exercise meeting.
- In all cases, an evaluator should never provide evaluation status information or express any personal opinions to the media during the course of the exercise.
- An evaluator should very simply state that they are not allowed to provide any information on the results of the exercise.
- If asked, provide the appropriate post exercise meeting information
- Players should direct all media inquiries to the Command Post

Actual Emergencies

Suppose a real emergency takes place during an exercise, what acceptable protocol should an evaluator follow?

- Real emergencies take precedence over exercise activities.
- Document when the "break in the action" occurred
- If the real emergency prevented completion of required activities, document it as such.
- Contact the FDNY ETD or Team leader if unexpected problem occurs (e.g., credentials, obvious safety concerns) or an evaluator has a personal emergency.

THE EXERCISE EVALUATION INSTRUMENT: PERFORMANCE EVALUATIONS

A Performance Evaluations is a evaluation methodology consisting of a series of modules developed to facilitate evaluation of the performance of participating Emergency Response Agencies on 8 major exercise goals, supporting objectives & methodologies derived largely from the guidance contained in the documents mentioned in the reference section.

The modules include evaluation forms which are structured to enable *evaluators* to gather information on the performance of participating Emergency Response Agencies for each objective demonstrated at a particular location.

Each performance evaluation form contains a goal, several objectives and the criteria for determining whether an objective is met.

Once completed, the evaluation forms provide a composite set of data and information on the overall performance of all participating Emergency Response Agencies on each demonstrated objective. These forms can also be reassembled to provide the foundation for an evaluation of the overall performance of all participating Emergency Response Agencies on each of the demonstrated goals, objectives & methodologies. The performance evaluation forms has been designed as both a companion to the FDNY Exercise Evaluation Manual and as a stand alone evaluation instrument. As a companion to the FDNY Exercise Evaluation Manual the performance evaluation forms are used as a data gathering instrument by *evaluators* for the explicit purpose of collecting data that can be used to assess the performance of participating Emergency Response Agencies in the context of 8 standard exercise goals, their objectives & methodologies and their associated evaluation elements. As a stand alone document the performance evaluation form provides a means for the collection of data on the performance of Emergency Response Agencies and the compilation of a descriptive account of this performance.

Performance Evaluation Form Structure

There are several types of questions on the evaluation forms.

Type 1 The 'Yes, No, N/A, N/O or TIME' Question

One type of question is requires a "YES, No, N/A, N/O, or TIME" response on the part of the *evaluator*. An *evaluator* should answer the question based on the following guidelines:

- "Yes" indicates a positive response based on actual observation.
- "No" indicates a negative response based on actual observation.
- "N/A" stands for 'not applicable' and should be used to designate that the indicated activity or function was agreed to not be demonstrated or is not applicable by an organization (either because the organization is not responsible for the activity or function under its emergency plan and procedures or scenario events did not require the organization to demonstrate the activity or function).
- "N/O" stands for "not observed". It may mean either that the activity did not occur or that it occurred but the *evaluator* did not observe it.

Reproduction without modification is allowed with credit given to Philip H. McArdle (FDNY) and the Emergency Response Agencies of the City of New York

- "TIME" indicates when a particular activity demonstration occurred at the location being evaluated.

Type 2. The Checklist Question

A second type of question is a checklist. These questions require the evaluator to indicate what items or systems were present at a particular location.

Type 3. The Direct Response Question

A third type of question is the direct response question, such as "specify the Emergency Response Agencies with which this assigned group communicated." Typically, these questions often require only a few words or phrases, however, in some cases, a detailed essay may be necessary.

Type 4. The 'Sub Point of Review' Question

Some of the "points of review" are followed by sub-points that require the evaluator to explain any negative assessments of performance. In responding to the questions posed by these sub-points, evaluators should describe their observations of demonstrated performance and provide documentation, if available.

Agency Phone Numbers & Contacts

Police Department

(currently covers Mayor's Office of Operations, Office of Emergency Management & Emergency Control Board)

Police Department Operations	212	374-5580
Mayor's Emergency Control Board	212	374-5500
Mayor's Press Office	212	566-5090

Fire Department	718	403-1580
------------------------	-----	----------

Department of Environmental Protection	212	566-1235
---	-----	----------

Health Department Poison Control Center	212	340-4494
---	-----	----------

US Coast Guard	212	668-7055
-----------------------	-----	----------

NYS Dept. of Environmental Conservation	800	457-7362
--	-----	----------

American Red Cross	212	870-8854
---------------------------	-----	----------

1.0 The Goal of Notification

OBJECTIVE 1.1: INITIAL NOTIFICATION OF RESPONSE AGENCIES AND RESPONSE PERSONNEL (the ability to notify agencies and to mobilize emergency response personnel.)

Intent This objective provides a framework for the evaluation of an FDNY's ability to notify and mobilize designated response personnel from agencies of the City of New York.

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.1.1 Did the FDNY responsible party demonstrate the knowledge and skills necessary and have the ability to receive a notification of a Incident/Accident? (record time of notification)

yes	no	n/a	n/o	time
___	___	___	___	___

1.1.2 Did the FDNY responsible party demonstrate the knowledge and skills necessary to accurately notify the Fire Department regarding the occurrence of a Incident/Accident? (record time of notification)

yes	no	n/a	n/o	time
___	___	___	___	___

1.1.3 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify the Police Department regarding the occurrence of a Incident/Accident? (record time of notification)

yes	no	n/a	n/o	time
___	___	___	___	___

1.1.4 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify Department of Environmental Protection regarding the occurrence of a Incident/Accident? (record time of notification)

yes	no	n/a	n/o	time
___	___	___	___	___

1.1.5 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify Emergency Medical Services regarding the occurrence of a Incident/Accident? (record time of notification)

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

By meeting all of the criteria, the FDNY is demonstrating the capability to mobilize New York City's Emergency Response assets upon receipt of Notification of a Incident/Accident. It is demonstrating the capability to contact all agencies promptly via use

of a telephone call-down, pagers, or radios to inform them of the existence of a Incident/Accident and to direct them to report to the emergency location.

OBJECTIVE 1.2: INITIAL <u>NOTIFICATION</u> OF LEVEL OF RESPONSE (the ability to recognize the level of response necessary to successfully handle the incident.)					
<u>Intent</u> The response organization should demonstrate the availability and use of procedures that link the number and types of personnel to be mobilized to the appropriate level of response to the situation. It should demonstrate the capability to secure the arrival of the mobilized personnel at their duty stations.					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.2.1 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to a designated incident level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material? (This is based upon FDNY 10-80 codes)

yes no n/a n/o time

1.2.2 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident or threat of a release which can be controlled by the first responders at the operational level from all agencies and does not require evacuation of other than the involved structure or immediate area?"
 (10-80 Code 1:)

yes no n/a n/o time

1.2.3 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident involving a greater hazard or larger area which poses a potential threat to life, environment & property, and which may require a limited evacuation of the surrounding area?" (10-80 Code 2:)

yes no n/a n/o time

1.2.4 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident involving a severe hazard or a large area which poses an extreme threat to life environment & property and will probably require a large scale evacuation; or an incident requiring the expertise or additional resources beyond those committed to a 10-80 Code 2 ?

yes no n/a n/o time

<p>OBJECTIVE 1.3: COMMAND AND CONTROL THE INCIDENT COMMANDER (the ability to direct, coordinate, and control emergency response activities through operations of an <u>Incident Command System</u> (ICS) and other command and control structures.)</p> <p><u>Intent</u> This objective is to provide an effective emergency response based upon the cooperative efforts of involved response Emergency Response Agencies of the City of New York following established principles in emergency management concerning command and control of emergency response operations. This is a mandatory regulatory requirement of <u>29 CFR 1910.120</u> and <u>40 CFR Part 311</u> concerning the utilization of a site-specific <u>Incident Command System</u>.</p>					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.3.1 Did the agencies demonstrate the knowledge and skills necessary to establish and manage an Incident Command Post at the Incident/Accident site?

yes no n/a n/o time
 _____ _____ _____ _____ _____

1.3.2 Did the agencies demonstrate the knowledge and skills necessary to establish coordination between the Incident/Accident site and the command and control structures of the Interagency Command Post?

yes no n/a n/o time
 _____ _____ _____ _____ _____

1.3.3 Did the Interagency Command Post demonstrate the knowledge and skills necessary to coordinate between the Incident/Accident site and the command and control structures of the Emergency Operating Center at 1 Police Plaza?

yes no n/a n/o time
 _____ _____ _____ _____ _____

1.3.4 Did the Incident Commander demonstrate the capability to accomplish the establishment of a visible command post in the proper location?(cold zone)

yes no n/a n/o time
 _____ _____ _____ _____ _____

1.3.5 Did the Incident Commander establish communications with off-site Emergency Response Agencies and assume responsibility for the management of operations at the Incident/Accident site? (Did the IC identify himself/herself as the incident commander to the dispatcher?)

*(note: This may include one or more assumptions of responsibility as the IC by arriving senior response officials, who assume command and replace lower ranking on-site officials)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.6 Did the Incident Commander establish an organizational structure for the management of on-scene response operations, including delegation of authority? (Were responding personnel assigned work tasks or directed to a staging area?)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.7 Did the Incident Commander coordinate with personnel at the Interagency Command Center or other off-site response authorities EOC?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.8 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the issuing of instructions to the management group on response operations?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.9 Did the Incident Commander coordinate with personnel at the Interagency Command Post or other off-site response authorities at the EOC?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.10 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the issuing instructions to the management group on response operations?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.11 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, directions on adherence to the emergency response plan by all agencies?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.12 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, coordinate with and disseminate information to Interagency Command Post?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.13 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the ability to resolve conflicts with policies, procedures & protocols?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

_____ _____ _____ _____ _____
1.3.14 Did the *Incident Commander* demonstrate by visible and concrete actions that were readily observable, by providing leadership in decision making in consultation consult with his staff?

yes

no

n/a

n/o

time

OBJECTIVE 1.4: COMMAND AND CONTROL ON SCENE COORDINATOR
(Under the direction of or in coordination with the IC, the designated On Scene Coordinator establishes a leadership role with Emergency Response Agencies to provide direction and control to those elements of the overall response for which they are responsible.)

Intent This objective is to provide that the On Scene Coordinator should demonstrate the capability to provide direction and control to those elements of the emergency who are directed to report to the Interagency Command Post for the purposes of supply resources to the *Incident Commander*

Was this Objective Met yes no n/a n/o Time

Evaluator Signature _____ Date _____

Criteria:

1.4.1 Did the Interagency Command Post coordinate between the *Incident/Accident* site and the command and control structures by notifying the Emergency Operating Center at 1 Police Plaza?

yes no n/a n/o time

1.4.2 Did the On Scene Coordinator demonstrate the capability to accomplish the establishment of an Interagency Command Vehicle in the proper location?(cold zone away from the command post)

yes no n/a n/o time

1.4.3 Did the On Scene Coordinator establish communications with off-site Emergency Response Agencies and assume responsibility for the management of Interagency Command Vehicle?

*(note: This may include one or more assumptions of responsibility as the OSC by arriving senior response officials, who assume command and replace lower ranking on-site officials)

yes no n/a n/o time

1.4.4 Did the On Scene Coordinator delegate authority?
(personnel assigned work task)

yes no n/a n/o time

1.4.5 Did the On Scene Coordinator coordinate with personnel at the Interagency Command Post or other off-site response authorities, such as EOC?

yes no n/a n/o time

1.4.6 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the issuing of instructions to the management group located in the Interagency Command Vehicle?

yes no n/a n/o time

1.4.7 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, directions on adherence to the emergency response plan by all agencies?

yes no n/a n/o time

1.4.8 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, coordination with and dissemination of information to the Emergency Operations Center?

yes no n/a n/o time

1.4.9 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability to resolve conflicts with policies, procedures & protocols?

yes no n/a n/o time

1.4.10 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability to provide leadership in decision making by consulting with staff?

yes no n/a n/o time

1.4.11 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability provide needed resources for emergency action?

yes no n/a n/o time

OBJECTIVE 1.5: RESOURCE MANAGEMENT (OEM)
 (Demonstrate the ability to mobilize and manage resources required for emergency response.)

Intent This objective provides a framework for the evaluation of OEM's ability to determine and implement the mobilization of assets and resources required for responding to an incident. This objective focuses on the types and quantities of resources needed and available, mobilizing internal and external resources and managing these resources. OEM determines the types and quantities of resources required by the Incident Commander for response to the incident / accident.

