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CDC 47209

Hazardous Materials Officer

Supplementary Material for Volume 1: Performance Test



**Extension Course Program (A4/L)
Air University
Air Education and Training Command**

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Performance Test Instruction

This performance test supplement is based on the 2008 edition of NFPA 472; *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction*. This performance test provides detailed performance checklist items for candidate testing. Performance tests should not be conducted until the candidate has successfully completed the academic portion of the CDC. However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study. Candidates may practice the performance tests at anytime during study and up until testing is conducted. Practice is highly encouraged.

Performance tests for this course consist of two parts: Part I consist of required skill competencies and is completed at the local installation. Part II cannot be attempted until Part I is successfully completed. Part II consist of the candidate developing a written incident action plan for a given hazardous materials/WMD response scenario, followed by an oral interview. Upon notification that Part I has been completed, HQ AFCESA will provide the candidate with an incident scenario, for which the candidate must develop a written incident action plan. The written incident action plan is then be submitted to HQ AFCESA and an oral interview is scheduled with the candidate. Attachment 1 provides guidance on the process and procedures for submission of the Part II performance test.

Part I Performance Test

Candidates may practice the performance tests anytime throughout the course of study. Practice is highly encouraged.

The Part I performance test requirements can be satisfied through a combination of the following:

- Completing the performance evaluations and tests in a proctored training environment.
- Completing a field exercise at the local installation.
- Serving as the Hazardous Materials Officer (HazMat Group Supervisor or Branch Director) for an actual response or field exercise within the previous 6 months that would satisfy the line items specified in this supplement. Written documentation that must be submitted if this option is selected includes the incident action plan, NFIRS/FIRMS or ACES reports, and an incident or exercise critique report. A confirmation letter signed by either the Assistant Chief—Operations or the Assistant Chief—Safety and Hazardous Materials, and the Fire Chief must also be included.

Part I consist of 5 workstations. Within each workstation there are several tasks and objectives (NFPA line items). A “Performance Summary Sheet” precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be completed. Each performance test lists the setting and resources needed for the listed tasks.

Several of the performance test tasks for the Hazardous Materials Officer require the use or completion of forms, reports, and other authority having jurisdiction documentation items. Performance tests must be completed in a proctored environment. Ideally, the candidate should be allowed the use of the necessary plans, documents and procedures as identified in the “tools and equipment” section of the performance test. The use of a computer is allowed if any required forms and reports are computer-based or computer generated. The proctor’s primary responsibility is to monitor the student’s work to make sure that the candidate is completing their own work, had not previously completed the task and downloading the work, and that the candidate is not using any form of performance test checklist to ensure all elements of performance test are completed. Candidates may have the checklist available during practice sessions.

Performance Test Instructions

Scenarios developed (when required for completing the task) by the proctor should be as realistic and as complete as possible, and development should be done by a current senior-level Hazardous Materials Officer, and approved by the Assistant Chief—Safety and Hazardous Materials. If possible, scenarios should reflect potential situations identified through the planning or vulnerability assessment process at the candidate's installation. Proctors should review the checklist paying specific attention to the "Candidate/Evaluator" notes. Additionally, scenarios should be changed periodically to dissuade future candidates from gaining an unfair advantage or allowing for test compromise.

Performance test notification must be made ten days before the actual performance test beginning. Certification packages will not be accepted without proper notification to the administrative center. For specific guidance consult DOD Manual 6055.6.

It is important also to understand the grading process used during the evaluation. For a full overview of the CDC process and performance testing please view the *Department of Defense Fire Fighter Certification Program Video*, P/N # 612888.

Information on the grading of Part II grading is found in Attachment 1.

