



# Emergency Responder Guidelines

**Office of Justice Programs  
Office for Domestic Preparedness**

The Office of Justice Programs (OJP) Office for Domestic Preparedness (ODP) is the Department of Justice component responsible for enhancing the capabilities of state and local jurisdictions to prepare for, and respond to, incidents of domestic terrorism involving chemical and biological agents, and nuclear, radioactive, and explosive devices. ODP assistance to state and local jurisdictions includes providing grant funds to enable these jurisdictions to purchase specialized equipment for emergency response agencies, providing critical training to emergency response personnel, supporting state and local emergency response exercises, and providing technical assistance to state and local emergency response agencies and public officials.

Under the ODP domestic preparedness training program, training is developed and delivered to the nation's emergency response community through a number of mechanisms, including the Center for Domestic Preparedness (CDP) located at Anniston, Alabama. The CDP is a component of ODP and is a federal training facility dedicated to training state and local emergency response personnel.

The Director of ODP reports directly to the Assistant Attorney General for the Office of Justice Programs. For more information on ODP and its programs, please contact the ODP website at [www.ojp.usdoj.gov/odp](http://www.ojp.usdoj.gov/odp) or call the ODP Helpline at 1-800-368-6498 from 9:00am to 6:00pm Monday through Friday.

# EMERGENCY RESPONDER GUIDELINES

## First Responder Guidelines

### *Table of Contents*

|  |           |
|--|-----------|
| <b>INTRODUCTION.....</b>   | <b>I</b>  |
| <b>HOW TO USE THESE GUIDELINES.....</b>                          | <b>1</b>  |
| <b>AWARENESS LEVEL GUIDELINES.....</b>                           | <b>1</b>  |
| <b>A. LAW ENFORCEMENT.....</b>                                   | <b>1</b>  |
| <b>B. FIRE SERVICE.....</b>                                      | <b>4</b>  |
| <b>C. EMERGENCY MEDICAL SERVICES.....</b>                        | <b>7</b>  |
| <b>D. EMERGENCY MANAGEMENT.....</b>                              | <b>10</b> |
| <b>E. PUBLIC WORKS.....</b>                                      | <b>13</b> |
| <b>PERFORMANCE LEVEL GUIDELINES.....</b>                         | <b>16</b> |
| <b>A. LAW ENFORCEMENT.....</b>                                   | <b>16</b> |
| <b>B. FIRE SERVICE.....</b>                                      | <b>22</b> |
| <b>C. EMERGENCY MEDICAL SERVICES.....</b>                        | <b>28</b> |
| <b>D. HAZARDOUS MATERIALS.....</b>                               | <b>34</b> |
| <b>E. PUBLIC WORKS.....</b>                                      | <b>38</b> |
| <b>PLANNING AND MANAGEMENT LEVEL GUIDELINES.....</b>             | <b>40</b> |
| <b>A. LAW ENFORCEMENT.....</b>                                   | <b>40</b> |
| <b>B. FIRE SERVICE.....</b>                                      | <b>44</b> |
| <b>C. EMERGENCY MEDICAL SERVICES.....</b>                        | <b>48</b> |
| <b>D. HAZARDOUS MATERIALS.....</b>                               | <b>52</b> |
| <b>E. EMERGENCY MANAGEMENT.....</b>                              | <b>56</b> |
| <b>F. PUBLIC WORKS.....</b>                                      | <b>62</b> |
| <b>APPENDIX TO PLANNING AND MANAGEMENT LEVEL GUIDELINES.....</b> | <b>66</b> |
| <b>SKILLED SUPPORT AND SPECIALIST EMPLOYEES.....</b>             | <b>66</b> |
| <b>GLOSSARY OF TERMS.....</b>                                    | <b>68</b> |
| <b>TRAINING COURSES BY OFFERING AGENCY.....</b>                  | <b>74</b> |

## INTRODUCTION

Recent tragic events have forced the citizens of the United States, and the public safety agencies that serve them, to confront the terrible potential of terrorism involving the use of weapons of mass destruction (WMD). A chemical, biological, radiological/nuclear, or explosive/ incendiary attack would pose unprecedented challenges for police, fire, emergency medical service, and emergency management personnel—the nation’s first line of defense. The U.S. Department of Justice (DOJ) Office for Domestic Preparedness (ODP) was established in 1998 to help provide training to first responders across the nation as part of an integrated program that also includes the provision of specialized equipment, exercises, and technical assistance. The objective of those efforts, each of which contributes to the greater whole, is to enhance responder capacity. To help provide America’s response community with a baseline understanding of the training necessary to effectively and safely respond to an act of terrorism involving the use of WMD, the ODP has prepared these *Emergency Responder Guidelines*.

These Guidelines are offered not as definitive or official regulations, but rather as the informed advice of subject-matter experts from both the private and public sectors. As such, these Guidelines are presented as neither minimum standards nor rules. They carry no regulatory force, nor are they implied to have such force. They are offered to the response community as considerations for use in whatever way a particular agency finds appropriate.

Although these Guidelines are not official regulations, they have been written in concert with existing codes and standards of agencies, such as the National Fire Prevention Association (NFPA) and Federal regulatory agencies such as the U.S. Occupational Safety and Health Administration (OSHA). ODP has shared these Guidelines with the other key Federal agencies involved in first responder training, including the Federal Emergency Management Agency, National Fire Academy and the Emergency Management Institute, U.S. Department of Defense, Federal Bureau of Investigation, Environmental Protection Agency, Federal Law Enforcement Training Center, the Centers for Disease Control and Prevention, and others. Their comments and recommendations are included herein.

These Guidelines are intended to be a tool for first responders seeking to improve their training and master their craft, reflecting a step-by-step progression from Awareness through Performance to Planning and Management. Moving from one step to another requires more experience, specialized training, and depth of understanding. These Guidelines also may be used by course developers and trainers looking for a common ground with training programs in other jurisdictions.

### *How to Use These Guidelines*

These Guidelines provide an integrated compilation of responder skills, knowledge, and capabilities. While each training level—Awareness, Performance, and Planning and Management—is divided into specific response disciplines (e.g., Law Enforcement, Fire, EMS, etc.), there are many commonalities among each subsection. These commonalities reflect the reality that effective WMD response strategies must be built on interoperability and an understanding of how all the pieces of the response fit together. These Guidelines help illustrate

the areas where common training and understanding—even cross training among disciplines—can be effectively accomplished.

A key component of the Guidelines is the appended list of relevant training courses. This list, while not necessarily comprehensive, is intended to provide responders with information on those courses that provide training in the specific response elements covered in the Guidelines. In the print version of this document, the training list is cross-referenced within each discipline, to help identify relevant courses. In the electronic version, each response element is linked to the appropriate courses, so that the user can immediately click to the appropriate training sources. Some training courses are, of course, applicable to multiple elements.

# AWARENESS LEVEL GUIDELINES

## A. Law Enforcement

### AWARENESS LEVEL FOR LAW ENFORCEMENT OFFICERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***AWARENESS LEVEL:** Addresses training requirements for law enforcement personnel who are likely to witness or discover an event involving the terrorist/criminal use of weapons of mass destruction or who may be sent out to initially investigate the report of such an event. Generally, all actions to be taken by these personnel should be conducted from within the cold zone. If personnel find themselves in the warm or hot zone, they are to move from that zone and encourage others, if ambulatory, to move to a staging area away from the immediate threat. They should attempt to minimize further contamination.*

#### **AWARENESS LEVEL GUIDELINES FOR LAW ENFORCEMENT OFFICERS:**

- I. Recognize hazardous materials incidents.** The law enforcement officer should:
  - a. Understand what hazardous materials are, as well as the risks associated with these materials in an emergency incident or event.
  - b. Identify if hazardous materials are present in an emergency incident or event.
  - c. Know how to use the *North American Emergency Response Guidebook (NAERG)* published by the U.S. Department of Transportation.
  - d. Use the NAERG (or other available resources) to identify the hazardous material.
  - e. Understand the potential outcomes or consequences of an emergency due to the presence of hazardous materials.
  
- II. Know the protocols used to detect the potential presence of weapons of mass destruction (WMD) agents or materials.** The law enforcement officer should:
  - a. Understand what WMD agents or materials are and the risks associated with these materials in an emergency incident or event.
  - b. Know the indicators and effects of WMD on individuals and property. Be able to recognize signs and symptoms common to initial victims of a WMD-related incident or event. Know the physical characteristics or properties of WMD agents or materials that could be reported by victims or other persons at the scene.
  - c. Be familiar with the potential use and means of delivery of WMD agents or materials.
  - d. Know locations or properties that could become targets for persons using WMD agents or materials.
  - e. Recognize unusual trends or characteristics that might indicate an incident or event involving WMD agents or materials.

- III. Know and follow self-protection measures for WMD events and hazardous materials events.** The law enforcement officer should:
- a. Understand the hazards and risks to individuals and property associated with WMD agents and hazardous materials. Recognize the signs and symptoms of exposure to WMD agents and hazardous materials.
  - b. Know how to use, inspect, and properly maintain the personal protective equipment issued to the officer. Understand the limitations of this equipment in protecting someone exposed to WMD agents or hazardous materials.
  - c. Understand that ambulatory victims should move upwind and updrift from the area. Know that potentially contaminated victims should be isolated from others. These victims should be advised about appropriate actions to take and that they may need to be decontaminated. Minimize contamination of adjacent areas.
  - d. Understand the role of the first responder as well as other levels of response in the department's emergency response plan.
  - e. Be familiar with his/her agency's emergency response plan and procedures. Understand the individual officers' role in those procedures.
  - f. Know what defensive measures to take during a WMD or hazardous materials incident or event to help ensure personal and community safety. These measures may include maximizing the distance between the officer and hot zone, using shielding such as solid walls for protection, minimizing personal exposure time to agents or materials that might be found in the warm zone or within the plume, and moving updrift and upwind.
- IV. Know procedures for protecting a potential crime scene.** The law enforcement officer should:
- a. Understand and implement procedures for protecting evidence and minimizing disturbance of the potential crime scene while protecting others. Understand the roles, responsibilities, and jurisdictions of Federal agencies related to a WMD event or incident.
  - b. Recognize the importance of crime scene preservation and initiate measures to secure the scene.
  - c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
  - d. Advise witnesses and bystanders who may have information to remain at the scene in a safe location until they have been interviewed and released. Be aware of people arriving or departing the scene. Note license plate numbers or other relevant data. Question the caller, witness(es), or victim(s) to obtain critical information regarding the incident or event. Such questions include, "Where is the package, and what does it contain?" "Does the package have an unusual odor or smell?" "Has the package been disturbed?" "Have there been any threats received before receipt of the package?" "Does the package contain a written threat, and if so, what does it say?"

- V. Know and follow agency/organization's scene security and control procedures for WMD and hazardous material events.** The law enforcement officer should:
- a. Understand his/her agency/organization's site security and scene control procedures for awareness level trained personnel. Follow these procedures for ensuring scene security and for keeping unauthorized persons away from the scene and adjacent hazardous areas. Such procedures include cordoning off the area to prevent anyone from inadvertently entering the scene. Maintain scene security and control until a higher authority arrives at the scene.
  - b. Be familiar with his/her agency's incident command procedures.
  - c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
  - d. Know and follow his/her agency's procedures for isolating the danger area. Know how to deal with contaminated victims until a higher authority arrives.
  - e. Recognize that the incident or event scene may be a crime scene and that evidence must be protected and undisturbed until a higher authority arrives and takes control.
- VI. Possess and know how to properly use equipment to contact dispatcher or higher authorities to report information collected at the scene and to request additional assistance or emergency response personnel.** The law enforcement officer should:
- a. Know how to use communications equipment, including a two-way radio or cellular phone to contact the dispatcher or higher authorities to apprise them of the situation at the scene and to request additional assistance and personnel to properly deal with the event.
  - b. Understand how to accurately describe a WMD event and be aware of the available response assets within the affected jurisdiction(s) nearest the event location.
  - c. Know when to request additional help and follow his/her agency's emergency response plan procedures for establishing incident command.
  - d. Know how to notify the communications center or dispatcher and to assess the degree of hazard to obtain appropriate additional resources.



## B. Fire Service

### AWARENESS LEVEL FOR FIRE FIGHTERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**AWARENESS LEVEL:** *Addresses training requirements for fire fighters who are likely to witness or discover an event involving the terrorist/criminal use of weapons of mass destruction (WMD) or who may be sent out to initially investigate the report of such an event. Generally, all actions to be taken by these personnel should be conducted from within the cold zone. If personnel find themselves in the warm or hot zone, they are to move from that zone and encourage others, if ambulatory, to move to a staging area away from the immediate threat.*

#### AWARENESS LEVEL GUIDELINES FOR FIRE FIGHTERS:

- I. Recognize hazardous materials incidents.** The fire fighter should:
  - a. Understand what hazardous materials are, as well as the risks associated with these materials in an emergency incident or event.
  - b. Identify if hazardous materials are present in an emergency incident or event.
  - c. Know how to use the *North American Emergency Response Guidebook (NAERG)* published by the U.S. Department of Transportation.
  - d. Use the NAERG (or other available resources) to identify the hazardous material.
  - e. Understand the potential outcomes or consequences of an emergency due to the presence of hazardous materials with and without fire.
  
- II. Know the protocols used to detect the potential presence of weapons of mass destruction (WMD) agents or materials.** The fire fighter should:
  - a. Understand what WMD agents or materials are and the risks associated with these materials in an emergency incident or event.
  - b. Know the indicators and effects of WMD on individuals and property. Be able to recognize signs and symptoms common to initial victims of a WMD-related incident or event. Know the physical characteristics or properties of WMD agents or materials that could be reported by victims or other persons at the scene.
  - c. Be familiar with the potential use and means of delivery of WMD agents or materials.
  - d. Know locations or properties that could become targets for persons using WMD agents or materials.
  - e. Recognize unusual trends or characteristics that might indicate an incident or event involving WMD agents or materials.

**III. Know and follow self-protection measures for WMD events and hazardous materials events.** The fire fighter should:

- a. Understand the hazards and risks to individuals and property associated with WMD agents and hazardous materials. Recognize the signs and symptoms of exposure to WMD agents and hazardous materials.
- b. Know how to use, inspect, and properly maintain the personal protective equipment issued to the officer. Understand the limitations of this equipment in protecting someone exposed to WMD agents or hazardous materials.
- c. Understand that ambulatory victims should move upwind and upgrade from the area. Know that potentially contaminated victims should be isolated from others. These victims should be advised about appropriate actions to take and that they may need to be decontaminated. Minimize contamination of adjacent areas.
- d. Understand the role of the first responder as well as other levels of response in the department's emergency response plan.
- e. Be familiar with his/her agency's emergency response plan and procedures. Understand the individual officers' role in those procedures.
- f. Know what defensive measures to take during a WMD or hazardous materials incident or event to help ensure personal and community safety. These measures may include maximizing the distance between the officer and hot zone, using shielding such as solid walls for protection, minimizing personal exposure to agents or materials that might be found in the warm zone or within the plume, and moving upgrade and upwind.

**IV. Know procedures for protecting a potential crime scene.** Whether or not a witness to the event, the fire fighter should:

- a. Understand and implement procedures for protecting evidence and minimizing disturbance of the potential crime scene while protecting others. Understand the roles, responsibilities, and jurisdictions of Federal agencies related to a WMD event or incident.
- b. Recognize the importance of crime scene preservation and initiate measures to secure the scene.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Advise witnesses and bystanders who may have information to remain at the scene in a safe location until they have been interviewed and released. Be aware of people arriving or departing the scene. Understand what the hazards are and the risks associated with WMD agents and materials and hazardous materials as they relate to human health and wellbeing. Have the basic knowledge of the hazards to humans and the common signs and symptoms of exposure to WMD agents and materials and hazardous materials.

- V. Know and follow agency/organization's scene security and control procedures for WMD and hazardous material events.** The fire fighter should:
- a. Understand his/her agency/organization's site security and scene control procedures for awareness level trained personnel. Follow these procedures for ensuring scene security and for keeping unauthorized persons away from the scene and adjacent hazardous areas. Such procedures include cordoning off the area to prevent anyone from inadvertently entering the scene. Maintain scene security and control until a higher authority arrives at the scene.
  - b. Be familiar with his/her agency's incident command procedures.
  - c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
  - d. Know and follow his/her agency's procedures for isolating the danger area. Know how to deal with contaminated victims until a higher authority arrives.
  - e. Recognize that the incident or event scene may be a crime scene and that evidence must be protected and undisturbed until a higher authority arrives and takes
- VI. Possess and know how to properly use equipment to contact dispatcher or higher authorities to report information collected at the scene and to request additional assistance or emergency response personnel.** The fire fighter should:
- a. Know how to use communications equipment, including a two-way radio or cellular phone to contact the dispatcher or higher authorities to apprise them of the situation at the scene and to request additional assistance and personnel to properly deal with the event.
  - b. Understand how to accurately describe a WMD event and be aware of the available response assets within the affected jurisdiction(s) nearest the event location.
  - c. Know when to request additional help and follow the fire department's emergency response plan procedures for establishing incident command.
  - d. Know how to notify the communications center or dispatcher and to assess the degree of hazard to obtain appropriate additional resources.

## C. Emergency Medical Services

### AWARENESS LEVEL FOR EMERGENCY MEDICAL SERVICE PROVIDERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***AWARENESS LEVEL:*** Address training requirements for emergency medical service (EMS) providers who are likely to respond to or discover an event involving the terrorist/criminal use of weapons of mass destruction or who may be sent out to initially investigate the report of such an event. Generally, all actions to be taken by these personnel should be conducted from within the cold zone. If personnel find themselves in the warm or hot zone, they are to move from that zone and encourage others, if ambulatory, to move to a staging area away from the immediate threat. They should attempt to minimize further contamination. It is assumed that the EMS provider at the awareness level does not have emergency response supplies with him/her when arriving at the potential WMD scene (unless dispatched). The EMS provider that is anticipated to be covered by these guidelines would be trained in first aid and CPR using the Red Cross Community First Aid Course or equivalent up to and including paramedic trained personnel and emergency physicians.

#### **AWARENESS LEVEL GUIDELINES FOR EMS PROVIDERS:**

- I. Recognize hazardous materials incidents.** The EMS provider should:
  - a. Understand what hazardous materials are, as well as the risks associated with these materials in an emergency incident or event.
  - b. Identify if hazardous materials are present in an emergency incident or event.
  - c. Know how to use the *North American Emergency Response Guidebook* (NAERG) published by the U.S. Department of Transportation.
  - d. Use the NAERG (or other available resources) to identify the hazardous material.
  - e. Understand the potential outcomes or consequences of an emergency due to the presence of hazardous materials with and without fire.
  
- II. Know the protocols used to detect the potential presence of weapons of mass destruction (WMD) agents or materials.** The EMS provider should:
  - a. Understand what WMD agents or materials are and the risks associated with these materials in an emergency incident or event.
  - b. Know the indicators and effects of WMD on individuals and property. Be able to recognize signs and symptoms common to initial victims of a WMD-related incident or event.
  - c. Know the physical characteristics or properties of WMD agents or materials that could be reported by victims or other persons at the scene.
  - d. Be familiar with the potential use and means of delivery of WMD agents or materials.
  - e. Know locations or properties that could become targets for persons using WMD agents or materials.

- f. Recognize unusual trends or characteristics that might indicate an incident or event involving WMD agents or materials.