Note: This objective may be demonstrated in the context of an exercise in which the response can be accomplished within a 2 hour period (i.e., in a limited time exercise) or in the context of an exercise in which the response is to be accomplished over a simulated period lasting more than 12 hours and the resources initially mobilized for the response must be replaced or relieved.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.5.1 Did OEM effectively mobilize the City of New York's assets and resources in support of site-specific response operations by clearly demonstrating the capability to determine the equipment, supplies, personnel, and expertise based on the response goals & objectives of the Incident Commander and accomplish this task in time to facilitate implementation of the response goals & objectives?

yes no n/a n/o time

1.5.2 Did OEM demonstrate the availability and use of procedures through which the IC can call upon other agencies and the owners and operators of private sector resources, to provide the resources required for response?

Note: OEM should demonstrate that their procedures enabled the OSC and agency representatives to identify the potential sources of the required resources (i.e., equipment, supplies, and personnel) and to contact them promptly upon a determination that their assistance is required?

yes no n/a n/o time

1.5.3 Did OEM demonstrate the capability to confirm that the requested resources are available and that OEM is able to commit them to the IC?

yes no n/a n/o time

1.5.4 Did OEM demonstrate the capability to mobilize resources and deploy the resources to the Incident/Accident site?

Note: The effectiveness of the mobilized resources in the performance of response operations will be considered accomplished if OEM completes the following tasks:

- receives a request for a asset or a resource from the Incident Commander
- contacts the asset or resource and confirms through a follow-up call
- gets the asset or resource to the staging area

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.5.5 Did OEM demonstrate the capability to contact State agencies, external private sources of assistance, such as the American Association of Railroads (AAR), and the Federal Government and to request from them the resources that it requires in support of site-specific response operations?

Note: For the purposes of the exercise, this can be demonstrated via calls to actual contacts in participating Emergency Response Agencies. OEM should also demonstrate the ability to provide an up-to-date list of organizational contacts and telephone numbers to facilitate the accomplishment of this activity, even if no calls are actually made to these contacts.

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The response organization should demonstrate the capability to secure additional resources to replace resources that may be consumed or exhausted during lengthy response operations. In particular, the response organization should demonstrate the capability to staff critical positions on a 24-hour day basis for as long as necessary to support emergency operations. This can be demonstrated through the mobilization and functioning of a second shift.

OBJECTIVE 1.6: COMPLIANCE WITH MAYORAL DIRECTIVE					
(Demonstrate the ability to comply with the notification portions of the Mayoral Directive)					
<u>Intent</u> This objective provides a framework for the evaluation of each Emergency Response Agency's ability to implement the notification segments of the Mayoral Directive 82/2 revised 1986					
<u>Note:</u> This objective may be demonstrated by getting copies of the agency's communications / incident histories and examining the documents to determine if the notifications were accurately made and in a timely manner					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.6.1 Did the OEM Representative demonstrate the knowledge and skills necessary to make the following notifications?

1.6.1.1	Police Department Operations (Mayoral Directive Sec.1.b, h)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.1.2	Emergency Medical Services (Mayoral Directive Sec.1.d)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.1.3	Department of Environmental Protection (Mayoral Directive Sec.1.f)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2 Did the Police Department demonstrate the knowledge and skills necessary to make the following notifications?

1.6.2.1	Police Department Operations (Mayoral Directive Sec. 2.c)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.2	Fire Department (Mayoral Directive Sec. 2.d)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.3	Mayor's Emergency Control Board (Mayoral Directive Sec. 2.e)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.4	Dept. of Environmental Protection (Mayoral Directive Sec. 2.g)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

Fire Department City of New York

1.6.2.5	Health Dept. Poison Control Center (Mayoral Directive Sec. 2.h)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.6	Department of Sanitation (Mayoral Directive Sec. 2.i)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.7	US Coast Guard (Mayoral Directive Sec. 2.j)?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.8	American Red Cross (Mayoral Directive Sec. 2.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.9	New York State Department of Environmental Protection (Mayoral Directive Sec. 2.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3	Did the Department of Environmental Protection demonstrate the knowledge and skills necessary to make the following notifications?			
1.6.3.1	Police Department Operations (Mayoral Directive Sec. 4.a)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.2	CHEMTREC (Mayoral Directive Sec. 4.e)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.3	OEM (Mayoral Directive Sec. 4.g)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.4	OSC (MD 4.h)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.5	Private Clean up Contractors (Mayoral Directive Sec. 4.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.6	US EPA (Mayoral Directive Sec. 4.l)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.7	US Coast Guard (MD 4.l)?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Fire Department City of New York

1.6.3.8 Interstate Sanitation Commission (Mayoral Directive Sec. 4.1)

yes no n/a n/o time

1.6.3.9 New York State Department of Environmental Protection (Mayoral Directive Sec. 4.1)

yes no n/a n/o time

1.6.4 Did the Fire Department demonstrate the knowledge and skills necessary to make the following notifications?

1.6.4.1 Police Department Operations (Mayoral Directive Sec. 5.a)

yes no n/a n/o time

1.6.5 Did the Department of Sanitation demonstrate the knowledge and skills necessary to make the following notifications?

1.6.5.1 Police Department Operations (Mayoral Directive Sec. 6.a)

yes no n/a n/o time

1.6.6 Did the Department of Health demonstrate the knowledge and skills necessary to make the following notifications?

1.6.6.1 Police Department Operations (Mayoral Directive Sec. 7.a)

yes no n/a n/o time

1.6.7 Did the Department of Transportation demonstrate the knowledge and skills necessary to make the following notifications?

1.6.7.1 Police Department Operations (Mayoral Directive Sec. 8.a)

yes no n/a n/o time

1.6.8 Did the Emergency Medical Services demonstrate the knowledge and skills necessary to make the following notifications?

1.6.8.1 Police Department Operations (Mayoral Directive Sec. 9.a)

yes no n/a n/o time

OBJECTIVE 1.7: ALERT AND NOTIFICATION OF THE PUBLIC
 (Demonstrate the ability to signal an alert and to provide emergency Notifications containing information and instructions to the public.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 4: Warning Systems and Emergency Public Notification. This objective provides a framework for the evaluation of an organization's ability to promptly alert and notify the public in the event of a hazardous material Incident/Accident. This objective focuses on the following:

- activating the warning system to alert the public providing emergency information and instructions to the public alerting and notifying the general public with special needs

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.7.1 Did the Mayor's Press Office issue a directive to activate any public alert system ? (Mayoral Directive Sec.10.a)

Note: The Mayor's Press Office should demonstrate the capability to accomplish alert and Notification once it has been determined that a Incident/Accident poses a threat to the population and that they need to be alerted and notified. It should demonstrate that this can be accomplished within a time frame that ensures that the public can be notified of protective actions before such actions need to be taken.

yes	no	n/a	n/o	time
___	___	___	___	___

1.7.2 Did the Mayor's Press Office disseminate Notification messages which provide information and instructions concerning the Incident/Accident ?(i.e., specific instructions to the public on protective actions to taken) (Mayoral Directive Sec.10.a)

Note: The Emergency Response Agency demonstrates the capability to select appropriate pre-scripted EBS messages or other Notification messages or to compose ad hoc messages that provide the public with accurate and timely information and instructions.

yes	no	n/a	n/o	time
___	___	___	___	___

1.7.3 Did the Mayor's Press Office demonstrate the capability to provide alert and Notification to members of the general public with special needs? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

The Emergency Response Agency should demonstrate the capability to activate the public alert system and to provide emergency instructions and information to the public via the EBS and other planned means such as Route Alerting.

In most hazardous material emergencies, the Mayor's Press Office operates within very tight time constraints, which require very rapid alert and Notification activities. This means that most response Emergency Response Agencies of the City of New York need the capability to select and modify appropriate prescribed Notification messages. The Emergency Response Agency should demonstrate the capability to disseminate messages that 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 (recognizable landmarks, route numbers, etc.) emphasize the importance of taking these actions as promptly as possible

Emergency Response Agencies of the City of New York should demonstrate the capability to provide alert and Notification to members of special population groups (e.g., hearing impaired, visually impaired, mobility impaired, etc.) who may not be capable of receiving the alert and Notification signals provided to the general public. Emergency Response Agencies of the City of New York should demonstrate the capability to accomplish alert and Notification through alternate means such as tone alert radios, telecommunication devices for the deaf, and the use of a human network.

OBJECTIVE 1.8: EMERGENCY INFORMATION - MEDIA
 (Demonstrate the ability to coordinate the development and dissemination of clear, accurate, and timely information to the media.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 5: Public Information/Community Relations. This objective provides a framework for the evaluation of an organization's ability to develop and disseminate information to the public in the event of a hazardous material Incident/Accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.8.1 Did the Mayor's Press Office provide information to the media in a coordinated manner consistent with provisions for the release of time-sensitive information? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.8.2 Did the Mayor's Press Office demonstrate the capability to provide information in language that is understandable to the media that avoids the use of unexplained technical jargon? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.8.3 Did the Mayor's Press Office demonstrate the capability to provide information on protective action recommendations? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to establish and use a primary information Facility, often referred to as a "Media Center," where principal Emergency Response Agencies of the City of New York can coordinate their activities and interact with the media. The Emergency Response Agency should demonstrate that they have a single designated spokesperson with access to all necessary information and technical staff. It should demonstrate the capability to respond to telephone inquiries from the media.

3.0 The Goal of Protection

OBJECTIVE 3.1: PROTECTION OF EMERGENCY RESPONSE PERSONNEL					
(The Technician/Specialist will demonstrate the ability to select, inspect, don/doff and maintain the protective clothing for a given incident..)					
<u>Intent</u> This objective is derived from NRT-1, Planning Element C, Response Function 8: Response Personnel Safety and the OSHA Final Rule on Hazardous Waste Operations and Emergency Response at <u>29 CFR 1910.120</u> and the EPA Rule <u>40 CFR Part 311</u> on the same subject, as well as the OSHA Rule <u>29 CFR 1910.156.</u> , <u>29 CFR 1910.134.</u> This objective provides a framework for the evaluation of an organization's ability to protect the health and safety of personnel responding to a hazardous materials <u>Incident/Accident.</u>					
<u>Note:</u> This objective focuses on the technical assessment of the associated hazards to select, wear and operate safely in protective clothing. The Emergency Response Agency demonstrates the technical capability to use protective clothing to protect Emergency Response Personnel.					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

3.1.1 Demonstrate the knowledge, skills & ability necessary to identify the proper level of protective clothing for a given situation.

3.1.1.1 Did the Response Personnel select level "A" when the highest level of skin and respiratory would be required?(NFA HMOSP)

yes no n/a n/o time

3.1.1.2 Did the Response Personnel select level "B" when a lesser level of skin protection but a high level of respiratory was required?(NFA HMOSP)

yes no n/a n/o time

3.1.1.3 Did the Response Personnel select level "C" when a lesser level of skin and respiratory was required and the criteria for use of air purifying respirators was met?(NFA HMOSP)

yes no n/a n/o time

3.1.1.4 Did the Response Personnel select bunker gear when protection from flammable and combustibles was required?(NFA HMOSP)

yes no n/a n/o time

Fire Department City of New York

3.1.1.5 Did the Response Personnel select Proximity Approach/Crash Fire Rescue when protection for close proximity or approach to a fire source was necessary?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.1.6 Did the Response Personnel select the immersion suit when protection from water conditions was necessary?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2 Demonstrate the ability to don and perform simple operational tasks in Level "A" chemical protective clothing.

3.1.2.1 Did the Response Personnel assemble the necessary equipment (chemical suit, boots, booties, inner gloves, outer gloves, respiratory protection, communications and a self extrication device)?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.2 Did the Response Personnel inspect the CPC prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.3 Did the Response Personnel do a system check on respiratory protection prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.4 Did the Response Personnel do a system check on communications prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.5 Did the Response Personnel sit and dress to the waist (including boots, booties, inner gloves before donning respiratory protection)?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.6 Did the Response Personnel stand and don the respiratory protection?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.7 Did the Response Personnel assume a stand-by position until the pre entry briefing was completed? (NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.8 Did the Response Personnel know the hand signals used as an alternate means of communication?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Fire Department City of New York

3.1.2.9 Did the Response Personnel adjust radio communication inside the suit?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.10 Did the Response Personnel clear the face piece from inside the garment?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.11 Did the Response Personnel perform the reduced profile in the CPC?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.2.12 Did the Response Personnel demonstrate the ability to self extricate from the garment if it became necessary?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3 Demonstrate the ability to don and perform simple operational tasks in Level "B" chemical protective clothing.