Part II Performance Test

Upon completing Part I, department Training Chief and the student will submit all required certification paperwork according to the DOD certification and training requirements. HQ AFCESA/CEXF will then provide the candidate with a hazardous materials scenario, from which the candidate must develop a written incident action plan using local installation resources. The proctor may modify the location of the scenario to reflect local or regional considerations. The candidate has 45 days to develop the written package. Candidates must follow the guidance of Attachment 1 in preparing the papers being submitted for evaluation. The written incident action plan will be submitted to:

HQ AFCESA/CEXF
139 Barnes Dr., Ste 1
Tyndall AFB FL 32403-5319

Within 7 days after the candidate's package is received, HQ AFCESA/CEXF schedules an oral interview with the candidate. The purpose of the oral interview is for the candidate to defend their proposed hazardous materials response operations and procedures. The oral interview is conducted within a scheduled 30-day period, and may be conducted by way of teleconference.

Evaluation of the Part II performance test materials is completed by the DOD Fire Fighter Certification Administrative Center. The oral interview panel consist of at least two individuals, and includes a current Hazardous Materials Officer, Assistant Chief—Safety and Hazardous Materials, or a hazardous materials response subject matter expert.

Grading Criteria

It is important also to understand the grading process used during the evaluation. The following criteria is be used to evaluate and determine the pass/fail status of a candidate. Each of the performance test checklists contains an attainment standard. In this particular CDC the attainment standards are set at approximately 80 percent using an “X out of X” format while also containing a time limit. For example, an attainment standard may read, “Successful completion of at least 15 out of 18 items within 90 minutes.”

If for some reason a particular element, step, or standard cannot be completed and the candidate’s installation cannot simulate or create the item, then the evaluator may mark the item “Not Applicable” (N/A). The evaluator may then readjust the score by multiplying the remaining checklist items by .80 to determine the number correct required. For example, a performance test requires that 12 out of 15 items be successfully completed and 2 of the 15 items are marked N/A then the evaluator must multiply the remaining 13 items by .80 ($13 \times .80 = 10.4$ or 11). The new required minimum passing score is now 11 out 13 items.

The following criteria will be used to evaluate and determine the pass/fail status of a candidate. Each item in the Performance Test Checklist is given a rating.

Critical (C)–Has been assigned to items, which, if omitted or performed incorrectly, would result in severe injury to, or death of, an individual. Should a fire fighter fail to perform any **one** item rated as Critical (C), the fire fighter would be unsuccessful in demonstrating the required proficiency level for that standard.

Major (M)–Refers to any item that is very important to the general safety of personnel and completing the evolution successfully. Should a fire fighter fail to perform any **three** items rated as Major (M), the fire fighter would be unsuccessful in demonstrating the required proficiency level for that standard.

General–Although there is not symbol, this rating has been given to all remaining items that in combination are relevant to successfully completing the evolution. Should a fire fighter fail to perform any **four** items rated as General, the fire fighter would be unsuccessful in demonstrating the required proficiency level for that standard. Should a fire fighter fail to perform any combination of Major or General rated items resulting in a sum total of **four**, the fire fighter would be unsuccessful in demonstrating the required proficiency level for that standard.

Skills Test 1 - Analyzing the Incident

Performance Test Item	1
Objectives: NFPA Standard 472, Chapter 10, Paragraph 10.2	

Skills Test 2 – Planning the Response

Performance Test Item	3
Objectives: NFPA Standard 472, Chapter 10, Paragraphs 10.3.1, 10.3.2 and 10.3.3	

Skills Test 3 – Developing a Plan of Action

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Objectives: NFPA Standard 472, Chapter 10, Paragraph 10.3.4	

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Skills Test 5 - Mitigating Hazardous Materials / WMD Incidents

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Skills Test 1 – Analyzing the Incident

Performance Test Item

Personnel

Classification: Hazardous Materials Officer.

Objective: NFPA Standard 472, Chapter 10, paragraph 10.2.

Task: Given scenarios involving hazardous materials/WMD incidents, including surrounding conditions and predicted behavior of the container and its contents, estimate potential outcomes within the endangered area.

Setting: Classroom and/or Field Exercise.

