FIELD OPERATIONS GUIDE

INCIDENT COMMAND SYSTEM
(ICS)

PREPARED BY U.S. COAST GUARD
OFFICE OF RESPONSE (G-MOR-3)
WASHINGTON, D.C. 20593

REPORT OIL AND CHEMICAL SPILLS
1-800-424-8802

2000 EDITION

USEFUL TELEPHONE NUMBERS

USCG NATIONAL RESPONSE CENTER	1-800-424-8802
USCG NATIONAL POLLUTION FUND CENTER	703-235-4720
USCG NATIONAL STRIKE FORCE COORD. CENTER	252-331-6000
USCG ATLANTIC STRIKE TEAM	609-724-0008
USCG PACIFIC STRIKE TEAM	415-883-3311
USCG GULF STRIKE TEAM	334-441-6601

USCG COMMAND CENTERS BY DISTRICT OR AREA

FIRST DISTRICT	617-223-8555
ATLANTIC AREA / FIFTH DISTRICT	757-398-6391
SEVENTH DISTRICT	305-415-6800
EIGHTH DISTRICT	504-589-6225
NINTH DISTRICT	216-902-6117
PACIFIC AREA / ELEVENTH DISTRICT	510-437-3701
THIRTEENTH DISTRICT	206-220-7001
FOURTEENTH DISTRICT	808-541-2500
SEVENTEENTH DISTRICT	907-463-2000

OIL SPILL
FIELD OPERATIONS
GUIDE

ICS-OS-420-1

June 2000

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Safety is paramount during all response activities, regardless of size and complexity. Please reference the Safety Officer's responsibilities listed on page 7-5.

Typical Response objectives:

- Ensure the Safety of Citizens and Response Personnel

- Control the Source of the Spill

- Manage a Coordinated Response Effort

- Maximize Protection of Environmentally-Sensitive Areas

- Contain and Recover Spilled Material

- Recover and Rehabilitate Injured Wildlife

- Remove Oil from Impacted Areas

- Minimize Economic Impacts

- Keep Stakeholders and Public Informed of Response Activities

FIELD OPERATIONS GUIDE
ICS 420-1(OIL)

TABLE OF CONTENTS

CHAPTER 1
TABLE OF CONTENTS

INTRODUCTION

INTRODUCTION

This Field Operations Guide (FOG) is a guidance document for implementing an Incident Command System (ICS) response management organization that can be universally adopted by responders for oil spills. The original oil spill FOG was a product of the Standard Oil Spill Response Management System (STORMS) Task Force comprised of representatives of the US Coast Guard, the California Office of Oil Spill Prevention and Response, the petroleum industry, oil spill response organizations, state, and local government. This revised edition of the Oil Spill FOG is the product of input provided by representatives from Federal and state governments, the petroleum industry, and oil spill response professionals in a collaborative effort facilitated by the States/British Columbia Oil Spill Task Force. The Oil Spill FOG is consistent with the National Interagency Incident Management System (NIIMS) ICS that is the predominant public domain response management system nationwide.

The National Response System (NRS) is the mechanism for coordinating response actions by all levels of government in support of the Federal On-Scene Coordinator (FOSC). Establishment of the NRS in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) for removal of oil and hazardous substances requires the President to "ensure effective and immediate removal of a discharge" in accordance with the NCP. This authority has since been delegated to the FOSC. While the NCP requires that the FOSC's efforts be coordinated with other appropriate Federal, state, local, and private response agencies, it also requires mutual notification among agencies. The ICS brings together the functions of the Federal government, state/local governments, and the responsible party in order to achieve an effective and efficient response, where the FOSC maintains ultimate authority. The emphasis during oil spill response is on

coordination and cooperation. The FOSC, the state/local government representatives, and the responsible party are all involved with varying degrees of responsibility, regardless of the size and severity of the incident. The FOSC, in every case, retains the authority to direct the spill response, and must direct responses to spills that pose a substantial threat to the public health or welfare of the US. In many situations, however, the FOSC may choose to monitor the response effort and provide support and advice where appropriate. All response actions taken using this FOG are required to be consistent with the NCP.

ICS is a valuable tool that can be used within the NRS to coordinate actions among the Environmental Protection Agency (EPA) or US Coast Guard (USCG) FOSC, the state/local responders, and the responsible party. This is important in that local, state, and responsible party responders may arrive at the scene before the FOSC and have established an ICS at the scene. Also, more significant incidents will warrant multi-jurisdictional responses. Formation of a Unified Command (UC) using ICS will pull Federal, state/local, and private resources together within the framework of the existing response management system established by the first responders. State and local responders should note that there are a wide variety of resources available through the EPA or US Coast Guard FOSC.

The ICS organizational guidance provided is not regulatory. Recognizing that a response will bring together numerous organizations with varying incident management structures, the Incident Commander or Unified Command for the specific incident will determine how to best set up and staff the incident-specific ICS organization for the most efficient and effective use of the resources involved. The FOSC and SOSC will work in Unified Command with any response organization established by a responsible party as long as such an

INTRODUCTION   INTRODUCTION

organization is consistent with NIIMS ICS and described in an approved spill response contingency plan. Specific guidance on the integration of Federal, state, and local contingency plans with vessel and facility response plans is located in the applicable Area Contingency Plan.

The ICS provides for maximum flexibility in varied situations, but specific training is recommended. The FOG is a job aid rather than a stand-alone document. By reading the general instructions, the common unit leader responsibilities, the position descriptions, and checklists, responders will be guided in their duties within the ICS process.

The diagram on page 2-4 outlines a generic response organization for pre-event planning. However, an actual organization will be event-specific. Not all positions need to be filled. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary. This modular development is described in Section 2.

Personnel with specialized skills (technical specialists), not specifically identified within the ICS, may be integrated anywhere within the organization to meet the needs of the Incident Command. This feature allows the greatest compatibility with other existing response management systems.

Additional copies of this guide, oil spill forms and job aids may be downloaded from the following web sites:

USCG HQ
– *www.uscg.mil/hq/g-m/nmc/response/fog.pdf*
- FOG, Forms and Job Aids

USCG NSFCC
- *www.uscg.mil/hq/nsfcc/nsfweb*

- FOG, Forms, and Job Aids

<u>NOAA ORR</u>
- *response.restoration.noaa.gov/oilaids/ics/ intro.html*
- ICS Forms

Comments and recommended changes to the Oil Spill Field Operations Guide (FOG) should be sent to the Coast Guard Headquarters Office of Response at the address below. The USCG Office of Response will represent the National Response Team in leading a stakeholder process to update the FOG in three years or as needed.

<div align="center">

Commandant (G-MOR-3)
2100 Second St., SW
Washington, DC 20593
Attn: Oil FOG (Room 2100)

</div>

CHAPTER 2
TABLE OF CONTENTS

RESPONSE ORGANIZATION DEVELOPMENT

RESPONSE ORGANIZATION DEVELOPMENT

An actual response organization typically grows from the "Initial Response Organization" to fit the level of response necessary for a specific incident. The size and focus of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary. ***Only positions that are required for an adequate response need to be filled, and organizations should be kept as small as possible to accomplish incident objectives and monitor progress.***

The following response organization discussion describes a typical expansion of an Incident Command Organization. It is not meant to be prescriptive. The examples do not imply that this is the only way to build an organization.

INITIAL RESPONSE ORGANIZATION
Initial Response resources are managed by the Incident Commander who will handle all Command and General Staff responsibilities. A Unified Command is established.

REINFORCED RESPONSE ORGANIZATION
The Unified Command has established a basic Operations Section with a Protection Group and/or a Recovery Group to manage on-water activities and a shoreline division to manage land-based resources. A Safety Officer and Information Officer have been assigned.

MULTI-DIVISION/GROUP ORGANIZATION
The Unified Command has assigned all command staff positions. A number of divisions and groups have been established in the Operations Section. Planning Section organization has been started with formation of an Environmental Unit, Situation Unit, and Resources Unit. Limited Logistics Units are established to support the response resources.

MULTI-BRANCH ORGANIZATION

The Unified Command has established all Command and General Staff positions and established four branches with the Operations Section. Section organizations have been staffed for Operations, Planning, Logistics, and Finance/Admin (depicted in following diagram).

EXAMPLE RESPONSE ORGANIZATION

- - - - Indicates initial contact point

FOSC
SOSC
RPIC

COMMAND STAFF
- Information Officer
- Safety Officer
- Liaison Officer

- Investigators
- NRDA Reps.
- Agency Reps.

OPERATIONS SECTION
- Staging Area
- Emergency Response Branch
  - Recovery and Protection Branch
    - Protection Group
    - On-Water Recovery Group
    - Shoreside Recovery Group
    - Disposal Group
    - Decon Group
    - Dispersants Operations Group
    - ISB Operations Group
  - SAR Group
  - Salvage/Source Control Group
  - Fire Suppression Group
  - Hazmat Group
  - EMS Group
  - Law Enforcement Group
- Air Operations Branch
  - Air Tactical Group
    - Helo Coord
    - Fixed-Wing Coord
  - Air Support Group
- Wildlife Branch
  - Recovery Group
  - Wildlife Rehab Center Manager

PLANNING SECTION
- Situation Unit
  - Display Processor
  - Field Observer
  - GIS Specialist*
- Resources Unit
  - Check-In/Status Recorder
  - Volunteer Coordinator
- Documentation Unit
- Demobilization Unit
- Environmental Unit
  - Scientific Support Coordinator*
  - Sampling Specialist*
  - Response Technologies Specialist*
  - Trajectory Analysis Specialist*
  - Weather Forecast
  - Resources at Risk Specialist*
  - Shoreline Cleanup Assessment Specialist*
  - Historical/Cultural Resources Specialist*
  - Disposal Specialist*

Technical Specialists
- Legal Specialist
- Human Resources Specialist

LOGISTICS SECTION
- Support Branch
  - Supply Unit
    - Ordering Mgr.
    - Receiving & Distribution Mgr.
  - Facilities Unit
    - Security Mgr.
  - Vessel Support Unit
  - Ground Support Unit
- Service Branch
  - Food Unit
  - Medical Unit
  - Communications Unit

FINANCE/ADMIN SECTION
- Cost Unit
- Time Unit
  - Equipment Time Recorder
  - Personal Time Recorder
- Procurement Unit
- Compensation/Claims Unit

* Possible Assignment of Technical Specialists

CHAPTER 3
TABLE OF CONTENTS

RESPONSE OBJECTIVES AND STRATEGIES

RESPONSE OBJECTIVES AND STRATEGIES

Incident objectives and strategies are essential prerequisites to any written or oral Incident Action Plan (IAP), and should be established expeditiously.

The following definitions have been developed in NIIMS ICS:

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.

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

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

Or a simpler perspective is that:

OBJECTIVES (Unified Command) = What you plan to do in priority order

STRATEGIES (Planning & Ops.) = How you plan to accomplish objectives

TACTICS (Ops.) = How you use resources during each operational period to implement strategies

Since there are common priorities in any oil spill response, the following examples of typical objectives

(**in bold**) and strategies (*in italics*) may be a helpful guide:

Typical Objective: **Ensure the Safety of Citizens and Response Personnel**
Example Strategies:
Identify hazard(s) of spilled material
Establish site control (hot zone, warm zone, cold zone, and security)
Consider evacuations, as needed
Establish vessel and/or aircraft restrictions
Monitor air in impacted areas
Develop site safety and health plan for response personnel
Ensure safety briefings are conducted

Typical Objective: **Control the Source of the Spill**
Example Strategies:
Complete emergency shutdown
Conduct firefighting
Initiate temporary repairs
Transfer and/or lighter product
Conduct salvage operations, as necessary

Typical Objective: **Manage Coordinated Response Effort**
Example Strategies:
Complete or confirm notifications
Establish a unified command organization and facilities (command post, etc.)
Ensure local and tribal officials are included in response organization
Initiate spill response Incident Action Plans (IAP)
Ensure mobilization and tracking of response resources
Account for personnel and equipment
Complete documentation
Evaluate planned response objectives vs. actual response (debrief)

3-3

Typical Objective: **Maximize Protection of Environmentally-Sensitive Areas**
Example Strategies:
Implement predesignated response strategies
Identify resources at risk in spill vicinity
Track oil movement and develop spill trajectories
Conduct visual assessments (e.g., overflights)
Develop/implement appropriate protection tactics

Typical Objective: **Contain and Recover Spilled Material**
Example Strategies:
Deploy oil containment boom at the spill source
Deploy containment boom at appropriate collection areas
Conduct open-water skimming with vessels
Evaluate time-sensitive response technologies (e.g., dispersants, in-situ burning)
Develop disposal plan

Typical Objective: **Recover and Rehabilitate Injured Wildlife**
Example Strategies:
Establish oiled wildlife reporting hotline
Conduct injured wildlife search and rescue operations
Setup primary care unit for injured wildlife
Operate wildlife rehabilitation center
Initiate citizen volunteer effort for oiled bird rehabilitation

Typical Objective: **Remove Oil from Impacted Areas**
Example Strategies:
Conduct appropriate shoreline cleanup efforts
Clean oiled structures (piers, docks, etc.)
Clean oiled vessels

Typical Objective: **Minimize Economic Impacts**
Example Strategies:

Consider tourism, vessel movements, and local economic impacts throughout response
Protect public and private assets, as resources permit
Establish damage claims process

Typical Objective: **Keep Stakeholders Informed of Response Activities**
Example Strategies:
Provide forum to obtain stakeholder input and concerns
Provide stakeholders with details of response actions
Identify stakeholder concerns and issues, and address as practical
Provide elected officials details of response actions

Typical Objective: **Keep the Public Informed of Response Activities**
Example Strategies:
Provide timely safety announcements
Establish a Joint Information Center (JIC)
Conduct regular news briefings
Manage news media access to spill response activities
Conduct public meetings, as appropriate

CHAPTER 4
TABLE OF CONTENTS

AGENCY/STAKEHOLDER COORDINATION

AGENCY/STAKEHOLDER COORDINATION

Agency Coordination

Agency coordination is critical to an effective and efficient response. The framework for conducting this coordination is found in: 1) The duties and responsibilities of the Liaison Officer (LO) for coordination with assisting and cooperating agencies; and 2) Section 300.115 of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) for requests to the Regional Response Team (RRT).

The LO is responsible for gathering the concerns of local agencies affected by the incident and communicating that information to the Incident Commander or Unified Command. The LO must promote the best use of available assisting agency support and resources by providing for smooth communication and information exchange.

Regionally, the National Response System provides for RRT support. The RRT is a group of 16 Federal agencies and state representatives charged with providing advice and counsel and other support, when requested, to the Incident Commander or Unified Command. An incident-specific RRT activation will provide Federal and state agency coordination for the response. An incident-specific RRT may be activated by the RRT chair if the discharge:

a. Exceeds the local response capability;
b. Transects state boundaries;
c. Substantially threatens US public health and welfare or regionally significant amounts of property; or
d. Is a worst case discharge as defined in the NCP.

Also per the NCP, an incident-specific RRT, when activated, is responsible to:

a. Monitor and evaluate reports from the response;
b. Provide advice and recommendations to the IC/UC;
c. Request other Federal, state, or local governments or private agencies to provide resources under existing authorities for monitoring or response to a discharge; and
d. Provide additional oversight per the NCP.

Other agency coordination mechanisms are also available. Among these are Area Committees, Local Emergency Planning Committees, locally-designated response teams such as marine firefighting teams, and the multi-agency coordination (MAC) system found in NIIMS. In some areas, coordination and allocation of public resources to support an IC or UC may occur through use of a MAC Group.

Addressing Stakeholder Concerns

It is critical that stakeholder concerns be identified and adequately addressed. While this may be planned in advance through contingency plans, the Incident Command organization should aggressively ensure that all concerns unique to the incident are identified and addressed. To that end, the duties and responsibilities of the Liaison Officer and the Information Officer list a number of functions that must be carried out in order to address stakeholder concerns. In general, these are:

a. Identify stakeholders;
b. Provide stakeholders with information on the status of the response;
c. Address stakeholder concerns and issues, as practicable.

CHAPTER 5
TABLE OF CONTENTS

NATIONAL/REGIONAL INCIDENT
COMMAND RESPONSIBILITIES

NATIONAL/REGIONAL INCIDENT COMMAND RESPONSIBILITIES

The NCP describes the responsibilities of the Federal government when responding to a Spill Of National Significance (SONS.) These responsibilities include providing strategic coordination in the coastal and inland zones either for, or as, the FOSC. Based on the need for overall Federal coordination, a National or Regional Incident Command (NIC/RIC) organization may be activated at the discretion of the controlling Federal authority.