**III. Know and follow self-protection measures for WMD events and hazardous materials events.** The EMS provider should:

- a. Understand the hazards and risks to individuals and property associated with WMD agents and hazardous materials. Recognize the signs and symptoms of exposure to WMD agents and hazardous materials.
- b. Know how to use, inspect, and properly maintain the personal protective equipment issued to the officer. Understand the limitations of this equipment in protecting someone exposed to WMD agents or hazardous materials.
- c. Understand and implement universal precautions for biological hazards involving blood and other bodily fluids.
- d. Recognize that ambulatory victims should move upwind and upgrade from the area. Know that potentially contaminated victims should be isolated from others. These victims should be advised about appropriate actions to take and that they may need to be decontaminated. If possible, while in the cold zone, conduct preliminary triage.
- e. Understand the role of the first responder, as well as other levels of response in the agency's emergency response plan.
- f. Be familiar with his/her agency's emergency response plan and procedures. Understand the individual EMSs provider's role in those procedures.
- g. Know what defensive measures to take during a WMD or hazardous materials incident or event to help ensure personal and community safety. These measures may include maximizing the distance between the officer and hot zone, using shielding such as solid walls for protection, minimizing personal exposure to agents or materials that might be found in the warm zone or within the plume, and moving upgrade and upwind.

**IV. Know procedures for protecting a potential crime scene.** Whether or not a witness to the event, the EMS provider should:

- a. Understand and implement procedures for protecting evidence and minimizing disturbance of the potential crime scene while protecting others. Understand the roles and jurisdiction of Federal agencies in a WMD event.
- b. Recognize the importance of crime scene preservation and initiate measures to secure the scene.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Advise witnesses and bystanders who may have information to remain at the scene in a safe location until they have been interviewed and released. Be aware of people arriving or departing the scene.
- e. Understand the roles, responsibilities, and jurisdictions of Federal agencies related to a WMD event or incident.

- V. Know and follow agency/organization's scene security and control procedures for WMD and hazardous material events.** The EMS provider should:
- a. Understand his/her agency/organization's site security and scene control procedures for awareness level trained personnel. Know procedures for ensuring scene security and for keeping unauthorized persons away from the scene and adjacent hazardous areas. Such procedures include cordoning off the area to prevent anyone from inadvertently entering the scene. Maintain scene security and control until a higher authority arrives at the scene.
  - b. Be familiar with his/her agency's incident command procedures.
  - c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
  - d. Know and follow his/her agency's procedures for isolating the danger area. Know how to deal with contaminated victims until a higher authority arrives.
  - e. Recognize that the incident or event scene may be a crime scene and that evidence must be protected and undisturbed until a higher authority arrives and takes control.
- VI. Possess and know how to properly use equipment to contact dispatcher or higher authorities to report information collected at the scene and to request additional assistance or emergency response personnel. Know how to characterize a WMD event and be able to identify available response assets within the affected jurisdiction(s).** The EMS provider should:
- a. Know how to use communications equipment, including a two-way radio or cellular phone to contact the dispatcher or higher authorities to apprise them of the situation at the scene and to request additional assistance and personnel to properly deal with the event.
  - b. Understand how to accurately describe a WMD event and be aware of the available response assets within the affected jurisdiction(s) nearest the event location.
  - c. Know when to request additional help and follow the organization's emergency response plan procedures for establishing incident command.
  - d. Know how to notify the communications center or dispatcher and to assess the degree of hazard to obtain appropriate additional resources.

## D. Emergency Management

### AWARENESS LEVEL FOR EMERGENCY MANAGEMENT PERSONNEL FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***AWARENESS LEVEL:*** *Addresses training requirements for emergency management personnel who are likely to witness or discover an event involving the terrorist/criminal use of weapons of mass destruction or who may be sent out to initially investigate the report of such an event. Generally, all actions to be taken by these personnel should be conducted from within the cold zone. If personnel find themselves in the warm or hot zone, they are to move from that zone and encourage others, if ambulatory, to move to a staging area away from the immediate threat.*

#### **AWARENESS LEVEL GUIDELINES FOR EMERGENCY MANAGEMENT PERSONNEL:**

- I. Recognize hazardous materials incidents.** The emergency management professional should:
  - a. Understand what hazardous materials are, as well as the risks associated with these materials in an emergency incident or event.
  - b. Identify if hazardous materials are present in an emergency incident or event.
  - c. Know how to use the *North American Emergency Response Guidebook (NAERG)* published by the U.S. Department of Transportation.
  - d. Use the NAERG (or other available resources) to identify the hazardous material.
  - e. Understand the potential outcomes or consequences of an emergency due to the presence of hazardous materials with and without fire.
  
- II. Know the protocols used to detect the potential presence of weapons of mass destruction (WMD) agents or materials.** The emergency management professional should:
  - a. Understand what WMD agents or materials are and the risks associated with these materials in an emergency incident or event.
  - b. Know the indicators and effects of WMD on individuals and property. Be able to recognize signs and symptoms common to initial victims of a WMD-related incident or event.
  - c. Know the physical characteristics or properties of WMD agents or materials that could be reported by victims or other persons at the scene.
  - d. Be familiar with the potential use and means of delivery of WMD agents or materials.
  - e. Know locations or properties that could become targets for persons using WMD agents or materials.

- f. Recognize unusual trends or characteristics that might indicate an incident or event involving WMD agents or materials.

**III. Know and follow self-protection measures for WMD events and hazardous materials events.** The emergency management professional should:

- a. Understand the hazards and risks to individuals and property associated with WMD agents and hazardous materials. Recognize the signs and symptoms of exposure to WMD agents and hazardous materials.
- b. Know how to use, inspect, and properly maintain the personal protective equipment issued to the officer. Understand the limitations of this equipment in protecting someone exposed to WMD agents or hazardous materials.
- c. Recognize that ambulatory victims should move upwind and upgrade from the area. Know that potentially contaminated victims should be isolated from others. These victims should be advised about appropriate actions to take and that they may need to be decontaminated.
- d. Understand the role of the first responder, as well as other levels of response in the agency's emergency response plan.
- e. Be familiar with his/her agency's emergency response plan and procedures. Understand the individual EMSs provider's role in those procedures.
- f. Know what defensive measures to take during a WMD or hazardous materials incident or event to help ensure personal and community safety. These measures may include maximizing the distance between the officer and hot zone, using shielding such as solid walls for protection, minimizing personal exposure to agents or materials that might be found in the warm zone or within the plume, and moving upgrade and upwind.

**IV. Know procedures for protecting a potential crime scene.** Whether or not a witness to the event, the emergency management professional should:

- a. Understand and implement procedures for protecting evidence and minimizing disturbance of the potential crime scene while protecting others. Understand the roles and jurisdiction of Federal agencies in a WMD event.
- b. Recognize the importance of crime scene preservation and initiate measures to secure the scene.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Advise witnesses and bystanders who may have information to remain at the scene in a safe location until they have been interviewed and released. Be aware of people arriving or departing the scene.

**V. Know and follow agency/organization's scene security and control procedures for WMD and hazardous material events.** The emergency management professional should:

- a. Understand his/her agency/organization's site security and scene control procedures for awareness level trained personnel. Know procedures for ensuring scene security and for keeping unauthorized persons away from the scene and adjacent hazardous



areas. Such procedures include cordoning off the area to prevent anyone from inadvertently entering the scene. Maintain scene security and control until a higher authority arrives at the scene.

- b. Be familiar with his/her agency's incident command procedures.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Know and follow his/her agency's procedures for isolating the danger area. Know how to deal with contaminated victims until a higher authority arrives.
- e. Recognize that the incident or event scene may be a crime scene and that evidence must be protected and undisturbed until a higher authority arrives and takes control.

**VI. Possess and know how to properly use equipment to contact dispatcher or higher authorities to report information collected at the scene and to request additional assistance or emergency response personnel.** The emergency management professional should:

- a. Know how to use communications equipment, including a two-way radio or cellular phone to contact the dispatcher or higher authorities to apprise them of the situation at the scene and to request additional assistance and personnel to properly deal with the event.
- b. Understand how to accurately describe a WMD event and be aware of the available response assets within the affected jurisdiction(s) nearest the event location.
- c. Know when to request additional help and follow the organization's emergency response plan procedures for establishing incident command.
- d. Know how to notify the communications center or dispatcher and to assess the degree of hazard to obtain appropriate additional resources.

## E. Public Works

### AWARENESS LEVEL FOR PUBLIC WORKS PERSONNEL FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***AWARENESS LEVEL:*** Addresses training requirements for public works employees who are likely to witness or discover an event involving the terrorist/criminal use of weapons of mass destruction (WMD) or who may be sent out to initially investigate the report of such an event. This training should target all non-operational employees; line personnel and operations supervisors, including highway maintenance crews; planners, engineers, and lab technicians; and superintendents. This training also is appropriate for Agency Directors employed by public works facilities associated with a local community, including a public works facility such as wastewater treatment or water operations covered by the emergency response plan. Generally, all actions to be taken by these personnel should be conducted from within the cold zone. If personnel find themselves in the warm or hot zone, they are to move from that zone and encourage others, if ambulatory, to move to a staging area away from the immediate threat.

#### **AWARENESS LEVEL GUIDELINES FOR PUBLIC WORKS PERSONNEL:**

- I. Recognize hazardous materials incidents.** The public works employee should:
  - a. Understand what hazardous materials are, as well as the risks associated with these materials in an emergency incident or event.
  - b. Identify if hazardous materials are present in an emergency incident or event.
  - c. Know how to use the *North American Emergency Response Guidebook (NAERG)* published by the U.S. Department of Transportation.
  - d. Use the NAERG (or other available resources) to identify the hazardous material.
  - e. Understand the potential outcomes or consequences of an emergency due to the presence of hazardous materials with and without fire.
  
- II. Know the protocols used to detect the potential presence of weapons of mass destruction (WMD) agents or materials.** The public works employee should:
  - a. Understand what WMD agents or materials are and the risks associated with these materials in an emergency incident or event.
  - b. Know the indicators and effects of WMD on individuals and property. Be able to recognize signs and symptoms common to initial victims of a WMD-related incident or event.
  - c. Know the physical characteristics or properties of WMD agents or materials that could be reported by victims or other persons at the scene.
  - d. Be familiar with the potential use and means of delivery of WMD agents or materials.
  - e. Know locations or properties that could become targets for persons using WMD agents or materials.

- f. Recognize unusual trends or characteristics that might indicate an incident or event involving WMD agents or materials.

**III. Know and follow self-protection measures for WMD events and hazardous materials events.** The public works employee should:

- a. Understand the hazards and risks to individuals and property associated with WMD agents and hazardous materials. Recognize the signs and symptoms of exposure to WMD agents and hazardous materials.
- b. Know how to use, inspect, and properly maintain the personal protective equipment issued to the officer. Understand the limitations of this equipment in protecting someone exposed to WMD agents or hazardous materials.
- c. Recognize that ambulatory victims should move upwind and upgrade from the area. Know that potentially contaminated victims should be isolated from others.
- d. Understand the role of the first responder, as well as other levels of response in the agency's emergency response plan.
- e. Be familiar with his/her agency's emergency response plan and procedures. Understand their role in those procedures.
- f. Know what defensive measures to take during a WMD or hazardous materials incident or event to help ensure personal and community safety. These measures may include maximizing the distance between the officer and hot zone, using shielding such as solid walls for protection, minimizing personal exposure to agents or materials that might be found in the warm zone or within the plume, and moving upgrade and upwind.
- g. Know the terminology and characteristics of WMD events, as well as potential impact of such an event.

**IV. Know procedures for protecting a potential crime scene.** Whether a witness to the event or not, the public works employee should:

- a. Understand and implement procedures for protecting evidence and minimizing disturbance of the potential crime scene while protecting others. Understand the roles and jurisdiction of Federal agencies in a WMD event.
- b. Recognize the importance of crime scene preservation and initiate measures to secure the scene.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Advise witnesses and bystanders who may have information to remain at the scene in a safe location until they have been interviewed and released. Be aware of people arriving or departing the scene.

**V. Know and follow agency/organization's scene security and control procedures for WMD and hazardous material events.** The public works employee should:

- a. Understand his/her agency/organization's site security and scene control procedures for awareness level trained personnel. Know procedures for ensuring scene security and for keeping unauthorized persons away from the scene and adjacent hazardous areas. Such procedures include cordoning off the area to prevent anyone from

inadvertently entering the scene. Maintain scene security and control until a higher authority arrives at the scene.

- b. Be familiar with his/her agency's incident command procedures.
- c. Protect physical evidence such as footprints, relevant containers, or wrapping paper, etc.
- d. Know and follow his/her department's procedures for isolating the danger area. Know how to deal with contaminated victims until a higher authority arrives.
- e. Recognize that the incident or event scene may be a crime scene and that evidence must be protected and undisturbed until a higher authority arrives and takes control.

**VI. Possess and know how to properly use equipment to contact dispatcher or higher authorities to report information collected at the scene and to request additional assistance or emergency response personnel.** The public works employee should:

- a. Know how to use communications equipment, including a two-way radio or cellular phone to contact the dispatcher or higher authorities to apprise them of the situation at the scene and to request additional assistance and personnel to properly deal with the event.
- b. Understand how to accurately describe a WMD event and be aware of the available response assets within the affected jurisdiction(s) nearest the event location.
- c. Know when to request additional help and follow the organization's emergency response plan procedures for establishing incident command.
- d. Know how to notify the communications center or dispatcher and to assess the degree of hazard to obtain appropriate additional resources.

# PERFORMANCE LEVEL GUIDELINES

## A. Law Enforcement

### PERFORMANCE LEVEL FOR LAW ENFORCEMENT OFFICERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PERFORMANCE LEVEL:** *This level is divided into two parts with a separate set of training guidelines for each part. The training guidelines for the law enforcement officer at the performance level target officers who will likely be responding to the scene of a hazardous materials event or a potential terrorist criminal use of weapons of mass destruction (WMD) event. These officers will conduct on-scene operations within the warm zone and/or the hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials event to control and close out the incident. It is expected that those officers trained for Performance Level A will work in the warm zone and cold zone and support those officers working in the hot zone. Officers trained for Performance Level B will work in the hot zone, and in the other zones set up on the incident scene as needed.*

#### PERFORMANCE LEVEL A [OPERATIONS LEVEL] GUIDELINES FOR LAW ENFORCEMENT OFFICERS:

- I. **Have successfully completed adequate and proper training at the awareness level for events involving hazardous materials, and for WMD and other specialized training.**  
The law enforcement officer should:
  - a. Complete training in (or have equivalent training and experience) and understand the guidelines at the awareness level for law enforcement.
  - b. Understand the terminology (including any glossary of WMD terms), classes of materials and agents, and toxicology of hazardous materials and WMD agents and materials.
  - c. Be aware of any potential targets for possible attack by persons using WMD agents or materials. Know preplans to be used in his/her department's emergency response plan for these locations.
  - d. Know how to collect and forward intelligence regarding potential terrorist/criminal actions involving possible WMD agents or materials. Be able to coordinate the gathering of such intelligence from a variety of sources and organizations that may be on the scene.
  - e. Demonstrate skill and knowledge in preparing hazard and risk analysis of potential WMD targets in the local community. Know how to assess the potential for direct threats, as well as collateral damage effects.
  - f. Participate in a joint training exercise or drill with other emergency response organizations that are expected to participate in responding to a potential WMD event in the local area.

**II. Know the Incident Command System and be able to follow Unified Command System procedures for the integration and implementation of each system. Know how the systems integrate and support the incident. Be familiar with the overall operation of the two command systems and be able to assist in implementation of the Unified Command System if needed.** The law enforcement officer should:

- a. Know how to implement initial site management procedures following the department's incident command system and emergency response plan. Such procedures include establishing communications with the dispatcher or command center, setting up the control zones for the scene, locating the command post, and forwarding any intelligence that has been collected on the scene.
- b. Be able to implement the Incident Command System component of the department's emergency response plan for a potential WMD event.
- c. Be aware of the assets available from the department and from other local law enforcement agencies that could provide assistance on a potential WMD event scene. Know what procedures to follow to get these resources to the scene as needed.
- d. Be familiar with the assets that could be made available from other local emergency response organizations. Understand and follow department's procedures for accessing these organizations for help with a potential WMD event.
- e. Understand the purpose and function of the Unified Command System. Know department procedures for assisting in implementation of the Unified Command System on the scene of a potential WMD event.
- f. Be able to assist in a critique of the actions taken during the complete response to a WMD event. Assist in documenting lessons learned from the critique as they pertain to law enforcement response activities.
- g. Understand the importance of and know how termination documentation for a WMD event is to be conducted related to law enforcement activities on the scene.
- h. Know and follow departmental guidelines in dealing with the local media during a potential WMD event.
- i. Know how to develop an Incident Action Plan in coordination with the on-scene incident commander. Ensure that the Incident Action Plan is consistent with the department's emergency response plan.

**III. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The law enforcement officer should:

- a. Know how and when to use appropriate personal protective equipment (PPE) issued by the department to work in the warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow departmental policy for use, inspection, and maintenance of PPE.
- b. Understand the hazards and risks associated with wearing chemical protective clothing and other protective clothing at a potential WMD event. Understand and follow the rehabilitation steps to help responders reduce the level of heat stress. Know what other precautions to take to protect responders on the scene.
- c. Know how to determine the appropriate PPE for protecting officers who will be entering the warm zone on the scene of a potential WMD event.
- d. Know the protective measures that will be needed to protect victims and others on the scene of a potential WMD event.

- e. Know the department's and the on-scene incident commander's plan for evacuation of persons from the hazard area of a potential WMD event.
- f. Be able to assist in rescuing and in moving victims of a potential WMD event to a safe area for triage and treatment by emergency medical responders.
- g. Understand the role of the Performance Level A responder, as well as the role of other levels of response in the department's emergency response plan.
- h. Know how to implement appropriate decontamination procedures for victims, responders, mass casualties, and equipment. Understand the importance of proper decontamination of equipment that will be reused.
- i. Know and follow departmental procedures and practices for handling and securing unknown suspicious packages.

**IV. Know and follow procedures for working at the scene of a potential WMD event.** The law enforcement officer should:

- a. Know how to conduct a criminal investigation, protect and collect possible crime scene evidence, and follow department procedures for chain of custody, documentation, and security measures to store crime scene evidence whether or not it is contaminated.
- b. Implement the department's emergency response plan scene security measures and procedures. These procedures include providing security for the command post and controlling or monitoring those entering and leaving the scene of a potential WMD event.
- c. Know how to implement appropriate on-the-scene decontamination procedures for protection of victims, the public, emergency responders, and others that may have been contaminated by agents or materials from a potential WMD event.
- d. Know how to implement basic life support procedures for protection and treatment of victims and others at the scene.
- e. Know how to implement procedures and measures for minimizing the spread of contamination of hazardous agents or materials to other locations and persons.
- f. Be trained in how to recognize a potential terrorist incident. Be able to help identify the potential agents or materials that may be present at a WMD event.
- g. Fully understand the role and jurisdiction of Federal agencies in a potential WMD event. Be able to coordinate and assist in the overall criminal investigation of the potential WMD event. Be aware of criminal laws, as well as privacy and security issues related to WMD events.

**PERFORMANCE LEVEL B [TECHNICIAN LEVEL] GUIDELINES FOR LAW ENFORCEMENT OFFICERS**

**V. Have successfully completed training at the Awareness Level and Performance Level A for events involving hazardous materials, and for weapons of mass destruction (WMD) and other specialized training.** The law enforcement officer should:

- a. Complete training (or have had equivalent training and experience) in and understand the guidelines for the law enforcement officer at the Awareness Level and Performance Level A Level for law enforcement.
- b. Know terms used or associated with WMD agents and with mechanical and non-mechanical equipment that will be used by the officer in the performance of specialized tasks or assignments. Some of this mechanical equipment would be used to remove and

transport suspicious packages and/or potential bombs or explosives to a safe location or to a container. Other equipment may include robots used to remove a potential bomb or explosive device, sampling equipment to help determine WMD agents and materials, and PPE for shielding and transporting radioactive materials.