**Tools/
Equipment:** Copy of the current Local Emergency Response Plan and standard operating procedures.

**Attainment
Standard:** Estimate potential outcomes within 15 minutes.

**Evaluator &
Candidate Notes:** The candidate is provided a copy of the current local emergency response plan and standard operating instructions for the installation at which the candidate is employed. The candidate is given the details of a hazardous materials incident, including surrounding conditions and predicted behavior of the container and its contents, and shall demonstrate the ability to estimate potential outcomes without intervention.

Skills Test 1- Analyzing the Incident

ELEMENTS/STEPS	STANDARDS	YES	NO
Given three hazardous materials incident scenarios, estimate the potential outcomes within the endangered area.	Based upon surrounding conditions and the predicted behavior of the container and its contents, the student should accurately estimate potential outcomes with no assistance. a) Scenario #1 (C) Outcome described b) Scenario #2 (C) Outcome described c) Scenario #3 (C) Outcome described	—	—

Skills Test 2 – Planning the Response

Performance Test Item

Personnel

Classification: Hazardous Materials Officer.

Objective: NFPA Standard 472, Chapter 10, paragraph 10.3.1, 10.3.2 and 10.3.3.

Task:

- a) Given a scenario involving a hazardous materials/WMD incident, identify the potential response objectives for each incident.
- b) Given a scenario involving a hazardous materials/WMD incident, identify the potential response options for each incident.
- c) Given three scenarios involving hazardous materials/WMD incidents with known and unknown materials, determine the appropriate level of personal protective clothing and equipment required for the given response options.

Setting: Classroom and/or Field Exercise.

Tools / Equipment: Copy of the current Local Emergency Response Plan and standard operating procedures.

For task c) Reference materials and chemical compatibility charts used at the installation for the selection of skin and respiratory protection.

Attainment Standard: For tasks a) and b) Given the incident scenario, identify potential response objectives and response options within 15 minutes.

For task c) Given situations involving known and unknown hazardous materials, select the appropriate personal protective clothing and equipment for the action options specified within 30 minutes.

Evaluator and Candidate Notes: The candidate is provided with three different hazardous materials incident scenarios, one of which involves an unknown. The candidate may use the Local Emergency Response Plan, standard operating procedures, appropriate reference materials and compatibility charts for chemical protective clothing used at the installation at which the candidate is employed to determine the following for each scenario:

- Response objectives.
- Response options.
- Appropriate types and levels of personal protective clothing and equipment (skin and respiratory) to be used.

Skills Test 2 – Planning the Response

ELEMENTS/STEPS	STANDARDS	YES	NO	
<p>Given three hazardous materials incident/WMD scenarios, identify the potential response objectives (offensive, defensive, nonintervention).</p>	<p>Identify the potential response objectives.</p>			
	a. Scenario #1			
	(C) Objectives described	—	—	
	b. Scenario #2			
	(C) Objectives described	—	—	
	c. Scenario #3			
	(C) Objectives described	—	—	
	<hr/>			
	<p>Given three hazardous materials incident/WMD scenarios, identify the potential response options for each incident.</p>	<p>Identify the potential response options.</p>		
a. Scenario #1				
(C) Options described	—	—		
b. Scenario #2				
(C) Options described	—	—		
c. Scenario #3				
(C) Options described	—	—		

Skills Test 2 – Planning the Response

ELEMENTS/STEPS	STANDARDS	YES	NO
Given three hazardous materials incident/WMD scenarios, determine the appropriate level of personal protective clothing and equipment required for the given response options.	According to the provided reference materials and chemical compatibility charts, the candidate determined appropriate:		
	a) Scenario #1		
	1) (C) Skin Protection		
	2) (C) Respiratory Protection	—	—
	b) Scenario #2	—	—
	1) (C) Skin Protection		
	2) (C) Respiratory Protection	—	—
	c) Scenario #3	—	—
	1) (C) Skin Protection		
	2) (C) Respiratory Protection	—	—
		—	—

Skills Test 3 – Developing a Plan of Action

Performance Test Item

Personnel

Classification: Hazardous Materials Officer.

Objective: NFPA Standard 472, Chapter 10, paragraphs 10.3.4.

Task: Given scenarios hazardous materials/WMD incidents, develop a plan of action to include a safety briefing, consistent with the local emergency response plan and standard operating procedures.

