

GUERNSEY COUNTY
HAZARDOUS MATERIALS
RESPONSE AND PREPAREDNESS PLAN

TAB 4-A

911 DISPATCH CENTER CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Receive notification of hazmat incident
- ☐ Obtain information concerning incident. Use INCIDENT INFORMATION SUMMARY FORM (TAB 3-A). Record as much information as the reporting party can provide.
- ☐ Instruct the reporting party to:
 - ☐ Remain at the scene at a safe distance.
 - ☐ Deny access, isolate the area.
 - ☐ Stay upwind of release or fire.
 - ☐ Request involved persons to remain at the scene.
 - ☐ Avoid eating, drinking, or smoking.
- ☐ Make required notifications to appropriate first responder agencies
 - ☐ Fire Department
 - ☐ Law Enforcement
 - ☐ EMS
- ☐ Notify the Guernsey County Emergency Coordinator (EMA Director).
- ☐ Record name and location of the Command Post (CP).
- ☐ Record/update Emergency Condition Level: I, II, or III, as determined by the Incident Commander (IC).
- ☐ Record location of staging area(s). (Instruct responders to contact the Staging Officer for approach instructions.)

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- ☐ If evacuation is ordered, record the name and location of the shelter(s) and the designated evacuation routes.

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TAB 4-B

HAZARDOUS MATERIALS TEAM CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Establish the Hazmat Group.
- ☐ Provide technical information/assistance to:
 - ☐ Command.
 - ☐ EMS providers.
 - ☐ Hospital
 - ☐ Law Enforcement
- ☐ Detect/monitor to identify the agent, determine concentrations and ensure proper control zones.
- ☐ Continually reassess control zones.
- ☐ Enter the hot zone (chemical PPE) to perform rescue, product confirmation, and reconnaissance.
- ☐ Product control/mitigation may be implemented in conjunction with expert technical guidance.
- ☐ Improve hazardous environments:
 - ☐ Ventilation.
 - ☐ Control HVAC.
 - ☐ Control utilities.
- ☐ Implement a technical decontamination corridor for Hazardous materials Response Team (HMRT) personnel.
- ☐ Coordinate and assist with mass decontamination.

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- ☐ Provide specialized equipment as necessary, such as tents for operations, shelter, etc.
- ☐ Assist law enforcement personnel with evidence preservation/collection, decontamination, etc.

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TAB 4-C
INCIDENT COMMANDER CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Size-up incident situation.
- ☐ Initiate Incident Command System; develop an appropriate organizational structure and delegate functions.
- ☐ Identify and establish strategic goals and objectives; develop Incident Action Plan.
- ☐ Designate Emergency Condition Level.
- ☐ Brief staff.
- ☐ Name the incident.
- ☐ If assuming Command from a previous Incident Commander, obtain briefing from prior Incident Commander.
- ☐ Insure appropriate planning process takes place.
- ☐ Approve requests for additional resources and requests for release of resources.
- ☐ Manage incident organization.
- ☐ Insure Command and General Staff Coordination.
- ☐ Approve and authorize implementation of Incident Action Plan.
- ☐ Authorize release of information to news media.
- ☐ Approve plan for demobilization.
- ☐ **All functions not assigned by the Incident Commander, are the responsibility of the Incident Commander.**

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TAB 4-D

FIRE SERVICE CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Isolate/secure the scene, deny entry, establish control zones.
- ☐ Establish command.
- ☐ Evaluate scene safety/security.
- ☐ Stage incoming units.
- ☐ Gather information regarding the incident, number of patients, etc.
- ☐ Assign ICS positions as needed.
- ☐ Initiate notifications (i.e., hospitals, law enforcement, state/federal agencies, etc.)
- ☐ Request additional resources.
- ☐ Use appropriate self-protective measures:
 - ☐ Proper PPE.
 - ☐ Time, distance, and shielding.
 - ☐ Minimize number of personnel exposed to danger.
- ☐ Initiate public safety measures:
 - ☐ Rescue.
 - ☐ Evacuation.
 - ☐ Shelter-in-place.
- ☐ Establish water supply:
 - ☐ Suppression activities.
 - ☐ Decontamination

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- ☐ Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).
- ☐ Coordinate activities with law enforcement.
- ☐ Begin and/or assist with triage, administering antidotes, and treatment.
- ☐ Begin gross mass decontamination operations.
- ☐ Establish Unified Command, if needed.

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TAB 4-E

LAW ENFORCEMENT CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

If first on scene:

- ☐ Isolate/secure the scene, establish control zones.
- ☐ Establish command.
- ☐ Stage incoming units.

