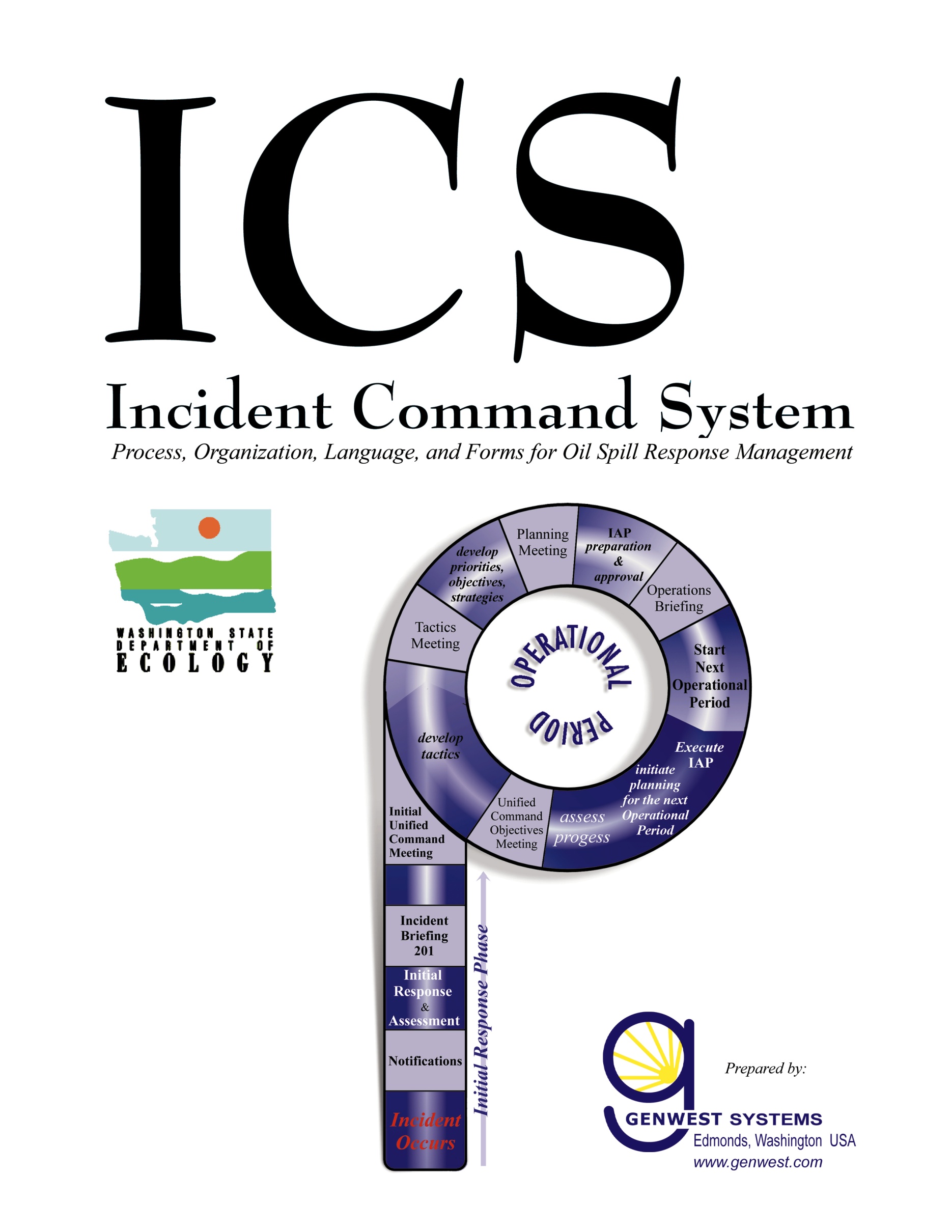
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|  |  |  |  |
| --- | --- | --- | --- |
| A |  |  |  |
| ***ACP Site Index*** | **ICS Form: 232a** | |  |
| ***Acronyms*** | Glossary |  | 137 |
| ***Agency Representative Meeting*** | Meeting |  | 135 |
| Agency Representatives | Command |  | 16 |
| Air Operations Branch Director | Operations |  | 74 |
| ***Air Operations Summary Form*** | **ICS Form: 220** | |  |
| Air Support Group Supervisor | Operations |  | 80 |
| Air Tactical Group Supervisor | Operations |  | 76 |
| ***Assignment List*** | **ICS Form: 204** | |  |
| ***Assignment List Attachment*** | **ICS Form: 204a** | |  |
| B |  |  |  |
| ***Base Maps*** | Planning |  | 23 |
| Between the Meetings:   * *ICS 201 Briefing & Initial Unified Command* * *Initial Unified Command & Tactics* * *Tactics & Planning* * *Planning & IAP Preparation & Approval* * *IAP Preparation & Approval & Operations Briefing* * *Operations Briefing & UC Objectives* | Meetings |  | 119  119  122  127  130  133 |
| ***Business Management Meeting*** | Meetings |  | 135 |
| C |  |  |  |
| Check-In / Status Recorder | Planning |  | 34 |
| ***Check-In List*** | **ICS Form: 211** | |  |
| ***Check-In List (Equipment)*** | **ICS Form: 211e** | |  |
| ***Check-In List (personnel)*** | **ICS Form: 211p** | |  |
| ***Command & General Staff Breakfast / Supper*** | Meetings |  | 135 |
| ***Command Organization Chart*** | Command |  | 7 |
| ***Command Post Map*** | Planning |  | 29 |
| ***Command Staff Meeting*** | Meetings |  | 135 |
| ***Communications List*** | **ICS Form: 205a** | |  |
| ***Communications Unit Information Flow Diagram*** | Logistics |  | 92 |
| Communications Unit Leader | Logistics |  | 90 |
| Compensation / Claims Unit Leader | Finance |  | 111 |
| Cost Unit Leader | Finance |  | 106 |
| D |  |  |  |
| ***Daily Meeting Schedule Form*** | **ICS Form: 230** | |  |
| Decon Group Supervisor | Operations |  | 64 |
| ***Demob Check-Out Form*** | **ICS Form: 221** | |  |
| Demobilization Unit Leader | Planning |  | 38 |
| Deputy Environmental Unit Leader | Planning |  | 43 |
| Dispersants Operations Group Supervisor | Operations |  | 65 |
| Display Processor | Planning |  | 26 |
| Disposal (Waste Management) Specialist | Planning |  | 52 |
| Disposal Group Supervisor | Operations |  | 63 |
| ***Division Zone Map*** | Planning |  | 29 |
| ***Documentation Unit Information Flow Diagram*** | Planning |  | 37 |
| Documentation Unit Leader | Planning |  | 36 |
| E |  |  |  |
| Emergency Medical Services Group Supervisor | Operations |  | 72 |
| Emergency Response Branch Director | Operations |  | 67 |
| ***Environmental Resources at Risk Map*** | Planning |  | 23 |
| ***Environmental Unit Information Flow Diagram*** | Planning |  | 42 |
| Environmental Unit Leader | Planning |  | 40 |
| ***Equipment Resources Status Map*** | Planning |  | 28 |
| Equipment Time Recorder | Finance |  | 108 |
| ***Executive Summary Form*** | **ICS Form: ExSum** | | |
| F |  |  |  |
| Facilities Unit Leader | Logistics |  | 98 |
| Field Observer | Planning |  | 30 |
| ***Finance / Admin Organization Chart*** | Finance |  | 103 |
| Finance Section Chief | Finance |  | 104 |
| Fire Suppression Group Supervisor | Operations |  | 70 |
| Fixed-Wing Coordinator | Operations |  | 79 |
| Food Unit Leader | Logistics |  | 89 |
| G |  |  |  |
| ***General Message Form*** | **ICS Form: 213** | |  |
| ***General Plan*** | **ICS Form: GenPln** | | |
| GIS Specialist | Planning 28 | | |
| ***Glossary*** | Glossary |  | 137 |
| Ground Support Unit Leader | Logistics |  | 101 |
| H |  |  |  |
| HAZMAT Group Supervisor | Operations |  | 71 |
| Helicopter Coordinator | Operations |  | 78 |
| Historic / Cultural Resources Specialist | Planning |  | 53 |
| Human Resources Specialist | Finance |  | 112 |
| I |  |  |  |
| ***IAP Cover Sheet*** | **ICS Form: IAPcvr** | | |
| ***IAP Information Flow Diagram*** | Meetings |  | 129 |
| ***IAP Preparation & Approval*** | Meetings |  | 128 |
| ***Incident Briefing Form*** | **ICS Form: 201** | |  |
| Incident Commander | Command |  | 10 |
| ***Incident Investigation*** | Command |  | 16 |
| ***Incident Objectives Form*** | **ICS Form: 202** | |  |
| ***Incident Organization Chart*** | **ICS Form: 207** | |  |
| ***Incident Radio Communications Plan*** | **ICS Form: 205** | |  |
| ***Incident Status Summary Form*** | **ICS Form: 209** | |  |
| ***Individual Log Form*** | **ICS Form: 214a** | |  |
| Information Officer | Command |  | 12 |
| ***Initial Incident Briefing ICS-201 Form Flow into the ICS*** | Initial Response |  | 6 |
| ***Initial Incident ICS 201 Briefing*** | Meetings |  | 114 |
| ***Initial Incident Information Form*** | **ICS Form: InitIncid** | | |
| ***Initial Operational Period Planning Cycle*** | Meetings |  | 113 |
| ***Initial Response Check Lists*** | Initial Response |  | 3 |
| ***Initial Response Considerations & Cycle*** | Initial Response |  | 1 |
| ***Initial Unified Command Meeting*** | Meetings |  | 116 |
| In-Situ Burn Operations Group Supervisor | Operations |  | 66 |
|  |  |  |  |
| J |  |  |  |
|  |  |  |  |
| K |  |  |  |
|  |  |  |  |
| L |  |  |  |
| Law Enforcement Group Supervisor | Operations |  | 73 |
| Legal Specialist | Planning |  | 54 |
| Liaison Officer | Command |  | 15 |
| ***Logistics Organization Chart*** | Logistics |  | 85 |
| Logistics Section Chief | Logistics |  | 86 |
| M |  |  |  |
| ***Media Briefing*** | Meetings |  | 135 |
| Medical Unit Leader | Logistics |  | 93 |
| ***Medical Plan*** | **ICS Form: 206** | |  |
| ***Meetings:***   * *Initial Incident ICS 201 Briefing* * *Initial Unified Command Meeting* * *Operations Planning / IAP Meeting Cycle* * *To Do Between ICS 201 Brief & Initial Unif Cmd Mtng* * *To Do Between Initial Unif Cmd Mtng & Tactics Mtng* * *Tactics Meeting* * *To Do Between Tactics Meeting & Planning Meeting* * *Planning Meeting* * *To Do Between Planning Meeting & IAP Approval* * *IAP Preparation & Approval* * *To Do Between IAP Approval & Operations Briefing* * *Operations Briefing* * *To Do Between Operations Brief & UC Object Mtng* * *Unified Command Objectives Meeting* * *Special Purpose Meetings*   Command Staff Meeting  Command & General Staff Breakfast / Supper  Business Management Meeting  Agency Representatives Meeting  Media Briefing | Meetings | | 114  116  118  119  119  120  122  123  127  128  130  131  133  134  135 |
| ***Meeting Summary Form*** | **ICS Form: 231** | |  |
| N |  |  |  |
| Natural Resource Damage Assessment **(NRDA)**  NRDA Representative | Command |  | 16 |
|  |  |  |  |
| O |  |  |  |
| On-Water Recovery Group Supervisor | Operations |  | 61 |
| ***Operational Period Planning Cycle*** | Meetings |  | 113 |
| ***Operational Planning Worksheet*** | **ICS Form: 215** | |  |
| ***Operations Briefing*** | Meetings |  | 131 |
| ***Operations Organization Chart*** | Operations |  | 55 |
| Operations Section Chief | Operations |  | 56 |
| Ordering Manager | Logistics |  | 96 |
| ***Organization Assignment List*** | **ICS Form: 203** | |  |
| ***Organization Chart*** | **ICS Form: 207** | |  |
| ***Overflight Maps*** | Planning |  | 23 |
| P |  |  |  |
| Personnel Time Recorder | Finance |  | 109 |
| ***Planning Meeting*** | Meetings |  | 123 |
| ***Planning Organization Chart*** | Planning |  | 17 |
| Planning Section Chief | Planning |  | 18 |
| Procurement Unit Leader | Finance |  | 110 |
| ***Products Display & Distribution Center Diagram*** | Planning |  | 24 |
| Protection Group Supervisor | Operations |  | 60 |
| ***Protection Strategy Map*** | Planning |  | 28 |
| Q |  |  |  |
|  |  |  |  |
| R |  |  |  |
| ***Radio Frequency Assignment Worksheet*** | **ICS Form: 217** | |  |
| ***Radio Requirements Worksheet*** | **ICS Form: 216** | |  |
| Receiving & Distribution Manager | Logistics |  | 97 |
| Recovery & Protection Branch Director | Operations |  | 59 |
| ***Resource Status Cards (T-Cards)*** | **ICS Form: 219** | |  |
| Resources at Risk Specialist | Planning |  | 47 |
| ***Resources at Risk Summary Form*** | **ICS Form: 232** | |  |
| ***Resources Unit Information Flow Diagram*** | Planning |  | 33 |
| Resources Unit Leader **(RUL)** | Planning |  | 31 |
| Response Technologies Specialist | Planning |  | 48 |
| S |  |  |  |
| Safety Officer | Command |  | 13 |
| Salvage / Source Control Group Supervisor | Operations |  | 69 |
| Sampling Specialist | Planning |  | 46 |
| Scientific Support Coordinator | Planning |  | 44 |
| Search & Rescue Group Supervisor | Operations |  | 68 |
| Security Manager | Logistics |  | 99 |
| Service Branch Director | Logistics |  | 88 |
| Shoreline Cleanup Assessment Specialist | Planning |  | 51 |
| Shoreline Cleanup Assessment Teams **(SCATs)** | Planning |  | 51 |
| Shoreside Recovery Group Supervisor | Operations |  | 62 |
| ***Situation Map*** | Planning |  | 28 |
| ***Situation Unit Information Flow Diagram*** | Planning |  | 25 |
| Situation Unit Leader | Planning |  | 22 |
| ***Special Purpose Meetings*** | Meetings |  | 135 |
| Staging Area Manager | Operations |  | 58 |
| ***Status Summary Form*** | **ICS Form: 209** | |  |
| ***Status Change Form*** | **ICS Form: 210** | |  |
| Supply Unit Leader | Logistics |  | 95 |
| Support Branch Director | Logistics |  | 94 |
| ***Support Vehicle Inventory Form*** | **ICS Form: 218** | |  |
| T |  |  |  |
| ***T-Cards (Resource Status Cards)*** | **ICS Form: 219** | |  |
| ***Tactics Meeting*** | Meetings |  | 120 |
| Time Unit Leader | Finance |  | 107 |
| ***Traffic Plan Map*** | Planning |  | 29 |
| Trajectory Analysis Specialist | Planning |  | 49 |
| U |  |  |  |
| ***Unified Command*** | Command |  | 8 |
| ***Unified Command Objectives Meeting*** | Meetings |  | 134 |
| ***Unit Log Form*** | **ICS Form: 214** | |  |
| V |  |  |  |
| Vessel Support Unit Leader | Logistics |  | 100 |
| Volunteer Coordinator | Planning |  | 35 |
| W |  |  |  |
| WDOE Environmental Specialist | Planning |  | 43 |
| Weather Forecast Specialist | Planning |  | 50 |
| Wildlife Branch Director | Operations |  | 82 |
| Wildlife Recovery Group Supervisor | Operations |  | 83 |
| Wildlife Rehab Center Manager | Operations |  | 84 |
| X |  |  |  |
|  |  |  |  |
| Y |  |  |  |
|  |  |  |  |
| Z |  |  |  |
|  |  |  |  |

# Initial Response Considerations

⮴-------Beginning of Initial Response

* Operational Period. The Operational Period defines the complete planning cycle leading to the development of an approved IAP. The timing required for this cycle can be confused with a standard industrial “shift” cycle. It is possible and common for one Operational Period to contain two or more shift changes
* NOTE: A 24-hour Operational Period has proven to be the shortest effective planning cycle for efficient oil spill response. Since most response work is done during the daylight hours, this allows the people who are actively managing the operations to be involved in planning for what they will be managing tomorrow. The night shift can then prepare for implementation and dissemination of the approved IAP. Choosing a 12-hour Operational Period compresses the plan implementation cycle, leaving little room for evaluation of progress and modification of the plan in response to situation changes

# Initial Response Considerations

Every response to an oil spill, of any size, has an initial emergency response phase. This starts when the incident occurs and the spill is observed, whether it is four quarts spilled at a fuel pier or four thousand barrels spilled from a tanker.

This initial response phase includes: the initial observation and report by the person discovering the incident; the required internal and external notifications; immediate and continuous evaluation of the safety of possible responses; immediate steps to control the source; activation of local response resources; constant assessment of the situation (the source, spill size, spill potential, response actions and environmental conditions); and evaluation of the need or requirement to set up an ICS organization (see suggested criteria at the top of page 3). The initial Incident Commander (IC) usually manages the response using a series of informal meetings and conversations to gather information from the initial response team and give direction to the response. Depending on the size and / or impact of the incident, the demands on the IC can increase quickly and additional personnel can be assigned to critical tracking and communications functions. These initial assignments form the core of a response management organization, performing crucial Incident Command System (ICS) functions even before a formal ICS process is initiated. The ICS is designed to be flexed to match the size, phase and type of incident response required.

Experience has shown that many responses will be completed without going beyond the initial response phase. The check lists on the following pages are designed to assist the initial IC in managing the response and in determining whether or not to launch an ICS organization.

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# Initial Response Check Lists

## Person discovering incident

* Safety first - evaluate situation, the feasibility of a safe response, and actions needed
* Call for help (if necessary)
* Make needed notifications as per approved plan
* Control the source
* Evaluate situation, actions taken, and potential need for additional response resources
* Brief Initial Incident Commander

## Initial Incident Commander

* **Underlined items**

should be frequently reassessed during the Initial Response

* Frequently Reassess

☞ SAFETY: People & Situation

☞ Response effectiveness

☞ Needed resources

☞ People

☞ Equipment

☞ Record Keeping

☞ Costs

☞ Document actions & decisions

☞ Delegation of Responsibility

* Receive briefing from initial person discovering incident
* Evaluate the safety of the situation
* Identify Initial Safety Officer
* Evaluate the response situation
* Evaluate need for additional response resources
* Activate additional resources, as necessary
* Set typical initial objectives:
* Evaluate all proposed actions for safety first
* Control source and contain spill
* Protect the environment (implement ACP / GRP)
* Clean up impacted areas
* Designate a Command Post - Clearly define:
* Location
* Communications methods
* Person to maintain
* Situation display area
* Document actions and decisions, using ICS 201, or other forms as appropriate
* Manage the response, evaluating the need for delegation of responsibilities
* Suggested initial delegation of responsibility:
* Management of overall site safety
* Management of response operations (Operations)
* Equipment and personnel ordering (Logistics)
* Situation and response tracking (Planning)

## Initial Incident Commander (cont.)

* Evaluate need to form and staff a functional Incident Command System organization

Suggested evaluation criteria:

* Requirements in standard operating procedures or approved plans
* Size of initial or potential spill exceeds immediate response capability
* Release or type of product threatens public health or the environment
* **Underlined items**

should be frequently reassessed during the Initial Response

* Frequently Reassess

☞ SAFETY: People & Situation

☞ Response effectiveness

☞ Needed resources

☞ People

☞Equipment

☞ Record Keeping

☞ Costs

☞ Document actions & decisions

☞ Delegation of Responsibility

* On-scene response of state and / or federal personnel anticipated
* High level of media interest (even on a small spill)
* Delegate responsibility to activate and monitor ICS setup and readiness
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

## Initial Safety Officer

* Conduct a hazard analysis addressing hazard identification and personnel protection
* Evaluate the health and safety threats to public and responders
* Evaluate the need for monitoring public and responder safety
* Develop a brief initial Site Safety Plan
* Monitor the environment and personnel for changes
* Provide incident-specific safety briefings as needed

## Initial Operations Section Chief

* Evaluate all response actions for safety and effectiveness
* Implement response objectives
* Control source
* Contain spill
* Protect the environment (implement Area Contingency Plan / Geographic Response Plan)
* Clean up impacted areas
* Assign and manage all operational response personnel and equipment
* Request additional resources as needed

## Initial Logistics Section Chief

* Order requested personnel and equipment for Operations
* Track ordered resources and estimated time and place of arrival
* Maintain a record of all orders and costs

## Initial Planning Section Chief

* Underlined items should be frequently reassessed during the Initial Response
* ICS 201 Includes:

☞ Situation Map

☞ Response actions taken

☞ Organizational assignments

☞ Equipment & personnel deployed

(see pg 6 for Information Flow Diag.)

* ICS 201 This ICS Form is the primary vehicle for documenting and communicating the situation and the response thus far to ALL members of the ICS organization.
* Enhanced ICS 201 usage: If the response goes beyond the initial response phase, the ICS 201, enhanced with other information and forms, can continue to be used as an action plan for the first operational period.

Prepare It WELL!

* Maintain communications with Operations and Logistics
* Maintain a situation display summarizing the present status of all spill response activities
* Post tide information, weather forecasts, and spill trajectories
* On the ICS 201 form, maintain a log of response actions (ICS 201 page 2), ordered equipment and personnel (ICS 201 page 4) and organization assignments (ICS 201 page 3)
* Initiate resource tracking
* Review applicable ACP / GRP to assure compliance and recommend additional actions
* Communicate with State Environmental Staff to verify initial protection strategies and priorities

## Launch Full ICS with 201 Briefing conducted by Initial Incident Commander

* Prepare / Finalize the ICS 201 in preparation for the Initial Briefing
* Designate a time and place for the ICS-201 Briefing and notify UC, Command, and General Staff
* Conduct ICS 201 Briefing with IC / UC (See Meetings tab page 114), or to incoming personnel as needed
* Provide input to the Initial Unified Command Meeting (See Meetings tab page 116)



# ICS 201: The End, or just the End of the Beginning

The majority of spills are small enough to be handled by a few local responders without the need for setting up an ICS organization. In these cases, the ICS 201 form can be used for recording the actions taken and the final resolution of the incident, and in this way can be a convenient formatting tool for a final incident report.

If a larger response is required, then the ICS 201 Briefing (See Meetings tab page 114) ends the initial response phase and starts the first ICS planning cycle. As shown in the diagram above, the ICS 201 form is normally used to feed critical response information into the ICS organization to jump-start the various ICS tracking and monitoring tools. The IC / UC may want the ICS 201 to be a static document showing a time-slice of the response at the launch of the ICS, with the data being immediately available to the response organization. Alternately, the IC / UC may want the ICS 201 to be used as a living document being actively updated to serve as a very basic Incident Action Plan during the first operational period while the IAP for the next Operational Period is developed.



While a single Incident Commander normally handles the command function, an ICS organization may be expanded into a Unified Command for complex responses which cross jurisdictional boundaries or involve multiple agencies with geographic or functional jurisdiction. The Unified Command brings together the “Incident Commanders” of all major organizations involved in the response to function as a team with a common set of incident objectives and strategies.

