# AROOSTOOK COUNTY HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

# Attachment 7

## CHECKLIST FOR DETERMINING EVACUATING OR IN-PLACE SHELTERING

# CHECKLIST FOR SELECTING EVACUATION
# OR
# IN-PLACE SHELTERING

1. INSTRUCTIONS: This checklist can be used in a hazardous material emergency to help decide if the general public that may be in danger should be evacuated or sheltered-in - place. Follow the numbers on the checklist and instructions in each box. Fill in each blank, make each checkmark, and/or circle each word when it is appropriate to do so.

2. GENERAL INFORMATION: Complete the following:

NAME:_____ TITLE:

ORGANIZATION:_____ DATE:____/____/____ TIME:

INCIDENT LOCATION:

INCIDENT DESCRIPTION:

3. INITIAL ASSESSMENT: Could this emergency be an actual or potential threat to the general public? ❑ **YES** ❑ **NO** ❑ **UNCERTAIN**

**If yes or uncertain, continue to evaluate the emergency and use this checklist.**

4. INFORMATION NEEDED FOR CHECKLIST: To use this checklist properly to select evacuation and/or in-place sheltering, information that can be obtained for these six categories is needed. Obtain and consider available information now. See #6 below in considering the following factors:

① **material(s) involved**
② **population threatened**
③ **time factors involved**
④ **current and predicted weather conditions**
⑤ **ability to communicate with public and responders**
⑥ **capability of emergency response organization(s)**

5. EXPERT ADVICE: Has a recommendation been obtained from Chemtrec, the facility, manufacturer, etc... to evacuate or shelter-in-place? ❑ YES ❑ NO

**If yes, what was recommended?** ❑ **evacuation** ❑ **shelter-in-place** ❑ **both**

**Who made the recommendation:**

**Time:**

| 6. FACTORS IMPORTANT TO THE DECISION: Use the checklist below to consider all factors that affect the value of evacuation or shelter-in-place. Mark as indicated. | | |
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| **evaluate each of the following** ↓ | **using these factors (check when considered)** ↓ | **by considering these facts (circle or complete)** ↓ |
| The hazardous material(s) involved, its (their) characteristics, amount, condition, configuration, location and level of certainty of information, and other relevant data.<br><br>Name of chemical: | ☐ physical characteristics | *1. solid, dust, liquid, gas*<br>*2. density: high, low;*<br>*vapor pressure: high, low;*<br>*water soluble: yes, no*<br>*3. explosive/flammable: yes, no*<br>*4. characteristics unknown* |
| | ☐ health characteristics | *1. highly toxic, toxic, irritant*<br>*2. hazard to: lung, eye, skin, ingestion*<br>*3. immediate or long-term hazard*<br>*4. hazardous residual: yes, no*<br>*5. toxic combustion product: yes / no*<br>*6. unknown hazard* |
| | ☐ amount<br>gals / pounds | *1. large, small, unknown* |
| | ☐ condition | *1. contained with potential for release*<br>*2. uncontained: controlled, uncontrolled*<br>*3. type: continuous, puff, liquid pool vapor, dust, ground hugging*<br>*4. vapor is heated, cool, from fire* |
| | ☐ location | *1. accessible, unaccessible*<br>*2. distance to public: feet / miles*<br>*3. above, below, same level as general public*<br>*4. vapor enhancements, obstructions* |
| | ☐ configuration | *1. accessible, unaccessible*<br>*2. nearby hazard sources: yes / no*<br>*3. stable, unstable, unknown* |
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| The population at risk and its capability and resources to implement the recommended protective action | ☐ location | 1. *distance from incident*<br>*feet / miles*<br>*direction*<br>*(N, NW, etc.../every direction)*<br>2. *plume enhancements, obstructions*<br>3. *above, below, level with release* |
| The population at risk and its capability and resources to implement the recommended protective action (CONTINUED FROM PREVIOUS PAGE) | ☐ characteristics | 1. *type: residential, commercial, institutional, industrial, transient*<br>2. *density: high, low, mixed*<br>3. *indoor, outdoor, close to structures*<br>4. *structural protection available residential (single - mobile - multi- ), institutions, commercial, industrial*<br>5. *do / do not know area & roads*<br>6. *do / do not know emergency plan*<br>7. *families, groups, individual*<br>8. *different language spoken:*<br>*yes / no* |
| The time factors involved in this emergency and their effect on the selected protective action | ☐ time of incident | 1. *day of week*<br>2. *season: holiday, tourist* |
| | ☐ rate of escalation or de-escalation of the emergency | 1. *release over, occurring, predicted*<br>2. *release unknown, unlikely*<br>3. *rapid, slow, rate of release:*<br>4. *likely release duration:*<br>*_____min / hours* |
| | ☐ rate of movement of hazardous material | 1. *rate known, predicted, uncertain*<br>2. *movement is enhanced, obstructed*<br>3. *time until contact with populated area*<br>*min / hours* |
| The time factors involved in this emergency and their effect on the selected protective action (CONTINUED FROM PREVIOUS PAGE) | ☐ estimated time needed for protective action | 1. *deploy response personnel*<br>*_____min.*<br>2. *give public warning and instructions and have understanding_____min.*<br>3. *EVACUATION –*<br>*a) likely public mobilization and travel time_____min.* |

