

**Low Specific Activity (LSA) Materials**  
**Transportation Emergency Preparedness Drill Checklist**

**TEPP-LSA-D1**

**Checklist For Planning And Conducting**  
**The LSA Materials (Class 7-Radioactive)**  
**Emergency Response Drill**

Drill Date

(For additional information refer to the "Guidance for Planning, Conducting and Evaluating Transportation Emergency Preparedness Tabletops, Drills and Exercises")

**Phase 1 - Planning**

- \_\_\_\_\_ 1. Determine the Scope, Objectives and Extent Of Play For The Drill (Drill May Be Modified To Meet Local Needs And Objectives)
- \_\_\_\_\_ 2. Determine Drill Participants
- \_\_\_\_\_ 3. Establish Schedule And Plan For The Drill (Section 4.0 In Scenario Package Should Be Modified Based On Drill Dates/Times)
- \_\_\_\_\_ 4. Notify Proposed Participating Agencies And Confirm Support
- \_\_\_\_\_ 5. Determine Locations For Drill Activities (Command Center, Accident Scene, Dispatchers Office, Etc.)
- \_\_\_\_\_ 6. Develop A Safety Plan (Use Attached Safety/Plan Checklist)
- \_\_\_\_\_ 7. Determine If Pre-Notification To The Media Is Necessary (If a Sample Media Plan is needed refer to the "Guidance for Planning, Conducting and Evaluating Transportation Emergency Preparedness Tabletops, Drills and Exercises"). If So, Appoint A Public Information Officer To Handle Notifications/Inquiries
- \_\_\_\_\_ 8. Establish Controller Assignments And Simulated Roles (Last Page Of Section 6.0)
- \_\_\_\_\_ 9. Pull Applicable Objective Evaluation Checklists From The Objectives Module (These Are To Be Included in the Drill Scenario Packages for the Controller)
- \_\_\_\_\_ 10. Modify the Shipping Document Included In The Drill Package (Section 12) To Include Drill Specific Information (Such As The Emergency Response Phone Number). Boxes On The Shipping Document Where Information Should Be Provided Are Marked With An "X".
- \_\_\_\_\_ 11. Reproduce Sufficient Copies Of Completed/Reviewed Scenario Packages, As Well As Copies Of The Applicable Objective Evaluation Checklists From Manual Section IV
- \_\_\_\_\_ 12. Determine And Acquire Props Needed For Site Simulation
- \_\_\_\_\_ 13. Conduct Player And Observer Briefings

**Phase 2 - Drill Setup**

- \_\_\_\_\_ 1. Ensure All Controllers Know The Schedule And Their Designated Position
- \_\_\_\_\_ 2. Ensure All Props Have Been Evaluated And Validated Prior To Set Up
- \_\_\_\_\_ 3. Set Up The Props At Each Drill Location
- \_\_\_\_\_ 4. Ensure Safety Precautions Are In Place
- \_\_\_\_\_ 5. Verify All Controllers Are In Position And Key Players/Agencies Are Available To Begin The Drill

**Phase 3 - Drill Play**

- \_\_\_\_\_ 1. Ensure Safety Is And Remains The Most Important Concern Of The Drill
- \_\_\_\_\_ 2. Ensure Controllers Are In Place
- \_\_\_\_\_ 3. Ensure Messages Are Distributed According To Schedule
- \_\_\_\_\_ 4. Utilize Hold Messages If A Break In Play Is Needed
- \_\_\_\_\_ 5. Ensure ALL Players And Controllers At ALL Drill Locations Receive The Drill Termination Message

**Phase 4 - Post Drill Activities**

- \_\_\_\_\_ 1. Dismantle Drill Scene Props And Return Site To Original State
- \_\_\_\_\_ 2. Direct All Players And Controllers To The Debriefing Location(s)
- \_\_\_\_\_ 3. Conduct Drill Debriefing Based On Controller and Player Evaluations
- \_\_\_\_\_ 4. Document and Track Drill/Exercise Strengths and Recommended Improvement Areas

### Safety Plan/Checklist (1 of 6)

This is an example of a Safety Plan and Checklist for a transportation emergency drill or exercise. The example is generic and is incomplete in that necessary event-specific information is not included.