Effective Unified Command. The Unified Command sets the tone for the rest of the response. If the Unified Command can communicate openly with each other without surprises, this will foster an integrated response environment

* Drill versus Real Response. Strive to maintain the same intensity at drills as in a real response. In drill situations, don't waste time arguing with the scenario or script. Drills are learning opportunities as well as tests
* Communicate. Successful communications are critical to a successful response or drill. Frequent UC encouragement of communication across sections and with the JIC is important
* First – Things – First. Quickly get the objectives, determination of Operational Period and an approved meetings schedule out of the Initial Unified Command Meeting, which can (and should) be a brief meeting. After these products are released, the UC can continue to meet and build consensus on other management topics
* Objectives, Objectives, Objectives. The ICS planning process is Management-By-Objectives. Be aware that other members of the Unified Command may not realize the importance of getting the objectives (both general and specific to the next Operational Period) completed and into the hands of the PSC for use in developing appropriate tactics

The Unified Command will typically include:

* The pre-designated Federal On-Scene Coordinator (FOSC)
* The State On-Scene Coordinators (SOSC(s))
* The Incident Commander for the responsible party (RPIC)
* Other incident commanders or on-scene coordinators (as appropriate) e.g. Local On-Scene Coordinator (LOSC), Tribal On-Scene Coordinator (TOSC), etc.

Actual Unified Command makeup for a specific incident will be determined on a case-by-case basis taking into account:

* Specifics of the incident
* Determinations outlined in the Area Contingency Plan and local plans
* Decisions reached during the initial meeting of the Unified Command

The makeup of the Unified Command may change as an incident progresses, in order to account for changes in the situation.

Under Unified Command, the various jurisdictions and / or agencies, and non-government responders may blend together throughout the Incident Command System organization to create an integrated response team.

The Unified Commander will assure that Liaison will meet with the Natural Resource Damage Assessment Representative, Environmental Unit Leader, and the Operations and Planning Section Chiefs to establish coordinated division and beach segment identifiers and boundaries.

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Manage the incident response
* Direct activities, including development & implementation of overall objectives & strategies
* At the beginning of each new Operational Period, assess progress, review general objectives and develop specific objectives for the next Operational Period

Tasks & Responsibilities (cont.)

* Management-by-walking around. UC members should try not to get trapped in a command room, but to engage in “Management-by-walking-around” as often as possible, monitoring the response through the Situation and Resources displays, checking with Command and General Staff, and others to verify progress and provide focused direction and encouragement
* Staffing. The UC should monitor staffing to ensure that someone is always available in each command group and section to receive and provide correct, current information
* Meeting Attendance. The UC should monitor the meeting attendance to ensure that only those required attend, and that the response continues smoothly during meetings and meals
* Planning Cycle = NEXT Operational Period. The planning cycle and the associated meetings and forms are all focused on the next Operational Period. The planning cycle meetings are not UC situation briefings
* Staggered Shift Changes. Staggered shift changes and meal breaks within the command post staff may help to maintain continuity in the response
* Salvage / Source Control. Salvage and / or Source Control operations are often unique and significant enough to establish a separate branch within the Operations Section to focus on these tasks
* Review your part in the OP Planning / IAP Meeting Cycle Page 118
* Approve the ordering and releasing of resources
* Facilitate and coordinate effective involvement of various agencies and responders
* Link other organizations responding to the incident, & provide a forum for consensus decisions
* Assure that the various jurisdictions and/or agencies, and non-government responders blend together throughout the ICS organization to create an integrated response team
* Assure that assisting or cooperating agencies that are not part of the Unified Command can participate through Agency Representatives working with the Liaison Officer
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. (i.e. Press Briefing)

**Primary Duty:** Responsible for the overall management of the incident

**Supervises:** Command and General Staff, and other assigned staff

Tasks & Responsibilities

* Set the TONE. The Incident Commander can and should set the tone for the response
* Management-by-walking-around. The IC should try not to get trapped in a command room, but to engage in “Management-by-walking-around” as often as possible, monitoring the response through the Situation and Resources displays, checking with Command and General Staff, and others to verify progress and providing focused direction and encouragement
* Safety First. Ensure Safety Officer addresses Safety
* Objectives and Strategies. Set the objectives and strategies early
* IC Recorder. Assign someone to record ALL IC activities on ICS Forms 214 and 214a
* Staffing. Make sure you have adequate staff for span-of-responsibility
* Meetings. Keep meetings FOCUSED and ON TIME
* Media Briefings, Be sure the JIC prepares material and IC and staff for any media briefings
* Upon assignment, **review responsibilities** and **check in** at designated check-in locations
* **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
* **Assess the situation** and / or obtain incident briefing from prior Incident Commander
* **Direct incident activities** including the development and implementation of strategic decisions
* May assign Deputy Incident Commanders to assist in carrying out Incident Command duties
* **Determine incident objectives and strategies**, and establish immediate priorities
* **Ensure adequate safety measures** are in place
* Establish an incident **command post** and an appropriate **ICS organization**
* Coordinate with stakeholders through the Liaison Officer
* Attend **Media Briefings** as needed
* Organize, assign and brief Command and General Staff
* Ensure meetings and briefings are scheduled as required
* **Approve and authorize the IAP** by signing the IAP Cover Sheet
* Determine information needs and advise Command and General Staff
* **Coordinate activity for all Command and General Staff**
* Approve requests for additional resources, and requests for the release of resources
* Approve the use of trainees, volunteers, and auxiliary personnel
* Keep agency or authorizing entity informed about the incident status
* Authorize release of information to the news media through Information Officer
* Ensure incident funding is available
* Notify natural resource trustees, and notify and coordinate with Natural Resource Damage Assessment Representatives (NRDA)
* Coordinate incident investigation responsibilities
* Seek appropriate legal council
* Order demobilization of incident resources, as appropriate

Products

* IC approves IAP. The Incident Commander should review the IAP Information Flow diagram on page 129 and assure each section is progressing on their respective part
* Effective Meetings

☞ Prepare yourself

☞ Stay on time

☞ Prepare meeting room

☞ Enlarged maps posted

☞ Enlarged forms posted

☞ Adequate space

☞ Stay focused on objectives

☞ Required personnel only

☞ Follow the AGENDA

* **Form 202** *Incident Objectives*: This form should be completed following each Planning Meeting. Include in the IAP
* **Form 203** *Organization Assignment List*: Review
* **Form 207** *Incident Organization Chart*: Review
* **Form 230** *Daily Meeting Schedule*: Review
* **Press Releases**: Review
* **IAP** *Incident Action Plan*: Obtain the completed IAP from the Planning Section Chief and review. If approved, sign the IAP Cover Sheet and return it to the Planning Section Chief
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the 214a. Submit form to the Documentation Unit at the end of each Operational Period

Meetings

* **Initial Incident Briefing** (pg114) Facilitate. Provide basic information regarding the incident situation and resources allocated. Use ICS 201 as the briefing outline
* **Initial UC Meeting** (pg116) Facilitate. The Initial Unified Command Meeting has additional agenda items. Review agenda in preparation for the meeting
* **Command Staff Meeting** (pg135) Facilitate. Coordinate Command Staff functions, responsibilities, and objectives. Schedule as necessary
* **Tactics Meeting** (pg120) Unified Command members may attend as needed
* **Planning Meeting** (pg123) State incident objectives and policy issues. Approve the work plan as shown on ICS 215(s) for the next Operational Period. Prepare and approve the IAP
* **Operations Briefing** (pg131) Endorse IAP. Provide motivational remarks
* **UC Objectives Meeting** (pg134) Review / identify & prioritize objectives for the next Operational Period for the ICS 202 form. Objectives from the previous operational period are reviewed and any new objectives are identified
* **Media Briefing** (pg135) Not required to attend, but usually your presence (along with assisting response organization members) will be featured to address a particular issue

**Primary Duty:** Responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations

* JIC Process. The JIC needs to establish unified procedures between all participating JIC members for processing information requests
* Toll Free Hotline. The JIC should immediately establish a Toll Free Phone Number so outside calls are routed directly to the JIC for processing
* POST the Toll Free Number prominently in the Command Post for all to see
* Information Flow. The Joint Information Center should be completely familiar with the products available in the Situation Unit. Review Pages 24-25 for products, distribution and Information flow
* Available Information. Meet with the Situation Unit Leader to define available products and needed production schedules, and to develop clear information flow channels between the Situation unit and the JIC
* Environmental Info. Meet with the Environmental Unit Leader to define specific expertise and products, which could be available to the JIC
* Press Briefings. Ensure UC and selected response personnel are thoroughly prepared for press briefings and meet with them prior to the briefings to give direction

**Supervises:** Assigned staff

**Reports To:** Incident Commander and Unified Command

****Tasks & Responsibilities

* Review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Establish the Joint Information Center(JIC) as necessary & staff
* Determine any limits on information release from the IC
* Develop material for use in media briefings
* Obtain approval for media releases from Incident Commander
* Inform the media and conduct media briefings
* Arrange for tours and other interviews or briefings as required
* Obtain media information that may be useful for incident planning
* Maintain current information summaries and / or displays on the incident
* Provide information on status of incident to assigned personnel

Products

* **MBM: Obtain** *Media Briefing Materials (M135)*; The Situation Unit’s Display Center will probably be the main source of information; **Submit** them to the Unified Command and participants in Media Briefings before Media Briefings
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Doc Unit at the end of the OP
* **Form 214a**  *Individual Log:* **Summarize** daily activities, **Submit** to the Documentation Unit at the end of the Operational Period

Meetings

* **Initial Incident Briefing** (pg114) **Assist** with discussions as appropriate
* **Command Staff Meeting** (pg135) **Assist** with discussions as appropriate
* **Planning Meeting** (pg123) **State** media **considerations** regarding the work plan
* **Operations Briefing** (pg131) Give media report
* **Media Briefing** (pg135) Facilitate, Brief media & public on response situation, Provide assurance that the response is being handled competently

**Primary Duty:** Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety

**Supervises:** Assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Correct unsafe acts or conditions. May exercise emergency authority to stop or prevent unsafe acts when immediate action is required
* Document the hazard analysis process during initial response by addressing hazard identification, personal protective equipment, control zones, and decontamination area
* Consult with HAZMAT Group Supervisor. Communicate with HAZMAT Group Supervisor to insure awareness of safety concerns/issues
* Communicate. Establish and maintain good communications with Emergency Medical Services Group Supervisor
* Awareness. Communicate with Law Enforcement Group Supervisor to insure awareness of crowd control/public safety issues
* Review your part in the

OP Planning / IAP Meeting Cycle Pages 128 - 129

* Perform site characterization to identify all actual or potential physical, biological, and chemical hazards
* Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work-plan
* Maintain awareness of active and developing situations
* Prepare and implement the site specific Health and Safety Plan in accordance with the Area Contingency Plan and State and Federal OSHA regulations
* Review the IAP for safety implications and include safety messages in each IAP
* Submit Health and Safety Plan to Unified Command for approval, then post at needed response locations
* Review and approve the Medical Plan (ICS 206)
* Investigate accidents that have occurred within incident areas
* Assign assistants and manage the incident safety organization

Products

* General Safety

☞ Health & Safety Plan

☞ Form 202, Section 5

☞ Form 206, Medical Plan

* Site Specific Safety. Add site specific Safety Message in:

☞ Form 204, Section 8

☞ Form 204a, Section 11

* Prepare for Meetings. Prepare and be concise and direct as to safety concerns. Be sure approved site specific safety instructions are included in Forms 204 and 204a after Planning Meeting
* **H&S Plan** *Health and Safety Plan*: Complete and then submit plan to the Unified Command, all Section Chiefs,Operations personnel, and Documentation Unit ASAP upon start-up

**The Health & Safety Plan at a minimum should address**:

Health and safety hazard analysis for each site, task, or operation

Comprehensive operations work-plan

Personnel training requirements

PPE selection criteria

Site specific occupational medical monitoring requirements

Air monitoring plan and site control measures

Confined space entry procedures (as necessary)

Pre-entry briefings (tailgate meetings) -- initial and as needed

Pre-operations health and safety conference for all incident participants

Quality assurance of Health & Safety Plan effectiveness

* **Form 202***Incident Objectives*: This form should be completed following each Planning Meeting. Include in the IAP
* **Form 204** *Assignment List*: Add Safety Message as required
* **Form 204a***Assignment List Attachment*: Add Safety Message as required
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summary of daily activities. Submit to Documentation Unit at the end of the Operational Period
* **Form 206** *Medical Plan*: Receive Medical Plan from the Medical Unit Leader (whose responsibility it is to prepare the Medical Plan) and review. Once reviewed, return form to Medical Unit Leader with signature of approval or suggested modifications. This needs to be done ASAP after the plan is submitted to you

Meetings

* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Command Staff Meeting** (pg135) Assist with discussions as appropriate
* **Tactics Meeting** (pg120) Attend as needed
* **Planning Meeting** (pg123) State safety considerations regarding the work plan
* **Operations Briefing** (pg131) Give safety message

**Primary Duty:** Act as the point of contact for assisting and cooperating Agency Representatives

**Supervises:** Assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* Be PROACTIVE

☞ Develop a rapport with each agency representative

☞ Assist those who are not part of the Company’s Response Team

☞ Seek out potential stakeholders who are NOT present and keep informed

* Contact List. Keep a list of Agency contacts, both those in the Command Post and those stakeholders who may have an interest. Keep it Current
* Prepare for Meetings. Prepare those Agency Reps who are unfamiliar with the ICS Meetings and how they can or will participate, review agenda
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Identify Agency Representatives, their location, and establish a communications link
* Identify Natural Resource Damage Assessment Representatives, their location, and establish a communications link
* Identify Incident Investigators, their location, and establish a communications link
* Maintain a list of assisting and cooperating agency and Stakeholder group contacts
* Assist in establishing and coordinating inter-agency contacts
* Keep agencies supporting the incident aware of the incident status
* Monitor incident operations to identify current or potential inter-organizational issues and advise the Incident Commander as appropriate
* Participate in Planning meetings and provide current resource status information, limitations, and capabilities of assisting agency resources
* Provide information and support to local government officials and stakeholder groups
* Meet with Operations and Planning Section Chiefs, Natural Resource Damage Assessment Representatives, and the Environmental Unit Leader to establish coordinated division and segment identifiers and boundaries

Products

* **List of Agency Contacts**: Agency contact information. Submit to Documentation Unit ongoing as needed
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a**  *Individual Log*: Summarize daily activities. Submit to Documentation Unit at the end of the Operational Period

Meetings

* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Command Staff Meeting** (pg135) Assist with discussions as appropriate
* **Planning Meeting** (pg123) State contributing organization / agency considerations regarding the work plan
* **Operations Briefing** (pg131) Give contributing organization / agency reports of concern
* **Agency Rep Meeting** (pg135) Facilitate Update agency representatives on plans for next Operational Period to ensure that they can support what is expected of them

# Agency Representatives

* Know Where To Go

☞ The Liaison Officer is your primary point-of-contact for help

☞ Familiarize yourself with the Situation Unit and Products Display & Distribution Center for current response status

☞ The Joint Information Center (JIC) will provide approved materials for outside distribution

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency’s participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer

Agency Representatives:

* Ensure that all agency resources are properly checked-in at the incident
* Obtain briefing from the Liaison Officer or Incident Commander
* Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled
* Attend Briefings and Planning Meetings, as required
* Provide input on the use of agency resources unless resource technical specialists are assigned from the agency
* Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident
* Ensure the well-being of agency personnel assigned to the incident
* Advise the Liaison Officer of any special agency needs or requirements
* Report to home agency or headquarters on a prearranged schedule
* Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident
* Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
* Ensure that all required agency forms, reports, and documents are complete prior to departure
* Meet with the Liaison Officer or Incident Commander for debriefing prior to departure

**Note:** NRDA and Incident Investigation activities generally do not occur within the structure, processes, and control of the Incident Command System

# NRDA Representative

The Natural Resource Damage Assessment (NRDA) Representatives are responsible for coordinating the NRDA needs and activities of the trustee team. NRDA activities generally do not occur within the structure, processes, and control of the Incident Command System. However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessment performed for the sake of spill response. Because NRDA is carried out by natural resource trustee agencies and / or their contractors, personnel limitations may require staff to perform both NRDA and response activities simultaneously. Therefore, NRDA representatives should remain coordinated with the spill response organization through the Liaison Officer, and may need to work directly with the Unified Command, Environmental Unit, Wildlife Branch or the NOAA Scientific Support Coordinator to resolve any problems or address areas of overlap. It should be addressed early on whether NRDA resource requirements and costs fall outside the responsibility of the Logistics and Finance / Admin Sections

# Incident Investigation

Investigators from Federal, state, and local agencies will not normally be a part of the Incident Command System. While investigation personnel may report to individuals who are part of the Unified Command, the investigators should be separate so as not to introduce polarizing forces into the Incident Command System. The initial point of contact may be the Liaison Officer



**Primary Duty:** Coordinate response planning and monitoring. Collect, evaluate, disseminate, and use information about the development of the incident and status of resources

**Supervises:** SUL, RUL, EUL, DUL, DMOB, Tech. Specialist and other assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* EYES in the Field

☞ Get observer(s) to the spill location as soon as safely possible to begin relaying spill and climatological information for trajectory analysis

☞ Observer(s) should identify location of response resources if possible

* ACPs - GRPs Protection Strategies. Use Area Contingency Plans (ACPs), and Geographic Response Plans (GRPs) to determine location and protection priority of potentially impacted sensitive areas, and other plans as necessary. Use ‘EM!
* Planning Section Recorder. Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)
* Establish Planning Cycle Early. Establish, develop and update the Planning Cycle and meeting schedule as soon as possible and communicate to all ICS Sections. See OP Planning / IAP Meeting Cycle Page 118
* Establish naming. Meet with the Operations Section Chief, EUL, LO and NRDARepresentative to establish coordinated division and beach segment identifiers and boundaries.
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Upon start-up, assign available personnel already on-site to ICS organizational positions as appropriate
* Evaluate the need for, and order additional personnel to staff the ICS
* Monitor current incident situation and provide resource release recommendations for submission to IC / UC on:
* Spill location and anticipated trajectory
* Location of sensitive areas
* Special considerations for those areas
* Shoreline oiling amount and status
* Impacted resources status
* Wildlife / biological impact status
* Resources being utilized and their location
* Total number of personnel in response, broken down by government personnel (Federal, State, local), contractor personnel, and volunteers
* Projected activities for the next day and other response issues
* Project surveillance and trajectory modeling to provide predictions on:
* Incident potential
* Oil movement
* Resources at risk
* Hazards
* Weather and tides
* Work with the Situation Unit on predictions of oil movement as shown by the trajectory modeling program for planning of future operations
* Prepare alternative strategies for the incident and assemble information on alternative response options (dispersants, in-situ burning, etc.)

Tasks & Responsibilities (cont.)

* Provide input to the Unified Command and the Operations Section Chief in preparing the IAP
* Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP. Incorporate the Traffic Plan, Vessel Routing Plan, and other supporting plans into the IAP as necessary
* Supervise the preparation of, and compile the IAP
* Assist The IC early. Develop draft Form 202 Incident Objectives & draft Form 230 Daily Meeting Schedule, identifying proposed Operational Period, objectives, and meeting schedule for Unified Command approval. Objectives set by the IC / UC, source status and trajectory analysis should provide the framework for determining projected activities
* Spill Trajectories. Ensure that trajectories are developed for both the current and next Operational Period. Assist The IC early
* Information Specialists. An Information Specialist (sometimes referred to as a “Shark” or “Runner”) is a position that can be designated to continually circulate in the Command Post and look, listen, capture & disseminate information as it becomes available. These people can facilitate the movement of critical and necessary information between Sections. Shuttle diplomacy is the mark of a good Information Specialist
* Establish and develop the Planning Cycle and meeting schedule and communicate to all ICS Sections. Communicate the meeting schedule to the Situation Unit Leader so the Situation Unit Leader can complete the ICS 230
* Provide the Resource Unit with the Planning Section’s organizational structure; including names and locations of assigned personnel
* Advise general staff of any significant changes in incident status
* Prepare resource release recommendations for submission to Incident Command
* Determine the need for any specialized equipment and / or technical specialists in support of the incident and assign where needed. Technical specialists could include:
* Scientific Support Coordinators (SSC) [Environmental Unit]
* Sampling Specialists [Environmental Unit]
* Resources at Risk Specialists [Environmental Unit]
* Response Technologies Specialists [Environmental Unit]
* Trajectory Analysis Specialists [Environmental Unit]
* Weather Forecast Specialists [Environmental Unit]
* Shoreline Cleanup Assessment Specialists [Environmental Unit]
* Disposal (Waste Management) Specialists [Environmental Unit]
* Historical / Cultural Resources Specialists [Environmental Unit]
* Legal Specialists
* Compile and display incident status summary information
* Provide status reports to appropriate requesters
* Instruct Planning Section Units in distribution and routing of incident information
* Assemble and disassemble Strike Teams or Task Forces, as necessary
* Facilitate or attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. Ensure agendas are distributed and followed

Products

* **Form ExSum** *Executive Summary*: **Prepare** the Executive Summary, focusing on operational and environmental issues. Information sources include the Operations Section Chief, the Situation Unit Leader, the Environmental Unit Leader and ICS 209 and 232 for guidance. **Submit** the Executive Summary to the Documentation Unit, Unified Command, and all Section Chiefs at the end of the Operational Period
* **Form GenPln** *General Plan*: Obtain Long-range planning issues (from all Section Chiefs and the Unified Command). Submit to the Documentation Unit, Unified Command, and all Section Chiefs once the response is determined to extend long-range (>10 days) or when you have done two or more planning cycles in advance
* **Form 202***Incident Objectives*: Prepare the ICS 202, describing the basic incident strategy and control objectives. This form should be completed following each Planning Meeting. Include in the IAP
* **Form 215** *Operational Planning Worksheet*: Ensure that blank poster-sized forms are posted at the Tactics Meeting. At the Tactics Meeting, in concert with the Operations Section Chief, fill out the forms with preliminary information. Finalize the forms at the Planning Meeting. After the forms are finalized, give a copy to the Resources Unit Leader, the Documentation Unit, and keep a copy for use when preparing resource requests for the next Operational Period
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period
* Planning Section Recorder. Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)
* PLAN AHEAD - for the Incident Action Plan (IAP)

☞ If possible assign an individual, often the deputy section chief, to focus on the definition, development, approval and distribution of the IAP, getting input from the Unified Command and the Operations Section Chief

☞ Stress that the IAP is not an all-inclusive document. It should only include information that is critical for the field teams to accomplish the response objectives for the designated operational period

☞ Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP. Incorporate the Traffic Plan, Vessel Routing Plan, and other supporting plans into the IAP as necessary

☞ To help ensure the proper information is collected, it is helpful to provide checklists indicating the type and source for the personnel assigned to collect data

* Review IAP Preparation & Approval page 128
* Review IAP Information Flow Diagram page 129
* **IAP Incident Action Plan**: Supervise the preparation of the IAP. Attach the IAP Cover Sheet. Include the ICS-202 Response Objectives form once you have prepared it. Obtain the ICS - 203 or 207 Organization List or Chart from the Resources Unit Leader. Obtain ICS - 204 Assignment Lists from the Operations Section Chief, and one copy each of any attachments. Obtain the ICS - 205 and 205a Radio Communications Plan and Communications List, respectively, from the Communications Unit Leader. Obtain the ICS - 206 Medical Plan from the Medical Unit Leader. Obtain any other items deemed necessary to include in the IAP. Collect pieces and collate. Present to the Unified Command for approval and signature of the IAP Cover Sheet. Have IAP duplicated and distributed to all supervisory personnel at the Section, Branch, Division / Group, and Unit Leader levels prior to the Operations Briefing (Documentation Unit to provide duplication service)

Meetings

* Prepare Early & Prepare, Prepare, Prepare your people

☞ Establish, develop and update the Planning Cycle and meeting schedule as soon as possible and communicate to all ICS Sections

☞ Communicate the meeting schedule to the Situation Unit Leader (SUL) so the SUL can complete the ICS 230 and prepare appropriate products for each meeting

☞ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

☞ Ensure meeting participants are prepared – distribute agendas

☞ Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

☞ When facilitating a meeting, prepare, stay focused, stay on schedule, TAKE CHARGE of the meeting and assure it accomplishes the objectives

* Review your part in the OP Planning / IAP Meeting Cycle Page 118
* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Initial UC Meeting** (pg116) Attend as needed
* **Tactics Meeting** (pg120) Facilitate a brief (<45 min) working meeting focused on identification of tactical assignments. Review IAP to prepare for meeting. Ensure that a blank poster-sized ICS 215 is displayed. Will be responsible to jointly prepare primary & alternate strategies with the Operations Section Chief. Along with the Operations Section Chief, fill out the ICS 215 with preliminary information
* **Planning Meeting** (pg123) Facilitate a brief (<45 min) working meeting focused on Unified Command acceptance of completed ICS 215. Display ICS 202 and preliminary ICS 215 in preparation for the meeting. Will be responsible to brief on situation, critical and sensitive areas, weather and sea conditions, resource status and availability with Situation Unit Leader and Resources Unit Leader. State primary and alternate strategies to meet objectives with Operations Section Chief and Logistics Section Chief. Specify resources needed by Division / Group with Operations Section Chief and Logistics Section Chief and finalize the ICS 215. Develop resources, support, and overhead orders with Logistics Section Chief. Assist Logistics Section Chief to consider support issues: communications, traffic, safety, etc. Assign the IAP deadline
* **Operations Briefing** (pg131) Facilitate. Ensure that the IAP is assembled and distributed prior to the meeting. Will be responsible for reviewing the Unified Command objectives, and reviewing any changes to the IAP

**Primary Duty:** Collect, organize, evaluate, and display information about current and possible future spill status and response operations

**Supervises:** Display Processor, Field Observers, GIS Specialists, and other assigned staff

**Reports To:** Planning Section Chief

Tasks & Responsibilities

* Mobilize Field Observers Early.