- c. Know how to conduct risk analysis and assessments for hazardous materials and WMD agents and materials for on-scene situations and for preplanning potential terrorist targets in the local community.
- d. Have experience in emergency medical basic life support treatment, rescue of victims and responders, triage, decontamination of persons and equipment, and transport of victims exposed to WMD agents.
- e. Participate with other local emergency response organizations in joint training exercises or drills involving selected specialized tasks or WMD mock agents.

**VI. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The law enforcement officer should:

- a. Know how to select and use personal protective equipment (PPE) needed to work safely within the hot zone and warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow department policy on the use, inspection, and maintenance of PPE.
- b. Follow department's safety procedures and practices for retrieving, handling, transporting, and disposing of unknown or suspicious packages.
- c. Understand the hazards and risks in using chemical protective clothing. Follow department precautions and safe practices to safeguard the wearer of the clothing as he/she performs assigned tasks. Understand and implement rehabilitation steps to help responders reduce the level of heat stress. Take other precautions to protect on-the-scene responders.
- d. Know how to develop a site safety and control plan (if qualified) in coordination with the incident commander. Assist in implementation of the Incident Action Plan on the scene.
- e. Have the requisite training and experience to serve as safety officer, if assigned by the incident commander.
- f. Be able to recognize types of WMD agents or materials. Know how to use and read results from diagnostic and sampling equipment and reading instruments. Understand the limitations of the detection or diagnostic instruments and devices provided by the department.
- g. Have training and experience in emergency medical basic life support treatment, rescue of contaminated victims and responders, selection of appropriate procedures for decontamination of persons and equipment, and in protection of personnel involved in transporting victims exposed to WMD agents. Assist the emergency medical group that is on the scene and the incident commander in coordinating this support.
- h. Have the training and experience to assist the incident commander in establishing safety procedures for performing specialized tasks to lower the level of hazard from the potential WMD agent or hazardous materials. Be able to perform such tasks if assigned.
- i. Know how to plan for and implement, in coordination with the emergency medical group, medical monitoring protocols for those persons entering the hot zone or warm zone as needed.



**VII. Know and follow procedures for performing specialized work at the scene of a potential WMD event.** The law enforcement officer should:

- a. Know how to select appropriate PPE for the specialized task to be performed on the scene and to establish safety procedures and practices to be followed in the performance of the task. Use technical reference materials to help select the PPE appropriate for the task. Recognize that these activities will all be coordinated with the on-scene incident commander.
- b. Follow procedures for operating sampling equipment. Understand limitations for collecting solids (including particulate materials), liquids, and gases for detection, identification, and classification of potential WMD agents and materials and for verification of such materials if needed. Use technical reference materials as needed in performing these tasks.
- c. Know and follow procedures and practices for retrieval of contaminated evidence and for safe handling, transportation, and secure storage of such evidence.
- d. Be able to help mitigate on-scene hazards and risks to responders and the public. Assist the on-scene incident commander in developing and implementing strategies and tactics to reduce on-scene risks for responders and the public. Be able to recognize special threats, such as terrorists using exploding secondary devices to harm emergency responders. Follow procedures and practices for safely searching for these devices and, if found, controlling or removing these types of threats from the scene.
- e. Follow appropriate decontamination procedures to protect victims, emergency responders, the public, and equipment, including vehicles that will be reused. Coordinate decontamination procedures with the incident commander.
- f. Be able to implement the department's emergency response plan, as well as the local and regional emergency response plan. Know how to access local assets to help with on-scene resolution of the WMD event.
- g. Coordinate implementation of the necessary medical monitoring protocols with the emergency medical manager and the incident commander for those responders entering and leaving the hot and warm zones. Be able to assist in implementation of rehabilitation assistance to those emergency responders that suffer from heat stress or other problems that can be controlled or reduced on the scene.

**VIII. Know and follow Incident Command System and Unified Command System procedures and steps required for implementation of each system. Understand how the two systems are to work together.** The law enforcement officer should:

- a. Know how to implement the Incident Command System that the department has in its emergency response plan. Have the skill and knowledge to serve as the emergency operations officer for on-scene activities.
- b. Be aware of assets available from the department and from local and regional emergency response organizations, especially regarding handling specialized hazards or threats that may occur on the scene of a potential WMD event. Know how to obtain desired assets for on-the-scene support, if needed.
- c. Know and follow protocols for working and coordinating with other agencies under the Unified Command System to handle specialized hazards and threats on the scene of a potential WMD event.

- d. Understand and know how to implement termination procedures at the close of an emergency response incident. Be able to assist the incident commander in completing required documentation related to the termination procedures, including appropriate measures for cost recovery.
- e. Know how to conduct or assist in conducting a critique of the actions taken during the complete response to the WMD and/or hazardous materials event. Be able to assist the incident commander or designee in conducting the incident critique and in identifying lessons learned. Assist in determining what improvements need to be made before the next emergency response to a potential WMD event, especially improvements specific to law enforcement and special operations.
- f. Know how to coordinate the development of an Incident Action Plan with the on-scene incident commander that is consistent with the department and the local emergency response plan procedures and practices. Be able to implement the Incident Action Plan, including how to address special on-the-scene hazards.
- g. Recognize the importance of coordination with other agencies on the scene in gathering evidence and intelligence. Understand the importance of development and sharing of the latest intelligence that has been gathered from the scene, including information from special operations activities. Recognize that this information should be shared with the on-scene incident commander (or designee, or the leadership team under the unified command) and the senior law enforcement leadership at the scene.

## B. Fire Service

### PERFORMANCE LEVEL FOR FIRE FIGHTERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PERFORMANCE LEVEL:** *This level is divided into two parts with a separate set of training guidelines for each part. The training guidelines for fire fighters at the performance level target fire fighters who will likely be responding to the scene of a hazardous materials event or a potential terrorist/criminal use of weapons of mass destruction (WMD) event. These fire fighters will conduct on-scene operations within the warm zone and/or the hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials event to control and close out the incident. It is expected that fire fighters trained for Performance Level A will work in the warm zone and cold zone and support those fire fighters working in the hot zone. Fire fighters trained for Performance Level B will work in the hot zone, and in the other zones set up on the incident scene as needed.*

#### PERFORMANCE LEVEL A [OPERATIONS LEVEL] GUIDELINES FOR FIRE FIGHTERS:

- I. **Have successfully completed adequate and proper training at the awareness level for events involving hazardous materials, and for weapons of mass destruction (WMD) and other specialized training.** The fire fighter should:
  - a. Complete training in (or have equivalent training and experience) and understand the guidelines at the awareness level for fire service.
  - b. Understand the terminology (including any glossary of WMD terms), classes of materials and agents, and toxicology of hazardous materials and WMD agents and materials.
  - c. Be aware of any potential targets for possible attack by persons using WMD agents or materials. Know preplans to be used in his/her department's emergency response plan for these locations.
  - d. Know how to collect and forward intelligence regarding potential terrorist/criminal actions involving possible WMD agents or materials. Be able to coordinate the gathering of such intelligence from a variety of sources and organizations that may be on the scene. Forward this information to the law enforcement manager or designee and the incident commander at the scene.
  - e. Demonstrate skill and knowledge in preparing hazard and risk analysis of potential WMD targets in the local community. Know how to assess the potential for direct threats, as well as collateral damage effects.
  - f. Participate in a joint training exercise or drill with other emergency response organizations that are expected to participate in responding to a potential WMD event in the local area.
  - g. Recognize the special aspects of responding to a hazardous material or potential WMD event compared with more routine fire emergencies. Understand the special circumstances and properties of HazMat and WMD events compared with more routine fire emergencies.

**II. Know the Incident Command System and be able to follow Unified Command System procedures for integration and implementation of each system. Know how the systems integrate and support the incident. Be familiar with the overall operation of the two command systems and be able to assist in implementation of the Unified Command System if needed.** The fire fighter should:

- a. Know how to implement initial site management procedures following the department's incident command system and emergency response plan. Such procedures include establishing communications with the dispatcher or command center, setting up the control zones for the scene, locating the command post, and forwarding any intelligence that has been collected on the scene.
- b. Be able to implement the Incident Command System component of the department's emergency response plan for a potential WMD event.
- c. Be aware of the assets available from the department and from other local emergency response agencies that could provide assistance on a potential WMD event scene. Know what procedures to follow to get these resources to the scene as needed.
- d. Be familiar with the assets that could be made available from other local emergency response organizations. Understand and follow department's procedures for accessing these organizations for help with a potential WMD event.
- e. Understand the purpose and function of the Unified Command System. Know department procedures for assisting in implementation of the Unified Command System on the scene of a potential WMD event.
- f. Be able to assist in a critique of the actions taken during the complete response to a WMD event. Assist in documenting lessons learned from the critique as they pertain to fire service response activities.
- g. Understand the importance of and know how termination documentation for a WMD event is to be conducted related to fire service activities on the scene.
- h. Know and follow departmental guidelines in dealing with the local media during a potential WMD event.
- i. Know how to develop an Incident Action Plan in coordination with the on-scene incident commander. Ensure that the Incident Action Plan is consistent with the department's emergency response plan.

**III. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The fire fighter should:

- a. Know how and when to use appropriate personal protective equipment (PPE) issued by the department to work in the warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow departmental policy for use, inspection, and maintenance of PPE.
- b. Understand the hazards and risks associated with wearing chemical protective clothing and other protective clothing at a potential WMD event. Understand and follow the rehabilitation steps to help responders reduce the level of heat stress. Know what other precautions to take to protect responders on the scene.
- c. Know how to determine the appropriate PPE for protecting fire fighters who will be entering the warm zone on the scene of a potential WMD event.
- d. Know the protective measures that will be needed to protect victims and others on the scene of a potential WMD event.

- e. Know the department's and the on-scene incident commander's plan for evacuation of persons (including casualties) from the hazard area of a potential WMD event.
- f. Be able to assist in rescuing and in moving victims of a potential WMD event to a safe area for triage and treatment by emergency medical responders.
- g. Understand the role of the Performance Level A responder, as well as the role of other levels of response, in the department's emergency response plan.
- h. Know how to implement appropriate decontamination procedures for victims, responders, mass casualties, and equipment. Understand the importance of proper decontamination of equipment that will be reused.
- i. Know and follow departmental procedures and practices for requesting assistance from law enforcement in handling and securing unknown suspicious packages.

**IV. Know and follow procedures for working at the scene of a potential WMD event.** The fire fighter should:

- a. Understand the importance of procedures in how to conduct a criminal investigation, such as a suspected arson incident, and in protecting possible crime scene evidence.
- b. Implement and coordinate with law enforcement the department's emergency response plan scene security measures and procedures. These procedures include providing security for the command post and controlling or monitoring those entering and leaving the scene of a potential WMD event.
- c. Know how to implement appropriate on-the-scene decontamination procedures for protection of victims, the public, emergency responders, and others that may have been contaminated by agents or materials from a potential WMD event.
- d. Know how to implement basic life support procedures for protection and treatment of victims and others at the scene.
- e. Know how to implement procedures and measures for minimizing the spread of contamination of hazardous agents or materials to other locations and persons.
- f. Be trained in how to recognize a potential terrorist incident. Be able to help identify the potential agents or materials that may be present at a WMD event.
- g. Fully understand the role and jurisdiction of Federal agencies in a potential WMD event. Be able to coordinate and assist in the overall criminal investigation of the potential WMD event.

**PERFORMANCE LEVEL B [TECHNICIAN LEVEL] GUIDELINES FOR FIRE FIGHTERS:**

**V. Have successfully completed training at the Awareness Level and Performance Level A for events involving hazardous materials, and for weapons of mass destruction (WMD) and other specialized training.** The fire fighter should:

- a. Complete training (or have had equivalent training and experience) in and understand the guidelines for the fire fighter at the Awareness Level and Performance Level A Level for fire fighters.
- b. Know terms used or associated with WMD agents and with mechanical and non-mechanical equipment that will be used by the fire fighter in the performance of specialized tasks or assignments. Some of this equipment will include sampling equipment to help

determine WMD agents and materials, PPE, and equipment used in plugging and patching containers leaking potentially dangerous materials.

- c. Know how to conduct risk analysis and assessments for hazardous materials and WMD agents and materials for on-scene situations and for preplanning potential terrorist targets in the local community.
- d. Have experience in emergency medical basic life support treatment, rescue of victims and responders, triage, decontamination of persons and equipment, and transport of victims (including mass casualties) exposed to WMD agents.
- e. Participate with other local emergency response organizations in joint training exercises or drills involving selected specialized tasks or WMD mock agents.

**VI. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The fire fighter should:

- a. Know how to select and use PPE needed to work safely within the hot zone and warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow department policy on the use, inspection, and maintenance of PPE.
- b. Know and follow State environmental department safety procedures and practices for retrieving, handling, transporting, and disposing of hazardous material or WMD agent.
- c. Understand the hazards and risks in using chemical protective clothing. Follow department precautions and safe practices to safeguard the wearer of the clothing as he/she performs assigned tasks. Understand and implement rehabilitation steps to help responders reduce the level of heat stress. Take other precautions to protect on-the-scene responders.
- d. Know how to develop a site safety and control plan (if qualified) in coordination with the incident commander. Assist in implementation of the Incident Action Plan on the scene.
- e. Have the requisite training and experience to serve as safety officer, if assigned by the incident commander.
- f. Know how to use and read results from diagnostic and sampling equipment and reading instruments. Understand the limitations of the detection or diagnostic instruments and devices provided by the department.
- g. Have training and experience in emergency medical basic life support treatment, rescue of contaminated victims and responders, selection of appropriate procedures for decontamination of persons and equipment, and protection of personnel involved in transporting victims exposed to WMD agents.
- h. Have the training and experience to assist the incident commander in establishing safety procedures for performing specialized tasks to lower the level of hazard from the potential WMD agent or hazardous materials. Be able to perform such tasks if assigned.
- i. Know how to plan for and implement, in coordination with the emergency medical group, medical monitoring protocols for those persons entering the hot zone or warm zone as needed.

**VII. Know and follow procedures for performing specialized work at the scene of a potential WMD event.** The fire fighter should:

- a. Know how to select appropriate PPE for the specialized task to be performed on the scene and to establish safety procedures and practices to be followed in the performance of the task. Use technical reference materials to help select the PPE appropriate for the task.

Recognize that these activities will all be coordinated with the on-scene incident commander.

- b. Follow procedures for operating sampling equipment. Understand limitations for collecting solids (including particulate materials), liquids, and gases for detection, identification, and classification of potential WMD agents and materials and for verification of such materials if needed. Use technical reference materials as needed in performing these tasks.
- c. Know and follow procedures and practices for retrieval of contaminated evidence and for safe handling, transportation, and secure storage of such evidence.
- d. Be able to help mitigate on-scene hazards and risks to responders and the public. Assist the on-scene incident commander in developing and implementing strategies and tactics to reduce on-scene risks for responders and the public. Be able to recognize special threats, such as terrorists using exploding secondary devices to harm emergency responders. Follow procedures and practices for safely searching for these devices and, if found, controlling or removing these types of threats from the scene.
- e. Follow appropriate decontamination procedures to protect victims, emergency responders, the public, and equipment, including vehicles that will be reused. Coordinate decontamination procedures with the incident commander.
- f. Be able to implement the department's emergency response plan, as well as the local and regional emergency response plan. Know how to access local assets to help with on-scene resolution of the WMD event.
- g. Coordinate implementation of the necessary medical monitoring protocols with the emergency medical manager and the incident commander for those responders entering and leaving the hot and warm zones. Be able to assist in implementation of rehabilitation assistance to those emergency responders that suffer from heat stress or other problems that can be controlled or reduced on the scene.

**VIII. Know and follow Incident Command System and Unified Command System procedures and steps required for implementation of each system. Understand how the two systems are to work together.** The fire fighter should:

- a. Know how to implement the Incident Command System that the department has in its emergency response plan. Have the skill and knowledge to serve as the emergency operations officer for on-scene activities.
- b. Be aware of assets available from the department and from local and regional emergency response organizations, especially regarding handling specialized hazards or threats that may occur on the scene of a potential WMD event. Know how to obtain desired assets for on-the-scene support, if needed.
- c. Know and follow protocols for working and coordinating with other agencies under the Unified Command System to handle specialized hazards and threats on the scene of a potential WMD event.
- d. Understand and know how to implement termination procedures at the close of an emergency response incident. Be able to assist the incident commander in completing required documentation related to the termination procedures, including appropriate measures for cost recovery.
- e. Know how to conduct or assist in conducting a critique of the actions taken during the complete response to the WMD and/or hazardous materials event. Be able to assist the

incident commander or designee in conducting the incident critique and in identifying lessons learned. Assist in determining what improvements need to be made before the next emergency response to a potential WMD event, especially improvements specific to fire service and special operations.

- f. Know how to coordinate the development of an Incident Action Plan with the on-scene incident commander that is consistent with the department and the local emergency response plan procedures and practices. Be able to implement the Incident Action Plan, including how to address special on-the-scene hazards.
- g. Recognize the importance of coordination with other agencies on the scene in gathering evidence and intelligence. Understand the importance of development and sharing of the latest intelligence that has been gathered from the scene, including information from special operations activities. Recognize that this information should be shared with the on-scene incident commander (or designee or the leadership team under the unified command) and the senior law enforcement leadership at the scene.



## C. Emergency Medical Services

### PERFORMANCE LEVEL FOR EMERGENCY MEDICAL SERVICES FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PERFORMANCE LEVEL:** *This level is divided into two parts with a separate set of training guidelines for each part. The training guidelines for emergency medical services (EMS) providers at the performance level target personnel who will likely be responding to the scene of a hazardous materials event or a potential terrorist/criminal use of weapons of mass destruction (WMD) event. These EMS responders will conduct on-scene operations within the warm zone and cold zone that have been set up on the scene of a potential WMD or hazardous materials event. They are expected to provide emergency medical assistance and treatment to the victims and support those involved in the control and mitigation of the on-scene hazards and to assist in bringing the incident to a successful conclusion. EMS responders trained for Performance Level A will work in the warm and cold zones and support the other emergency responders in any of the three zones. EMS responders trained for Performance Level B will supervise or serve as team leaders for EMS groups given various assignments by the incident commander or incident management team under the unified command system. Performance Level B EMS responders will work in the warm and cold zones, but they will have some special training in rescuing or assisting in rescuing victims in the hot zone. Hot zone rescue efforts will be coordinated with the fire service and HazMat responders.*

#### **PERFORMANCE LEVEL A [MEDICS] GUIDELINES FOR EMERGENCY MEDICAL SERVICES RESPONDERS:**

- I. Have successfully completed adequate and proper training at the awareness level for events involving hazardous materials, for weapons of mass destruction (WMD) and other specialized training.** The EMS responder should:
  - a. Complete training in (or have equivalent training and experience) and understand the guidelines at the awareness level for EMS responders.
  - b. Understand the terminology (including any glossary of WMD and associated medical terms), classes of materials and agents, and toxicology of hazardous materials and WMD agents and materials.
  - c. Be aware of any potential targets for possible attack by persons using WMD agents or materials. Know preplans to be used in his/her department's emergency response plan for these locations.
  - d. Know how to collect and forward intelligence regarding potential terrorist/criminal actions involving possible WMD agents or materials. Be able to coordinate the gathering of such intelligence from victims and others that may be on the scene. Forward this information to the EMS manager or designee and the incident commander at the scene.
  - e. Demonstrate skill and knowledge in preparing hazard and risk analysis of potential WMD targets in the local community. Be familiar with preplans for emergency response to these sites.

- f. Participate in a joint training exercise or drill with other emergency response organizations that are expected to participate in responding to a potential WMD event in the local area.
- g. Recognize the special aspects of responding to a hazardous material or potential WMD event. Be alert to signs and symptoms that may be exhibited by victims. Know and follow emergency medical protocols for treating these victims.