Setting: Classroom and/or Field Exercise.

Tools/Equipment: Copy of the current Local Emergency Response Plan and standard operating procedures.

Attainment Standard: Develop a plan of action to include safety considerations within 60 minutes.

Evaluator & Candidate Notes: The candidate is provided with a copy of the current local emergency response plan and standard operating instructions for the installation at which the candidate is employed. The candidate is given the details of a hazardous materials incident and shall demonstrate the ability to use information found in these documents.

Skills Test 3 – Developing a Plan of Action

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Given the local emergency response plan or the organizations standard operating procedure, identify procedures to accomplish the following tasks for Planning the Response.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified the following procedures from the local emergency response plans and standard operating procedures:</p>		
	<p>a) (M) Made ongoing assessments</p>	<p>—</p>	<p>—</p>
	<p>b) (M) Commanded on-scene personnel (incident management system) assigned to the hazardous materials branch / group</p>	<p>—</p>	<p>—</p>
	<p>c) (M) Coordinated hazardous materials support & mutual aid</p>	<p>—</p>	<p>—</p>
	<p>d) (M) Provided resources for public protection action (evacuation or shelter in-place)</p>	<p>—</p>	<p>—</p>
	<p>e) (M) Coordinated with fire suppression services as it relates to hazardous materials incidents</p>	<p>—</p>	<p>—</p>
	<p>f) (M) Coordinated hazardous materials branch / group control, containment, or confinement operations</p>	<p>—</p>	<p>—</p>
	<p>g) (M) Coordinated with the medical branch to insure proper medical assistance (ambulance) and medical treatment (hospital)</p>	<p>—</p>	<p>—</p>
	<p>h) (M) Coordinated on-scene decontamination when appropriate</p>	<p>—</p>	<p>—</p>
	<p>i) (M) Coordinated activities with those of the environmental remedial action ("clean-up") services</p>	<p>—</p>	<p>—</p>
	<p>j) (M) Coordinated evidence preservation and sampling in a contaminated environment</p>	<p>—</p>	<p>—</p>
		<p>—</p>	<p>—</p>

Skills Test 3 – Developing a Plan of Action

ELEMENTS/STEPS	STANDARDS	YES	NO
Given a simulated hazardous materials incident, conduct a safety briefing before allowing personnel to work on a hazardous materials incident.	According to the <i>Hazardous Materials Response Handbook and Hazardous Materials: Managing the Incident</i> , local emergency response plans, and standard operating procedures candidate developed and described the following considerations:		
	a) (M) Personnel are appropriately trained		
	b) (M) Objectives, tasks and procedures to be followed	—	—
	c) (M) Site work (control) zones	—	—
	d) (M) Use of buddy system	—	—
	e) (M) Site communications	—	—
	f) (M) Incident Command post	—	—
	g) (M) SOPs and safe work practices	—	—
	h) (M) Medical assistance and triage	—	—
	i) (M) Hazard monitoring plan	—	—
	j) (M) Decontamination procedures	—	—
	k) (M) Other relevant topics	—	—
		—	—
		—	—

Skills Test 4 – Implementing the Planned Response

Performance Test Item

Personnel

Classification: Hazardous Materials Officer.

Objective: NFPA Standard 472, Chapter 10, paragraph 10.4.1 and 10.4.3.

Task: Given a copy of the local emergency response plan, identify elements of the plan necessary to implement the planned response.

Setting: Classroom.

Equipment: Copy of the current Local Emergency Response Plan and standard operating procedures.

Attainment Standard: Identify elements of the plan necessary to implement the planned response within 30 minutes.

Evaluator and Candidate Notes: The candidate is provided with a copy of the current local emergency response plan and standard operating procedures for the installation at which the candidate is currently employed. Only those responsibilities specifically addressed in the documents are required to be identified by the candidate.