☞ Get observer(s) to the spill location as soon as safely possible to begin relaying spill and climatological information to the EUL for trajectory analysis.

☞ Observers may be OPS personnel

☞ Observers should identify location of response resources if possible.

☞ Base maps for field observers should be available as soon as possible

* Communicate Often with Field Observers. Contact Field Observers to assure that the reporting plan and procedures are designed to get current information to the Situation Unit as frequently as necessary, and at end of each shift. Communicate at least 30 minutes prior to each meeting and 30 minutes prior to update of ICS 209
* Process Field Data Quickly

☞ Make sure results from field observations are reflected on situation displays as soon as practical.

☞ The SUL should make initial & frequent contact with the Information Officer and / or the Joint Information Center (JIC) to assure that appropriate information products are delivered to the JIC, & to coordinate production w/ scheduled JIC events

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Compile information regarding:
* Type and amount of oil spilled
* Oil’s current location
* Natural resource impacts
* Amount of oil recovered
* Oil’s anticipated trajectory
* Collect and maintain the most current incident data
* Set up schedule for observers to call in with information . Stagger times
* In concert with the Environmental Unit Leader, provide projections and estimates of the movement and behavior of the spill by combining:
* Visual observations
* Remote sensing information
* Computer modeling
* Observed and predicted tidal, weather, and current information
* Ensure that the Incident Situation Display is maintained by the Display Processor
* Provide information to the GIS Specialist(s) for the creation of maps to depict the current and possible future situation
* Schedule and conduct spill observations / overflights as needed
* Establish procedures and schedules for field observations and coordinate with Environmental Unit Leader
* Debrief Field Observers and direct them to needed presentations for Command or General Staff
* Prepare reports and predictions (as requested) for the Planning Section Chief
* Provide status reports to appropriate requesters
* Provide photographic services and maps
* Prepare, post, and disseminate resource and situation status information as required in the Incident Information Center
* Obtain meetings schedule, ICS 230, & attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before meeting & prepare presentation

Products

* Maps, Maps. Focus quickly on developing a couple of base maps from which most all the other maps will be developed - GET READY
* Current Status. As soon as staffing allows, it is good to assign one individual to maintain, post and distribute Form 209 *Incident Status Summary*
* Situation Unit Recorder. Keep at least one person in the unit area at all times and assign that person to Form 214a *Individual Log (Unit Log)*
* Product Effectiveness. Product Effectiveness is determined by the quality of the data, and timeliness. As SUL, you need to be PROACTIVE in getting other members in the Command Post to provide you current, up-to-date information as soon as they have it. You can also be helpful in reminding the various responsible parties about their deadlines for products necessary for upcoming meetings
* Information Specialists. An Information Specialist, while not a standard ICS position, is a function that is needed. People in this position can be designated to continually circulate in the Command Post and look, listen, capture & disseminate information as it becomes available. These people can facilitate the movement of critical and necessary information between Sections. Shuttle diplomacy is the mark of a good Information Specialist
* **Maps -** *Base Maps*: Obtain from GIS Specialist. Give to Field Observers for use on overflights and to Shoreline Cleanup Assessment Specialists for use on shoreline surveys
* **Maps -** *Overflight Maps*: Obtain from GIS Specialist for use at Planning Meetings
* **Maps -** *Resource Status Maps*: Obtain from GIS Specialist for use at Planning Meetings
* **Maps -** *Situation Maps*: Obtain from GIS Specialist for use at Planning Meetings
* **Maps -** *Division Zone Maps*: Obtain from GIS Specialist for use at Planning Meetings
* **Maps -** *Natural Resources At Risk & Protection Strategy Maps*: Obtain from GIS Specialist for use at Planning Meetings
* **Maps -** *Trajectory Maps*: Obtain from Trajectory Analysis Specialist for use at Planning Meetings
* **Form 209** *Incident Status Summary*: Prepare and submit this form at least twice per Operational Period, and before Tactics / Planning Meetings, Media Briefings, and as requested by the Unified Command. Submit to Documentation Unit, Unified Command, All Section Chiefs, and Display Processor. Create a poster-sized copy for display at Tactics and Planning Meetings
* **Form 230** *Daily Meeting Schedule*: Coordinate with the Unified Command and then prepare form for each Operational Period, as needed. Submit to the Documentation Unit, Unified Command, Display Processor, and all Section Chiefs as soon as possible
* **Form 231** *Meeting Summary*: If requested, prepare this form under the direction of the meeting facilitator. Submit to Documentation Unit, Display Processor, and the meeting attendees
* **Form 232a** *ACP Site Index*: Prepare this form using information from the ICS 232 (which is prepared by the Environmental Unit Leader). Submit to Documentation Unit and Display Processor for posting next to the Situation Map (This function could also be performed by the EU)
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of each Operational Period

Meetings

LARGE Copies: Be prepared to provide current, large forma,t poster size photo copies of the necessary forms and maps for each specific meeting or briefing.

* Enlarge and post these copies in meeting room 15 minutes prior to start of meeting.
* Review your part in the OP Planning / IAP Meeting Cycle Page 118
* **Tactics Meeting** (pg120) Responsible to provide situation status info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, weather
* **Planning Meeting** (pg123) Responsible to provide situation status info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, weather. Assist Planning Section Chief with situation briefing. Assist Operations Section Chief in specifying tactics for each Division / Group, noting limitations
* **Operations Briefing** (pg131) Responsible to provide situation status info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, and weather





The Situation Unit is responsible for generating the underlined pieces of these ICS products

Incident Action Plan (IAP): Cover, 202, 203, Situation Map, 204, (204a(s)), 205, 206

(See the IAP Information Flow diagram in Meetings, page 129)

Operations Briefing Packages: 202, 206, 204, (204a(s)), Site Map(s)

Executive Summary: Executive Summary, Situation Map, 209, General Plan, 220

**Primary Duty:** Prepare and maintain the Incident Situation Display

**Supervises:** Assigned Staff

**Reports To:** Situation Unit Leader

Tasks & Responsibilities

* This is a proactive position. Actively seek out sources and establish communication paths and schedules for obtaining needed information from other Units and Sections
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Responsible for the display of incident status information obtained from:
* Field Observers
* Other personnel in the Situation, Resources, and Environmental Units
* Personnel from other Sections
* Resource status reports, forms, and maps
* Aerial and ortho photographs, and infrared data
* Items to display on the Incident Situation Display include:
* Initial notification form (obtain from person initially reporting incident)
* ICS 201 - Incident Briefing (obtain from initial response Incident Commander)
* Weather forecast (obtain from Weather Forecast Specialist)
* Tides and currents (obtain from Environmental Unit Leader, Scientific Support Coordinator, or Weather Forecast Specialist)
* ICS 202 - Response Objectives (obtain from the Planning Section Chief)
* ICS 207 / 203 - Organization Chart / List (obtain from the Resources Unit Leader)
* ICS 232 - Resources at Risk Summary (obtain from the Environmental Unit Leader or the Resources at Risk Specialist)
* Situation Maps - a combination of Overflight and Resource Maps (obtain from the GIS Specialist)
* ICS 232a - ACP Site index (obtain from the SUL or EUL & post next to the Situation Map)
* Resource Maps depicting the locations of response equipment such as skimmers, barges, heavy equipment, etc. (obtain from GIS Specialist)
* Overflight Maps depicting the location of oil and other overflight observations (obtain from GIS Specialist)
* Trajectory Maps (obtain from the Trajectory Analysis Specialist)
* Environmental Resources at Risk or Protection Strategy Maps (obtain from Resources at Risk Specialist)
* Division zone maps (obtain from GIS Specialist)
* Traffic Plan maps, as necessary (obtain from GIS Specialist)
* Command Post map (obtain from GIS Specialist)
* ICS 209 - Incident Status Summary (obtain from the Situation Unit Leader)
* ICS 230 - Daily Meetings Schedule (obtain from the Situation Unit Leader)

Tasks & Responsibilities (cont.)

* All items must be kept up to date. Establish and post a schedule of times for new updates. For forms, maps, and status summaries that are maintained electronically, take a “time slice” at the designated update time and post
* Determine number, types, and locations of displays required
* Assist Situation Unit Leader in analyzing and evaluating field reports
* Determine:
* Map requirements for IAP
* Field observers assignments and communications means
* Obtain copy of IAP for each Operational Period

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for gathering and compiling updated spill information to incorporate in various map products regarding the incident

**Supervises:** Assigned Staff

**Reports To:** Situation Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Gather and compile data from the different incident Sections to incorporate in map products
* Provide maps for various components of the incident, and status reports to appropriate requesters
* Work with Situation Unit & Information Officer to ensure rapid dissemination of spill information to the ICS

Products

* **Maps -** *Base Maps*: Create and submit to the Situation Unit Leader ASAP at the beginning of the incident. They are the base for other situation, overflight, resources, and division zone maps & will be used on overflights and field surveys
* **Maps -** *Overflight Maps*: Create ASAP after a Field Observer returns from an overflight. Obtain their hand drawn observations and sit down with them to clarify the information. Submit map to Documentation Unit, Section Chiefs, Situation and Environmental Unit Leaders, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
* **Maps –** *Equipment Resource Status Maps*: Obtain information about resource locations from the Resources Unit Leader or Field Observers (resources include such response equipment as skimmers, barges, heavy equipment, etc.). Create map depicting the location of response equipment. Update at least twice per day, or as the situation warrants. Verify the update schedule with the Situation Unit Leader. Submit to the Documentation Unit, Planning Section Chief, Situation Unit Leader, Resources Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
* **Maps -** *Situation Maps*: Update and submit these combination overflight / equipment resources status maps at least twice per day, or as the situation warrants. Verify the update schedule with the Situation Unit Leader. Submit to the Documentation Unit, Planning Section Chief, Situation Unit Leader, Resources Unit Leader, and the Display Processor. Ensure that the ICS 232a is completed by the Situation Unit Leader and submitted along with the Situation Map. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
* **Maps -** *Natural Resources At Risk Maps*: Create these maps as requested by the Situation or Environmental Unit Leader. Obtain information about the locations of environmental resources at risk from Area Contingency Plans (ACPs), Geographic Response Plans (GRPs), Environmental Sensitivity Atlases, the Environmental Unit Leader and the Resources at Risk and Historical / Cultural Resources Specialists. Submit to Documentation Unit, Planning Section Chief, Situation Unit Leader, Environmental Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
* **Maps -** *Protection Strategy Maps*: Create these maps as requested by the Situation Unit Leader or Operations Section Chief. Obtain booming strategies information from the Field Observer or Operations personnel. Verify with the Operations Section Chief who you should contact for information. Submit to Documentation Unit, Operations and Planning Section Chiefs, Situation Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested

Products (cont.)

* **Maps -** *Division Zone Maps*: Create these maps which depict the boundaries of division zones as soon as the boundaries are determined, or are changed. Obtain boundary information from the Operations Section or Planning Section Chief. Submit to Documentation Unit, Operations and Planning Section Chiefs, Situation Unit Leader, and the Display Processor. Zone boundary information may be incorporated into subsequent situation and overflight maps
* **Maps –** *Traffic Plan Maps*: Create maps depicting traffic routes (for both vessels and vehicles) as needed. Obtain information from the Logistics Section Chief. Submit to Documentation Unit, Operations, Planning, and Logistics Section Chiefs, Situation Unit Leader, and the Display Processor
* **Maps –** *Command Post Map*: Create a map of the Command Post showing the location of Sections within the Command Post. Locations may be determined by personal observation. Submit to Display Processor and Check-in Recorders as needed
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

**Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate

**Primary Duty:** Collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader by an established procedure

**Supervises:** Assigned Staff

**Reports To:** Situation Unit Leader

Tasks & Responsibilities

* Overflights

☞ Prior to departing on an overflight operation, receive an aircraft safety briefing from the proper person in the Air Support Branch in the Operations Section

☞ Be sure to have a good base map, clip board, and writing instruments for in-flight documentation

☞ Get a copy of: “Open Water Oil Identification Job Aid for Aerial Observation” published by USCG MSO / NOAA ORCA. This will help in describing the situation

* Communicate Often with SUL. Get current information to the Situation Unit as frequently as necessary and at end of each shift. Set up call-in schedule with SUL
* Dual Roles. May be OPS, SCAT, NRDA personnel sharing information

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Determine:
* Location of Assignment
* Type of information required
* Priorities
* Time limits for completion
* Method of communication and transportation
* Observations should include, but are not limited to:
* Perimeters of the incident
* Locations of oil concentration
* Rates of spread
* Weather conditions
* Hazards
* Progress of operation resources
* Facility locations (e.g., helispots)
* Division / Group boundaries
* Report immediately any condition observed which may cause a danger or safety hazard to personnel
* Report observations to Planning Section Chief, Situation Unit Leader, Environmental Unit Leader, and Command and General Staff as directed
* Obtain a copy of the IAP for the Operational Period

Products

* **Maps -** *Base Maps*: While on an overflight or field survey, hand-draw observations on a blank base map. Submit to GIS Specialist for the creation of an electronic map. Provide input and make clarifications to GIS Specialist as they produce the electronic map
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Maintain a master list and status of all personnel equipment resources (primary and support); check-in, status, and current location

**Supervises:** Volunteer Coordinator, Check-In / Status Recorder, and other assigned staff

**Reports To:** Planning Section Chief

Tasks & Responsibilities

* Resources.

☞ Unit Leader must be familiar with and understand ICS Resource Typing

☞ Ensure that OPS, Logistics, & RUL are all tracking resources similarly; a skimmer is a skimmer is a skimmer

☞ Get a handle on assigned resources as soon as possible after ICS “stand-up”

☞ Use Information Specialists (“runners”) to monitor resource levels among ICS Sections

☞ Frequently compare resource quantities to what is depicted on the Situation Status Display

☞ For staging areas, frequently get report of what comes and goes from Check-In / Status Recorder

* Proactively seek needed information. This position is probably one of the most challenging in the ICS Reporting
* Effectively determine reporting needs and get report of staffing levels, etc.
* Assure that Check-In forms (ICS 211’s) are being submitted from Staging Area(s) in a timely manner
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Prepare and maintain displays, charts, and lists that reflect the current status and location of tactical resources, transportation, and support equipment (Possible displays are the fabric or metal T-Card holders, or electronic tracking programs which can be projected on an overhead screen)
* Provide input to the Planning Section Chief to ensure adequate resources are available for the operation to implement the IAP
* Assign Check-in / Status Recorders and establish check-in function at incident locations
* Assign Volunteer Coordinators
* Establish contacts with incident facilities to track resource status & provide status reports to appropriate requesters
* Maintain master roster of all resources checked in at the incident
* Gather, and post incident resource status
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

Products

* **Form 211e&p** *Check-In Lists for Equipment & Personnel*: Obtain check-in information from Check-in Recorders on an on-going basis. Determine update schedule and method of communication with Check-in Recorders. Use check-in information to generate T-cards or other resource tracking forms. Compile all lists and give information to Situation Unit Leader for inclusion in ICS 209 and the GIS Specialist for inclusion on Resources and other maps. Also submit information to the Finance Section Chief and Documentation Unit
* **Form 218** *Support Vehicle Inventory*: Obtain from Ground Support Unit Leader. Use to update T-card display, or other resource tracking display. Give copy to Situation Unit Leader for inclusion in ICS 209. Verify that the support vehicles are accounted for by the Logistics and Finance Sections
* **Form 210** *Status Change*: Submit to Documentation Unit after receiving updates. Obtain status change information from the Communications Center and / or Check-in Recorders on an on-going basis. Determine update schedule and method of communication with Communications Center and / or Check-in Recorders. Use information to update T-Card or other resource tracking display. Transmit updated information to Situation Unit Leader for inclusion in ICS 209 and the GIS Specialist for inclusion on Resources and other maps. Submit form to the Documentation Unit after updating your records
* **Form 219** *Resource Status Cards (T-Cards)*: Create T-Cards (or electronic equivalent) using resource description, status and location information obtained from the Communications Center, Ground Support Unit, Vessel Support Unit, Check-in Recorders, and Field Observers. Update T-Card or other resource tracking display when information is updated. Verify that the T-Card display is consistent with the Resource Maps the GIS Specialist is producing and the ICS 209 that the Situation Unit Leader is producing. Verify that Logistics and Finance have record of all resources listed on the T-Cards
* Track Resource Quantities.

Maintain a comprehensive summary of resource quantities and their status for Form 209 *Incident Status Summary*

* Review RUL roles in the OP Planning / IAP Meeting Cycle Page 118
* **Form 203** *Organization Assignment List*: Get initial information from the ICS 201, page 3. Create this form using information from personnel check-in lists (ICS 211p) and update this form and the ICS 207 together as necessary. Submit to Documentation Unit, Unified Command, All Section Chiefs, and all Unit Leaders, and the Display Processor once per Operational Period before the IAP deadline. Ensure that the Planning Section Chief receives the most current form for inclusion in the IAP
* **Form 207** *Incident Organization Chart*: Get initial information from the ICS 201, page 3. Create this form using information from personnel check-in lists (ICS 211p) and update this form and the ICS 207 together as necessary. After Section Chief’s approval, submit to Documentation Unit, Unified Command, All Section Chiefs, and All Unit Leaders, and to the Display Processor for posting whenever a change is made
* **Form 204** *Assignment List*: Produce this form from the ICS 215 in cooperation with the Operations Section Chief and contractors, as necessary, using the EUL for SCAT and Wildlife. Submit to Documentation Unit and Planning Section Chief (for approval and inclusion in the IAP) once per Operational Period as soon as possible after the Planning Meeting
* **Form 215** *Operational Planning Worksheet*: Collect form after it has been finalized at the Planning Meeting. Use this form to produce ICS 204s
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Tactics Meeting** (pg120) Responsible to provide resources summary for the meeting. Assist the Planning Section Chief and the Operations Section Chief in filling out the ICS 215 with preliminary information
* **Planning Meeting** (pg123) Provide a current resource inventory. Assist Planning Section Chief with situation briefing. Assist the Operations Section Chief and the Planning Section Chief in finalizing the ICS 215. After meeting, use ICS 215 to develop Assignment Lists (ICS 204) with the Operations Section Chief
* **Operations Briefing** (pg131) Assist with discussions as appropriate



**Primary Duty:** Check in personnel and equipment arriving on-scene and ensure that all resources assigned to the incident are accounted for, checked in, and badged, carded, or otherwise identified

**Supervises:** Assigned Staff

**Reports To:** Resources Unit Leader (RUL)

Tasks & Responsibilities

* First Impressions.

This position often makes the first impression at a response; be effective and efficient

* Be Proactive. Be proactive, courteous, professional, and knowledgeable
* You’re the Greeter. Greet arriving personnel, direct them to their workstation, and provide pertinent documentation
* Report Status Changes. Report personnel status changes (arrival/departure) promptly to Resources Unit
* Secure Areas. In situations where secure sites are necessary, coordinate with security to establish some method for ensuring only approved response personnel may enter (e.g. colored dots on name tags, picture ID tags)
* Know Who’s Who! Know who’s supposed to be in the Command Post, who isn’t, and how to direct the press to the JIC
* Staging Area. For staging areas, carefully track what comes and goes; frequently report to Resources Unit
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Establish communications with the Communications Center and the Resources Unit Leader
* Establish a schedule with the Resources Unit Leader for when you should notify him / her of updates
* Post signs, set up cones, or provide maps so that people can easily find the Incident Command Post and check-in locations
* Greet personnel arriving, and knowledgeably direct them to their proper work spaces
* Fill out ICS 211s (check-in lists) with check-in information and transmit information to the Resources Unit on the regular pre-arranged schedule. Forward the lists to the Resources Unit Leader (RUL) when completed
* Forward communications information listed on the 211s to the Communications Unit so they can prepare a phone / radio list and make sure that all forms are also forwarded to the Documentation Unit

Products

* **Form 219** *Resource Status Cards (T-Cards)*: Receive, record, & maintain status information for incident resources
* **Form 211e&p** *Check-In Lists for Equipment & Personnel*: Fill out lists as equipment and personnel check-in, maintain files of 211’s. Transmit the information to the RUL on the regular, pre-arranged schedule. Forward copies of forms to the RUL & the Documentation Unit when complete
* **Form 210** *Status Change* Fill out form as resources change their status. Transmit the information to the RUL on the regular, pre-arranged schedule. Ensure that the RUL and the Documentation Unit are provided copies of the form
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to Resources Unit Leader & Documentation Unit at end of Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment

**Supervises:** Assigned Staff

**Reports To:** Resources Unit Leader

Tasks & Responsibilities

* Coordinate. Coordinate with Resource Unit. Establish contact with Resources Unit to effectively determine reporting needs and to report staffing levels, etc.
* Anticipate Response Needs

☞ Anticipate / determine what types and kinds of volunteers are needed; identify source agencies

☞ Know what duties can be filled by volunteers (i.e. the specific knowledge/training requirements)

* Collaborate with Logistics. Anticipate logistics needs as volunteer staffing levels change
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate with Resources Unit to determine where volunteers are needed
* Identify any necessary skills and training needs
* Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required)
* Activate standby contractors for various training needs (as appropriate)
* Coordinate nearby or on-site training as part of the deployment process
* Assess, train, and assign volunteers to requesting units
* Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations)
* Recruit additional volunteers through media appeals (as needed)
* Coordinate with Logistics for volunteer housing and meal accommodations and assist volunteers with other special needs

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to Resources Unit Leader & Documentation Unit at end of Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Maintain accurate, up-to-date incident files

**Supervises:** Assigned Staff

**Reports To:** Planning Section Chief

Tasks & Responsibilities

* Establish Filing System.