**II. Know the Incident Command System and be able to follow Unified Command System procedures for integration and implementation of each system. Know how the systems integrate and support the incident. Be familiar with the overall operation of the two command systems and be able to assist in implementation of the Unified Command System if needed.** The EMS responder should:

- a. Know how to implement initial site management procedures following the department's incident command system and emergency response plan. Such procedures include establishing communications with the dispatcher or command center, establishing triage areas, coordinating with law enforcement and other agencies transportation of victims needing additional medical treatment, establishing the EMS manager at the command post, and forwarding any intelligence or observations collected on the scene.
- b. Be able to implement the Incident Command System component of the department's emergency response plan for a potential WMD or hazardous materials event.
- c. Be aware of medical assets available from the department and from other emergency response agencies that could provide assistance on a potential WMD event scene. Know what procedures to follow to get these resources to the scene as needed.
- d. Be familiar with emergency medical assets that could be made available from other local emergency response organizations. Understand and follow the department's procedures for accessing these organizations for help with a potential WMD event.
- e. Understand the purpose and function of the Unified Command System. Know department procedures for assisting in implementation of the Unified Command System on the scene of a potential WMD event.
- f. Be able to assist in a critique of the actions taken during the complete response to a WMD event. Assist in documenting lessons learned from the critique as they pertain to EMS response activities.
- g. Understand the importance of and know how to assist senior EMS responders in termination documentation for a WMD event related to EMS activities on the scene.
- h. Know and follow departmental guidelines in dealing with the local media during a potential WMD event.
- i. Know how to develop an Incident Action Plan in coordination with the on-scene incident commander. Ensure that the Incident Action Plan is consistent with the department's emergency response plan.

**III. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The EMS responder should:

- a. Know how and when to use appropriate personal protective equipment (PPE) issued by the department to work in the warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow departmental policy for use, inspection, and maintenance of PPE.

- b. Understand the hazards and risks associated with wearing chemical protective clothing and other protective clothing at a potential WMD event. Understand and follow the rehabilitation steps to help responders reduce the level of heat stress. Know what other precautions to take to protect responders on the scene.
- c. Know how to determine the appropriate PPE for protecting EMS responders who will be entering the warm zone on the scene of a potential WMD event. Appropriate PPE likely will include gear to protect the responder against any infectious agents, such as blood-borne pathogens that victims may have.
- d. Know the protective measures that will be needed to protect victims and others on the scene of a potential WMD event.
- e. Know the department's and the on-scene incident commander's plan for evacuation of persons (including casualties) from the hazard area of a potential WMD event.
- f. Be able to assist in rescuing and in moving victims of a potential WMD event (including casualties) to a safe area for triage and treatment.
- g. Understand the role of the Performance Level A responder, as well as the role of other levels of response, in the department's emergency response plan.
- h. Know how to implement appropriate decontamination procedures for victims, responders, mass casualties, and equipment. Understand the importance of proper decontamination of equipment that will be reused.
- i. Know and follow departmental procedures and practices for requesting assistance from law enforcement in handling and securing unknown suspicious packages.

**IV. Know and follow procedures for working at the scene of a potential WMD event.** The EMS responder should:

- a. Understand the importance of procedures used by law enforcement in conducting a criminal investigation and in protecting possible crime scene evidence without endangering others.
- b. Implement and coordinate with law enforcement the department's emergency response plan scene security measures and procedures. These procedures include providing security for the command post and controlling or monitoring those entering and leaving the scene of a potential WMD event. Follow the traffic control plan implemented by the on-scene incident commander.
- c. Know how to implement appropriate on-the-scene decontamination procedures for protection of victims, the public, emergency responders, and others that may have been contaminated by agents or materials from a potential WMD event.
- d. Know how to implement basic life support procedures for protection and treatment of victims, responders, and others at the scene.
- e. Know how to implement procedures and measures for minimizing the spread of contamination of hazardous agents or materials to other locations and persons.
- f. Be trained in how to recognize a potential terrorist incident. Be able to identify the potential agents or materials that may be present at a WMD event.
- g. Fully understand the role and jurisdiction of Federal agencies in a potential WMD event. Be able to coordinate and assist in the overall criminal investigation of the potential WMD event.

## **PERFORMANCE LEVEL B [TACTICAL EMS/MEDICS LEVEL] GUIDELINES FOR EMS RESPONDERS**

### **V. Have successfully completed training at the Awareness Level and Performance Level A for events involving hazardous materials, and for weapons of mass destruction (WMD) and other specialized training.** The EMS responder should:

- a. Complete training (or have had equivalent training and experience) in and understand the guidelines for the EMS responder at the Awareness Level and Performance Level A Level.
- b. Know terms used or associated with WMD agents and with equipment that will be used by the EMS responder in the performance of specialized rescue tasks or assignments. This equipment will include PPE and medical materials used in rescue efforts in the hot zone.
- c. Know how to conduct risk analysis and assessments for hazardous materials and WMD agents and materials for on-scene situations and for preplanning potential terrorist targets in the local community. Be able to provide expertise in assessing potential for mass casualties.
- d. Have experience in emergency medical basic and advanced life support treatment, rescue of victims and responders, triage, decontamination of persons and equipment, and transport of victims (including mass casualties) exposed to WMD agents.
- e. Participate with other local emergency response organizations in joint training exercises or drills involving selected specialized tasks or WMD mock agents.

### **VI. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The EMS responder should:

- a. Know how to select and use PPE needed to work safely within the hot zone and warm zone on the scene of a potential WMD event. Fully understand the limitations of the PPE. Follow department policy on the use, inspection, and maintenance of PPE.
- b. Know and follow safety procedures and practices for retrieving, handling, and transporting contaminated victims of a WMD event.
- c. Understand the hazards and risks in using chemical protective clothing. Follow department precautions and safe practices to safeguard the wearer of the clothing as he/she performs assigned tasks. Understand and implement rehabilitation steps to help responders reduce the level of heat stress. Take other precautions to protect on-the-scene responders.
- d. Know how to develop a site safety and control plan (if qualified) in coordination with the incident commander. Assist in implementation of the Incident Action Plan on the scene.
- e. Have the requisite training and experience to serve as safety officer to cover EMS responder work areas, if assigned by the incident commander.
- f. Know how to use and read results from medical diagnostic and sampling equipment and reading instruments. Be able to recognize the types of hazardous materials or WMD agents that may be present on victims.
- g. Have training and experience in providing emergency medical basic life support treatment, rescuing contaminated victims and responders, selecting appropriate procedures for decontamination of persons and equipment, and protecting personnel involved in transporting victims exposed to WMD agents.
- h. Have the training and experience to assist the incident commander in establishing safety procedures for performing specialized rescue tasks. Be able to perform such tasks if assigned.

- i. Know how to plan for and implement, in coordination with HazMat and fire personnel, medical monitoring protocols for those persons entering the hot zone or warm zone as needed. These plans will include recording vital signs of personnel before entry and upon leaving the hot or warm zones, as well as monitoring vital signs of rescue personnel at other designated times.

**VII. Know and follow procedures for performing specialized work at the scene of potential WMD event.** The EMS responder should:

- a. Know how to select appropriate PPE for the specialized rescue and other tasks to be performed on the scene and to establish safety procedures and practices to be followed in the performance of the task. Use technical reference materials to help select the PPE appropriate for the task. Recognize that these activities will all be coordinated with the on-scene incident commander.
- b. Know how to use medical diagnostic and treatment for victims and others at the scene. Use technical reference materials as needed.
- c. Know how to assist public health authorities in implementing antibiotic treatment for persons contaminated by a biological hazard.
- d. Be able to help mitigate on-scene hazards and risks to victims, responders, and the public. Assist the operations officer and on-scene incident commander in developing and implementing strategies and tactics to reduce risks to responders and the public. Be able to recognize the need for special treatment for victims and the public, and assist the public health service personnel in implementing appropriate medical treatment.
- e. Establish appropriate decontamination procedures to protect victims, emergency responders, the public, and equipment, including vehicles that will be reused. Coordinate decontamination procedures with the operations officer and the incident commander.
- f. Be able to implement the department's emergency response plan as well as the local and regional emergency response plan. Know how to access local assets to help with on-scene emergency medical assistance. Coordinate these activities with the operations officer and on-scene incident commander.
- g. Assist in implementing medical monitoring protocols and any special medical procedures for responders entering and leaving the hot and warm zones because WMD agents have been found at the scene. Coordinate medical monitoring with the emergency medical manager and the incident commander. Assist in implementing rehabilitation assistance to emergency responders suffering from heat stress or other problems that can be controlled at the scene.

**VIII. Know and follow Incident Command System and Unified Command System procedures and steps required for implementation of each system. Understand how the two systems are to work together.** The EMS responder should:

- a. Know how to implement the Incident Command System that the department has in its emergency response plan. Have the skill and knowledge to serve as the emergency operations officer for on-scene activities.
- b. Be aware of assets available from regional, State, and Federal sources pertaining to handling EMS response and public health needs on the scene of a potential WMD event. Know how to coordinate with the operations officer and the incident commander requests for desired assets for on-the-scene support, if needed.

- c. Know and follow protocols for working and coordinating with other agencies under the Unified Command System to handle specialized medical needs on the scene of a potential WMD event.
- d. Understand and know how to implement termination procedures at the close of an emergency response incident. Be able to assist the incident commander in completing required documentation related to the termination procedures involving EMS and public health activities.
- e. Know how to conduct or assist in conducting a critique of the actions taken during the complete response to the WMD and/or hazardous materials event. Be able to assist the incident commander or designee in conducting the incident critique and in documenting lessons learned. Assist in determining what improvements need to be made before the next emergency response to a potential WMD event, especially improvements specific to EMS support.
- f. Know how to coordinate the development of an Incident Action Plan with the on-scene incident commander that is consistent with the department and the local emergency response plan procedures and practices. Be able to implement the Incident Action Plan for on-the-scene EMS activities.
- g. Recognize the importance of coordination with other agencies on the scene in gathering evidence and intelligence. Understand the importance of development and sharing of the latest intelligence that has been gathered from the scene, including signs, symptoms, and treatment, as well as information from interviews with victims and other potentially contaminated individuals. Recognize that this information should be shared with the emergency medical manager, the on-scene incident commander (or designee, or the leadership team under the unified command), and the senior law enforcement leadership at the scene.

## **D. Hazardous Materials**

### **PERFORMANCE LEVEL FOR HAZMAT RESPONDERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION**

**PERFORMANCE LEVEL:** *This performance level will be a single tier of training guidelines for hazardous materials (HazMat) emergency responders. These guidelines at the performance level target those emergency responders who will be responding to the scene of a hazardous materials or potential terrorist/criminal use of weapons of mass destruction (WMD) event. These HazMat responders will conduct on-scene operations within the hot and warm zones that have been established at the scene of a potential WMD or hazardous materials event. These personnel may also work in the cold zone as needed. These HazMat responders will likely be involved controlling and mitigating hazards found on the scene and in bringing the incident to a successful conclusion under the direction of an operations officer and the on-scene incident commander.*

#### **PERFORMANCE LEVEL [TECHNICIAN] GUIDELINES FOR HAZMAT RESPONDERS:**

- I. Have successfully completed training at the Awareness Level and Performance Level A for events involving hazardous materials, and for WMD and other specialized training.** The HazMat responder should:
  - a. Complete training in (or have equivalent training and experience) and understand the guidelines at the Performance Level A.
  - b. Understand the terminology (including any glossary of WMD terms, chemical reference manuals, equipment manuals), classes of materials and agents, and toxicology of hazardous materials and WMD agents, and of the equipment likely to be used by HazMat responders.
  - c. Be aware of any potential targets for possible attack by persons using WMD agents or HazMat materials. Know preplans to be used in his/her department's emergency response plan for these locations.
  - d. Know how to collect and forward intelligence regarding potential terrorist/criminal actions involving possible WMD agents or hazardous materials. Be able to coordinate the gathering of such intelligence from various sources that may be on the scene. Forward this information to the HazMat manager and the incident commander (or designee) at the scene.
  - e. Demonstrate skill and knowledge in preparing hazard and risk analysis of potential WMD targets in the local community. Be able to assess the potential for direct threats and collateral damage, including effect of flammable fuels, explosive materials, and mass casualties. Be able to coordinate with other agencies how best to use available resources in developing preplans for potential attacks using WMD agents.
  - f. Participate in a joint training exercise or drill with other emergency response organizations that are expected to participate in responding to a potential WMD event in the local area.
  - g. Recognize the dangers and aspects inherent in hazardous materials or WMD events.

- h. Be able to provide emergency medical basic life support treatment, rescue victims and responders, triage, decontaminate people and equipment, and assist in safely moving WMD-exposed victims.

**II. Know the Incident Command System and be able to follow Unified Command System procedures for integration and implementation of each system. Know how the systems integrate and support the incident. Be familiar with the overall operation of the two command systems and be able to assist in implementation of the Unified Command System if needed.** The HazMat responder should:

- a. Know how to implement the Incident Command System following the department's incident command system and emergency response plan. Have the expertise and experience to serve as the operations officer.
- b. Be able to identify department, local, regional, and State assets that are relevant to the HazMat response team.
- c. Know and follow protocols, procedures, and practices for working with and coordinating assignments with other agencies under the Unified Command System.
- d. Understand the purpose and function of the Unified Command System. Know department procedures for assisting in implementation of the Unified Command System on the scene of a potential WMD event.
- e. Be able to conduct or assist in conducting a critique of the actions taken during the complete response to a WMD event. Assist in documenting lessons learned from the critique as they pertain to HazMat response activities. Assist in identifying what improvements need to be made by the HazMat response team before the next HazMat or WMD event.
- f. Understand the importance of and know how to implement termination procedures at the close of an emergency response to a WMD or hazardous materials event. Be able to assist the incident commander in completing required documentation related to the termination procedures, including measures for cost recovery.
- g. Know and follow departmental guidelines in dealing with the local media during a potential WMD event.
- h. Know how to develop an Incident Action Plan in coordination with the on-scene incident commander or leadership team under the Unified Command System. Ensure that the Incident Action Plan is consistent with the department's emergency response plan.

**III. Know and follow self-protection measures and rescue and evacuation procedures for WMD events.** The HazMat responder should:

- a. Know how and when to use appropriate personal protective equipment (PPE) issued by the department to work in the hot and warm zones on the scene of a potential WMD event. Be able to select appropriate PPE for the hazards present. Use reference manuals to assist in selecting appropriate PPE. Fully understand the limitations of the PPE. Follow departmental policy for use, inspection, and maintenance of PPE.
- b. Know and follow safety procedures for HazMat responders or hazardous waste contractors in retrieving, handling, packaging, and transporting hazardous materials or WMD agents to a predetermined waste disposal site. Coordinate these activities with law enforcement personnel and the on-scene incident commander.



- c. Be able to determine (or assist in determining) critical factors for site clean up by a hazardous waste contractor after resolution of the emergency. Follow State environmental procedures for site clean up and waste disposal.
- d. Know and follow measures for protecting victims and other individuals from hazardous materials or WMD agents, including secondary devices. Coordinate implementation of on-scene precautions with law enforcement personnel and the incident commander.
- e. Be familiar with the department's and on-scene commander's evacuation plan, including traffic control. Assist in coordinating evacuation plans with law enforcement personnel and the incident commander.
- f. Know how to rescue victims of a potential WMD or hazardous materials event. Follow procedures for moving victims to a safe area for triage and treatment.
- g. Know how to use diagnostic and sampling equipment. Understand how to read results and calibrate direct reading instruments. Be aware of the limitations of diagnostic or detection equipment. Be able to recognize the types of hazardous materials and WMD agents. Follow procedures for sharing this information.
- h. Understand the hazards and risks associated with wearing chemical protective clothing and other protective clothing at a potential WMD event. Understand and follow the rehabilitation steps to help responders reduce the level of heat stress. Know what other precautions to take to protect responders on the scene.
- i. Understand the importance of and know how to implement appropriate decontamination procedures for victims, responders, mass casualties, and equipment that will be reused. Use reference manuals as needed.
- j. Follow departmental procedures for requesting law enforcement assistance in handling and securing suspicious packages.
- k. Be able to serve as safety officer if assigned.
- l. Know how to coordinate with EMS protocols for medical monitoring of emergency responders and other persons entering and leaving the hot and warm zones.
- m. Know how to develop a site safety and control plan in coordination with the incident commander. Assist in implementing the plan if requested by the incident commander.

**IV. Know and follow procedures for working at the scene of a potential WMD event.** The HazMat responder should:

- a. Know how to implement safety procedures, including selecting appropriate PPE for specialized on-scene tasks or work assignments. These assignments likely will involve mitigation and control procedures for leaking, spilled, or damaged containers of hazardous materials or WMD agents or rescue of non-ambulatory victims in the hot zone.
- b. Understand the importance of procedures used by law enforcement in conducting a criminal investigation, in coordinating gathering of evidence with law enforcement, sharing intelligence, and observing chain of custody in protecting crime scene evidence.
- c. Be able to work with law enforcement to gather evidence in the hot zone following scene security measures and safety procedures in coordination with the incident commander.
- d. Coordinate with the on-scene incident commander strategies to mitigate on-scene hazards that could endanger emergency responders or the public.
- e. Coordinate with the incident commander the development and implementation of an Incident Action Plan to protect and treat victims and to control and mitigate on-scene hazards.

- f. Implement appropriate procedures and measures including plume modeling for minimizing the spread of contamination of hazardous agents or materials to other locations and persons on the scene of a potential WMD or hazardous materials event.
- g. Be able to recognize a potential terrorist incident and help identify the potential agents or materials that may be present at a WMD or hazardous materials event. Follow procedures for sharing intelligence with law enforcement and the incident commander.
- h. Understand fully the role and jurisdictions of Federal agencies. Coordinate and assist in conducting a criminal investigation of the potential WMD event.
- i. Know the methods, limitations, and operating procedures for sampling equipment use to collect solids (including particulate materials), liquids, and gases for detection, identification, classification, and verification of hazardous materials and WMD agents. Use technical reference materials as needed.

## E. Public Works

### PERFORMANCE LEVEL FOR PUBLIC WORKS PERSONNEL FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PERFORMANCE LEVEL:** *This Performance Level addresses training requirements for all non-operational employees; line personnel and operations supervisors; planners, engineers, and lab technicians; and superintendent/agency directors employed by public works facilities. These personnel will be involved in a community response to a WMD incident, particularly an incident affecting wastewater treatment or water operations, which may represent WMD targets. It is assumed that non-public works personnel will comprise emergency responders. Therefore, training requirements associated with any Federal or State contingency planning and preparedness requirements for responding to such an incident are not considered.*

#### PERFORMANCE LEVEL A [OPERATIONS LEVEL] GUIDELINES FOR PUBLIC WORKS PERSONNEL:

- I. **Performance level training—General line operations personnel and supervisors. Have successfully completed additional training beyond awareness level to be able to provide skilled support services in the event of a WMD attack targeting a public works facility.** Personnel completing specific performance-level training should:
  - a. Recognize the characteristics and threats posed by a WMD agent.
  - b. Understand the potential impact and consequences of use of various WMD agents on public works facilities.
  - c. Be familiar with the WMD incident response plan. Understand his/her role in that plan.
  - d. Understand the importance of proper decontamination in a WMD incident. Be able to implement public works facility decontamination procedures.
  - e. Understand his/her role as a member of a WMD response team either as a skilled support person or specialist.
  - f. Participate in and contribute to the WMD vulnerability assessment for the public works organization.
  - g. Be able to recognize, safely handle, and properly secure potential WMD agents as crime scene evidence.
  
- II. **Performance level training—Planners, engineers, and lab technicians. Have successfully completed additional training to effectively respond to a WMD incident either within a public works facility or within the community.** Planners, engineers, and lab technicians should:
  - a. Be able to identify and avoid WMD devices and follow appropriate procedures when such a device is suspected.
  - b. Recognize the characteristics and threats posed by a potential WMD agent. Follow organization procedures, including decontamination protocols, for responding to a potential WMD.
  - c. Be able to conduct a vulnerability assessment of public works operations.