Skills Test 4 – Implementing the Planned Response

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Identify the process and procedures for obtaining cleanup and restoration services in the local emergency response plan or the organization's standard operating procedures.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified from the local emergency response plan and standard operating procedures:</p>		
	a) Process for obtaining clean-up and restoration services	—	—
	b) Procedures for obtaining clean-up and restoration services	—	—
<p>Identify the steps for implementing the local and related emergency response plans as required under SARA Title III Section 303 of the federal regulations or other local emergency response planning legislation.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified from the local emergency response plan and standard operating procedures:</p>		
	a) Steps for implementing the local emergency response plan		
<p>Given the local emergency planning documents, identify the elements of each of the documents.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified from the local emergency response plan and standard operating procedures:</p>		
	a) (M) Pre-emergency planning and coordination with outside parties		
	b) (M) Personnel roles, lines of authority, training, & communications		
	c) (M) Emergency recognition and prevention	—	—
	d) (C) Safe distances and places of refuge	—	—
	e) (M) Site security and control		
	f) (M) Evacuation routes and procedures	—	—
	g) (M) Decontamination	—	—
		—	—
		—	—
		—	—
		—	—

Skills Test 4 – Implementing the Planned Response

ELEMENTS/STEPS	STANDARDS	YES	NO
	h) (M) Emergency medical treatment and first aid	___	___
	i) (M) Emergency alerting and response procedures	___	___
	j) (M) Critique response & follow-up	___	___
	k) (C) Personal protective equipment (PPE) and emergency equipment	___	___
Identify the elements of the incident management system necessary to coordinate response activities at hazardous materials/WMD incidents.	According to the <i>Hazardous Materials Response Handbook</i> , candidate identified from the local emergency response plan and standard operating procedures:		
	a) Incident commander	___	___
	b) Command Staff	___	___
	c) Planning	___	___
	d) Logistics	___	___
	e) Operations	___	___
	f) Staging	___	___
	g) Finance/Administration	___	___

Skills Test 4 – Implementing the Planned Response

ELEMENTS/STEPS	STANDARDS	YES	NO
Identify the primary local, state, regional, and federal government agencies and identify the scope of their regulatory authority (including regulations) pertaining to the production, transportation, storage, and use of hazardous materials/WMD and the disposal of hazardous wastes.	According to <i>Hazardous Materials Response Handbook</i> , candidate identified from the local emergency response plan, standard operating procedures, or written incident management system the scope and authority of:		
	a) Local government agencies		
	b) State government agencies	—	—
	c) Federal government agencies	—	—
	d) Regional government agencies	—	—
Identify the government agencies and private sector resources offering assistance to the hazardous materials branch during a hazardous materials/WMD incident and identify their role and type of assistance or resources available.	According to the <i>Hazardous Materials Response Handbook</i> , candidate identified from the local emergency response plan, standard operating procedures, or written incident management system:		
	a) Names of government agencies	—	—
	b) Roles of government agencies	—	—
	c) Type of assistance from government agencies	—	—
	d) Names of private sector resources	—	—
	e) Roles of private sector resources	—	—
	f) Type of assistance from private sector resources	—	—
Identify the governmental agencies and resources offering assistance during a hazardous materials incident involving criminal or terrorist activities and identify their role and type of assistance or resources available.	According to the <i>Hazardous Materials Response Handbook</i> , candidate identified from the local emergency response plan, standard operating procedures, or written incident management system:		
	g) Names of government agencies and resources		
	h) Roles of government agencies and resources	—	—
	i) Type of assistance	—	—

Skills Test 4 – Implementing the Planned Response

ELEMENTS/STEPS	STANDARDS	YES	NO
Identify the local policy for providing information to the media.	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified from the local emergency response plan, standard operating procedures, or written incident management system:</p> <p>a) Local policy for providing information to the media</p>	—	—
Identify the responsibilities of the public information officer at a hazardous materials/WMD incident.	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified from the local emergency response plan, standard operating procedures, or written incident management system:</p> <p>a) Responsibility of the public information officer at a hazardous materials/WMD incident</p>	—	—
		—	—

Skills Test 5 – Mitigating Hazardous Materials / WMD Incidents

Performance Test Item

Personnel Classification: Hazardous Materials Officer.

