

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station A – Analyzing the Incident	Test Date:	Candidate #:
Reference NFPA 472, Chapter 8 – 2013 Edition Objective 8.1.2.2 (1-3), 8.2.1.2, 8.2.2, 8.3.1, 8.3.2, 8.3.4.4, 8.3.4.5, 8.3.4.5.1, 8.3.4.5.2, 8.3.4.5.3, 8.3.4.5.4, 8.3.4.5.5	Test Site:	

Directions: Using a provided scenario or description of an incident, assume the role of the initial arriving Incident Commander, conduct a size-up, collect and interpret hazard specific data, and complete a tactical worksheet, ICS Form 201 or agency specific form showing the following:

- Initial response organization
- Command, general staff and subordinate organizational elements required to manage the incident
- Local, state, or federal agencies that may be involved in the response
- Private or non-governmental agencies that may be involved in the response
- Numbers and types of resources required
- Initial response objectives/activities

Performance Outcome: Pass/fail will be determined by 12 out of 12 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Uses information provided to begin size-up				
2.	Identifies any additional information/data needed for size-up				
3.	Uses hazard specific reference material as appropriate* a. Hazardous materials databases b. Monitoring equipment c. Reference manuals d. Technical information centers e. Technical information specialist				
4.	Collects and interprets hazard specific data appropriately				
5.	Determines incident complexity and estimates likely harm/outcome a. Estimating outcomes b. Predicting areas of potential harm				
6.	Implements the Incident Command System (ICS)				
7.	Lists types and numbers of resources required				
8.	Organization developed assures appropriate span of control				
9.	Lists other agencies that may be involved in the response (local, state) a. Obtaining local weather conditions				
10.	Lists initial response objectives/activities appropriate to the scenario				
11.	Selects appropriate PPE				
12.	Public Information Officer (PIO) function staffed appropriately				
13.	Response operations identified are within capabilities and competencies of available personnel, PPE and equipment, and do not violate any established safety norms				

PASS ____	PASS ____
FAIL ____	FAIL ____

**HAZARDOUS MATERIALS INCIDENT COMMANDER
SKILL PERFORMANCE CHECKLIST**



Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

**** Resources utilized for chemical reference need to be from other than the DOT Emergency Response Guidebook or an Materials Safety Data Sheet (MSDS).***

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station B – Planning the Response	Test Date:	Candidate #:
Reference NFPA 472, Chapter 8 – 2013 Edition Objective 8.1.2.2 (1-3), 8.2.1.1, 8.2.1.2, 8.3.2, 8.3.3, 8.3.4.4, 8.3.4.5, 8.3.4.5.1, 8.3.4.5.2, 8.3.4.5.3, 8.3.4.5.4, 8.3.4.5.5	Test Site:	

Directions: Using a provided scenario or description of an incident, develop an Incident Action Plan (IAP)/site safety plan (ICS Form 208 – HM or similar) which outlines potential response options in accordance with the capabilities of equipment and personnel, and approve the level of Personal Protective Equipment (PPE) for the given scenario/incident description.

Performance Outcome: Pass/fail will be determined by 9 out of 9 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Interprets scenario/incident information appropriately				
2.	Determines response objectives, options and control techniques				
3.	Identifies chemicals/agents involved (if applicable)				
4.	Collects chemical data using appropriate resources as necessary*				
5.	Determines compatibility of Personal Protective Equipment (PPE) ensemble				
6.	Selects and approves appropriate level of Personal Protective Equipment (PPE) for response options selected				
7.	Develops Incident Action Plan (IAP)/site safety plan in accordance with emergency response plan or Standard Operations Procedures/Guidelines (SOP's/SOG's)				
8.	Incident Action Plan (IAP) and site safety plan are complete and contain all essential information				
9.	Response options identified and site safety plan is within capabilities and competencies of available personnel, PPE and equipment, and does not violate any established safety norms				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

*** Resources utilized for chemical reference need to be from other than the DOT Emergency Response Guidebook or an Materials Safety Data Sheet (MSDS).**

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station C – Implementing the Planned Response	Test Date:	Candidate #:
Reference NFPA 472, Chapter 8 – 2013 Edition Objective 8.3.4, 8.3.4.1, 8.3.4.3, 8.4.1, 8.4.2, 8.4.3, 8.3.4.5.1, 8.3.4.5.2, 8.3.4.5.3, 8.3.4.4, 8.3.4.5, 8.3.4.5.4, 8.3.4.5.5	Test Site:	

Directions: Using a provided scenario or description of an incident, complete the following tasks:

- Develop an ICS organizational chart for the scenario/incident
- List the roles and functions of the various organizational elements identified
- Complete an ICS Form 201 outlining the initial response organization, resources required and response objectives/activities
- Complete an ICS Form 202 listing the incident objectives
- Complete an ICS Form 208 – HM Site Safety Plan