This model is based on the "Area Command" organizational model that is used for major/multiple incident management within NIIMS ICS. The NIC/RIC organization's responsibilities will include the following:

a. Brief the Commandant (and Area Commander if applicable) or Administrator of the EPA and obtain feedback regarding agency expectations, concerns, and constraints.
b. If operating as a Unified Command, develop a working agreement with all participants to employ NIIMS ICS as the response management system.
c. Assess incident potential and ensure the NIC/RIC infrastructure is capable of meeting response objectives.
d. Set the stage for accomplishment of the best possible response, providing clear understanding of agency expectations, intentions, and constraints.
e. Provide overall direction and management of the incident(s), including setting overall objectives.
f. Ensure that the response is addressing the priorities and direction set by the NIC/RIC.
g. Establish priorities for assignment & demobilization of critical resources.
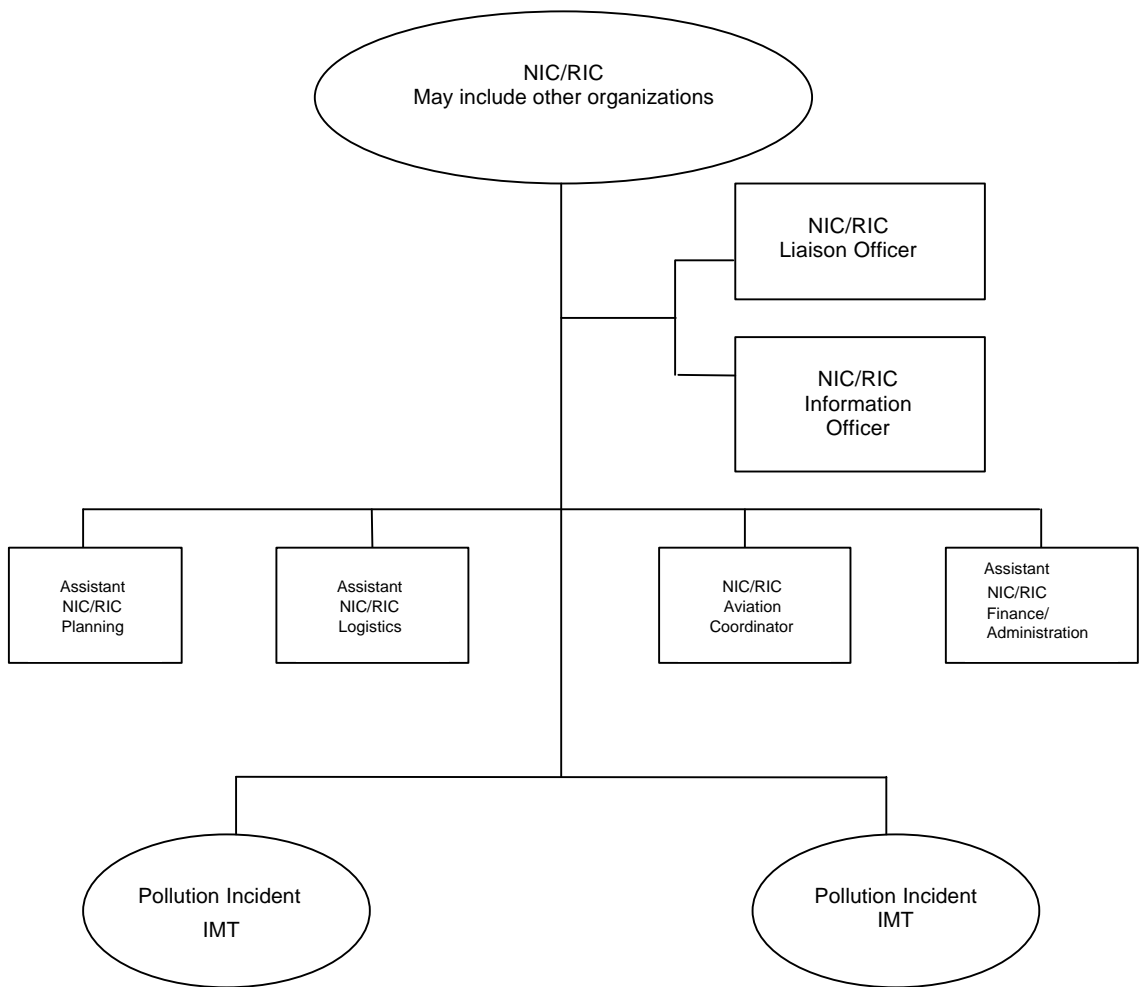h. Assign and approve demobilization of critical resources

i.   Establish/approve policy for release of information to the news media, the public, etc.
j.   Serve as public spokesperson for the overall incident response.
k.   Manage staff to ensure Incident Management Teams (IMTs) are supported, monitored.

NIC/RIC Guidelines

a.   Fundamental to the NIIMS ICS organizational philosophy is that the organization be shaped to match the specific requirements of the incident. The division of responsibilities specified here should be considered the beginning framework. Shaping the interface between National Incident Commander (NIC)/Regional Incident Commander (RIC) and the Incident Commander (IC) or Unified Command (UC) and their IMTs, and establishing the best division of labor will be especially challenging.
b.   Avoid collocating the National/Regional Incident Command with an Incident Command Post.
c.   The NIC/RIC role to ensure support of, and coordination between, a single or multiple IMTs, is enhanced if the NIC/RIC can be located with, or near, the expanded supply network. This facilitates NIC/RIC Logistics' ability to directly support the IMT(s) and positively influence critical resource issues.
d.   Implement additional positions as necessary for an effective and efficient response. Refer to the specific agency guidance on NIC/RIC, as specifics may change from time to time. Keep in mind, however, that the Responsible Party and other agencies may use different organizational structures (e.g., not based upon the NIIMS Area Command Model) to conduct incident management activities. In such instances, the NIC/RIC will work with the RP and other agencies to agree on an

organizational structure that best ensures effective strategic coordination.

5-4

NIC/RIC Organization*

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                    ┌─────────────────────────┐
                    │  NIC/RIC                 │
                    │  May include other       │
                    │  organizations           │
                    └─────────────────────────┘
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                                    ┌──────────────────┐
                                    │  NIC/RIC         │
                                    │  Liaison Officer │
                                    └──────────────────┘

                                    ┌──────────────────┐
                                    │  NIC/RIC         │
                                    │  Information     │
                                    │  Officer         │
                                    └──────────────────┘
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┌─────────────┐   ┌─────────────┐   ┌─────────────┐   ┌─────────────┐
│ Assistant   │   │ Assistant   │   │ NIC/RIC     │   │ Assistant   │
│ NIC/RIC     │   │ NIC/RIC     │   │ Aviation    │   │ NIC/RIC     │
│ Planning    │   │ Logistics   │   │ Coordinator │   │ Finance/    │
│             │   │             │   │             │   │ Administra- │
│             │   │             │   │             │   │ tion        │
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        ╭───────────────╮                   ╭───────────────╮
        │ Pollution     │                   │ Pollution     │
        │ Incident      │                   │ Incident      │
        │ IMT           │                   │ IMT           │
        ╰───────────────╯                   ╰───────────────╯
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*Refer to NIIMS ICS "Area Command" documentation and/or agency guidance for position-specific descriptions

CHAPTER 6
TABLE OF CONTENTS

COMMON RESPONSIBILITIES

COMMON RESPONSIBILITIES

The following responsibilities apply to all ICS personnel:

a. Receive assignment, notification, reporting location, reporting time, and travel instructions from your home agency.
b. Upon arrival at the incident, check in at designated check-in locations. Check-in locations may be found at:
    Incident Command Post,
    Base or Camps, Staging Areas, Helibases,
    Division Supervisors (for direct line assignments).
c. Agency representatives from assisting or cooperating agencies report to Liaison Officer at the Command Post after checking in.
d. All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".
e. Use clear text and ICS terminology (no codes) in all radio transmissions.
f. Receive briefing from immediate supervisor.
g. Acquire work materials.
h. Organize, assign, and brief subordinates.
i. Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit.
j. Ensure continuity using in/out briefings.
k. Respond to demobilization orders.
l. Brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

Common responsibilities that must be accomplished by all Unit Leaders include (these responsibilities are not repeated in each Unit listing):

a.   Participate in incident planning meetings, as required.
b.   Determine current status of unit activities.
c.   Confirm dispatch and estimated time of arrival of staff and supplies.
d.   Assign specific duties to staff; supervise staff.
e.   Determine resource needs.
f.   Develop and implement accountability, safety, and security measures for personnel and resources.
g.   Supervise demobilization of unit, including storage of supplies.
h.   Provide Supply Unit Leader with a list of supplies to be replenished.
i.   Maintain unit records, including Unit/Activity Log (ICS 214).

CHAPTER 7
TABLE OF CONTENTS

INCIDENT COMMAND

Incident Command

Unified Command Structure/Incident Command System

FOSC

Unified Command may include other representatives.

SOSC　　　　　**RPIC**

COMMAND STAFF
Information Officer
Safety Officer
Liaison Officer

Investigators	NRDA Reps.	Agency Reps.

Indicates initial contact point

7-2
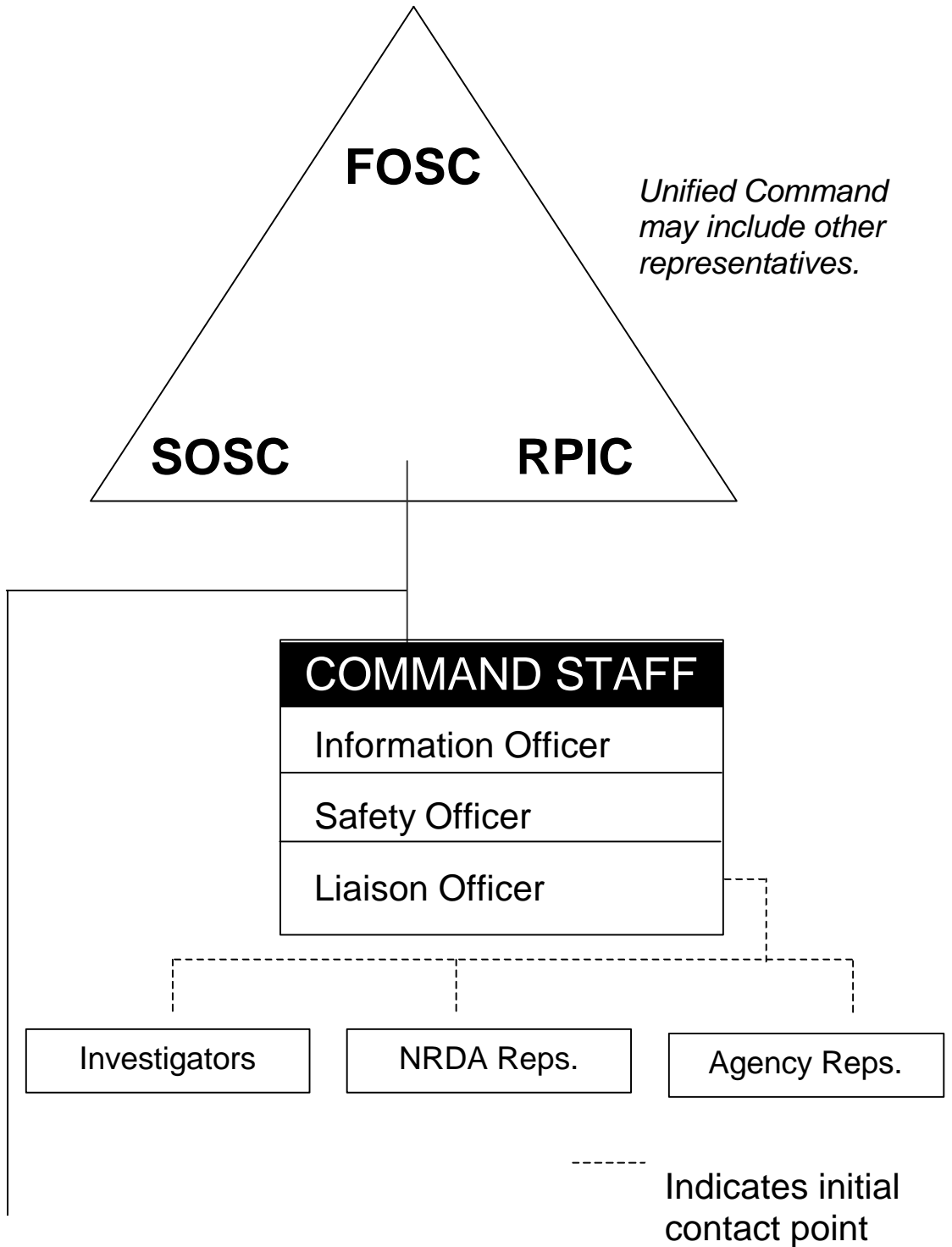
INCIDENT COMMANDER

On most incidents, a single Incident Commander carries out the Command activity. The Incident Commander is selected through pre-designation, qualifications, or experience.

The Incident Commander may have a deputy, who may be from the same entity or from an assisting entity. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

a.   Review common responsibilities (page 6-2).
b.   Assess the situation and/or obtain a briefing from the prior Incident Commander.
c.   Determine incident objectives and strategies.
d.   Establish the immediate priorities.
e.   Establish an Incident Command Post.
f.   Establish an appropriate organization.
g.   Approve and authorize implementation of an Incident Action Plan.
h.   Ensure that adequate safety measures are in place.
i.   Coordinate activity of all Command and General Staff.
j.   Coordinate with key stakeholders and officials through the Liaison Officer.
k.   Approve requests for additional resources or for the release of resources.
l.   Keep agency or authorizing entity (Responsible Party) informed about incident status.
m.   Approve, if appropriate, the use of trainees, volunteers, or auxiliary personnel.
n.   Authorize release of information through the Information Officer.
o.   Ensure incident funding is available.
p.   Notify natural resource trustees(s) and coordinate with NRDA Representative(s).
q.   Coordinate incident investigation responsibilities.
r.   Seek appropriate legal counsel.

s.   Order the demobilization of incident resources,
     when appropriate.

UNIFIED COMMAND

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.

The Unified Command will typically include:
- The predesignated Federal On-Scene
  Coordinator,
- The State On-Scene Coordinator,
- The Incident Commander for the responsible
  party, and
- Other incident commanders or on-scene coordinators
  (when appropriate).

Actual Unified Command makeup for a specific incident
will be determined on a case-by-case basis taking into
account: (1) the specifics of the incident; (2)
determinations outlined in the Area Contingency Plan; or
(3) 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.

The Unified Command is responsible for overall
management of the incident. The Unified Command
directs incident activities, including development and
implementation of overall objectives and strategies, and
approves ordering and releasing of resources. Each
Unified Command member may assign Deputy Incident
Commander(s) to assist in carrying out Incident

COMMAND   COMMAND

Command responsibilities. Unified Command members may also be assigned individual legal and administrative support from their own organizations.

As a component of an ICS, the Unified Command facilitates and coordinates the effective involvement of various agencies and responders. It links the organizations responding to the incident and provides a forum for these agencies to make consensus decisions. 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. Assisting or cooperating agencies that are not part of the Unified Command can also participate through Agency Representatives working with the Liaison Officer. It is important to note that participation in a Unified Command occurs without any agency abdicating authority, responsibility, nor accountability.

INFORMATION OFFICER
The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a. Review Common Responsibilities (page 6-2).
b. Determine from the Incident Commander if there are any limits on information release.
c. Develop material for use in news briefings.
d. Obtain Incident Commander approval for news media releases.

e. Inform news media and conduct news briefings.
f. Arrange for tours and other interviews or briefings that may be required.
g. Obtain news media information that may be useful for incident planning.
h. Maintain current information summaries and/or displays on the incident.
i. Provide information on status of incident to assigned personnel.
j. Establish and staff a Joint Information Center (JIC), as necessary.
k. Maintain Unit/Activity Log (ICS 214).

SAFETY OFFICER

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the Site Safety and Health Plan is prepared and implemented, and includes safety messages in each Incident Action Plan.

Only one Safety Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a. Review Common Responsibilities (page 6-2).
b. During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
c. Participate in planning meetings to identify any

health and safety concerns inherent in the operations daily workplan.

d. Review the Incident Action Plan for safety implications.

e. Exercise emergency authority to prevent or stop unsafe acts.

f. Investigate accidents that have occurred within incident areas.

g. Ensure preparation and implementation of Site Safety and Health Plan (SSHP) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations. The SSHP shall, at a minimum, address, include, or contain 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: area/personal.
- Site control measures.
- Confined space entry procedures "only if needed".
- Pre-entry briefings (tailgate meetings): initial and as needed.
- Pre-operations health and safety conference for all incident participants.
- Quality assurance of SSHP effectiveness.

h. Assign assistants and manage the incident safety organization.

i. Review and approve the Medical Plan (ICS 206).

j. Maintain Unit/Activity Log (ICS 214).

LIAISON OFFICER

Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison

COMMAND   COMMAND

Officer is the point of contact for the assisting and cooperating Agency Representatives and stakeholder groups.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a.   Review Common Responsibilities (page 6-2).
b.   Provide a point of contact for assisting and cooperating Agency Representatives.
c.   Identify Agency Representatives from each agency, including communications link and location.
d.   Maintain a list of assisting and cooperating agency and stakeholder group contacts.
e.   Assist in establishing and coordinating interagency contacts.
f.   Keep agencies supporting incident aware of incident status.
g.   Monitor incident operations to identify current or potential interorganizational issues and advise Incident Command, as appropriate.
h.   Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
i.   Provide information and support to local government officials and stakeholder groups.
j.   Maintain Unit/Activity Log (ICS 214).

AGENCY REPRESENTATIVES

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

COMMAND   COMMAND

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.

a. Review Common Responsibilities (page 6-2).
b. Ensure that all agency resources are properly checked-in at the incident.
c. Obtain briefing from the Liaison Officer or Incident Commander.
d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
e. Attend briefings and planning meetings, as required.
f. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
g. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
h. Ensure the well-being of agency personnel assigned to the incident.
i. Advise the Liaison Officer of any special agency needs or requirements.
j. Report to home agency or headquarters on a prearranged schedule.
k. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
l. Ensure that all required agency forms, reports, and documents are complete prior to departure.
m. Meet with the Liaison Officer or Incident Commander for debriefing prior to departure.

