

Hazardous Materials: Managing the Incident

CHAPTER 12

Terminating the Incident

Learning Objectives Overview

- Knowledge Objectives
- Skills Objectives

Introduction (1 of 4)

- Termination represents the transition between the termination of the emergency phase and the initiation of clean-up and restoration and recovery operations.

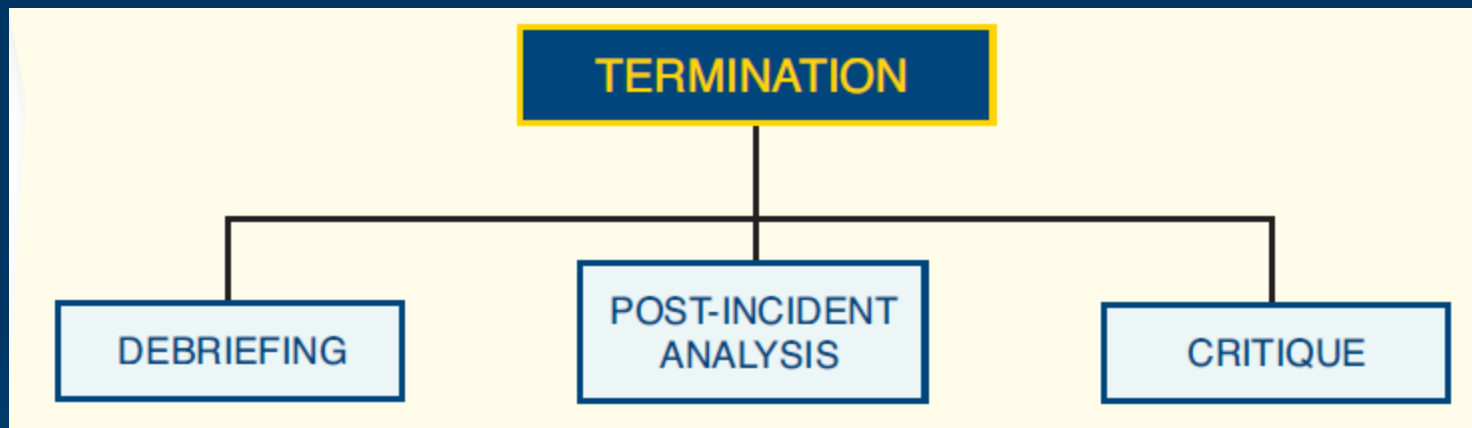
Introduction (2 of 4)

- Termination is the phase where responders document incident response operations, including:
 - The problem
 - Agencies involved
 - Hazards and risks encountered
 - Safety procedures
 - Site operations
 - Lessons learned

Introduction (3 of 4)

- There are five distinct activities of termination:
 - Termination of the emergency phase of the incident
 - Transfer of on-scene command from the IC of the emergency phase to the individual responsible for managing and coordinating the post-emergency response operations (PERO)
 - Incident debriefing
 - Post-incident analysis
 - Critique

Introduction (4 of 4)



Termination activities. Primary termination functions include a debriefing, post-incident analysis, and a critique.

Declaring the Incident Terminated (1 of 2)

- Hazardous materials incidents sometimes slowly creep from the emergency phase to the restoration and recovery phase.
- Emergency responders and support personnel sometimes get mixed signals concerning whether there are actually hazards present at this phase of the operation.



Declaring the Incident Terminated (2 of 2)

- The IC should answer the following questions before the incident is declared terminated:
 - Is the incident scene dangerous?
 - Is the incident scene unsafe?
 - Is the incident scene safe?



Transferring Responsibility of the Incident Scene (1 of 5)

- The IC should meet with the senior representatives from the responsible party or contractors to transfer responsibility.
- There may be liability issues if you do not inform these people of the hazards and associated risks remaining on-scene.
- The transfer of command should be done face-to-face.

Transferring Responsibility of the Incident Scene (2 of 5)

- The transfer briefing should cover:
 - The nature of the emergency
 - Actions taken to stabilize and resolve the emergency
 - Name(s) and amounts of hazardous material(s) involved
 - Hazards and risks that were mitigated and those that still exist



Transferring Responsibility of the Incident Scene (3 of 5)

- The transfer briefing should cover:
 - Safety procedures
 - Relevant documentation and points of contact
 - Parties responsible for the spill

(continues)



Transferring Responsibility of the Incident Scene (4 of 5)

- The transfer briefing should cover (cont'd):
 - Law enforcement agencies responsible for traffic control
 - State, municipal, or other regulatory authority having jurisdiction



Transferring Responsibility of the Incident Scene (5 of 5)

- If the incident has legal or criminal implications it is critical that chain-of-custody procedures be followed.
- The IC should document the time of departure, names, companies, and contact information for the personnel assuming control of the scene.
- The IC should leave their contact information with the group taking over responsibility for the event.