Develop a consistent system for filing records (e.g. newest files in front) and ensure that all the staff are trained in the filing system

* Large Incident Approach. On a large incident, it is helpful to maintain an additional file of all documents by the date they were generated as this can make items easier to find later in the response
* Office Supplies & “In-Boxes”

☞ Maintain an adequate supply of office-type supplies (paper, pens, highlighters, staplers, file folders, etc.)

☞ Place "in-boxes" in each Section & Command group space, and communicate the need for people to submit copies of all documents created

* Plenty of ICS Forms. Assure adequate numbers of blank ICS forms are available, and organized and displayed so as to be easily accessed
* Be Organized. The Documentation Unit needs to maintain a high level of organization, with documents being filed frequently and in a logical manner
* Be Proactive. Proactively seek original documents from each Section and Command group
* Actively seek out information -- this is a proactive position. Seek out sources & establish paths & schedules for obtaining needed information from other Units & Sections
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Gather and file:
* Copies of all ICS forms produced
* Incident reports
* Demobilization check-out / records
* Correspondence (government / legal / agency letters), communication logs, calls to the Incident Commander, and fax records (received / sent)
* Companies and agencies offering assistance
* Injury claims
* ICS 209
* Maps (equipment deployment, situation, overflight, trajectory maps, etc.)
* Tide and current data, and weather reports
* Pictures, videos, and other audio or visual documentation
* Media releases from local / national newspapers and TV
* Contacts with and directives from regulatory agencies
* Permits obtained for specific operations which are subject to regulations (decanting, dispersant use, in-situ burning, disposal plans, utilization of government owned equipment, and access to Federal, State, Tribal, and private properties)
* Wildlife rescue / rehabilitation records
* IAPs
* Logistics records, Financial records, etc.

These are to be compiled and stored for legal, analytical, and historical purposes

* Ensure each Section is maintaining and providing appropriate documents. Set up documentation in-boxes in every section
* Check accuracy and completeness of records submitted and correct errors or omissions by contacting the appropriate ICS Section or Unit

Tasks & Responsibilities (cont.)

* Acquire and maintain a list of radio call signs and phone numbers from the Communications Unit Leader. Ensure that copies are available for all responders
* Provide duplication and copying services
* Duplicate Duplicators.

Assure adequate number of copy machines (and back-up) to meet the pre-briefing and meeting demands common to most responses

* Provide incident documentation to appropriate requesters
* Ensure access of all personnel to office supplies, equipment, fax, copiers, and phones. Ensure that team members have equipment for documenting the response (cameras, film, etc.)
* Attend Operations Briefings and duplicate sufficient copies of the IAP for meeting attendees. Make regular reports on Documentation Unit needs (i.e., what forms are you not getting?)

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. Responsible to duplicate sufficient copies of the IAP for meeting attendees



**Primary Duty:** Develop the Incident Demobilization Plan & assist Sections / Units in ensuring that orderly, safe, & cost-effective demobilization of personnel & equipment is accomplished

**Supervises:** Assigned Staff

**Reports To:** Planning Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Review incident resource records to determine probable size of demobilization effort
* Obtain the identification and descriptions of surplus resources and probable release time
* Obtain objectives, priorities, and constraints from the Planning Section Chief, company representatives, and contractors as applicable
* Meet with company / agency representatives to determine personnel rest and safety needs
* Coordinate with the Planning Section Chief to arrange shifts to ensure priority resources are available for release (e.g., skimmers, vacuum trucks, etc.)
* Develop Demobilization Plan with release procedures, in coordination with other Sections / Units / Branches and with cooperating / assisting agencies
* Evaluate logistical and transport capabilities required to support demobilization
* Obtain approval of the Demobilization Plan (including approval of the required decontamination)
* Distribute the Demobilization Plan to each processing point
* Ensure all Sections / Units understand their responsibilities within the Demobilization Plan
* Coordinate and support the orderly, safe, and cost effective implementation of the Demobilization Plan throughout the Incident Command organization
* Monitor implementation and brief the Planning Section Chief on the progress of demobilization
* Provide Status Reports to appropriate requesters
* Consider attending Tactics Meetings to be apprised of current situation

Products

* **Plan** *Demobilization Plan*: Produce the Demobilization Plan. It should include the following sections:

General - discussion of demobilization procedures identifying notification method when resources are no longer needed

Responsibility - specific implementation responsibilities and activities

Release Procedures - detailed steps and processes to be followed. Take into account requirements of assisting companies and kind and type of resources

Travel Restrictions - restrictions and instructions for travel

Submit to Planning Section Chief (for approval). Once approved, submit to the Unified Command, Planning Section Chief (for inclusion in the IAP), Documentation Unit, all Section Chiefs, all Unit Leaders, and all processing points

* **Form 221** *Demob. Check-Out*: After you have received written notification from a resource supervisor that the resource is no longer needed, initiate this form by completing the top portion and checking off who needs to sign-off on the form. Give form to the resource supervisor to get the appropriate sign-off. Make sure that they know to return the signed-off form to you. Give copy of the completed form to the Documentation Unit and Finance Section
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Tactics Meeting** (pg120) Attend as required
* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting

**Supervises:** Assigned Staff

**Reports To:** Planning Section Chief

Tasks & Responsibilities

* Who will be the EUL?
* In WA State it has been agreed that the State will have the option of filling the position of EUL at any spill or drill within the jurisdiction of WDOE. It will be important to clarify this point with the UC & the PSC to assure minimal conflict in assignment of personnel
* Overflight Observers. The EUL and SUL should designate overflight observers and coordinate overflight requests with each other and with Air Ops
* Trajectories. Ensure that trajectories are developed for both the current and next Operational Period
* SCAT Teams. The EUL should identify the need for Shoreline Clean-up Assessment Teams (SCAT) as soon as possible & coordinate with the PSC & the SUL to ensure that the collected data gets posted and used as soon as possible
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Prepare environmental data for the Situation Unit
* In concert with the Situation Unit Leader, provide projections and estimates of the movement and behavior of the spill by combining:
* Visual observations
* Remote sensing information
* Computer modeling
* Observed and predicted tidal, weather, and current information
* Coordinate the efforts of local experts and Technical Specialists in formulating these analyses. Local experts could include the Weather Service, Academia, and Researchers. Technical specialists could include the Scientific Support Coordinator and the Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup and Assessment, Historical / Cultural Resources, and Disposal (Waste Management) Technical Specialists
* Obtain briefing and special instructions from Planning Section Chief
* Participate in Planning Section meetings
* Identify sensitive areas and recommend response priorities
* Determine the extent, fate, and effects of contamination
* Acquire, distribute, and provide analysis of weather forecasts
* Monitor the environmental consequences of cleanup actions
* Develop shoreline cleanup and assessment plans
* Identify the need for, and prepare any special advisories or orders
* Identify the need for, and obtain permits, consultations, and other authorizations
* Identify and develop plans for protection of affected historical / cultural resources
* Evaluate the opportunities to use various response technologies
* Develop disposal plans in coordination with the Disposal Group Supervisor
* Develop plan for collecting, transporting, and analyzing samples
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

Products

* **Form 232** *Resources At Risk Summary*: Ensure this form is completed with input from resource trustees. Update prior to the Planning Meeting. Forward completed form to the Planning Section Chief for possible inclusion in the IAP. Forward to the Documentation Unit as well. Ensure that the Situation Unit Leader and GIS Specialist are also apprised of the information so that it can be included on any maps as requested
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period
* EU Recorder.

Keep at least one person in the unit area at all times and assign that person to maintain the Unit Log (ICS-214)

* Current Information? The EUL should make initial and frequent contact with the Information Officer and/or the Joint Information Center (JIC) to assure that the latest information and expertise is available for media briefings as needed
* Environmental Information. Define specific expertise and products, which could be available to the JIC
* Review your part in the OP Planning / IAP Meeting Cycle Page 118
* Deputy Environmental Unit Leader. For moderate to large incidents, the EU Leader will primarily be attending meetings so it’s important to designate a Deputy EU Leader. The Deputy Leader’s job is to stay in the Environmental Unit and ensure that assignments made by the Leader are carried out, and complete other duties as assigned by the Leader

Meetings

* **Tactics Meeting** (pg120) Attend as required
* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate
* **Media Briefing** (pg135) Attend as required



##### This position is specific to the State of Washington

Tasks & Responsibilities

* **Environmental protection is the highest priority** during an oil spill, after safety of life and health, and source control
* For moderate to large incidents, the EU Leader will primarily be attending meetings so it’s important to designate a Deputy EU Leader. The Deputy Leader’s job is to stay in the Environmental Unit and ensure that assignments made by the Leader are carried out, and complete other duties as assigned by the Leader
* Develop Incident Action Plan for the Next Operational Period. Fill in EU Status Summary Form. Complete it before the Tactics Meeting

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

**Primary Duty:** As defined in the National Contingency Plan, the SSC acts as the principal advisor to the Federal On Scene Coordinator (FOSC) for scientific issues

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Where is the SSC?

☞ As scientific advisor to the FOSC, the SSC is typically assigned to the Planning Section, but this technical specialist will often be detailed to directly support the FOSC

☞ The SSC may also be assigned to serve as the Environmental Unit Leader, although it can be very difficult for one person to fill both jobs

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Provide expertise on:
* Chemical hazards
* Trajectory analysis
* Information management
* Field observations
* Resources at risk
* Evaluate environmental trade-offs of countermeasures and cleanup methods
* Determine resource needs
* Develop a prioritized list of the resources at risk
* Gain consensus on scientific issues affecting the response, but also ensure that differing opinions within the scientific community are communicated to the Incident Command
* Provide, or ensure that the following items are provided by other Technical Specialists:
* Spill trajectory analysis data & overflight maps to Situation Unit
* Information on resources at risk, including their priorities
* Weather information, tidal and current information, and other applicable environmental conditions
* Act as point of contact for the Scientific Support Team from NOAA’s Office of Response and Restoration (OR&R)
* May serve as the Environmental Unit Leader
* May be located in the Situation Unit

Products

* **Charts or Tables** *Tides and Currents Charts or Tables*: Provide information, or ensure that the Weather Forecast Specialist is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
* **Forecasts** *Weather Forecasts*: Provide information, or ensure that the Weather Forecast Specialist is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Submit ASAP after the forecast is updated. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
* **Maps** *Various Map Products as NEEDED*: Provide maps, or ensure that the GIS Specialist is providing the necessary maps. Submit to Documentation Unit, all Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings as necessary. Ensure that the Trajectory Analysis Specialist has the most current overflight maps
* **Form 232** *Resources At Risk Summary*: Assist the Environmental Unit Leader in filling out this form
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit your 214a to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required and assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for providing a sampling plan to coordinate sample collection, documentation, storage, transportation, and submittal to appropriate laboratories for analysis or storage

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Plan Early.

Develop a plan for collecting, transporting, and analyzing samples

* Proper Sampling. Ensure that samples are obtained by methods that will hold up scientifically and legally and that proper chain-of-custody is followed. Ensure samples are shipped safely and that all regulations are followed
* Where are the Specialists? Note: As with all Technical Specialists, Sampling Specialists can be detailed throughout the ICS as needed (i.e. to the Safety Officer for air monitoring, etc.)
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Identify and alert appropriate laboratories
* Meet with team members to develop initial sampling plan and strategy, and review sampling and labeling procedures
* Set up site map to monitor location of samples collected and coordinate with GIS Staff
* Coordinate sampling activities with Natural Resource Damage Assessment (NRDA) Representatives, Incident Investigators, the Safety Officer, Operations Section personnel, and Legal Specialists
* Provide Status Reports to appropriate requesters

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for the identification of resources thought to be at risk from exposure to the spilled oil by analyzing known and anticipated oil movement, and the location of natural, archaeo-cultural, and socio-economic resources

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Develop a priority list for protection based on the relative importance of the resources for use by the Planning Section
* Obtain current and forecasted status information from Situation Unit
* Provide status reports to appropriate requesters

Products

* **Form 232** *Resources At Risk Summary*: Environmental Unit Leader assists in the completion of this form
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate
* **Media Briefing** (pg135) Assist with discussions as appropriate
* Tip:

If Historical Cultural Resources Specialist is not designated, assume that too. Be familiar with ACP and GRP Plans

* Protection Strategies. Use Environmental Sensitivity Index (ESI) data, Area Contingency Plans (ACPs), and Geographic Response Plans (GRPs) to determine location and protection priority of potentially impacted sensitive areas
* Coordinate. Coordinate with other trustees SHPPO, DNR, USFWS, NMSF to ensure all RAR are accounted for
* Geographic Response Plan (GRP) Specialist. This positions function is handled by the Resources at Risk Specialist, or if needed, a separate person can be designated this role. This person collects the best available information on the status of the spill and the natural resources at risk, and uses the information to select and prioritize appropriate strategies to protect the resources. This person also works closely with the Operations Section to ensure that the appropriate strategies are implemented in a timely manner

**Primary Duty:** Responsible for evaluating the opportunities to use various Response Technologies

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Alternate Strategies
* ☞ Evaluate alternative strategies for specific shoreline segments and product states (dispersant, in-situ burning, etc.)

☞ Utilize local knowledge to check potential pre-approvals for the alternate response technologies

☞ Prepare required documents / permits for alternate response technology use to expedite the approval process

☞ Document the decision-making process for using or not using alternate response technologies

* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Evaluate Response Technologies including:
* Mechanical containment and recovery
* Dispersant or other chemical countermeasures
* In-situ burning
* Bioremediation
* Conduct the consultation and planning required to deploy a specific Response Technology, and articulate the environmental tradeoffs of using, or not using a specified Response Technology
* Consult with the Situation Unit Leader or the Incident Situation Display and gather data pertaining to the spill, including:
* Spill location
* Type and amount of petroleum spilled
* Physical and chemical properties
* Weather and sea conditions
* Resources at risk
* Identify available Response Technologies that may be effective on the specific spilled petroleum
* Make initial notification to all agencies that have authority over the use of Response Technologies
* Keep Planning Section Chief advised of Response Technologies issues
* Determine resource needs
* Provide status reports to appropriate requesters
* Establish communications with Regional Response Team to coordinate Response Technologies

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for providing projections and estimates of the movement and behavior of the spill to the Unified Command

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader, Situation Unit Leader, or Scientific Support Coordinator

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* To form analyses, combine:
* Visual observations
* Remote sensing information
* Computer modeling
* Observed and predicted tidal, current, and weather data
* Responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating analyses
* In coordination with the Situation Unit Leader and Field Observers, schedule and conduct spill observations / overflights as needed
* Gather pertinent information on tides, currents & weather from available sources (Situation Unit Leader, the Incident Situation Display, the Scientific Support Coordinator, & / or the Weather Forecast Specialist)
* Supply the Situation Unit with Trajectory Maps
* Provide briefing on observations and analyses to the proper personnel
* May be located in the Situation Unit

Products

* **Maps** *Trajectory Maps*: Create trajectory maps and submit to all Section Chiefs, the Documentation, Environmental, and Situation Unit Leaders, and the Display Processor. Ensure that you have incorporated the most current weather and overflight information into the maps. Check with the Situation Unit Leader, GIS Specialist, Weather Forecast Specialist, or the Incident Situation Display. Display a poster-sized map at the Tactics and Planning Meetings
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to Environmental Unit Leader & Documentation Unit at end of Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for acquiring and reporting incident-specific weather forecasts

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader, Situation Unit Leader, or Scientific Support Coordinator

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Gather pertinent weather information from all appropriate sources
* Interpret and analyze data from the NOAA’s National Weather Service and other sources
* Provide incident-specific weather forecasts on an assigned schedule
* Answer specific weather related response questions and coordinate with the Scientific Support Coordinator and Trajectory Analysis Specialist, as needed
* Supply weather forecasts to the Situation Unit for dissemination throughout the Command Post
* Provide briefing on weather observations and forecasts to the proper personnel
* May be located in the Situation Unit

Products

* **Charts or Tables** *Tides and Currents Charts or Tables*: Provide information, or ensure that the Scientific Support Coordinator is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
* **Forecasts** *Weather Forecasts*: Submit (or ensure that the SSC is submitting) forecasts to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Submit ASAP after the forecast is updated. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for providing appropriate cleanup recommendations for each shoreline impacted (taking into account the type and degree to which they have been impacted)

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Base Maps

Make sure the results of Base Maps get to the Situation Unit

* ESIs – ACPs – GRPs. Use Environmental Sensitivity Index (ESI) data and ACPs / GRPs to determine location and protection priority of potentially impacted sensitive areas
* Shoreline Designators. Coordinate with Operations personnel, and with the GRP and GIS Specialists if present, in the assignment of shoreline segment designators
* Plan Ahead. Project activities for the next day and communicate this and other response issues to the EUL
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Describe shoreline types and oiling conditions
* In coordination with the Resources at Risk Specialist and the Historic / Cultural Resources Specialist, identify sensitive resources (ecological, recreational, and cultural)
* Recommend the need for cleanup, and cleanup priorities
* Recommend cleanup methods to the Environmental Unit Leader
* Recommend cleanup endpoints and address the question of “How clean is clean?”
* Recommend the need for, and the numbers of, Shoreline Cleanup Assessment Teams (SCATs) for the development of ICS 215 and ICS 204
* Monitor cleanup effectiveness

Products

* **Maps** *Base maps*: Obtain blank base maps from the GIS Specialist or the Situation Unit Leader and provide them to SCAT Team members so they can record their observations. **Ensure that SCAT Team members forward those observations to the GIS Specialist and the Situation Unit Leader**
* **Form 214a**  *Individual Log*: Summarize your daily activities on the ICS 214a. Submit your 214a to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Assist with discussions as appropriate

**Primary Duty:** Responsible for providing the Planning Section Chief with a Disposal Plan

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* For each anticipated response waste stream, detail the following activities in the Waste Mgmt. Plan:
* Collection
* Sampling
* Monitoring
* Temporary storage
* Coordinate.

Work closely with the Disposal Group Supervisor in the Operations Section

* Transportation
* Recycling
* Disposal
* Develop a Pre-cleanup Plan and monitor pre-cleanup operations, if appropriate
* Calculate and verify the volume of petroleum recovered, including petroleum collected with sediment / sand etc. Verify information with the Disposal Group Supervisor in the Operations Section. Forward updated information to the Situation Unit Leader for use in the ICS 209
* Provide status reports to appropriate requesters

Products

* **Plan** *Waste Management Plan*: Produce a plan for managing and disposing of waste generated at the incident. Consult applicable hazardous waste laws and regulations to ensure compliance. Submit to Unified Command and Operations Section ASAP upon start-up
* **Form 209** *Incident Status Summary*: Ensure that the Situation Unit Leader has the most current waste management information for use on the ICS 209. Verify information with Disposal Group Supervisor
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for identifying and resolving issues related to any historic or cultural sites that are threatened or impacted during an incident

**Supervises:** Assigned Staff

**Reports To:** Environmental Unit Leader or Resources at Risk Specialist

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Understand and be able to implement a “Programmatic Agreement on Protection of Historic Properties” and consult with:
* State Historic Preservation Officers
* Land management agencies
* Appropriate native tribes and organizations
* Other concerned parties
* Implement Programmatic Agreement for the Federal On Scene Coordinator
* If Programmatic Agreement is not used, coordinate Section 106 consultations with the State Historic Preservation Officers
* Ensure compliance with applicable Federal / State regulations
* Identify, prioritize and develop strategies for protection and cleanup of impacted historic / cultural sites in order to minimize damage
* Consult and reach consensus with concerned parties on affected historic / cultural sites and response strategies
* Participate in the testing and evaluation of cleanup techniques used on historic / cultural sites
* Monitor and provide guidance on the cleanup of historic / cultural sites to reduce or eliminate response-related impacts

Products

* **Form 232** *Resources At Risk Summary*: Assist the Environmental Unit Leader / Resources at Risk Specialist in the completion of this form
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Act in an advisory capacity during an oil spill response

**Supervises:** Assigned Staff

**Reports To:** Planning Section Chief or assigned supervisor

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Participate in Planning Meetings, if requested
* Tip.