3.1.3.1 Did the Response Personnel assemble the necessary equipment (chemical suit, boots, booties, inner gloves, outer gloves, respiratory protection, communications)?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.2 Did the Response Personnel inspect the CPC prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.3 Did the Response Personnel do a system check on communications prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.4 Did the Response Personnel sit and dress to the waist (including boots, booties, inner gloves before donning respiratory protection)?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.5 Did the Response Personnel stand and don the respiratory protection?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.6 Did the Response Personnel assume a stand-by position until the pre entry briefing was completed? (NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.7 Did the Response Personnel know the hand signals used as an alternate means of communication?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.3.8 Did the Response Personnel perform the reduced profile in the CPC?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.4 Demonstrate the ability to don and perform simple operational tasks in Level "C" chemical protective clothing.

3.1.4.1 Did the Response Personnel assemble the necessary equipment (chemical suit, boots, booties, inner gloves, outer gloves, respiratory protection, communications)?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.4.2 Did the Response Personnel inspect the CPC prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.4.3 Did the Response Personnel do a system check on respiratory protection prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.1.4.4 Did the Response Personnel do a system check on communications prior to use?(NFA HMOSP)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to provide protective equipment and clothing to responders based upon the organization's safety and health plan. It should demonstrate the capability to use the results of ongoing incident assessment to determine the level (Level A, B, or C) and types of protection to be provided against identified hazards. It should demonstrate the capability to ensure that no emergency worker enters the Restricted Zone without the required protective equipment and clothing. It should demonstrate the capability to establish and maintain rules for the use of protective equipment by responders while in the Restricted Zone. It should demonstrate the capability to ensure that the operations of workers within the Restricted Zone are under the supervision of a Safety Officer, who has the authority to alter or suspend emergency operations as necessary to protect the workers.

OBJECTIVE 3.2: PROTECTIVE ACTIONS FOR THE PUBLIC
 (Demonstrate the capability to decide upon and direct the implementation of protective actions for the public. In Addition demonstrate the capability to decide upon and direct the implementation of protective actions for the public.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 9: Personal Protection of Citizens. This objective provides a framework for the evaluation of an emergency response's ability to promptly assess the severity of the hazard, determine the actions to be recommended, and implement those actions for the protection of the public and *Special Populations*.

This objective focuses on:

- protective action decision making
- issuing directives necessary to initiate the implementation of protective actions
- supporting the implementation of protection action for *Special Populations*

The implementation of these selected protective actions is addressed in other goals, objectives & methodologies. Aspects of the implementation of evacuation and sheltering is covered in Objective 7, which addresses the issuance of instructions on protective actions. Objective 11 deals with traffic and access control. Objective 12 deals with monitoring and decontamination of evacuees.

This objective is closely related to Objective 3: Incident Assessment. Input from this objective is critical to decision making on protective actions.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____

Evaluator Signature _____ Date _____

Criteria:

3.2.1 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to issue directives necessary to initiate and direct public protection actions? (see explanations)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.2.2 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to support the implementation of protective actions for special populations such as schools?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.2.3 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to support the implementation of protective actions for special populations such as special institutions (hospitals / day care centers)?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.2.4 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to move special populations to relocation areas along preplanned routes?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.2.5 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to support the implementation shelter in place operations?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to provide the results of ongoing incident assessment to officials responsible for protective action decisions. These officials should demonstrate the capability to use data provided on the hazards posed by the material involved in the Incident/Accident to determine the risk to public health and safety and the protective actions necessary to reduce this risk.

The Emergency Response Agency should demonstrate the capability to determine the geographical areas within which the public is at risk of exposure to the plume produced by the Incident/Accident. It should demonstrate the capability to determine when the plume will reach the affected area, how long it will remain over the area, how persons could be exposed to the hazardous materials involved, and the potential harm that could come from such exposure.

Based upon these determinations the Emergency Response Agency should demonstrate the capability to determine which protective action (e.g., sheltering or evacuation, alone or in combination) would provide the most effective protection from this potential exposure.

The Emergency Response Agency should demonstrate the capability to revise the calculations described above as conditions change and to make appropriate adjustments in protective action strategies.

The Emergency Response Agency should demonstrate the capability to issue directives to units of the Emergency Response Agency to initiate the implementation of protective actions. It should demonstrate the capability to monitor the results of the implementation efforts and to issue new directives as necessary to keep the implementation on track.

The Emergency Response Agency should demonstrate the capability to notify school system and other institutional officials of the existence of an Incident/Accident and to provide protective action recommendations for evacuation or sheltering-in-place.

If sheltering-in-place is the recommended protective action, the Emergency Response Agency should demonstrate the availability of plans and procedures for providing assistance to accomplish such actions.

The demonstration of the capability to evacuate Special Populations could be expanded to include the actual deployment and movement of some of the vehicles needed by members of Special Populations from pickup points to specified Reception Centers. If volunteers simulate persons needing medical evacuation, the demonstration should include the provision of assistance to persons in all phases of their evacuation.

OBJECTIVE 3.3: RESPONSE PERSONNEL HEALTH & SAFETY (Demonstrate the ability to protect emergency responder health and safety.)					
<u>Intent</u> This objective is derived from NRT-1, Planning Element C, Response Function 8: Response Personal Safety and the OSHA Final Rule 29 CFR 1910.120, EPA 40 CFR 311 and 29 CFR 1910.156. This objective provides a framework for the evaluation of an emergency response agency's ability to protect the health and safety of emergency personnel at hazardous materials incidents.					
<u>Note:</u> This criteria for this objective is base on the exercise being conducted					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____			Date	_____

Criteria:

3.3.1 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to ensure that operations in hazardous areas are performed in the "buddy system", in groups of two or more?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.3.2 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to provide emergency assistance, rescue, first aid, or emergency medical transportation to emergency workers?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.3.3 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the exposed personnel in the area of refuge at this operation? (Level D)

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.3.4 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Entry Team at this operation? (Level "A")

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.3.5 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Back-up Team at this operation? (Same as Entry or Greater is acceptable)

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.3.6 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Decon Team at this operation? (Greater, Same or one Level lower than Entry & Back-up)

Fire Department City of New York

yes no n/a n/o time

3.3.7 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Haz-Mat Officer at this operation? (Dependent on the position of the officer during different phases of the operation, Level "D " could be acceptable)?

yes no n/a n/o time

3.3.8 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Safety Officer at this operation? (Dependent on the position of the officer during different phases of the operation Level "D " could be acceptable)

yes no n/a n/o time

3.3.9 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the Incident Commander? (Dependent on the position of the officer during different phases of the operation Level "D " could be acceptable)

yes no n/a n/o time

3.3.10 Did the Emergency Response Agency demonstrate the knowledge to determine the level of protection for the First Responders? (Level "D " could be acceptable)

yes no n/a n/o time

3.3.11 Did the Emergency Response Agency demonstrate the knowledge and skills necessary to fill out a site safety plan?

yes no n/a n/o time

3.3.12 Did the Emergency Response Agency demonstrate the knowledge and skills necessary to assign a safety officer to the scene?

yes no n/a n/o time

3.3.13 Did the Emergency Response Agency demonstrate the knowledge and skills necessary to provide back-up personnel for the entry team equipped with extrication equipment?

yes no n/a n/o time

3.3.14 Did the Emergency Response Agency demonstrate the knowledge and skills necessary to have decontamination set up prior to entry?

yes no n/a n/o time

3.3.15 Did the Emergency Response Agency demonstrate the knowledge and skills necessary to conduct medical monitoring prior to entry and re entry?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate that the personal protective equipment provided to fire fighters involved in operations beyond the initial stages of any Incident/Accident meets the criteria contained at 29 CFR 1910.156(e).

The Emergency Response Agency should demonstrate the capability to ensure that all emergency responders exposed to hazardous materials presenting an actual or potential inhalation hazard wear positive pressure self-contained breathing apparatus while engaged in emergency response, until the IC determines that conditions allow them to dispense with this equipment.

OBJECTIVE 3.4: VICTIM TRACKING, SCREENING, AND DECONTAMINATION OF PUBLIC & RESPONSE PERSONNEL

(Demonstrate the ability to monitor and control hazardous materials decontamination of the public through an appropriate contamination screening, decontamination, and tracking process.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 13: Human Services. This objective provides a framework for the evaluation of an organization's ability to provide for hazardous materials monitoring, decontamination, and registration of evacuees at Reception Centers.

This objective focuses on the following aspects dealing with persons who may be evacuated from the affected area of a hazardous materials incident:

- contamination screening or monitoring
- decontamination
- victim tracking

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____

Evaluator Signature _____ Date _____

Criteria:

3.4.1 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to implement its procedures for screening, decontamination, and control of contamination? (see explanation)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.4.2 Did the Emergency Response Agency demonstrate the knowledge, skills & ability necessary to implement its procedures for registration? (see explanation)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.4.3 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to establish, set up and perform Basic Gross Decontamination?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.4.4 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to establish, set up and perform Field Decontamination?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.4.5 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to place the field decontamination equipment in the proper zone location?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.6 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to select and use the appropriate decontamination solution for the chemical given? (bleach)

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.7 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to mix the solution properly with water in the applicator?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.8 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to properly apply the solution starting from the head and working to the toe?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.9 Did the Emergency Response Agency performing decon demonstrate the knowledge, skills and ability to avoid direct contact?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.10 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to avoid cross contamination?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.11 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to establish a priority order for the decontamination of personnel and follow the proper order for the decontamination of personnel?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

3.4.12 Did the Emergency Response Agency demonstrate the knowledge, skills and ability to establish the personal decontamination showers?

yes	no	n/a	n/o	time
-----	----	-----	-----	------

Explanation:

The Emergency Response Agency should demonstrate that it has the capability to monitor for contamination by hazardous materials upon their departure from the *Hot Zone*. It should demonstrate the capability to decontaminate New York City Fire Department either before or after this monitoring. Some Emergency Response Agencies of the City of New York may routinely decontaminate workers and then re-monitor to make sure that they are decontaminated.

Explanation:

As a result of a hazardous materials incident, people may be instructed to leave the affected area. If such a protective action is implemented, the Emergency Response Agency should demonstrate the availability of one or more "Reception Centers" or "personnel processing points."

The Emergency Response Agency should demonstrate the capability to minimize possible contamination of the *Facility*. It should demonstrate the capability to segregate "clean" from potentially contaminated areas. It should also demonstrate the capability to separate males and females during the decontamination process.

The Emergency Response Agency should demonstrate the availability of sufficient staff, equipment, and procedures necessary to detect, decontaminate, and prevent cross-contamination. The Emergency Response Agency should demonstrate the capability to implement and utilize specific procedures and equipment in carrying out their tasks to screen and decontaminate evacuees.

The Emergency Response Agency should demonstrate the capability to process evacuees through the screening process in an orderly fashion. For example, evacuees should enter the *Reception Center* at one designated and controlled entrance. The evacuees should be asked several general questions related to what area they arrived from, how they are feeling physically, etc.

The Emergency Response Agency should demonstrate the use of procedures for determining if evacuees are contaminated. The Emergency Response Agency should demonstrate the capability to perform monitoring procedures. This may be accomplished by utilizing personnel from various response Emergency Response Agencies of the City of New York such as the fire department, regional hazmat response teams, law enforcement or perhaps county or state personnel who have been activated. The Emergency Response Agency should also demonstrate the availability of medical personnel, to organize contaminated evacuees and begin decontamination procedures.

If an evacuee is found to be contaminated, the Emergency Response Agency should demonstrate the capability to decontaminate evacuees through the use of procedures entailing removal and control of contaminated clothing and other articles and the use of shower facilities. It should demonstrate the capability to contain the spread of contamination through such measures as segregating contaminated and uncontaminated persons, providing changes of clothing for persons who do not have uncontaminated clothing with them, and storing contaminated clothing to prevent further contamination of evacuees or "clean" clothes. It should demonstrate the capability to re-monitor persons who have been decontaminated.

The Emergency Response Agency should demonstrate the capability to refer significantly contaminated individuals who cannot be adequately decontaminated to a medical *Facility*. It should demonstrate the capability to establish and maintain records for persons who are seriously contaminated.

Following the screening, and if necessary, decontamination processes, the Emergency Response Agency should demonstrate the capability to register evacuees. This function may be managed by volunteer Emergency Response Agencies of the City of New York such as the Red Cross, Salvation Army, a local civic or church group, or a county agency such as the Department of Human Services. Registration procedures generally include recording of vital information about each evacuee such as name, address, results of monitoring and time of decontamination if any. Typically this information is recorded on a standardized form designed for evacuee registration.