- d. Understand his/her role in the public works facility's continuity of services contingency plan.
- e. Understand the role of public works in the WMD incident response plan.
- f. Understand his/her role and responsibilities as a member of the incidence response team.

# PLANNING AND MANAGEMENT LEVEL GUIDELINES

## A. Law Enforcement

### PLANNING AND MANAGEMENT LEVEL FOR LAW ENFORCEMENT OFFICIALS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PLANNING AND MANAGEMENT LEVEL:** *Addresses training requirements for law enforcement officials who are expected to be part of the leadership and management team that likely will respond to an event involving the terrorist/criminal use of weapons of mass destruction (WMD). At the very least, law enforcement managers will be involved in onsite planning for and managing scene security services. They will help set up the crime scene investigation and evidence gathering that will be coordinated with the command post at the scene. These personnel are expected to manage onsite law enforcement resources and assist the incident commander in bringing the event to a successful conclusion. Generally, all of the actions to be taken by these law enforcement managers should be conducted from within the cold zone. As access is provided to law enforcement officers to conduct their potential crime scene investigation, there may be times for the law enforcement managers to come within the warm zone. It is expected that law enforcement managers will be integrated into the overall command structure that is implemented for the management and supervision of resources and assets being deployed to mitigate and recover from the overall WMD emergency event.*

### PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR LAW ENFORCEMENT MANAGERS:

- I. **Have successfully completed training in awareness, performance, and management levels for events involving hazardous materials and for WMD.** The law enforcement manager should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for emergency medical providers at the Awareness Level and at Performance Level A.
  - b. Know how to implement the department Incident Command System and relevant portions of the department's emergency response plan.
  - c. Recognize the hazards, risks, and limitations associated with using chemical protective clothing and equipment.
  - d. Be able to implement local and regional emergency response plans in a WMD or hazardous materials event.
  - e. Understand the roles of law enforcement personnel in the State emergency response plan. Be familiar with the assets available for implementing the State plan in a WMD event.
  - f. Know what Federal assets and assistance may be available to help in handling a WMD or hazardous materials event.
  - g. Understand the importance of implementing appropriate decontamination procedures in a hazardous materials and WMD event. Be able to implement these procedures to protect

emergency responders, victims, and public safety personnel, and for equipment that will be reused.

**II. Know Incident Command System and the Unified Command System's procedures and the steps required for implementation of each system. Understand how the systems are integrated and implemented to work together and what information the on-scene manager needs from the law enforcement manager. Be familiar with the full range of incident command functions, and be able to fulfill any functions related to law enforcement operations.** The law enforcement manager should:

- a. Know how to manage any one of the five basic functions for operating the department's Incident Command System. Be able to assess the need for additional resources and obtain these resources from identified assets.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Understand the applications and interfaces of the Unified Command System with the Incident Command System. Know methods and practices used to implement the Unified Command System on the scene of a WMD or hazardous materials event.
- d. Be able to assist the incident commander in completing all termination documentation for the event as they relate to law enforcement operations rendered at the scene.
- e. Know how to conduct or assist in conducting a critique of actions taken during the complete response to the WMD and/or hazardous materials event. Be able to develop lessons learned. Draft and implement appropriate strategies to determine what improvements relevant to law enforcement operations need to be made based on lessons learned.
- f. Know how to develop a media-management plan for a potential WMD or hazardous materials event in coordination with the on-scene incident commander.
- g. Be able to manage law enforcement group activities under the Unified Command and Incident Command Systems. Be able to assist the on-scene commander or leadership team in charge of successfully concluding the WMD or hazardous materials event.
- h. Be able to advise the incident commander or management team on the latest intelligence information and local law enforcement procedures and practices. This support includes knowing how to use available resources to determine whether or not the event is potentially a terrorist act and advising the incident commander of these findings.

**III. Know protocols to secure and retain control of the emergency scene and to allow only authorized persons involved with the emergency incident to gain access to the scene of WMD agents and/or hazardous materials.** The law enforcement manager should:

- a. Understand what assets and resources are available from the department's emergency response plan (and from the local and regional response plans) for controlling and securing the emergency scene of a WMD or hazardous materials event.
- b. Understand procedures and protocols for setting up locations for the command post, staging areas, medical monitoring functions, and proper isolation boundaries for the different zones for the emergency scene. Know how to control entry into these areas.

- c. Be able to work within the incident command structure, including maintaining communication with appropriate personnel on the scene (e.g., incident commander) to properly implement scene security. Be able to implement the traffic control plan, in particular, access and egress procedures called for by the on-scene incident commander.
- d. Understand and implement necessary security for the on-scene command post or center.
- e. Know how to develop a plan to secure the event scene and facilities to mitigate agents and materials removed from the scene or those that will be kept on scene in coordination with the HazMat team manager and incident commander.

**IV. Know and follow self-protection measures and protective measures for personnel on the scene of WMD events and hazardous materials events.** The law enforcement manager should:

- a. Recognize the importance of complying with department training and instructions, as well as State and Federal requirements, when using personal protective clothing and equipment. Understand the limitations of this clothing and equipment in a WMD or hazardous materials event.
- b. Know how to implement decontamination procedures for emergency responders, victims, or nearby bystanders.
- c. Understand the importance of implementing medically prescribed prophylactic treatments with appropriate medical oversight and in compliance with Centers for Disease Control and Prevention (CDC) guidelines for potentially contaminated individuals.
- d. Understand the risks to personnel who are working in or rescuing victims from the hot and warm zones. Know how to move these persons to the triage staging area.
- e. Know how to use direct reading instruments. Recognize their limitations for detecting WMD agents and/or hazardous materials.
- f. Follow procedures and practices for handling mass casualties, including how to move victims to triage sites, transport routes to be used, and evacuation of victims and personnel no longer needed on scene to prevent further exposures to WMD and hazardous materials agents.
- g. Understand the potential of “secondary devices” that may cause additional harm to emergency responders. Be able to recognize this danger on the scene. Be able to protect emergency responders and others from this threat.
- h. Understand the importance of, and be able to assume the role of, safety officer (if appropriately trained).

**V. Know and follow procedures for protecting a potential crime scene.** The law enforcement manager should:

- a. Understand procedures for managing and protecting evidence and minimizing disturbance of the crime scene to the maximum extent possible, consistent with the protection of life. Be able to help mitigate medical events using appropriately trained and equipped response personnel.
- b. Know how to identify a potential terrorist incident. Know how to recognize evidence that could be useful to the investigation of the crime scene.

- c. Understand the importance of making sure that emergency responders are properly indoctrinated to the appropriate protocols to minimize disturbing potential crime scene evidence. Be able to implement these protocols in coordination with the on-scene incident commander.
- d. Understand the roles and jurisdiction of Federal agencies in a potential WMD event. These Federal agencies would include, but not be limited to Federal Bureau of Investigation (FBI), Federal Emergency Management Agency (FEMA), U.S. Department of Education (DOE), U.S. Department of Defense (DoD), U.S. Department of Health and Human Services (HHS), and the Centers for Disease Control and Prevention (CDC).

**VI. Know plans and assets available for the crime scene investigation and control of WMD and hazardous materials events to secure and retain evidence removed from the scene.** The law enforcement manager should:

- a. Know department custody procedures for crime scene evidence. Be able to implement these procedures collecting potential evidence, recording the chain of custody, and securing storage of evidence collected on the scene.
- b. Know assets currently available for use in conducting the crime scene investigation including collection, security, and preservation of evidence. Have requisite communication equipment to contact these assets for on-scene assistance, in coordination with the on-scene incident commander.
- c. Be able to draft emergency response plan criteria for coordination of investigation of a potential crime scene involving multiple jurisdictions that may be on a WMD event scene. In coordination with the on-scene incident commander, be able to alter existing plans to fit the circumstances of the actual incident.
- d. Follow department procedures for securing both contaminated and non-contaminated evidence. Follow procedures to mitigate the collected evidence.
- e. Follow department protocols in arresting (or taking into custody) persons involved with conducting potentially illegal acts related to WMD and hazardous materials events. Follow procedures for transporting these individuals to secure locations for further evidence gathering.



## B. Fire Service

### PLANNING AND MANAGEMENT LEVEL FOR FIRE DEPARTMENT SENIOR OFFICERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

**PLANNING AND MANAGEMENT LEVEL:** *Addresses training requirements for fire department senior officers who are expected to be part of the leadership and management team that likely will respond to an event involving the terrorist/criminal use of weapons of mass destruction (WMD). Fire department senior officers will be involved in planning for and managing the emergency on-site scene and will help implement the on-scene command post. These officers are expected to manage fire fighters and other allied emergency responders, who will support the ongoing operations to mitigate and control the hazardous agents and materials, using any available resources to safely and sufficiently conclude the event. Generally, actions to be taken by fire department senior officers should be conducted from the cold zone (sometimes from the warm zone). It is expected that fire service managers will be integrated into the overall command structure that is implemented for the management and supervision of resources and assets being deployed to mitigate and recover from the overall WMD emergency event.*

### PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR FIRE DEPARTMENT SENIOR OFFICERS:

- I. **Have successfully completed training in awareness, performance, and management levels for events involving hazardous materials and for WMD.** The fire department senior official should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for the fire fighter at the Awareness Level and at the Performance Level A.
  - b. Know how to implement the department Incident Command System and relevant portions of the department's emergency response plan.
  - c. Recognize the hazards, risks, and limitations associated with using chemical protective clothing and equipment.
  - d. Be able to implement local and regional emergency response plans in a WMD or hazardous materials event.
  - e. Understand the roles of fire department personnel in the State emergency response plan. Be familiar with the assets available for implementing the State plan in a WMD event.
  - f. Know what Federal assets and assistance may be available to help in handling a WMD or hazardous materials event.
  - g. Understand the importance of implementing appropriate decontamination procedures in a hazardous materials and WMD event. Be able to implement these procedures to protect emergency responders, victims, and public safety personnel, and for equipment that will be reused.

**II. Know Incident Command System and the Unified Command System's procedures and the steps required for implementation of each system. Understand how the systems are integrated and implemented to work together and what information the on-scene manager needs from the fire department manager. Be familiar with the full range of incident command functions, and be able to fulfill any functions related to fire department operations.** The fire department senior official should:

- a. Know how to manage any one of the five basic functions for operating the department's Incident Command System. Be able to assess the need for additional resources and obtain these resources from identified assets.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Understand the applications and interfaces of the Unified Command System with the Incident Command System. Know methods and practices used to implement the Unified Command System on the scene of a WMD or hazardous materials event.
- d. Be able to assist the incident commander in completing all termination documentation for the event as they relate to fire department operations rendered at the scene.
- e. Know how to conduct or assist in conducting a critique of actions taken during the complete response to the WMD and/or hazardous materials event. Be able to develop lessons learned. Draft and implement appropriate strategies to determine what improvements relevant to fire department operations need to be made based on lessons learned.
- f. Know how to develop a media-management plan for a potential WMD or hazardous materials event in coordination with the on-scene incident commander.
- g. Be able to manage fire department group activities under the Unified Command and Incident Command Systems. Be able to assist the on-scene commander or leadership team in charge of successfully concluding the WMD or hazardous materials event.
- h. Be able to advise the incident commander or management team on the fire department's roles and capabilities. Share the latest intelligence information and data, as well as local emergency response plans, procedures, and practices. This support includes knowing how to use available resources to assist the incident commander or management team in handling the event, including onsite salvage and overhaul operations.

**III. Know protocols to secure, mitigate, and remove hazardous agents or materials that may be WMD agents or materials.** The fire department senior official should:

- a. Know how to assess agents or materials used in a potential WMD or hazardous materials event based on the signs and symptoms of the victims exposed to the event. Use appropriate methods to gather data. Follow emergency medical protocols for treating victims.
- b. Understand procedures and protocols for setting up locations for the command post, staging areas, medical monitoring functions, and proper isolation boundaries for the different zones for the emergency scene. Know how to control entry into these areas.
- c. Be able to identify hazards presented at the scene to implement the most effective means of fire suppression. Fully consider the safety of emergency responders in bringing the event to a successful conclusion.
- d. Be familiar with environmental and public safety requirements for removal, handling, transporting, and storing WMD and hazardous materials agents found on the scene.

- e. Understand the role of the fire department regarding crime scene evidence, including the chain of custody and the need for secure storage of contaminated or non-contaminated evidence gathered at the scene. Follow safety and health procedures for handling such materials or agents.

**IV. Know and follow self-protection and protective measures for emergency responders to WMD and hazardous materials events.** The fire department senior official should:

- a. Know how to properly use personal protective equipment (PPE). Understand the limitations of this equipment in a WMD or hazardous materials event.
- b. Recognize the special hazards to humans from WMD agents and hazardous materials. Be able to assist in caring for and treating victims exposed to such agents or materials. Know how to obtain resources for appropriate rescue, triage, transport, and emergency treatment contaminated individuals and other victims.
- c. Understand the hazards and risks to those personnel working in the hot and warm zones, as well as the victims and others who may have been contaminated by the event. Follow protocols for effective decontamination of both victims and equipment that will be reused.
- d. Follow hazard analysis and risk assessment procedures in determining types of PPE that will most effectively protect emergency responders, based on WMD agents and materials that could be present.
- e. Know how to use direct reading instruments. Understand their limitations for detecting WMD agents and/or hazardous materials. Be aware of the importance of using qualified laboratories for further analysis and for accuracy in determining the type(s) of agents or materials found at the scene.
- f. Follow post-event rehabilitation practices and procedures for emergency response and other fire department personnel. These procedures include Critical Incident Stress Management (CISM) and debriefing. Be able to coordinate these programs for department personnel, if requested.
- g. Understand the importance of implementing medically prescribed and appropriate prophylactic treatments for those that may have become contaminated with a biological hazard. Help coordinate these treatments with local and Federal health officials.
- h. Understand the importance of the role of safety officer in protecting on-scene emergency responders. Be able to assume that role, if requested.

**V. Understand development of the Incident Action Plan and know assets available for controlling WMD and hazardous materials events, in coordination with the on-scene incident commander. In collaboration with the on-scene incident commander, be able to assist in planning and in determining operational goals and objectives to bring the event to a successful conclusion.** The fire department senior official should:

- a. Know what assets are available for addressing on-scene fire hazards. Have the necessary communication equipment to request onsite assistance from these assets. Coordinate these activities with the on-scene incident commander.
- b. Know how to draft an incident mitigation or action plan to address on-scene fire hazards and to obtain assets to control or extinguish such fire hazards in WMD events. Be able to alter existing plans to fit the circumstances of the actual incident. Coordinate the development, implementation, and alteration of the plan with the on-scene incident commander.

- c. Be able to advise the on-scene incident commander and other officials regarding site assessment and establishment of zone boundaries and the outer perimeter of the emergency scene, including an appropriate location for the command post.
- d. Follow prescribed methodologies in assessing hazard and risk and for protecting the general public and emergency responders.
- e. Be able to identify potential targets for terrorist attacks. Understand tactics that terrorists might use in the local area. Be able to develop preplans to mitigate a potential WMD or hazardous materials event involving these potential targets.

**VI. Know and follow procedures for protecting a potential crime scene.** The fire department senior official should:

- a. Know appropriate procedures for protecting evidence and minimizing disturbance of the crime scene to the maximum extent possible, while protecting victims and other individuals at the scene. Help victims minimize adverse medical signs and symptoms.
- b. Understand the importance of coordinating with law enforcement officials to ensure that fire department actions do not hinder the gathering of evidence by the law enforcement officers. Assist law enforcement officers in identifying and preserving evidence and sharing intelligence. Follow protocols to minimize disturbing the crime scene.
- c. Understand the roles and jurisdictions of Federal agencies in a potential WMD event.
- d. Know how to recognize a terrorist incident. Be able to identify evidence that could be useful to the investigation of the crime scene. Share intelligence with law enforcement officials and the on-scene incident commander.

**VII. Know and follow department protocols for medical monitoring of response personnel involved with or working at WMD and hazardous material events.** The fire department senior official should:

- a. Be able to develop a medical action plan to protect on-scene emergency responders. Coordinate implementation of the plan with the emergency medical manager and on-scene incident commander.
- b. Know how to implement, in concert with the medical action plan, department procedures for medical monitoring of all response team members involved with or working within the hot and warm control zones. Ensure that the plan includes monitoring baseline vital signs and physical assessment for personnel before entry and after leaving these areas.
- c. Make sure that the signs and symptoms of exposure to potential WMD agents are included in the medical monitoring and physical assessment of those responders entering and leaving the hot and warm zones.

## C. Emergency Medical Services

### PLANNING AND MANAGEMENT LEVEL FOR EMERGENCY MEDICAL PROVIDERS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***PLANNING AND MANAGEMENT LEVEL:*** *Addresses training requirements for emergency medical providers who will be part of the leadership and management of the emergency medical team likely to respond to an event involving the terrorist/criminal use of weapons of mass destruction (WMD). These emergency medical managers will be involved in planning for and managing on-site emergency medical services (EMS). They also will help set up the command post at the scene. These personnel are expected to manage emergency medical resources used to successfully conclude the event. Generally, all of the actions to be taken by these emergency medical team managers should be conducted from within the cold zone (and at times from within the warm zone). It is expected that the emergency medical team managers will be integrated into the overall command structure set up for management and supervision of resources and assets deployed to control and conclude the overall WMD or hazardous materials emergency event.*

### PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR EMERGENCY MEDICAL PROVIDERS TEAM MANAGERS:

- I. Have successfully completed training in awareness, performance, and management levels for events involving hazardous materials and for WMD agents.** The EMS manager should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for the law enforcement officer at the Awareness Level and at Performance Level A.
  - b. Know how to implement the EMS Incident Command System or the generic Incident Command System. Be able to carry out emergency medical group duties and responsibilities.
  - c. Understand the hazards and risks to response personnel using chemical protective clothing and equipment. Recognize the limitations of such clothing and equipment.
  - d. Know how to implement those components of local and regional emergency response plans that address EMS and support group activities. Be aware of assets that can be made available from implementing such plans.
  - e. Understand the role of EMS in the State emergency response plan. Be aware of the assets available from implementing the State plan in a WMD or hazardous materials event.
  - f. Understand what Federal assets and assistance may be available to help in handling a WMD or hazardous materials event.
  - g. Understand the importance of implementing appropriate decontamination procedures to protect emergency responders, victims, and public safety personnel, as well as equipment that may be reused.
  - h. Be familiar with personal protective equipment (PPE) that will be used by EMS responders in caring for victims of a hazardous material or WMD event. Help ensure that personnel follow appropriate decontamination procedures.

**II. Know and follow Incident Command System and Unified Command System procedures and requirements for implementing each system. Understand how the systems are implemented and integrated. Know what information the on-scene incident commander will need from the EMS manager.** The EMS manager should:

- a. Be familiar with the full range of incident command functions and be capable of fulfilling any one of the five functions as they pertain to EMS operations.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Know how to assess the need for additional resources. Know how to obtain these resources from assets available in the department and local and regional emergency response plans.
- d. Be able to assist the incident commander in completing all termination documentation for the event as they relate to EMS.
- e. Be able to assist in conducting a critique of actions taken during the response to the WMD and/or hazardous materials event. Assist the incident commander (or designee) in conducting the incident critique and documenting lessons learned. Be able to suggest improvements in planning response to future events as they pertain to EMS operations.
- f. Understand the applications and interfaces of the Unified Command with the Incident Command System and the methods and practices that are used to implement the Unified Command System. Be able to work within either system.
- g. Be able to manage emergency medical group activities under the Unified Command and the Incident Command Systems. Be able to assist the on-scene commander or leadership team in charge of successfully concluding the WMD or hazardous materials event.
- h. Know how to develop and implement a media-management plan in coordination with the on-scene incident commander and other agencies and organizations involved in on-the-scene emergency response activities.
- i. Share with the on-scene incident commander (or leadership group) the latest intelligence from data and information gathered from EMS responders working on the scene.

