

1. What is TTEMAS?

TTEMAS is the acronym for Trinidad and Tobago Emergency Mutual Aid Scheme; it is an industrial based emergency response mutual aid organization and plays a coordinating role for mobilization of emergency resources for distressed members in the energy sector in cases of major or critical incidents.

TTEMAS, an NGO, not for profit organization was established in June 1983 and incorporated by Parliament under Act No.8 of 2000.

2. What is an industrial emergency response mutual aid plan?

An industrial emergency response mutual aid plan is an agreement between all participating members to share their emergency response equipment and resources with other members in the event of an unexpected incident or emergency.

Participation in this Plan is voluntary. No member is obliged to release equipment, material or personnel if it elects not to do so. Members participating in this Plan should ensure the adequacy of their own resources before providing another member with mutual aid. This Plan does not force any member to provide mutual aid if it is unable to do so. Resources released pursuant to this Plan are made at the sole discretion of the management of each participant.

3. What is the purpose of an industrial mutual aid plan and how is this accomplished?

The purpose of TTEMAS industrial mutual aid plan is to establish a vehicle for member companies to provide and receive emergency mutual aid assistance. This is accomplished by establishing a common communication system among participants and maintaining an inventory of resources that each member undertakes to release if requested. The Plan provides procedures for the industrial sector to effectively request resources, thus reducing down time, and the ability to communicate with response agencies.

4. What is the management system model used in TTEMAS?

TTEMAS Emergency Response Plan is based largely on the Incident Management System (IMS), which was developed for managing large fires in the USA.

5. What are the key management system functions within TTEMAS Management System?

The key management system functions are as follows:

- i. Incident Management System and Unified Command.
- ii. Liaison between the Emergency Management Team of the affected plant, TTEMAS Command Group, and responders.
- iii. Emergency communications system and protocol.
- iv. Procedures for requesting and rendering assistance.
- v. Emergency response organization / structure and current written emergency response action plan for each member.
- vi. Current membership listing.
- vii. Documented Membership Byelaws and Emergency Response Plan.
- viii. Inventory of available emergency resources.
- ix. Periodic testing and maintenance of Emergency Response Plans.

6. What are the drivers for formation of TTEMAS?

The drivers for the establishment of TTEMAS at the time were essentially:

- Type & nature of the plants at Point Lisas.
- Nature of materials handled.
- Potential exposure of personnel & evacuation.
- Community responsibility.
- Absence of fully equipped civil emergency response capability.

7. How is TTEMAS emergency response plan activated?

The plan can be activated in the following manner:

- i. Verify that an emergency has occurred requiring mutual aid.
- ii. Assure that your facility ER Plan has been activated.
- iii. Call the NGC Control Operator at 800- 4GAS; or

- iv. Contact the NGC Control Operator, using the NGC Radio located in the Control Room of the facility; or
- v. Use the TTEMAS Emergency Channel; or
- vi. Call TTEMAS Group Page: 66-BEEPS / 662-3277
- vii. Take charge until formally relieved (or assure that someone has assumed the role of Incident Commander).
- viii. Warn employees, visitors, neighbours, provide for their safety.
- ix. Evacuate the facility or recommend shelter in place as necessary.
- x. Activate the Incident Management System.
- xi. Initiate the facility ER Procedures.
- xii. Activate the Command Post, Staging Area.
- xiii. Assure the IMS is activated.
- xiv. Confirm level of emergency.
- xv. Refer to mutual aid procedures.

8. How do I request mutual aid?

Mutual aid can be requested in the following manner:

- i. Determine the nature and quantity of resources needed, be sure to have exhausted your own before making the request.
- ii. Contact NGC Radio Operator or TTEMAS Emergency Coordinator.
- iii. Give :
 - Name of individual and member company requesting aid
 - Call back telephone number
 - Nature, location, source description of emergency
 - Number of persons affected
 - Authorizing member representative
 - Specific resources required
 - Staging area and recommended travel routes
 - Contact at reporting point
 - Means of contacting Emergency Operating Centre or Incident Command Post (e.g. Cellular phone number, common radio frequencies).
 - Ascertain expected time of arrival (ETA).
 - Notify Staging Coordinator of ETA
 - Notify Staging Coordinator to log responding resources including personnel.