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| | | *b) special needs mobilization and travel time_____min. (handicapped, institutional, commercial, industrial, recreational)*<br>*4. IN-PLACE SHELTERING –*<br>*a) public response*<br>*min / hours*<br>*b) special needs response time*<br>*_____min / hours*<br>*(institutional, commercial, industrial, handicapped, recreational)*<br>*c) likely duration*<br>*min / hours*<br>*d) time needed for environ-mental monitoring, termination, and building egress_____min / hours* |
| The effect of present and predicted meteorological conditions on the control and movement of hazardous materials and feasibility of protective actions | ☐ impact to hazardous material movement | *1. wind direction_____(from N, NE, NW, etc...)*<br>*2. speed_____mph; gusty yes / no*<br>*3. rain: yes, no, stagnating*<br>*4. weather to change? yes / no* |
| | ☐ impact to emergency capability | *1. roads: open, blocked, slowed*<br>*2. travel: safe, dangerous*<br>*3. large / small difference of outdoor from indoor temp* |
| The capability to communicate with both the population at risk and emergency response personnel during and after the emergency | ☐ communicate with the public | *1. able / unable to warn public, handicapped, institutions and transients*<br>*2. able / unable to instruct public*<br>*3. able / unable to update public and terminate response* |
| | ☐ communicate with emergency responders | *1. able / unable to notify and deploy*<br>*2. able / unable to activate EAS, media*<br>*3. total coverage of area: yes / no*<br>*4. able / unable to contact mutual aid* |
| The capability and resources of the response organizations to implement, control, monitor | ☐ mobilize available or needed/specialized personnel and resources | *1. able / unable to mobilize existing or additional resources and personnel*<br>*2. able / unable to obtain* |

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| and terminate the protective actions | | *specialized resources or control equipment* |
| | ☐ control the hazardous material | 1. *able / unable to prevent, limit, contain, direct, and / or neutralize release* |
| | ☐ control an evacuation | 1. *evacuation plan available: yes / no*<br>2. *road capacity adequate: yes / no*<br>3. *enough personnel / vehicles: yes / no*<br>4. *able / unable to move handicapped, transients, institutionalized*<br>5. *available reception / care facilities for evacuees: yes / no* |
| | ☐ control in-place sheltering | 1. *structures available: yes / no*<br>2. *public knowledgeable or will accept instructions: yes / no*<br>3. *able / unable to initiate and terminate: yes / no*<br>4. *institutions, commercial buildings, industries are prepared / unprepared* |

7. SELECT THE MOST EFFECTIVE PROTECTIVE ACTION: **The checklist directs attention to the factors important for effective evacuation, in-place sheltering (or combination of both) to protect the public. Some factors are more important than others to the decision. Review the marks made on the checklist, noting the factors involved in this emergency. Determine if evacuation, in-place sheltering, or both are favored. Instruct the public and emergency response personnel appropriately. Record the decision.** ***Monitor the emergency using this checklist and determine the public's response to instructions. Make changes as needed.***

❑ **evacuation** ❑ **in-place sheltering were used (check both, if appropriate).**

**Area covered:**