**III. Know and follow protocols to provide emergency medical treatment to persons involved in a potential or actual WMD event.** The EMS manager should:

- a. Be familiar with PPE used by personnel providing emergency medical care to victims of a WMD event and by decontaminating the scene.
- b. Know prescribed protocols used to assess the signs and symptoms of exposure to potential WMD agents or materials. Follow these protocols in treating victims.
- c. Know what decontamination protocols will be effective in protecting potential victims of WMD agents or materials, emergency responders entering the hot and warm zones, and those personnel attending to contaminated victims.
- d. Know how to assess and treat victims of WMD agents or materials. Understand the means and methods for safeguarding victims transported to nearby hospitals for more advanced medical treatment.
- e. Recognize the importance of implementing medically prescribed prophylactic interventions for an event that may involve hazards that may be affected by treatment regimens.
- f. Know how to coordinate and work with Federal, State and local public health officials, including Centers for Disease Control and Prevention (CDC) officials, to provide emergency medical care and longer-term care for those persons exposed to WMD materials or agents.

- g. Be able to implement procedures and practices for handling mass casualties. These procedures include implementation of appropriate triage and transportation components of the mass casualty plan. Be able to coordinate these activities with law enforcement managers and the on-scene incident commander.

**IV. Know and follow self-protection and protective measures for victims of WMD events and hazardous materials events. Understand the special hazards to humans from WMD agents and hazardous materials.** The EMS manager should:

- a. Know how to use PPE issued to EMS providers. Be aware of the limitations of such equipment.
- b. Recognize the risks to personnel who are rescuing victims in the hot and warm zones and moving these victims to the triage or staging area. Follow prescribed protocols for different WMD agents and materials to be used to decontaminate victims. Ensure protection for personnel involved in the decontamination process.
- c. Know how to use direct reading instruments. Be aware of their limitations in detecting WMD agents and/or hazardous materials.
- d. Recognize the importance of implementing appropriate prophylactic intervention as appropriate per established guidelines and protocols.
- e. Follow procedures and practices for treating and handling mass casualties, for moving victims from hot and warm zones to the triage area, for managing victims requiring emergency medical treatment, and packaging and transporting victims requiring more definitive medical treatment.
- f. Be able to coordinate appropriate medical treatment and care with local hospital emergency rooms' staff as called for under the local emergency response plan and regional response plan. Coordinate these activities with the on-scene incident commander.
- g. Know to research and obtain desired assets to assist in providing intelligence about the WMD agents or materials. Observe victim signs and symptoms, note their descriptions of agents or materials, sample data, and review other information to assist the on-scene incident commander to identify hazardous agents and materials at the scene.
- h. Work with others in implementing appropriate mental health resources to assure that Critical Incident Stress Management (CISM) services are available to emergency responders, victims, their families, and the general population, as appropriate.
- i. Recognize the importance of fully qualified and equipped safety officers in protecting on-scene emergency responders. Be able to assume that role, if requested.

**V. Know the plans and assets available for transporting the victims of WMD and hazardous materials events to more advanced medical care at hospitals and similar facilities. Be familiar with the department emergency plan criteria for transporting victims to more advanced medical care facilities.** The EMS manager should:

- a. Know what assets are available for transporting victims. Have the necessary communication equipment to direct such assets to the scene.
- b. Be able to coordinate transportation of victims with law enforcement managers as part of the traffic control plan established by the on-scene incident commander.
- c. Be able to draft emergency plan criteria for transport of victims of WMD events. Be able to alter existing plans in coordination with law enforcement managers, as part of the overall traffic control plan.

- d. Assist the on-scene incident commander in addressing strategic and tactical issues related to onsite EMS, including transport to and coordination with local hospitals and clinics.

**VI. Know and follow procedures for protecting a potential crime scene.** The EMS manager should:

- a. Follow procedures for protecting evidence and minimizing disturbance of the crime scene to the maximum extent possible. Ensure that those procedures protect persons and help victims minimize adverse medical signs and symptoms.
- b. Ensure that EMS providers follow protocols to minimize disturbing the crime scene in coordination with the law enforcement managers and the on-scene incident commander.
- c. Understand the roles and jurisdiction of Federal agencies in a WMD event.
- d. Be able to recognize a terrorist incident and identify evidence that could be useful to the investigation of the crime scene.

**VII. Know and follow department protocols for medical monitoring of response personnel involved or working with WMD and hazardous material events.** The EMS manager should:

- a. Know how to implement department procedures for medical monitoring of response team members working in the hot or warm zones and personnel conducting onsite decontamination. Ensure that medical monitoring includes recording baseline vital signs and physical assessment before personnel enter and after they leave the hot or warm zones.
- b. Recognize the need for administrative documentation of onsite medical activities. Ensure completeness and accuracy of such documentation.
- c. Know how to implement medical monitoring protocols in coordination with the EMS team manager and the on-scene incident commander.



## D. Hazardous Materials

### PLANNING AND MANAGEMENT LEVEL FOR HAZARDOUS MATERIALS TEAM MANAGER FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***PLANNING AND MANAGEMENT LEVEL:*** *Addresses training requirements for hazardous materials (HazMat) team managers who will be part of the leadership and management of the emergency response team likely to respond to an event involving the terrorist/criminal use of weapons of mass destruction (WMD). These personnel will be involved in planning and managing the onsite scene involving the hot and warm zones. They will help set up the on-scene command post. HazMat team managers are expected to supervise staff who will attempt to mitigate and control the hazardous agents and materials. They are expected to use all available resources to bring the event to a successful conclusion. Generally, all of the actions to be taken by HazMat team managers should be conducted from within the warm zone or out to the cold zone. It is important that HazMat team managers are integrated into the overall command structure set up for management and supervision of resources and assets being deployed to control and conclude the WMD emergency event.*

#### **PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR HAZARDOUS MATERIALS TEAM MANAGERS:**

- I. Have successfully completed training in awareness, performance, and management levels for events involving hazardous materials and WMD agents.** The HazMat team manager should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for HazMat personnel at the Awareness Level and at Performance Level A.
  - b. Know how to implement the department Incident Command System and carry out the department emergency response plan.
  - c. Understand the hazards and risks associated with the use of personal protective equipment (PPE) by emergency response personnel. Recognize the limitations of such clothing and equipment.
  - d. Be able to implement the local and regional emergency response plans in a hazardous materials or WMD event.
  - e. Understand the roles of the hazardous materials response team in the State emergency response plan. Understand the assets available from implementing the State plan in a WMD or hazardous materials event.
  - f. Understand what Federal assets and assistance may be available to help in handling a WMD or hazardous materials event.
  - g. Implement appropriate decontamination procedures to protect emergency responders, victims, and public safety personnel, and equipment that may be reused. Be able to determine what decontamination procedures are appropriate, based on the known materials or hazardous agents that are on the scene and that must be removed from persons leaving the hot or warm zones.

- h. Assist the on-scene incident commander in establishing boundaries for the various zones and locations for the command post and staging areas.

**II. Know and follow Incident Command System and Unified Command System procedures and requirements for implementing each system. Understand how the systems are implemented and integrated. Know what information the on-scene incident commander will need from the HazMat team manager. Be familiar with the full range of incident command functions and be able to fulfill any function pertaining to HazMat team operations.** The HazMat team manager should:

- a. Know how to manage any one of the five basic functions for operating the department Incident Command System. Be able to assess the need for additional resources and obtain these resources from available assets.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Understand the applications and interfaces of the Unified Command System with the Incident Command System. Be aware of methods and practices used to implement the Unified Command System on the scene of a WMD or hazardous materials event.
- d. Help the incident commander complete all termination documentation for the event relating to HazMat team operations rendered at the scene.
- e. Assist in conducting a critique of actions taken during the response to the WMD or hazardous materials event. Assist the incident commander (or designee) in conducting the incident critique and preparing documentation lessons learned. Be able to suggest improvements in planning a response to a future event. Be able to draft a strategy to implement improvements identified from lessons learned.
- f. Know how to develop a media-management plan for a potential WMD or hazardous materials event in coordination with the on-scene incident commander.
- g. Manage HazMat team operations and activities under the Unified Command and Incident Command Systems. Be able to assist the on-scene commander or leadership team in charge of successfully concluding the WMD or hazardous materials event.
- h. Provide intelligence to incident commander. Coordinate HazMat team operations with other special operations teams that may be working on site at a WMD or hazardous materials event.

**III. Know and follow protocols and procedures to secure, mitigate, and remove hazardous materials or potential WMD agents.** The HazMat team manager should:

- a. Use available data and share intelligence with command post staff. Such information includes detecting signs and symptoms of exposure among victims and responders, describing agents or materials used to harm victims, and sampling data results and other sources of information to help identify the WMD agents or materials. Be able to use and share this information with the incident commander to help determine and assess hazards and harm.
- b. Follow procedures and protocols for setting up the command post, staging areas, medical monitoring functions, and proper isolation boundaries on the scene. Control entry into these areas. Secure the pathway and ensure appropriate packaging to safely remove hazardous materials or agents from the scene.

- c. Comply with environmental and public safety requirements for removal, handling, transportation, and storage of WMD or hazardous materials agents found at the scene. Ensure allocation of PPE and clothing to protect persons handling and moving the hazardous materials or WMD agents from the scene.
- d. Recognize the role of law enforcement as it pertains to crime scene evidence, including chain of custody and the need for secure storage of collected evidence.
- e. Work with the law enforcement manager and the on-scene incident commander to properly implement the traffic control plan.

**IV. Know and follow self-protection and protective measures for emergency responders to WMD events and hazardous materials events. Be aware of the special hazards to humans from WMD agents and hazardous materials.** The HazMat team manager should:

- a. Know which decontamination protocols will be effective in protecting potential victims of WMD agents or materials. Know how to care for victims of WMD agents or materials. Be able to recommend a decontamination procedure that will be parallel to EMS protocols for treating contaminated victims.
- b. Know how to use chemical protective suits and related equipment. Recognize the importance of training personnel in proper use of PPE. Be aware of the limitations of using PPE in such an event.
- c. Recognize the risks to personnel working in the hot and warm zones. Understand the importance of wearing proper PPE when working in such locations. Implement the decontamination protocol that will be most effective for those leaving the work zones. Follow hazard analysis and risk assessment procedures to identify WMD agents and materials that could be present. Determine the proper types of PPE that will protect emergency responders.
- d. Know how to use direct reading instruments. Recognize the accuracy and limitations of these instruments in detecting hazardous materials and WMD agents.
- e. Implement appropriate prescribed prophylactic procedures in accordance with established protocols.
- f. Understand that “Secondary Device” protocols may be in place on the scene from the perpetrators to harm the response community.
- g. Understand the importance of the role of safety officer. Be able to fulfill that role, if requested.

**V. Know how to develop an incident action plan. Coordinate with the on-scene incident commander assets available for controlling WMD and hazardous materials events.** The HazMat team manager should:

- a. Know what steps to take to assist the on-scene incident commander in defining operational goals and objectives that are to be followed on site in bringing the event to a successful conclusion.
- b. Manage the operations functions as called for in the Incident Action Plan that has been adopted by the incident commander.
- c. Know what assets are available for use in addressing the onsite hazards. Have the necessary communication equipment to direct such assets that may be needed on the scene. Coordinate these activities with the on-scene incident commander.

- d. Be able to draft an incident mitigation or Incident Action Plan to address on-scene hazards, control or remove such hazards, and make alterations to existing plans to fit the circumstances of the actual incident. Coordinate development, implementation, and alteration of the plan with the on-scene incident commander.
- e. Advise the on-scene incident commander and other interested officials regarding site assessment and remediation of the event scene.
- f. Be able to develop a plan to secure the event scene. Identify facilities to handle agents and materials removed from the scene or those that will be kept on scene. Coordinate these activities with the law enforcement manager and incident commander.

**VI. Know and follow procedures for protecting a potential crime scene. Understand the roles and jurisdiction of Federal agencies in a WMD event.** The HazMat team manager should:

- a. Follow procedures for protecting evidence and minimizing disturbance of the crime scene to the maximum extent possible, while protecting individuals and helping victims minimize adverse medical signs and symptoms and obtain prompt medical treatment.
- b. Ensure that HazMat team members follow protocols to minimize disturbing the crime scene. Coordinate with law enforcement officials to make sure that HazMat team actions do not hinder the gathering of evidence.
- c. Understand the roles and jurisdiction of Federal agencies in a potential WMD event.
- d. Be able to recognize a terrorist incident and identify evidence that could be useful to the investigation of the crime scene.

**VII. Know and follow department protocols for medical monitoring of response personnel involved with or working onsite at WMD and hazardous material events, including response team members involved with or working within the hot and warm control zones or personnel involved in onsite decontamination.** The HazMat team manager should:

- a. Ensure that medical monitoring will include recording baseline vital signs and physical assessment for personnel before entering and after leaving these zones. Coordinate medical monitoring with the EMS manager and the on-scene incident commander.
- b. Recognize the need for administrative documentation of medical monitoring activities of emergency responders on site. Work with the EMS manager to ensure that documentation is complete and accurate.
- c. Be aware of methods for monitoring the post-exposure medical surveillance of HazMat team members involved at the scene of a WMD or hazardous materials event.

## E. Emergency Management

### PLANNING AND MANAGEMENT LEVEL FOR EMERGENCY MANAGEMENT PERSONNEL FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION

***PLANNING AND MANAGEMENT LEVEL:*** *Addresses training requirements for emergency management personnel who will be part of the leadership and management team expected to respond to an event involving the terrorist/criminal use of weapons of mass destruction (WMD). These emergency management directors/coordinators/team managers will be involved in preparing plans for mobilizing and coordinating the resources and assets needed for managing emergency operations and for providing onsite technical assistance when needed. These personnel will assist in planning implementation of the incident command structure, staffing of the satellite or headquarters emergency operations center, and establishing the command post or mobile command unit at the scene. These personnel are expected to work in a coordinated manner with the on-scene incident commander or unified command team to manage the emergency management resources required for bringing the event to a successful conclusion. Generally, many of the activities conducted by the emergency management team will be away from the immediate emergency incident scene, but require staying in communication with those at the scene. All of the actions to be taken by these emergency management team managers are expected to be conducted from within the cold zone. It is expected that the emergency management team managers will be part of the overall response, but will not be part of the on-scene incident command structure as called for in the emergency response preplan or the emergency operations plan document. However, the emergency manager is responsible for developing, testing, exercising, and revising the preplan or emergency operations plan established for coordinating management and supervision of the resources and assets that will be needed to control and successfully conclude the overall WMD emergency event.*

### PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR EMERGENCY MANAGEMENT AGENCY'S EMERGENCY MANAGERS:

- I. Have successfully completed appropriate and qualified training at the awareness and management levels for events involving hazardous materials and for weapons of mass destruction.** The emergency manager should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for emergency management personnel at the Awareness Level and at the Management Level and be able to carry out duties as assigned.
  - b. Know how to implement the agency emergency operations plan and carry out the duties and responsibilities assigned to the agency working in the emergency operations center. Assist those persons responsible for implementation of the generic Incident Command System or the agency incident management system.
  - c. Be aware of the hazards and risks associated with using chemical protective clothing and equipment. Recognize the limitations of such clothing and equipment.
  - d. Know how to implement the agency emergency operations plan. Know how to interface and integrate the plan with other local and regional emergency response plans in a WMD or hazardous materials event.

- e. Understand the roles of emergency management personnel in the State emergency response plan. Be aware of assets available and how to access these assets from officials implementing the State plan in a WMD or hazardous materials event.
- f. Be aware of and know how to access assets that may be available from the Federal Response Teams and that could help handle a WMD event.
- g. Recognize the importance of implementing appropriate decontamination procedures in protecting emergency responders, victims, and public safety personnel, and for equipment that may be reused.

**II. Know and follow Incident Command System and Unified Command System procedures and requirements for implementing each system. Understand how the systems are implemented and integrated. Recognize when it is appropriate for the Unified Command System to evolve from the Incident Command System. Know what information the on-scene incident commander will need from the emergency management agency emergency operations center. Be familiar with the full range of coordinating activities and duties of the emergency management agency and all incident command functions. Assist those persons who will be fulfilling functions related to the emergency operations plan.** The emergency manager should:

- a. Assist and support the person designated to manage any one of the basic functions for operating the department Incident Command System. Provide knowledge and expertise in planning, logistics, finance, communications, and documentation or record keeping of activities related to the incident.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Understand the applications and interconnection of the Unified Command System as an extension of the Incident Command System. Know methods and practices that are used to determine when and how to implement the Unified Command System on the scene of a WMD or hazardous materials event.
- d. Help the incident commander complete all termination documentation for the event related to emergency operations as covered in the emergency operations plan documentation criteria.
- e. Know how to conduct, or assist in conducting, a critique of the actions taken during the response to the WMD and/or hazardous materials event. Assist the incident commander (or designee) in conducting the incident critique and in documenting lessons learned. Apply a post-incident evaluation in planning for emergency operations in response to a future hazardous materials or WMD event.
- f. Coordinate with the on-scene commander development of a media-management plan as part of the Joint Information Center. Be able to implement and integrate the plan with other agencies that are on the scene of the event.
- g. Assist and support those responsible for emergency management activities under the Unified Command and the Incident Command Systems. Be able to assist the on-scene commander or unified leadership team in charge of successfully concluding the WMD or hazardous materials event.
- h. Advise the incident commander (or management team) regarding the emergency management agency role and capabilities. Share the latest intelligence information and data, as well as local emergency response plans, procedures, and practices. This

information will include how to use available resources to assist the incident commander or unified command management team in carrying out established goals and objectives set for managing the emergency event. These may include salvage and overhaul operations needed at the scene, as well as associated cost-recovery efforts. Assist in coordinating activities among agencies and organizations involved in any structural or infrastructure recovery and cleanup efforts.

**III. Know how to develop an Incident Action Plan and identify assets available for controlling WMD and hazardous materials events. Coordinate these activities with the on-scene incident commander. Be familiar with steps to take to assist in planning operational goals and objectives that are to be followed on site in cooperation with the on-scene incident commander.** The emergency manager should:

- a. Know what assets are available and how to access these assets in addressing emergency management-related hazards on the scene. Have the necessary communication equipment to direct such assets that are needed on the scene. Coordinate these activities with the on-scene incident commander or unified command team.
- b. Understand the procedures that the Emergency Operations Center (EOC) will follow in assisting on-scene emergency response leaders in setting up the locations for the command post, staging areas, medical monitoring tasks, proper isolation boundaries for the different zones for the emergency scene, and other tasks.
- c. Be able to assist those responsible for drafting an incident mitigation or Incident Action Plan to address the expected on-scene hazards. Coordinate with others the assets to control or mitigate such hazards in WMD events. Know how to alter existing emergency operations plans to fit the circumstances of the actual incident. Assist those responsible for the development, implementation, and alteration of the Incident Action Plan that will be fully coordinated with the on-scene incident commander.
- d. Be able to advise the on-scene incident commander (or unified command team) regarding site assessment and establishment of the zone boundaries and outer perimeter of the emergency scene, including appropriate location for the command post for public safety and for responders.
- e. Be familiar with the methodologies for performing hazard assessments and risk assessments to be able to protect the general public and emergency responders handling a WMD or hazardous materials event. If requested, assist the on-scene incident commander (or staff) in making the site assessment.
- f. Be able to identify potential targets for domestic attacks and the tactics that may potentially be used with potential local targets. Be able to develop preplans and incorporate these plans into the emergency operations plan. Work with owners and/or managers of the facilities to prevent or mitigate a potential WMD or hazardous materials event involving these potential targets.
- g. Know how to collect vital intelligence and information related to the incident or potential targets. Share that information with all agencies and managers that need such information and intelligence.