The Emergency Response Agency should demonstrate the capability to use the registration records as means for locating and reuniting families and providing a record of monitoring results. It should also demonstrate the capability to provide to a central location, a list of those evacuees registered from all open *Reception Centers*.

The Emergency Response Agency should demonstrate the availability of sufficient staff, equipment, and procedures necessary to detect, decontaminate, and prevent cross-contamination of vehicles arriving at the Reception Center. The Emergency Response Agency should demonstrate the capability to make a decision on each monitored vehicle, based on action levels appropriate for the hazardous material(s) involved in the Incident/Accident, whether it is or is not contaminated.

The Emergency Response Agency should demonstrate the capability to:

segregate contaminated vehicles from clean vehicles prevent contact of clean persons with contaminated vehicles, and the decontamination process for vehicles provide sufficient parking for the anticipated number of evacuees and to isolate contaminated vehicles

The Emergency Response Agency should demonstrate the capability to either decontaminate the vehicles immediately, or because of the chemical(s) involved, park the vehicles and in a secured area awaiting further equipment and instructions on the proper procedures necessary to adequately clean the vehicles and at the same time manage the waste.

**OBJECTIVE 3.5: EMERGENCY MEDICAL SERVICES
VICTIM CARE, TRANSPORT & THE RECEIVING FACILITY**
(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.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 7: Health and Medical. This objective provides a framework for the evaluation of an organization's ability to provide emergency medical service and treatment during the response to a hazardous materials accident. It is critical that a Emergency Response Agency ensure that the injured, who may be contaminated, can receive appropriate medical care without unnecessary risk to the medical personnel and facilities used in treatment.

This objective focuses on the capabilities of the Emergency Medical Service (EMS) personnel to determine the nature and extent of injury or contamination to an accident victim(s) implement appropriate contamination control measures identify and transport the victim(s) to an appropriate medical Facility maintain communications with the receiving medical Facility and the receiving- medical Facility to:

provide trained staff members at the Facility prepare for the arrival of the patient(s) and establish appropriate contamination control determine whether the victim(s) has external or internal contamination and if necessary remove the external contamination maintain contamination control measures during and after treatment of patient(s)

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

3.5.1 At a minimum, did EMS personnel should demonstrate the capability to determine the nature and extent of the injury through referring to an initial response resource (e.g., DOT Emergency Response Guidebook) for immediate first aid for injured patients?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.5.2 At a minimum, did EMS personnel should demonstrate the capability to determine the nature and extent of the injury instituting emergency care using the Triage concept?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.5.3 At a minimum, did EMS personnel should demonstrate the capability to determine the nature and extent of the injury and immediately flushing the skin or eyes with running water for at least fifteen minutes?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.5.4 At a minimum, did EMS personnel should demonstrate the capability to remove and isolating any contaminated clothing and shoes?

yes no n/a n/o time

3.5.5 At a minimum, did EMS personnel should demonstrate the capability to keep the patient quiet and maintaining normal body temperature?

yes no n/a n/o time

3.5.6 At a minimum, did EMS personnel should demonstrate the capability to implement contamination control measures?

yes no n/a n/o time

3.5.7 At a minimum, did EMS personnel demonstrate the capability of a contamination control procedure such as using gloves as protection against contamination?

yes no n/a n/o time

3.5.8 At a minimum, did EMS personnel should demonstrate the capability to line the interior and shielding the floor of the ambulance with a protective covering?

yes no n/a n/o time

3.5.9 At a minimum, did EMS personnel should demonstrate the capability of wrapping the individuals in a sealed sheet or blanket?

yes no n/a n/o time

3.5.10 At a minimum, did EMS personnel demonstrates the capability to identify a medical *Facility* the victim will be taken to and promptly transports the victim.?

yes no n/a n/o time

3.5.11 At a minimum, did EMS personnel demonstrate the capability to maintain communications with the receiving medical *Facility*.?

yes no n/a n/o time

3.5.12 At a minimum, the receiving medical *Facility* complete effective preparations for arrival of the individual and set up appropriate contamination control?

yes no n/a n/o time

3.5.13 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure the controlled area is isolated and self-contained by keeping all doors leading to the area closed?

yes no n/a n/o time

3.5.14 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure ventilation systems are filtered or independent of other systems within the medical *Facility*?

yes no n/a n/o time

3.5.15 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure the floors are covered to minimize contamination within the area?
 yes no n/a n/o time

3.5.16 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure appropriate warning signs are in place?
 yes no n/a n/o time

3.5.17 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure unnecessary equipment is either removed or covered?
 yes no n/a n/o time

3.5.18 Did receiving medical *Facility* demonstrate the capability to implement procedures to either remove or cover necessary equipment, including a portable x-ray machine, if applicable?
 yes no n/a n/o time

3.5.19 Did receiving medical *Facility* demonstrate the capability to implement procedures to a buffer zone separating the controlled area from the rest of the *Facility* is established?
 yes no n/a n/o time

3.5.20 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure medical *Facility* staff who have direct contact with contaminated individuals take the necessary precautions to avoid contact with the contamination?
 yes no n/a n/o time

3.5.21 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure that if an individual has external or internal contamination and, if necessary, removes the external contamination?
 yes no n/a n/o time

3.5.22 Did receiving medical *Facility* demonstrate the capability to implement procedures to ensure contamination control measures during and after treatment of patient?
 yes no n/a n/o time

Explanation:

Upon arrival at the scene, the EMS personnel should demonstrate the capability to assess the situation and establish a protective zone around the injured or contaminated person(s). The EMS personnel should also determine from the Emergency Response Agency, if possible, the identity of the hazardous material involved and request for appropriate back-up support if necessary. For the purpose of the exercise, the EMS personnel should be

provided information on the identity of the material involved so that the EMS can proceed with determining the nature and extent of the injury.

Ambulance and hospital personnel should demonstrate the capability to limit contamination to themselves and their vehicles/facilities. Controlling access to the area where the contaminated individual is being treated is the first step in limiting exposure.

The ambulance crew should also demonstrate the capability to implement contamination control procedures during transport of contaminated injured persons.

After delivering a contaminated injured person to a designated receiving medical *Facility*, the Emergency Response Agency should demonstrate the capability to monitor and, if necessary, decontaminate both the ambulance crew and the ambulance. Decontamination procedures may be necessary to ensure that neither the ambulance nor any member of the ambulance crew is allowed to return to regular service without contamination evaluation.

The Emergency Response Agency should demonstrate its knowledge of which ambulance services are designated to provide transportation for contaminated and/or injured persons. Often, these services are established through Memoranda of Understanding (MOU) between the Emergency Response Agency and the designated ambulance service(s).

Depending on the nature and extent of injury and the problems in the *exercise scenario* including the hazardous materials involved, it may be necessary for the ambulance crew or the Emergency Response Agency to determine which medical *Facility* an injured individual is to be transported. Ambulance services and response Emergency Response Agencies of the City of New York should demonstrate their knowledge of the names, available resources, participating hospitals, and locations of medical facilities equipped for care of such persons. Ambulance crews may actually demonstrate the ability to drive the individual to the selected medical *Facility*.

Adequate communications between emergency site personnel, ambulances, and hospitals are essential throughout an emergency response. So that advance preparations critical for receipt of a contaminated and/or injured individual can be initiated, the ambulance crew should demonstrate the capability to communicate with the receiving medical *Facility*. Ambulance crews should demonstrate the capability to provide, at a minimum, 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*

The medical staff at the receiving *Facility* should demonstrate the capability to implement written and established procedures to complete effective preparations for the injured individuals arrival. For example, the medical *Facility* may activate and setup a controlled area where medical treatment will occur as well as implementing contamination control procedures for reception of the ambulance, the patient, other individuals from the controlled area, and *Facility* staff.

The staff should also demonstrate the skills necessary to deal with a variety of chemicals located in their area. For this reason, Material Safety Data Sheet (MSDS) information may be of some use to an area's medical community during a fixed *Facility* hazardous materials incident or the shipping papers in the event of a transportation *Incident/Accident*.

Depending upon the chemicals involved, the medical facilities providing medical services to the contaminated injured may find it necessary to secure the services of at least one physician, nurse, and toxicologist, who are experienced in evaluating and treating contaminated injured persons.

The medical staff should demonstrate the capability to monitor contaminated injured individuals for external contamination by making an assessment based on the symptoms which are present. For example, medical staff may determine if wounds are contaminated by sampling of secretions and testing them for contamination. If more than one hazardous material was involved in the incident, medical staff should demonstrate the capability to treat the patient with proper priority of the materials involved.

The medical staff should demonstrate the capability to have a toxicologist analyze any samples from injured contaminated persons either at the *Facility* or nearby laboratories and if such analysis is completed, transmit these results to the medical *Facility* staff for use during examination of individuals. The medical *Facility* staff should demonstrate the capability to maintain records of all screening instruments and samples taken.

The medical staff should demonstrate the capability to implement decontamination procedures for cleansing localized areas on the patient with appropriate solutions, such as antidotes and/or neutralizing chemicals. The medical staff should demonstrate the capability to appropriately contain and store these waste solutions for disposal at a later time.

The medical staff should demonstrate the capability to implement procedures for disposal or decontamination of instruments, clothing, and medical paraphernalia. These procedures should include provisions to minimize the spread of contamination within the controlled area, other parts of the medical *Facility*, on patients, and upon themselves. After decontaminating the individual, it may be necessary to transfer the injured person to a clean area within the *Facility* in a way that precludes or minimizes the spread of contamination from the controlled area into other areas of the medical *Facility*.

Medical personnel should demonstrate the capability to implement procedures to ensure they are not contaminated before reentering the medical *Facility* from the controlled area. These procedures should include removing all personal protective clothing within the controlled area and monitoring for contamination all staff members and their equipment prior to entering buffer zones.

**OBJECTIVE 3.6: EMERGENCY MEDICAL SERVICES
PRE-ENTRY & POST-ENTRY VITALS**
(Demonstrate the adequacy of personnel, procedures, to medically monitor Emergency response personnel in chemical protective clothing)

Intent This objective is derived from 29 CFR 1910.120 Medical Surveillance. This objective provides a framework for the evaluation of an agencies ability to provide emergency medical service and treatment during the pre and post entry response to a hazardous materials accident. It is critical that an Emergency Response Agency ensure that the personnel wearing chemical protective clothing have their vital signs medically monitored to determine if they can wear CPC can receive appropriate medical care without unnecessary risk when it is required.

Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

3.6.1 At a minimum, did EMS personnel demonstrate the capability to perform a pre-entry examination?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.2 At a minimum, did EMS personnel demonstrate the capability to check personnel blood pressures prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.3 At a minimum, did EMS personnel demonstrate the capability to check temperatures prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.4 At a minimum, did EMS personnel demonstrate the capability to check pulse prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.5 At a minimum, did EMS personnel demonstrate the capability to check respiration's prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.6 At a minimum, did EMS personnel demonstrate the capability to check body weight prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.7 At a minimum, did EMS personnel demonstrate the capability to hydrate personnel prior to entry?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.8 At a minimum, did EMS personnel demonstrate the capability to perform a post entry examination after completing a decontamination process?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.9 At a minimum, did EMS personnel demonstrate the capability to check blood pressure after completing a decontamination process?

yes no n/a n/o time
 _____ _____ _____ _____ _____

3.6.10 At a minimum, did EMS personnel demonstrate the capability to check temperatures after completing a decontamination process?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.6.11 At a minimum, did EMS personnel demonstrate the capability to check pulse after completing a decontamination process?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.6.12 At a minimum, did EMS personnel demonstrate the capability to check respiration's after completing a decontamination process?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.6.13 At a minimum, did EMS personnel demonstrate the capability to check body weight after completing a decontamination process?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

3.6.14 At a minimum, did EMS personnel demonstrate the capability to check body rehydrate after completing a decontamination process?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

Upon arrival at the scene, the EMS personnel should demonstrate the capability to assess the situation and perform medical surveillance as required for personnel wearing chemical protective clothing. The EMS personnel should also determine from the Emergency Response Agency, if possible, the identity of the hazardous material involved and request the appropriate back-up support if necessary.

Controlling access to the area where the personnel are being monitored is a first step in limiting potential exposure.

The Emergency Response Agency should demonstrate the capability to monitor vital signs for circulatory, respiratory and heat related disorders. Procedures may be necessary to ensure that personnel whose medical condition is questionable are not allowed to return to regular service without some type of medical evaluation.