If Command has been established:

- ☐ Report to command post.
- ☐ Evaluate scene safety/security:
 - ☐ Ongoing criminal activity.
 - ☐ Consider victims to be possible terrorists.
 - ☐ Secondary devices.
 - ☐ Additional threats.
- ☐ Gather witness statements/observations and document.
- ☐ Initiate law enforcement notifications:
 - ☐ Federal Bureau of Investigation (FBI).
 - ☐ Bureau of Alcohol, Tobacco, and Firearms (ATF).
 - ☐ Explosive Ordnance Disposal (EOD)/bomb squad.
 - ☐ BCI&I/DEA
- ☐ Request additional resources.
- ☐ Secure outer perimeter.

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- ☐ Traffic control considerations:
 - ☐ Staging areas.
 - ☐ Entry/egress.
- ☐ Use appropriate self-protective measures:
 - ☐ Time, distance, and shielding.
 - ☐ Minimize number of personnel exposed to danger.
 - ☐ Proper PPE (if provided).
- ☐ Initiate public safety measures:
 - ☐ Evacuation.
 - ☐ Shelter-in-place.
- ☐ Assist with control/isolation of patients.
- ☐ Coordinate activities with other response agencies.
- ☐ Evidence preservation:
 - ☐ Diagram the area.
 - ☐ Photograph the area.
 - ☐ Prepare a narrative description.
 - ☐ Maintain an evidence log.
- ☐ Participate in a Unified Command, if established.

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TAB 4-F

EMERGENCY MEDICAL SERVICES CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

If first on scene:

- ☐ Isolate/secure the scene, establish control zones.
- ☐ Establish command.
- ☐ Evaluate scene safety/security.
- ☐ Stage incoming units.

If Command has been established:

- ☐ Report to and/or communicate with command post.
- ☐ Gather information regarding:
 - ☐ Type of event.
 - ☐ Number of patients.
 - ☐ Severity of injuries.
 - ☐ Signs and Symptoms.
- ☐ Assign Medical Incident Command positions as needed.
- ☐ Notify hospitals.
- ☐ Request additional resources as appropriate:
 - ☐ Basic Life Support (BLS)/Advanced Life Support (ALS).
 - ☐ Medivac Helicopter (trauma/burn only).
 - ☐ Medical equipment and supply caches.
- ☐ Use appropriate self-protective measures:

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- ☐ Proper PEE.
- ☐ Time, distance, and shielding.
- ☐ Minimize number of personnel exposed to danger.

- ☐ Initiate mass casualty procedure.

- ☐ Evaluate the need for casualty collection Point (CCP)/patient staging area (PSA).

- ☐ Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).

- ☐ Ensure patients are decontaminated prior to being forwarded to the cold zone.

- ☐ Triage, administer antidotes, treat, and transport victims.

- ☐ Evidence preservation/collection:
 - ☐ Recognize potential evidence.
 - ☐ Report findings to appropriate authority.
 - ☐ Consider embedded objects as possible evidence.
 - ☐ Secure evidence found in ambulance or at hospital.
 - ☐ Establish and maintain chain of custody for evidence preservation.

- ☐ Ensure participation in Unified Command System, if implemented.

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TAB 4-G

PUBLIC WORKS/HIGHWAY DEPARTMENTS CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Ensure level of training of response personnel.
- ☐ Report to Staging Officer.
- ☐ Coordinate personnel accountability with Staging Officer.
- ☐ Establish communications.
- ☐ Obtain situation briefing from Staging Officer.
- ☐ Obtain missions through Staging Officer.
 - ☐ Designate alternate routes; provide traffic signs.
 - ☐ Remove debris blocking traffic.
 - ☐ Provide equipment, personnel, and materials to trench, absorb, or dike hazmat.
 - ☐ Protect water supplies/treatment facilities.
 - ☐ Protect wastewater treatment facilities.
 - ☐ Others, as needed.
- ☐ Ensure that evidence pertaining to a criminal or accident investigation is preserved.
- ☐ Demobilization.
- ☐ Reports and critique.

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TAB 4-H

COUNTY HEALTH DEPARTMENT CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Ensure level of training of response personnel.
- ☐ Report to Staging Officer.
- ☐ Coordinate personnel accountability with Staging Officer.
- ☐ Establish communications.
- ☐ Obtain situation briefing from Staging Officer.
- ☐ Obtain missions through Staging Officer.
 - ☐ Assist/Assess hazmat health effects.
 - ☐ Assist/Test water, air, food, soil.
 - ☐ Assist/Coordinate medical services.
 - ☐ Provide medical advice and treatment.
 - ☐ Others, as needed.
- ☐ Ensure that evidence pertaining to a criminal or accident investigation is preserved.
- ☐ Demobilization.
- ☐ Reports and critique.

