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DOT HAZMAT SECURITY AWARENESS TRAINING

Leader’s Guide

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This easy-to-use Leader’s Guide is provided to assist in conducting a successful presentation. Featured are:

**INTRODUCTION**: A brief description of the program and the subject that it addresses.

**PROGRAM OUTLINE**: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

**PREPARING FOR AND CONDUCTING THE PRESENTATION**: These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

**REVIEW QUESTIONS AND ANSWERS**: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

**INTRODUCTION**
Some of the materials that are transported, if in the wrong hands, can be used for evil and destructive purposes. Nobody wants that to happen. This program was designed to help inform you about security risks involved in handling and transporting hazardous materials, methods of enhancing hazmat security, how to recognize potential security threats and specific actions to take during a security breach or attack. Topics include potentially dangerous materials, safeguards for protecting the workplace, storage, shipping and unloading hazardous materials, and pre-trip inspection.

**PROGRAM OUTLINE**
**POTENTIALLY DANGEROUS MATERIALS**
- In order to help protect US Citizens, the Department Of Transportation, or DOT has revised its regulations to require all companies that transport or cause the transportation of hazardous materials to provide security awareness training to everyone involved in the transportation of hazardous materials, from the manufacturing and testing of shipping containers to the unloading of the materials at their final destination.

- You should know what hazardous materials are stored at and transported to and from your facility. You also need to know which of these substances could be used as weapons.

- Potentially dangerous materials include flammables, explosives, corrosives, reactive substances and materials that are toxic to people or the environment.

- The DOT emergency response guidebook can help identify the characteristics and hazards related to the materials in your facility. By referring to the green section, it is easy to see how one of these substances could threaten the health and welfare of an entire community.

- If your company handles biological materials or infectious waste, you will also need to determine if these substances could be used as weapons.

**SHIPPING HAZARDOUS MATERIALS**
- Schedule several smaller deliveries of hazardous materials rather than one large delivery. This limits the quantity that could be stolen at any one time and reduces the likelihood that a single shipment could be used as a weapon of mass destruction.

- The size of the shipment stolen doesn’t affect its potential danger. Any amount of missing hazardous materials must be reported to the police.

- This one shipment may be seemingly insignificant, but also may be a small piece that fits a larger puzzle.
• Don’t try to determine that yourself. Report any missing or stolen hazardous materials immediately.

RED FLAGS ABOUT RECEIVING COMPANIES
• Drivers should also pay attention to who is receiving their shipment, especially new customers.

• Red flags include last minute shipments that require rush processing, the customer’s lack of knowledge about the proper use of a material, delivery to an unusual location, apparent stockpiles of other shipments of hazardous materials, especially materials that are not normally used together, refusal to sign for a shipment or to show photo identification and an offer of a cash payment or bribe to deliver a shipment.

• If there are any concerns that someone may use hazardous materials to carry out a terrorist attack, law enforcement personnel should be contacted immediately. Don’t wait; don’t guess; don’t ignore a suspicion. Report it immediately.

PRE-TRIP INSPECTION
• Before leaving a facility, drivers should perform a pre-trip inspection to make sure the shipment is secure and the truck is in proper working order. A truck broken down on the side of a highway is an easy target.

• Hazardous materials packages should be secured in a transport vehicle to prevent damage during transportation. If the hazardous material leaks or spills during transport due to insufficient blocking and bracing, the motor carrier is at fault.

• Make sure trailer doors are locked. It is also a good idea to use security seals on truck doors so it is easy to see if anybody tries to tamper with the load.

• If the hazardous materials are transported in a vehicle that has an open bed, like a pick-up truck, they should be chained down. Small quantities can be locked inside of an equipment chest.

• Each bulk packaging, freight container, unit load device, transport vehicle or railcar containing any quantity of hazardous materials must have a placard on each side and each end.

• Remember, terrorists are always looking for new ways to spread destruction. Hazardous materials fit this description.

TERRORISTS AREN’T ALWAYS EASY TO IDENTIFY
• You may have a pre-conceived notion about what a terrorist looks like, but that is probably not what you should be on the lookout for.

• Terrorists are trained to not be obvious and will try to not fit into pre-conceived categories. They may be members of a highly-trained foreign cell, from a domestic militant organization or a misguided individual who has his own twisted agenda.

• Deterring and preventing terrorism isn’t a whole lot different than deterring and preventing other types of crime.

THREATS FROM WITHIN & OTHER COMPANIES
• Threats may come within. Employees have knowledge of a facility’s layout and security procedures and may even have access to sensitive areas.

• A misguided worker can pose an extremely serious threat.

• Background checks of new employees should be standard procedure.
• Other measures may include conducting spot checks of personal vehicles and lockers, having visitors show identification and sign in and accompanying visitors while they are at the facility.

• If your facility uses other companies to transport hazardous materials, the security measures that they have in place should also be checked regularly.

THREATS THAT CAN’T BE SEEN
• Threats aren’t always something we can see. Terrorists can intercept emails, so confidential information shouldn’t be sent over any computer network unless the messages can be encrypted.

• Files that detail your company’s security measures should only be stored on computers that are protected by firewalls.

• Don’t discuss sensitive information on cell phones because it’s possible for a terrorist to eavesdrop on your conversation.

• Never discuss the hazardous materials that are handled at your facility or your facility’s security measures in public. You don’t know who may be listening.