2.0 The Goal of Isolation

OBJECTIVE 2.1: ISOLATION ZONES

(Demonstrate the ability to identify the Zones and key functional areas for a given incident.)

Intent This objective provides a framework for the evaluation of the emergency response agency's ability to locate the position of the zones, the position of the members, the protective clothing required, and the necessary tools for a given hazardous materials incident.

Note: This objective may be demonstrated in the context of an exercise in which the response personnel can be seen performing work tasks in the proper functional areas.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature					Date _____

Criteria:

2.1.1 Did the Response agency have the knowledge and skills necessary to clearly identify the Hot Zone for all personnel?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.1.2 Did the Response agency have the knowledge and skills necessary to clearly identify the Area of Refuge for all personnel?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.1.3 Did the Response agency have the knowledge and skills necessary to clearly identify the Warm Zone for all personnel?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.1.4 Did the Response agency have the knowledge and skills necessary to clearly identify the Contamination Reduction Area?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.1.5 Did the Response agency have the knowledge and skills necessary to clearly identify the Cold Zone for all personnel?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

Fire Department City of New York

The response agency should demonstrate the capability to establish zones to regulate the movement of response personnel in and out of those zones. It should establish the capability to establish barriers around the exclusion area, hot, warm and cold zones and to make the barriers clearly visible to all response personnel.

OBJECTIVE 2.2: ISOLATION SEGREGATING PERSONNEL BY WORK Task (Demonstrate the ability to identify the positions of Emergency Personnel at a given hazardous materials incident.)					
<u>Intent</u> This objective provides a framework for the evaluation of the emergency response agency's ability to position personnel for a given hazardous materials incident..					
<u>Note:</u> This objective may be demonstrated in the context of an exercise in which the response personnel can be seen in the correct areas.					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

2.2.1 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the exposed personnel?

yes no n/a n/o time

2.2.2 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Entry Team?

yes no n/a n/o time

2.2.3 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Back-up Team?

yes no n/a n/o time

2.2.4 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Decon Team?

yes no n/a n/o time

2.2.5 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Haz-Mat Officer (Group Supervisor)?

yes no n/a n/o time

2.2.6 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Safety Officer?

yes no n/a n/o time

2.2.7 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Incident Commander?

Fire Department City of New York

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.2.8 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the Resource Man?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.2.9 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the First Responders?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

2.2.10 Did the Response agency have the knowledge and skills necessary to clearly identify the position of the civilians and onlookers, and the press?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

Each agency should demonstrate the capability to limit the number of personnel allowed to enter the exclusion area, hot and warm zones to a minimum required for effective response. In addition keep the amount of time each responder remains in that zone to a minimum.

OBJECTIVE 2.3: ISOLATION 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.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 11: Law Enforcement. This objective provides a framework for the evaluation of an Emergency Response agency's ability to implement site security and protective actions to control and successfully complete an evacuation. This objective focuses on:

- Site Security
- Traffic and access control

Note:

Those activities concerning protection of traffic and access control personnel related to incident assessment and approaching a scene. The Emergency Response Agency implements security procedures at the incident / accident site.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____

Evaluator Signature _____ Date _____

Criteria:

2.3.1 Did the Response agency have the knowledge and skills necessary to clearly cordon off the area with police tape or roadblocks?

*
 *
 *

	yes	no	n/a	n/o	time
	_____	_____	_____	_____	_____

2.3.2 Did the Response agency have the knowledge and skills necessary to clearly demonstrate the removal unauthorized vehicles and personnel to allow for easier access to the site by the Emergency Response Agency?

	yes	no	n/a	n/o	time
	_____	_____	_____	_____	_____

2.3.3 Did the Response agency have the knowledge and skills necessary to clearly divert all unnecessary traffic away from the area of the Incident/Accident for the safety of the citizens and to reduce unnecessary congestion?

	yes	no	n/a	n/o	time
	_____	_____	_____	_____	_____

2.3.4 Did the Response agency have the knowledge and skills necessary to clearly establish and staff traffic and access control points.?

	yes	no	n/a	n/o	time
	_____	_____	_____	_____	_____

Explanation:

Because of the risks associated with a hazardous materials Incident/Accident, the Emergency Response Agency should demonstrate the capability to implement security procedures at the site. Only personnel authorized and necessary to mitigate the incident should be allowed access to the site. The Emergency Response Agency should demonstrate the capability to establish site security through a variety of actions such as:

The ability to quickly establish effective traffic and access control will greatly aid in accomplishing an orderly evacuation, if it is necessary. The Emergency Response Agency should demonstrate the capability to deploy personnel to designated traffic and access control points in a timely manner through actual deployment, however, the progress of normal traffic movement should not be impeded.

The Emergency Response Agency should demonstrate the capability to mobilize an adequate number of personnel and resources necessary to direct and control the evacuation traffic flow. During an evacuation, traffic controllers should demonstrate the capability to minimize delays and to be aware of evacuation routes, reception or decontamination points, and Reception Centers. The Emergency Response Agency should demonstrate the capability to provide local law enforcement personnel with maps depicting the affected area and evacuation routes. In the event the protective action strategy is to shelter-in-place, the traffic controllers should demonstrate the capability to control the access of personnel, equipment, etc. into and from the sheltered area.

Following an evacuation, traffic/access controllers should demonstrate the capability to limit and prevent access to evacuated or hazardous areas, in order to reduce the risk of exposure and to safeguard private property in the area. In addition, personnel should demonstrate the capability to limit access to waterways, railways, and airspace in the affected area. Response Emergency Response Agencies of the City of New York may mandate that access into evacuated areas be strictly controlled in order to protect valuable public and private property. These martial law measures are quickly lifted after normal law enforcement protection is available.

The Emergency Response Agency should demonstrate the capability to keep field personnel informed of significant developments in the emergency situation. They should demonstrate the ability to communicate instructions to traffic and access control staff on actions to take when changes in protective actions strategies necessitate changes in evacuation patterns or in the area to which access is controlled.

5.0 The Goal of Spill Control

OBJECTIVE 5.1: CONTROL OF GAS / AIR RELEASES

(Demonstrate the ability to perform spill control of gases and vapors)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to provide spill control capability for airborne contaminants.

Note: This objective focuses on the methodologies used to control gas/air releases which is the most difficult state of the material to control the Emergency Response Agency demonstrates the technical capability to perform this work task in an incident/accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

5.1.1 Did Emergency Response Agency demonstrate the ability to determine that type of spill?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to determine whether the spill is static or moving?(vapor density)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to ventilate as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to disperse as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use dissolution as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use blanketing as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.1.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select diverting as a means of spill control?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to spill control.

The physical factors associated with the vapor density of the gas will help determine the most appropriate type of spill control. As an example a fog stream could be used to disperse and dissolve a cloud of certain lighter than air products. Heavier than air release inside structures require mechanical ventilation to control.

The Emergency Response Agency should demonstrate the capability to use the necessary tactics concerning the spilled or release material and evaluate the potential for exposure to the public's health and safety and the environment .

OBJECTIVE 5.2: CONTROL OF LIQUID RELEASES

(Demonstrate the ability to control liquid spills on ground surfaces, subsurface and in waterways)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to control.

Note: This objective focuses on the technical identification of liquids and solids, the assessment of the associated hazards to the public health and safety. The Emergency Response Agency demonstrates the technical capability to control the material involved in an *incident/accident*.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

5.2.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select diking as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select absorbing as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select neutralizing as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select diverting as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select retention as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select applying gels as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

5.2.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select an over flow dam as a means of spill control?

yes no n/a n/o time

5.2.8 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select under flow dam as a means of spill control?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release such as the material state (liquid, gas, solid), actual and projected release rate, and direction of the material released in air or water.

The physical factors associated with the natural setting and type of material being released at the accident site should guide the Emergency Response Agency in structuring the design of a field sampling plan and deployment of field monitoring teams.

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the responders as well as for the general public. Those activities concerning the risk(s) associated with the spilled or release material and the potential for exposure to the public health and safety and the environment are evaluated under the goal of Protection.

OBJECTIVE 5.3: CONTROL OF SOLID RELEASES
 (Demonstrate the ability to perform unbiased sampling procedures)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to provide quality control in unbiased sampling of products using nationally accepted work practices of the EPA.

Note: This objective focuses on the technical identification of liquids and solids, the assessment of the associated hazards to the public health and safety. The Emergency Response Agency should demonstrate the capability to control the source of a release, contain the spilled material, and stabilize an Incident/Accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

5.3.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select blanketing as a means of spill control?

yes no n/a n/o time

5.3.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select absorbing as a means of spill control?

yes no n/a n/o time

5.3.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select several size sampling tubes?

yes no n/a n/o time

5.3.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to draw a sample of product for a given situation?

yes no n/a n/o time

5.3.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use an absorbent pad to cover the sampling opening and prevent spillage?

yes no n/a n/o time

5.3.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use the sampling tube in conjunction with the pail pump?

yes no n/a n/o time

5.3.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select the proper amount of sampled material??

yes no n/a n/o time

5.3.8 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid direct contamination as a result of poor sampling techniques?

yes no n/a n/o time

5.3.9 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid contamination of the outside of the sampling container?

yes no n/a n/o time

5.3.10 Did Emergency Response Agency demonstrate the knowledge, skills & capability to properly label the sampling container?

yes no n/a n/o time

5.3.11 Did Emergency Response Agency demonstrate the knowledge, skills & capability to take a representative sample of the container (by holding the plunger off the tapered end of the coliwasa until the sampling device was fully inserted)??

yes no n/a n/o time

5.3.12 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid direct contamination by using an absorbent pad as the member withdrew the sampling device in order to remove surface contamination on the outside of the tube?

Reproduction without modification is allowed with credit given to Philip H. McArdle (FDNY) and the Emergency Response Agencies of the City of New York

Fire Department City of New York

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
5.3.13	Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide unbiased samples?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
5.3.14	Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a rinse blanks?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
5.3.15	Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a trip blanks?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
5.3.16	Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a site blank?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
5.3.17	Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a source blank?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release such as the material state (liquid, gas, solid), actual and projected release rate, and direction of the material released in air or water.

The physical factors associated with the natural setting and type of material being released at the accident site should guide the Emergency Response Agency in structuring the design of a field sampling plan and deployment of field monitoring teams.

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the responders as well as for the general public. Those activities concerning the risk(s) associated with the spilled or release material and the potential for exposure to the public health and safety and the environment are evaluated under the goal of Protection.

6.0 The Goal of Leak Control

OBJECTIVE 6.1: CONTROL OF LEAKS BY UP RIGHTING CONTAINER

(Demonstrate the ability to perform leak control from containers and packages)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to provide leak control capability for all types and sizes containers.

Note: This objective focuses on the methodologies used to control releases from containers and or packages. The Emergency Response Agency demonstrates the knowledge, skills and technical capability to perform this work task in an incident/accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

6.1.1 Did Emergency Response Agency demonstrate the ability to rotate the container to stop the leak?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

6.1.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to upright the container by using a mechanical device to assist in the up righting procedure?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

6.1.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to physically lift the container to a position to control the leak?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to perform leak control.

The physical factors associated with the container will help determine the most appropriate type of leak control. As an example a barrel lifter might be the most appropriate lifting device for up righting a 55 gallon container; while other containers may be small enough to physically pick up without the assistance of any tool or mechanical device.

The Emergency Response Agency should demonstrate the capability to use the necessary tactics concerning the release material and evaluate the potential for exposure to the public's

Fire Department City of New York

health and safety and the environment .

OBJECTIVE 6.2: SEALING OF LEAKING CONTAINERS USING PNEUMATIC LEAK SEALING DEVICES

(Demonstrate the ability to control leaks using safe work practices)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to control leaks safely.

Note: This objective focuses on the technical equipment necessary for performing leak control. The Emergency Response Agency demonstrates the technical capability to control flow of the material involved in an incident/accident..

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

6.2.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select an appropriate pneumatic plug or bandage?

yes	no	n/a	n/o	time
___	___	___	___	___

6.2.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to mark the position of the leak container before the placement of the bandage?

yes	no	n/a	n/o	time
___	___	___	___	___

6.2.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to secure straps in place properly (straps not crossed, tangled or twisted)?

yes	no	n/a	n/o	time
___	___	___	___	___

6.2.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid standing in the line of fire (working to the side not allowing the product to come in direct contact with the person performing leak control)?

yes	no	n/a	n/o	time
___	___	___	___	___

6.2.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to inflate the bag or bandage only enough to stop or reduce the flow of product?

yes	no	n/a	n/o	time
___	___	___	___	___

6.2.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to protect the bag or bandage from direct contact with the product?