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. While NRDA resource requirements and costs may fall outside the responsibility of the Logistics and Finance/Admin sections, coordination is important.
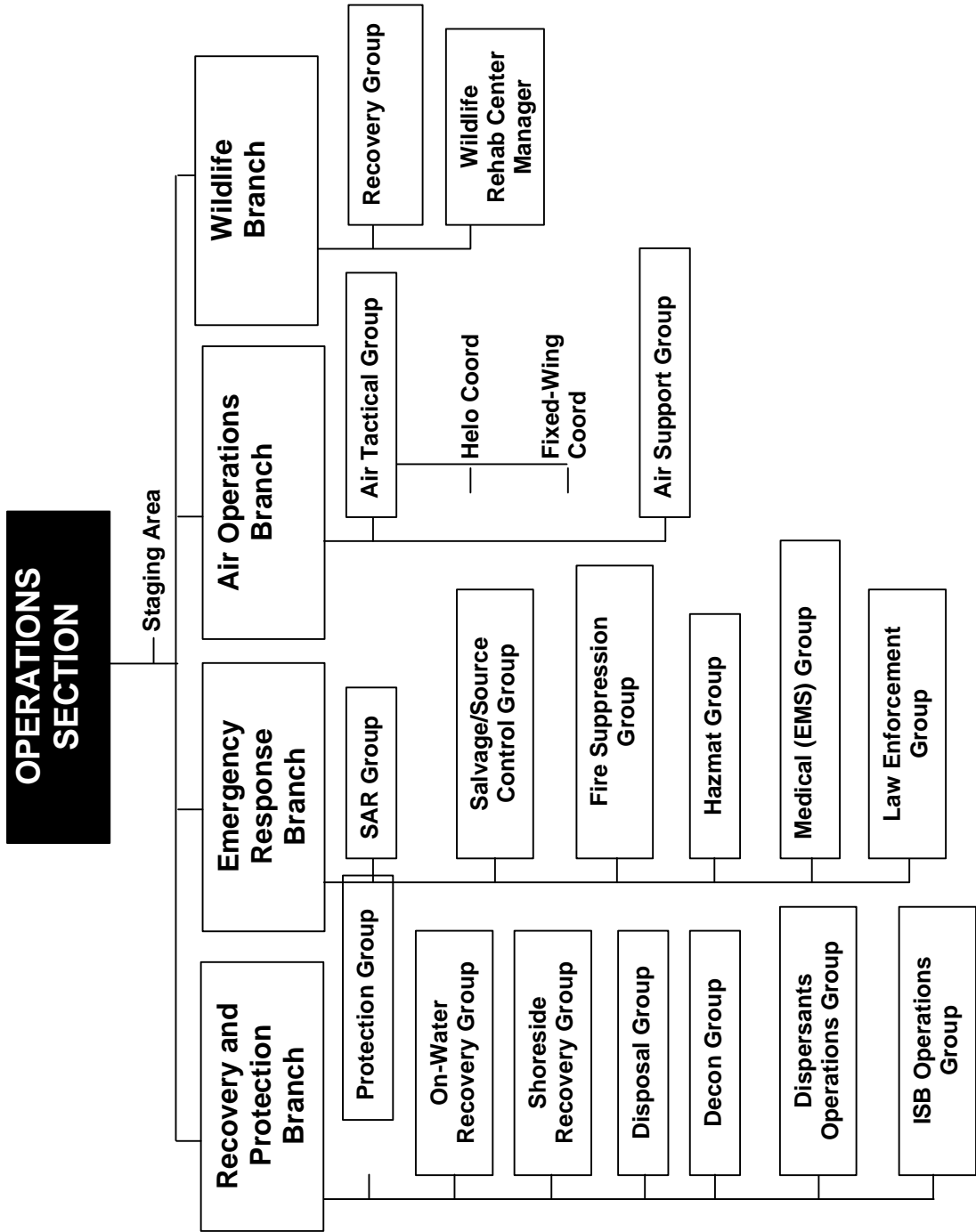
INCIDENT INVESTIGATION
Investigators from Federal, state, and local agencies will not normally be a part of the Incident Command System. While investigation personnel may report to individuals who are part of the Unified Command, the investigators should be separate so as not to introduce polarizing forces into the Incident Command System. The initial point of contact may be the Liaison Officer.
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COMMAND   COMMAND

CHAPTER 8
TABLE OF CONTENTS

OPERATIONS SECTION

OPERATIONS SECTION

OPERATIONS SECTION

- Staging Area

Wildlife Branch
- Recovery Group
- Wildlife Rehab Center Manager

Air Operations Branch
- Air Tactical Group
  - Helo Coord
  - Fixed-Wing Coord
- Air Support Group

Emergency Response Branch
- SAR Group
- Salvage/Source Control Group
- Fire Suppression Group
- Hazmat Group
- Medical (EMS) Group
- Law Enforcement Group

Recovery and Protection Branch
- Protection Group
- On-Water Recovery Group
- Shoreside Recovery Group
- Disposal Group
- Decon Group
- Dispersants Operations Group
- ISB Operations Group

8-2

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission.   The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety and Health Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plans as necessary; and reports such to the Incident Commander.

a.   Review Common Responsibilities (page 6-2).
b.   Develop operations portion of Incident Action Plan.
c.   Brief and assign operations personnel in accordance with Incident Action Plan.
d.   Supervise execution of the Incident Action Plan for Operations.
e.   Request resources needed to implement Operation's tactics as part of the Incident Action Plan development (ICS 215).
f.   Ensure safe tactical operations.
g.   Make, or approve, expedient changes to the Incident Action Plan during the operational period, as necessary.
h.   Approve suggested list of resources to be released from assigned status (not released from the incident).
i.   Assemble and disassemble teams/task forces assigned to operations section.
j.   Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
k.   Maintain Unit/Activity Log (ICS 214).

STAGING AREA MANAGER

Under the Operations Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging areas.

a.   Review Common Responsibilities (page 6-2).
b.   Implement pertinent sections of the Incident Action Plan.
c.   Establish and maintain boundaries of staging areas.
d.   Post signs for identification and traffic control.
e.   Establish check-in function, as appropriate.
f.   Determine and request logistical support for personnel and/or equipment, as needed.
g.   Advise Operations Section Chief of all changing situation/conditions on scene.
h.   Respond to requests for resource assignments.
i.   Respond to requests for information, as required.
j.   Demobilize or reposition staging areas, as needed.
k.   Maintain Unit/Activity Log (ICS 214).

BRANCH DIRECTOR

The Branch Directors, when activated, are under the direction of the Operations Section Chief, and are responsible for implementing the portion of the Incident Action Plan appropriate to the Branches.

a.   Review Common Responsibilities (page 6-2).
b.   Develop, with subordinates, alternatives for Branch control operations.
c.   Attend planning meetings at the request of the Operations Section Chief.
d.   Review Division/Group Assignment Lists (ICS 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.
e.   Assign specific work tasks to Division/Group Supervisors.
f.   Supervise Branch operations.
g.   Resolve logistics problems reported by subordinates.

h.   Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.

i.   Approve accident and medical reports (home agency forms) originating within the Branch.

j.   Maintain Unit/Activity Log (ICS 214).

DIVISION/GROUP SUPERVISOR

The Division and/or Group Supervisor reports to the Operations Section Chief or Branch Director, when activated.   The supervisor is responsible for implementing the assigned portion of the Incident Action Plan, assigning resources within the division/group, and reporting progress of control operations and status of resources within the division/group.

a.   Review Common Responsibilities (page 6-2).

b.   Implement Incident Action Plan for division/group.

c.   Provide available Incident Action Plan to team/task force leaders.

d.   Identify geographic areas or functions assigned to the divisions and groups.

e.   Review division/group assignments and incident activities with subordinates and assign tasks.

f.   Keep Incident Communications and/or Resources Unit advised of all changes in status of resources assigned to the division and/or group.

g.   Coordinate activities with other divisions.

h.   Determine need for assistance on assigned tasks.

i.   Submit situation and resources status information to Branch Director or Operations Section Chief.

j.   Report special occurrences or events such as accidents or sickness to the immediate supervisor.

k.   Resolve logistics problems within the division/group.

l.   Participate in developing Branch plans for the next operational period.

m.   Maintain Unit/Activity Log (ICS 214).

8-5

STRIKE TEAM/TASK FORCE LEADER

The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The leader reports work progress, resources status, and other important information to a division/group supervisor, and maintains work records on assigned personnel.

a. Review Common Responsibilities (page 6-2).
b.   Monitor work progress and make changes, when necessary.
c.   Coordinate activities with other Strike Teams, Task Forces, and single resources.
d.   Submit situation and resource status information to Division/Group Supervisor.
e. Maintain Unit/Activity Log (ICS 214).

SINGLE RESOURCE

The person in charge of a single tactical resource will carry the unit designation of the resource.

a.   Review Common Responsibilities (page 6-2).
b.   Review assignments.
c.   Obtain necessary equipment/supplies.
d.   Review weather/environmental conditions for assignment area.
e.   Brief subordinates on safety measures.
f.   Monitor work progress.
g.   Ensure adequate communications with supervisor and subordinates.
h.   Keep supervisor informed of progress and any changes.
i.   Inform supervisor of problems with assigned resources.
j.   Brief relief personnel, and advise them of any change in conditions.
k.   Return equipment and supplies to appropriate unit.

l.   Complete and turn in all time and use records on personnel and equipment.

AIR OPERATIONS BRANCH DIRECTOR

The Air Operations Branch Director, who is ground-based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The Incident Action Plan will reflect agency restrictions such as night flying or hours per pilot that impact the operational capability or use of resources. After the Incident Action Plan is approved, Air Operations is responsible for implementing its strategic aspects (those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection). Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters assigned to the incident. Specific tactical activities including target selection, or suggested modifications to specific tactical actions in the Incident Action Plan, are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

a.   Review Common Responsibilities (page 6-2).
b.   Organize preliminary air operations.
c.   Request declaration or cancellation of restricted air space area.
d.   Participate in planning meetings, as required.
e.   Participate in preparing the Incident Action Plan.
f.   Perform operational planning for air operations.
g.   Prepare and provide Air Operations Summary Worksheet to the Air Support Group and Fixed-Wing Bases.
h.   Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
i.   Coordinate with appropriate Operations Section personnel.
j.   Supervise all air operations activities associated

with the incident (ICS 220).

k.   Establish procedures for emergency reassignment of aircraft.

l.   Schedule approved flights of non-incident aircraft in the restricted air space area.

m.   Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.

n.   Resolve conflicts concerning non-incident aircraft.

o.   Coordinate with Federal Aviation Administration.

p.   Update air operations plans.

q.   Report to the Operations Section Chief on air operations activities.

r.   Arrange for an accident investigation team, when warranted.

s.   Maintain Unit/Activity Log (ICS 214).

AIR TACTICAL GROUP SUPERVISOR

The Air Tactical Group Supervisor is primarily responsible for coordinating and scheduling aircraft operations intended to locate, observe, track, survey, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed- and/or rotary-wing aircraft are airborne at an incident.   These coordination activities are performed by the Air Tactical Group Supervisor while airborne.   The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

a.   Review Common Responsibilities (page 6-2).

b.   Determine what aircraft (fixed-wing and helicopters) are operating within the area of assignments.

c.   Obtain briefing from the Air Operations Branch Director or Operations Section Chief.

d.   Manage air tactical activities based upon the Incident Action Plan.

e.   Establish and maintain communications with Air Operations, Fixed-Wing Aircraft, and Helicopter Coordinators, Air Support Group Supervisor, and

Fixed-Wing Bases.

f.   Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.

g.   Coordinate dispersant and in-situ burning application through the Air Operations Branch Director and Dispersants and/or In-Situ Burn Operations Group Supervisor.

h.   Obtain information about air traffic external to the incident.

i.   Receive reports of restricted air space violations.

j.   Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).

k.   Inform the Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.

l.   Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.

m.   Identify remote sensing technology that may enhance surveillance capabilities.

n.   Coordinate air surveillance observations and provide reports by the most direct methods available.

o.   Report air surveillance and operations activities to Air Operations Branch Director.

p.   Coordinate application monitoring requirements with the Helicopter and Fixed-Wing Coordinators and the Situation Unit.

q.   Report on air application activities to the Air Operations Director.

r.   Report on incidents/accidents.

s.   Maintain Unit/Activity Log (ICS 214).

HELICOPTER COORDINATOR
The Helicopter Coordinator is primarily responsible for coordinating all tactical or logistical helicopter sorties. The Helicopter Coordinator is also responsible for coordinating and scheduling helicopter operations

intended to locate, observe, track, survey, or report on the incident situation. The Helicopter Coordinator coordinates the application of dispersants and in-situ burning agents. The Helicopter Coordinator reports to the Air Tactical Group Supervisor.

a. Review Common Responsibilities (page 6-2).
b. Determine the type and number of aircraft operating within incident assignment area.
c. Determine helicopter capabilities and limitations.
d. Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
e. Coordinate air traffic control procedures with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed-Wing Coordinator, and the Air Support Group.
f. 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.
g. Assign and ensure use of appropriate operating frequencies by incident helicopters.
h. Coordinate, and make geographic assignments for, helicopter operations with the Air Tactical Group Supervisor.
i. Implement and monitor all safety requirements and procedures.
j. Ensure that approved night flying procedures are followed.
k. Supervise all helicopter activities.
l. Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
m. Maintain Unit/Activity Log (ICS 214).

FIXED WING COORDINATOR
The Fixed-Wing Coordinator is primarily responsible for coordinating assigned airborne fixed-wing aircraft

operations at the incident. The Fixed-Wing Coordinator is also responsible for scheduling fixed-wing operations intended to locate, observe, track, survey, or report on the incident situation. The Fixed-Wing Coordinator coordinates the application of dispersants, in-situ burning agents, and bioremediation agents. The Fixed-Wing Coordinator reports to the Air Tactical Group Supervisor.

a. Review Common Responsibilities (page 6-2).
b. Determine type and number of aircraft operating within the incident area.
c. Determine fixed-wing aircraft capabilities and limitations.
d. Survey and report on potential problems within incident assignment area.
e. Coordinate air traffic control procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group.
f. Coordinate the use of radio frequencies for ground-to-air and air-to-air communication with the Air Tactical Group Supervisor and the Communications Unit.
g. Implement and monitor all air safety requirements and procedures.
h. Supervise all fixed-wing aircraft activities; receive assignments, brief pilots, assign missions, and report on mission completion; reassign as directed.
i. Coordinate activities as, appropriate, with Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel.
j. Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
k. Maintain Unit/Activity Log (ICS 214).

AIR SUPPORT GROUP SUPERVISOR
The Air Support Group Supervisor is primarily responsible to support and manage helibase and

helispot operations, and maintain liaison with fixed-wing air bases. This includes providing: 1) fuel and other supplies, 2) helicopter maintenance and repair, 3) keeping records of helicopter activity, and 4) enforcing safety regulations. These major functions are performed at helibases and helispots. Helicopters (during landing and takeoff and while on the ground) are under the control of the air support group's Helibase or Helispot managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

a. Review Common Responsibilities (page 6-2).
b. Obtain copy of the Incident Action Plan from the Air Operations Branch Director, including the Air Operations Summary Worksheet.
c. Participate in Air Operations Branch Director planning activities.
d. Inform Air Operations Branch Director of group activities.
e. Identify resources/supplies dispatched for air support group.
f. Request special air support items from appropriate sources through logistics section.
g. Identify helibase and helispot locations from the Incident Action Plan or from the Air Operations Branch Director.
h. Determine need for personnel and equipment assignments at each helibase or helispot.
i. Coordinate special requests for air logistics.
j. Maintain coordination with air bases supporting the incident.
k. Coordinate activities with Air Operations Branch Director.
l. Obtain assigned ground to air frequency for Helibase operations from Communication Unit Leader or Communications Plan.
m. Inform Air Operations Branch Director of capability to provide night-flying service.
n. Ensure compliance with each agency's operations

checklist for day and night operations.
o.   Ensure dust abatement procedures are implemented at Helibase and Helispots.
p.   Provide crash-rescue service for helibases and helispots.
q.   Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Fixed-Wing Coordinator.
r.   Maintain Unit/Activity Log (ICS 214).

HELIBASE MANAGER
a.   Review Common Responsibilities (page 6-2).
b.   Obtain Incident Action Plan, including Air Operations Summary Worksheet (ICS 220).
c.   Participate in Air Support Group planning activities.
d.   Inform Air Support Group Supervisor of helibase activities.
e.   Report to assigned helibase. Brief pilots and assigned personnel.
f.   Manage resources/supplies dispatched to helibase.
g.   Ensure helibase is posted and cordoned.
h.   Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator, and the Takeoff and Landing Controller.
i.   Manage chemical countermeasure loading operations.
j.   Ensure helicopter fueling, maintenance, and repair services are provided.
k.   Supervise manifesting and loading of personnel and cargo.
l.   Ensure dust abatement techniques are provided and used at helibases and helispot.
m.   Ensure security is provided at each helibase and helispot.
n.   Ensure crash-rescue services are provided for the helibase.
o.   Request special air support items from the Air

Support Group Supervisor.

p.   Receive, and respond to, special requests for air logistics.

q.   Maintain agency records, reports of helicopter activities, and Check-In Lists (ICS 211).

r.   Coordinate activities with Air Support Group Supervisor.

s.   Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.

t.   Solicit pilot input concerning selection and adequacy of helispot, communications, Air Traffic Control, operational difficulties, and safety problems.

u.   Maintain Unit/Activity Log (ICS 214).

RECOVERY AND PROTECTION BRANCH DIRECTOR

The Recovery and Protection Branch Director is responsible to oversee and implement the protection, containment, and cleanup activities established in the Incident Action Plan.   The Recovery and Protection Branch Director reports to the Operations Section Chief.

a.   Review Common Responsibilities (page 6-2).
b.   Participate in planning meetings, as required.
c.   Develop operations portion of Incident Action Plan.
d.   Brief and assign operations personnel in accordance with Incident Action Plan.
e.   Supervise operations.
f.   Determine resource needs.
g.   Review recommendations and initiate release of resources.
h.   Report information about special activities, events, and occurrences to Operations Section Chief.
i.   Maintain Unit/Activity Log (ICS 214).

PROTECTION GROUP SUPERVISOR

Under the Recovery and Protection Branch Director, the Protection Group Supervisor is responsible for deploying containment, diversion, and absorbent boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into Strike Teams, Task Forces, and single resources.

a. Review Common Responsibilities (page 6-2).
b. Implement Protection Strategies in Incident Action Plan.
c. Direct, coordinate, and assess effectiveness of protective actions.
d. Modify protective actions, as needed.
e. Brief the Recovery and Protection Branch Director on activities.
f. Maintain Unit/Activity Log (ICS 214).

ON-WATER RECOVERY GROUP SUPERVISOR

Under the Recovery and Protection Branch Director, the On-Water Recovery Group Supervisor is responsible for managing on-water recovery operations in compliance with the Incident Action Plan. The Group may be further divided into Strike Teams, Task Forces, and single resources.

a. Review Common Responsibilities (page 6-2).
b. Implement recovery strategies in Incident Action Plan.
c. Direct, coordinate, and assess effectiveness of on-water recovery actions.
d. Modify recovery actions, as needed.
e. Brief the Recovery and Protection Branch Director on activities.
f. Maintain Unit/Activity Log (ICS 214).