TTEMAS Frequently Asked Questions

4

N.B.: Assistance will be rendered only if a request is made by the member. Communications should be via the NGC Control Operator, as far as possible.

9. How do I respond to a mutual aid request?

Upon receipt of the request obtain the following information:

- Name, address, phone number of Caller.
- Name of company, plant.
- Type and quantity of resources requested.

Switch to the TTEMAS emergency channel.

Report to the Emergency Coordinator at the assigned TTEMAS Staging Area unless otherwise advised.

On release and dispatch to the affected plant, report at the Plant Staging Area.

Provide an inventory, and obtain signature of Plant Staging Coordinator.

Serve as your company's representative.

Provide for the welfare of your company's personnel (relief, food, PPE, notification of family, first aid, etc.

Maintain records of any injuries, damage to your equipment.

Maintain records of any issues that could result in future liability.

Work under the direction of the Plant Incident Commander.

Upon release of your resources by the requesting facility, do the following:

- Prepare inventory of resources.
- Return all equipment belonging to the requester.
- Ascertain whether there were any injuries to any members of your team.
- Report any injuries, damaged or missing equipment, or supplies used up to the Staging Coordinator and document same.
- Notify your company and TTEMAS Coordinator of your release and ETA at your facility.
- Upon return to your plant, document the supplies used up, hours worked, injuries, damaged equipment, etc, for submittal to the requesting company.

10. How is mutual aid received at the stricken facility?

TTEMAS Frequently Asked Questions

Mutual aid is received through the TTEMAS Staging Area, which is under the control of TTEMAS Emergency Coordinator.

With the exception of Trinidad and Tobago Fire Service, unless requested all responding personnel and resources are required to report to the designated TTEMAS Staging Area and on arrival, responding personnel should notify the TTEMAS Emergency Coordinator. The latter will release the resources as requested and dispatch same to the Staging Area of the distressed facility. At no time will TTEMAS take control of the management of the emergency response actions, these remain under the direct control of the on scene Incident Commander of the affected plant,

All responding personnel will respond with the necessary protective gear including SCBA's for each responder. Special radio procedures will be used to communicate emergency traffic.

The facility activating this Plan shall activate an on scene Incident Command Post at the facility. The Command Post will be located in a safe area upwind and up slope of the incident if possible. The purpose of the Command Post is to provide a location for the management of the emergency. The Command Post may simply be a vehicle, or other mobile or portable facility.

The Staging Area at the affected site is a designated location where responding mutual aid companies, or government agencies will report to. It shall be located upwind and up slope of the emergency, in an accessible but secure location away from the Command Post. The Staging Area shall be a large area, such as a parking lot where vehicles, equipment and personnel may be held at pending assignment.

Each member should provide a suitable EOC, or EOCs, to formulate policy decisions regarding mutual aid, incident mitigation, public relations, economic matters, care of the displaced and injured, and their return to normalcy after the incident is over. The EOC also provides a location for interface with the media and governmental agencies.

11. What are the benefits of mutual aid?

Some of the major benefits of mutual aid include:

- Increased public and regulatory agency confidence in industry response capability.
- Provision of a One-number System for notification of potential emergencies.
- Delivery of a common message/education to public and residents.
- Promotion of a common and consistent approach to emergency response.
- Enhanced TTEMAS members' communication and information sharing.
- Provision of a smooth transfer and/or assumption of command and control of the emergency.
- Joint education and training among participants and the public.
- Scheduled public/resident visits to avoid public overload and promote resident data sharing.

12. How does a prospective member contact TTEMAS?

Initial contact can be made by calling the Secretary at 659-2381 or any any member of the Executive Team or visiting our web site: www.ttemas.org.tt.

13. How does one join TTEMAS?

Submit a completed membership application form along with a copy of your current Emergency Response Plan, a completed resource listing form and the stated membership fee to the Secretary or any member of TTEMAS Executive Committee.

14. What is the liability associated with TTEMAS Mutual Aid Scheme?

The member requesting aid will accept liability for the use of any supplies, any damage or repair to equipment or injuries to responding personnel. During the course of the emergency aid and service provided to any member by employees of other members, such employees shall be

TTEMAS Frequently Asked Questions

7

deemed to be under the control of the member receiving such emergency aid and assistance.

K.A. Noel

Assistant Secretary

2005-05-10