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TAB 4-I

SAFETY OFFICER CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Obtain briefing from Incident Commander.
- ☐ Identify hazardous situations associated with the incident.
- ☐ Identify potentially unsafe situations.
- ☐ Assess the appropriate use of personal protective equipment and equipment safety devices.
- ☐ Assess the appropriate incident control perimeters.
- ☐ Assess safe placement of apparatus and equipment.
- ☐ Assess possible structure failure.
- ☐ Assess the danger of building utilities.
- ☐ Assess physical condition of on-scene personnel.
- ☐ Consider need for on-scene Technical Specialist, i.e., advise Incident Commander.
- ☐ Check with Division and Group Supervisors for:
 - ☐ Tracking of their assigned personnel.
 - ☐ Safety aspects of their operation.
- ☐ Exercise emergency authority to stop and prevent unsafe acts.
- ☐ Investigate accidents that have occurred within incident areas.

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☐ Determine safe areas for media and VIPs.

☐ Participate in planning meetings.

☐ Review Incident Action Plans.

☐ Maintain Unit Log.

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TAB 4-J

EMERGENCY MANAGEMENT CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Obtain briefing from 911 Dispatch Center.
- ☐ Establish communications with the Incident Commander (IC).
- ☐ Obtain situation briefing for Incident Command.
- ☐ Obtain missions from Incident Command.
 - ☐ Activate the county notification sequence, as needed.
 - ☐ Activate/supervise EOC.
 - ☐ Access CAMEO for hazmat information.
 - ☐ Update Ohio EMA on situation.
 - ☐ Coordinate request for special resources and personnel.
 - ☐ Assist/coordinate evacuations.
- ☐ Activate the primary, secondary, or mobile EOC, as indicated.
- ☐ Contact State Agencies, as required.
- ☐ Maintain coordination with Incident Command (IC), provide support and resources, as needed.
- ☐ Demobilization.
- ☐ Reports and critique.

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TAB 4-K

AMERICAN RED CROSS CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Receive notification at American Red Cross local office.
- ☐ Activate Disaster Action Team (DAT) call up list.
- ☐ Red Cross Chairperson contacts Emergency Coordinator and determines need for Red Cross services.
- ☐ Open shelter, if indicated.
- ☐ Obtain missions.
 - ☐ Request information from Emergency Coordinator on potential downwind area.
 - ☐ Provide supplementary health services.
 - ☐ Provide canteen service for evacuees and response personnel.
 - ☐ Coordinate with other relief agencies.
 - ☐ Provide DWI service for relatives of victims.
- ☐ Move vehicles and equipment to staging area or rehabilitation area.
- ☐ Contact American Red Cross lead chapter, if further assistance is required.
- ☐ Maintain coordination with Emergency Operations Center (EOC).
- ☐ Demobilization.
- ☐ Reports and critique.

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TAB 4-L

SPILLER CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Notify 911 Dispatch and/or Community Emergency Coordinator.
- ☐ Initiate containment measures/activate facility hazmat plan, where possible.
- ☐ Report to Command Post (CP).
- ☐ Don identification vest, if available.
- ☐ Provide technical information and expertise to Incident Commander (IC).
- ☐ Assist IC in developing safety and action plans, procuring necessary equipment and personnel, and executing the plans.
- ☐ Provide support personnel to the EOC and Public Information Officer.
- ☐ Initiate decontamination, clean-up activities, where possible.
- ☐ Assume responsibility for disposal and financial impact of spill or release.
- ☐ Demobilization.
- ☐ Complete follow-up report. See TAB 3-B.

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TAB 4-M

INFORMATION OFFICER CHECKLIST

CHECKLIST USE

The checklist should be considered as minimum requirements for this position. Users of this checklist should feel free to augment the list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of the incident.

- ☐ Obtain briefing from Incident Commander.
- ☐ Establish single incident information center whenever possible.
- ☐ Prepare initial information summary as soon as possible after arrival.
- ☐ Release news to news media and post information in command post and other appropriate locations.
- ☐ Maintain control of media and VIPs.
- ☐ Coordinate media entry into incident perimeter with Safety Officer.
- ☐ Provide safety clothing for media and VIPs.
- ☐ Contact the jurisdictional agency to coordinate public information activities.
- ☐ Observe constraints on the release of information imposed by Incident Commander.
- ☐ Obtain approval for release of information from Incident Commander.
- ☐ Attend planning meetings to update information.
- ☐ Respond to special requests for information.
- ☐ Provide liaison between media and incident personnel.
- ☐ Maintain Unit Log.

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