DISPERSANTS OPERATIONS GROUP SUPERVISOR

Under the Recovery and Protection Branch Director, the Dispersants Operations Group Supervisor is responsible

for coordinating all aspects of a dispersant operation. For aerial applications, the Group works closely with the Air Tactical Group Supervisor.

a. Review Common Responsibilities (page 6-2)
b. Determine resource needs.
c. Assist the Planning Section in the development of dispersant operations and monitoring plans.
d. Implement approved dispersant operations and monitoring plans.
e. Manage dedicated dispersant resources and coordinate with air operations.
f. Coordinate required monitoring.
g. Brief Recovery and Protection Branch Director on activities.
h. Maintain Unit/Activity Log (ICS-214).

IN-SITU BURN OPERATIONS GROUP SUPERVISOR
Under the Recovery and Protection Branch Director, the In-Situ Burn Operations Group Supervisor is responsible for coordinating all aspects of an in-situ burn operation. For aerial ignition, the Group works closely with the Air Tactical Group Supervisor.

a. Review Common Responsibilities (page 6-2)
b. Determine resource needs.
c. Assist the Planning Section in the development of in-situ burn operations and monitoring plans.
d. Implement approved in-situ burn operations and monitoring plans.
e. Manage dedicated in-situ burning resources and coordinate with other operations.
f. Coordinate required monitoring.
g. Brief Recovery and Protection Branch Director on activities.
h. Maintain Unit/Activity Log (ICS-214).

SHORESIDE RECOVERY GROUP SUPERVISOR
Under the Recovery and Protection Branch Director, the

Shoreside Recovery Group Supervisor is responsible for managing shoreside cleanup operations in compliance with the Incident Action Plan. The group may be further divided into Strike Teams, Task Forces, and single resources.

a.   Review Common Responsibilities (page 6-2).
b.   Implement recovery strategies in Incident Action Plan.
c.   Direct, coordinate, and assess effectiveness of shoreside recovery actions.
d.   Modify recovery actions, as needed.
e.   Brief the Recovery and Protection Branch Director on activities.
f.   Maintain Unit/Activity Log (ICS 214).

DISPOSAL GROUP SUPERVISOR

Under the Recovery and Protection Branch Director, the Disposal Group Supervisor is responsible for coordinating the on-site activities of personnel engaged in collecting, storing, transporting, or disposing of waste materials. Depending on the size and location of the spill, the disposal groups may be further divided into Strike Teams, Task Forces, and single resources.

a.   Review Common Responsibilities (page 6-2).
b.   Implement disposal portion of Incident Action Plan.
c.   Ensure compliance with all hazardous waste laws and regulations.
d.   Maintain accurate records of recovered material.
e.   Brief Recovery and Protection Branch Director on activities.
f.   Maintain Unit/Activity Log (ICS 214).

DECONTAMINATION GROUP SUPERVISOR

Under the Recovery and Protection Branch Director, the Decontamination Group Supervisor is responsible for decontamination of personnel and response equipment in compliance with approved statutes.

8-17

a.   Review Common Responsibilities (page 6-2).
b.   Implement Decontamination Plan.
c.   Determine resource needs.
d.   Direct and coordinate decontamination activities.
e.   Brief Safety Officer on conditions.
f.   Brief Recovery and Protection Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

EMERGENCY RESPONSE BRANCH DIRECTOR

The Emergency Response Branch Director is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.

a.   Review Common Responsibilities (page 6-2).
b.   Participate in planning meetings, as required.
c.   Develop operations portion of Incident Action Plan.
d.   Supervise operations.
e.   Determine need for, and request, additional resources.
f.   Review suggested list of resources to be released and initiate recommendation for release of resources.
g.   Report information about special activities, events, and occurrences to Operations Section Chief.
h.   Maintain Unit/Activity Log (ICS 214).

SEARCH AND RESCUE (SAR) GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the SAR Group Supervisor is responsible for prioritizing and coordinating all Search and Rescue missions directly related to a specific incident.

a.   Review Common Responsibilities (page 6-2).
b.   Prioritize Search and Rescue missions.
c.   Determine resource needs.
d.   Direct and coordinate Search and Rescue missions.

e.   Manage dedicated Search and Rescue resources
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

SALVAGE/SOURCE CONTROL GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the Salvage/Source Control Group Supervisor is responsible for coordinating and directing all salvage/source control activities related to the incident.

a.   Review Common Responsibilities (page 6-2).
b.   Coordinate development of Salvage/Source Control Plan.
c.   Determine resource needs.
d.   Direct and coordinate implementation of the Salvage/Source Control Plan.
e.   Manage dedicated salvage/source control resources.
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

FIRE SUPPRESSION GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the Fire Suppression Group Supervisor is responsible for coordinating and directing all firefighting activities related to the incident.

a.   Review Common Responsibilities (page 6-2).
b.   Prioritize responses to incident-related fires.
c.   Determine resource needs.
d.   Direct and coordinate firefighting mission.
e.   Manage dedicated firefighting resources.
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

HAZARDOUS MATERIALS GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the HAZMAT Group Supervisor is responsible for coordinating and directing all hazardous materials activities related to the incident.

a.   Review Common Responsibilities (page 6-2).
b.   Prioritize HAZMAT responses related to the incident.
c.   Determine resource requirements.
d.   Direct and coordinate HAZMAT responses.
e.   Manage dedicated HAZMAT resources.
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

MEDICAL (EMS) GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the Medical (EMS) Group Supervisor is responsible for coordinating and directing all emergency medical services related to the incident.

a.   Review Common Responsibilities (page 6-2).
b.   Prioritize EMS responses related to the incident.
c.   Determine resource requirements.
d.   Direct and coordinate EMS responses.
e.   Manage dedicated EMS resources.
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

LAW ENFORCEMENT GROUP SUPERVISOR

Under the direction of the Emergency Response Branch Director, the Law Enforcement Group Supervisor is responsible for coordinating and directing all law enforcement activities related to the incident, including but not limited to, isolating the incident, crowd control, traffic control, evacuations, beach closures, and/or perimeter security.

a.   Review Common Responsibilities (page 6-2).
b.   Determine resource needs.
c.   Direct and coordinate law enforcement response.
d.   Manage dedicated law enforcement resources.
e.   Manage public protection action (e.g., evacuations, beach closures, etc.)
f.   Brief Emergency Response Branch Director on activities.
g.   Maintain Unit/Activity Log (ICS 214).

WILDLIFE BRANCH DIRECTOR

The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating early aerial and ground reconnaissance of wildlife at the spill site, and reporting results to the Situation Unit Leader; employing wildlife hazing measures as authorized in the Incident Action Plan; and recovering and rehabilitating impacted wildlife. A central wildlife processing center should be identified and maintained for: evidence tagging, transportation, veterinary services, treatment and rehabilitation, storage, and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, will be overseen and coordinated by the Wildlife Branch Director.

a.   Review Common Responsibilities (page 6-2).
b.   Develop Wildlife Branch portion of the Incident Action Plan.
c.   Supervise Wildlife Branch operations.
d.   Determine resource needs.
e.   Review suggested list of resources to be released and initiate recommendation for release of resources.
f.   Assemble and disassemble Strike Teams/Task Forces assigned to the Wildlife Branch.
g.   Report information about special activities, events, and occurrences to Operations Section Chief.

h.   Maintain Unit/Activity Log (ICS 214).

WILDLIFE RECOVERY GROUP SUPERVISOR

Under the direction of the Wildlife Branch Director, the Wildlife Recovery Group Supervisor is responsible for coordinating the search, collection, and field tagging of dead and live impacted wildlife and transporting them to processing center(s). This group should coordinate with Planning (Situation Unit) in conducting aerial and group surveys of wildlife in the vicinity of the spill. They should also deploy acoustic and visual wildlife hazing equipment, as needed.

a.   Review Common Responsibilities (page 6-2).
b.   Determine resource needs.
c.   Establish and implement protocols for collection and logging of impacted wildlife.
d.   Coordinate transportation of wildlife to processing station(s).
e.   Brief the Wildlife Branch Director on activities.
f.   Maintain Unit/Activity Log (ICS 214).

WILDLIFE REHABILITATION CENTER MANAGER

Under the direction of the Wildlife Branch Director, the Wildlife Rehabilitation Center Manager is responsible for receiving oiled wildlife at the processing center, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport, and rehabilitation of oiled wildlife. The manager is responsible for assuring proper wildlife transportation to appropriate treatment centers for oiled animals requiring extended care and treatment.

a.   Review Common Responsibilities (page 6-2).
b.   Determine resource needs and establish processing station for impacted wildlife.
c.   Process impacted wildlife and maintain logs.
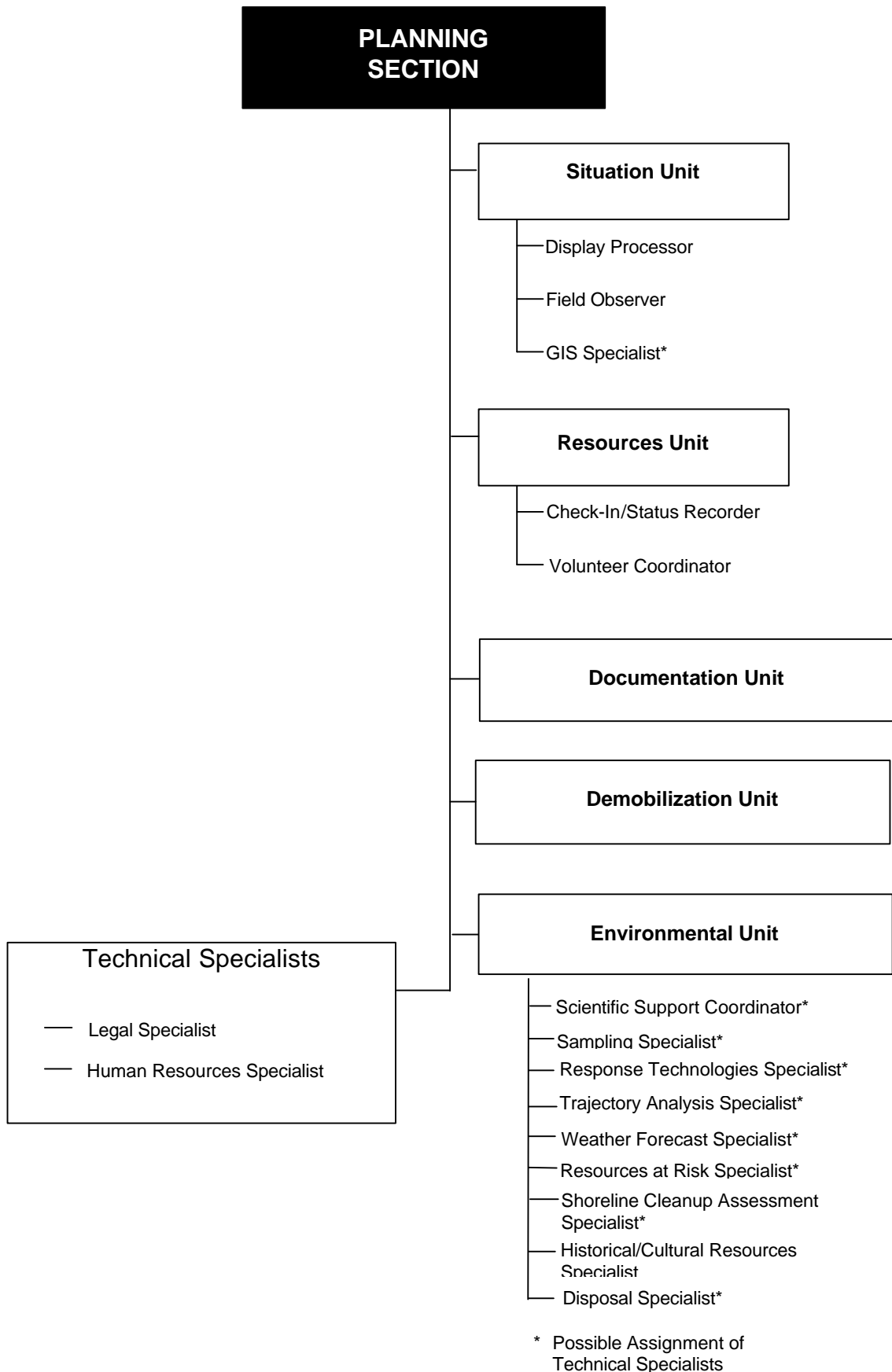d.   Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch director.

e. Coordinate transport of wildlife to other facilities.
f. Coordinate release of recovered wildlife.
g. Implement demobilization plan.
h. Brief the Wildlife Branch Director on activities.
i. Maintain Unit/Activity Log (ICS 214).

