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CDC 47209

Hazardous Materials Branch Officer

Supplementary Material for Volume 1

Performance Test



**Air Force Institute for Advanced Distributed Learning
Air University
Air Education and Training Command**

Acknowledgement

Distribution of this supplement is limited to U.S. Government personnel.

Performance Test Instructions

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 part of the CDC. Part II cannot be attempted until Part I is successfully completed. However, it is strongly encouraged that this volume and the attached checklist it contains be used during the normal course of study.

Candidates may practice the performance test at anytime during study and up until performance testing is conducted. Practice is highly encouraged

Performance tests for this course consist of two parts: Part I will consist of required skill competencies and is completed at the local installation. Part II will consist of the candidate developing a written incident action plan for a given hazardous materials 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 will then be submitted to HQ AFCESA and an oral interview will be 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:

- Completion of the performance evaluations / tests in a proctored training environment.
- Completion of a field exercise at the local installation.
- Serving as the Hazardous Materials Branch Officer 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 consists of four specific performance evaluations / tests. 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 accomplished. Each performance test lists the setting and resources needed for the listed tasks.

Several of the performance test tasks for the Hazardous Materials Branch 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/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 ensure 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.

Scenarios developed (when required for completion of the task) by the proctor should be as realistic and as complete as possible, and development should be accomplished by a current senior-level Hazardous Materials Branch 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 prior to 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 completion of Part I, HQ AFCESA/CEXF will 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 will then have 45 days to develop the written package. Candidates must follow the guidance of Attachment 1 in the preparation of 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 of receipt of the candidate's package, HQ AFCESA/CEXF will schedule 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 will be conducted within the proceeding 30-day period, and may be conducted via teleconference.

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

Grading Criteria

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

Major (M) - This rating refers to any item that is very important to the general safety of personnel and the successful completion of the evolution. Should a firefighter fail to perform any **three** items rated as Major (**M**), the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

General - This rating although there is not symbol, has been given to all remaining items that in combination are relevant to the successful completion of the evolution. Should a firefighter fail to perform any **four** items rated as General, the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

Should a firefighter fail to perform any combination of Major or General rated items resulting in a sum total of **four**, the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

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Hazardous Materials Branch Performance Test Record

Attachment I – Part II Performance Test Guidance

Skills Test 1: Selecting the Level of Personal Protective Clothing Performance Test Summary Sheet

Objectives: **NFPA Standard 472, Chapter 9, paragraph 9.3.1**

Task: a. Determine the appropriate level of personal protective clothing and
 equipment required for the given response

Performance Test Item

Personnel

Classification: Hazardous Materials Branch Officer

Objective: NFPA Standard 472, Chapter 9, paragraph 9.3.1

Task: Given three hazardous materials incident scenarios, determine the appropriate level of personal protective clothing and equipment required for the given response options.

Setting: Classroom and/or Field Exercise

**Tools
Equipment:** Reference materials and chemical compatibility charts utilized at the installation for the selection of skin and respiratory protection

**Attainment
Standard:** Given situations involving known and unknown hazardous materials, select the appropriate personal protective clothing and equipment for the action options specified within 30 minutes

**Note to
Evaluator and
Candidate** The candidate shall be provided with three different hazardous materials incident scenarios, one of which will involve an unknown. The candidate shall then use appropriate reference materials and compatibility charts for chemical protective clothing utilized at the installation at which the candidate is employed to determine the appropriate types and levels of personal protective clothing and equipment (skin and respiratory) to be utilized.

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|---|--|-----|----|
| 1. Given three hazardous materials incident scenarios, determine the appropriate level of personal protective clothing and equipment required for the given response options. | 1. In accordance with the provided reference materials and chemical compatibility charts, the candidate determined appropriate: <ul style="list-style-type: none"> a. Scenario #1 <ul style="list-style-type: none"> 1) (C) Skin Protection 2) (C) Respiratory Protection b. Scenario #2 <ul style="list-style-type: none"> 1) (C) Skin Protection 2) (C) Respiratory Protection c. Scenario #3 <ul style="list-style-type: none"> 1) (C) Skin Protection 2) (C) Respiratory Protection | — | — |
| | | — | — |
| | | — | — |
| | | — | — |
| | | — | — |
| | | — | — |

Skills Test 2: Developing a Plan of Action

Performance Test Summary Page

Objectives: NFPA Standard 472, Chapter 7, paragraph 7.3.4.3(23) & Chapter 9, paragraphs 9.3.2(3) and 9.3.2(5).