Objective: NFPA Standard 472, Chapter 10, paragraph 10.4.2, 10.5, 10.6.1, 10.6.2, 10.6.3, and 10.6.4.

Task: Given a simulated hazardous materials incident, demonstrate the ability to direct resources, evaluate progress, terminate the incident, provide a debriefing, conduct a critique, and document the incident.

Setting: Classroom, Outside Training Area and/or Field Exercise.

Tools/Equipment: Copy of the current Local Emergency Response Plan and standard operating procedures.

Attainment Standard: Demonstrate the ability to direct resources, evaluate progress of the planned response, terminate the incident, provide a debriefing, conduct a critique, and document the incident within 4 hours.

Evaluator and Candidate Notes: The evaluator can use either a training setting or an exercise for this performance evaluation. The candidate is provided with the details of a hazardous materials/WMD incident. The candidate should demonstrate the ability to direct hazardous materials branch/group resources during this simulated incident. It is not the intent to place the candidate in the role of incident commander, but in the role of a branch director/group supervisor at a hazardous materials incident. The candidate must take an active role during the direction, evaluation, termination, debriefing, critique, and documentation portions of this simulated incident.

Skills Test 5 – Mitigating Hazardous Materials / WMD Incidents

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Given a simulated hazardous materials/WMD incident and the necessary resources to implement the planned response, the hazardous materials officer shall demonstrate the ability to direct the hazardous materials branch / group resources in a safe and efficient manner consistent with the capabilities of those resources.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate demonstrated within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <ul style="list-style-type: none"> a) (M) Task Assignment b) (C) Operational safety c) (M) Operational effectiveness d) (M) Planning support e) (M) Information/research f) (M) Logistical support g) (M) Administrative support 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>
<p>Given a simulated hazardous materials/WMD incident and the necessary resources to implement the planned response, the hazardous materials officer shall determine the effectiveness of key elements of the response.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate evaluated within the scope of the local emergency response plan, standard operating procedures, or written incident management system, the effectiveness of:</p> <ul style="list-style-type: none"> a) (M) Hazmat response personnel b) (C) Personal protective equipment c) (C) Established control zones d) (M) Control operations e) (C) Decontamination process 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>

Skills Test 5 – Mitigating Hazardous Materials / WMD Incidents

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Identify the steps required in terminating the emergency phase of a hazardous materials/WMD incident.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) (M) Transfer command</p> <p style="margin-left: 40px;">b) (M) Debriefing</p> <p style="margin-left: 40px;">c) (M) Critiquing the incident</p> <p style="margin-left: 40px;">d) (M) After action activities</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p>
<p>Describe three components of an effective debriefing; Describe the key topics in an effective debriefing; Describe when a debriefing should take place; Describe who should be involved in a debriefing; Identify the procedures for conducting incident debriefings at a hazardous materials/WMD incident.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate described within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) (M) Components</p> <p style="margin-left: 40px;">b) (M) Key topics</p> <p style="margin-left: 40px;">c) (M) When should a debriefing take place</p> <p style="margin-left: 40px;">d) (M) Who should be involved</p> <p style="margin-left: 40px;">e) (M) Procedures for conducting debriefing</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>

ELEMENTS/STEPS	STANDARDS	YES	NO
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Skills Test 5 – Mitigating Hazardous Materials / WMD Incidents

Describe three components of an effective critique; Describe who should be involved in a critique; Describe why an effective critique is necessary after a hazardous materials/WMD incident; Describe what written documents should be prepared as a result of the critique; Identify the procedure for conducting a critique of the incident; Identify the requirements for conducting a post incident analysis as defined in the local emergency response plan, the organizations standard operating procedures, or federal, state, and local regulations.