CHAPTER 9
TABLE OF CONTENTS

PLANNING SECTION

PLANNING SECTION

```
                    ┌──────────────────┐
                    │     PLANNING     │
                    │     SECTION      │
                    └──────────────────┘
                              │
                              ├──────┌──────────────────┐
                              │      │  Situation Unit  │
                              │      └──────────────────┘
                              │        ├─ Display Processor
                              │        ├─ Field Observer
                              │        └─ GIS Specialist*
                              │
                              ├──────┌──────────────────┐
                              │      │  Resources Unit  │
                              │      └──────────────────┘
                              │        ├─ Check-In/Status Recorder
                              │        └─ Volunteer Coordinator
                              │
                              ├──────┌────────────────────┐
                              │      │ Documentation Unit │
                              │      └────────────────────┘
                              │
                              ├──────┌────────────────────┐
                              │      │ Demobilization Unit│
                              │      └────────────────────┘
                              │
                              ├──────┌────────────────────┐
                              │      │ Environmental Unit │
                              │      └────────────────────┘
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Technical Specialists

— Legal Specialist

— Human Resources Specialist

Environmental Unit

- Scientific Support Coordinator*
- Sampling Specialist*
- Response Technologies Specialist*
- Trajectory Analysis Specialist*
- Weather Forecast Specialist*
- Resources at Risk Specialist*
- Shoreline Cleanup Assessment Specialist*
- Historical/Cultural Resources Specialist
- Disposal Specialist*

* Possible Assignment of Technical Specialists

9-2

PLANNING SECTION

PLANNING SECTION CHIEF

The Planning Section Chief, a member of the General Staff, is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

a.   Review Common Responsibilities (page 6-2).
b.   Activate Planning Section units.
c.   Assign available personnel already on site to ICS organizational positions, as appropriate.
d.   Collect and process information about the incident.
e.   Supervise Incident Action Plan preparation.
f.   Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.
g.   Participate in planning and other meetings, as required.
h.   Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
i.   Determine need for any specialized resources in support of the incident.
j.   Provide Resources Unit with the Planning Section's organizational structure, including names and locations of assigned personnel.
k.   Assign Technical Specialists, where needed.
l.   Assemble information on alternative strategies.
m.   Assemble and disassemble Strike Teams or Task Forces, as necessary.
n.   Provide periodic predictions on incident potential.
o.   Compile and display incident status summary information.
p.   Provide status reports to appropriate requesters.

9-3

q. Advise General Staff of any significant changes in incident status.

r. Incorporate the incident Traffic Plan (from Ground Support Unit), Vessel Routing Plan (from Vessel Support Unit) and other supporting plans in the Incident Action Plan.

s. Instruct Planning Section Units in distribution and routing of incident information.

t. Prepare resource release recommendations for submission to Incident Command.

u. Maintain Section records.

v. Maintain Unit/Activity Log (ICS 214).

SITUATION UNIT LEADER

The Situation Unit Leader is responsible for collecting and evaluating information about the current, and possible future, status of the spill and the spill response operations. This responsibility includes compiling information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and impacts on natural resources. This also includes providing information to the GIS Specialist(s) for mapping the current and possible future situation, and preparing reports for the Planning Section Chief.

a. Review Common Responsibilities (page 6-2).

b. Review Unit Leader Responsibilities (page 6-3).

c. Obtain briefing and special instructions from the Planning Section Chief.

d. Participate in planning meetings, as required.

e. Prepare and maintain Incident Situation Display.

f. Collect and maintain current incident data.

g. Prepare periodic predictions, as requested by the Planning Section Chief.

h. Prepare, post, and disseminate resource and situation status information, as required in the Incident Information Center.

i. Prepare the Incident Status Summary (ICS 209).

j.   Provide status reports to appropriate requesters.
k.   Provide photographic services and maps.

DISPLAY PROCESSOR
The Display Processor is responsible for displaying incident status information obtained from field observers, resource status reports, aerial and ortho photographs, and infrared data.

a.   Review Common Responsibilities (page 6-2).
b.   Determine:
  -   Location of work assignments.
  -   Numbers, types, and locations of displays required.
  -   Priorities.
  -   Map requirements for Incident Action Plan.
  -   Time limits for completion.
  -   Field Observer assignments and communications means.
c.   Obtain necessary equipment and supplies.
d.   Obtain copy of Incident Action Plan for each operational period.
e.   Assist Situation Unit Leader in analyzing and evaluating field reports.
f.   Develop required displays within time limits.

FIELD OBSERVER
The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

a.   Review Common Responsibilities (page 6-2).
b.   Determine:
  -   Location of assignment.
  -   Type of information required.
  -   Priorities.
  -   Time limits for completion.
  -   Method of communication.
  -   Method of transportation.
c.   Obtain copy of Incident Action Plan for the

Operational Period.

d.   Obtain necessary equipment and supplies.

e.   Perform Field Observer responsibilities including, but not limited to, the following:
   -   Perimeters of incident.
   -   Locations of oil.
   -   Rates of spread.
   -   Weather conditions.
   -   Hazards.
   -   Progress of operation resources.

f.   Identify all facility locations (e.g., helispots, Division, and Branch boundaries).

g.   Report information to Situation Unit Leader by established procedure.

h.   Report immediately any condition observed which may cause danger or safety hazard to personnel.

i.   Gather information that will lead to accurate predictions.

GEOGRAPHIC INFORMATION SYSTEM SPECIALIST

The Geographic Information System (GIS) Specialist is responsible for gathering and compiling updated spill information and providing various map products regarding the incident. The GIS team will work with the Situation Unit and the Information Officer to ensure accurate and rapid dissemination of oil spill information to the ICS.

a.   Review Common Responsibilities (page 6-2).

b.   Determine resource needs.

c.   Participate in planning meetings, as required.

d.   Gather and compile data from the different incident sections.

e.   Provide maps for various components of the incident.

f.   Provide status reports to appropriate requesters.

g.   Maintain Unit/Activity Log (ICS 214).

RESOURCES UNIT LEADER

The Resources Unit Leader (RUL) is responsible for maintaining the status of all resources (primary and support) at an incident. The RUL achieves this by developing and maintaining a master list of all resources, including check-in, status, current location, etc. This unit is also responsible for preparing parts of the Incident Action Plan (ICS 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determining the availability of resources.

a. Review Common Responsibilities (page 6-2).
b. Review Unit Leader Responsibilities (page 6-3).
c. Obtain briefing and special instructions from the Planning Section Chief.
d. Participate in Planning Meetings, as required.
e. Establish check-in function at incident locations.
f. Using the Incident Briefing (ICS 201), prepare and maintain the Incident Situation Display (organization chart and resource allocation and deployment sections).
g. Establish contacts with incident facilities to track resource status.
h. Gather, post, and maintain incident resource status.
i. Maintain master roster of all resources checked in at the incident.
j. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
k. Prepare appropriate parts of Assignment Lists (ICS 204).
l. Provide status reports to appropriate requesters.

CHECK-IN/STATUS RECORDER

Check-in/Status recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

a. Review Common Responsibilities (page 6-2).

b.   Obtain briefing from RUL.
c.   Obtain work materials, including Check-in Lists (ICS 211), Resource Status Cards (ICS 219), and status display boards.
d.   Establish communications with the Communication Center.
e.   Post signs so check-in locations can be easily found.
f.   Record check-in information on Check-in Lists (ICS 211).
g.   Transmit check-in information to Resources Unit on regular, arranged schedule, or as needed.
h.   Receive, record, and maintain status information on Resource Status Cards (ICS 219) for incident resources.
i.   Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
j.   Maintain files of Check-in Lists (ICS 211).

VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader.

a.   Review Common Responsibilities (page 6-2).
b.   Coordinate with Resources Unit to determine where volunteers are needed.
c.   Identify any necessary skills and training needs.
d.   Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required).
e.   Activate, as necessary, standby contractors for various training needs.
f.   Coordinate nearby or on-site training as part of the deployment process.
g.   Identify and secure other equipment, materials, and

supplies, as needed.

h.   Induct convergent (on the scene) volunteers.
i.   Activate other volunteers if needed (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
j.   Recruit additional volunteers through news media appeals (if needed).
k.   Assess, train, and assign volunteers to requesting units.
l.   Coordinate with Logistics for volunteer housing and meal accommodations.
m.   Assist volunteers with other special needs.
n.   Maintain Unit/Activity Log (ICS 214).

DOCUMENTATION UNIT LEADER

The Documentation Unit Leader is responsible for maintaining accurate, up-to-date incident files such as: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit will ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing and special instructions from Planning Section Chief.
d.   Participate in Planning Meetings, as required.
e.   Establish and organize incident files.
f.   Establish duplication service and respond to requests.
g.   File copies of all official forms and reports.
h.   Check on accuracy and completeness of records submitted for files and correct errors or omissions

by contacting appropriate ICS units.
i.   Provide incident documentation to appropriate requesters.

DEMOBILIZATION UNIT LEADER
The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing and special instructions from Planning Section Chief.
d.   Review incident resource records to determine probable size of demobilization effort.
e.   Participate in planning meetings, as required.
f.   Evaluate logistics and transportation capabilities required to support demobilization.
g.   Prepare and obtain approval of Demobilization Plan, including required decontamination.
h.   Distribute Demobilization Plan to each processing point.
i.   Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan.
j.   Monitor implementation and assist in coordinating the Demobilization Plan.
k.   Brief Planning Section Chief on progress of demobilization.
l.   Provide status reports to appropriate requesters.

ENVIRONMENTAL UNIT LEADER
The Environmental Unit Leader is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The Environmental Unit prepares environmental data for the Situation Unit. Technical Specialists frequently

assigned to the Environmental Unit include the Scientific Support Coordinator and Specialists for Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup Assessment, Historical/Cultural Resources, and Disposal.

a.   Review Common Responsibilities (6-2).
b.   Review Unit Leader Responsibilities (6-3).
c.   Obtain briefing and special instructions from Planning Section Chief.
d.   Participate in planning section meetings.
e.   Identify sensitive areas and recommend response priorities.
f.   Determine the extent, fate, and effects of contamination.
g.   Acquire, distribute, and provide analysis of weather forecasts.
h.   Monitor the environmental consequences of cleanup actions.
i.   Develop shoreline cleanup and assessment plans.
j.   Identify the need for, and prepare, any special advisories or orders.
k.   Identify the need for, and obtain, permits, consultations, and other authorizations.
l.   Identify and develop plans for protection of affected historical/cultural resources.
m.   Evaluate the opportunities to use various Response Technologies.
n.   Develop disposal plans.
o.   Develop plan for collecting, transporting, and analyzing samples.
p.   Maintain Unit/Activity Log (ICS 214).

TECHNICAL SPECIALISTS

Technical Specialist are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If

9-11

necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be used during an oil spill response.

SCIENTIFIC SUPPORT COORDINATOR

The Scientific Support Coordinator (SSC) is a technical specialist and is defined in the National Contingency Plan as the principal advisor to the FOSC for scientific issues. The SSC is responsible for providing expertise on chemical hazards, field observations, trajectory analysis, resources at risk, environmental tradeoffs of countermeasures and cleanup methods, and information management. The SSC is also charged with gaining consensus on scientific issues affecting the response, but ensuring that differing opinions within the scientific community are communicated to the Incident Command. The SSC is the point of contact for the Scientific Support Team from NOAA's Office of Response and Restoration (OR&R). Additionally, the SSC is responsible for providing data on weather, tides, and currents, and other applicable environmental conditions. The SSC can serve as the Environmental Unit Leader.

a.   Review Common Responsibilities (page 6-2).
b.   Attend planning meetings.
c.   Determine resource needs.
d.   Provide overflight maps and trajectory analysis to the Situation Unit.
e.   Provide weather, tidal, and current information.
f.   Obtain consensus on scientific issues affecting the response.
g.   Develop a prioritized list of the resources at risk.
h.   Provide information on chemical hazards.
i.   Evaluate environmental tradeoffs of countermeasures and cleanup methods, and

response endpoints.
j.   Maintain Unit Activity Log (ICS 214).

SAMPLING SPECIALIST

The Sampling Specialist is responsible for providing a sampling plan to coordinate collection, documentation, storage, transportation, and submittal of samples to appropriate laboratories for analysis or storage.

a.   Review Common Responsibilities (page 6-2).
b.   Determine resource needs.
c.   Participate in planning meetings, as required.
d.   Identify and alert appropriate laboratories.
e.   Meet with team to develop initial sampling plan and strategy and review sampling and labeling procedures.
f.   Set up site map to monitor location of samples collected and coordinate with GIS staff.
g.   Coordinate sampling activities with NRDA Representative(s), Incident Investigators, and Legal Specialists.
h.   Provide status reports to appropriate requesters.
i.   Maintain Unit/Activity Log (ICS 214).

RESPONSE TECHNOLOGIES SPECIALIST

The Response Technologies Specialist is responsible for evaluating the opportunities to use various Response Technologies (RT), including mechanical containment and recovery, dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required to deploy a specific RT, and articulate the environmental tradeoffs of using, or not using, a specific RT.

a.   Review Common Responsibilities (page 6-2).
b.   Participate in planning meetings, as required.
c.   Determine resource needs.
d.   Gather data pertaining to the spill, including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea conditions, and resources at risk.
e.   Identify available RT that may be effective on the specific spilled petroleum.
f.   Make initial notification to all agencies that have authority over the use of RT.
g.   Keep Planning Section Chief advised of RT issues.
h.   Provide status reports to appropriate requesters.
i.   Establish communications with Regional Response Team to coordinate RT activities.
j.   Maintain Unit/Activity Log (ICS 214).

TRAJECTORY ANALYSIS SPECIALIST

The Trajectory Analysis Specialist is responsible for providing projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote sensing information, and computer modeling, as well as observed and predicted tidal, current, and weather data to form these analyses. Additionally, the specialist is responsible for coordinating with local experts (weather service, academia, researchers, etc.) in formulating these

9-14

analyses. Trajectory maps, overflight maps, and tides and current data will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

a. Review Common Responsibilities (page 6-2).
b. Schedule and conduct spill observations/ overflights, as needed.
c. Gather pertinent information on tides and currents from all available sources.
d. Provide trajectory and overflight maps, and tidal and current information.
e. Provide briefing on observations and analyses to the proper personnel.
f. Maintain Unit/Activity Log (ICS 214).

WEATHER FORECAST SPECIALIST
The Weather Forecast Specialist is responsible for acquiring and reporting incident-specific weather forecasts. The Specialist will interpret and analyze data from the NOAA's National Weather Service and other sources. This person will be available to answer specific weather-related response questions and coordinate with the Scientific Support Coordinator and Trajectory Analysis Specialist, as needed. Weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

a. Review Common Responsibilities (page 6-2).
b. Gather pertinent weather information from all appropriate sources.
c. Provide incident-specific weather forecasts on an assigned schedule.
d. Provide briefing on weather observations and forecasts to the proper personnel.
g. Maintain Unit/Activity Log (ICS 214).

RESOURCES AT RISK (RAR) SPECIALIST

The Resources at Risk Specialist is responsible for identifying resources thought to be at risk from exposure to the spilled oil by analyzing known and anticipated oil movement and the location of natural, cultural, and economic resources. The Resources at Risk Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

a. Review Common Responsibilities (page 6-2).
b. Participate in planning meetings, as required.
c. Determine resource needs.
d. Obtain current and forecasted status information from Situation Unit.
e. Identify natural resources at risk.
f. Identify archaeo-cultural resources at risk.
g. Identify socioeconomic resources at risk.
h. Develop a prioritized list of the resources at risk for use by the Planning Section.
i. Provide status reports to appropriate requesters.
j. Maintain Unit/Activity Log (ICS 214).

SHORELINE CLEANUP ASSESSMENT SPECIALIST

The Shoreline Cleanup Assessment (SCA) Specialist is responsible for providing appropriate cleanup recommendations as to the types of the various shorelines and the degree to which they have been impacted. This specialist will recommend the need for, and the numbers of, Shoreline Cleanup Assessment Teams (SCATs) and will be responsible for making cleanup recommendations to the Environmental Unit Leader. Additionally, this specialist will recommend cleanup endpoints that address the question of "How Clean is Clean?"

a. Review Common Responsibilities (6-2).
b. Obtain briefing and special instructions from the Environmental Unit Leader.
c. Participate in planning section meetings.

9-16

d. Recommend the need for and number of SCATs.