This position can be assigned to any section

* Advise on legal issues relating to:
* In-situ burning, dispersants, and other response technologies
* Natural Resource Damage Assessment
* Incident investigation
* Finance and claims
* Other response-related legal issues

Products

* **Form 214a** *Individual Log* Summarize your daily activities. Submit to the Planning Section Chief or your immediate supervisor, and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate



**Primary Duty:** Responsible for the management of all operations directly applicable to the primary mission

**Supervises:** Staging Area Manager, Recovery & Protection Branch Director, Emergency Response Branch Director, Air Operations Branch Director, Wildlife Branch Director, and other assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* Span-of-Responsibility

Delegate tasks as much as section staffing allows

* GRPs - ACPs. Be aware of critical GRP/ACP sites
* Regulatory Benchmarks. Be aware of any regulatory benchmarks that must be met
* Know the Situation. Have section personnel check the Situation Status Display Board frequently
* Information Specialists . Use Information Specialists (sometimes referred to as “Runners”) to convey information between sections
* Keep Your People Current. Strive to keep section personnel briefed on critical developments or changes
* Close Coordination with Logistics. Coordinate with Logistics to ensure use of agreed Requisition / Order Forms as soon as possible after the initial emergency ordering
* Resource Needs. Meet with Resources to establish resource typing. Ensure when equipment is ordered specific needs are outlined in size and quantity
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Evaluate the need for, and order additional personnel to staff the ICS
* Develop Operations portion of IAP
* Activate and supervise elements in accordance with the IAP, and direct the IAP’s execution
* Brief and assign Operations personnel
* Request or release resources as needed to implement the IAP
* Assemble and disassemble teams / task forces assigned to the Operations Section
* Direct the preparation of unit operational plans
* Activate and execute the Site Safety and Health Plan (SSHP)
* Ensure safe tactical operations
* Make or approve expedient changes to the IAP as necessary, and report any changes to the Incident Commander
* Report any information about special activities, events, or occurrences to the Incident Commander, Planning Section Chief, and the Information Officer
* Supervise execution of the IAP for Operations
* Approve suggested list of resources to be released from assigned status (not released from the incident)
* Obtain meetings schedule, ICS 230, and attend meetings as required. Fill in between Tactics & Planning Meetings & make sure the ICS 215 is displayed
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. Make time for briefings before the Planning Meeting

Products

* Incident Action Plan (IAP)

Task your section personnel to generate IAP components as required

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Ops Recorder. Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214).
* Be Prepared. Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings
* Review your section’s part in the OP Planning / IAP Meeting Cycle Page 118
* **Form 215** *Operational Planning Worksheet*: Ensure that a blank poster-sized copy is displayed at the Tactics Meeting. At the Tactics Meeting, in concert with the Planning Section Chief, fill out the form with preliminary information. Finalize the information at the Planning Meeting
* **Form 204** *Assignment List* Produce with Resources Unit Leader using the ICS 215 form. Submit to Planning Section Chief (for inclusion in the IAP), and to Documentation Unit once per Operational Period immediately after the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log* Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Tactics Meeting** (pg120) Review IAP to prepare for meeting. Will be responsible to jointly prepare primary & alternate strategies with the Planning Section Chief. Along with the Planning Section Chief, fill out the ICS 215 - Operational Planning Worksheet with preliminary information
* **Planning Meeting** (pg123) State primary and alternate strategies to meet objectives with Planning Section Chief and Logistics Section Chief. Along with the Planning Section Chief, finalize the ICS 215. Designate Branch, Division, Group boundaries and functions as appropriate using maps and ICS 215. Specify tactics for each Division noting limitations. Specify resources needed by Division / Group with Planning Section Chief and Logistics Section Chief. Plot operations facilities and reporting locations on map (Logistics Section Chief to assist). After meeting, use ICS 215 to develop Assignment Lists (ICS 204) with Resources Unit Leader
* **Operations Briefing** (pg131) Brief on current response actions and last shift’s accomplishments. Distribute the IAP. Summarize Division / Group and Air Operations assignments

**Primary Duty:** Responsible for managing all activities within the designated staging areas

**Supervises:** Assigned staff

**Reports To:** Operations Section Chief

Tasks & Responsibilities

* Staging Area Directions

Make sure Command Post has clear directions to all staging areas

* Control Equipment. Establish staging area checkpoint early to control equipment arrival and departures
* Keep Command Post Informed. Make sure resource status forms are conveyed to the Command Post frequently
* Ask For HELP. Inform the Command Post when more assistance / resources are needed
* Monitor Resources On-hand. Inform Command Post when “in-demand” resource levels are low
* Proper Resource Tracking. Make sure resource arrival / departure is tracked on proper ICS form
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Implement pertinent sections of the IAP
* Establish and maintain staging area boundaries
* Post signs for identification & traffic control
* Establish check-in function and forward check-in lists (ICS 211e and ICS 211p forms) to Resources Unit Leader as they are completed
* Determine and request logistical support for personnel and / or equipment, as needed
* Advise Operations Section Chief of changing situations **/** conditions on scene
* Respond to requests for resource assignments
* Respond to requests for information, as required
* Demobilize or reposition staging areas, as needed

Products

* **Form 211e&p** *Check-In Lists for Equipment & Personnel*: Check-in information such as name, agency, time arriving, etc. to Resources Unit Leader & Documentation Unit Leader at regular intervals and when form is completed
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to Operations Section Chief and the Documentation Unit at the end of the operational period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for overseeing and implementing the protection, containment, and cleanup activities established in the IAP

**Supervises:** Protection Group Supervisor, On-Water Recovery Group Supervisor, Shoreside Recovery Group Supervisor, Disposal Group Supervisor, Decon Group Supervisor, Dispersants Group Supervisor, In Situ Burn Operations Group Supervisor, and other assigned staff

**Reports To:** Operations Section Chief

Tasks & Responsibilities

* Anticipate The Response Needs

As the incident progresses, anticipate recovery and protection needs (especially GRP sites)

* Remember Regulatory Benchmarks. Be aware of any regulatory benchmarks; make sure they are met
* Track Resources Continuously. Check Situation Status Display Board frequently to verify resource locations / status
* Status Boards. At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate info. is ready for meeting
* Coordinate with Contractors. Make sure contractors report equipment deployments / status changes promptly
* Communicate . Maintain close communication with Group Supervisors
* Be Proactive. Participate with Form 204 generation and / or review to insure that directions and methods are appropriate
* Be Prepared. Be ready to assist Ops Sec Chief at meetings (Tactics / Planning / etc.)
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Develop alternatives for Branch control operations & Supervise Branch Operations
* Develop Operations portion of the IAP
* Review Assignment lists (ICS 204) for Divisions / Groups within Branch. Modify lists based on effectiveness of current operations
* Brief Operations, and assign personnel in accordance with the IAP
* Report information about special activities, events, and occurrences to the Operations Section Chief
* Report resource needs, surplus resources, hazardous situations, modifications to the IAP, and significant events to Operations Section Chief
* Review recommendations and initiate release of resources

Products

* **Form 204** *Assignment List*: Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review and modify assignment list. Brief Planning & Operations on changes. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Assist with discussions as appropriate

**Primary Duty:** Implement protection strategies as indicated in the IAP

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Anticipate The Response Needs.

As the incident progresses, anticipate recovery and protection needs (especially GRP sites)

* Communicate often with Contractors. Maintain close communication with contractors to insure that work is proceeding as planned
* Communicate with Branch Director. Maintain close communication with Recovery & Protection Branch Director
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to Resource Unit Leader promptly
* Check Status Display Info. Check Situation Status Display Board frequently to verify resource locations/status
* Status Boards. At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Responsible for the deployment of containment, diversion, and absorbing boom in designated locations
* Review Group assignments and incident activities with subordinates and assign tasks
* Direct, coordinate, and assess the effectiveness of protective actions
* Modify protective actions as needed
* Brief the Recovery & Protection Branch Director on activities
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for managing and implementing on-water recovery operations in compliance with the IAP

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Communicate often with Contractors.

Maintain close communication with contractors to insure that work is proceeding as planned

* Communicate with Branch Director. Maintain close communication with Recovery & Protection Branch Director
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to Resource Unit Leader promptly
* Check Status Display Info. Check Situation Status Display Board frequently to verify resource locations / status
* Status Boards. At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Direct, coordinate, and assess the effectiveness of on-water recovery actions
* Modify protective actions as needed
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Recovery & Protection Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for managing and implementing shoreside cleanup operations in compliance with the IAP

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Anticipate Response Needs.

Anticipate recovery equipment / logistics needs

* Communicate often with Contractors. Maintain close communication with contractors to insure that work is proceeding as planned
* Communicate with Branch Director. Maintain close communication with Recovery & Protection Branch Director
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to Resource Unit Leader promptly
* Check Status Display Info. Check Situation Status Display Board frequently to verify resource locations / status
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Implement recovery strategies as indicated in the IAP
* Direct, coordinate, and assess the effectiveness of shoreside recovery operations
* Modify protective actions as needed
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Recovery & Protection Branch Director on activities
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks and resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Know the LAW.

Get familiar with hazardous waste laws and regulations

* Coordinate with Planning. Work closely with the Waste Management Specialist in the Planning Section
* Communicate with Situation Unit. Communicate closely with the Situation Unit to report recovered material quantities
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Status Boards. At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Implement the disposal portion of the IAP
* Ensure compliance with all hazardous waste laws and regulations
* Maintain accurate records of recovered material
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Recovery & Protection Branch Director on activities
* Ensure that the Resources Unit is advised of changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks & resolve logistics problems within the Group

Products

* **Form 214** *Unit Log*: Assign a member of your staff to complete the ICS 214. Submit to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for decontamination of personnel and response equipment in compliance with approved statutes

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Coordinate with the Plan.

Establish early communication with those responsible for generating the Decontamination Plan

* Review the Plan. Review the Decontamination Plan as soon as possible to determine potential problems / issues
* Safety First. Make sure that health and safety concerns are addressed
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Implement the Decontamination Plan
* Direct and coordinate decontamination activities
* Brief the site Safety Officer on conditions
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Recovery & Protection Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214**  *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating all aspects of a dispersant operation

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Understand Dispersants.

Get acquainted with Dispersants Specialist(s) in the Planning Section

* Coordinate Aerial Dispersants. Work closely with Air Ops personnel to plan and execute aerial dispersant missions
* Assist Logistics. Assist Logistics Section in locating alternative sources for dispersant application equipment
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* For aerial applications, the Group works closely with the Air Tactical Group Supervisor
* Determine resource needs
* Assist the Planning Section in the development of dispersant operations and monitoring plans
* Implement approved dispersant operations and monitoring plans
* Manage dedicated dispersant resources and coordinate with Air Operations
* Coordinate required monitoring
* Brief Recovery and Protection Branch Director on activities

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating all aspects of an in-situ burn operation

**Supervises:** Assigned staff

**Reports To:** Recovery & Protection Branch Director

Tasks & Responsibilities

* Understand In-Situ Burning.

Get acquainted with Planning Section In-Situ Burn Specialist(s)

* Coordinate Aerial Support. Work closely with Air Ops personnel to plan and execute aerial support for Burn Operations
* Alternative Sources. Determine alternative sources for specialized equipment as time allows and necessity dictates
* Monitor the Burn. Work with Safety Officer to determine / implement appropriate monitoring effort
* Inform the Public. Work with JIC to get-the-word-out if a burn is to be seen by the general public
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* For aerial ignition, work closely with the Air Tactical Group Supervisor
* Determine resource needs
* Assist the Planning Section in the development of in-situ burn operations and monitoring plans
* Implement approved in-situ burn operations and monitoring plans
* Manage dedicated in-situ burning resources and coordinate with other operations
* Coordinate required monitoring
* Brief Recovery and Protection Branch Director on activities

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for overseeing and implementing emergency measures to: protect life, mitigate further damage to the environment, and stabilize the situation

**Supervises:** Search & Rescue Group Supervisor, Salvage / Source Control Group Supervisor, Fire Suppression Group Supervisor, HAZMAT Group Supervisor, Emergency Medical Services Group Supervisor, Law Enforcement Group Supervisor, and other assigned staff

**Reports To:** Operations Section Chief

Tasks & Responsibilities

* Advise the Unified Command.

Be available to Command for consultation and direction Plan

* Delegate Responsibilities. Delegate the Branch detail activity to Group Supervisors
* Coordinate Local Agencies. Make sure local emergency agencies are apprised of present and developing situations
* Incident Action Plan (IAP) Contribute to IAP component generation as needed

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Branch Recorder. Keep at least one person in the unit area at all times and assign that person to maintain the Unit Log (ICS-214)
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Develop and supervise the operations portion of the IAP
* Review Assignment lists (ICS 204) for Divisions / Groups within the Branch. Modify lists based on effectiveness of current operations
* Report information about special activities, events, and occurrences to the Operations Section Chief
* Assign specific tasks to Division / Group Supervisors
* Report resource needs, surplus resources, hazardous situations, & modifications to the IAP to the Operations Section Chief
* Review suggested list of resources to be released and initiate recommendations for release

Products

* **Form 204** *Assignment List*: Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review assignment list. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Assist with discussions as appropriate

**Primary Duty:** Responsible for prioritization, direction, and coordination of all search and rescue missions

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director

Tasks & Responsibilities

* Coordinate Agencies.

Determine / establish contact with agencies who can support search & rescue operations Plan

* Find Alternate Sources. Determine alternative sources for SAR support and equipment
* Know Air Operations. Get acquainted with Air Ops personnel to facilitate rapid response to an emergency
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Manage dedicated search and rescue resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating and directing all salvage activities related to the incident

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director or Ops Chief

Tasks & Responsibilities

* Coordinate with Contractors.

Determine / establish contact with contractors capable of supporting salvage operations Plan

* Help Develop the Plan. Assist in developing Salvage / Source Control Plan; be familiar with Plan details
* Communicate Communicate. Assure good field communication channel(s); cell phone, radio, etc.
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Meetings. Salvage Supervisor may need to attend Tactics and Planning Meetings if Salvage is a key objective
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate the development and implementation of the Salvage / Source Control Plan
* Manage dedicated salvage /source control resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with the rest of Operations, other Groups, Branches, & Divisions
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Plan** *Salvage Plan*: Produce plan for directing salvage operations. Submit to Unified Command and Operations Section, as necessary
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating & directing all fire fighting activities related to the incident

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director

Tasks & Responsibilities

* Safety First. Insure that all health & safety matters are properly addressed
* Coordinate with Fire Fighters.

Determine / establish contact with agencies who can support fire fighting operations Plan

* Maintain Communications. Establish and maintain reliable communication channels with supporting agencies
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Prioritize responses to fires related to the incident
* Direct and coordinate fire fighting mission
* Manage dedicated fire fighting resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating and directing all hazardous materials activities related to the incident

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director

Tasks & Responsibilities

* Coordinate HAZMAT Agencies.

Determine / establish contact with agencies capable of supporting HAZMAT operations Plan

* Consult with Safety Officer. Communicate with Safety Officer to insure awareness of HAZMAT concerns / issues
* Oversee HAZMAT Protection. Routinely inspect (or delegate inspection of) work areas for adequate HAZMAT protection
* Maintain Communications. Establish and maintain reliable communication channels with supporting agencies / vendors
* Incident Action Plan (IAP)

☞ As necessary, participate in IAP component generation where HAZMAT issues are involved

☞ Review IAP to insure that all HAZMAT-related issues are accommodated

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Prioritize HAZMAT responses related to the incident
* Direct and coordinate HAZMAT responses
* Manage dedicated HAZMAT resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need or assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating and directing all emergency medical services (EMS) related to the incident

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director

Tasks & Responsibilities

* Coordinate with EMS.

Determine / establish contact with emergency medical services Plan

* Consult with Safety Officer. Establish and maintain good communications with Safety Officer
* Maintain Communications. Establish and maintain reliable communication channels with supporting agencies / vendors
* Track & Report Response Equipment. Make sure equipment location / status changes get reported to the Resource Unit Leader promptly
* Incident Action Plan (IAP)

☞ As necessary, participate in IAP component generation where EMS issues are involved

☞ Review IAP to insure that all EMS-related issues are accommodated

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Prioritize EMS responses related to the incident
* Direct and coordinate EMS response
* Manage dedicated EMS resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for coordinating and directing all law enforcement activities related to the incident

**Supervises:** Assigned staff

**Reports To:** Emergency Response Branch Director

Tasks & Responsibilities

* Coordinate with Law Enforcement.

Determine / establish contact with local law enforcement agencies Plan

* Adequate Security & Safety. Routinely inspect (or delegate inspection of) work areas for adequate security / safety
* Communicate with Safety Officer. Communicate with Safety Officer to insure awareness of crowd control / public safety issues
* Maintain Communications. Establish and maintain reliable communication channels with supporting agencies / vendors
* Incident Action Plan (IAP)

☞ As necessary, participate in IAP component generation where relevant issues are involved

☞ Review IAP to insure that all relevant issues are accommodated

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Isolate the incident and secure the perimeter
* Control crowds and traffic
* Manage public protection actions such as evacuations, beach closures, etc.
* Manage dedicated law enforcement resources
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Emergency Response Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance on assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Supervise all air operations activities

**Supervises:** Air Tactical Group Supervisor, Air Support Group Supervisor, and other assigned staff

**Reports To:** Operations Section Chief

Tasks & Responsibilities

* Safety First. Make sure all passengers are sufficiently briefed on aircraft safety procedures prior to flight
* Adequate Aviation Resources.

Make sure adequate aviation resources are available early in the incident

* Flight Scheduling

☞ Establish an aircraft schedule convention early in the response

☞ Post flight schedules as appropriate

* Flight Reservations. Make sure the responders know how to “book a flight“
* Aircraft Equipment. Make sure requested aircraft are properly equipped (cargo hooks, dispersant equipment, etc.)
* Aircraft Vendors / Contractors

☞ As necessary, assist Logistics Section in locating qualified aviation vendors / contractors

☞ Locate alternative aviation resources in case of accident or mechanical problems

* FAA & Restricted Air Space. Establish contact with FAA (perhaps via USCG) to restrict / close air space, if necessary
* Coordinate . Work closely with Dispersants Operations Group Supervisor and In-Situ Burn Operations Group Supervisor to plan and execute aerial dispersant or In-Situ burn missions
* Adequate Ground Support. Make sure that aircraft have adequate ground support so delays and ground time are minimized
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Responsible for preparing the air operations portion of the IAP and implementing its strategic aspects. These activities are performed while ground-based
* Provide logistical support to incident helicopters
* Request declaration or cancellation of restricted air space area. Schedule approved flights of non-incident aircraft in the restricted air space area
* Prepare and provide Air Ops Summary Worksheets (ICS 220) to Air Support Group and Fixed-Wing Bases
* Attend Planning Meetings at the request of the Operations Section Chief
* Determine coordination procedures for use by air operations personnel with ground Branches, Divisions, or Groups
* Coordinate with appropriate Operations Section personnel
* Establish procedures for emergency reassignment of aircraft
* Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident and resolve any conflicts with non-incident aircraft
* Coordinate with the Federal Aviation Administration
* Report to the Operations Section Chief on air operations activities
* Arrange for an accident investigation team when warranted
* Reflect agency restrictions such as night flying or hours per pilot that impact the operational capacity or use of resources in the IAP

Products

* Incident Action Plan (IAP)

Make sure that ICS 220 (Air Ops Summary) is completed for inclusion into IAP.

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* **Form 220** *Air Operations Summary*: Complete the form except for item 11 (designators for aircraft assigned). Item 11 to be completed by Air Support Group Supervisor. Operations Section Chief is to assist in completing form. Submit to Air Support Group Supervisor and Fixed Wing Support personnel. These personnel complete the form by indicating the designators of helicopters and fixed-wing aircraft assigned missions during the specified operational period. Submit to Air Operations personnel, Resources Unit, and Documentation Unit (after form has been completed with designator information). Summary to be initiated during the Planning Meeting
* **Form 204** *Assignment List*: Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the 214a. **Submit** to the Operations Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for the coordination and scheduling of aircraft operations

**Supervises:** Helo Coordinator, Fixed Wing Coordinator, and other assigned staff

**Reports To:** Air Operations Branch Director

Tasks & Responsibilities

* Understand the Situation.

Support the Air Ops Branch Director and ascertain specific needs

* Anticipate Response Needs. Proactively initiate contact with Unit Leaders, Branch Directors, and Supervisors so they will know whom to contact when they need aircraft support
* Incident Action Plan (IAP) Provide input to the IAP regarding aircraft operations and support as required

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* These coordination activities are performed while airborne:
* Locate, observe, survey, and track the spill
* Support dispersant applications
* Support in-situ burn operations
* Support bioremediation operations
* Report on the incident situation
* Determine what aircraft are operating within the area of assignments
* Manage air tactical activities based on the IAP, including target selection, & suggested modifications to the IAP
* Establish and maintain communications with the Air Operations Branch Director, Fixed Wing and Helicopter Coordinators, the Air Support Group Supervisor, and Fixed-wing Bases
* Coordinate dispersant, in-situ burning, and bioremediation application through the Air Operations Branch Director and / or In-Situ Burn Operations Group Supervisor
* Obtain information about air traffic external to the incident and receive reports of any non-incident aircraft violating the restricted air space area. Coordinate approved flights of non-incident aircraft in restricted air space area
* Make tactical recommendations to approved ground contact (Operations Sections Chief, Branch Director, or Division / Group Supervisor)
* Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader. Identify helpful remote sensing technologies that may enhance surveillance capabilities
* Coordinate application monitoring requirements with Helicopter and Fixed-Wing Coordinators and the Situation Unit
* Report on air surveillance, operations activities, and tactical recommendations affecting the air operations portion of the IAP to the Air Operations Branch Director

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Air Operations Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for the coordination of all airborne tactical or logistical helicopter missions

**Supervises:** Assigned staff

**Reports To:** Air Tactical Group Supervisor

Tasks & Responsibilities

* Helo Availability.

Be familiar with helo requirements and types available from local vendors

* Determine Their Needs. Communicate with pilots / support personnel to determine operational issues and problems
* Passenger Safety. Periodically, review / monitor passenger safety briefings
* Monitor Efficiency. Monitor helicopter workloads / duty cycles; recommend demob when appropriate to save costs
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Responsible for the coordination and scheduling of helicopter operations intended to locate, observe, track, survey, or report on the incident situation
* Coordinate the application of dispersants, in-situ burning agents, and bioremediation agents
* Determine the type and number of aircraft operating within incident assignment area
* Determine helicopter capabilities and limitations
* Survey and report on potential problems within the incident assignment area (other aircraft hazards, ground hazards, etc.)
* Coordinate air traffic control procedures with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed Wing Coordinator, and the Air Support Group
* Coordinate the use of radio frequencies for ground-to-air and air-to-air communications with the Air Tactical Group Supervisor and the Communications Unit
* Assign and ensure use of appropriate operating frequencies by incident helicopters
* Coordinate and make geographic assignments for helicopter operations with the Air Tactical Group Supervisor
* Implement and monitor all safety requirements and procedures
* Ensure that approved night flying procedures are followed
* Supervise all helicopter activities: receive assignments, brief pilots, assign (or reassign) missions as directed, and report on mission completion
* Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director

Products

* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Air Tactical Group Supervisor and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Coordinate assigned airborne fixed-wing aircraft operations at the incident

**Supervises:** Assigned staff

**Reports To:** Air Tactical Group Supervisor

Tasks & Responsibilities

* Adequate Aviation Resources.

Be familiar with incident requirements and types of aircraft available from local vendors

* Determine Their Needs. Communicate with pilots / support personnel to determine operational issues and problems
* Passenger Safety. Periodically, review/monitor passenger safety briefings
* Monitor Efficiency. Monitor helicopter workloads / duty cycles; recommend demob when appropriate to save costs
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Responsible for scheduling of fixed-wing operations intended to locate, observe, track, survey, or report on the incident situation
* Coordinate the application of dispersants, in-situ burning agents, and bioremediation agents
* Determine type and number of aircraft operating within the incident area
* Determine fixed-wing aircraft capabilities and limitations
* Survey and report on potential problems within incident assignment area
* Coordinate air traffic control procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group
* Coordinate the use of radio frequencies for ground-to-air and air-to-air communications with the Air Tactical Group Supervisor and the Communications Unit
* Implement and monitor all air safety requirements and procedures
* Supervise all fixed-wing aircraft activities: receive assignments, brief pilots, assign (or reassign) missions as directed, and report on mission completion
* Coordinate activities, as appropriate, with Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel
* Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director

Products

* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Air Tactical Group Supervisor and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases

**Supervises:** Assigned staff

**Reports To:** Air Operations Branch Director

Tasks & Responsibilities

* Keep Em Flying.

Focus on what it takes to keep aircraft in the air; make sure contractors have what they need

* Find a Landing Spot. Look for possible alternative helispot locations close to operations areas
* Coordinate with Logistics. Early in the incident, establish a contact in Logistics for needed ordering
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate with air bases supporting the incident
* Provide fuel and other supplies
* Maintain and repair helicopters
* Keep records of helicopter activity
* Enforce safety regulations, and ensure compliance with each agency’s operations checklist for day and night operations
* Participate in air operations planning activities and inform and coordinate activities with Air Operations Branch Director and Air Tactical Group Supervisor
* Identify helibase and helispot locations from the IAP or the Air Operations Branch Director. Determine personnel and equipment needs for each helibase or helispot
* Coordinate requests for air logistics and support items through Logistics Section
* Obtain assigned ground to air frequency for helibase operations from the Communications Unit Leader or the Communications Plan (ICS 205)
* Inform Air Operations Branch Director of night flying capability and group activities
* Ensure dust abatement procedures are implemented at helibases and helispots
* Provide crash-rescue services for helibases and helispots
* Ensure that air traffic control procedures are established between helibases and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, and Fixed-Wing Coordinator
* Obtain a copy of the IAP from the Air Operations Branch Director, including the Air Operations Summary Worksheet
* Participate in the Air Operations Branch Directors planning activities

Products

* **Form 220** *Air Operations Summary*: Fill out item 11 (designators for assigned aircraft); the remainder of the form is to be filled out by the Air Operations Branch Director. Submit form to Air Operations Branch Director. Summary to be initiated during the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Air Operations Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for minimizing wildlife losses during the spill response

**Supervises:** Assigned staff

**Reports To:** Operations Section Chief

Tasks & Responsibilities

* Washington State.

