



Training Solutions, Delivered!

HAZWOPER: The Emergency Response Plan

**Leader's Guide, Fact Sheet
& Quiz**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5127 HAZWOPER: The Emergency Response Plan FACT SHEET

LENGTH: 15 MINUTES

PROGRAM SYNOPSIS:

Hazardous materials and waste are a part of many work situations and can be found in many types of facilities and job sites. It is very important for employees to know how to recognize these potentially dangerous substances, and how to handle and dispose of them properly. In 1976, the EPA issued the Resource Conservation and Recovery Act (RCRA) to regulate the handling of hazardous waste "from cradle to grave". Since then, other regulations have followed, including OSHA's Interim Final Rule for Hazardous Waste Operations and Emergency Response (HAZWOPER) that gave OSHA the task of protecting HAZMAT workers. As part of these HAZWOPER regulations, there are varying requirements for employee training, depending on the employee's specific level of involvement with hazardous materials. This program will help employees understand how having an emergency response plan is critical to working safely around hazardous materials as well as what roles people will take on and what types of procedures will be followed if an emergency does occur.

Topics include the responsibilities of the chain of command members in a HAZMAT incident, communication between chain members, personal protective equipment, safe work practices and employee training.

PROGRAM OBJECTIVES:

After watching the program, the viewer should:

- Know what an emergency response plan contains.
- Understand the importance of communication during an emergency.
- Understand the responsibilities of everyone who is involved in a hazardous material incident.
- Know what will be happening around them during an emergency.
- Be prepared to use proper PPE and safe work practices when responding to a hazardous materials emergency.

PROGRAM OUTLINE

INTRODUCTION

- **The "ER" at the end of HAZWOPER is particularly important because it represents one of the most dangerous HAZMAT situations you can encounter: emergency response.**
 - This is a job that requires a lot of planning.
- **Sirens blare, smoke rises, people scatter, yet somehow, it seems unreal.**
 - This is how hazardous materials emergencies appear to many of us when we see them on television.
 - But no matter how they look on the small screen, it's nothing compared to what a HAZMAT incident is like when it happens at your facility.
- **When you face a chemical emergency, you are dealing with an event that could quickly grow out of control, threatening the entire area, including surrounding communities.**
- **No one ever knows when a crisis will occur.**
 - But that doesn't mean that your company is helpless.
 - You can prepare for emergencies by having a written plan of action: an "Emergency Response Plan."
- **In fact, the Occupational Safety and Health Administration (OSHA) feels that this is so important that they require all employers who deal with hazardous materials to have one of these plans.**
 - An emergency response plan helps emergency responders to prepare for hazardous chemical accidents before they occur.

PURPOSE OF THE EMERGENCY RESPONSE PLAN

- **The plan has two primary functions:**
 - It is a reference to be consulted during an incident.
 - It is a training tool for emergency responders.
- **These two functions support the major purpose of the plan, which is to mentally prepare all responders for a crisis before one takes place.**
- **Every chemical crisis is unique, and unexpected.**
 - Even so, these situations often follow certain patterns and usually have a number of elements in common.
 - An emergency response plan educates workers in how to recognize these patterns and how to react to them effectively.
- **Like the emergencies they document, emergency response plans come in many forms.**

- The plans vary from facility to facility, depending upon specific needs.
- Still, all of the plans have the same general contents.

CHAIN OF COMMAND

- **For example, every emergency response plan contains information on the "chain of command."**
 - This details who is responsible for the various phases of emergency response.
- **Let's take a look at a typical chain of command.**
 - Not only will it show us who reports to whom, it will give us a glimpse of a lot of the other things that the plan addresses.
- **At the top of the chain of command is the "Incident Commander."**
 - This person is responsible for the entire emergency response operation.

THE INCIDENT COMMANDER

- **The Incident Commander has the ultimate responsibility for bringing the event under control, including the containment and cleanup of the hazardous substance.**
 - Every emergency responder answers to this person.
- **Perhaps the most important job that the Incident Commander performs, however, involves the surrounding community.**
 - For instance, the commander needs to make sure that the community is never cut off from the outside world by the emergency.
 - If a one-way street or tunnel is blocked, the incident commander may have to designate alternative routes if an evacuation is necessary.
- **The commander may need to act as a "rumor-control" officer, as well.**
 - He or she can provide the public with timely, accurate information on the incident to prevent misinformation from causing a panic.
- **To ensure that both internal and external responders will work together smoothly during an incident, the commander also needs a good working relationship with the local fire department.**
- **While the incident commander has the position of greatest power, responsibility, and complexity, without reliable information on the released material, the commander is helpless.**
 - Unless there is a solid understanding of the chemicals involved, the incident site cannot even be approached safely.
 - Under these conditions, no cleanup operations would be possible.

THE HAZARDOUS MATERIALS SPECIALIST

- **This is where a "Hazardous Materials Specialist" comes in.**
 - The emergency response plan assigns this person the job of determining what kinds of chemicals are on-site, and how they may be involved in the emergency situation.
- **This HAZMAT Specialist ranks directly below the incident commander in authority. He or she is responsible for:**
 - **Finding out what the released substance is.**
 - Determining what precautions should be taken when working around it.
- **Hazardous Materials Specialists are chemical experts who must convey what they know to their incident commander in a clear, concise way.**
 - This helps the incident commander make the right decisions.

HAZARDOUS MATERIALS TECHNICIANS

- **"Hazardous Materials Technicians" are next in the chain of command.**
 - They are in charge of neutralizing or removing the released material.
 - HAZMAT Technicians must wear the PPE that is required by the emergency response plan.
 - They must use methods that are specified by the HAZMAT Specialists to contain and then clean up the substance.

