



Wagner-Meinert, Inc.

Engineers - Contractors
Fort Wayne, Indiana

EMERGENCY RESPONSE

**INCIDENT COMMANDER
CHECKLIST**

INITIAL INFORMATION			
Date	Incident Number		
What happened?	Wind Direction		
	Outside air temperature		
	Temp. in the area of the spill		
When did it happen?			
Where did it happen?			
Who reported it?			
For any of the following questions answered "No", list the planned action items below.			
Has the area been evacuated?	Yes	No	Time
If evacuated, have all employees been accounted for?	Yes	No	Time
Has facility management been notified?	Yes	No	Time
Has Corporate Offices been notified?	Yes	No	Time
Has the Fire Department been notified?	Yes	No	Time
Has the Police Department been notified?	Yes	No	Time
Has LEPC been notified?	Yes	No	Time
Has the National Response Center been notified?	Yes	No	Time
Were there any injuries?	Yes	No	

Are there medical personnel at the site?	Yes	No
What type of chemical has been spilled?		
What types of chemicals are in the area?		
Any physical hazards in the area?		
Are 6 Additional Team members available (4 must be ERT trained)		
What has been done so far?		

ACTION ITEMS:

SIZE UP

On a drawing of the area indicate the following:

1. Probable spill location.
2. Safest point of entry.
3. Routes of exit once inside.
4. Delineate the hot zone.
5. Locate the command post.
6. Locate decontamination areas.

ACTION

Verify that the following actions are being handled.

1. (IC) Assign all Emergency Response Officer Positions.
2. (DECON) Establish a Decontamination Area
3. (Security) Secure the property.
4. (IC) Formulate a plan for the activities utilizing the priorities from the plan.
5. (OPS) Move equipment to the cold zone. This includes all Self-Contained Breathing Apparatus, encapsulated suits, ropes, flashlights, drinking liquids, materials for decontamination, fans, first aid supplies, ladders, tools, etc.
- 6.. (OPS) Equip two responders with self-contained breathing apparatus, level "A" Suits, if needed, and sampling equipment and have the responders take a sample just inside the doorway to the spill area. Prior to entry decon personnel wearing PPE not less than one level of that worn by the entry team must set-up and ready to deacon. Two backup responders must be suited and ready to make an entry or an emergency response prior to entry. Entry teams are not to enter a hazardous area until authorized by the incident commander and cleared medically by the safety officer.
7. (Safety) Based on the reading, the type of protective clothing that is required can be determined. (If the chemical is harmful to the skin, chemical suit protection is required.)
8. (Safety) If the reading is less than 10% of the LEL for that chemical (in the case of ammonia this will be 15,000 PPM), the two responders can enter and search for missing personnel or secure the spill or leak. Readings should be taken every 20 - 50 feet and if at any time the readings approach 10% of the LEL, the responders are to exit immediately.
9. (OPS) Equip a fire department responder have him stay at the edge of the hot zone and man the rope attached to one of the two responders.
10. (IC) Confirm ventilation has automatically started. If it is a ventilated area.
11. (OPS) After the spill site has been secured, the responders will exit and go to the decontamination area.

POST OPERATIONS

Time leak was secured:

Estimated duration of release:

Time building was safe to re-enter:

Decontamination:

Time complete:

Method of disposal of contaminated water:

Equipment cleaned and stored:

Self-Contained Breathing Apparatus:

 Bottles refilled:

 Cleaned and disinfected:

 Stored properly:

Calculate the amount of chemical lost, and if above reportable quantities, make the suitable reports.

Have each member of the response team write a short report of his actions during the emergency.

Conduct a critique of the operation.

CLEAN-UP

Determine the chemical concentration remaining. This is done by sampling.

Use one or all of the three methods for elimination of the contamination.

Ventilation

 Absorption

 Neutralization

 Dilution

(Operations) LOG OF EMERGENCY RESPONDERS:

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

Name: _____ Time Entry: _____

Time Exit: _____

ASSIGNMENT SHEET INCIDENT COMMAND SYSTEM

Incident Commander: _____

Operations Officer: _____

Security Officer: _____

Decontamination Officer: _____

Safety Officer: _____

Responder #1: _____ Employer: _____

Responder #2: _____ Employer: _____

Responder #3: _____ Employer: _____

Responder #4: _____ Employer: _____

Responder #5: _____ Employer: _____

Responder #6: _____ Employer: _____

Responder #7: _____ Employer: _____

Responder #8: _____ Employer: _____

Responder #9: _____ Employer: _____

Responder #10: _____ Employer: _____

Decontamination #1: _____ Employer: _____

Decontamination #2: _____ Employer: _____

Decontamination #3: _____ Employer: _____

Decontamination #4: _____ Employer: _____

Reporter: _____

First Aid #1: _____ Employer: _____

First Aid #2: _____ Employer: _____