

APPENDIX 4

Pre-Assessment Binder Requirements

To make certification/recertification more efficient, PEMA requires all HMRT's have an administrative binder as stated in *Section V.II.f.* of this Directive. This binder will allow the EAT to conduct a more efficient inspection during the assessment and it will also provide the EAT with a resource for future questions which may be asked about the HMRT and its capabilities. **The binder may be in physical or digital form.*

The Binder Must Include:

Section 1: Documentation: Mutual Aid Agreements with other counties, departments, etc. (includes response and equipment sharing), Copy of Blank New Hire/ Member Check list (Training), and Proof of Liability Insurance. This section also requires your Self-Evaluated, Full Scale Exercise paperwork (HSEEP compliant AAR/ IP included).

Section 2: Dispatch and Spill Response SOG's (General Spill Response, Specialized Spill Response, etc.)

Section 3: Team Roster (See Attachment 4 of D2019-02), New Member Onboarding Plan, ICS and NIMS Training Qualifications as per D2019-03.

Section 4: Respiratory Protection; SOP/ SOG for management of the Respiratory Protection Program outlined in OSHA 29 CFR 1910.134 Standard.

Section 5: Respiratory Protection Equipment Inventory; SCBA, APR, Hoods, etc.

Section 6: PPE; PPE Inventory, SOG's/ SOP's (Hazard Assessment for selection of proper PPE per incident), Eye Protection, Laser Protection, Face Shield, Hearing, Communications equipment, Head Protection, Leg and Foot Protection, etc.

Section 7: Medical Surveillance Program; Blank Copy of Physical Exams given to each member (DOT 49 CFR Part 382, DOH/ OSHA 29 CFR 1920.95, OSHA 29 CFR 1910.134 Standards).

Section 8: Equipment Lists; Equipment List of all other equipment required in D2019-02 Attachments 5-9 with Maintenance Records/ SOGs (Air Monitoring and Detection, etc.).

These sections must be divided by normal dividers or files (if submitted digitally) and labeled accordingly. This process will make on-site assessments smoother and more efficient. Three (3) Copies of the Notebooks need to be made available at the time of the on-site assessment to allow coordinated inspection of documentation and concurrent equipment to occur.

****If the HMRT has a current Binder with a slightly different order, no changes need to be made. This Appendix is meant as a guide to assist with the preparation of the Assessment Inspection.***