According to the *Hazardous Materials Response Handbook*, candidate described within the scope of the local emergency response plan, standard operating procedures, or written incident management system:

- a) (M) Components ___ ___
- b) (M) Who should be involved ___ ___
- c) (M) Why is it necessary ___ ___
- d) (M) What documents should be prepared ___ ___
- e) (M) Procedure for conducting ___ ___
- f) (M) Requirements for post incident analysis ___ ___

Identify the reporting requirements of federal, state, and local agencies; then identify the importance of documentation for a hazardous materials/WMD incident, including training records, exposure records, incident reports, (debriefing records), and critique reports.

According to the *Hazardous Materials Response Handbook*, candidate identified and described within the scope of the local emergency response plan, standard operating procedures, or written incident management system:

- a) Reporting requirements
 - 1) (M) Federal agencies ___ ___
 - 2) (M) State agencies ___ ___
 - 3) (M) Local agencies ___ ___
 - 4) (M) Organization ___ ___
- b) Importance of documentation
 - 1) (M) Training records ___ ___
 - 2) (M) Exposure records ___ ___
 - 3) (M) Incident reports ___ ___
 - 4) (M) Debriefing records ___ ___
 - 5) (M) Critique reports ___ ___

Skills Test 5 – Mitigating Hazardous Materials / WMD Incidents

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Identify the steps in keeping an activity log and exposure records for hazardous materials/WMD incidents.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) (M) Activity log</p> <p style="margin-left: 40px;">b) (M) Exposure records</p>	<p>—</p> <p>—</p>	<p>—</p> <p>—</p>
<p>Identify the requirements found in the local emergency response plan and the organization's standard operating procedures for compiling hazardous materials/WMD incident reports.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) Compiling incident reports</p> <p style="margin-left: 80px;">1) (M) Hot zone entry and exit logs</p> <p style="margin-left: 80px;">2) (M) Personal protective equipment logs</p>	<p>—</p> <p>—</p>	<p>—</p> <p>—</p>
<p>Identify the requirements for filing documents and maintaining records as defined in the local emergency response plan and the organization's standard operating procedures.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) (M) Filing documents</p> <p style="margin-left: 40px;">b) (M) Maintaining records</p>	<p>—</p> <p>—</p>	<p>—</p> <p>—</p>
<p>Identify the procedures required for legal documentation and chain of custody/continuity described in the local emergency response plan and the organization's standard operating procedures.</p>	<p>According to the <i>Hazardous Materials Response Handbook</i>, candidate identified within the scope of the local emergency response plan, standard operating procedures, or written incident management system:</p> <p style="margin-left: 40px;">a) (M) Legal documentation</p> <p style="margin-left: 40px;">b) (M) Chain of custody / continuity</p>	<p>—</p> <p>—</p>	<p>—</p> <p>—</p>

Performance Test Record

HAZARDOUS MATERIALS OFFICER PART I - PERFORMANCE TEST RECORD

INSTRUCTIONS: This form must be completed and kept on file. A copy of this form is also required to be submitted with the candidate's certification package.

Performance Test Ref # _____ **Date of Evaluation** _____

Candidate's Name: _____ **SSN:** _____

Evaluator's Name: _____ **SSN:** _____

The candidate has passed/failed the Hazardous Materials Officer Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed
Analyzing the Incident		
Planning the Response		
Developing a Plan of Action		
Implementing the Planned Response		
Mitigating Hazardous Materials / WMD Incidents		

If candidate has failed the performance evaluation, provide the following information:
(Use additional sheets if necessary)

Objective(s):

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

"FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."

Attachment I

Part II Performance Test Guidance

We know what you are doing is not easy because it was designed that way. The scenario project requires you to demonstrate your knowledge and skills as a Hazardous Materials Officer. We are interested in how you can plan, analyze, and manage tactical response operations associated with a hazardous materials/WMD incident. In addition, we want to evaluate your skills in working within an incident command organization, including dealing with the interpersonal and organizational dynamics that often accompany a hazardous materials/WMD incident.