SAFEGUARDS FOR PROTECTING THE FACILITY
• Once the hazardous materials in your facility that could be targeted by terrorists are identified, you will need to attempt to foresee or predict how a possible security breach or attack might take place.

• Protecting an entire facility may be easier than protecting individual shipments of hazardous materials. Fencing walls, bright lights, security cameras and alarm systems can do a lot to prevent unauthorized access.

• If possible, your facility should only have one, well-guarded access way and parking for visitors should be well away from hazardous material storage areas.

• Of course, these safeguards do little to protect your facility if procedures aren’t followed. To make sure no one leaves a gate open or fails to set an alarm, proper training is of vital importance.

STORING HAZARDOUS MATERIALS ONSITE
• Hazardous materials onsite must be locked in storage rooms, fenced-in areas or separate, high-security buildings.

• Valves on tanks and storage vats should be secured as well.

• Using a sign out system for keys to restricted areas and performing frequent inspections to make sure that no one has tampered with locks or other security equipment can also help.

SECURITY WHILE TRAVELING
• The route that a shipment takes should be as short as possible. Times and routes should be changed up to avoid constructing a recognizable pattern someone can use to plan a hijacking.

• Drivers should check in with the dispatcher frequently to inform them of any delays, detours or stops that need to be made, but specifics about the loads and details about the routes should never be discussed over CB radios or cell phones since terrorists may be eavesdropping.

• Remember, a parked vehicle is an easier target than when in motion. Be extra cautious when parking for fuel, meals or rest. Pick public areas, and areas that are well lit.
• Always lock your truck and perform another quick walk around inspection upon returning to the truck.

• If you think you may be being followed by another vehicle, call 911.

UNLOADING THE SHIPMENT SECURELY
• Security doesn’t end once hazardous materials arrive at their destination. If a delivery is not expected, the carrier that sent them should be immediately contacted to verify that the shipment is legitimate.

• Before a shipment is unloaded, its shipping papers must be checked and the vehicle and its cargo thoroughly inspected.

• Containers should be closely examined for signs of damage and tampering. Workers should also be on the lookout for any unusual containers as well as containers that are improperly labeled or that don’t match the description in the shipping papers.

• Special attention should be given to shipments that enter the United States from other countries, since there might not have been much security at their points of origin. If the origins of a container are questionable or it is damaged in any way, it should be refused.

• Any evidence of tampering or theft should be reported to management so that they can contact law enforcement.

• Warehouse doors should be closed immediately after a shipment has been unloaded.

CONCLUSION
• The threat is real, but it doesn’t mean attacks are inevitable. Plans can be disrupted, attacks can be prevented.

• Know what and how much hazardous materials your company stores, handles and transports.

• Your facility and hazardous materials must be secured at all times.

• Question any unusual orders or shipments.

• Select delivery routes carefully to minimize opportunities for theft, hijacking or sabotage.

• Inspect all incoming deliveries.

• Most of all, report any suspicious activity to management or law enforcement. They are trained in how to respond to these matters.

• We all need to take responsibility for the safety of our workplace, our roads and our country. Hazardous materials security is just a small part of this overall responsibility, but it’s one that must be taken seriously. Do your part; make a difference.

PREPARE FOR THE SAFETY MEETING
Review each section of this Leader's Guide as well as the program. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the program. Play it without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Make an attendance record and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

Here are some suggestions for preparing your video equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the program.

CONDUCTING THE PRESENTATION
Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to help inform employees about security risks involved in handling and transporting hazardous materials, methods of enhancing hazmat security, how to recognize potential security threats and specific actions to take during a security breach or attack.

Introduce the program. Play it without interruption. Review the program content by presenting the information in the program outline.

Lead discussions about hazardous materials handled at your facility and your company’s guidelines for making sure they are stored and transported securely.

After watching the program, the viewer will be able to explain the following:

- What types of threats to security can jeopardize an organization’s security;
- Which procedures should be followed to store and ship hazardous materials safely;
- What red flags to consider when dealing with receiving customers;
- What to look for during a pre-trip inspection.

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REVIEW QUIZ

Name___________________________________Date_________________________________

Please provide answers to the following to show how well you understand the information presented during this program.

1. Deterring and preventing terrorism isn’t a whole lot different than deterring and preventing other types of crime.
   a. true
   b. false

2. You should never discuss the hazardous materials that are handled at your facility in public.
   a. true
   b. false

3. Which section of the DOT emergency response guidebook provides information related to how a hazardous substance could threaten the health and welfare of an entire community?
   a. the white section
   b. the yellow section
   c. the green section

4. Protecting an entire facility from terrorism may be easier than protecting individual shipments of hazardous materials.
   a. true
   b. false

5. It is safer to schedule one large delivery of hazardous materials rather than several smaller deliveries.
   a. true
   b. false

6. If you discover any missing or stolen hazardous materials, you should try to determine if it was a significant enough amount before reporting it to authorities.
   a. true
   b. false

7. Once a shipment has left the yard of a facility, the security of the shipment becomes the driver’s responsibility.
   a. true
   b. false

8. A parked vehicle is ________________ target for terrorism than one in motion
   a. an easier
   b. a more difficult

9. Only those shipments of hazardous materials from other countries need to be inspected before being unloaded.
   a. true
   b. false
   b. false

ANSWERS TO THE REVIEW QUESTIONS
1. a
2. a
3. c
4. a
5. b
6. b
7. a
8. a
9. b