#### **Scope**

This plan has been included as a scenario package checklist so that controllers will be able to anticipate and recognize unplanned events that could result in personal injury or unforeseen property damage. It enables event participants to be governed by the safety guidelines established for the event.

#### **Pre-drill Safety Requirements**

Controllers must be staged before the event is scheduled to begin to ensure there are no pre-existing safety concerns that could affect the start of the event. Controller assignments and locations are identified in Section 6.0 of the scenario manual. The Drill Lead Controller must obtain a safety check from all lead controllers prior to event commencement.

#### **Drill Activity Boundaries and Off-Limit Areas**

Drill boundaries, which define the areas at the incident scene that will be in and out of play, will be discussed in briefings, if applicable. Boundaries may also be defined by the “extent of play” for each objective, as shown in Scenario Package Section 3, or depicted on maps in the package. Safety concerns that arise during the drill will be dealt with immediately by the drill controller in the affected area. As objectives are accomplished, certain areas may be allowed to return to normal activities.

### Safety Plan/Checklist (2 of 6)

#### **Safety Equipment**

Drill participants are required to follow all existing safety guidelines for the use of protective equipment. From the checklist below, mark an X next to the items that are applicable to this drill or exercise, and ensure that these items are provided for participants, as applicable.

- controller communications
- drill/exercise identification (i.e., armbands, vests, caps, etc.)
- illumination devices
- first aid kit
- water coolers (field teams may be directed to carry their own water)
- water carriers (rovers may be directed to deliver water to personnel)
- personnel comfort items (specify)
- fire extinguishers
- safety harnesses/lifelines, etc. (specify)
- eye/hearing protection devices (specify)
- gloves (specify who and when they should be worn)
- hard hats (specify who and when they should be worn)
- other protective clothing (specify)
- miscellaneous hand tools (specify)

#### **Site Specific Hazards**

Drill or exercise participants are required to follow all hazard postings in event areas. Participants must obey all traffic laws during the event. Response participants will NOT use emergency lights and sirens when responding to simulated accident scenes. Field teams will travel on designated roads and trails. Field team vehicles will be equipped with fire extinguishers and shovels. No vehicles should go off road where wildlife such as snakes and insects may be encountered.

In the event of electrical storms, high winds or other severe weather, participants will follow controller instructions. Field activities should be suspended or terminated under these conditions.

Controllers and responders must be mindful of symptoms of heat stress. Controllers will ensure that emergency response personnel are allowed the opportunity to rest whenever necessary. Controllers must halt drill play anytime a responder appears to be in distress and take all appropriate actions to ensure the well-being of individuals.

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**Safety Plan/Checklist (3 of 6)**

From the checklist below, mark an X next to the actual hazards that may be applicable to this drill or exercise. Special safety provisions should be made for all items checked.

- \_\_\_\_\_ traffic (field teams need to be aware of road condition hazards and traffic, especially when performing radiological monitoring)
- \_\_\_\_\_ terrain (field teams may be required to use unpaved roads. Each vehicle will be equipped with a fire extinguisher, shovel, bucket, and communications capabilities.)
- \_\_\_\_\_ overhead obstructions and hazards
- \_\_\_\_\_ electrical storms
- \_\_\_\_\_ heat stress
- \_\_\_\_\_ cold stress (hypothermia)
- \_\_\_\_\_ high winds
- \_\_\_\_\_ visibility conditions
- \_\_\_\_\_ electrical equipment hazards
- \_\_\_\_\_ mechanical equipment/machinery
- \_\_\_\_\_ hazardous material/storage areas
- \_\_\_\_\_ fuel loading concerns
- \_\_\_\_\_ thermal hazards
- \_\_\_\_\_ tripping hazards
- \_\_\_\_\_ confined spaces
- \_\_\_\_\_ elevated locations
- \_\_\_\_\_ hazardous materials
- \_\_\_\_\_ pest control (i.e., fire ants, wasps, snakes, ticks, mosquitoes, etc.)
- \_\_\_\_\_ personnel safety provisions (individual responsibilities/limits)
- \_\_\_\_\_ outside agency safety provisions (responsibilities/limits)
- \_\_\_\_\_ vehicle safety provisions (i.e., traffic laws shall be obeyed, seat belts used, etc.)
- \_\_\_\_\_ drill/exercise control provisions (i.e., safety briefings, how to handle actual emergencies, etc.)