Incident Debriefing (1 of 2)

- An effective debriefing should:
 - Inform responders exactly what hazmats they were (potentially) exposed to, signs and symptoms, and how long after exposure signs of exposure could be expected to occur
 - Identify damaged equipment requiring servicing, replacement, or repair
 - Identify equipment or expended supplies that will require specialized decontamination or disposal

Incident Debriefing (2 of 2)

- An effective debriefing should:
 - Identify unsafe site conditions that will impact the clean-up and recovery phase
 - Assign information gathering responsibilities for a post-incident analysis and critique
 - Assess the need for a critical incident stress debriefing
 - Assign a point of contact for incident-related issues (e.g., concern for delayed symptoms)

Conducting Debriefings

(1 of 3)

- Debriefings should:
 - Be conducted in areas free from distractions
 - Be conducted by one person acting as the leader
 - Last no longer than 15–20 minutes

(continues)



Conducting Debriefings

(2 of 3)

- Debriefings should (cont'd):
 - Briefly review the incident
 - and not analyze every action of every player



Conducting Debriefings

(3 of 3)

- Debriefings should cover certain subjects, in the following order:
 - Health information
 - Equipment and apparatus exposure review
 - A follow-up contact person
 - Problems requiring immediate action
 - Thank you to responders



Post-Incident Analysis

- The post-incident analysis (PIA) is conducted to:
 - Ensure the incident has been properly documented and reported
 - Determine the level of financial responsibility
 - Establish a clear picture of the emergency response for further study
 - Provide a foundation for the development of formal investigations



The Post-Incident Analysis Process (1 of 6)

- The PIA should focus on six key topics:
 - Command and control
 - Tactical operations
 - Resources
 - Support services
 - Plans and procedures
 - Training

The Post-Incident Analysis Process (2 of 6)

- Suggested sources of information for the PIA include:
 - Incident reporting forms
 - Activity logs, entry logs, personnel exposure logs
 - Notes and audio recordings from the incident command post (ICP)
 - Photographs, videos, maps, diagrams, and sketches

The Post-Incident Analysis Process (3 of 6)

- Suggested sources of information for the PIA include:
 - Results of air monitoring and sampling, including types of instruments, calibration information, and sampling location(s)
 - Incident command organizational charts, notes, and completed checklists
 - Business cards or notes from agency, organization, or company representatives

The Post-Incident Analysis Process (4 of 6)

- Suggested sources of information for the PIA include:
 - Tape recordings from the 911/communications center(s) involved
 - Videotape recordings made by the media
 - Photographs, film, and videotape taken by responders or bystanders or relevant citizen video postings or comments on various social media

The Post-Incident Analysis Process (5 of 6)

- Suggested sources of information for the PIA include:
 - Interviews of witnesses conducted by investigators
 - Responder interviews
 - Verification of shipping documents or SDSs
 - Owner/operator information

The Post-Incident Analysis Process (6 of 6)

- Suggested sources of information for the PIA include:
 - Chemical hazard information from checklists, computer printouts, and so on
 - Lists of apparatus, personnel, and equipment on scene
 - Time and date the incident was turned over to clean-up contractors or other outside agencies

Incident Reporting

- Each emergency response organization has its own unique reporting requirements.
- Regulatory reporting requirements include:
 - Section 304 of SARA Title III
 - Section 103 of CERCLA
 - 40 CFR Part 110—Discharge of Oil
 - 40 CFR Part 112—Oil Pollution Prevention
 - 40 CFR Part 302—Reportable Quantities
 - Any additional local, state, or regional reporting requirements

After Action Review or Critique (1 of 4)

- The goal of the AAR is to identify strengths and opportunities for improvement based on the lessons learned from the response.
- Injuries and fatalities can be prevented through lessons learned during the AAR.
- A critique is not a grading process.
- The critique process should never be used to find fault.



After Action Review or Critique (2 of 4)

- A good critique promotes:
 - Objectivity
 - A willingness to cooperate through team work
 - Improvement of safe operating procedures
 - Sharing information among emergency response organizations
- Critiques lasting longer than 60 to 90 minutes quickly lose their effectiveness.



After Action Review or Critique (3 of 4)

- The hazardous materials incident critique cover three levels:
 - Participant-level critique
 - Operations-level critique
 - Group-level critique



After Action Review or Critique (4 of 4)

- Critique key points:
 - Assign someone to document the critique
 - Lessons learned need to be incorporated into a formal improvement plan (IP)
 - Set a quarterly review date to make sure all action items have been addressed
 - Assign someone to track the implementation of recommendations



Operations Security (OPSEC) Issues

- AARs may contain critical information useful for criminals and terrorists.
- Limit information concerning vulnerabilities and weaknesses learned from critiquing the incident to the people who really need to know it.
- Sensitive information should be edited from critique reports intended for the general public.

Liability Issues

- There are five primary reasons for liability problems in emergency response work:
 - Problems with planning
 - Problems with training
 - Problems with identification of hazards
 - Problems with duty to warn
 - Problems with negligent operations
- Do not let attorneys make management decisions for your organization.



Summary (1 of 3)

- Terminating the incident usually consists of five distinct activities:
 - Declaring that the incident is terminated either by radio or in a face-to-face meeting
 - Officially transferring responsibility of the incident scene to another agency or contractor
 - Incident debriefing
 - Post-incident analysis
 - Critique

Summary (2 of 3)

- The incident debriefing is done at the incident scene, lasts less than 15 minutes, and focuses on safety and health exposure issues.
- When the decision has been made to terminate the emergency response phase and restoration and recovery is still required, the IC should meet with the senior representatives from the agencies or contractors taking over to formally hand off the incident scene.

Summary (3 of 3)

- The post-incident analysis is conducted after the incident is over.
- The critique is designed to emphasize successful, as well as unsuccessful, operations and to improve the emergency response system.
- The critique process can reveal critical information about our weaknesses and vulnerabilities that can be exploited by criminals and terrorists.