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

The Emergency Response Agency should demonstrate the capability to use pneumatic devices to control the leak using manufacturers recommended safe work practices for pneumatic tools and equipment.

The Emergency Response Agency should demonstrate the capability to use the equipment and provide protective actions for the responders during leak control operations.

OBJECTIVE 6.3: CLOSING AND TIGHTENING OF CAPS AND LIDS
 (Demonstrate the ability to perform leak control procedures by the selection of the proper tools and equipment necessary for various types of containers)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to secure openings and closures using nationally accepted work practices as well as proper industry standards.

Note: This objective focuses on the technical ability to select the proper tools and equipment to contain the leak in the container, and stabilize an Incident/Accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

6.3.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select the correct tools for the container (as examples: several types of bung wrenches for drums, or product specific kits, the proper chlorine kit for the container involved, propane)?

yes	no	n/a	n/o	time
___	___	___	___	___

6.3.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select non-sparking tools?

yes	no	n/a	n/o	time
___	___	___	___	___

6.3.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to carry additional bung/vent plugs, caps of assorted sizes and materials?

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the tools and equipment necessary to perform the work task.

The Emergency Response Agency should demonstrate the capability to use the proper tools and equipment to perform leak control operations safely. Activities concerning the risk(s) associated with performing leak control with the released material and the potential for exposure to the responder's health and safety and the environment are evaluated under the goal of Protection.

OBJECTIVE 6.4: PLUGGING AND PATCHING CONTAINERS					
(Demonstrate the ability to perform plugging and patching operations using initiative)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to use their initiative at solving problems associated with leaks in containers. This requires the individual to use their knowledge and skills to select from a wide variety of plugging and patching equipment the most appropriate methods for leak control.					
<u>Note:</u> This objective focuses on the technical identification of compatible tools and equipment that once used, will prevent the material from leaving the container thereby stabilizing the <u>Incident/Accident</u> .					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

6.4.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select product compatible tools and equipment?

yes no n/a n/o time
 _____ _____ _____ _____ _____

6.4.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select the most efficient tools and equipment available (in other words, equipment in the inventory that is available on scene, not necessarily the tools and equipment that were brought into the hot zone)?

yes no n/a n/o time
 _____ _____ _____ _____ _____

6.4.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use equipment properly in the performance of leak control?

yes no n/a n/o time
 _____ _____ _____ _____ _____

6.4.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to control the leak (meaning not able to stop the leak, but having the ability to slow it down)?

yes no n/a n/o time
 _____ _____ _____ _____ _____

6.4.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to stop the leak?

yes no n/a n/o time
 _____ _____ _____ _____ _____

Explanation:

The Emergency Response Agency should demonstrate the capability to personal initiative to accomplish the work task of leak control.

This may involve using initiative, and resourcefulness at overcoming the problems of a given situation where better tools and equipment may exist, but are not available for use at this incident. Personnel may be forced to adapt and improvise to overcome a problem in order to accomplish the work task of leak control. Safety must always be a primary concern and recklessness should not be misinterpreted for initiative.

OBJECTIVE 6.5: CLOSING VALVES					
(Demonstrate the ability to operate different types of valves)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to understand the operation of different types of valves and their specific function and operation.					
<u>Note:</u> This objective focuses on the technical identification of the different types of valves and their purpose in the operating systems in which they are being used.					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

6.5.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to identify the type of valve involved?

yes no n/a n/o time

6.5.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to trace lines to confirm the valve as being the correct valve?

yes no n/a n/o time

6.5.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to operate the valve?

yes no n/a n/o time

6.5.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to repair the valve?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release of the product and the ramifications of using the valves and piping systems as a means of control.

OBJECTIVE 6.6: SHUTTING DOWN PUMPING SYSTEMS					
(Demonstrate the ability to shut down systems and not escalate the incident.)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to control leaks by evaluating systems and system components and determining the appropriate systems that require shut down as part of leak control.					
<u>Note:</u> This objective focuses on the technical identification of systems, the assessment of the associated hazards & risks by shutting down the systems. The Emergency Response Agency should demonstrate the capability to control the source of a release, contain the material, and stabilize an <i>Incident/Accident</i> .					
	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

6.6.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to identify the system responsible for causing the release?

yes no n/a n/o time

6.6.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to identify auxiliary systems that will be affected by the shutdown of this system?

yes no n/a n/o time

6.6.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to properly shut down the system?

yes no n/a n/o time

6.6.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to lock down and tag the system?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the shutting down of systems and that effect on the entire system.

The Emergency Response Agency should demonstrate the capability to use the analysis of information to guide personnel in decision making that results in following the proper sequence in shutting down the system.

4.0 The Goal of Identification

OBJECTIVE 4.1: HAZARD & RISK ASSESSMENT					
(Demonstrate the ability to identify the hazardous material(s) involved in an <u>Incident/Accident</u> and to assess the hazards associated with the material involved during both the emergency and <u>Post-emergency Phases</u> .)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to identify the hazardous material(s) involved in an <u>Incident/Accident</u> and to assess the hazards associated with the material during both the emergency and post emergency phases.					
<u>Note:</u> This objective focuses on the technical identification of materials the assessment of the associated hazards to the public health and safety. The Emergency Response Agency demonstrates the technical capability to identify the material involved in an <u>incident/accident</u> .					
	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

4.1.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to collect information on the type of container or package involved (e.g., tankcar, drum, tank trailer, small package, etc.)?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.1.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to collect information on the extent of damage to the container or package?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.1.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to estimate the quantity of material involved?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.1.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to collect information on the shipping papers (from trucks, trains, and vessels) or MSDSs (from fixed facilities)?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.1.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to observe any placards, identification numbers, markings, or labels (DOT or NFPA 704M

labeling systems) to assist in identifying the specific material, or at a minimum, the hazard class of the material involved?

yes no n/a n/o time

4.1.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to obtain information from knowledgeable persons on the scene (truck driver, train crew, plant manager, etc.)?

yes no n/a n/o time

4.1.7 Did the Emergency Response Agency, after evaluating information gathered during the initial incident assessment, demonstrate the capability to consult various emergency response resources (e.g., DOTs Emergency Response Guide [ERG]) for initial response information before placing additional personnel, environment and property at risk?

yes no n/a n/o time

4.1.8 Did the Emergency Response Agency use additional response information such as outside experts, CHEMTREC, and computer data bases and report the observed field data to other response agencies? (Mayoral Directive Sec. 1.h)

yes no n/a n/o time

Note: During an exercise, it is not necessary to contact CHEMTREC because that organization may be busy responding an actual incidents/accidents across the country. However, as part of exercise play, the Emergency Response Agency should demonstrate the capability to actually contact other responsible agencies, the transporter, shipper, and Facility management, as well as outside experts who are participating in the exercise. The Emergency Response Agency should also demonstrate the capability to actually obtain additional response information through the use of computer data bases, as appropriate.

Explanation:

Identification of the material involved in an Incident/Accident is critical to a safe and effective emergency response. The Emergency Response Agency should demonstrate the capability of its designated initial response personnel (e.g., First Responders Awareness, Operational, Hazardous Materials Technicians, Specialists, Incident Command) to complete an initial incident assessment of an Incident/Accident. . The objective of an initial incident assessment is to maximize the safe recovery of information at the Incident/Accident site and to identify the material and the assess the hazards that may be involved.

Once the initial assessment has been completed and the spilled or released material has been identified, the Emergency Response Agency should demonstrate the capability to assess the potential hazards both at the affected site and to adjacent areas.

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release such as the material state (liquid, gas, solid), actual and projected release rate, and direction of the material released in air or water.

The physical factors associated with the natural setting and type of material being released at the accident site should guide the Emergency Response Agency in structuring the design of a field sampling plan and deployment of field monitoring teams. The Emergency Response Agency should demonstrate the capability to establish a priority for monitoring

airborne toxic substances develop a strategy for monitoring and using direct reading instruments maintain monitoring capabilities for the duration of the release identify and respond to atmospheric and geographic conditions obtain environmental samples analyze the samples supplement field monitoring data with risk assessment data that are based on various computer models (e.g., ARCHIE, CAMEO, etc.)

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the responders as well as for the general public. Those activities concerning the risk(s) associated with the spilled or release material and the potential for exposure to the public health and safety and the environment are evaluated under Objective 9: Protective Actions for the Public.

OBJECTIVE 4.2: TOOL & EQUIPMENT SELECTION FOR IDENTIFICATION					
(Demonstrate the ability to identify the hazardous material(s) involved in an <i>Incident/Accident</i> using the proper tools and equipment to perform the work tasks.)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to identify the hazardous material(s) involved in an <i>Incident/Accident</i> through air monitoring and sampling of the products.					
<u>Note:</u> This objective focuses on the technical identification of materials and the technical knowledge and capability to select the appropriate monitoring devices.					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

4.2.1 Did Emergency Response Agency demonstrate the ability to select surface acoustic wave technology for detection as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.2.2 Did Emergency Response Agency demonstrate the ability to select Flame ionization for detection as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.2.3 Did Emergency Response Agency demonstrate the ability to select Photo ionization detection as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time
 _____ _____ _____ _____ _____

4.2.4 Did Emergency Response Agency demonstrate the ability to select colorimetric pH paper or pH meter as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time

4.2.5 Did Emergency Response Agency demonstrate the ability to select CAMs as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time

4.2.6 Did Emergency Response Agency demonstrate the ability to select Drager tubes as the appropriate monitoring devices by the Entry Team to identify the product?

yes no n/a n/o time

4.2.7 Did Emergency Response Agency demonstrate the ability to select oxygen meters as the appropriate monitoring devices by the Entry Team?

yes no n/a n/o time

4.2.8 Did Emergency Response Agency demonstrate the ability to select radiological meters as the appropriate monitoring devices by the Entry Team?

yes no n/a n/o time

4.2.9 Did Emergency Response Agency demonstrate the ability to select CGI'S as the appropriate monitoring devices by the Entry Team?

yes no n/a n/o time

Explanation:

Identification of the material involved in an Incident/Accident is critical to a safe and effective emergency response. The Emergency Response Agency should demonstrate the capability of its designated Hazardous Materials Technicians, Specialists to complete an initial product identification at an Incident/Accident. The objective of an initial incident identification is to maximize the safe recovery of information at the Incident/Accident site and to identify the material.

The Emergency Response Agency should demonstrate the capability to deploy field monitoring teams. The Emergency Response Agency should demonstrate the capability to establish a priority for monitoring airborne toxic substances develop a strategy for monitoring and using direct reading instruments maintain monitoring capabilities for the duration of the release.

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the responders as well as for the general public.

OBJECTIVE 4.3: AIR MONITORING FOR IDENTIFICATION
 (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.)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to identify the hazardous material(s) involved in an Incident/Accident and to assess the hazards associated with the material during both the emergency and post emergency phases.

Note: This objective focuses on the technical identification of materials the assessment of the associated hazards to the public health and safety. The Emergency Response Agency demonstrates the technical capability to identify the material involved in an incident/accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

4.3.1 Did Emergency Response Agency demonstrate the ability to select a systematic search pattern clearly identify it's use and (grid, left/right or Colleen 8 point method)?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.3.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to collect information and continue the pattern throughout the process??

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.3.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to cover the entire suspect area?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.3.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to mark the areas where reading registered on the monitoring device?(controllers must simulate readings no higher than 20% of the LEL in order for the person doing the monitoring to complete this task)?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.3.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to choose the correct monitoring devices?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.3.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to calibrate/zero the monitoring device before use??

yes no n/a n/o time

4.3.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to apply a response curve to come up with an actual reading?

yes no n/a n/o time

4.3.8 Did Emergency Response Agency demonstrate the knowledge, skills & capability to allow the correct amount of reaction time for the monitoring device?

yes no n/a n/o time

4.3.9 Did Emergency Response Agency demonstrate the knowledge, skills & capability to apply the TLV/TWA, IDLH, LD, PEL information to the situation?

yes no n/a n/o time

4.3.10 Did Emergency Response Agency demonstrate the knowledge, skills & capability to know action levels for the product and the appropriate action based on the monitoring data?

yes no n/a n/o time

4.3.11 Did Emergency Response Agency demonstrate the knowledge, skills & capability to come up with background readings?

yes no n/a n/o time

4.3.12 Did Emergency Response Agency demonstrate the knowledge, skills & capability to survey the area or objects by slowly passing the probe over suspected contamination?

yes no n/a n/o time

4.3.13 Did Emergency Response Agency demonstrate the knowledge, skills & capability note and record readings and use chalk or tape or some other method to mark the area where readings occurred?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release such as the material state (liquid, gas, solid), actual and projected release rate, and direction of the material released in air or water.