e. Describe shoreline types and oiling conditions.
f. Identify sensitive resources (ecological, recreational, cultural).
g. Recommend the need for cleanup.
h. Recommend cleanup priorities.
i. Monitor cleanup effectiveness.
j. Recommend shoreline cleanup methods and endpoints.
k. Maintain Unit/Activity Log (ICS 214).

HISTORIC/CULTURAL RESOURCES SPECIALIST

The Historic/Cultural (H/C) Resources Specialist is responsible for identifying and resolving issues related to any historic or cultural sites that are threatened or impacted during an incident. The Specialist must understand and be able to implement a "Programmatic Agreement on Protection of Historic Properties" and consult with State Historic Preservation Officers (SHPO), land management agencies, appropriate native tribes and organizations, and other concerned parties. The Specialist must identify H/C sites and develop strategies for protection and cleanup of those sites in order to minimize damage.

a. Review Common Responsibilities (page 6-2).
b. Implement Programmatic Agreement (PA) for the FOSC.
c. If PA is not used, coordinate Section 106 consultations with the SHPO.
d. Consult and reach consensus with concerned parties on affected H/C sites and response strategies.
e. Identify and prioritize threatened or impacted H/C sites.
f. Develop response strategies to protect H/C sites.
g. Participate in the testing and evaluation of clean up techniques used on H/C sites.

h.   Monitor and provide guidance on the cleanup of
      H/C sites to reduce or eliminate response-related
      impacts.
i.   Ensure compliance with applicable Federal/state
      regulations.
j.   Maintain Unit/Activity Log (ICS 214).

DISPOSAL (WASTE MANAGEMENT) SPECIALIST

The Disposal (Waste Management) Specialist is
responsible for providing the Planning Section Chief with
a Disposal Plan that details the collection, sampling,
monitoring, temporary storage, transportation, recycling,
and disposal of all anticipated response wastes.

a.   Review Common Responsibilities (page 6-2).
b.   Determine resource needs.
c.   Participate in planning meetings, as required.
d.   Develop a Cleanup Plan and monitor cleanup
      operations, if appropriate.
e.   Develop a detailed Waste Management Plan.
f.   Calculate and verify the volume of petroleum
      recovered, including petroleum collected with
      sediment/sand, etc.
g.   Provide status reports to appropriate requesters.
h.   Maintain Unit/Activity Log (ICS 214).

LEGAL SPECIALIST

The Legal Specialist will act in an advisory capacity
during an oil spill response.

a.   Review Common Responsibilities (page 6-2).
b.   Participate in planning meetings, if requested.
c.   Advise on legal issues relating to in-situ burning,
      dispersants, and other response technologies.
d.   Advise on legal issues relating to Natural Resource
      Damage Assessment.
e.   Advise on legal issues relating to investigation.

f. Advise on legal issues relating to finance and claims.

g. Advise on response related legal issues.

h. Maintain Unit/Activity Log (ICS 214).

HUMAN RESOURCES SPECIALIST

The Human Resources Specialist is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor-related laws and regulations. If it is necessary to form a Human Resources Unit, it is normally in the Finance/Administration Section.

a. Review Common Responsibilities (page 6-2).

b. Provide a point of contact for incident personnel to discuss human resource issues and/or concerns.

c. Participate in daily briefings and planning meetings to provide appropriate human resource information.

d. Post human resource information, as appropriate.

e. Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority.

f. Maintain Unit/Activity Log (ICS 214).

CHAPTER 10
TABLE OF CONTENTS

LOGISTICS SECTION

LOGISTICS SECTION

**LOGISTICS
SECTION**

Support Branch

Supply Unit

— Ordering Manager

— Receiving & Distribution Manager

Facilities Unit

— Security Manager

Vessel Support Unit

Ground Support Unit

Service Branch

Food Unit

Medical Unit

Communications Unit

10-2

LOGISTICS SECTION

LOGISTICS SECTION CHIEF

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident response. The Logistics Section Chief participates in developing and implementing the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

a. Review Common Responsibilities (page 6-2).
b. Plan organization of Logistics Section.
c. Assign work locations and preliminary work tasks to Section personnel.
d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
e. Assemble and brief Branch Directors and Unit Leaders.
f. Participate in Incident Action Plan preparation.
g. Identify service and support requirements for planned and expected operations.
h. Provide input to, and review, Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
i. Coordinate and process requests for additional resources.
j. Review Incident Action Plan and estimate Section needs for next operational period.
k. Advise on current service and support capabilities.
l. Prepare service and support elements of the Incident Action Plan.
m. Estimate future service and support requirements.
n. Provide input to Demobilization Plan as required by Planning Section.
o. Recommend release of unit resources in conformance with Demobilization Plan.
p. Ensure general welfare and safety of Logistics

Section personnel.

q.   Maintain Unit/Activity Log (ICS 214).

SERVICE BRANCH DIRECTOR

The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for managing all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical, and Food Units.

a.   Review Common Responsibilities (page 6-2).
b.   Obtain working materials from Logistics Kit.
c.   Determine level of service required to support operations.
d.   Confirm dispatch of Branch personnel.
e.   Participate in planning meetings of Logistics Section personnel.
f.   Review Incident Action Plan.
g.   Coordinate activities of Service Branch Units.
h.   Inform Logistics Section Chief of activities.
i.   Resolve Service Branch problems.
j.   Maintain Unit/Activity Log (ICS 214).

COMMUNICATIONS UNIT LEADER

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing communications equipment; supervising the Incident Communications Center; distributing communications equipment to incident personnel; and communications equipment maintenance and repair.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from Service Branch Director or Logistics Section Chief.
d.   Determine unit personnel needs.

10-4

e.   Advise on communications capabilities/limitations.
f.   Prepare and implement the incident Radio Communications Plan (ICS 205).
g.   Ensure the Incident Communications Center and Message Center are established.
h.   Set up telephone and public address systems.
i.   Establish appropriate communications distribution/maintenance locations.
j.   Ensure communications systems are installed and tested.
k.   Ensure an equipment accountability system is established.
l.   Ensure personal portable radio equipment from cache is distributed per radio plan.
m.   Provide technical information, as required on:
- Adequacy of communications systems currently in operation.
- Geographic limitation on communications systems.
- Equipment capabilities.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.
n.   Supervise Communications Unit activities.
o.   Maintain records on all communications equipment, as appropriate.
p.   Ensure equipment is tested and repaired.
q.   Recover equipment from relieved or released units.
r.   Maintain Unit/Activity Log (ICS 214).

MEDICAL UNIT LEADER
The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for developing the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparing reports and records. The Medical Unit may also assist Operations in supplying medical care and assistance to civilian casualties at the incident, but is not

intended to provide medical services to the public.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from Service Branch Director or
     Logistics Section Chief.
d.   Participate in Logistics Section/Service Branch
     planning activities.
e.   Determine level of emergency medical activities
     performed prior to activation of Medical Unit.
f.   Activate Medical Unit.
g.   Prepare the Medical Plan (ICS 206).
h.   Prepare procedures for major medical emergency.
i.   Declare major medical emergency, as appropriate.
j.   Respond to requests for medical aid.
k.   Respond to requests for medical transportation.
l.   Respond to requests for medical supplies.
m.   Prepare medical reports and submit, as directed.
n.   Maintain Unit/Activity Log (ICS 214).

FOOD UNIT LEADER

The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for determining feeding requirements at all incident facilities, including: menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from Service Branch Director or
     Logistics Section Chief.
d.   Determine location of working assignment, and
     number and location of personnel to be fed.
e.   Determine method of feeding to best fit each
     situation.
f.   Obtain necessary equipment and supplies to
     operate food service facilities.

g.   Set up Food Unit equipment.
h.   Prepare menus to ensure incident personnel receive well-balanced meals.
i.   Ensure that sufficient potable water is available to meet all incident needs.
j.   Ensure that all appropriate health and safety measures are taken.
k.   Supervise cooks and other Food Unit personnel.
l.   Keep inventory of food on hand and receive food orders.
m.   Provide Supply Unit Leader food supply orders.
n.   Maintain Unit/Activity Log (ICS 214).

SUPPORT BRANCH DIRECTOR

The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for developing and implementing logistics plans in support of the Incident Action Plan, including providing personnel, equipment, facilities, and supplies to support incident operations.   The Support Branch Director supervises the operation of the Supply, Facilities, Ground Support, and Vessel Support Units.

a.   Review Common Responsibilities (page 6-2).
b.   Obtain work materials from Logistics Kit.
c.   Identify Support Branch personnel dispatched to the incident.
d.   Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
e.   Prepare initial organization and assignments for support operations.
f.   Determine resource needs.
g.   Maintain surveillance of assigned unit work progress and inform Logistics Section Chief of activities.
h.   Resolve problems associated with requests from Operations Section.
i.   Maintain Unit/Activity Log (ICS 214).

10-7

SUPPLY UNIT LEADER

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

a. Review Common Responsibilities (page 6-2).
b. Review Unit Leader Responsibilities (page 6-3).
c. Obtain a briefing from the Support Branch Director or Logistics Section Chief.
d. Participate in Logistics Section/Support Branch planning activities.
e. Provide Kits to Planning, Logistics and Finance Sections.
f. Determine the type and amount of supplies enroute.
g. Arrange for receiving ordered supplies.
h. Review Incident Action Plan for information on operations of the Supply Unit.
i. Develop and implement safety and security requirements.
j. Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance Section.
k. Receive, and respond to, requests for personnel, supplies, and equipment.
l. Maintain inventory of supplies and equipment.
m. Coordinate service of reusable equipment.
n. Submit reports to the Support Branch Director.
o. Maintain Unit/Activity Log (ICS 214).

ORDERING MANAGER

The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Leader.

a. Review Common Responsibilities (page 6-2).
b. Obtain necessary agency(s) order forms.
c. Establish ordering procedures.

d.   Establish name and telephone numbers of agency personnel receiving orders.
e.   Set up filing system.
f.   Get names of incident personnel who have ordering authority.
g.   Check on what has already been ordered.
h.   Ensure order forms are filled out correctly.
i.   Place orders expeditiously.
j.   Consolidate orders when possible.
k.   Identify times and locations for delivery of supplies and equipment.
l.   Keep Receiving and Distribution Manager informed of orders placed.
m. Submit all ordering documents to Documentation Unit through Supply Unit Leader before demobilization.
n.   Maintain Unit/Activity Log (ICS 214).

RECEIVING AND DISTRIBUTION MANAGER

The Receiving and Distribution Manager is responsible for receiving and distributing all supplies and equipment (other than primary resources) and the servicing and repairing tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

a.   Review Common Responsibilities (page 6-2).
b.   Order required personnel to operate supply area.
c.   Organize physical layout of the supply area.
d.   Establish procedures for operating supply area.
e.   Set up filing system for receiving and distributing supplies and equipment.
f.   Maintain inventory of supplies and equipment.
g.   Develop security requirement for supply area.
h.   Establish procedures for operating supply area.
i.   Submit reports to Supply Unit Leader.
j.   Notify Ordering Manager of supplies and equipment received.
k.   Provide necessary supply records to Supply Unit Leader.

10-9

l.   Maintain Unit/Activity Log (ICS 214).

FACILITIES UNIT LEADER
The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities (e.g., Base, Camp(s) and Incident Command Post). The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility (base or camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Manager are to provide security service and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from the Support Branch Director or Logistics Section Chief.
d.   Review Incident Action Plan.
e.   Participate in Logistics Section/Support Branch planning activities.
f.   Determine requirements for each facility to be established.
g.   Determine requirements for the Incident Command Post.
h.   Prepare layouts of incident facilities.
i.   Notify unit leaders of facility layout.
j.   Activate incident facilities.
k.   Provide Base and Camp Managers.
l.   Obtain personnel to operate facilities.
m.   Provide sleeping facilities.
n.   Provide security services.
o.   Provide facility maintenance services - sanitation, lighting, and cleanup.
p.   Demobilize base and camp facilities.
q.   Maintain Facilities Unit records.
r.   Maintain Unit/Activity Log (ICS 214).

10-10

SECURITY MANAGER

The Security Manager is responsible to provide safeguards for protecting personnel and property from loss or damage.

a.   Review Common Responsibilities (page 6-2).
b.   Establish contacts with local law enforcement agencies, as required.
c.   Contact Agency Representatives to discuss any special custodial requirements which may affect operations.
d.   Request required personnel support to accomplish work assignments.
e.   Ensure that support personnel are qualified to manage security problems.
f.   Develop Security Plan for incident facilities.
g.   Adjust Security Plan for personnel and equipment changes and releases.
h.   Coordinate security activities with appropriate incident personnel.
i.   Keep the peace, prevent assaults, settle disputes by coordinating with Agency Representatives.
j.   Prevent theft of government and personal property.
k.   Document all complaints and suspicious occurrences.
l.   Maintain Unit/Activity Log (ICS 214).

GROUND SUPPORT UNIT LEADER
The Ground Support Unit Leader is primarily responsible for 1) coordinating transportation of personnel, supplies, food, and equipment on land; 2) fueling, servicing, maintaining and repairing vehicles and other ground support equipment; 3) implementing the Incident Traffic Plan; and 4) supporting out-of-service shoreside resources.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from Support Branch Director or Logistic Section Chief.
d.   Participate in Support Branch/Logistics Section planning activities.
e.   Coordinate development of the Traffic Plan with the Planning Section.
f.   Support out-of-service shoreside resources.
g.   Notify Resources Unit of all status changes on support and transportation vehicles.
h.   Arrange for, and activate, fueling, maintenance, and repair of ground transportation resources.
i.   Maintain inventory of support and transportation vehicles (ICS 218).
j.   Coordinate transportation services.
k.   Maintain usage information on rented equipment.
l.   Requisition maintenance and repair supplies (e.g., fuel, spare parts).
m.   Coordinate incident road maintenance.
n.   Submit reports to Support Branch Director, as directed.
o.   Maintain Unit/Activity Log (ICS 214).

VESSEL SUPPORT UNIT LEADER
The Vessel Support Unit Leader is primarily responsible for 1) coordinating transportation of personnel, supplies, food, and equipment for waterborne resources; 2) fueling, servicing, maintaining, and repairing vessels

and other vessel support equipment; and 3) implementing the Vessel Routing Plan; and 4) supporting out-of-service waterborne resources.

a. Review Common Responsibilities (page 6-2).
b. Review Unit Leader Responsibilities (page 6-3).
c. Obtain a briefing from the Support Branch Director or Logistics Chief.
d. Participate in Support Branch/Logistics Section planning activities.
e. Coordinate Vessel Routing Plan development.
f. Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
g. Coordinate water-to-land transportation with Ground Support Unit, as necessary.
h. Maintain a prioritized list of transportation requirements to be scheduled with the transportation source.
i. Support out-of-service vessel resources, as requested.
j. Arrange for fueling, maintenance, and repair of vessel resources, as requested.
k. Maintain inventory of support and transportation vessels.
l. Maintain Unit/Activity Log (ICS 214).

CHAPTER 11
TABLE OF CONTENTS

FINANCE/ADMINISTRATION SECTION

FINANCE/ADMINISTRATION SECTION

FINANCE/ADMIN SECTION

Cost Unit

Time Unit

Equipment Time Recorder

Personnel Time Recorder

Procurement Unit

Compensation/ Claims Unit

FINANCE/ADMINISTRATION SECTION

FINANCE/ADMINISTRATION SECTION CHIEF
The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

a. Review Common Responsibilities (page 6-2).
b. Attend briefing with responsible company/agency to gather information.
c. Attend planning meetings to gather information on overall strategy.
d. Determine resource needs.
e. Develop an operating plan for Finance/ Administration function on incident.
f. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
g. Inform members of the Unified Command and General Staff when Section is fully operational.
h. Meet with assisting and cooperating company/agency representatives, as required.
i. Provide input in all planning sessions on financial and cost analysis matters.
j. Maintain daily contact with company/ agency(s) administrative headquarters on finance matters.
k. Ensure that all personnel time records are transmitted to home company/agency according to policy.
l. Participate in all demobilization planning.
m. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
n. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.

COST UNIT LEADER

The Cost Unit Leader is responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident.
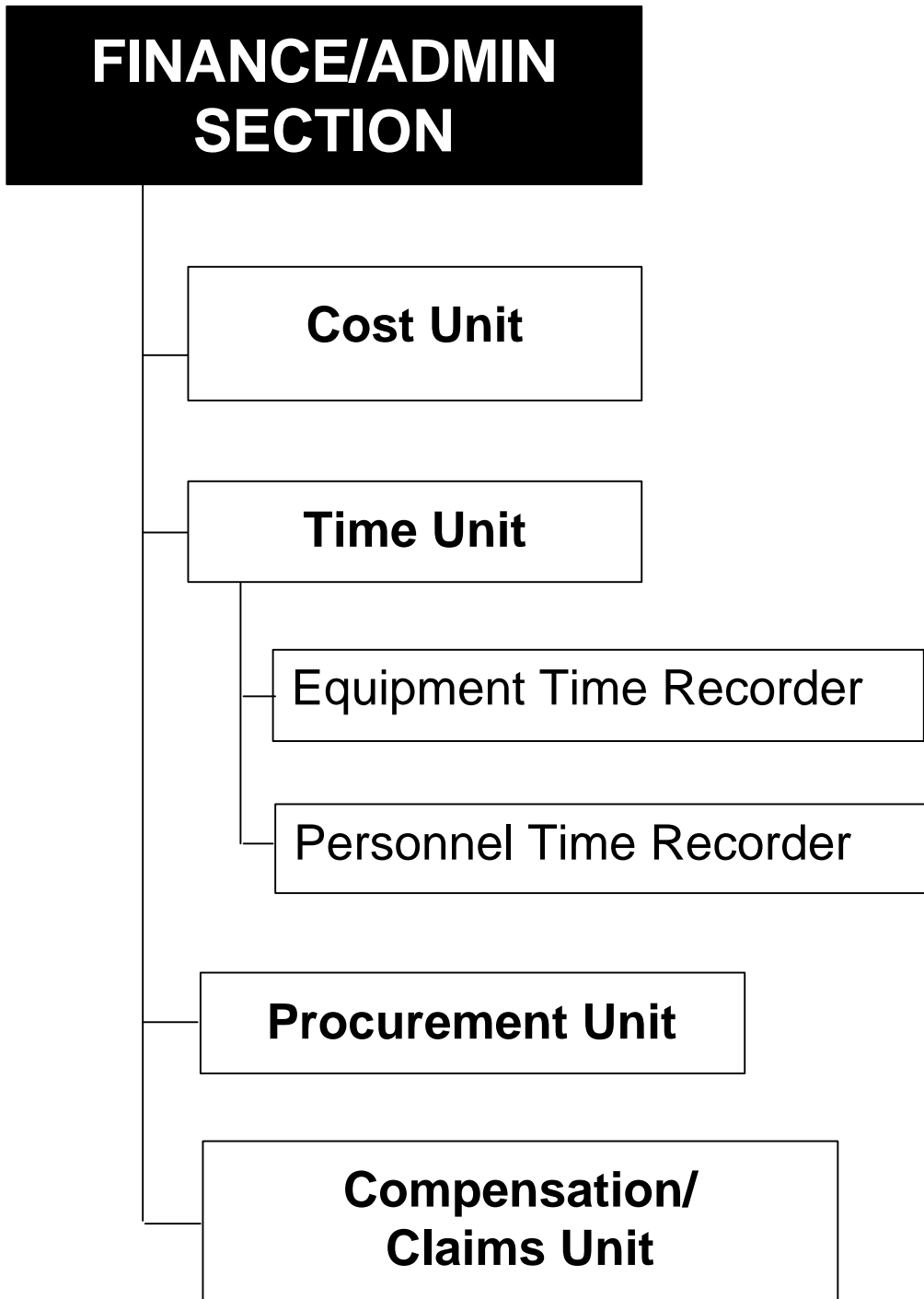
a. Review Common Responsibilities (page 6-2).
b. Review Unit Leader Responsibilities (page 6-3).
c. Obtain briefing from Finance/Administration Section Chief.
d. Coordinate with company/agency headquarters on cost-reporting procedures.
e. Obtain and record all cost data.
f. Prepare incident cost summaries.
g. Prepare resource-use cost estimates for Planning.
h. Make recommendations for cost-savings to Finance/Administration Section Chief.
i. Maintain cumulative incident cost records.
j. Ensure that all cost documents are accurately prepared.
k. Complete all records prior to demobilization.
l. Provide reports to Finance/Administration Section Chief.
m. Maintain Unit/Activity Log (ICS 214).

TIME UNIT LEADER

The Time Unit Leader is responsible for equipment and personnel time records.

a. Review Common Responsibilities (page 6-2).
b. Review Unit Leader Responsibilities (page 6-3).
c. Obtain briefing from Finance/Administration Section Chief.
d. Determine resource needs.
e. Establish contact with appropriate company/agency personnel/representatives.
f. Organize and establish Time Unit.
g. Establish Time Unit objectives.
h. Ensure that daily personnel and equipment time