**IV. Know and follow self-protection and protective measures for the public and for emergency responders to WMD events and hazardous materials events.** The emergency manager should:

- a. Know how to use appropriate personal protective equipment (PPE) issued to trained qualified emergency management responders. Recognize the limitations of PPE in a WMD or hazardous materials event.
- b. Understand the special hazards to humans from WMD agents and hazardous materials. Be familiar with the proper care and treatment of victims that have been exposed to such agents or materials. Assist those responsible for obtaining the necessary resources to provide the appropriate rescue, triage, transportation, and emergency treatment of contaminated individuals or other victims.
- c. Recognize the hazards and risks to personnel working in the hot and warm zones, and to victims and others who may have been contaminated by the event. Support and assist with the required assets for implementing proper decontamination protocols for both individuals and for equipment that will be reused.
- d. Be familiar with hazard analysis and risk assessment procedures. When requested by the on-scene incident commander, assist in determining the proper types of PPE that will protect the emergency responders from the various WMD agents and materials.
- e. Know how to use direct reading instruments. Recognize their limitations for detecting WMD agents and/or hazardous materials. Understand the importance of using qualified laboratories for further analysis for accuracy in determining the type(s) of agents or materials in WMD situations. Be able to coordinate and provide needed support to the on-scene incident commander in obtaining instruments and laboratory analysis of samples taken at the scene.
- f. Be familiar with post-event rehabilitation programs for emergency management personnel and the general public. These programs include stress debriefing and counseling. Be able to implement these programs for those needing them.
- g. Understand the importance of implementing antibiotic treatments for those that may have been contaminated with a biological hazard. Help coordinate these treatments with the local and Federal health officials. Follow the emergency operations plan in coordinating with public health agencies any health surveillance activities that may be necessary for the protection of the public, victims of the event, and emergency responders.
- h. Help coordinate the evacuation or sheltering and protecting in place of individuals who may have been exposed to hazardous materials or WMD agents.
- i. Be able to implement those portions of the emergency operations plan and help coordinate provision of shelter, short-term health care services, emotional, physical, and general welfare services for those adversely impacted by a WMD incident.
- j. Help coordinate the tracking of patients and provide family assistance support in coordination with EMS services and public health services for those adversely impacted by a WMD incident.

**V. Know and follow procedures for protecting a potential crime scene.** The emergency manager, if working at the incident scene, should:

- a. Know and follow procedures for protecting evidence and minimizing disturbance of the crime scene, while protecting individuals and property.



- b. Ensure that emergency management personnel follow the protocols to minimize disturbing the crime scene in coordination with law enforcement managers and the on-scene incident commander.
- c. Understand fully the roles and jurisdiction of Federal agencies in a WMD event.
- d. Recognize a terrorist incident. Be able to identify evidence that could be useful to the investigation of the crime scene. Share vital information and intelligence with the appropriate agencies and managers.

**VI. Know how to interface with and integrate requisite emergency support services and resources among the Emergency Operations Center management and the incident or unified command on-scene incident management team. Be familiar with the coordination functions and procedures that are to be conducted by and with the Emergency Operations Center in support of on-scene emergency response activities.**  
The emergency manager should:

- a. Know how to develop and assist in the implementation of mutual aid protocols for hazardous materials and WMD incidents for his/her agency's jurisdictions.
- b. Know how to develop and maintain an inventory of local resources. Know how to find out what State resources and assets could be available if needed at the scene of a WMD incident.
- c. Be able to assist those responsible for the development, management, and coordination of training of emergency management agency directors, supervisors, and staff in WMD response planning, support, and related duties and functions to be performed by the emergency management agency. Be able to develop task lists with performance standards for each staff member to help ensure that staff have the skills and resources to perform their job and meet established performance standards.
- d. Know how to develop task performance standards that relate to and conform to the emergency operations plan functions and tasks. Develop (or support those responsible for the design and development) an integrated exercise training program involving interagency, multi-jurisdictional/regional emergency response, and support organizations to evaluate the level of preparedness and effectiveness and the emergency operations plan for responding to potential WMD or hazardous materials incidents.
- e. Support the on-scene incident commander or unified command team in coordinating a large-scale interagency, multi-jurisdictional emergency and support organization response to a WMD or hazardous materials incident within the jurisdiction of the emergency management agency.
- f. Work with other agencies expected to respond to WMD incidents in developing task lists with performance standards for each task to ensure that staff of the various agencies have the skills, abilities, and resources to meet the performance standards related to their response to a WMD incident. Help coordinate requests for resources for local WMD training for all potential responding agencies and organizations.
- g. Follow the emergency operations plan in coordinating the activities of volunteer agencies, ham radio operators, and community emergency response teams that may be involved in a WMD or hazardous materials incident.
- h. Plan for and track available resources and resources that may be needed for a response to a WMD or hazardous material incident. Plan for secure facilities (including redundant and backup facilities) for use during and after a WMD incident.

- i. Serve as a liaison official and coordinate local, State and Federal resources and assets in support of the on-scene incident commander or unified command team. Be able to apply the resource allocation plan when needed.
- j. Support those responsible for management and coordination of the local or State salvage and cost-recovery program, including the vehicle and equipment restoration efforts, after the WMD emergency incident is concluded.
- k. Coordinate development and implementation of procedures for requesting, acquiring, distributing, and securing needed resources for WMD incidents. Know how to access materials from the national pharmaceutical stockpile in coordination with CDC.
- l. Be able to plan and coordinate public warnings, instructions, and information updates in concert with the media-management plan and as covered in the emergency operations plan.
- m. Know how to develop plans, procedures, and protocols for emergency response to a WMD incident. Be able to manage and coordinate the activities of the emergency management agency before, during, and after a WMD incident.

## **F. Public Works**

### **PLANNING AND MANAGEMENT LEVEL FOR PUBLIC WORKS MANAGERS AND SUPERVISORS FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION**

***PLANNING AND MANAGEMENT LEVEL:*** *Addresses training requirements for all public works supervisors; planners, engineers, and superintendent/agency directors employed by public works facilities associated with a local jurisdiction involved in planning for emergency response to a WMD incident including one at a public works facility. Public works facilities, such as wastewater treatment or drinking water operations or a nuclear power plant, may represent WMD targets within the local jurisdiction. Properly trained public works managers will improve the overall effectiveness of emergency planning and preparedness for response to an incident within the local jurisdiction. Typically, it is assumed that non-public works personnel will constitute the emergency response organizations or resources. If, however, an incident were to occur at a power plant or other public works plant, the employees of the particular plant likely would be the first responders in protecting their own personnel.*

### **PLANNING AND MANAGEMENT LEVEL GUIDELINES FOR PUBLIC WORKS MANAGERS AND SUPERVISORS:**

- I. Have successfully completed appropriate and qualified training at the awareness and management levels for events involving hazardous materials and WMD agents.** The public works supervisors and managers should:
  - a. Complete training in (or have had equivalent training and relevant experience) and understand the standard performance guidelines for public works employees at the Awareness Level, Performance Level, and Management Level for public works managers and supervisors.
  - b. Know how to implement the generic Incident Command System or the public works agency's incident management system. Be able to implement the public works agency preplans and carry out the duties and responsibilities assigned to the agency.
  - c. Understand the hazards and risks associated with public works employees responding to an emergency incident on the plant site. Recognize the hazards and risks associated with public works personnel using chemical protective clothing and equipment. Understand the limitations of such clothing and equipment.
  - d. Be able to implement the public works agency emergency plan. Know how to interface and integrate with local and regional emergency response organizations in a WMD or hazardous materials event.
  - e. Understand the roles of public works personnel in the local emergency response plan. Know how to access available assets through the on-scene incident commander.
  - f. Understand what Federal assets and assistance may be available to help in handling a WMD or hazardous materials event.
  - g. Recognize the importance of implementing appropriate decontamination procedures to protect public works responders and equipment that may be reused.

**II. Know and follow Incident Command System and Unified Command System procedures and requirements for implementing each system. Understand how the systems are implemented and integrated. Know what information the on-scene incident commander will need from the public works supervisor or manager. Be familiar with the full range of coordinating activities and duties of the public works agencies. Understand the Incident Command System and the Unified Command System.** The public works supervisors and managers should:

- a. Understand the basic functions for operating the department Incident Command System. Know how to assess the need for additional resources and be able to obtain these resources as needed.
- b. Understand Emergency Operations Center (EOC) responsibilities. Be able to interface and coordinate with them.
- c. Understand the applications and interfaces of the Unified Command System with the Incident Command System and the methods and practices that are used to implement the Unified Command System on the scene of a WMD or hazardous materials event.
- d. Help the incident commander complete all termination documentation for the event as they relate to public works emergency operations rendered at the scene.
- e. Conduct or assist in conducting a critique of the actions taken during the response to the WMD and/or hazardous materials event. Assist the incident commander (or designee) in conducting the incident critique and documenting lessons learned. These supervisors and managers will collect the post-incident evaluations and documentation, conduct a post-incident assessment of damages, and develop short- and long-term recovery strategies for the public works facilities and functions.
- f. Know how to develop a media-management plan in coordination with the on-scene incident commander. Be able to implement the media-management plan and integrate the plan with the other agencies involved with the event.
- g. Assist the on-scene commander or unified leadership team with public works-related issues or problems to assist in working towards a successful conclusion.
- h. Be able to advise the incident commander or management team about cost-recovery efforts associated with public works facilities, as well as assessment of damages to public works facilities. Coordinate these activities among the agencies and organizations involved in any structural or infrastructure recovery and cleanup efforts.
- i. Understand and manage, to the extent possible, the potential environmental impact to public works associated with a WMD incident.

**III. Know how to develop appropriate plans for actions to be taken by the public works agency when a WMD and hazardous materials event occurs. Know how to coordinate plans with the on-scene incident commander. Know what steps to take to assist in planning operational goals and objectives that are to be followed on site in cooperation with the on-scene incident commander in bringing the event to a successful conclusion.** The public works supervisors and managers should:

- a. Know what local, State and Federal assets are available. Be able to access these assets in addressing the public works-related hazards on the scene. Have the necessary communication equipment to request assets that may be needed on the scene. Coordinate these activities with the on-scene incident commander or the unified command team.

- b. Understand the public works agency role in the Emergency Operations Center plan. Coordinate with the on-scene incident commander or unified command team.
- c. Know how to develop and help implement a plan for continuity of public works services and for establishment of alternative facilities and redundant capabilities for public works services in a WMD event. Coordinate these efforts with the incident commander or unified command team. Be able to alter existing plans to fit the circumstances of the actual incident. Coordinate development, implementation, and alteration of the plan with the on-scene incident commander and Emergency Operations Center.
- d. Be familiar with the methodologies used to conduct vulnerability assessments and risk assessments for properly protecting the public works services. Be able to assess the vulnerability of public works facilities to a WMD or hazardous materials event.
- e. Be able to identify potential targets for domestic attacks. Know the tactics that may potentially be used with local targets. Be able to develop preplans to secure public works facilities in a potential WMD or hazardous materials event.
- f. Know how to collect and assure vital intelligence and information related to public works facilities (including a system's analysis for everyday operations). Share intelligence with all appropriate agencies and managers.

**IV. Know and follow self-protection and protective measures for the public and for public works emergency responders in WMD events and hazardous materials events.** The public works supervisors and managers should:

- a. Know how to use, inspect, and maintain personal protective equipment (PPE) issued by the department for use in such an event. Understand the limitations of this equipment in protecting personnel exposed to WMD agents or materials and hazardous materials.
- b. Recognize the special hazards to humans from WMD agents and hazardous materials. Take the necessary precautions in caring for victims that have been exposed to such agents or materials. Know how to obtain the resources to protect public works employees involved in a potential WMD incident.
- c. Understand the hazards, characteristics of WMD events, and risks to personnel who are to work in the hot and warm zones. Understand the importance of following the proper decontamination protocols. Be able to develop protocols that will be effective for both individuals and for equipment that will be reused.
- d. Know how to conduct hazard analysis and risk assessment procedures. Know how to determine what PPE will protect public works employees from the various WMD agents and materials that could be present.
- e. Know how to obtain post-event rehabilitation services for public works personnel adversely impacted by a WMD event. These services may include stress debriefing and counseling.
- f. Help coordinate or assist in evacuating, sheltering, and protecting public works personnel and members of the public who may have been exposed to the hazards on the incident scene.
- g. Help coordinate shelter, short-term health care services, emotional and physical needs, and general welfare for those impacted adversely by a WMD incident.

**V. Know and follow procedures for protecting a potential crime scene.** The public works supervisors and managers should:

- a. Follow procedures for protecting evidence and minimizing disturbance of the crime scene to the maximum extent possible, while protecting life and property.
- b. Be able to implement and have public works personnel follow the protocols to minimize disturbing the crime scene in coordination with law enforcement managers and the on-scene incident commander.
- c. Understand the roles and jurisdiction of Federal agencies in a WMD event.
- d. Be able to recognize a terrorist incident and identify evidence that could be useful to the investigation of the crime scene. Ensure that vital information and intelligence is shared with the appropriate agencies and managers.

**VI. Know how to interface and integrate emergency support services and resources that will be needed (or are needed) among the Emergency Operations Center, the on-scene incident management team, and public works facilities and agencies. Be familiar with the coordination functions and procedures that are to be conducted by public works with the Emergency Operations Center to support on-scene emergency response activities.** The public works supervisors and managers should:

- a. Know how to develop and assist in implementation of mutual aid protocols for hazardous materials and WMD incidents within agency jurisdiction.
- b. Know how to develop and coordinate training of public works directors, supervisors, and staff in WMD response planning, their participation in response planning efforts, and in the exercise of the plan as it is related to the duties and functions to be performed by public works. This will also include cross-training technical public works support personnel.
- c. Know how to manage the handling of contaminated debris for evidentiary and safety purposes.
- d. Be familiar with the methodologies for vehicle and equipment restoration after decontamination procedures have been completed.
- e. Assist in the integration of volunteers, local community groups, and individuals with needed expertise and in training of these potential responding agencies and organizations.
- f. Understand the benefits of advanced electronics utilization for public works facilities.
- g. Know how to develop public works teams to support the Urban Search and Rescue (USAR) teams for potential WMD incidents.
- h. Be able to develop plans, procedures and protocols for emergency response to a WMD incident. Manage and coordinate the activities of the public works agencies before, during, and after a WMD incident.

# **APPENDIX TO PLANNING AND MANAGEMENT LEVEL GUIDELINES**

## **Skilled Support and Specialist Employees**

### **GUIDELINES FOR SKILLED SUPPORT PERSONNEL AND SPECIALIST EMPLOYEES FOR EVENTS INVOLVING WEAPONS OF MASS DESTRUCTION**

The emergency response community has a variety of outside sources that it will rely on when special circumstances at the scene require some type of assistance that the emergency services are not typically skilled in providing. This can occur at a hazardous materials emergency response or at a WMD incident. For example, there may be the need for a crane operator or a tow truck driver or it could be that a highly technical problem or issue has arisen and the incident commander requests assistance to better understand and resolve the problem or issue. In this situation a person, who is not an emergency responder but who is highly knowledgeable about the topic or issue may be called to the scene.

The OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) standard already recognizes that these types of individuals may be called to the scene to assist in the mitigation, control, or other aspects to aid the Incident Commander, as necessary. HAZWOPER rules include provisions for Skilled Support Personnel, who have expertise in particular activities that are needed in the response, but that cannot be performed promptly by the responding units, such as crane operators or tow truck drivers. These persons are not expected to be trained emergency responders, nor are they expected to have prior training in accordance with HAZWOPER guidelines. Because it is likely that these persons will be exposed to the hazards at the emergency response scene, they should receive appropriate on-scene briefing with respect to safety and health protections.

Generally speaking, the skilled support persons are asked to come to fulfill a particular task. They should be briefed on safety and health hazards they may encounter. They should also be briefed on the types of control measures that the incident commander wants them to follow. Typically, these persons understand the hazards they face in doing their job on a normal day. This briefing is intended to alert them about extraordinary or unusual hazards that they may face and procedures to help protect them. No one will be asking someone to perform a job task that the person cannot be reasonably protected from on-scene hazards, although there may or will still be some risk involved.

Specialist employees are those that have knowledge and expertise regarding particular hazards, equipment, processes, or chemicals that may be present at the emergency incident scene. The incident commander would like to have the benefit of their wisdom on the given subject. These personnel are expected to provide technical advice and assistance to the incident commander and it is assumed that they generally will not be exposed to hazards on the scene. However, certain experts or specialist employees of railroad companies or chemical manufacturers may have been trained to work in Level A suits, if necessary. These personnel should receive training, and each year, demonstrate their competency in the area of their specialization.

For more definitive guidance, NFPA 472 specifically addresses this category of an individual who may be sent to the scene. NFPA 472 defines two categories of such responders—Private Sector Specialist Employees B and Specialist Employees C. Competencies are listed for both categories based on the prerequisite that all such individuals receive first response awareness level training. A distinction is drawn between category B and C with respect to additional training for category C specialists based on the assumption that these personnel may be required to work in the hot or warm zones.

Once emergency response operations are concluded and recovery and cleanup operations begin, those workers involved in these activities will not be considered emergency response workers and will be covered by other OSHA requirements. This appendix addresses only those workers called to the emergency scene to render some assistance to the incident commander, the Unified Command team, and the response team that is on scene.

### **Training Guidelines for Emergency Response “Skilled Support Personnel” and “Specialist Employees” in a WMD Incident Response:**

**I. Skilled Support Personnel:** Skilled support personnel who may be called on to perform many functions in a WMD emergency response and who are the ones that will be relied upon in the local emergency response plan should receive awareness training, at the very least. It is suggested that these skilled support personnel receive the **Awareness Level for Public Works Personnel for Events Involving Weapons of Mass Destruction** guidelines provided to public works agency employees before they have to respond to a WMD incident.

**II. Specialist Employees:** Specialist employees may be called upon in a WMD incident response to provide information and technical advise unique to their particular specialty, or they may be asked to perform some specific tasks that they are expert in performing that the incident commander needs to be undertaken at the scene. These specialist employees are to receive annual training in their area of expertise. They also should be trained in how to work within an incident command system. It is suggested that these specialist employees be given as a minimum the Emergency Management **Awareness Level for Emergency Management Personnel for Events Involving Weapons of Mass Destruction** guidelines provided to emergency management employees before they have to respond to a WMD incident.

Personnel expected to wear chemical protective clothing and perform unique tasks in the hot zone will need additional training beyond the awareness level guidelines. It is suggested that these specialist employees receive at a minimum the HazMat **Performance Level for HazMat Responders for Events Involving Weapons of Mass Destruction** guidelines before they have to respond to a WMD incident.



## GLOSSARY OF TERMS

**AGENCY:** An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In Incident Command System (ICS), agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

**ASSESSMENT:** (Pre and Post-disaster) (sometimes Hazard, Risk, Damage or Needs Assessment) The process of determining the impact of a potential or real disaster or event on a society. It addresses the need for preparedness to prevent or mitigate the potential event, and/or immediate, emergency measures to save and sustain the lives of survivors, and the possibilities for expediting recovery and development. Assessment is an interdisciplinary process undertaken in phases and involving data gathering surveys and the collation, evaluation and interpretation of information from various sources concerning both direct and indirect estimated and/or real losses, short- and long-term effects. It involves determining what could happen and/or what has happened and what assistance might be needed, but also defining objectives and how relevant assistance can actually be provided to the victims. It requires attention to both short-term needs and long-term implications.

**ASSISTANCE:** The provision on a humanitarian basis of material aid and services necessary to enable people to meet their basic needs for shelter, clothing, water and food. Assistance is available for extended periods, unlike relief supplies and services that are provided, free of charge, in the period immediately following a crisis.