- Tasks:**
- 1. Given a simulated hazardous materials incident, the local emergency response plan and standard operating procedures, develop a plan of action to include safety considerations**
 - a. Given the local emergency response plan or the organizations standard operating procedure, identify procedures to accomplish the following tasks (9.3.2(3)):**
 - 1) Make ongoing assessments of the situation**
 - 2) Command on-scene personnel (incident management system) assigned to the hazardous materials branch**
 - 3) Coordinate hazardous materials support and mutual aid**
 - 4) Provide resources for public protection actions (evacuation or shelter in-place)**
 - 5) Coordinate with fire suppression services as it relates to hazardous materials incidents**
 - 6) Coordinate hazardous materials branch control, containment, or confinement operations**
 - 7) Coordinate with the medical branch to insure proper medical assistance (ambulance) and medical treatment (hospital)**
 - 8) Coordinate on-scene decontamination when appropriate**
 - 9) Coordinate activities with those of the environmental remedial action ("clean-up") services.**
 - b. Given the local emergency response plan or the organizations standard operating procedure, identify procedures to coordinate evidence collection and sampling with hazardous materials branch operations (7.3.4.3(23))**
 - c. Identify the procedures for presenting a safety briefing prior to allowing personnel to work on a hazardous materials incident. (9.3.2(5))**

Performance Test Item

Personnel

Classification: Hazardous Materials Branch Officer

Objective: NFPA Standard 472, Chapter 7, paragraph 7.3.4.3(23) and Chapter 9, paragraphs 9.3.2(3) and 9.3.2(5)

Task: Given a simulated hazardous materials incident, the local emergency response plan and standard operating procedures, develop a plan of action to include safety considerations

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

**Note to
Evaluator &
Candidate** The candidate will be 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 shall be given the details of a hazardous materials incident and shall demonstrate the ability to utilize information found in these documents.

| ELEMENTS/STEPS | | STANDARDS | YES | NO |
|--|---|-----------|-----|-----|
| 1. Given the local emergency response plan or the organizations standard operating procedure, identify procedures to accomplish the following tasks: | 1. In accordance with the <i>Hazardous Materials Response Handbook</i> , candidate identified the following procedures from the local emergency response plans and standard operating procedures: | | | |
| a) Make ongoing assessments of the situation | a) (M) Made ongoing assessments of the situation | | ___ | ___ |
| b) Command on-scene personnel (incident management system) assigned to the hazardous materials branch | b) (M) Commanded on-scene personnel (incident management system) assigned to the hazardous materials branch | | ___ | ___ |
| c) Coordinate hazardous materials support and mutual aid | c) (M) Coordinated hazardous materials support & mutual aid | | ___ | ___ |
| d) Provide resources for public protection actions (evacuation or shelter in-place) | d) (M) Provided resources for public protection action (evacuation or shelter in-place) | | ___ | ___ |
| e) Coordinate with fire suppression services as it relates to hazardous materials incidents | e) (M) Coordinated with fire suppression services as it relates to hazardous materials incidents | | ___ | ___ |
| f) Coordinate hazardous materials branch control, containment, or confinement operations | f) (M) Coordinated hazardous materials branch control, containment, or confinement operations | | ___ | ___ |
| g) Coordinate with the medical branch to insure proper medical assistance (ambulance) and medical treatment (hospital) | g) (M) Coordinated with the medical branch to insure proper medical assistance (ambulance) and medical treatment (hospital) | | ___ | ___ |
| h) Coordinate on-scene decontamination when appropriate | h) (M) Coordinated on-scene decontamination when appropriate | | ___ | ___ |
| i) Coordinate activities with those of the environmental remedial action ("clean-up") services. (9.3.2(3)) | i) (M) Coordinated activities with those of the environmental remedial action ("clean-up") services. | | ___ | ___ |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|--|---|--------------|--------------|
| <p>2. Given the local emergency response plan or the organizations standard operating procedure, identify procedures to coordinate crime scene investigation, evidence collection and sampling with hazardous materials branch operations (7.3.4.3(22 & 23))</p> | <p>2. In accordance with 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) Coordinated crime scene investigation, evidence collection and sampling activities with hazmat branch operations.</p> | <p>_____</p> | <p>_____</p> |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|---|---|-----|-----|
| 3. Given a simulated hazardous materials incident, conduct a safety briefing before allowing personnel to work on a hazardous materials incident (9.3.2(5)) | 3. In accordance with 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) 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 3: Implementing the Planned Response

Performance Test Summary Page

Objectives: NFPA Standard 472, Chapter 9, paragraph 9.4.1, 9.4.2 and 9.4.3.