11-4

recording documents are prepared in compliance with time policies

i. Submit cost estimate data forms to Cost Unit, as required.
j. Provide for records security.
k. Ensure that all records are current or complete prior to demobilization.
l. Release time reports from assisting organizational entities to the respective Representatives prior to demobilization.
m. Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
n. Maintain Unit/Activity Log (ICS 214).

EQUIPMENT TIME RECORDER

Under Supervision of the Time Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident.

a. Review Common Responsibilities (page 6-2).
b. Set up Equipment Time Recorder function in location designated by Time Unit Leader.
c. Advise Ground Support Unit, Vessel Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a daily record of equipment time reports.
d. Assist units in establishing a system for collecting equipment time reports.
e. Post all equipment time tickets within four hours after the end of each operational period.
f. Prepare a use and summary invoice for equipment (as required) within 12 hours after equipment arrival at incident.
g. Submit data to Time Unit Leader for cost-effectiveness analysis.
h. Maintain current posting on all charges or credits for fuel, parts, services, and commissary.

i.   Verify all time data and deductions with equipment owners/operators.
j.   Complete all forms according to company/agency specifications.
k.   Close out forms prior to demobilization.
l.   Distribute copies per company/agency and incident policy.

PERSONNEL TIME RECORDER

The Personnel Time Recorder reports to the Time Unit Leader and records personnel information.

a.   Review Common Responsibilities (page 6-2).
b.   Establish and maintain a file for personnel time reports within the first operational period.
c.   For each operational period, initiate, gather, or update a time report from all applicable personnel assigned to the incident.
d.   Verify that all personnel identification information is correct on the time report.
e.   Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents.
f.   Ensure that time reports are signed.
g.   Close out time documents prior to personnel leaving the incident.
h.   Distribute all time documents according to company/agency policy.
i.   Maintain a log of overtime hours worked and give to Time Unit Leader daily.
j.   Maintain Unit/Activity Log (ICS 214).

PROCUREMENT UNIT LEADER

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).

c.   Obtain briefing from Finance/Administration Section Chief.
d.   Contact appropriate unit leaders on incident needs and any special procedures.
e.   Coordinate with local jurisdictions on plans and supply sources.
f.   Prepare and sign contracts and land use agreements, as needed.
g.   Draft memorandums of understanding.
h.   Establish contracts with supply vendors, as required.
i.   Interpret contracts/agreements and resolve claims or disputes within delegated authority.
j.   Coordinate with Compensation/Claims Unit on procedures for handing claims.
k.   Finalize all agreements and contracts.
l.   Coordinate use of imprest funds, as required.
m.   Complete final processing and send documents for payment.
n.   Coordinate cost data in contracts with Cost Unit Leader.
o.   Maintain Unit/Activity Log (ICS 214).

COMPENSATION/CLAIMS UNIT LEADER

The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation-for-injury and claims-related activity for an incident.

a.   Review Common Responsibilities (page 6-2).
b.   Review Unit Leader Responsibilities (page 6-3).
c.   Obtain briefing from Finance/Administration Section Chief.
d.   Establish contact with Safety Officer, Liaison Officer and Company/Agency Representatives.
e.   Determine the need for Compensation for Injury and Claims Specialists and order personnel, as needed.
f.   If possible, collocate Compensation-for-Injury work

area with the Medical Unit.

g. Obtain a copy of the Incident Medical Plan.

h. Coordinate with Procurement Unit on procedures for handling claims.

i. Periodically review documents produced by subordinates.

j. Obtain Demobilization Plan and ensure that Compensation-for-Injury and Claims Specialists are adequately briefed on Demobilization Plan.

k. Ensure that all Compensation-for-Injury and Claims documents are up to date and routed to the proper company/agency.

l. Maintain Unit/Activity Log (ICS 214).

CHAPTER 12
TABLE OF CONTENTS

GLOSSARY AND ACRONYMS

GLOSSARY AND ACRONYMS

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

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 - 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 assigned to the incident.

ALLOCATED RESOURCES - Resources dispatched to an incident.

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 pre-determined 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.

GLOSSARY ACRONYMS

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.

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.).

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.

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")

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 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.

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.

GLOSSARY   ACRONYMS

FEDERAL ON-SCENE COORDINATOR (FOSC) - The predesignated 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.

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

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

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.

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.

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.

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.

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.

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

INCIDENT BASE - See BASE.

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

INCIDENT COMMAND POST (ICP) - The location at which the primary command functions are executed; 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 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 other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

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 representatives 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 a 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.

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

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.

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.

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 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.

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)

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

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 - 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.

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

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.

POLREP - Pollution report.

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

QUALIFIED INDIVIDUAL (Q.I.) - The person authorized

by the responsible party to expend funds 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.

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

REGIONAL RESPONSE TEAM (RRT) - A Federal response organization, consisting of representatives from specific Federal and state agencies, responsible for regional planning and preparedness before an oil spill occurs and for providing advice to the FOSC 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 for each specific resource 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 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.

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.

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.

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.

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.

SOURCE CONTROL - Actions necessary to control the spill source and prevent the continued release of oil or hazardous substance(s) 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.

STAGING AREA - The location where incident personnel and equipment are staged 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 predesignated State On-Scene Coordinator.

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

STRIKE TEAM - Specified combinations of the same kinds and types of resources, with common

communications and a 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.

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

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 nor abdication of agency nor organizational authority, responsibility, nor accountability.

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

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.

ACRONYMS

ACP	Area Contingency Plan
AOBD	Air Operations Branch Director
CUL	Communications Unit Leader
DMOB	Demobilization Unit Leader
EOC	Emergency Operations Center
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EPA	Environmental Protection Agency, US
FSC	Finance/Administration Section Chief
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator
GIS	Geographic Information System
GSUL	Ground Support Unit Leader
HAZMAT	Hazardous Materials
HAZSUB	Hazardous Substances
H/C	Historic/Cultural
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IO	Information Officer
IMT	Incident Management Team
ISB	*In-situ* Burn
JIC	Joint Information Center
LO	Liaison Officer
LSC	Logistics Section Chief
MACS	Multi-agency Coordination System
MUL	Medical Unit Leader
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIC/RIC	National/Regional Incident Command
NIIMS	National Interagency Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRDA	Natural Resource Damage Assessment
NRS	National Response System

OPA 90	Oil Pollution Act of 1990
OPS	Operations Section Chief
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Programmatic Agreement
PSC	Planning Section Chief
QI	Qualified Individual (OPA 90)
RAR	Resources at Risk
RP	Responsible Party
RPIC	Responsible Party Incident Commander
RRT	Regional Response Team
RUL	Resources Unit Leader
SAR	Search and Rescue
SCAT	Shoreline Cleanup Assessment Team
SO	Safety Officer
SONS	Spill Of National Significance
SOSC	State On-Scene Coordinator
SSC	Scientific Support Coordinator
SSHP	Site Safety and Health Plan
SUL	Situation Unit Leader
TFR	Temporary Flight Restrictions
UC	Unified Command
USCG	United States Coast Guard

GLOSSARY   ACRONYMS

CHAPTER 13
TABLE OF CONTENTS

RESOURCE TYPING GUIDELINES

PREFACE: The following resource typing tables are an update of the tables originally included in the June 1996 version of the Oil Spill FOG. This update was developed by the US Coast Guard through multiple meetings with response stakeholder groups, and is intended to streamline the resource management process (ordering and tracking) during an incident.   The primary revision from the June 1996 version is a significant reduction in the number of kinds of resources listed, focusing on the resources most frequently used during an oil spill response. In many cases, a resource kind has been included but not typed due to the variability in the resources. In addition, the ranges of equipment specifications included in the previous version have been replaced with minimum values, sizes, capacities, etc. for each type. Because of this, in some cases (e.g. skimmers), equipment may fall into more than one kind category. While examples with specific manufacturers names are used in some type categories, they are meant to be illustrative only.

RESOURCE TYPING GUIDELINES

Liquid Treatment, Recovery, Storage & Transportation Resources

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4
Boom (B)	Operating Environment	Open Water	Protected Water	Calm Water	N/A
	Boom Height- inches	36	18	6	
Skimmer: calm/protected water, light oil (SCL)	Operating environment is in calm and/or protected waters. Oil type, as a function of viscosity and/or weathering, is light to medium. Capacity:				N/A
	EDRC- bbls/day	2880	480	96	
	Examples:	Douglas Skim-Pak-93, DIP-2900	Kepner SeaVac-660, Ro-Disc 15	Walosep WM, Slickbar SLURP	
Skimmer: calm/protected water, heavy oil (SCH)	Operating environment is in calm and/or protected waters. Oil type, as a function of viscosity and/or weathering, is medium to heavy. Capacity:				N/A
	EDRC- bbls/day	2880	480	96	
	Examples:	DIP-2900, Lori LBC-5	Lori LORS-3 Vikoma Lomara Star	Aqua-Guard RBS-5, Morris MI-11-24	
Skimmer: open water, light oil (SOL)	Operating environment is in open waters. Oil type, as a function of viscosity and/or weathering, is light to medium. Capacity:				N/A
	EDRC- bbls/day	9600	2880	480	
	Examples:	Transrec-350, Kampers Sch. SSC-250-Oil Crab	DIP 600 VOSS, Desmi Terminator	GT-185, Ro-Clean SEAMO P-4090	

13-3

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4
Skimmer: open water, heavy oil (SOH)	Operating environment is in open waters. Oil type, as a function of viscosity and/or weathering, is medium to heavy. Capacity: EDRC- bbls/day Examples:	 9600 Transrec-350, Douglas Skim-Pak 94	 2880 Lori LORS-3, Desmi Tarantula	 480 Foilex SEA CIRCUS, Lamor OPV (VOSS)	N/A
OSRV (RV)	Operating Environment Gross Tonnage Length- ft Draft- ft Capacity: EDRC- bbls/day Example:	Open Ocean 100 100 8 4800 MSRC Responder class, NRC OSRV, DIP 6001	Nearshore 25 50 4 1440 Marco Offshore 75, Ro-Clean Pollcat-18	N/A	N/A

Tank Vessel (TV)	Capacity:
	   gallons
	   bbls
	Includes Tank Barge; specify product, contamination, special requirements, etc; order tow vessel if not self-propelled
		2,100,000
		50,000
			420,000
			10,000
				42,000
				1,000
					N/A

Vacuum Truck/Trailer (VT)	Capacity:
	   gallons
	   bbls
	Specify service (product, pumping distance, ancillary equip, etc.). Trailer includes transportation to incident site.
		5460
		130
		Vacuum Trailer
			3360
			80
			Vacuum Truck
				1050
				25
				Vacuum Truck
					N/A

Tank Truck/Trailer (TT)	Capacity:
	   gallons
	   bbls
	Tank trailer includes transportation to incident site.
		5460
		130
		Tank Trailer
			3360
			80
			Tank Truck
				1050
				25
				Tank Truck
					N/A

13-4

RESOURCE   TYPING

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4

Portable Storage (PS)	Capacity:
	    gallons
	    bbls
	Examples:
	(Specify product, towed or stationary, open topped or closed, etc)
		84,000
		2000
		J/L/O Dracone Unibag-3145, TSB-2.5K
			21,000
			500
			F Dracone, Lancer B100, EFC-595
				8400
				200
				MSRC shuttle barge, NRC Portable barge
					1050
					25
					Slicktank, Fastank-2000, TSC-2500

Product Transfer Pump (TP)	Capacity:
	    gpm
	    bbls/hr
	Examples:
	(Includes salvage pumps and the transfer of both oil and water.)
		2100
		3000
		TD-200, TK-6, CCN150-7C
			700
			1000
			TK-150, CCN-100-2C, HYDE-VAC- 4715
				175
				250
				WALOS EP-P80, TDS-200, DOP-250
					35
					50
					HYDE-VAC-2415, DOP-160, Wilden M-8

Dispersant Delivery Equipment (DD)	Includes dispersants, application equipment except aircraft and vessels & monitoring equipment	Not typed			
Oil/Water Separator (OWS)	Includes gravity, gravity coalescing, gravity parallel plate and centrifugal devices	Not typed			
Response Personnel (RP)	All personnel including tactical and overhead, technical specialists; does not include shoreline cleanup labor force	Not typed			
Offshore Resource (Other) (OFO)	Includes firefighting equipment, salvage equipment, etc.	Not typed			

Oiled Debris Handling Resources

Earth Removal Equipment (ER)	Includes back hoe, excavator, front-end loader, etc.	Not typed			
Dump Truck (DT)		Not typed			
Earth Moving Equipment (EM)	Includes bulldozer, grader, etc.	Not typed			

13-5

RESOURCE   TYPING

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4
Beach Cleaner (BC)	Includes pressure washers and equipment to accomplish shoreline washing, mechanical cleaning and vacuum cleaning	Not typed			
Hand Crew (C)	Labor force used for shoreline cleanup Minimum crew size- 12 persons including supervisor; also includes personal protective gear and necessary hand tools. (Specify if smaller crew size required for special circumstances.)	40 hr training	24 hr training	4 hr training	No prior training
Onshore Resource (Other) (ONO)	Includes debris boxes, sorbents, wildlife rehab kits, etc.	Not typed			

Support Resources - Aircraft

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4
Helicopter (H)	Seats, including pilot Cargo weight capacity- lb Examples:	16 5000 Bell 214, Eurocopter Puma, Sikorsky S-61	8 2000 Bell 212, HH-60, Sikorsky S-76	5 750 Bell 206, HH-65	2 500 Bell 47, Aerospatiale Alouette II
Remote Sensing Outfit (RS)	Typical components: SLAR, IR, UV, image data recorders, video & large format aerial photo camera, data downlink, etc.	Not typed			
Aircraft (Other) (AO)	Fixed-wing aircraft for overflights, logistics and dispersants application, etc.	Not typed			

13-6

RESOURCE   TYPING

Support Resources - Vessels

Resource Kind	Description/Components	Type 1	Type 2	Type 3	Type 4
Tug/Tow Boat (TB)	Operating Environment	Open Ocean	Nearshore	Inland	Inland
	Shaft horsepower	6000	1500	400	100
	Draft- ft	18	10	6	4
	Bollard pull- short tons	66	16	4	1
Work Boat (WB)	Operating Environment	Open Ocean	Offshore	Nearshore	N/A
	Length- ft	150	50	30	
	Deck cargo:				
	area- sq ft	3500	1100	250	
	weight- short tons	400	50	3	
	Examples:	MSRC OSRV, 200-ft offshore supply boat, USCG 180-ft WLB	110-ft offshore supply boat	Thomas Marine Oil Cub, Kvichak spill response vessel, 41-ft USCG UTB	
Small Boat (SB)	Operating Environment	Inland	Inland	Inland	N/A
	Length- ft	30	20	14	
	Examples:	Munson 32	Slickbar 71 M, 27-ft Whaler	Johnboat, Kvichak boom skiff, Pointer	
Vessel (Other) (VSO)	Includes deck barges, crane barges, crew boats, etc.	Not typed			

Support Resources - Logistics

Personal Protective Equipment (PPE)	Includes breathing gear, outer suit, head & foot protection, etc.	Not typed
Communications Equipment (COM)	Includes telephones, VHF/UHF/HF radios, base stations, repeaters, etc.	Not typed
Vehicle (Other) (VHO)	Includes vehicles (not specifically listed) used to transport personnel (vans, 4X4) and equipment (freight trucks), forklift trucks, portable cranes, etc.	Not typed
Support Resource (Other) (SRO)	Includes power generators, diving equipment, portable lighting, mobile kitchens, medical equipment, computers, portable toilets, etc.	Not typed

RESOURCE   TYPING

Key to Resource "Kind"

These codes abbreviate the *kind* of Single Resource. This information is needed in ICS forms used for Check-In, Resource Status, and Resource Ordering. Not all resources have *kind* codes, only those most frequently used at a major incident. Resources without codes should be fully spelled out.

Liquid Treatment, Recovery, Storage & Transportation Resources

B   Boom
SCL   Skimmer: calm/protected water, light oil
SCH   Skimmer: calm/protected water, heavy oil
SOL   Skimmer: open water, light oil
SOH   Skimmer: open water, heavy oil
RV   OSRV
TV   Tank Vessel
VT   Vacuum Truck/Trailer
TT   Tank Truck/Trailer
PS   Portable Storage
TP   Product Transfer Pump
DD   Dispersant Delivery Equipment
OWS Oil/Water Separator
RP   Response Personnel
OFO Offshore Resource (Other)

Oiled Debris Handling Resources

ER   Earth Removal Equipment
DT   Dump Truck
EM   Earth Moving Equipment
BC   Beach Cleaner
C   Hand Crew
ONO Onshore Resource (Other)

Support Resources - Aircraft

H   Helicopter
RS   Remote Sensing Outfit

AO   Aircraft (Other)
TB   Tug/Tow Boat
WB   Work Boat
SB   Small Boat
VSO Vessel (Other)

Support Resources - Logistics

PPE   Personal Protective Equipment
COM Communications Equipment
VHO Vehicle (Other)
SRO Support Resource (Other)

References

(a)   California FIRESCOPE Fire Service Field
       Operations Guide, ICS 420-1, April 1999.
(b)   World Catalog of Oil Spill Response Products,
       Robert Schultze, Editor, Port City Press, Baltimore,
       MD, updated biennially.
(c)   33 CFR Part 155, Vessel Response Plans, Final
       Rule.
(d)   29 CFR 1910.120 Hazardous Waste Operations
       and Emergency Response.
(e)   ASTM Standard F 1523 "Standard Guide for
       Selection of Booms in Accordance with Water Body
       Classifications".
(f)   ASTM Standard F 625 "Standard Practice for
       Classifying Water Bodies for Spill Control Systems".
(g)   ASTM Standard F 631 "Standard Guide for
       Collecting Skimmer Performance Data in Controlled
       Environments".