**BUDDY SYSTEM:** A means of pairing up or organizing workers to work as a team usually in pairs where each is to lookout for the wellbeing of the other team member as they perform their assigned tasks.

**COLD ZONE:** Represents the outer boundary of an emergency incident and an area of the least potential for contaminant exposure to workers and others. It is generally an area intended to act as a buffer to keep persons not involved in the response away from the incident at a safe distance.

**COMMAND POST:** (See Incident Command Post)

**CHEMTREC:** The Chemical Transportation Emergency Center is a service of the American Chemistry Council. It provides a 24-hour, seven days a week technical information service on chemicals that could be involved in emergencies throughout the United States and elsewhere.

**CHRONIC EXPOSURE:** This is where there is a long duration of time in a contaminant atmosphere or repeated exposures to the contaminant that can cause adverse health effects. These adverse health effects usually manifest themselves after a long period of time from multiple exposures to the contaminant.

**COMMAND:** The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**CRITICAL INCIDENT STRESS MANAGEMENT (CISM)** Critical incident stress is a normal response of a healthy person to an abnormal event. Management is conducted through processes like defusing, debriefing and demobilization. The process takes a comprehensive, systematic and multi-component approach.

**CRITIQUE:** A meeting or discussion of the pros and cons of how an emergency response incident was conducted by those who participated in the response. This is an element of the termination process of an emergency response that is conducted at the conclusion of the emergency incident's response efforts.

**DECONTAMINATION:** The process of removing or reducing the level of contaminants on persons, tools, supplies and equipment. It is generally used to remove harmful levels of contaminants that will adversely affect human health or wellbeing.

**DEGRADATION:** The destruction of equipment such as chemical protective clothing and monitoring instruments that is caused by chemical or physical decomposition of such equipment or its components.

**EMERGENCY MANAGER:** The individual within each jurisdiction that is delegated the day-to-day responsibility for the development, testing, exercising and revising the emergency operations plan and maintenance of all emergency management coordination efforts.

**EMERGENCY MANAGEMENT:** The organized analysis, planning, decision making, assignment, and coordination to available resources to the mitigation of, preparedness for, response to, or recovery from emergencies of any kind, whether man-made or natural sources.

**EMERGENCY OPERATIONS CENTER (EOC):** A location from which centralized emergency management can be performed, generally by civil government officials (municipal, county, State and Federal). EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and to provide support for the control or mitigation of an emergency.

**EMERGENCY OPERATIONS PLAN (EOP):** A State or local document that describes actions to be taken in the event of natural disasters, technological accidents, or weapons of mass destruction attack. It identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

**EMERGENCY RESPONSE:** Those organized actions taken by trained people to assist in controlling and/or reducing the level of losses and associated human suffering that has or could have resulted from an emergency incident.

**EMERGENCY RESPONSE AGENCY:** Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an emergency operations center.

**EMERGENCY RESPONSE PERSONNEL:** Personnel involved with an agency's response to an emergency.

**EMERGENCY RESPONSE PLAN:** A written document that sets forth the tasks or actions that are to be taken once an emergency incident is reported to have occurred. The emergency response plan will usually contain contingency plans for the various types of emergencies that are anticipated to be encountered.

**FULL PROTECTIVE CLOTHING:** This means that the person is fully covered from head to foot in a protective envelope of clothing materials and includes a respiratory protective device that is to prevent or minimize exposure to the contaminant and injury to the person involved in emergency response operations.

**HAZARD ANALYSIS:** The identification of the potential for and the magnitude of an occurrence of a given hazard causing an emergency incident. It contains three basic parts: the identification of the hazard, the assessment of the hazard and the controls available that could impact the given hazard. There are various methodologies that are typically used to perform this work, from relatively unsophisticated methods up to and including very complex methods that involve modeling.

**HAZARD ASSESSMENT:** An evaluation to identify the likelihood of a specific hazardous event's consequences. It is an evaluated process to measure or estimate the consequences of the event if it was to occur.

**HAZARD CONTROL:** Any approach or step that is taken to eliminate, prevent or minimize a hazard that could lead to an emergency incident or one that could cause an emergency incident to become more severe. The steps that could be taken may be personal protective equipment or administrative controls up to and including engineering approaches.

**HAZARD IDENTIFICATION:** This is the process of identifying the intrinsic properties harmful to humans, to process equipment, and/or to the environment that a material has and/or that an activity or industrial process has.

**HAZARDOUS MATERIAL:** A chemical or substance that is regulated by the U.S. Department of Transportation (DOT) because of its inherent nature of being harmful to the public health and/or the environment. DOT regulates interstate and intrastate commercial transport of these materials.

**HAZARDOUS SUBSTANCE:** A chemical or material that is regulated by the EPA and/or OSHA because of its inherent nature of being harmful to humans and/or the environment.

**HAZWOPER:** An OSHA standard 29CFR1910.120 that was required by SARA. It stands for “Hazardous Waste Operations and Emergency Response”.

**HOT ZONE:** Represents the area with the greatest degree of threat to individuals working in that area and requires the highest level of personal protection equipment. This area has to be clearly marked with banner tape or a satisfactory substitute to indicate to workers the high potential for exposure and thus the greatest level of personal protection.

**INCIDENT ACTION PLAN:** The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions, and supporting information for the next on-scene operational period. The plan may be oral or written.

**INCIDENT COMMAND POST (ICP):** The location at which the primary command functions are executed. The ICP may be collocated in the cold zone with the incident base or other incident facilities.

**INCIDENT COMMANDER:** The individual responsible for the command of all functions at the field or on-scene response level related to the management of the emergency event.

**INCIDENT COMMAND SYSTEM (ICS):** An organized, coordinated approach to the control and management of emergency response operations at the scene of an emergency event.

**LEPC:** An abbreviation for a “Local Emergency Planning Committee” that has been required by EPA regulations and by SARA Title III. It is the local community’s committee that the State has established that is used to develop and maintain an emergency response plan covering all types of emergencies that may occur in the community.

**LIAISON OFFICER:** A governmental agency official sent to another agency or organization to facilitate interagency communications and coordination.

**NATIONAL CONTINGENCY PLAN (NCP):** The general overall emergency planning document that is to be used by the Federal agencies of the executive branch in assisting the states with handling emergency incidents that occur within the United States or on its borders. The National Response Team makes up the membership of the Federal agencies that have a role to play in the NCP, and they have created the Federal Regional Response Teams that are located in the Federal regional cities so designated.

**NATIONAL RESPONSE CENTER (NRC):** A U.S. Coast Guard-operated communications center that is located in Washington, D.C. It is the location that all inadvertent or accidental spills or releases of reportable quantities or more are to be reported, and it is manned 24 hours a day, seven days a week.

**NATIONAL RESPONSE TEAM (NRT):** Federal cabinet level agencies and selected independent Federal agencies within the Federal government that are involved in assisting in the handling of emergency responses to incidents or assisting the states with handling emergency incidents. The NRT is co-chaired by EPA and the U.S. Coast Guard.

**NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK (NAERG 2000):** It was developed jointly by the U.S. Department of Transportation (DOT), Transport Canada (TC), and the Secretariat of Communications and Transportation of Mexico (SCT) for use by fire fighters, police, and other emergency services personnel who may be the first to arrive at the scene of a transportation incident involving a hazardous material. It is primarily a guide to aid first responders in (1) quickly identifying the specific or generic classification of the material(s) involved in the incident, and (2) protecting themselves and the general public during this initial response phase of the incident. The NAERG2000 is updated every three years.

**REGIONAL RESPONSE TEAM (RRT):** The United States is divided into 10 Federal regions and each has a response team made up of members from the same Federal agencies that make up the NRT. The RRT interfaces with the states within its region and provides support to the state and local community emergency planning and response efforts.

**RISK ANALYSIS:** A process or methodology used to evaluate the potential harm that may be caused by the inadvertent or purposeful release of a hazardous substance or material outside of its containment. The harm may be to humans, property and/or the environment and determined by and ranked by the use of probabilities.

**RISK ASSESSMENT (sometimes RISK ANALYSIS):** The process of determining the nature and scale of the losses or potential losses (due to catastrophes or disasters) that can be anticipated in particular areas during a specified time period. Risk assessment involves an analysis and combination of both theoretical and empirical data concerning the probabilities of known hazards of particular force or intensities occurring in each area ("hazard mapping"); and the losses (both physical and functional) expected to result from each element at risk in each area from the impact of each potential disaster hazard ("vulnerability analysis and expected loss estimation").

**SAFETY OFFICER:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations at the scene of the emergency, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**SHELTERING IN PLACE:** This is the means of protecting the public by asking them to stay indoors in their homes and businesses until the danger of a harmful gas cloud or other hazard has been determined to have left the area. This determination of when the danger is over is to be made by local authorities in charge of the emergency response efforts.

**STAGING AREA:** The locations set up at an incident scene where resources can be placed while awaiting a tactical assignment. It is also the location where incident personnel and equipment are assigned on a three (3) minute available status or immediate deployment to an operational site within the disaster area.

**STATE EMERGENCY OPERATIONS PLAN (also State Emergency Response Plan):** A State plan which is designated specifically for State-level response to emergencies or major

disasters and which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

**SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA):** This law required among other things the local emergency response planning efforts in every state through its Title III “Emergency Planning and Community Right to Know Act” of SARA.

**TECHNICAL SPECIALISTS:** Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental or medical concerns, resource use, industrial processes, hazardous chemicals, and training areas.

**TERMINATION PROCEDURES:** The part of the ICS in which staff and responders are involved in the preparation of records and documenting the on-scene management decisions, hazard concerns on the scene, and the critique results and discussions. Termination is divided into three phases: debriefing the response staff, post-incident analysis and the critiquing of the emergency incident.

**TERRORISM:** The calculated use of violence or the threat of violence to attain goals that are political, religious, or ideological in nature. This can be done through intimidation, coercion, and use of violence or instilling fear. Terrorism includes a criminal act against persons or property that is intended to influence an audience beyond the immediate victims.

**UNIFIED COMMAND:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability. Typically ICS is used in the early stages of an incident, but if it grows substantially larger then the unified command is created at the top to manage the overall incident.

**VULNERABILITY ANALYSIS (or assessment):** The process of estimating the vulnerability to potential disaster hazards of specified elements at risk. For engineering purposes, vulnerability analysis involves the analysis of theoretical and empirical data concerning the effects of particular phenomena on particular types of structures. For more general socioeconomic purposes, it involves consideration of all significant elements in society, including physical, social and economic considerations (both short- and long-term), and the extent to which essential services (and traditional and local coping mechanisms) are able to continue functioning.

**WARM ZONE:** Represents an area of less potential for contaminant exposure to workers and is the zone that contains the decontamination area. The decontamination activity is located on the upwind and upgrade side and extends from the hot zone to the cold zone. This area may also be used to support the responders with miscellaneous equipment needs such as changing air bottles and replacing worn or damaged PPE. Exiting from the hot zone will be accomplished by going through the decontamination steps.

## TRAINING COURSES BY OFFERING AGENCY

| COURSE BY LEVEL | AGENCY/<br>ORGANIZATION |
|-----------------|-------------------------|
|-----------------|-------------------------|

| AWARENESS - Awareness   | AGENCY/<br>ORGANIZATION |
|---|-------------------------|
| Emergency Response to Terrorism: Basic Concepts (ERT: BC)                         | NFA & DOJ/ODP           |
| ERT: BC Train-the-Trainer   | NFA & DOJ/ODP           |
| IEMC/Consequence of Terrorism   | EMI                     |
| CSEPP Chemical Awareness  | EMI (CSEPP)             |
| Law Enforcement Response to WMD Incidents   | DOJ/ODP                 |
| Law Enforcement Response to WMD Incidents Train-the-Trainer                       | DOJ/ODP                 |
| Sheriff's Basic WMD Awareness Course  | DOJODP                  |
| Hospital Emergency Management: Concepts and Implications of WMD Incidents         | DOJ/ODP & HHS           |
| The Bioterrorism Preparedness and Response - National Public Health Training Plan | CDC                     |

| PERFORMANCE - Operations  | AGENCY/<br>ORGANIZATION |
|---|-------------------------|
| ERT: Tactical Considerations - Hazardous Materials (ERT: TC-HM)         | NFA                     |
| ERT: Tactical Considerations - Emergency Medical Services (ERT: TC-EMS) | NFA                     |
| ERT: Tactical Considerations - Company Officer (ERT: TC-CO)             | NFA                     |
| ERT: Job Aid  | NFA                     |
| IEMC/Hazardous Materials: Preparedness and Response                     | EMI                     |
| Radiological Emergency Response Operations (RERO)                       | EMI                     |
| Advanced Public Information Officers                                    | EMI                     |
| Incident Response to Terrorist Bombings                                 | DOJ/ODP                 |
| Emergency response to Terrorism: Operations                             | DOJ/ODP                 |
| Chemical Protective Clothing Course                                     | DOJ/ODP                 |
| Emergency Response to Domestic Biological Incidents                     | DOJ/ODP &               |
| EMS Operations and Planning for WMD                                     | HHS/FBI/CDC             |
| Operations - WMD/Crime Scene Management *                               | DOJ/ODP                 |
| Responder Operations Radiological/Nuclear Agents Course                 | DOJ/ODP & FBI           |
| Public Works for WMD Operations   | DOJ/ODP                 |
| WMD HazMat Tactical Operations *  | DOJ/ODP & FBI           |

**PERFORMANCE - Technician**

|   |               |
|---|---------------|
| Advanced Radiological Incident Operations (ARIO)  | EMI           |
| WMD Hazardous Materials Technician  | DOJ/ODP       |
| Advanced Radiological/Nuclear Agents Course   | DOJ/ODP       |
| Domestic Preparedness Equipment Technical Assistance Program  | DOJ/ODP       |
| Technician - WMD/HazMat Evidence Collection *   | DOJ/ODP & FBI |
| Laboratory Training for Public Health and Clinical Laboratories   | CDC           |
| Hazardous Devices School - EOD/Bomb Technicians   | FBI           |
| ERT: Advanced Tactical Management: Mass Decon/Patient Mgmt  | NFA           |
| ACT FAST (Agent Characterization and Toxicity First Aid and Special Treatment)  | EMI (CSEPP)   |
| Hospital Emergency Department Management of Hazardous Materials Accidents   | EMI           |
| Fundamentals Course for Radiological Response   | EMI           |
| Radiological Series Train-the-Trainer   | EMI           |
| Radiological Emergency Response Operations (RERO)   | EMI           |
| RADWORKER 1   | DOE           |
| Handling of Radiological Accidents by Emergency Personnel   | DOE           |
| Health Physics in Radiological Accidents  | DOE           |
| Medical Planning & Care in Radiological Accidents   | DOE           |
| Modular Emergency Response Radiation Transportation Training Blocks   | DOE           |
| <b>Block 1A:</b> First Responders at the Scene of a transportation Incident Involving Radiological Materials                        | DOE           |
| <b>Block 1B:</b> First Responders Entering Transportation Incident Scene Involving Radiological Materials to Perform Rescue Only    | DOE           |
| <b>Block 2A:</b> First Responders Enter Transportation Incident Scene Involving Radiological Materials to Take Defensive Action     | DOE           |
| <b>Block 2B:</b> First Responders Entering Transportation Incident Scene Involving Radiological Materials and do Gross Monitoring   | DOE           |
| <b>Block 3A:</b> First Responders Entering Transportation Incident Scene Involving Radiological Materials to take Offensive Actions | DOE           |
| <b>Block 3B:</b> Responders on the Offense-Entering Transportation Incident Scene Involving Radiological Materials                  | DOE           |
| <b>Block 4:</b> Incident Command of Transportation Incident Involving Radiological Materials  | DOE           |

**PLANNING/MANAGEMENT/COMMAND**

|  |         |
|--|---------|
| ERT: Strategic Considerations for Command Officers (ERT: IC-SCCO)  | NFA     |
| ERT: Incident Management (ERT: IM)   | NFA     |
| ERT: Advanced Tactical Management of WMD *   | NFA     |
| (Consists of 3 stand-alone modules: Unified Command, Mass Patient Management, and Tactical Information Management) | NFA     |
| IEMC/All Hazards: Preparedness and Response  | EMI/NFA |
| IEMC/All Hazards: Recovery and Mitigation  | EMI     |



**PLANNING/MANAGEMENT/COMMAND (Continued)**

|  |                   |
|--|-------------------|
| Radiological Emergency Preparedness (REP) Planning                       | EMI               |
| Recovery from Disaster   | EMI               |
| Exercise Development   | DOJ/ODP & EMI/DOE |
| WMD Incident Command   | DOJ/ODP           |
| WMD Incident Management/Unified Command                                  | DOJ/ODP           |
| Senior Officials' Workshop   | DOJ/ODP           |
| Mayor's Executive Seminar  | DOJ/ODP           |
| Threat and Risk Assessment - Jurisdiction                                | DOJ/ODP           |
| Terrorism Annex Planning Course  | EMI               |
| Integrated Emergency Management Course (IEMC): Consequences of Terrorism | EMI               |
| IEMC/Hazardous Materials: Preparedness and Response                      | EMI               |
| Exercise Design  | EMI               |
| Exercise Evaluation  | EMI               |
| Emergency Response to Criminal and terrorist Incidents                   | EMI               |
| Senior Officials Workshop on Terrorism                                   | EMI               |
| Weapons of Mass Destruction: Nuclear Scenario                            | EMI               |
| Weapons of Mass Destruction: Radiological Scenario                       | EMI               |
| Weapons of Mass Destruction: Chemical--Sarin Scenario                    | EMI               |
| Weapons of Mass Destruction: Chemical--Vx Scenario                       | EMI               |
| Weapons of Mass Destruction: Biological--Anthrax Scenario                | EMI               |

**VIDEOS**

|  |         |
|--|---------|
| Surviving Weapons of Mass Destruction  | DOJ/ODP |
| Weapons of Mass Destruction and the First Responder  | DOJ/ODP |
| Surviving the Secondary Device: The Rules Have Changed   | DOJ/ODP |
| Responding to a WMD/HazMat Crime Scene *   | DOJ/ODP |
| Using the ICS in a WMD Incident *  | DOJ/ODP |
| Unified Command in a WMD Incident *  | DOJ/ODP |
| Satellite course developed with USAMRIID on bioterrorism. Broadcasted September 1999 and 2000. | HHS/DOD |

**DISTANCE LEARNING**

ERT: Self-Study (ERT:SS) - Internet  
Incident Command System Self-Study

NFA & DOJ/ODP  
NFA

**DISTANCE LEARNING (Continued)**

|   |         |
|---|---------|
| First Responder HazMat/WMD Operations   | NFA     |
| Radiological Emergency Management   | EMI     |
| Radiological Emergency Response   | EMI     |
| Refresher Course for Radiological Response  | EMI     |
| Orientation of Hazardous Materials for Medical Personnel  | EMI     |
| Terrorism Awareness for Emergency First Responders - Internet   | DOJ/ODP |
| Emergency Medical Service * - Internet  | DOJ/ODP |
| WMD Awareness for Public Works - Internet   | DOJ/ODP |
| The Public Health Training Network - Internet   | DOJ/ODP |
| (Offering distance learning to the public health community <a href="http://www.cdc.gov/phtm/">http://www.cdc.gov/phtm/</a> )                                |         |
| Live streaming videos managed by CDC - on website ( <a href="http://www.bt.cdc.gov/learningresources.asp">http://www.bt.cdc.gov/learningresources.asp</a> ) |         |
| BTtv - advertisement and promotion of live streaming video courses sponsored by CDC concerning bioterrorism   | CDC     |

**HIGHER EDUCATION**

|                                    |     |
|------------------------------------|-----|
| Terrorism and Emergency Management | EMI |
|------------------------------------|-----|

\* Course still in development