In Washington State it has been agreed that the Wildlife Branch Director position will be filled with a State or Federal Trustee, or other person licensed to handle migratory birds

* Local Interests. Be careful to consider / include local wildlife interest groups whenever possible
* Coordinate with Planning. Work closely with specialist(s) in the Environmental Unit in the Planning Section
* Anticipate Resource Needs

☞ Anticipate carcass retrieval / storage requirements; request equipment accordingly

☞ Anticipate support efforts such as hazing; determine equipment vendors, lead times, facilities, etc.

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate early aerial and ground reconnaissance of the wildlife at the spill site and report results to Situation Unit Leader
* Develop the Wildlife Branch portion of the IAP
* Employ wildlife hazing measures as authorized in the IAP
* Recover and rehabilitate impacted wildlife
* Assist the appropriate wildlife trustee in organizing and coordinating wildlife rescue and rehabilitation operations. Oversee and coordinate activities of private wildlife care groups including those employed by the responsible party
* Identify and maintain processing centers for evidence tagging, transportation, veterinary services, treatment, rehabilitation, storage, etc.
* Review Assignments lists (ICS 204) for Divisions / Groups within Branch. Modify lists based on effectiveness of current operations
* Brief Operations personnel in accordance with the IAP and assign specific tasks to Division / Group Supervisors
* Supervise Branch Operations
* Resolve logistics problems
* Report resource needs, surplus resources, hazardous situations, modifications to the IAP and significant events to Operations Section Chief

Products

* **Form 204** *Assignment List*: Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review assignment list. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for coordinating the search for, collection, and field tagging of dead and live impacted wildlife and transportation of them to processing centers

**Supervises:** Assigned staff

**Reports To:** Wildlife Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate with the Situation Unit in conducting aerial and group surveys of the wildlife population in the vicinity of the spill
* Deploy acoustic and visual wildlife hazing equipment, as needed
* Establish and implement protocols for collection and logging of impacted wildlife
* Coordinate transportation of wildlife to processing centers
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Wildlife Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance for assigned tasks
* Resolve logistics problems within the Group

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Wildlife Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

**Primary Duty:** Responsible for receiving oiled wildlife at processing centers, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport, and rehabilitation of oiled wildlife

**Supervises:** Assigned staff

**Reports To:** Wildlife Branch Director

Tasks & Responsibilities

* Local Interests.

Be careful to consider / include local wildlife interest groups whenever possible

* Accurate Statistics. Maintain accurate quantity and status records for animals undergoing rehab
* Report Often. Frequently report statistics to Situation Unit (Planning Section) for inclusion into ICS 209
* Report Staffing Levels. Periodically, report Center staffing levels (no. of personnel) to Resource Unit Leader
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Process impacted wildlife and maintain logs
* Collect information on the numbers, types, and status of impacted wildlife and brief the Wildlife Branch Director
* Coordinate the release of recovered wildlife
* Review Group assignments and incident activities with subordinates and assign tasks
* Brief the Wildlife Branch Director on activities and status of resources within the Group
* Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
* Coordinate activities with other Groups
* Determine need for assistance for assigned tasks & resolve logistics problems within the Group

Products

* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit both your 214a to the Wildlife Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate



**Primary Duty:** Responsible for providing facilities, services, and materials to all organizational components involved in the incident

**Supervises:** Service Branch Director, Support Branch Director, and other assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* Close Coordination with Operations.

Coordinate with Operations to ensure use of agreed Requisition / Order Forms as soon as possible after the initial emergency ordering. In addition, ensure that Ops. includes all critical information on order forms such as HP of engines, size of workboat, size & type of helo, size of barge & power of tug, etc.

* Requisition Forms. Verify use of company / agency requisition and ordering forms, or suggest use of a standardized set of forms so that they can document requests and orders made. Three part forms work well once item is ordered - return copy to OPS (or orderers), one to staging area, one to Situation Unit
* Collaborate with Volunteer Coordinator. Anticipate logistics needs as volunteer staffing levels change
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Evaluate the need for, and order additional personnel to staff the ICS
* Manage issues that include, but are not limited to:
* Developing and coordinating incident communication systems
* Coordinating meals and subsistence support
* Coordinating delivery of response equipment, materials, and supplies
* Assuring response facility locations are properly equipped
* Managing the process of on-site and remote security issues
* Assuring transportation services are available
* Assuring response vessels, vehicles, & equipment are fueled and maintained
* Assign work locations and preliminary work tasks to Section personnel and assemble and brief the Branch Director and Unit Leader
* Participate in the development and implementation of the IAP. Prepare service and support elements of the IAP
* Identify service & support requirements for planned & expected operations. Review the IAP & estimate Section needs for the next Operational Period in coordination with the Planning Section Chief
* Advise on current service and support capabilities & estimate future service & support requirements
* Provide input on, and review, the Communications Plan (ICS 205), the Medical Plan (ICS 206), the Traffic Plan, and the Vessel Routing Plan
* Coordinate and process requests for additional resources. Get ordering forms & track all resources
* Receive and process the Demobilization Plan from the Planning Section. Coordinate the release of resources in conformance with the plan
* Notify the Resources Unit of Logistics Section Units activated including names and locations of assigned personnel
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

Products

* **Form 206** *Medical Plan*: Provide input and review plan which is to be produced by the Medical Unit Leader. Ensure that the plan is submitted to the Planning Section Chief (for inclusion in the IAP), the Safety Officer, all Operations Personnel, and the Documentation Unit ASAP upon start-up
* **Form 205 & Form 205a** *Incident Radio Communications Plan & Communications List*: Provide input and review forms, which are to be produced by the Communications Unit Leader. Ensure that the Communications Unit Leader is providing the list to the Display Processor, the Documentation Unit, the Planning Section Chief for inclusion in the IAP, and all other response personnel
* **Plans** *Traffic & Vessel Routing Plan*: Provide input and review plans which are to be produced by the Ground Support Unit Leader and Vessel Support Unit Leader, respectively. Ensure that the plan is submitted to Operations and Logistics personnel and to the GIS Specialist to generate a map (if necessary). Also submit to the Documentation Unit
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period
* Logistics Recorder.

Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

* Be Prepared. Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings
* Review your part in the OP Planning / IAP Meeting Cycle Page 118
* **Form 215** *Operational Planning Worksheet*: Finalize

Meetings

* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Business Mngmt Meeting** (pg135) Assist with discussions as appropriate
* **Tactics Meeting** (pg120) Assist with discussions as appropriate
* **Planning Meeting** (pg123) State primary & alternate strategies to meet objectives with Planning Section Chief and Operations Section Chief. Specify resources needed by Division / Group with Planning Section Chief and Operations Section Chief. Plot operations facilities & reporting locations on map with Operations Section Chief. Develop resources, support, and overhead orders with Planning Section Chief. Assist Planning Section Chief to consider support issues: communications, traffic, safety, etc. After meeting, use ICS 215 to prepare tactical and logistical resource orders
* **Operations Briefing** (pg131) Give transport, communications, and supply updates

**Primary Duty:** Responsible for the management of all service activities at the incident

**Supervises:** Assigned staff

**Reports To:** Logistics Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Supervise and coordinate the operations of the Communications, Medical, and Food Units
* Determine level of service required to support operations
* Confirm dispatch of Branch personnel
* Participate in Planning Meetings of Logistics Section personnel
* Review the IAP
* Inform the Logistics Section Chief of activities
* Resolve Service Branch problems

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Logistics Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for determining feeding requirements at all incident facilities

**Supervises:** Assigned staff

**Reports To:** Service Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Determine cooking facilities required, obtain necessary equipment and supplies to operate food service facilities
* Determine number of people to feed, plan menus, prepare and serve food
* Provide potable water
* Ensure all appropriate health and safety measures are taken
* Supervise cooks and other Food Unit personnel
* Keep inventory of food on hand, and check in food orders
* Provide Supply Unit Leader with food supply orders

Products

* **Inventory** *Food Inventory*: Prepare for internal use
* **Inventory** *Order Forms*: Prepare and submit to the Supply Unit Leader for ordering and supplying
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for developing plans for the effective use of the incident communications equipment and facilities

**Supervises:** Assigned staff

**Reports To:** Service Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Compile phone and radio lists (ICS 205 and 205a) from contact information transmitted by the Check-In Recorders. Provide phone / radio lists to the Display Processor, to the Planning Section Chief for inclusion in the IAP, the Documentation Unit, and ensure that a copy is given to all response personnel
* Install, test, maintain, and repair communications equipment and systems
* Advise on communications capabilities and limitations
* Set up telephone systems
* Supervise the incident Communications Center
* Establish appropriate cell phone and radio distribution and maintenance locations
* Ensure personal portable radio equipment from cache is distributed per the ICS 205 Radio Comm Plan
* Distribute communications equipment to incident personnel and ensure that an equipment accountability system is established
* Maintain records on all communications equipment
* Recover equipment from relieved or released Units
* Provide technical information, as required, on:
* Adequacy of communications systems currently in operation
* Geographic limitations on communications systems
* Equipment capabilities
* Amount and types of equipment available
* Anticipated problems

Products

* **Form 205** *Incident Radio Communications Plan*: Summarize the ICS 216 - Radio Requirements Worksheet and the ICS 217 - Radio Frequency Assignment Worksheet to create the ICS 205. Submit to Planning Section Chief (for inclusion in the IAP), the Resources Unit Leader (for inclusion on ICS 204s), the Display Processor, the Documentation Unit, and the Communications Center. Submit once per Operational Period before the IAP deadline
* **Form 205a** *Communications List*: Compile personnel contact information (cell phone numbers, pager numbers, radio frequencies, etc.) transmitted by the Check-In Recorders onto the ICS 205a. Submit to Planning Section Chief (for inclusion in the IAP), the Resources Unit Leader (for inclusion on ICS 204s), the Display Processor, the Documentation Unit, and the Communications Center. Submit once per Operational Period before the IAP deadline
* **Form 216** *Radio Requirements Worksheet*: Use this worksheet to develop the total number of personal portable radios required for each Division / Group and Branch. This form is for internal use but submit a copy to Documentation Unit for their records. Information from the form is to be used in filling out the ICS 205 which is due before the IAP deadline
* **Form 217** *Radio Frequency Assignment Worksheet*: Use this worksheet to assist in determining radio frequency allocations. List cache radio frequencies available to the incident and agency frequencies assigned to the incident. Submit to Documentation Unit and Communications Unit personnel for internal use and for inclusion on ICS 205. Information from the form is to be used in filling out ICS 205 which is due before the IAP deadline
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate



The Communications Unit facilitates the response by making communications equipment available, and staffing and maintaining a Communications Center. When appropriately staffed and used, the Communications Center receives and distributes incident information, acting as a central switchboard and message center for the response. The role of the Comms Center staff is to filter incoming information requests and reports, distributing them to the appropriate ICS section or office. Ideally this unit would have radios tuned to the response frequencies and would answer all calls made to published command post phone numbers.

**Primary Duty:** Responsible for the development and activation of the Medical Emergency Plan

**Supervises:** Assigned staff

**Reports To:** Service Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Obtain medical aid and transportation for injured and ill incident personnel
* May assist Operations in supplying medical care and assistance to civilian casualties at the incident (but not intended to provide medical services to the public)
* Prepare procedures for major medical emergencies
* Declare major medical emergencies, as appropriate
* Respond to requests for medical aid, medical transportation, and medical supplies
* Prepare medical reports, and records and submit as directed
* Coordinate with the Compensation / Claims Unit on processing injury-related claims

Products

* **Form 206** *Medical Plan*: Complete and submit this form to the Planning Section Chief (for inclusion in the IAP), the Documentation Unit, the Display Processor, Medical Unit personnel, and the Safety Officer (for review). Complete ASAP upon start-up and update as necessary
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for the development and implementation of logistics plans in support of the IAP

**Supervises:** Assigned staff

**Reports To:** Logistics Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Provide personnel, equipment, facilities, and supplies to support incident operations
* Supervise the operation of the Supply, Facilities, Ground Support, and Vessel Support Units
* Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director
* Prepare initial organization and assignments for support operations
* Determine resource needs
* Maintain surveillance of assigned unit work progress & inform Logistics Section Chief of activities
* Resolve problems associated with requests from the Operations Section

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Logistics Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for ordering personnel, equipment, and supplies

**Supervises:** Assigned staff

**Reports To:** Support Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate contracts and resource orders with the Finance Section
* Determine the type and amount of supplies enroute
* Order, receive, distribute, and store all supplies and equipment
* Develop and implement safety and security requirements
* Maintain a supply / equipment inventory, and coordinate service of re-usable equipment
* Service non-expendable supplies and equipment
* Participate in Logistics Section / Support Branch planning activities
* Provide Kits to Planning, Logistics, and Finance / Admin Sections
* Review IAP for information on operations of the Supply Unit
* Receive and respond to requests for personnel, supplies, and equipment

Products

* **Inventory** *Supply & Equipment Inventory*: Prepare and update the inventory for internal use
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Business Mgmt Meeting** (pg135) Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for placing all orders for supplies and equipment for the incident

**Supervises:** Assigned staff

**Reports To:** Supply Unit Leader

Tasks & Responsibilities

* Requisition Processing.

Have a process for receiving and tracking requisitions and resultant ordering, including notifying originator (and the resource unit if appropriate) with source and ETA

* Vendor Source Lists. Check and use any vendor lists from the Area Contingency Plan, Geographic Response Plan or a facility / vessel plan if possible
* Phones & Phone Books. Ensure that phones and phone books are available to section staff
* Adequate Staffing Levels. Ensure adequate staff. It is much better to hit the response with more people early and then reduce after the initial ordering surge as appropriate
* Assign Liaisons

☞ As soon as possible, assign a person to be the liaison between Logistics and the Resources Unit, regularly going back and forth to ensure that appropriate ordered resources are tracked and that all tracked resources have been ordered

☞ Establish clear liaison with the Finance Section to ensure that they are notified when something is ordered, its price, and vendor

* Keep Resource Unit Informed. Notify the Resources Unit as soon as equipment is ordered and note orders that are part of a “system” as requisitioned by Operations (i.e. boom, boats and people that will make up a strike team), providing a reporting location and an ETA if known
* Logistics ORDERS equipment. Make it clear to all sections that NO ONE is to order equipment, except designated Logistics section personnel, and develop and distribute a one-page description of the approved requisition, ordering, and reporting process
* Anticipate Response Needs. Anticipate needs! For example, if 400 beach cleaning personnel are ordered, have feeding and housing accommodations been made?
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Obtain necessary agency(s) order forms
* Establish ordering procedures
* Establish name and telephone numbers of agency personnel receiving orders and who have ordering authority
* Ensure order forms are filled out correctly and set up a filing system
* Place orders in a timely manner, and consolidate orders when possible
* Identify times and locations for delivery of supplies and equipment
* Keep Receiving and Distribution Manager informed of orders placed
* Submit all ordering documents to Documentation Unit before demobilization

Products

* **Inventory** *Order Forms*: Obtain necessary order forms from agency placing the order. Fill out as necessary and place the order
* **Form 214a** *Individual Log*: Summarize your daily activities. Submit it to the Supply Unit Leader and to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for receiving and distributing all supplies and equipment ordered (other than primary resources)

**Supervises:** Assigned staff

**Reports To:** Supply Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Request required number of personnel to operate supply area
* Organize physical layout of the supply area
* Establish procedures for operating the supply area
* Set up a filing system for receiving and distributing supplies and equipment
* Service and repair tools and equipment
* Maintain inventory of supplies and equipment
* Develop security requirement for supply area
* Notify Ordering Manager of supplies and equipment received
* Submit necessary records and reports to the Supply Unit Leader, as requested

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit it to the Supply Unit Leader and to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for the layout and activation of incident facilities (e.g., Bases, Camps, and the Incident Command Post)

**Supervises:** Assigned staff

**Reports To:** Support Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Determine the requirements for each facility to be established and requirements for the Incident Command Post
* Notify Unit Leaders of facility layouts
* Provide sleeping and sanitation facilities for incident personnel
* Prepare layouts of the incident facilities and notify Unit Leaders of facility layout
* Oversee individual Base and Camp facility Managers
* Obtain personnel to operate facilities
* Provide security services and general maintenance services such as sanitation, lighting, & cleanup
* Demobilize Base and Camp facilities
* Maintain Facilities Unit records

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible to provide safeguards needed to protect personnel and property from loss or damage

**Supervises:** Assigned staff

**Reports To:** Facilities Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Establish contacts with local law enforcement agencies as required
* Contact Agency Representatives to discuss any special custodial requirements which may affect operations
* Request required personnel support to accomplish work assignments
* Ensure that support personnel are qualified to manage security problems
* Develop Security Plan for incident facilities
* Adjust Security Plan for personnel and equipment changes and releases
* Coordinate security activities with appropriate incident personnel
* Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives
* Prevent theft of all government and personal property
* Document all complaints and suspicious occurrences

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit it to the Facilities Unit Leader and to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Coordinate the development of and implement the Vessel Routing Plan

**Supervises:** Assigned staff

**Reports To:** Support Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation
* Coordinate water-to-land transportation with Ground Support Unit, as necessary
* Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source
* Support out-of-service vessel resources, as requested
* Arrange fueling, maintenance, and repair of vessels on a case by case basis, as requested
* Maintain inventory of support and transportation vessels
* Notify Resources Unit Leader or Check-in / Status Recorders on all status changes of support and transportation vessels

Products

* **Plan** *Vessel Routing Plan*: Create plan describing how to most safely and effectively route vessel traffic within the incident vicinity. Submit to Planning Section Chief, the GIS Specialist for the creation of maps depicting vessel routes, Operations Personnel, Logistics Personnel, and the Documentation Unit as needed
* **Inventory** *Vessel Inventory*: Maintain an inventory of all transportation and support vessels assigned to the incident. Maintain a record of the types and locations of vessels at the incident. Ensure that the inventory is consistent with Resources Unit and Finance Section records. Communicate changes of the status or location of vessels to the Resources Unit immediately
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Coordinate the transportation of personnel, supplies, food, and equipment

**Supervises:** Assigned staff

**Reports To:** Support Branch Director

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate the maintenance of incident roads
* Coordinate the development of the Traffic Plan with the Planning Section
* Implement the incident Traffic Plan
* Provide fueling, service, maintenance, and repair services for vehicles and other ground support equipment
* Requisition maintenance and repair supplies (e.g., fuel, spare parts)
* Support out-of-service shoreside resources
* Notify Resources Unit on all status changes of support and transportation vehicles
* Maintain inventory of support and transportation vehicles (ICS 218)
* Maintain usage information on rented equipment
* Submit reports to Support Branch Director, as requested

Products

* **Plan** *Traffic Plan*: Create plan describing how to most safely and effectively route traffic within the incident vicinity. Submit to Planning Section Chief, the GIS Specialist for the creation of maps depicting traffic routes, Operations Personnel, Logistics Personnel, and the Documentation Unit as needed
* **Form 218** *Support Vehicle Inventory*: Fill out inventory of all transportation and support vehicles assigned to the incident. Maintain a record of the types and locations of vehicles on the incident. Submit to Resources Unit, and Documentation Unit. Ensure that the inventory is consistent with Resources Unit and Finance Section records. Communicate changes of the status or location of vehicles to the Resources Unit immediately
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate



**Primary Duty:** Responsible for all financial and cost analysis aspects of the incident

**Supervises:** Cost Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation / Claims Unit Leader, and other assigned staff

**Reports To:** Incident Commander and Unified Command

Tasks & Responsibilities

* Coordinate Ordering Forms.

Coordinate with the Logistics Section Chief (LSC) to ensure use and distribution of agreed Order Forms

* Ordering & Tracking System. Verify use of company / agency ordering and financial tracking forms and / or systems
* Accurate & Timely Data. Establish and maintain a clear line of communication with the Logistics Section, comparing data and resolving discrepancies on a regular basis
* Don’t be Left Out. Make sure that Finance doesn't get too isolated in the ICS by maintaining contact with the Unified Command and General Staff as appropriate
* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Evaluate the need for, and order additional personnel to staff the ICS
* Responsible for:
* Management of all contracts needed to support response operations
* Tracking of response costs
* Receiving and processing of claims related to the incident
* Attend briefing with responsible company / agency to gather information
* Gather strategy information from Planning Meetings and briefings
* Develop an Operating Plan for Finance / Admin function at the incident
* Determine resource needs, prepare work objectives, and make task assignments
* Brief the Unified Command on financial status and forecasts
* Provide input in all planning sessions on financial and cost analysis matters
* Meet with assisting and cooperating agency representatives as required. Maintain daily contact with agency administrative headquarters on finance matters
* Ensure that all personnel time records are maintained adequately for tracking of expenditures and transmitted to home company / agency according to policy
* Assist with demobilization planning
* Ensure all obligation documents initiated at the incident are properly prepared and completed
* Inform Finance / Admin personnel of business management issues needing attention and follow-up prior to leaving scene
* Inform members of the Unified Command and General Staff when Section is fully operational
* Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident
* Obtain meetings schedule, ICS 230, and attend meetings as required
* If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

Products

* Finance Recorder.

Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

* Be Prepared

☞ Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

☞ Meet with the Unified Command to define products and production schedules which they require for this response, including estimates and financial forecasts

* **Plan** *Finance Operating Plan*: Develop a plan to ensure the effective operation of the Finance / Admin Section. Submit plan to Documentation Unit, all Finance Section personnel, and Logistics Section ASAP upon start-up
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
* **Business Mgmt Meeting (**pg135) **Note:** Finance requirements and criteria imposed by contributing organizations. Assist in developing a business operating plan for resource procurement & incident funding. Give cost analysis & financial summary data
* **Tactics Meeting** (pg120) Assist with discussions as appropriate
* **Planning Meeting** (pg123) Assist with discussions as appropriate
* **Operations Briefing** (pg131) Give financial report

**Primary Duty:** Responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident

**Supervises:** Assigned staff

**Reports To:** Finance / Admin Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Coordinate with company / agency headquarters on cost reporting procedures
* Obtain and record all cost data
* Prepare incident cost summaries
* Prepare resources-use cost estimates for Planning
* Make recommendations for cost savings to the Finance / Admin Section Chief
* Maintain cumulative incident cost records
* Ensure that all cost documents are accurately prepared
* Complete all records prior to demobilization
* Provide reports to the Finance / Admin Section Chief

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Business Mgmt Meeting** (pg135) Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for equipment and personnel time records

**Supervises:** Assigned staff

**Reports To:** Finance / Admin Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Establish contact with appropriate company / agency personnel / representatives
* Ensure that daily personnel and equipment time recording documents are prepared in compliance with time policies
* Provide for records security
* Ensure that all records are current and complete prior to demobilization
* Release time reports from assisting agencies to respective Agency Representatives prior to demobilization
* Brief the Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements

Products

* **Records** *Time Records*: Collect from all personnel. Submit to Cost Unit, and Documentation Unit as required
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for overseeing the recording of time for all equipment assigned to an incident

**Supervises:** Assigned staff

**Reports To:** Time Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Set up Equipment Time Recorder function in location designated by Time Unit Leader
* Advise Ground Support Unit, Vessel Support, Facilities Unit, and Air Support Group of the requirement to establish and maintain a daily record of equipment time reports
* Assist units in establishing a system for collecting equipment time reports
* Post all equipment time tickets within four hours after the end of each Operational Period
* Prepare a use and summary invoice for equipment within twelve hours after equipment arrival at incident, as required
* Submit data to Time Unit Leader for cost effectiveness analysis
* Maintain current posting on all charges or credits for fuel, parts, services and commissary
* Verify all time data and deductions with owner / operator of equipment
* Close out forms prior to demobilization
* Distribute copies per company / agency and incident policy

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Time Unit Leader and to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for overseeing the recording of time for all personnel assigned to an incident

**Supervises:** Assigned staff

**Reports To:** Time Unit Leader

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Establish and maintain a file for personnel time reports within the first Operational Period
* Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each Operational Period
* Ensure that all personnel identification information is verified to be correct on the time report
* Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents
* Ensure that time reports are signed
* Close out time documents prior to personnel leaving the incident
* Distribute all time documents according to agency policy
* Maintain a log of overtime hours worked and give to Time Unit Leader daily

Products

* **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Time Unit Leader and to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for administering all financial matters pertaining to vendor contracts

**Supervises:** Assigned staff

**Reports To:** Finance / Admin Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Contact appropriate Unit Leaders on incident needs and any special procedures
* Coordinate with local jurisdictions on plans and supply sources
* Prepare and sign contracts and land use agreements, as required
* Draft Memorandums of Understanding (MOU)
* Establish and finalize contracts with supply vendors, as required
* Interpret contracts / agreements and resolve claims or disputes within delegated authority
* Coordinate with Compensation / Claims Unit on procedures for handling claims
* Coordinate with Cost Unit on cost data in contracts
* Coordinate use of impress funds, as required
* Complete final processing and send documents for payment

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for the management of all injury compensation and claims matters

**Supervises:** Assigned staff

**Reports To:** Finance / Admin Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* Set up a toll-free claims telephone hotline and ensure that the number is posted in the Command Post and given to the media to publicize (as authorized by the Incident Commander)
* Establish contact with Safety Officer, Liaison Officer, and Company / Agency Representatives
* Determine the need for Compensation for Injury & Claims Specialists, & order personnel, as needed
* Establish Compensation for Injury work area with Medical Unit if possible
* Coordinate with Medical Unit on processing injury-related claims, and coordinate with the Procurement Unit on procedures for handling claims
* Obtain Demobilization Plan & ensure that Compensation-for-injury & Claims Specialists are briefed
* Ensure all Compensation for Injury and Claims Logs and Forms are complete, accurate, compliant with Agency requirements and policies, and up-to-date
* Ensure all Compensation for Injury and Claims Logs are routed to the proper Agency for post-incident processing

Products

* **Form 206** *Medical Plan*: Review
* **Claims** *Compensation for Injury & Claims Logs & Forms*: Ensure that forms are complete, accurate, compliant with Agency requirements, and up-to-date. Route to the proper Agency for post-incident processing
* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

Meetings

* **Operations Briefing** (pg131) Assist with discussions as appropriate

**Primary Duty:** Responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor-related laws and regulations

**Supervises:** Assigned staff

**Reports To:** Finance / Admin Section Chief

Tasks & Responsibilities

* Upon assignment, review responsibilities and check in at designated check-in locations
* Receive briefing from immediate supervisor and organize, assign, and brief subordinates
* If it is necessary to form a Human Resources Unit, it is normally in the Finance / Admin Section
* Provide a point of contact for incident personnel to discuss human resource issues and / or concerns
* Participate in daily briefings and Planning Meetings (as requested) to provide appropriate human resource information
* Post human resource information, as appropriate
* Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority

Products

* **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
* **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Finance/Admin Section Chief and the Documentation Unit at the end of the Operational Period

Meetings

* **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
* **Operations Briefing** (pg131) Assist with discussions as appropriate

Initial Response Phase

Every response to an oil spill, of any size, has an initial response phase. This initial response phase includes: the initial observation and report by the person discovering the incident, the required internal and external notifications, immediate and continuous evaluation of safety of possible responses, immediate steps to control the source, activation of local response resources, constant assessment of the situation (the source, spill status, spill potential, response actions and environmental conditions), and evaluation of the need or requirement to set up an ICS organization (See suggested criteria at the top of page 3).

Key Terms (and responsibilities) to differentiate:

The Current Operational Period – (the approved plan is being executed) and

* The Next Operational Period, (the focus of the current planning cycle)
* The response mgmt team is constantly shifting between managing the current response and planning the future response. Both aspects are critical to a successful response and must be held in balance by the team to ensure effectiveness



The diagram alongside shows the Initial Response Phase as an on-ramp leading to the ICS planning cycle. If the initial Incident Commander determines that an ICS organization will be needed to manage the response, an ICS 201 Incident Briefing (See page 114) ends the Initial Response Phase and launches the ICS process. After this briefing, the completed ICS-201 is used by the Command and General staff to brief their assigned personnel and to begin managing, monitoring and planning the response. The Initial Unified Command Meeting (See page 116) should be held as soon after the 201 Briefing as possible.

At this meeting the Unified Command establishes jurisdictional limits, establishes the Operational Period to be used in the response and agrees to the overall response objectives and priorities. These objectives are often recorded on an ICS 202 form and will be used to design and direct the immediate response and begin the Operational Planning Cycle that will be repeated for each successive Operational Period.

# Purpose

* Provides the incoming Unified Commanders with basic information regarding the incident situation and the resources allotted to the incident
* Serves as the IAP for the initial response and remains in force until the Planning Section generates the incident’s first IAP
* Suitable for briefing individuals newly assigned to Section Chief positions, or Staff

# When

* As new members of the Unified Command arrive on-scene, or as necessary

# Attendees

* Initial Incident Commander (facilitator)
* Prospective Unified Command members
* Command Staff (as required)
* General Staff (as required)

# Preparation / Person Responsible to Prepare

* Prepare the ICS 201 - Incident Briefing
* Initial responders

# Agenda / Person Responsible to Present

(Using the ICS 201 as an outline, the Initial Incident Commander will present all points)

* Situation (use maps / charts)
* Territory

Completed ICS 201 Is VITAL

* Note that it is vital to have a thorough, well-done ICS 201 completed for this briefing, which ends the Initial Response Phase and starts the ICS cycle. Copies of this form should be available during the briefing so specific issues / questions can be highlighted
* Review the activities that follow the Initial Incident ICS 201 Briefing at OP Planning / IAP Meeting Cycle Page 118
* Enhanced ICS 201 usage If the response goes beyond the initial response phase, the ICS 201, enhanced with other information and forms, can continue to be used as an action plan for the first operational period.

**Prepare It WELL!**

* Exposures
* Safety concerns
* Etc.
* Objectives and priorities
* Strategies and tactics
* Current organization
* Resource assignments
* Resources enroute and / or ordered
* Facilities established

**The ICS 201 provides the start-up data for the entire ICS structure and can function as the “mini IAP” for the first Operational Period, until the first complete IAP is generated (covering the next Operational Period) or the response ends.**

# Purpose

* Provides Unified Command officials with an opportunity to discuss and concur on important issues prior to joint incident action planning
* Important points should be documented

# When

* When the Unified Command is formed. Right after the ICS 201 Briefing and prior to the first Operational Period Tactics Meeting

# Attendees

* Member of the Unified Command (facilitator)
* Incident Commanders who will comprise the Unified Command

# Preparation / Person Responsible to Prepare

* Attendees to review and prepare to address agenda items
* After briefly confirming with Ops, the PSC should provide the UC with a recommended Operational Period and a draft meeting schedule
* Ops and the PSC could also provide draft objectives specific to the first Operational Period, or review objectives from the last operational period
* The PSC closely monitors this meeting and should be prepared to push the determination of Operational Period, Objectives and meeting schedule through the UC if necessary

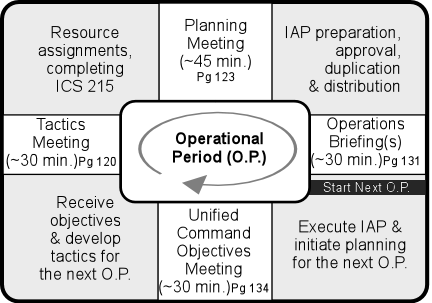
# Agenda / Person Responsible to Present

(Members of the Unified Command responsible to address all points)

* Unified Commander must quickly get out Operational Period & Objectives
* Review the activities that follow the Initial Unified Command Meeting shown on the Operations Planning / IAP Meeting Cycle, Page 118
* Determine Operational Period
* Approve Meetings schedule
* Determine jurisdictional priorities and objectives
* Present jurisdictional limitations, restrictions, and concerns
* Develop a collective set of incident objectives
* Establish and agree on acceptable priorities
* Adopt an overall strategy to accomplish the objectives:
* Agree on basic organizational structure and size
* Designate the best-qualified and acceptable Operations Section Chief
* Agree on General Staff personnel designations
* Agree on planning, logistical, and finance agreements and procedures
* Agree on resource ordering procedures
* Agree on cost-sharing procedures
* Agree on informational matters
* Designate one official to act as the Unified Command Spokesperson

# Products / Person to Produce

* The establishment of a response organization and assignment of needed Command Staff and General Staff positions recorded on an initial ICS 203 or ICS 207 form.
* The Operational Period and Incident Objectives shown on an ICS 202 form.
* Approval of the initial ICS 230 Daily Meeting Schedule form
* Subsequent planning cycle meetings will use the results of this meeting to:
* Decide on tactical operations
* Establish resource requirements
* Determine resource availability
* Make job assignments
* Guide the response efforts



Operational Period Planning Cycle

The Initial Incident ICS 201 Briefing and the Initial Unified Command Meeting launch the first Operational Period (OP) planning cycle. Certain meetings, briefings, and information-gathering efforts during the Cycle lead to the production of an Incident Action Plan (IAP) that guides operations of the next Operational Period. Meetings and events directly relevant to managing the response and assembling the IAP for the next OP are described on the following pages. The IC / UC specifies the Operational Period (use of a 24 hour period is the general consensus in Washington State). As the response continues, the IC / UC may choose to change the Operational Period to fit with the continuing response.

While the meetings are the milestones of the planning cycle, it is in the time ***Between the Meetings*** ( the gray areas on the diagram) that the management of the current response and the bulk of the planning for the future response happens. For this reason we have included suggested actions for the crucial ***Between the Meetings*** times on the following pages.

* IAP Meeting Cycle

Each of the meetings involved in the planning process are designed to be brief (less than 45 minutes) and focused on specific goals. Much of the actual work of planning and equipping the response therefore happens between the meetings. To assure that the process is working most effectively look for, and coach toward:

☞ Make sure that meetings stay timely. If a problem comes up, see if it can be resolved after the meeting.

☞ Make sure that all maps, tide charts, and presentation materials are poster sized and displayed where they can be easily seen. Make duplicates of the maps, etc. that are posted at the Situation Status Display area; don't take down anything from the display

☞ Be proactive in ensuring that ONLY the people necessary to the meeting are attending. Be firm about excusing spectators

* Post a meeting agenda to keep the meeting on-track
* Assign someone to record meeting attendees and decisions / actions on Form ICS 231-Meeting Summary

***To Do Between the:***

ICS 201 Briefing & Initial Unified Command Meeting

***To Do Between the:***

Initial UC Meeting or UC Objectives Meeting & Tactics Meeting

* Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the planning for the next Operational Period
* PSC should assure that the RUL prepares a draft ICS-215 form(s) based on already deployed or planned operations and confirm these with Ops
* Thirty minutes before the Tactics Meeting the PSC should confirm with RUL, EUL, and Ops that they are ready to lay out the proposed tactical deployments for the next Operational Period based on requested forecasts and trajectories
* Remind the SUL, Trajectory Specialist, and other needed staff to prepare brief (1 to 3 minute) presentations focused on the next Operational Period
* If a delay is necessary, determine the new time, confirm with key staff, notify all potential participants and update the posted ICS-230 Meeting Schedule to reflect the change(s)
* Confer with field personnel determine the status of planned actions and any necessary changes to operational plans which will impact planning for the next OP
* The Situation Unit Leader ensures that maps are updated based on recent overflights, and the Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
* All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
* Command and General Staff meet with and brief assigned personnel, verify key assignments and clarify expected actions and products
* Each section chief should clearly identify a staff member responsible for continuity of the section efforts while the section chief is in meetings or otherwise absent
* Assure that appropriate sections of the ICS 201 form are given to the Operations staff, Logistics staff, Situation Unit, and Resources Unit to begin the response tracking and planning functions
* Assign someone in each functional area to record actions on the ICS 214 Unit Log
* PSC and Ops should agree on a recommended Operational Period length and start time(s) to present to the Unified Command (UC)
* Based on the recommended Operational Period the SUL should prepare a draft ICS-230 Meeting Schedule in conjunction with the PSC for presentation to the UC

# Purpose

* Creates the blueprint for tactical deployment during the next Operational Period
* Develops objectives and primary and alternate strategies to meet objectives for consideration at the next Planning Meeting

# When

* Prior to the Planning Meeting

# Attendees

* Planning Section Chief (facilitator)
* Operations Section Chief
* Logistics Section Chief
* Resources Unit Leader
* Situation Unit Leader
* Environmental Unit Leader
* Unified Command (as required)

# Preparation / Person Responsible to Prepare

* Review current IAP and situation status information to assess work progress against IAP objectives
* Planning Section Chief
* Operations Section Chief
* Provide situation status information
* Resources Summary (Resources Unit Leader)
* Situation, Overflight, Trajectory maps, etc. (Situation Unit Leader)
* ICS 209 (Situation Unit Leader)
* Tides and currents (Situation Unit Leader)
* Weather and sea forecasts (Situation Unit Leader)
* Prepare a draft ICS 215, inclusive of current work assignments, to identify resources that should be ordered through Logistics
* Resources Unit Leader
* Start the meeting on time, check to make sure all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the next Operational Period
* Encourage the RUL, EUL, and Ops to focus on filling in only the first two columns of the ICS 215 during the Tactics Meeting.
* Ensure that after the meeting, the RUL and Ops staff complete the ICS-215(s) with the resources required, available, and needed.
* Instruct the RUL to get the completed ICS-215(s) to the LSC as soon as possible, to confirm ordering and availability of needed resources in time to meet planned efforts.

# Agenda / Person Responsible to Present

* Review objectives for the next Operational Period
* All attendees
* Develop primary and alternate strategies to meet objectives. (Strategies to be considered at the next Planning Meeting)
* Operations Section Chief and Planning Section Chief to jointly develop strategies

# Products / Person to Produce

* Review the activities that follow the Tactics Meeting on the following “Between the Meetings” page
* Draft list of primary and alternate strategies to meet objectives
* Operations Section Chief
* Planning Section Chief
* Poster-sized ICS 215(s)
* After meeting, the Operations Section Chief and the Resources Unit Leader are to complete ICS 215. Then, the Resources Unit Leader is to present the completed ICS 215s to the LSC for processing of the identified needs, and prepare a poster-sized 215 for display at the Planning Meeting
* Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization, and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the planning for the next OP
* The PSC should define a group, including but not limited to, the RUL, Ops representative(s), contractors aware of available resources, and, if needed, the EUL or appropriate staff to fill-in specific resource types, requirements, and needs for each assignment on the ICS-215(s)
* Once the ICS 215’s are filled-in by this group, they must be presented by the RUL to the LSC for processing of the identified needs and identification of any resources that will not be available to meet the planned operations
* If any needed resources cannot be available in time, the LSC should consult with appropriate Ops and Planning staff to redefine planned efforts and priorities to match resources as they become available. These changes must be reflected on the ICS-215(s) and presented to the PSC prior to the Planning Meeting
* Thirty minutes before the Planning Meeting the PSC should confirm with RUL and LSC that the ICS 215’s have been finalized and are ready for presentation to the UC for input and initial approval. Remind the SUL, Trajectory Specialist, and other needed staff to prepare brief (1 to 3 min) presentations
* Confirm the availability of UC to attend the meeting. If a delay is necessary, determine the new time, notify all potential participants, and update the posted ICS-230
* Confer with field personnel to determine the status of planned actions for the present OP so the Operations and Planning Section Chiefs can determine / adjust equipment and personnel needs before the Planning Meeting for the next OP
* The Situation Unit Leader ensures that maps are updated based on recent overflights
* The Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
* All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
* **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

***To Do Between the:***

Tactics Meeting & Planning Meeting

# Purpose

* Develop the incident priorities, objectives, strategies, and tactics
* Identify resource needs for the next Operational Period
* Identify and solve problems
* Define work assignments and responsibilities on a completed ICS 215

# When

* After Tactics Meetings

# Attendees

* Planning Section Chief (facilitator)
* Unified Command
* Command Staff
* Operations Section Chief
* Logistics Section Chief
* Finance Section Chief
* Air Operations Branch Director
* Resources Unit Leader
* Situation Unit Leader
* Environmental Unit Leader
* Technical Specialists (as required)
* Start on time, check that all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the next Operational Period
* PSC should present the primary and alternative strategies to meet objectives and have Ops specify the tactics and resources for each Division, Group and other teams
* Solicit specific concerns or recommended changes to the planned activities from the Unified Command, Safety Officer or other Command Staff present
* Conclude the meeting by setting a proposed time for presenting the IAP to the Unified Command for approval

# Preparation / Person Responsible to Prepare

Items to be displayed in meeting room:

* ICS 202 - Response Objectives for the next Operational Period
* Planning Section Chief
* Preliminary poster-sized ICS 215 - Operational Planning Worksheet
* Resources Unit Leader
* Current resource inventory
* Resources Unit Leader
* Current situation status displays prepared by the Situation Unit (all items should be poster-sized)
* Situation, Overflight, Resources, Trajectory, etc. large sketch maps or charts clearly dated and timed
* ICS 209
* Tides and currents
* Weather and sea forecasts

# Agenda / Person Responsible to Present

* State incident objectives and policy issues
* Unified Command Spokesperson / Planning Section Chief
* Briefing of situation, critical and sensitive areas, weather and sea forecasts, resource status / availability
* Planning Section Chief with Situation Unit Leader, Resources Unit Leader, & Environmental Unit Leader
* State primary and alternate strategies to meet objectives
* Operations Section Chief with Planning Section Chief and Logistics Section Chief
* Designate Branch, Division, Group boundaries and functions as appropriate using maps and ICS 215
* Operations Section Chief
* Specify tactics for each Division, note limitations
* Operations Section Chief; Situation Unit Leader to assist
* Specify resources needed by Divisions / Groups
* Operations Section Chief with Planning Section Chief and Logistics Section Chief
* Specify operations Facilities and reporting locations. Plot on map
* Operations Section Chief; Logistics Section Chief to assist
* Develop resources, support, and overhead orders
* Planning Section Chief and Logistics Section Chief

# Agenda / Person Responsible to Present (cont.)

* Consider support issues and agree on plans for: communications, traffic, safety, medical, etc.
* Logistics Section Chief; Planning Section Chief to assist
* Assisting or cooperating organization / agency and stakeholder considerations regarding Incident Action Plan
* Liaison Officer
* Safety considerations regarding Incident Action Plan
* Safety Officer
* Media / public relations considerations regarding Incident Action Plan
* Information Officer
* Finalize Incident Action Plan for the next Operational Period
* Unified Command Spokesperson

# Products / Person to Produce

* Review the activities that follow the Planning Meeting at OP Planning / IAP Meeting Cycle Page 118

**General Products:**

* Off-incident tactical and logistical resource orders to be prepared from ICS 215
* Logistics Section Chief
* Assignment of the deadline for assembling the IAP components (The deadline should be early enough to permit timely Unified Command approval, and duplication of sufficient copies for the Operations Briefing)
* Planning Section Chief

Immediately after the Planning Meeting, attendees are to prepare their assignments for the IAP to meet the deadline set by the Planning Section Chief. Sufficient copies are to be duplicated for the Operations Briefing, submittal to the Documentation Unit, etc.

**Products to be made with information that has come out of the Planning Meeting:**

* IAP Cover
* Unified Commanders to sign after they have approved the IAP
* They should then forward the signed cover page to the Planning Section Chief
* ICS 202 - Incident Objectives
* This will already have been prepared for the Planning Meeting
* Resources Unit Leader responsible

# Products / Person to Produce (cont.)

* ICS 203 or 207 - Organization List or Chart
* Resources Unit Leader responsible
* ICS 204 - Assignment List
* Resources Unit Leader and Operations Section Chief responsible
* Planning Section Chief, EUL and / or SO to assist them in completing ICS 204a forms as needed
* ICS 205 - Communications Plan
* Communications Unit Leader responsible
* ICS 206 - Medical Plan
* Medical Unit Leader responsible
* Incident Maps
* Situation Unit Leader responsible
* Tides, Currents, Weather Forecast
* Situation Unit Leader responsible
* ICS 220 - Air Operations Summary
* Air Operations Branch Director responsible
* Traffic Plan
* Ground Support Unit Leader responsible
* Vessel Routing Plan
* Vessel Support Unit Leader responsible
* Waste Management Plan
* Disposal Group Supervisor responsible
* Demobilization Plan
* Demobilization Unit Leader responsible

***To Do Between the:***

Planning Meeting & IAP Approval

* Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization, and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the plan for the next OP
* The PSC should delegate specific assignments for the production of each of the components of the Incident Action Plan (IAP) and verify that an IAP will be produced and delivered for UC approval in a timely manor (*see IAP Preparation & Approval*)
* If any needed resources cannot be available in time, the LSC should consult with appropriate Ops and Planning staff to redefine planned efforts and priorities to match resources as they become available. These changes must be presented to the PSC and reflected on the ICS-204s in the IAP
* The PSC should confirm the availability of UC to review and approve the IAP
* The PSC should assure that sufficient staff (usually from the Documentation Unit) will be available / assigned to duplicate, repackage, and distribute the approved IAP’s prior to the Operations Briefing(s)
* All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
* **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

Immediately following the Planning Meeting, the attendees prepare their assignments for the Incident Action Plan (IAP) to meet the Planning Section Chief deadline for assembling the IAP components. The deadline will be early enough to permit timely Unified Command approval, and duplication of sufficient copies for the Operations Briefing and for overheads.