The physical factors associated with the natural setting and type of material being released at the accident site should guide the Emergency Response Agency in structuring the design of a field sampling plan and deployment of field monitoring teams.

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the

Fire Department City of New York

responders as well as for the general public. Those activities concerning the risk(s) associated with the spilled or release material and the potential for exposure to the public health and safety and the environment are evaluated under the goal of Protection.

OBJECTIVE 4.4: SAMPLING LIQUIDS & SOLIDS FOR IDENTIFICATION
 (Demonstrate the ability to perform unbiased sampling procedures)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to provide quality control in unbiased sampling of products using nationally accepted work practices of the EPA.

Note: This objective focuses on the technical identification of liquids and solids, the assessment of the associated hazards to the public health and safety. The Emergency Response Agency demonstrates the technical capability to sample the material involved in an incident/accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

4.4.1 Did Emergency Response Agency demonstrate the ability to select the required equipment to do a proper sampling?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select a variety of bung wrenches?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select several size sampling tubes?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to draw a sample of product for a given situation?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use an absorbent pad to cover the sampling opening and prevent spillage?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to use the sampling tube in conjunction with the pail pump?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

4.4.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select the proper amount of sampled material??

yes	no	n/a	n/o	time
-----	----	-----	-----	------

4.4.8 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid direct contamination as a result of poor sampling techniques?

yes no n/a n/o time

4.4.9 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid contamination of the outside of the sampling container?

yes no n/a n/o time

4.4.10 Did Emergency Response Agency demonstrate the knowledge, skills & capability to properly label the sampling container?

yes no n/a n/o time

4.4.11 Did Emergency Response Agency demonstrate the knowledge, skills & capability to take a representative sample of the container (by holding the plunger off the tapered end of the coliwasa until the sampling device was fully inserted)??

yes no n/a n/o time

4.4.12 Did Emergency Response Agency demonstrate the knowledge, skills & capability to avoid direct contamination by using an absorbent pad as the member withdrew the sampling device in order to remove surface contamination on the outside of the tube?

yes no n/a n/o time

4.4.13 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide unbiased samples?

yes no n/a n/o time

4.4.14 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a rinse blanks?

yes no n/a n/o time

4.4.15 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a trip blanks?

yes no n/a n/o time

4.4.16 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a site blank?

yes no n/a n/o time

4.4.17 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a source blank?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the physical factors affecting the release such as the material state (liquid, gas, solid), actual and projected release rate, and direction of the material released in air or water.

The physical factors associated with the natural setting and type of material being released at the accident site should guide the Emergency Response Agency in structuring the design of a field sampling plan and deployment of field monitoring teams.

The Emergency Response Agency should demonstrate the capability to use the analysis of the field samples to guide decision makers in developing protective actions for the responders as well as for the general public. Those activities concerning the risk(s) associated with the spilled or release material and the potential for exposure to the public health and safety and the environment are evaluated under the goal of Protection.

8.0 The Goal of Recovery & Termination

OBJECTIVE 8.1: RECOVERY

(Demonstrate the ability to perform unbiased sampling procedures)

Intent This objective is derived from NRT-1, Planning Element D.1, Techniques for Spill Containment and Cleanup, and Planning Element D.2, Resources for Cleanup and Disposal. This objective provides a framework for the evaluation of an organization's ability to implement emergency response measures which are effective for containment, Recovery, and cleanup of a spill or release.

This objective focuses on:

- spill control and containment
- resources for cleanup and disposal
- site decontamination

Note: This objective focuses on the technical identification of liquids and solids, the assessment of the associated hazards to the public health and safety. The Emergency Response Agency should demonstrate the capability to control the source of a release, contain the spilled material, and stabilize an Incident/Accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____

Evaluator Signature _____ Date _____

Criteria:

8.1.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability return the operational area to the safe conditions existing before the incident occurred?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

8.1.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select absorbing as a means of spill control?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

8.1.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to release all special units?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

8.1.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to re supply expended materials to operating units including suits absorbent materials?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

Recovery involves the restoration of the affected area to its pre-emergency conditions. This may include water, food, and soil sampling and air monitoring. Recovery actions may include a description and distribution of the clean-up tasks, clean-up oversight responsibilities, and cost effectiveness studies. The decision making activities associated with Recovery are evaluated under Objective 9: Protective Actions for the Public.

The Emergency Response Agency should demonstrate the capability to implement policies on Recovery. It should demonstrate the capability to establish needs for decontamination efforts in areas with contamination. It should demonstrate the capability to establish priorities for decontamination of specific facilities and locations based on need for immediate use, service to a sensitive population, or other factors. It should also demonstrate the capability to restore vital services in the affected area and prioritize the use of resources necessary for such restoration.

During the exercise, the Emergency Response Agency may simulate, through discussions with appropriate staff, those actions required for implementation of Recovery decisions. Primarily, activities demonstrated would involve communications and coordination.

OBJECTIVE 8.2: INCIDENT DOCUMENTATION AND INVESTIGATION

Demonstrate the ability to document a hazardous materials Incident/Accident and response.

Intent This objective is derived from NRT-1, Planning Element E: Documentation and Investigative Follow-Up. This objective provides a framework for the evaluation of an organization's ability to accurately and completely document a hazardous materials Incident/Accident.

This objective focuses on:

- debriefing the Emergency Response Agency investigating the hazardous materials Incident/Accident
- evaluating the response to a hazardous materials Incident/Accident
- documenting the response to a hazardous materials Incident/Accident in a written report

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___

Evaluator Signature	_____	Date	_____
---------------------	-------	------	-------

Criteria:

8.2.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to debriefed immediately following the termination of a hazardous materials incident / accident.?

yes	no	n/a	n/o	time
___	___	___	___	___

8.2.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to investigate the hazardous materials incident / accident?

yes	no	n/a	n/o	time
___	___	___	___	___

8.2.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to evaluate (critique) the response to a hazardous materials incident / accident.?

yes	no	n/a	n/o	time
___	___	___	___	___

8.2.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to document the response to a hazardous materials incident / accident in a written report?(define elements of emergency response plan, site safety and health plan etc.)

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

Immediately following a hazardous materials Incident/Accident, the Emergency Response Agency should demonstrate the capability to conduct an Incident/Accident debriefing of all personnel involved in the response. This debriefing provides Emergency Response Agencies of the City of New York with an opportunity to exchange information with the

involved responders, to summarize observations, documentation and records gathered during the response, and to identify any Issues or observed or identified problems in an organization's performance relating to a specific response (or in the case of exercises, a problem in the demonstration of an exercise objective). The Emergency Response Agency should demonstrate the capability to designate one person to conduct the Incident/Accident debriefing with the assistance from one or two other personnel serving as recorders of information.

The Emergency Response Agency should demonstrate - the capability to compile a "Team leader" or chronology of events at a Incident/Accident debriefing. Team leaders are essential for determining the coordination between the various response Emergency Response Agencies of the City of New York and provide a frame of reference for evaluating the response or exercise performance. The Team leader documents actual times related to time-sensitive actions such as alert and Notifications.

Investigation of a hazardous materials Incident/Accident is another Post-emergency Phase activity. The purpose of the investigation is to determine, to the extent possible, the exact circumstances surrounding the Incident/Accident. The Emergency Response Agency should demonstrate the capability to identify a person responsible for the post-Incident/Accident investigation.

The response Emergency Response Agencies of the City of New York should demonstrate the capability to instruct key response personnel to maintain accurate logs of their activities during the response which may be useful during the Incident/Accident investigation and documentation. It may be useful for the organization to secure copies information from the media (e.g., video footage from local television stations, photographs from local newspapers). In some Emergency Response Agencies of the City of New York, it may be standard operating procedure to document actual response costs in order to facilitate cost Recovery.

The Emergency Response Agency should demonstrate the capability to evaluate its organization's response to a hazardous materials Incident/Accident. Critiques of a hazardous material Incident/Accident often help to determine if response operations were effective, whether the emergency plan needs to be amended, and what follow-up responder and public training programs are needed. Experience has shown that lessons learned through Incident/Accident documentation and evaluation have proven invaluable in improving plans, procedures, and the response capability of local communities and States.

After gathering as much information as possible concerning the release, the Emergency Response Agency should demonstrate the capability to prepare a written Incident/Accident report. The Emergency Response Agency should ensure that the written report include specific facts and sufficient detail to characterize the entire scope of the emergency response activities and a section for presenting recommendations for improvement. The Emergency Response Agency may want to include with the written report other supporting documents such as photographs, videotape, newspaper accounts, etc. The Emergency Response Agency should demonstrate the capability to prepare complete and well written Incident/Accident reports which:

- contain a detailed description of what occurred objectively state facts and observations highlight positive aspects and negative findings avoid subjective judgments describe and document the issue(s)
- recommend an approach for correcting the identified problem

CLARIFICATION OF TERMS

AAR	Association of American Railroads
ARCHIE	Automated Resource for Chemical Hazard Incident Evaluation
CAMEO	Computer-Aided Management of Emergency Operations
CERCLA	Comprehensive Environmental Response, Compensation, and Liability
Act of 1980	
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
DOT	Department of Transportation
EBS	Emergency Broadcast System
EER	Exercise Evaluation Report
EMD	<u>Emergency Management Director</u>
EMS	Emergency Medical Services
ENC	Emergency News Center
EOC	<u>Emergency Operations Center</u>
EPA	Environmental Protection Agency
ERG	"Emergency Response Guide" developed by DOT
FDNY ETD	<u>Evaluation Team</u> Director
FEMA	Federal Emergency Management Agency
IC	<u>Incident Commander</u>
ICS	<u>Incident Command System</u>
JIC	Joint Information Center
JNC	Joint News Center
JPIC	Joint Public Information Center
LEPC	Local Emergency Planning Committee
MOU	Memoranda of Understanding
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NRC	National Response Center
NRT-1	National Response Team - 1 "Hazardous Materials Emergency Planning
Guide"	
NRT-2	National Response Team - 2 "Developing a Hazardous Materials
Exercise Program"	
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAR	Protective Action Recommendation
PIO	<u>Public Information Officer</u>
RCRA	Resource Conservation and <u>Recovery</u> Act of 1976
RRT	Regional Response Team
ERC	State Emergency Response Commission

GLOSSARY

Action Levels: refers to thresholds for contamination that trigger the need for decontamination.

Alert: refers to a process involving the sounding of a warning signal to the public concerning the existence of an emergency situation to which they may need to respond.

Buddy System: refers to a system where all personnel entering the Hot Zone work at a minimum in pairs to assure their safety.

Buffer Zone: refers to an area adjacent to a Restricted Zone, to which personnel may enter, but for which protective measures are recommended to minimize exposure to hazardous materials.

Congregate Care Center: refers to a location where food, shelter, medical care, and counseling are available to evacuees.

Controllers: refers to those persons whose role is to ensure that the exercise goals, objectives & methodologies are sufficiently exercised to permit evaluation, that the level of activity keeps PLAYERS occupied and challenged, and that the pace of the exercise proceeds according to the scenario.

Emergency Classification

Level: refers to a designated level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material.

Emergency Management

Director: refers to the individual responsible for the management of the emergency response away from the Incident/Accident site.

Emergency Operations

Center: refers to where department heads, government officers and officials, and volunteer disaster agencies gather to coordinate their response to an emergency.

Emergency Phase: refers to the initial phase of response actions, during which actions are taken in response to a threat of a release or a release in progress.

Evaluation Packet: refers to the material that the ETD) provides to each evaluator so that he is fully aware of his responsibilities in the exercise.

Evaluation Team: refers to the evaluators, controllers, and team and group leaders assigned to evaluate a hazardous materials exercise.

Evaluators: refers to those persons assigned to each major playing element to observe the exercise and gather data. Their primary role is to observe actions taken by Players and to record their observations. The evaluators' efforts provide the major portion of the documentation necessary to critique the exercise and produce an exercise report. The

evaluators may also assist the controllers in keeping the exercise on track, but will not interfere with the Players in the performance of their duties.

Facility: refers to any building, center, room(s), mobile unit(s), or vehicle(s) designed and equipped to support emergency operations.

Emergency Classification

Levels refers to a designated level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material. This is based upon FDNY 10-80 codes, the levels of response are:

10-80 Code 1: refers to "an incident or threat of a release which can be controlled by the first responders at the operational level from all agencies and does not require evacuation of other than the involved structure or immediate area. The incident is confined to a small area and does not pose an immediate threat to life, environment & property." The Fire Department's Hazardous Materials Response Team, DEP & personnel trained at the Technician / Specialists level are not required. Essentially, this potential emergency condition indicates that conditions exist that could lead to a release of hazardous materials into the environment.