- Tasks:**
- 1. Given a copy of the local emergency response plan, identify elements of the plan necessary to implement the planned response**
 - a) Identify the process and procedures for obtaining cleanup and restoration services in the local emergency response plan or the organization's standard operating procedures. (9.4.1(1))**
 - b) 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. (9.4.1(2))**
 - c) Given the local emergency planning documents, identify the elements of each of the documents. (9.4.1(3))**
 - d) Identify the elements of the incident management system necessary to coordinate response activities at hazardous materials incidents. (9.4.1(4))**
 - e) 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 and the disposal of hazardous wastes. (9.4.1(5))**
 - f) Identify the government agencies and private sector resources offering assistance to the hazardous materials branch during a hazardous materials incident and identify their role and type of assistance or resources available. (9.4.1(6))**
 - g) Identify the local policy for providing information to the media. (9.4.3(1))**
 - h) Identify the responsibilities of the public information officer at a hazardous materials incident. (9.4.3(2))**

Performance Test Item**Personnel****Classification:** Hazardous Materials Branch Officer**Objective:** NFPA Standard 472, Chapter 9, paragraph 9.4.1, 9.4.2 and 9.4.3**Task:** Given a copy of the local emergency response plan, identify elements of the plan necessary to implement the planned response**Setting:** Classroom**Tools
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**Note to
Evaluator and
Candidate** The candidate will be 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.

| 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 | ___ | ___ |
| 4. Identify the elements of the incident management system necessary to coordinate response activities at hazardous materials incidents. | 4. In accordance with 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 | ___ | ___ |
| 5. 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 and the disposal of hazardous wastes. | 5. In accordance with <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 | ___ | ___ |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|---|--|-----|----|
| 6. Identify the government agencies and private sector resources offering assistance to the hazardous materials branch during a hazardous materials incident and identify their role and type of assistance or resources available. | <p>6. In accordance with <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) Names of government agencies</p> <p>b) Roles of government agencies</p> <p>c) Type of assistance from government agencies</p> <p>d) Names of private sector resources</p> <p>e) Roles of private sector resources</p> <p>f) Type of assistance from private sector resources</p> | — | — |
| 7. Identify the local policy for providing information to the media. | <p>7. In accordance with <u>Hazardous Materials Response Handbook</u>, 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> | — | — |
| 8. Identify the responsibilities of the public information officer at a hazardous materials incident. | <p>8. In accordance with <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 incident</p> | — | — |

Skills Test 4: Mitigating Hazardous Materials Incidents

Performance Test Summary Page

Objectives: NFPA Standard 472, Chapter 7, paragraph 7.6.4(6) and Chapter 9, paragraph, 9.4.2, 9.5.1(3), 9.6.1, 9.6.2, 9.6.3, and 9.6.4.

- Tasks:**
- 1. Given a simulated hazardous materials incident, demonstrate the ability to direct resources, terminate the incident, provide a debriefing, conduct a critique, and document the incident.**
 - a) Given a simulated hazardous materials incident and the necessary resources to implement the planned response, the hazardous materials branch officer shall demonstrate the ability to direct the hazardous materials branch resources in a safe and efficient manner consistent with the capabilities of those resources.(9.4.2)**
 - b) Determine the effectiveness of (a) hazardous materials response personnel being used; (b) personal protective equipment; (c) established hazard control zones; (d) control, containment or confinement operations; and (e) the decontamination process. (9.5.1(3))**
 - c) Identify the steps required in terminating the emergency phase of a hazardous materials incident.(9.6.1(1))**
 - d) Identify the steps in transferring authority as prescribed in the local emergency response plan or the organization’s standard operating procedures. (9-6.1(3))**
 - e) 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; and Identify the procedures for conducting incident debriefings at a hazardous materials incident. (9.6.2)**
 - f) 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 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. (9.6.3)**
 - g) Identify the reporting requirements of federal, state, and local agencies and (organizational requirements) (9.6.4(1)).**

- h) Identify and (describe) the importance of documentation for a hazardous materials incident, including training records, exposure records, incident reports, (debriefing records), and critique reports. (9.6.4(2))**
- i) Identify the steps in keeping an activity log and exposure records for hazardous materials incidents. (9-6.4(3))**
- j) Identify the requirements found in the local emergency response plan and the organization's standard operating procedures for compiling hazardous materials incident reports (to include hot zone entry and exit logs and personal protective equipment logs). (9-6.4(4))**
- k) Identify the requirements for filing documents and maintaining records as defined in the local emergency response plan and the organization's standard operating procedures. (9-6.4(5))**
- l) 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. (7.6.4(6))**

