

SOPs, RECORD KEEPING, AND TERMINATION

Module 8

SOPs, RECORD KEEPING, AND TERMINATION

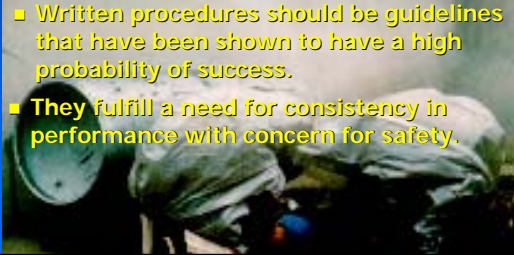
- Objectives

FOUR PHASES OF RECORDKEEPING

- PRE-INCIDENT
- ✂ ALARM
- ✂ ON-SCENE
- ✂ POST

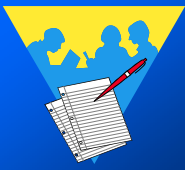
SOP PHILOSOPHY

- Written procedures preserve the experience gained from dealing with a recurring problem.
- Written procedures should be guidelines that have been shown to have a high probability of success.
- They fulfill a need for consistency in performance with concern for safety.



SOPs SHOULD INCLUDE:

- Effective date
- Authority
- Introduction & purpose
- Mechanics



The Worker and Community Right to Know Act (NJAC 8:59)

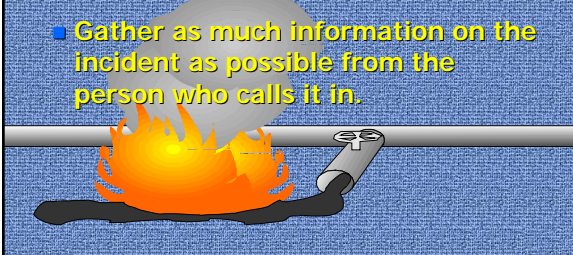
- ◆ Reporting of hazardous substances on site.
- ◆ Training for employees and maintenance of training records.
- ◆ Maintenance of health/exposure records.
- ◆ Labeling of containers.

OTHER RECORDS

- ☐ Training records and certifications of employees.
- ☐ Maintenance records on all equipment.

ALARM

- Use an initial contact message form.
- Gather as much information on the incident as possible from the person who calls it in.

An illustration showing a horizontal pipe with a valve. A gas leak is occurring from the pipe, and a fire is burning at the base of the leak. A speech bubble is positioned above the fire, containing the text of the 'ALARM' section.

ON-SCENE

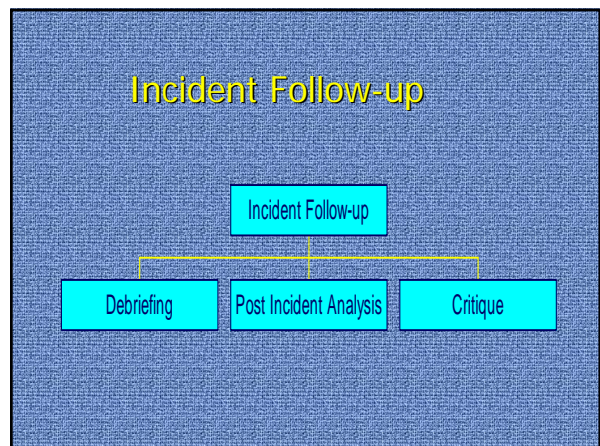
- ☐ Chronological Log
- ☐ Access Control Log
- ☐ Exposure Records
- ☐ Method(s) of Decontamination

Termination

- ☐ Phase down
- ☐ Follow up

Phase Down Activities

- ☐ ALL personnel are notified that emergency is terminated.
- ☐ Contaminated material of any description does NOT leave the site until it is decontaminated.
- ☐ Identify funding source before private contractors are called.
- ☐ Evidence is turned over to proper authority with chain of custody.
- ☐ Final medical monitoring performed and all records consolidated.



Debriefing

- ▣ Inform responders
- ▣ Equipment damage
- ▣ Gather information
- ▣ Summarize activities
- ▣ Reinforce positive aspects

Post-Incident Analysis

- Financial responsibility
- Clear picture of response
 - Command and control
 - Tactical operations
 - Resources
 - Support services

Critique

- ↓ Direct answers to direct questions
- ↓ Play by the rules
- ↓ Observations from each operational group
- ↓ Documentation
- ↓ Summarize lessons learned