WRITTEN INCIDENT ACTION PLAN

In developing your written incident action plan, consider the following:

- The candidate serves as the Hazardous Materials Officer and reports to the Incident commander within their local installation incident command organization. ICS operations must be consistent with the National Incident Management System (NIMS); you may be assigned to function as either the HazMat Branch Director or HazMat Group Supervisor within the ICS organization. The candidate must demonstrate the ability to develop, justify, and support all tactical-level hazardous materials response operations that would be part of an incident action plan.
- Remember—you serve as the “environmental health and safety consultant” to the Incident commander. The candidate must be able to provide the Incident commander with clear tactical options and tactical recommendations, with an emphasis upon hazard and risk evaluation.
- The candidate should use the Eight Step Process[©] as the incident management framework for outlining their tactical-level hazardous materials response operations. Refer to Hazardous Materials: Managing the Incident (3rd edition), Chapter 4 for further information.
- Tactical worksheets, checklists, and local installation forms and documentation can be used as support materials.

Communication skills are an essential element of any position with command and control responsibilities. The case study submission also assesses the candidate’s ability to present and support their recommendations using written tools. The subsequent interview assesses the candidate’s verbal communication skills to communicate, support, and defend those recommendations.

Attachment I

DO's

1. Read and understand the NFPA Standards and those of this CDC.
2. Some suggestions for writing your incident action plan.
 - a. The scenario, the problems, your strategic goals and the related tactical objectives should be clearly stated.
 - b. The Eight Step Process© provides a logical framework to lay out your tactical functions, findings, options, and recommendations.
 - c. Use bullets, numbers, or an outline form to set off important points.
 - d. Use charts, tables, maps, graphics to illustrate points, locations, etc. Remember a picture is worth a thousand words.
 - e. A common error with assignments of this nature is that they are too brief. They do not contain enough information about the subject or a thorough explanation that adequately supports the statements that are made.
 - f. All papers are to be type written, use plain paper, Times New Roman or equivalent font, 10-12 pitch.
 - g. Papers are to have 1-inch margin on all sides, and should be double-spaced.
3. Make sure that you can support your statements. A common error with assignments of this nature is that they are too brief, or do not contain enough information to adequately support the statements that are made.
4. For those instances where a specific capability or operation is not normally available at your installation, you should explain how the operation or resource would be acquired and used.
5. The proctor and the candidate assembles the incident action plan and supporting materials for submittal. All items are placed in a plain white binder capable of holding all materials. These items need to be included in the binder:
 - a. Copy of the Cover Letter signed by the Fire Chief requesting certification to the Hazardous Materials Officer level.
 - b. Incident scenario, including any local conditions added by the proctor to reflect local geography and conditions.
 - c. Incident action plan, with an emphasis upon hazardous materials tactical operations. This should include, but is not limited to:
 - Strategic goals and tactical objectives.
 - Hazardous materials tactical operations, using the Eight Step Process© as a the framework.
 - Site Safety Plan.
 - Personnel requirements and assignments.
 - Agency notifications.
 - d. Maps, sketches and any other additional supporting materials (e.g., Tactical Worksheet).
6. Mail the Part II performance test package to:

HQ AFCESA/CEXF
139 Barnes Dr., Ste 1
Tyndall AFB, FL 32403-5319

Attachment I

DON'TS

1. Don't plagiarize! If it's copyrighted or referenced material, you must cite the source.
2. Do not place any of the pages in protective covers.

ORAL INTERVIEW

The purpose of the oral interview offers the candidate the opportunity to expand upon the technical aspects of the incident action plan, and their rationale for specific actions and recommendations. In addition, it provides an opportunity to assess the candidate's verbal communication skills to communicate, support, and defend their recommendations made to the Incident Commander.

The oral interview is conducted by an interview panel of at least two individuals selected by the DOD Firefighter Certification Administrative Center. Panel members may be drawn from the following:

- Current Hazardous Materials Officer.
- Assistant Chief–Safety and Hazardous Materials.
- DOD Fire Academy Hazardous Materials train-the-trainer instructors.
- Hazardous materials response subject matter experts.

GRADING CRITERIA

The written incident action plan is graded using the following criteria:

- Written communication skills.
- Oral communication skills.
- Technical accuracy of the Incident Action Plan based on the scenario.

Student Notes

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