Performance Test Item

| | |
|--|---|
| Personnel Classification: | Hazardous Materials Branch Officer |
| Objective: | NFPA Standard 472, Chapters 7, paragraph 7.6.4(6) and Chapter 9, paragraph 9.4.2, 9.5.1(3), 9.6.1, 9.6.2, 9.6.3 and 9.6.4. |
| Task: | Given a simulated hazardous materials incident, demonstrate the ability to direct resources, 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, terminate the incident, provide a debriefing, conduct a critique, and document the incident within 4 hours. |
| Note to Evaluator and Candidate | The evaluator can use either a training setting or an exercise for this performance evaluation. The candidate shall be provided with the details of a hazardous materials incident. The candidate shall be demonstrating the ability to direct hazardous materials branch 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 officer 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. |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|---|--|--|--|
| <p>1. Given a simulated hazardous materials incident and the necessary resources to implement the planned response, the hazardous materials branch officer shall demonstrate the ability to direct the hazardous materials branch resources in a safe and efficient manner consistent with the capabilities of those resources. (9.4.2)</p> | <p>1. In accordance with <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>2. Given a simulated hazardous materials incident and the necessary resources to implement the planned response, the hazardous materials branch officer shall determine the effectiveness of key elements of the response (9.5.1.3)</p> | <p>2. In accordance with <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> |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|--|--|-----|-----|
| 3. Identify the steps required in terminating the emergency phase of a hazardous materials incident. (9.6.1(1)) | 3. In accordance with <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: | | |
| | a) (M) Transfer command | ___ | ___ |
| | b) (M) Debriefing | ___ | ___ |
| | c) (M) Critiquing the incident | ___ | ___ |
| | d) (M) After action activities | ___ | ___ |
| 4. Identify the steps in transferring authority as prescribed in the local emergency response plan or the organization's standard operating procedures. (9.6.1(3)) | 4. In accordance with <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: | | |
| | a) (M) To a higher authority | ___ | ___ |
| | b) (M) One person to another | ___ | ___ |
| | c) (M) Emergency to post-emergency | ___ | ___ |
| 5. 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 incident. (9.6.2) | 5. In accordance with <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: | | |
| | a) (M) Components | ___ | ___ |
| | b) (M) Key topics | ___ | ___ |
| | c) (M) When should a debriefing take place | ___ | ___ |
| | d) (M) Who should be involved | ___ | ___ |
| | e) (M) Procedures for conduction | ___ | ___ |

| ELEMENTS/STEPS | STANDARDS | YES | NO |
|---|---|-----|-----|
| 8. Identify the steps in keeping an activity log and exposure records for hazardous materials incidents. (9.6.4(3)) | 8. In accordance with <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: | | |
| | a) (M) Activity log | ___ | ___ |
| | b) (M) Exposure records | ___ | ___ |
| 9. Identify the requirements found in the local emergency response plan and the organization's standard operating procedures for compiling hazardous materials incident reports (9.6.4(4)) | 9. In accordance with <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: | | |
| | a) Compiling incident reports 1) (M) Hot zone entry and exit logs 2) (M) Personal protective equipment logs | ___ | ___ |
| | | ___ | ___ |
| 10. Identify the requirements for filing documents and maintaining records as defined in the local emergency response plan and the organization's standard operating procedures. (9.6.4(5)) | 10. In accordance with <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: | | |
| | a) (M) Filing documents | ___ | ___ |
| | b) (M) Maintaining records | ___ | ___ |

**HAZARDOUS MATERIALS BRANCH OFFICER
PART I - PERFORMANCE TEST RECORD**

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request.

Candidate's Name: _____ Date of Evaluation: _____

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

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

| Performance Evaluations | Passed | Failed |
|--|--------|--------|
| Selecting Personal Protective Clothing & Equipment | | |
| Plan of Action | | |
| Implementing the Planned Response | | |
| Mitigating Hazardous Materials 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 1

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 Branch Officer. We are interested in how you can plan, analyze and manage tactical response operations associated with a hazardous materials 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 incident.

WRITTEN INCIDENT ACTION PLAN

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

- The candidate serves as the Hazardous Materials Branch 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). 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 will also assess the candidate’s ability to present and support their recommendations using written tools. The subsequent interview will assess the candidate’s verbal communication skills to communicate, support and defend those recommendations.

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 utilized.
5. The proctor and the candidate will assemble the incident action plan and supporting materials for submittal. All items will be placed in a plain white binder capable of holding all materials. Items to include in the binder are
 - a. Copy of the Cover Letter signed by the Fire Chief requesting certification to the Hazardous Materials Branch 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

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 will be conducted with 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 Branch 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 will be 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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