**Note**: This is part of the Operational Period Planning Cycle, but it is not a specific meeting

# IAP Contents

* Review how the Operational Period and Meetings facilitate the IAP at OP Planning / IAP Meeting Cycle Page 118
* Attach the IAP Cover Sheet
* Include the ICS - 202 Response Objectives form once the Planning Section Chief has prepared it
* Obtain the ICS - 203 or 207 Organization List or Chart from the Resources Unit Leader
* Obtain ICS - 204 Assignment Lists from the Operations Section Chief, and one copy each of any attachments
* Obtain the ICS - 205 and 205a Radio Communications Plan and Communications List, respectively, from the Communications Unit Leader
* Include maps, weather forecasts, tides, Shoreline Cleanup Assessment Team reports, reports on the day’s progress, and problems encountered
* Obtain the ICS - 206 Medical Plan from the Medical Unit Leader
* Obtain any other items deemed necessary to include in the IAP
* Planning Section Chief to collect pieces and collate
* Present to the Unified Command by Planning Section Chief for approval and signature of the IAP Cover Sheet
* Planning Section Chief to duplicate IAP, using Documentation Unit, and distribute to all supervisory personnel at the Section, Branch, Division / Group, and Unit Leader levels prior to the Operations Briefing (Documentation Unit to provide duplication service)



***To Do Between the:***

IAP Approval & Operations Briefing

* The PSC should assure that sufficient staff (usually from the Documentation Unit) will be available / assigned to duplicate, repackage, and distribute the approved IAP’s prior to the Operations Briefing(s)
* The PSC should confirm the availability of UC to attend the Operations Briefing. If a delay is necessary, determine the new time, notify all potential participants, and update the posted ICS-230
* One hour before the Operations Briefing(s) the PSC should verify that all required copies of the IAP are available in various locations for the briefings and that all required staff will be able to attend. If a delay is necessary, determine the new time and notify all potential participants
* Thirty minutes before the Operations Briefing(s) the PSC should confirm with SUL, Ops, LSC, FSC, SO, IO, and LO that they are prepared to give brief (1 to 3 min) presentations at the Operations Briefing(s)
* The Situation Unit Leader ensures that maps are updated based on recent overflights
* The Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
* All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
* **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

# Purpose

* Conveys the Incident Action Plan for the upcoming Operational Period to the response organization

# When

* An hour prior to the start of the Operational Period

# Attendees

* Planning Section Chief (facilitator)
* Unified Command
* Command Staff
* The PSC should start the meeting on time, check to make sure all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the upcoming Operational Period
* PSC should facilitate participation by the Safety Officer and other Command and General Staff as needed
* Planning Section Chief. The IAP is to be COMPLETE for the Operations Briefing
* All Section Chiefs
* Unit Leaders
* Branch Directors
* Division / Group Supervisors
* Task Force / Strike Team Leaders
* Others, as required

# Preparation / Person Responsible to Prepare

* The IAP is to be completed and assembled
* Planning Section Chief to assemble
* Sufficient copies of the IAP are to be duplicated for meeting attendees
* Documentation Unit personnel

# Agenda / Person Responsible to Present

* Review of Unified Command objectives
* Planning Section Chief presents

# Agenda / Person Responsible to Present (cont.)

* Weather and sea conditions forecast
* Situation Unit Leader
* Trajectory analysis
* Situation Unit Leader
* Current response actions and the last shift’s accomplishments
* Operations Section Chief
* Division / Group and air operations assignments
* Operations Section Chief
* Review of changes to the IAP
* Planning Section Chief
* Transport, communications, supply updates
* Logistics Section Chief
* Financial report
* Finance Section Chief
* Safety message
* Safety Officer
* News media report
* Information Officer
* Assisting / cooperating organization / agency reports of concern
* Liaison Officer
* IAP endorsement and motivational remarks
* Unified Command Spokesperson

# Products / Person to Produce

* After reviewing the incident response progress, make recommendations to the Unified Command in preparation for reviewing / identifying objectives for the next Operational Period. This feedback / information is gathered from various sources including, Field Observers, responder debriefs, stakeholders, etc.
* Operations and Planning Section Chiefs
* After this meeting, field supervisors should be interviewed by their relief and by OPS in order to further confirm or adjust the course of the new shift’s IAP. Shifts in tactics may be made by the Operations Section Supervisors. Similarly, a supervisor may reallocate resources within a division / group to adapt to changing conditions

***To Do Between the:***

Operations Briefing & UC Objectives Meeting

* Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the plan for the next OP
* PSC should assure that the Situation and Resources displays are updated and summarized for the UC on an updated ICS-209 form, Situation Map, and Executive Summary form
* PSC and Ops should notify the UC of any planned demobilization or other changes that may impact the review and development of response objectives for the next OP
* The PSC should be prepared to address any Unified Command questions and facilitate the generation of a new set of response objectives
* During this time between the meetings, operations personnel will be out in the field implementing the action items from the previous days IAP (or contingency plan if this is the first day of the response)
* The Situation Unit Leader will be updating maps based on recent overflights
* The Resources Unit Leader will be verifying with the Logistics Section Chief that all resources ordered are tracked and all resources tracked have been ordered, etc.
* All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
* **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

# Purpose

* Review, identify, and prioritize objectives for the next Operational Period

# When

* Prior to the Tactics Meeting

# Attendees

* Unified Command member (facilitator)
* Provide. After briefly confirming with Ops, the PSC should provide the UC with a recommended Operational Period and a draft meeting schedule
* Provide. Ops and the PSC could also provide draft objectives specific to the first Operational Period, or review objectives from the last operational period
* Monitor. The PSC closely monitors this meeting and should be prepared to push the Operational Period, Objectives and meeting schedule through the UC if necessary
* NOTE to Attendees: Be prepared with clear, concise objectives
* Unified Command
* Information Officer (as required)
* Safety Officer (as required)
* Liaison Officer (as required)
* Planning Section Chief (as required)
* Operations Section Chief (as required)
* Logistics Section Chief (as required)
* Finance Section Chief (as required)

# Preparation / Person Responsible to Prepare

* Review objectives from the previous Operational Period
* All meeting attendees

# Agenda / Person Responsible to Present

* Review and identify objectives for the next Operational Period. Objectives should be clearly stated and attainable with the resources available. They should also be flexible enough to allow Operations personnel to choose tactics
* All attendees
* Review any open agenda items from initial / previous meetings
* All attendees

# Products / Person to Produce

* Updated ICS 202 (Response Objectives)
* Planning Section Chief

# Command Staff Meeting

* Coordinate Command Staff functions, responsibilities and objectives. It is scheduled as necessary by the Unified Command. Command Staff attend

# Command & General Staff Breakfast / Supper

* An opportunity for the Command and General Staff to gather under informal and relaxing conditions to share and update each other on developing issues

# Business Management Meeting

* This under-30-minute meeting is for participants to develop and update the operating plan for finance and logistics support. The agenda could include: finance requirements and criteria imposed by contributing organizations, business operating plan for resource procurement and incident funding, cost analysis and financial summary data. Attendees include: Finance Section Chief, Cost UL, LSC, Supply UL, & DUL. It is generally conducted before the Planning Meeting

# Agency Representative Meeting

* To update agency representatives and ensure that they can support the Incident Action Plan. Conducted by the LO, attended by Agency Representatives. Most appropriately held after the Planning Meeting in order to announce plans for the next Operational Period, yet allow for changes should the plan’s expectations be unattainable by an agency

# Media Briefing

* To brief the news media and public on the most current and accurate incident facts. Set up by the Information Officer, moderated by an appropriate representative, and featuring selected spokespersons. Spokespersons should be prepared by the Information Officer to address anticipated issues. The briefing should be well planned, organized, and scheduled to meet the media’s needs

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This glossary contains definitions of terms and acronyms frequently used in ICS documentation

ACP – See Area Contingency Plan

AGENCY REPRESENTATIVE - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting his / her agency’s participation at the incident. Agency Representatives report to the Liaison Officer.

AIR OPERATIONS BRANCH DIRECTOR (AOBD) - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters, and fixed wing assigned to the incident.

ALLOCATED RESOURCES - Resources dispatched to an incident..

AOBD - see Air Operations Branch Director

AREA CONTINGENCY PLAN (ACP)– A plan prepared by an area committee that is developed to be implemented to address removal of worst case discharge and to mitigate or prevent substantial threat of discharge near an area.

ASSIGNED RESOURCES - Resources checked-in and assigned work tasks on an incident.

ASSIGNMENTS - Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

ASSISTANT - Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

ASSISTING AGENCY - An agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES - Incident-based resources which are immediately available for assignment.

BASE - The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term “Base”) The Incident Command Post may be collocated with the base. There is only one base per incident.

BRANCH - The organizational level having functional / geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division / Group in the Operations Section, and between Section and Units in the Logistics Section.

CACHE - A predetermined complement of tools, equipment, and / or supplies stored in a designated location, and available for incident use.

CAMP - A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

CHECK-IN - The process whereby resources first report to an incident response. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, and Division / Group Supervisors (for direct line assignments).

CHIEF - The ICS title of individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance / Administration.

CLEAR TEXT - The use of plain English in radio communications transmissions. No Ten Codes, nor agency specific codes are used when using Clear Text.

COMMAND - The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander / Unified Command.

COMMAND POST - See Incident Command Post.

COMMAND STAFF - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

COMMUNICATIONS UNIT - A vehicle (trailer or mobile van) used to provide the major part of an incident Communications Center.

COMMUNICATIONS UNIT LEADER (CUL) - Person responsible for developing plans for the effective use of the incident communications equipment and facilities.

COOPERATING AGENCY - An agency supplying assistance other than direct tactical, support, or service functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

CUL - see Communications Unit Leader

COST UNIT - Functional unit within the Finance / Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

DECONTAMINATION – The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

DEPUTY - A fully-qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior, and therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DEMOBILIZATION UNIT - Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

DEMOBILIZATION UNIT LEADER (DM131) - Person responsible to develop the Incident Demobilization Plan & assist Sections / Units in ensuring that orderly, safe, & cost-effective demobilization of personnel & equipment is accomplished.

DIRECTOR - The ICS title for individuals responsible for supervising a Branch.

DISPATCH - The implementation of a command decision to move resources from one place to another.

DISPATCH CENTER - A facility from which resources are directly assigned to an incident.

DIVISION - The organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force / Strike Team and the Branch (see also “Group”).

DMOB - see Demobilization Unit Leader

DOCUMENTATION UNIT - Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

EMERGENCY MEDICAL TECHNICIAN (EMT) - A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

EMERGENCY MEDICAL SERVICES (EMS) – An agency to protect and promote the health of people.

EMERGENCY OPERATIONS CENTER (EOC) - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

EMS - see Emergency Medical Services

EMT - see Emergency Medical Technician

ENVIRONMENTAL PROTECTION AGENCY, US (EPA) – Agency dedicated to protect human health and safeguard the environment.

ENVIRONMENTAL SENSITIVITY INDEX (ESI) – Maps that identify vulnerable coastal locations so that protection priorities can be established and cleanup strategies identified.

ENVIRONMENTAL UNIT LEADER (EUL) - Person responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting.

EOC -see Emergency Operations Center

ESI - see Environmental Sensitivity Index

EUL - see Environmental Unit Leader

FACILITIES UNIT - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

FEDERAL ON-SCENE COORDINATOR (FOSC) - The pre-designated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).

FIELD OPERATIONS GUIDE (FOG) - A pocket-size manual of guidelines regarding application of the Incident Command System.

FINANCE / ADMINISTRATION SECTION - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

FINANCE / ADMINISTRATION SECTION CHIEF (FSC) – Person responsible for all financial and cost analysis aspects of the incident.

FOG -see Field Operations Guide

FOOD UNIT - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

FOSC - see Federal On-Scene Coordinator

FUNCTION - In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance. The term function is also used when describing the activity involved, e.g., “the planning function.”

FSC - see Finance / Administration Section Chief

GENERAL STAFF - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief.

GEOGRAPHIC INFORMATION SYSTEM (GIS) - An electronic information system which provides a geo-referenced data base to support management decision making.

GEOGRAPHIC RESPONSE PLAN (GRP) – A plan that identifies and ranks response strategies that best protect important areas (i.e. natural resources, drinking water, supply intakes, marinas, sensitive archeological sites) requiring special protection.

GIS - see Geographic Information System

GROUND SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining, and repairing vehicles, and the ground transportation of personnel and supplies.

GROUND SUPPORT UNIT LEADER (GSUL) – Person to coordinate the transportation of personnel, supplies, food, and equipment.

GROUP - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Single Resources in the Operations Section.

GRP - see Geographic Response Plan

GSUL - see Ground Support Unit Leader

HAZARDOUS MATERIALS (HAZMAT) – Materials that are hazardous.

HAZARDOUS SUBSTANCES (HAZSUB) – Substances that are hazardous.

H / CRS – see Historic / Cultural Resources Specialist

HELIBASE - A location within the general incident area for parking, fueling, maintaining, and loading helicopters.

HELISPOT - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

HISTORICAL / CULTURAL RESOURCES SPECIALIST (H/CRS) – Person responsible for identifying and resolving issues related to any historic or cultural sites that are threatened or impacted during an incident.

IAP - see Incident Action Plan

IC -see Incident Commander

ICP - see Incident Command Post

ICS - see Incident Command System

IMT - see Incident Management Team

IN-SITU BURN (ISB) – Burning spilled oil to reduce the amount impacting an area.

INCIDENT ACTION PLAN (IAP) - The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments. One Incident Action Plan is made for each Operational Period.

INCIDENT AREA - Legal geographical area of the incident including affected area and traffic route to corresponding storage and disposal sites.

INCIDENT BASE - See BASE.

INCIDENT COMMANDER (IC) - The individual responsible for managing of all incident operations.

INCIDENT COMMAND POST (ICP) - The location at which the primary command functions are executed and may be collocated with the incident base.

INCIDENT COMMAND SYSTEM (ICS) - A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

INCIDENT COMMUNICATION CENTER - The location of the Communications Unit and the Message Center.

INCIDENT MANAGEMENT TEAM (IMT) - A Team to manage the incident.

INCIDENT OBJECTIVES - Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

INCIDENT SITUATION DISPLAY - The Situation Unit is responsible for maintaining a display of status boards which communicate critical incident information vital to establishing and maintaining an effective command and control environment.

INFORMATION OFFICER (IO) - A member of the Command Staff responsible for providing incident information to the public and news media or with other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

IFORMATION SPEICIALIST - A person who conveys information between sections. Sometimes referred to as Runners or Sharks, this is not a standard ICS position, but a needed function.

IO - see Information Officer

ISB - see In-situ Burn

JIC - see Joint Information Center

JOINT INFORMATION CENTER (JIC) - A facility established within or near the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representation from the FOSC, SOSC and RP.

JURISDICTION - A range or sphere of authority. At an incident, public agencies have jurisdiction related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political / geographical (e.g., city, county, state or Federal boundary lines), or functional (e.g., police department, health department, etc.) (see Multi-Jurisdiction).

JURISDICTIONAL AGENCY - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

LANDING ZONE - See Helispot.

LEADER - The ICS title for an individual responsible for a Task Force / Strike Team, or functional Unit..

LIAISON OFFICER (LO) - A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.

LO - see Liaison Officer

LOGISTICS SECTION - The Section responsible for providing facilities, services and, materials for the incident.

LOGISTICS SECTION CHIEF (LSC) – The person responsible for providing facilities, services, and materials to all organizational components involved in the incident.

LSC – see Logistics Section Chief

MACS - see Multi-agency Coordination System

MANAGERS - Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

MEDICAL UNIT - Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan, and for providing emergency medical treatment for incident response personnel.

MEDICAL UNIT LEADER (MUL) - The person responsible for the development and activation of the Medical Emergency Plan.

MESSAGE CENTER - The message center is part of the Communications Center and collocated with or adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and handles administration and tactical traffic.

MUL - see Medical Unit Leader

MULTI-AGENCY COORDINATION (MAC) – A generalized term which describes the functions and activities of representatives of involved agencies and / or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

MULTI-AGENCY COORDINATION SYSTEM (MACS) – A generalized term which describes the functions and activities of representatives of involved agencies and / or jurisdictions who come together to make decisions regarding the prioritizing of incident and the sharing and use of critical resources. The MACS organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

MULTI-AGENCY INCIDENT - An incident where one or more agencies assists a jurisdictional agency or agencies. May be single or Unified Command.

MULTI-JURISDICTION INCIDENT - An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS, these incidents will normally be managed using a Unified Command.

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) – Provides a total systems approach of response in emergency situations.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATON (NOAA) – A government agency dedicated to conserving and wisely managing the Nation’s coastal and marine resources.

NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN (NCP) - The government’s blueprint for responding to both oil spills and hazardous substance releases.

NATIONAL / REGIONAL INCIDENT COMMNAD (NIC / RIC) – A standard command and control system to be utilized during an emergency response.

NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA) - The process of collecting and analyzing information to evaluate the nature and extent of injuries resulting from an incident, and determine the restoration actions needed to bring injured natural resources and services back to baseline and make the environment whole for interim losses (15 CFR 990.30).

NATIONAL RESPONSE CENTER (NRC) - The communications hub of the National Response System (1-800-424-8802).

NATIONAL RESPONSE SYSTEM (NRS) - The Federal Government’s mechanism for emergency response to discharges of oil and releases of chemicals.

NCP - see National oil and hazardous substances pollution Contingency Plan

NIC / RIC - see National / Regional Incident Command

NIIMS -see National Interagency Incident Management System

NOAA - see National Oceanic and Atmospheric Administration

NRC - see National Response Center (1-800-424-8802)

NRDA - see Natural Resource Damage Assessment

NRS - see National Response System

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) – A government agency dedicated to saving lives, preventing injuries and protecting the health of America's workers.

OFFICER - The ICS title for personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

OIL POLLUTION ACT OF 1990 (OPA 90) – An act to further the liability of oil spillers.

ON-SCENE COORDINATOR (OSC) - An official responsible for monitoring or directing responses to oil spills or hazardous substances releases.

OP - see Operations Section

OPA 90 – see Oil Pollution Act of 1990

OPERATIONAL PERIOD - The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

OPERATIONS SECTION (OP) - Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary), and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

OPERATIONS SECTION CHIEF (OPS) - Person responsible for the management of all operations directly applicable to the primary mission.

OPS - see Operations Section Chief

OSC - see On-Scene Coordinator

OSHA - see Occupational Safety and Health Administration

OUT-OF-SERVICE RESOURCES - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

PA - see Programmatic Agreement

PLANNING MEETING - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

PLANNING SECTION - Responsible for collecting, evaluating, and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.

PLANNING SECTION CHIEF (PSC) – Person responsible to coordinate response planning and monitoring.

POLREP - Pollution report.

PROGRAMMATIC AGREEMENT (PA) – An agreement on procedures that an agency will use to ensure that adverse effects are avoided or mitigated.

PROCUREMENT UNIT - Functional unit within the Finance / Administration Section responsible for financial matters involving vendor contracts.

PSC - see Planning Section Chief

QUALIFIED INDIVIDUAL (Q.I.) - The person authorized by the responsible party to act on their behalf, authorize expenditures, and obligate resources.

RADIO CACHE - A cache may consist of a number of portable radios, a base station and, in some cases, a repeater stored in a predetermined location for dispatch to incidents.

RAR - see Resources at Risk

RECORDERS - Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

RECORDS TRACKING SPECIALIST -

REGIONAL RESPONSE TEAM (RRT) - The Federal response organization, consisting of representatives from specific Federal and state agencies, is responsible for regional planning and preparedness before an oil spill occurs, and for providing advice to the OSC in the event of a major or substantial spill.

REPORTING LOCATION - Any one of six facilities/locations where incident assigned resources may be checked in. The locations are: Incident Command Post-Resources Unit, Base, Camp, Staging Area, Helibase, or Division/Group Supervisors (for direct line assignments.) Check-in occurs at one location only.

RESOURCES - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

RESOURCES AT RISK (RAR) - Resources (i.e. natural resources, drinking water, supply intakes, marinas, sensitive archeological sites) that are at Risk.

RESOURCES UNIT - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

RESOURCES UNIT LEADER (RUL) – Responsible for maintaining a master list and status of all personnel equipment resources, check-in, status, and current location.

RESPONSIBLE PARTY (RP) – The owner / operator of the vessel or facility which is the spill source.

RESPONSIBLE PARTY INCIDENT COMMANDER (RPIC) - Responsible Party’s designated incident commander.

RP – see Responsible Party

RPIC - see Responsible Party Incident Commander

RRT - see Regional Response Team

RUL -see Resources Unit Leader

RUNNER – see Information Specialist

SAFETY OFFICER (SO) - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

SAR - see Search and Rescue

SCAT - see Shoreline Cleanup Assessment Team

SCIENTIFIC SUPPOR COORDINATOR (SSC) – Acts as the principal advisor to the FOSC for scientific issues.

SEARCH AND RESCUE (SAR) - Search and Rescue

SECTION - The organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance / Administration. The Section level is organizationally between Branch and Incident Commander.

SERVICE BRANCH - A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

SHORELINE CLEANUP ASSESSMENT TEAM (SCAT) – A team that evaluates the approach of containment and protection priorities during clean-up.

SINGLE RESOURCE - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident..

SITE SAFETY AND HEALTH PLAN (SSHP) – Site-specific document required by state and Federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum, addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations workplan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety briefing for all incident participants and quality assurance of SSHP effectiveness.

SITUATION UNIT - Functional unit within the Planning Section responsible for collecting, organizing and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.

SITUATION UNIT LEADER (SUL) - Person responsible to collect, organize, evaluate, and display information about current and possible future spill status and response operations.

SO – see Safety Officer

SONS - see Spill Of National Significance

SOSC - see State On-Scene Coordinator

SOURCE CONTROL - Actions necessary to control the spill source and prevent the continued release of oil or hazardous substances into the environment.

SPAN OF CONTROL – Span of Control means how many organizational elements may be directly managed by one person. Span of Control may vary from three to seven, and a ratio of one to five reporting elements is recommended.

SPILL OF NATIONAL SIGNIFICANCE (SONS) - A large scale spill, involving National agencies.

SSC - see Scientific Support Coordinator

SSHP - see Site Safety and Health Plan

STAGING AREA - The location where incident personnel and equipment are assigned awaiting tactical assignment.

STAKEHOLDERS - Any person, group, or organization affected by and having a vested interest in, the incident and/or the response operation.

STATE ON-SCENE COORDINATOR (SOSC) - The pre-designated State On-Scene Coordinator.

STRATEGY - The general plan or direction selected to accomplish incident objectives.

STRIKE TEAM - Specified combinations of the same kind and type of resources, with common communications and a leader.

SUL - see Situation Unit Leader

SUPERVISOR - The ICS title for individuals responsible for directing the activities of a Division or Group.

SUPPLY UNIT - Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

SUPPORT BRANCH - A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, Ground Support, and Vessel Support Units.

SUPPORTING MATERIALS - Refers to the several attachments that may be included with an Incident Action Plan (e.g., communications plan, map, site safety and health plan, traffic plan, and medical plan).

TACTICAL DIRECTION - Directions given by the Operations Section Chief including: the tactics appropriate for the selected strategy; the selection and assignment of resources; tactics implementation; and performance monitoring for each operational period.

TACTICS – Deploying and directing resources during an incident to accomplish the desired objective.

TASK FORCE - A group of resources with common communications and a leader assembled for a specific mission.

TECHNICAL SPECIALISTS - Personnel with special skills who can be used anywhere within the ICS organization.

TEMPORARY FLIGHT RESTRICTIONS (TFR) -Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

TFR - see Temporary Flight Restrictions

TIME UNIT - Functional unit within the Finance / Administration Section responsible for recording time for incident personnel and hired equipment.

UC - see Unified Command

UNIFIED COMMAND (UC) - A unified team which manages an incident by establishing a common set of incident objectives and strategies. This is accomplished without loss or abdication of agency or organizational authority, responsibility or accountability.

UNITED STATES COAST GUARD (USCG) – Agency providing maritime safety, & law enforcement.

UNIT - The organizational element having functional responsibility for a specific incident planning, logistic, or finance/administration activity.

USCG - see United States Coast Guard

VESSEL SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for implementing the Vessel Routing Plan; for fueling, maintaining, and repairing vessels and other vessel support equipment; and coordinating transportation on the water and between or among shore resources.

VOLUNTEER - Any individual accepted to perform services by an agency which has the authority to accept volunteer services. A volunteer is subject to the provisions of the authorizing statute or regulations.

WASHINGTON STATE DEPARTMENT OF ECOLOGY (WDOE) - Washington’s principal environmental management agency.

* WDOE - see Washington State Department Of Ecology