FIRST RESPONDER: OPERATIONS LEVEL

- **The plan also lists the procedures that should be used to make sure that unauthorized people do not enter any contaminated areas.**
 - This is the job of workers on the "First Responder: Operations" level.
 - These people are in charge of sealing off contaminated areas as well as making sure that any spills are contained by means of pillows or dikes.

FIRST RESPONDER: AWARENESS LEVEL

- **Last in the chain of command are employees on the "First Responder: Awareness" level.**
 - These people are responsible for notifying management that an incident has taken place.
 - While they are not trained to participate in actually containing or cleaning up a spill, they are often the first people on the scene.
 - It is important that the plan tells them who to report an incident to.

COMMUNICATION BETWEEN CHAIN OF COMMAND MEMBERS

- **Although each link in the chain of command performs functions which require very specific training, everyone in the chain must be able to communicate with each other.**
 - This is essential if the chain is to function effectively.
 - People at all levels play an important part in the emergency response process.
- **For instance, some communications procedures, such as the "buddy system", are directly linked to safety considerations.**
 - Whenever responders need to go into a contaminated area, OSHA requires that at least two workers enter the site at the same time.
 - This way, if one of the workers is overcome, the other can report back to their base via radio for help.
 - The unaffected worker may only try to help the other person if they can do so in absolute safety.
 - The main function that the "buddy" performs is communicating that a problem exists.
- **Other communications issues that are addressed in an emergency response plan include:**
 - Knowing who to call during an emergency.
 - When to sound alarms.
 - Making sure that responders are familiar with evacuation routes.

PERSONAL PROTECTIVE EQUIPMENT

- **In addition to defining the chain of command and addressing communications procedures, the emergency response plan also outlines what personal protective equipment should be worn during various types of emergencies.**
 - The type of PPE that is necessary generally depends upon the nature and quantity of the chemicals that have been released.
- **Combinations of PPE that are used when dealing with chemical releases are grouped into four levels:**
 - Level A.
 - Level B.
 - Level C.
 - Level D.
- **Level A PPE provides the greatest amount of protection.**
 - It is used in places where the most severe skin, respiratory, and eye hazards are encountered.
 - Typically Level A PPE consists of an air-supplying respirator and a totally-encapsulating chemical-protective suit.
- **Level B PPE is used in places that present fewer skin hazards than Level A environments do, but an equal number of respiratory hazards.**
- **Level C PPE provides respiratory protection through the use of air-purifying respirators (APRs), which filter contaminants out of the air before they can be inhaled.**
- **Level D personal protective equipment provides the least amount of protection.**
 - It shields you from "nuisance contamination," such as materials that might stain your clothes.
 - It is simply a work uniform and must never be used on any site where respiratory or skin hazards exist.

SAFE WORK PRACTICES

- **But the use of PPE isn't the only preventative measure that the emergency response plan discusses.**
 - The plan also covers procedures, the actions that you must take during an emergency to stay safe while you bring the situation under control.
 - These are called "safe work practices."
- **Safe work practices typically include:**
 - Sealing off the emergency area to limit access to the spill.
 - Monitoring the release site for airborne impurities.
 - Decontaminating any equipment or personnel that are leaving the contaminated area.

EMPLOYEE TRAINING

- **The best way to learn about these and other safe work practices is through comprehensive training.**
 - OSHA requires each emergency responder to receive the training specific to his or her chain of command level.
 - Additionally, every responder must go through "refresher" training at least once a year.
- **Training must include practice sessions and drills.**
 - This lets everyone "try out" the procedures set out in the emergency response plan.
 - During this process, emergencies involving a range of chemicals, in a number of different environments, are simulated.
- **As part of the drills, trainers will often change the scenarios unexpectedly, such as introducing a medical emergency.**
 - This is done to keep responders on their toes and get them to expect the unexpected.
- **In some facilities, HAZMAT training also includes familiarizing workers with the mental challenges they may face when they are working in emergency response situations.**

- This might address the need to stay focused over an extended period of time, or how to deal with seeing people who have been severely injured.
- Mental preparedness is often the key to a successful emergency response operation.
- In fact, many experts say that what goes on in the minds of employees is the most crucial part of responding to an incident.
- **And that's really what an emergency response plan is all about—preparing people to face one of the most unpredictable foes anyone ever confronted: a HAZMAT incident.**

HAZWOPER: The Emergency Response Plan

ANSWERS TO THE REVIEW QUIZ

1. b

2. c

3. a

4. a

5. d

6. b

7. a

**HAZWOPER: The Emergency Response Plan
REVIEW QUIZ**

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. With proper planning, any emergency can be prevented.
 - a. True
 - b. False

2. Which of the following is the primary use of an emergency response plan?
 - a. A reference to be consulted during an incident
 - b. A training tool for emergency responders
 - c. Both of the above

3. While every chemical crisis is unique, they often follow certain patterns.
 - a. True
 - b. False

4. One of the responsibilities of an Incident Commander is to make sure that the surrounding community is never cut off from the outside world.
 - a. True
 - b. False

5. Which of the following are addressed in an emergency response plan?
 - a. Who to call during an emergency
 - b. When to sound alarms
 - c. Ensuring that responders know evacuation routes
 - d. All of the above

6. Most emergency response training does NOT include practice sessions and drills.
 - a. True
 - b. False

7. Mental preparedness is often the key to a successful emergency response operation.
 - a. True
 - b. False