The above primary references were used by the U.S.
Coast Guard when developing the revised resource
typing tables and are excellent references for more
detailed information on ICS organization and resource
typing, oil spill response equipment, and regulatory
requirements for response resources. In addition, the

RESOURCE   TYPING

referenced ASTM consensus standards were used
where appropriate to type resources.

13-10

CHAPTER 14
TABLE OF CONTENTS

INCIDENT ACTION PLAN PROCESS AND MEETINGS

INCIDENT ACTION PLAN PROCESS AND MEETINGS

The period of INITIAL RESPONSE AND ASSESSMENT occurs in all incidents. Short-term responses (small in scope and/or duration, e.g. few resources working one operational period) can often be coordinated using only ICS 201 Briefings.

Longer-term, more complex responses will likely require a dedicated Planning Section Chief (PSC) who must arrange for transition into the OPERATIONAL PERIOD PLANNING CYCLE. Certain meetings, briefings, and information-gathering during the Cycle lead to the Incident Action Plan (IAP) that guides operations of the next operational period. Only the meetings and events directly relevant to assembling the IAP are described. The IC/UC specifies the operational periods (e.g., 12 hour shifts, sunrise to sunset, 24 hour shifts etc.).

The SPECIAL PURPOSE meetings are most applicable to larger incidents requiring an OPERATIONAL PERIOD PLANNING CYCLE, but may have utility during INITIAL RESPONSE AND ASSESSMENT. The UNIFIED COMMAND MEETING and other special purpose meetings are briefly noted.

Operational Period Planning Cycle

IAP Preparation & Approval

Planning Meeting

Operations Briefing

Start Op. Period

On-Going Field Operations

Execute Plan and Initiate Planning for the next Operational Period

Tactics Meeting

UC Objectives Meeting

Assess Progress

Initial Unified Command Meeting

Incident Briefing 201

Initial Response and Assessment

Notifications

Incident Occurs

Initial Response

14-3

IAP PROCESS   MEETINGS

INCIDENT OCCURS/NOTIFICATIONS

When an incident occurs, notifications will be made to the appropriate Federal, state, and local agencies and the initial assessment and response actions will begin.

INITIAL RESPONSE AND ASSESSMENT

INCIDENT BRIEFING (ICS 201)
During the transfer of command process, an ICS 201 formatted briefing provides the incoming IC/UC with basic information regarding the incident situation and the resources allotted to the incident. Most importantly, it is the de facto Incident Action Plan (IAP) for the initial response and remains in force and continues to develop until the response ends or the Planning Section generates the incident's first IAP. It is also suitable for briefing individuals newly assigned to Command and General Staff, as well as needed assessment briefings for the staff.

When: New IC/UC; staff briefing, as required
Briefer: Current IC/UC
Attendees: Prospective IC/UC; Command, and
               General Staff, as required
Agenda: Using ICS 201 as an outline, include:

1.   Situation (note territory, exposures, safety
      concerns, etc; use map/charts).
2.   Objectives and priorities.
3.   Strategies and tactics.
4.   Current organization.
5.   Resource assignments.
6.   Resources enroute and/or ordered.
7.   Facilities established.

OPERATIONAL PERIOD PLANNING CYCLE
(Events most related to assembling IAP)

UNIFIED COMMAND OBJECTIVES MEETING
The IC/UC will review/identify and 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.

When: Prior to Tactics Meeting
Facilitator: UC Member
Attendees: UC Members; Command and General Staff, as appropriate
Agenda:

1.   Review/identify objectives for the next operational period (Clearly stated and attainable with the resources available, yet flexible enough to allow OPS to choose tactics).
2.   Review any open agenda items from initial/previous meetings.

TACTICS MEETING
This 30-45 minute meeting creates the blueprint for tactical deployment during the next operational period. In preparation for the Tactics Meeting, the PSC and OPS review the current IAP and situation status information, as provided through the Situation Unit, to assess work progress against IAP objectives. The OPS/PSC will jointly develop primary and alternate strategies to meet objectives for consideration at the next Planning Meeting.

When: Prior to Planning Meeting
Facilitator: PSC
Attendees: PSC, OPS, LSC, RUL, SUL, and EUL
Agenda:

1.   Review the objectives for the next operational period.
2.   Develop strategies (primary and alternatives).
3.   Prepare a draft of ICS 215 to identify resources that

should be ordered through Logistics.

PLANNING MEETING

This meeting defines incident objectives, strategies, and tactics and identifies resource needs for the next operational period. Depending on incident complexity, this meeting should last no longer than 45 minutes. This meeting fine-tunes objectives and priorities, identifies and solves problems, and defines work assignments and responsibilities on a completed ICS Form 215 (Operations Planning Worksheet). Meeting preparations include conducting a Tactics Meeting. Displays in the meeting room should include Objectives (ICS 202) for the next period, large sketch maps or charts clearly dated and timed, poster-size Operational Planning Worksheet (ICS 215), current resource inventory prepared by Resources Unit, and current situation status displays prepared by Situation Unit. After the meeting, the ICS 215 is used by the Logistics Section Chief (LSC) to prepare the off-incident tactical and logistical resource orders, and used by PSC to develop IAP assignment lists.

When: After the Tactics Meetings
Facilitator: PSC
Attendees: Determined by IC/UC, generally IC/UC, Command Staff, General Staff, Air Ops, RUL, SUL, EUL, and Technical Specialists, as required
Agenda: Primary Responsibility

1. State incident objectives and policy issues. IC/UC
2. Briefing of situation, critical and sensitive areas, weather/sea forecast, resource status/availability.
PSC w/SUL, RUL
3. State primary and alternative strategies to meet objectives. OPS w/PSC, LSC
4. Designate Branch, Division, Group boundaries and functions, as appropriate; use maps and ICS 215.

OPS

5. Specify tactics for each Division, note limitations. OPS, SUL assist
6. Specify resources needed by Divisions/ Groups. OPS, w/PSC, LSC
7. Specify operations facilities and reporting locations- plot on map. OPS, LSC assist
8. Develop resources, support, and overhead order (orders). PSC, LSC
9. Consider support issues and agree on plans: communications, traffic, safety, medical, etc. LSC, PSC assist
10. Assisting or cooperating agency and stakeholder group considerations regarding Incident Action Plan. LO
11. Safety considerations regarding Incident Action Plan. SO
12. News media/public considerations regarding Incident Action Plan. IO
13. Finalize, approve Incident Action Plan for next operational period. IC/UC

INCIDENT ACTION PLAN (IAP) PREPARATION AND APPROVAL.

Immediately following the Planning Meeting, the attendees prepare their assignments for the IAP to meet the PSC deadline for assembling the IAP components. The deadline will be early enough to permit timely IC/UC approval, and duplication of sufficient copies for the Operations Briefing and for overheads.

When: Immediately following Planning Meeting, PSC assigns deadline
Facilitator: PSC

Common Components	Responsible to Prepare
1. Incident Objectives (ICS 202)	[RUL]
2. Organization List (ICS 203)	[RUL]

3.   Assignment List (ICS 204)   [RUL/PSC]
4.   Communications Plan (ICS 205)   [CUL]
5.   Medical Plan (ICS 206)   [MUL]
6.   Incident Map   [SUL]

Optional Components (use as pertinent):

1.   Air Operations Summary (ICS 220)   [AOBD]
2.   Traffic Plan   [GSUL]
3.   Demobilization Plan   [DUL]

OPERATIONS BRIEFING
This less-than-30-minute meeting conveys the IAP for the oncoming shift to the response organization. After this meeting, off-going field supervisors should be interviewed by their reliefs 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 or group to adapt to changing conditions.

When: About an hour prior to each shift
Facilitator: PSC
Attendees: IC/UC, Command Staff, General Staff,
               Branch Directors, Division/Group
               Supervisors, Task Force/Strike Team
               Leaders (if possible), Unit Leaders, others
               as appropriate.

Agenda   Responsible to Present

1.   Review of IC/UC Objectives, changes to IAP.
                                                [PSC]
2.   Current response actions and last shift's
      accomplishments.   [OPS]
3.   Weather and sea conditions forecast.   [SUL]
4.   Division/Group and air operations assignment.
                                                [OPS]

14-8

5. Trajectory analysis.   [SUL]
6. Transport, communications, supply updates. [LSC]
7. Safety message.   [SO]
8. Financial report.   [FSC]
9. News Media report.   [IO]
10. Assisting/cooperating organization/agency reports of concern.   [LO]
11. Incident Action Plan endorsement and motivational remarks.   [IC/UC]

ASSESS PROGRESS

The Operations and Planning Sections will review the incident response progress and make recommendations to the IC/UC 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.

SPECIAL PURPOSE MEETINGS

INITIAL UNIFIED COMMAND MEETING

Provides UC officials with an opportunity to discuss and concur on important issues prior to joint incident action planning. The meeting should be brief, and important points documented. Prior to the meeting, parties should review and prepare to address the agenda items. Planning Meeting participants will use the results of this meeting to guide the response efforts.

When: When UC is formed, prior to the first operational period Planning Meeting
Facilitator: UC member
Attendees: Only ICs who will comprise UC

Agenda:
1. Identify jurisdictional priorities and objectives.
2. Present jurisdictional limitations, concerns,

restrictions.
3. Develop collective set of incident objectives.
4. Establish and agree on acceptable priorities.
5. Adopt an overall strategy to accomplish objectives.
6. Agree on basic organizational structure and size.
7. Designate the best-qualified and acceptable Operations Section Chief.
8. Agree on General Staff personnel designations and planning, logistical, and finance agreements and procedures.
9. Agree on resource ordering procedures.
10. Agree on cost-sharing procedures.
11. Agree on informational matters.
12. Designate a Unified Command spokesperson.

COMMAND STAFF MEETING
Coordinate Command Staff functions, responsibilities and objectives. It is scheduled as necessary by the IC/UC. Command Staff (IC/UC, SO, LO, IO) attend.

COMMAND AND GENERAL STAFF Breakfast/ Supper
An opportunity for the Command (IC/UC, SO, LO, IO) and General Staff (OPS, PSC, LSC, FSC) 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: FSC, Cost UL, LSC, Supply UL, DUL. It is generally conducted before the PLANNING MEETING.

AGENCY REPRESENTATIVE MEETING

IAP PROCESS   MEETINGS

To update agency representatives and ensure that they

can support IAP.   Conducted by LO, attended by Agency Representatives. Most appropriately held after the PLANNING MEETING in order to announce plans for next operational period, yet allow for changes should the plan's expectations be unattainable by an agency.

NEWS BRIEFING

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

CHAPTER 15
TABLE OF CONTENTS

ICS – OS FORMS

ICS – OS Forms Index

ICS Form #	Form Title	Prepared By
201-OS ±	Incident Briefing	Initial Response IC
202-OS ±	Response Objectives *	Planning Section Chief
203-OS ±	Organization Assignment List *	Resources Unit Leader
204-OS ±	Assignment List *	Ops. Chief & Resources Unit
204a-OS ~	Assignment List Attachment	Ops. & Planning Staff
205-OS ±	Incident Radio Communications Plan *	Communications Unit Leader
205a-OS ~	Communications List	Resources Unit
206-OS ±	Medical Plan *	Medical Unit Leader
207-OS ±	Organization Chart	Resources Unit Leader
209-OS +	Incident Status Summary	Situation Unit Leader
210-OS ±	Status Change	Communications Center
211 •	Check-in List	Resources Unit at multiple locations
211e-OS ~	Check-in List (Equipment)	Resources Unit at multiple locations
211p-OS ~	Check-in List (Personnel)	Resources Unit at multiple locations
213-OS ±	General Message	Any message originator
214-OS ±	Unit Log	All Sections/Units
214a-OS ~	Individual Log	All Positions
215-OS ±	Operational Planning Worksheet	Operations & Planning Section Chiefs
216 •	Radio Requirements Worksheet	Communications Unit Leader

ICS Form #	Form Title	Prepared By
217 •	Radio Frequency Assignment	Communications Unit Leader
218 •	Support Vehicle Inventory	Ground Support Unit Leader
219 •	Resource Status Cards	Resources Unit

FORMS   FORMS

		Leader
220-OS ±	Air Operations Summary	Operations Section Chief
221-OS ±	Demobilization Checkout	Demobilization Unit Leader
230-OS ~	Daily Meeting Schedule	Situation Unit Leader
231-OS ~	Meeting Summary	Situation Unit Leader
232-OS ~	Resources at Risk Summary	Environmental Unit Leader
232a-OS ~	ACP Site Index	Situation Unit Leader
--- ~	IAP Cover Sheet *	Planning Section Chief
--- ~	Executive Summary	Planning Section Chief
--- ~	General Plan	Planning Section Chief
--- ~	Initial Incident Information Sheet	Person receiving initial report

- •   National Fire Equipment System (NFES) form unchanged, no OS version of these forms
- ±   NFES form has been slightly modified for oil spill response, either version can be used.
- +   NFES form has been significantly changed for oil spill response.
- ~   New form for oil spill response, no NFES equivalent
- *   Commonly used in written Incident Action Plans (IAP)

CHAPTER 16
TABLE OF CONTENTS

INCIDENT SITUATION DISPLAY

INCIDENT SITUATION DISPLAY

The collection and display of information about an incident and the nature and status of response operations is a critical aspect of establishing and maintaining a command and control environment, and it should promote effective and efficient communications. Ideally, pre-designed status boards should be used for display to ensure that critical information is captured and presented in a clear and logical fashion.

Status boards that depict information that is of use to two or more Sections in an Incident Command Post should be grouped together in an area called the Incident Situation Display. The Incident Situation Display should be the one place in an Incident Command Post where anyone can go, at any time, to learn about the nature and status of an incident and response operations. It should include the most complete and current information available.

Status boards in the Incident Situation Display should be limited in number and should be displayed in an ordered fashion to ensure that they impart an integrated and coherent message concerning: (1) the incident (e.g., nature and location of source, status of source, type and quantity of material spilled or emitted, and the environmental conditions affecting the response); and (2) the nature and status of response operations to address the incident. The diagram presents an example of an Incident Situation Display layout that is consistent with a logical left-to-right viewing.

An Incident Situation Display should be established and maintained by the Situation and Resources Unit Leaders. It should be situated in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. Since it is an active work area, it

should be located away from areas subject to heavy foot traffic.

Although an Incident Situation Display is established and maintained by personnel in the Planning Section, it belongs to everyone in the ICS. To the extent the Incident Situation Display contains information about activities underway in other Sections, it is the obligation of appropriate personnel in those Sections to work with Planning to ensure information posted in the Incident Situation Display is accurate and up-to-date. It is likewise the responsibility of the status board monitors within the Situation Unit to seek out sources and establish paths and schedules for needed information.

As time allows, black-and-white versions of the status board information should be prepared. These documents should be time-stamped and distributed within the ICS and/or remotely, and copies may be made available at Incident Situation Display.

SITUATION   DISPLAY

SUGGESTED SITUATION MAP INFORMATION
Depending on the incident specifics, listed here are types of information / sites that may need to be displayed on the situation map.

RESPONSE RESOURCES:
- Boom
- Oil Spill Response Vessel
- Skimmer
- Storage Tank / Barge
- Task Force / Strike Team
- Division/Group Assignments

FACILITIES:
- Incident Command Post
- Incident Base
- Staging Areas
- Camps (Lodging)
- Transport Center
- Medical Facilities
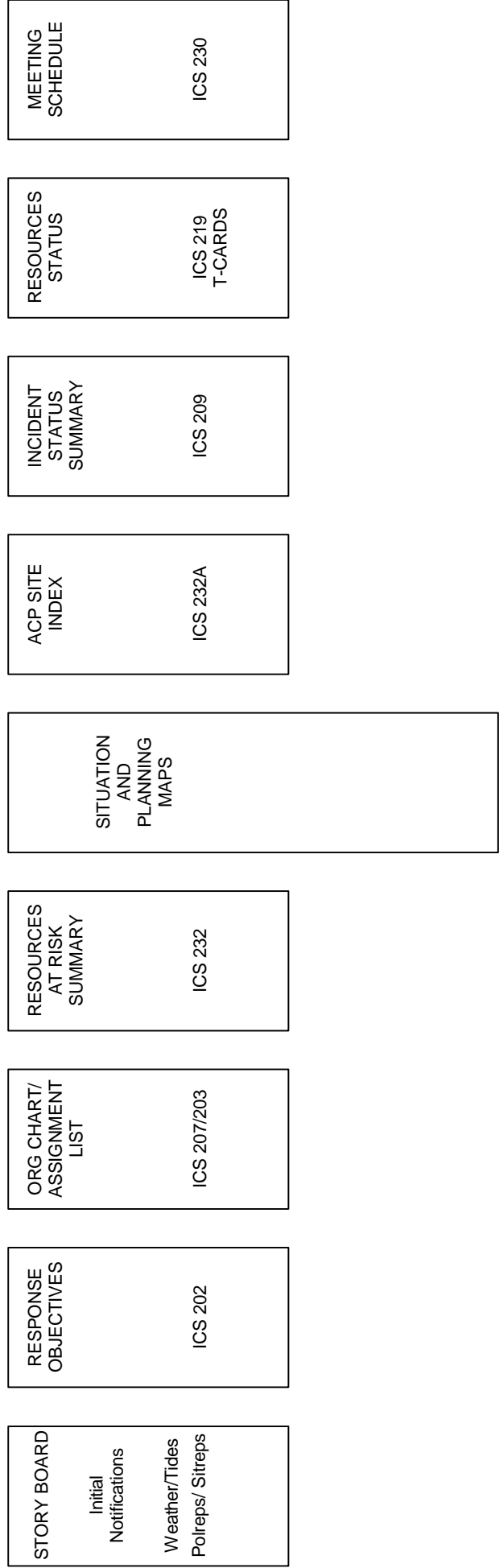- Decon Stations
- Helibase/Helispot

RESPONSE SITES:
- Environmental Sites (e.g., ACP)
- Socio-Economic Sites
- Historical / Cultural Areas
- Superfund / Other Hazardous Areas
- Intakes / Outfalls

PUBLIC FACILITIES:
- Marinas
- Schools
- Hospitals / Nursing Homes
- Boat Ramps
- Parks

SITUATION   DISPLAY

This is an example of Status Boards for Situation Display. For planning purposes only.

STORY BOARD	RESPONSE OBJECTIVES	ORG CHART/ ASSIGNMENT LIST	RESOURCES AT RISK SUMMARY	SITUATION AND PLANNING MAPS	ACP SITE INDEX	INCIDENT STATUS SUMMARY	RESOURCES STATUS	MEETING SCHEDULE
Initial Notifications	ICS 202	ICS 207/203	ICS 232		ICS 232A	ICS 209	ICS 219 T-CARDS	ICS 230
Weather/Tides								
Polreps/ Sitreps								

SITUATION

DISPLAY

NATIONAL CONTINGENCY PLAN (NCP)

SUBPART D — OPERATIONAL PHASES FOR OIL REMOVAL

PHASE I — DISCOVERY OR NOTIFICATION

PHASE II — PRELIMINARY ASSESSMENT AND INITIATION OF ACTION

PHASE III — CONTAINMENT, COUNTER-MEASURES, CLEANUP, AND DISPOSAL

PHASE IV — DOCUMENTATION AND COST RECOVERY

CONVERSIONS AND EQUIVALENTS

AREA- (s=statute, n=nautical)

Multiply	by	to derive
meters^2	10.76	feet^2
feet^2	0.0929	meters^2
kilometers^2	0.386	s. miles^2
s. miles^2	2.59	kilometers^2
s. miles^2	0.7548	n. miles^2
n. miles^2	1.325	s. miles^2
kilometers^2	0.2916	n. miles^2
n. miles^2	3.430	kilometers^2

VOLUME

multiply	by	to derive
barrels	42	gallons
barrels	5.615	feet^3
barrels	158.9	liters
barrels	0.1589	meters^3
feet^3	7.481	gallons
gallons	3.785	liters

TEMPERATURE-

Calculate	To derive
5/9(°F-32°)	°C
9/5°C+32°	°F

WEIGHT-

multiply	by	to derive
kilograms	2.205	pounds
metric tons	0.984	long tons
metric tons	1,000	kilograms
metric tons	2,205	pounds
long tons	1,016	kilograms
long tons	2240	pounds
short tons	907.2	kilograms
short tons	2,000	pounds

DENSITY ESTIMATIONS-

	Barrels/Long Ton		Notes:
	Range	Average	
Crude Oils	6.7 - 8.1	7.4	• 1 Long Ton equals 2,200 lbs.
Aviation Gasolines	8.3 - 9.2	8.8	• As a general approximation, use 7 bbl.
Motor Gasolines	8.2 - 9.1	8.7	(300 U.S. gallons) per metric ton of oil.
Kerosenes	7.7 - 8.3	8.0	• 6.4 barrels/long ton is neutrally buoyant in
Gas Oils	7.2 - 7.9	7.6	fresh water. Open ocean neutral buoyancy
Diesel Oils	7.0 - 7.9	7.5	values are generally in the 6.21-6.25
Lubricating Oils	6.8 - 7.6	7.2	barrels/long ton range.
Fuel Oils	6.6 - 7.0	6.8	
Asphaltic Bitumens	5.9 - 6.5	6.2	

Specific Gravity of 1 or an API of 10 equals the density of fresh water.
Specific Gravity < 1 or an API > 10 indicates product is lighter than fresh water.
API Gravity = (141.5/Specific Gravity) – 131.5

Weight of Fresh Water: pounds/gallon	8.3	Note: Exact weight depends on temperature and salinity.
Weight of Sea Water: pounds/gallon	8.5	

OIL THICKNESS ESTIMATIONS-

Standard Term	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	Inches	Mm		
Barely Visible	0.0000015	0.00004	25 gals/mile^2	44 liters/km^2
Silvery	0.000003	0.00008	50 gals/mile^2	88 liters/km^2
Slight Color	0.000006	0.00015	100 gals/mile^2	176 liters/km^2
Bright Color	0.000012	0.0003	200 gals/mile^2	351 liters/km^2
Dull	0.00004	0.001	666 gals/mile^2	1,168 liters/km^2
Dark	0.00008	0.002	1,332 gals/mile^2	2,237 liters/km^2

Thickness of light oils: 0.0010 inches to 0.00010 inches.
Thickness of heavy oils: 0.10 inches to 0.010 inches.

COMMONLY-USED EQUATIONS-

Circle: Area = 3.14 x radius^2	Cylinder/Pipe/Tank Volume = 3.14 x radius^2 x length
Circumference = 3.14 x diameter	Rectangle/Square Area = length x width
Sphere/Tank Area = 4 x 3.14 x radius^2	Cube/Block/Tank
Volume = 1.33 x 3.14 x radius^3	Volume = length x width x height