10-80 Code 2: refers to "an incident involving a greater hazard or larger area which poses a potential threat to life, environment & property, and which may require a limited evacuation of the surrounding area." This indicates that hazardous materials have been released into the environment, but only limited segments of the general public are expected to be endangered. It requires the response of The Fire Department's Hazardous Materials Response Team, DEP & personnel trained at the Technician / Specialists level. It is not a full scale call for all Emergency Response agencies to respond. All special units are called as needed.

10-80 Code 3 refers to "an incident involving a severe hazard or a large area which poses an extreme threat to life environment & property and will probably require a large scale evacuation; or an incident requiring the expertise or additional resources beyond those committed to a 10-80 Code 2 . Additional assets of the City of New York, State, Federal, or private agencies will respond as per each agencies Emergency Response Plan and as needed by the Incident Commander.

Emergency Operations Center (EOC):refers to where department heads, government officers and officials, and volunteer disaster agencies gather to coordinate their response to an emergency.

Executive Summary refers to the final report issued on the exercise by the FDNY

Exercise rules: refer to a set of general rules on how the exercise will be conducted. Many of the same ground rules may apply in all hazardous materials exercises. Exercise rules define the role and authority of the chief controller(s), other controllers, exercise evaluators, and Players. Other rules for exercise conduct may include safety guidelines or information on pertinent State or local laws or regulations that may affect exercise participants and their play. The rules may also include procedures for when and how to terminate an exercise and for giving precedence to real emergencies.

Exercise scenarios refers to a sequential narrative account of a hypothetical incident or accident. The scenario provides the catalyst for the exercise and is intended to introduce situations which will inspire responses, and thus allow demonstration of the exercise goals,

objectives & methodologies. Most scenarios are initiated with an accident resulting in a release of, or the potential for a release of, a hazardous material.

Extent of play: refers to the extent to which the objective will be demonstrated through the completion of response actions corresponding to those that would be accomplished in a real emergency.

Full Emergency

Condition: refers to "an incident involving a severe hazard or a large area which poses an extreme threat to life, environment and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of State, Federal, or private agencies/Emergency Response Agencies in addition to the assets of the City of New York."

Hot Zone: refers to the area immediately surrounding a hazardous materials Incident/Accident that extends to such a distance as to prevent adverse effects from the release to personnel located outside of this zone. Also referred to as the exclusion zone of Restricted Zone.

Incident/Accident: refers to a release or the potential for -a release of a hazardous material.

Incident Command

System: refers a system to manage the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated goals, objectives & methodologies pertaining to an incident.

Incident Commander: refers to the individual responsible for the management of all incident operations.

Issues: refers to observed or identified problems in an organization's performance in the demonstration of exercise goals, objectives & methodologies

Limited Emergency

Condition: refers to "an incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area."

Local Resources: refers to all the resources that have been identified in the City of New York emergency response plan as being under the direct control and those resources controlled by other entities within the geographical boundaries of the City of New York's jurisdiction.

Mayoral Directive 82-2

(revised 1986): refers to the directive by the Mayor to agencies of the City of New York in which the agencies come to provide assistance to each other when such assistance is requested.

Media Center: refers to a Facility staffed by spokespersons from multiple response Emergency Response Agencies of the City of New York for the purpose of providing a single designated point of contact with the media and to facilitate exchange of information among spokespersons from different Emergency Response Agencies of the City of New York. 'this type of Facility is also referred to as a Joint Public Information Center (JPIC), a Joint Information Center (JIC), or an Emergency News Center (ENC).

Narrative Summary: refers to an objective description of the actions observed by the evaluator during the exercise. Identifies Issues raised during the course of the exercise activities and includes recommendations for improvement.

Notification: refers to a process involving the dissemination of the emergency and informational messages provided to the public regarding a hazardous materials Incident/Accident. This Notification process should follow the alert.

Observers: refers to a part of an audience who are spectators only.

On Scene Coordinator (OSC): refers to the individual responsible for the management of the emergency response away from the Incident/Accident site.

Players: refers to exercise participants who have assignments as Response Personnel of an emergency response organization or team that will be committed to execute or support specific Federal, State or local efforts. These assignments can include saving lives, protecting property and public health, obtaining and managing resources, and maintaining public safety upon the occurrence of an oil or hazardous material spill or release. Players will make decisions and respond to scenario events in as realistic a manner as possible. All Players should be familiar with the emergency response structure, functions, and procedures that they will be expected to perform.

Post-emergency Phase: refers to the phase of response actions, during which actions are taken after the release or the potential for a release has ceased.

Potential Emergency Condition: refers to "an incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property."

Public Information

Officer: refers to a designated point of contact responsible for interface with the media or other appropriate agencies requiring information concerning the Incident/Accident.

Reception Center: refers to a Facility where registration, monitoring, and decontamination of evacuees takes place. Reception Centers may be housed in variety of facilities such as a school or fire station or a mobile trailer set up in a parking lot. Regardless of the nature of the Facility, the Emergency Response Agency should demonstrate the capability to provide adequate space for conducting the monitoring of evacuees, decontamination activities, and registration operations.

Recovery: refers to the efforts involved and resources dedicated to returning an affected area to its pre-emergency condition.

Reentry: refers to the return of evacuees to an affected area following a hazardous materials incident. Also may include the controlled Reentry of emergency personnel during or towards the end of an incident for sampling or monitoring purposes.

Participating Agency refers to any organization performing emergency operations in response to exercise scenario.

Restricted Zone

(exclusion /Hot): refers to an area to which authorized personnel may enter, but for which protective measures are mandatory to minimize exposure to hazardous materials; also known as "Hot Zone".

Route Alerting:

refers to a method of public alert and Notification in which the alert signals and Notifications are disseminated via equipment and staff which move through populated areas.

Safety Officer:

refers to a person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

Special Populations:

refers to individuals with special needs such as the hearing impaired, visually impaired, mobility impaired, school children, nursing home residents, etc.

Team leader:

is responsible for a specific aspect of the exercise. For example, there may be two Team leaders: one for Surface transit activities and one for Subway activities. Or, in the case of multi-agency exercises, there may be a Team leader for each participating organization. Team leaders may assign specific responsibilities to one or more group leaders.

Team leader:

refers to a chronology of exercise events. A Team leader is compiled to provide a frame of reference for evaluating exercise performance and to evaluate time-sensitive actions (e.g., alert and Notifications). Team leaders and evaluators' meetings are essential for determining the coordination between the various response Emergency Response Agencies of the City of New York.

Time Line

or chronology of exercise events is compiled to provide a frame of reference for evaluating exercise performance and to evaluate time-sensitive actions (e.g., alert and Notifications). Team leaders and evaluators' meetings are essential for determining the coordination between the various Emergency Response Agencies of the City of New York.

Traffic Controllers:

refers to persons assigned to assist in facilitating traffic flow and to restrict access into potentially hazardous areas.

Triage:

is the process of sorting or selection of patients to determine priority of care to be rendered to each.

29 CFR 1910.120:

refers to a regulation issued by the Occupation Health and Safety Administration (OSHA) on emergency response training for employees involved in operations with hazardous materials and hazardous waste.

29 CFR 1910.156:

refers to a regulation issued by the Occupation Health and Safety Administration (OSHA) covering requirements for equipment and procedures for the protection of firefighters.

40 CFR Part 311:

refers to a regulation issued by the U.S. Environmental Protection Agency (EPA) on emergency response training for employees involved in operations with hazardous materials and hazardous wastes.

References

NRT-1, Hazardous Materials Emergency Planning Guide

NRT-2, Developing a Hazardous Materials Exercise Program - A Handbook for State and Local Officials, defines the various roles of participants involved in exercises. Frequently used terms that identify these roles include: PLAYERS, controllers, evaluators and Observers. Generally, these terms are defined as follows:

FEMA Hazardous Materials Exercise Evaluation Methodology Manual (Feb. 1992)

FEMA Hazardous Materials Exercise Evaluation Methodology Forms (Feb. 1992)

National Fire Academy Hazardous Materials Operating Site Practices

7.0 The Goal of Fire Control

OBJECTIVE 7.1: CONTROL OF FIRE THROUGH CONTROLLED BURNING

(Demonstrate the ability to perform fire control using controlled burning)

Intent This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to provide fire control through a controlled burn of the product.

Note: This objective focuses on the methodologies used to control fires which cannot or should not be put out because of greater hazards and risks to life , environments or property

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

7.1.1 Did Emergency Response Agency demonstrate the ability to establish a sufficient number of lines?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to protect exposures while allowing the controlled burn?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to protect unaffected containers?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide water supply?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to monitor runoff water?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to remove the fuel?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

7.1.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to transfer product?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to control fire through controlled burning .

The factors associated with why controlled burning might be favorable can be varied and complex. Justification can be as simple as it being a defensive operation until sufficient personnel and equipment are available. Or a more complicated reason being that the product will be more of a toxicity hazard and a greater environmental clean-up if extinguished. The Emergency Response Agency should demonstrate the capability to use the necessary tactics concerning the fire and release of combustion materials and evaluate the potential for exposure to the public's health and safety and the environment .

OBJECTIVE 7.2: CONTROL OF FIRE THROUGH EXTINGUISHING AGENTS (Demonstrate the ability to extinguish fires using conventional and special agents)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to extinguish hazardous materials fires lessening the environmental impact.					
<u>Note:</u> This objective focuses on the ability of the Emergency Response Agency control a fire of hazardous materials involved in an <u>incident/accident</u> .					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

7.2.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select water as a means of fire control?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select proper water pattern from nozzle?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select foam as a means of fire control?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.4 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select appropriate foam appliances?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.5 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select foam application rates?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.6 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select dry chemicals as a means of fire control?

yes no n/a n/o time
 _____ _____ _____ _____ _____

7.2.7 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select inert gas as a means of fire control?

yes no n/a n/o time

7.2.8 Did Emergency Response Agency demonstrate the knowledge, skills & capability to select specialty agents as a means of fire control?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the factors affecting the use of extinguishing agents on hazardous materials

The physical factors associated with fire operations are not the purpose of this objective. Many fire agencies have a very good perception of all the work tasks necessary to conduct successful fire operations. It is the intention of this evaluation to address an agencies ability to recognize the most appropriate means of extinguishment.

OBJECTIVE 7.3: CONTROL OF FIRE THROUGH VENT AND BURN OPERATIONS					
(Demonstrate the ability to perform unbiased sampling procedures)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to perform vent and burn operations.					
<u>Note:</u> This objective focuses on the technical aspects breaching the container moving the product to an ignition source and igniting the product.					
Was this Objective Met	yes	no	n/a	n/o	Time
_____	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

7.3.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide the necessary tools and equipment to breach the container?

yes no n/a n/o time

7.3.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide a means to transfer the product from the container to the ignition source?

yes no n/a n/o time

7.3.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to provide an ignition source safely?

yes no n/a n/o time

Explanation:

Fire Department City of New York

The Emergency Response Agency should demonstrate the capability to perform vent and burn operations when the container may be too fragile to be transported and no means are available to transfer the product to another approved container.

OBJECTIVE 7.4: CONTROL OF FIRE THROUGH WITHDRAWAL (Demonstrate the ability to perform unbiased sampling procedures)					
<u>Intent</u> This objective provides a framework for the evaluation of an the Emergency Response Agency's ability to recognize it's vulnerability at fire control under certain conditions.					
<u>Note:</u> This objective focuses on the technical identification of conditions that identify the need for defensive operations because the hazards & risks to life are unacceptable					
	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

7.4.1 Did Emergency Response Agency demonstrate the knowledge, skills & capability to recognize the possibility of catastrophic container failure?

yes no n/a n/o time

7.4.2 Did Emergency Response Agency demonstrate the knowledge, skills & capability to recognize the possibility of projectiles?

yes no n/a n/o time

7.4.3 Did Emergency Response Agency demonstrate the knowledge, skills & capability to recognize the problem as being beyond their capabilities and resources?

yes no n/a n/o time

Explanation:

The Emergency Response Agency should demonstrate the capability to assess the potential problems and understand the limitations of their response agencies in dealing with extremely critical types of operations.

The Emergency Response Agency should demonstrate the capability to use the analysis of information gathered at the incident in determining how safe it is for their personnel to operate (Example if it is so unsafe that civilians need to be evacuated from the area, why are emergency responders allowed to remain.