### Safety Plan/Checklist (4 of 6)

#### **General Safety Provisions**

This section details specialized personnel assignments and functions related to safety concerns. The Controller Organization, found in Section 6.0 of the scenario manual, identifies personnel assignments. No changes will be made to controller assignments without prior assurance that any replacements have equal or greater understanding of safety concerns that could be encountered at the location to which they are assigned.

All safety concerns must be brought to the attention of the Drill/Exercise Lead Controller and the Drill/Exercise Safety Lead through the Controller organization.

Specific incidents and materials that may have adverse effects on people have been addressed in specific sections of the scenario manual. Every effort has been made to anticipate and minimize hazardous situations inherent in this drill/exercise. From the checklist below, mark an X next to the safety provisions that are applicable to this drill or exercise, and ensure that these provisions are communicated to participants and/or enforced.

- \_\_\_\_\_ individual participants are personally responsible for their individual safety
- \_\_\_\_\_ each participant must monitor his/her own physical condition for signs of overexertion or distress
- \_\_\_\_\_ any participant who observes another person injured or otherwise in need of assistance will immediately cease drill/exercise activities and render aid/call for assistance
- \_\_\_\_\_ all injuries, no matter how slight, must be immediately reported to the nearest Controller
- \_\_\_\_\_ all ascents or descents from elevated heights will be by ladder, stairway or other safe method. Jumping from elevated positions is not allowed
- \_\_\_\_\_ Controllers must be familiar with the hazards of the equipment involved and the required safety measures
- \_\_\_\_\_ actual emergencies will be dealt with by a shadow force. If an emergency occurs that requires drill/exercise responders to assist, the Lead Controller will suspend or terminate part or all of drill play as deemed necessary.

**Safety Plan/Checklist (5 of 6)**

**Security/Public Safety Provisions**

From the checklist below, mark an X next to the security and public safety provisions that are applicable to this drill or exercise. Special safety provisions should be made for all items checked.

- \_\_\_\_\_ a backup or “shadow” force (fire, EMS and police) is in place to ensure community coverage is not impacted by event response
- \_\_\_\_\_ event calls should/may go to non-emergency lines to ensure that actual “911” calls are handled expeditiously
- \_\_\_\_\_ security personnel must keep firearms holstered at all times during the drill/exercise
- \_\_\_\_\_ drill/exercise play will be suspended in the event of an actual emergency
- \_\_\_\_\_ emergency vehicles will respond without lights and sirens
- \_\_\_\_\_ cordoning off of large public areas will be simulated unless cordoning is required for safety reasons
- \_\_\_\_\_ rerouting traffic will be simulated unless cordoning is required for safety reasons

**Safety Plan/Checklist (6 of 6)**

**Vehicle Safety Provisions**

From the checklist below, mark an X next to the vehicle safety provisions that are applicable to this drill or exercise. Ensure that these provisions are communicated to participants and/or enforced.

- \_\_\_\_\_ no vehicle will be driven in such a manner that posted speed limits are exceeded or safe driving rules are violated
- \_\_\_\_\_ only those vehicles involved in the drill/exercise will be used for movement.
- \_\_\_\_\_ vehicles may not be mounted or dismounted until they come to a complete stop
- \_\_\_\_\_ spotters will be used when backing vehicles out of areas where other people or vehicles are present
- \_\_\_\_\_ roadblocks will be simulated by placing a blocking vehicle on the shoulder of the road and notifying an observer that a roadblock has been established
- \_\_\_\_\_ all Controller vehicles should be identified/placarded to eliminate player confusion or concerns.
- \_\_\_\_\_ seat belts must be worn in moving vehicles if the vehicle is equipped with them

**This completed Scenario Package Planning Checklist should be kept as part of the hard-copy documentation file for drill planning for this event.**

\_\_\_\_\_  
**Name/Signature of Drill Planner**  
**Who Completed Checklist**

\_\_\_\_\_  
**Drill Date**