Performance Outcome: Pass/fail will be determined by 11 out of 11 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Interprets scenario/incident information appropriately				
2.	Develops appropriate ICS organizational structure to manage incident				
3.	ICS organizational structure does not exceed span of control				
4.	Public Information Officer (PIO) function staffed appropriately				
5.	Roles and functions of the various organizational elements identified				
6.	Completes ICS Form 201 outlining initial response organization, resources required and response objectives/activities				
7.	Completes ICS Form 202 outlining initial incident objectives				
8.	Completes chemical research to determine appropriate level of PPE and develops site safety plan				
9.	Selects and approves appropriate level of PPE given scenario/incident information and response options identified				
10.	Completes ICS Form 208 – HM site safety plan or similar				
11.	Incident Action Plan (IAP) and site safety plan are within capabilities and competencies of available personnel, PPE and equipment, and do not violate any established safety norms				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station D – Evaluating Progress	Test Date:	Candidate #:
Reference NFPA 472, Chapter 8 – 2013 Edition Objective 8.5.1, 8.3.4.4	Test Site:	

Directions: Using a provided scenario or description of an incident and updated information, evaluate the progress of the incident action plan, determine the effectiveness of the plan, and make modifications to the incident action plan as necessary to achieve incident objectives.

Performance Outcome: Pass/fail will be determined by 6 out of 6 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Reviews updated information accordingly				
2.	Correctly interprets scenario information				
3.	Determines effectiveness of current response options to include: <ul style="list-style-type: none"> • Control , containment and confinement operations • Decontamination process • Established control zones • Personnel use • Personal Protective Equipment (PPE) 				
4.	Identifies deviations from expected/anticipated outcomes				
5.	Modifies incident action plan as necessary to achieve objectives				
6.	Provides for ongoing assessment of situation				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station E – Terminating the Incident: Transfer of Command	Test Date:	Candidate #:
Reference NFPA 472, Chapter 8 – 2013 Edition Objective 8.6.1, 8.5.2	Test Site:	

Directions: Using a provided scenario or description of an incident demonstrate the transfer of command and control of the incident.

Performance Outcome: Pass/fail will be determined by 6 out of 9 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Review current situation status				
2.	Review incident objectives/activities and priorities				
3.	Review current organizational structure				
4.	Review current resource assignments				
5.	Review resources ordered and en route				
6.	Review location of incident facilities (command post, staging areas)				
7.	Review current incident communications plan				
8.	Review incident prognosis, concerns or other issues				
9.	Introduce command and general staff members				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station F – Terminating the Incident: Conducting a Debriefing	Test Date:	Candidate #:
Reference NFPA472, Chapter 8 – 2013 Edition Objective 8.6.2, 8.6.1	Test Site:	

Directions: Using a provided scenario or description of an incident work as a member of a team or small group and conduct a debriefing of the incident.

Performance Outcome: Pass/fail will be determined by 6 out of 8 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Exposure and health information reviewed				
2.	Equipment and apparatus use and exposure reviewed				
3.	Equipment requiring decontamination, servicing, repair or replacement identified				
4.	Follow-up contact person and procedure identified				
5.	Problems requiring immediate action identified				
6.	Identify unsafe site conditions that will impact the clean-up and recovery phase				
7.	Assign information gathering responsibilities for post incident analysis and critique				
8.	Assess the need for critical incident stress debriefing				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

HAZARDOUS MATERIALS INCIDENT COMMANDER SKILL PERFORMANCE CHECKLIST



Station G – Terminating the Incident: Conducting a Critique	Test Date:	Candidate #:
Reference NFPA472, Chapter 8 – 2013 Edition Objective 8.6.3	Test Site:	

Directions: Using a provided scenario or description of an incident work as a member of a team or small group and conduct a critique of the incident.

Performance Outcome: Pass/fail will be determined by 4 out of 6 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Agenda established				
2.	Ground rules identified and communicated to participants				
3.	All aspects of incident/response reviewed				
4.	All participants actively participate				
5.	Recommendations for corrective actions captured				
6.	Important observations and conclusions summarized				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

**HAZARDOUS MATERIALS INCIDENT COMMANDER
SKILL PERFORMANCE CHECKLIST**



Station H – Terminating the Incident: Reporting and Documenting the Hazardous Materials/WMD Incident	Test Date:	Candidate #:
Reference NFPA472, Chapter 8 – 2013 Edition Objective 8.6.4	Test Site:	

Directions: Using a provided scenario or description of an incident, document the actions taken on the incident in accordance with local, state and federal requirements.

Performance Outcome: Pass/fail will be determined by 6 out of 6 items being performed correctly.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Initial response activities documented using tactical worksheets, ICS Form 201 or other agency specific forms				
2.	Incident objectives documented (ICS Form 202 or equivalent)				
3.	Chemical data forms completed as necessary				
4.	Personal Protective Equipment (PPE) selection and approval documented				
4.	Site safety plans (ICS Form 208 – HM) or equivalent documented				
5.	Unit logs (ICS Form 214 or equivalent) and entry/exit logs completed				
6.	Exposure records completed in accordance with agency policy				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____