

APPENDIX B:

AIMS - POSITION DESCRIPTIONS

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GENERAL INCIDENT COMMAND SYSTEM (ICS) PROCEDURES AND COMMON RESPONSIBILITIES FOR ALL RESPONDERS

The ICS includes general principles and procedures with which all response personnel should be familiar. Understanding and following these general principles and procedures are the responsibility of each individual working within an IMT or FRT.

Individual responsibilities range from understanding and using the AIMS or other ICS guides which are intended to provide a guideline for well-coordinated operations and smooth flow of information, to being responsible for one's own safety.

The following is a summary of those common ICS procedures important to a response effort. It is not intended as a complete description of the ICS. The NIIMS ICS guidance manual provides further detail, and is considered the authoritative reference for matters of general ICS principles and procedures.

Mobilization

1. Receive notification, reporting location, reporting time and travel instructions from your parent organization.
2. Secure approval from your supervisor in accordance with ramp-up and call-out procedures.
3. Receive ICS assignment.
4. Transport personal response gear with you (*PPE, field gear, cold/foul weather gear, survival gear, etc.*).

Check-In and Check-Out

1. Upon arrival at the incident, check-in at the designated check-in station, receive/verify ICS assignment. Check-in locations may be found at the FCP, ICP, Base or Camps, Staging Areas, Helibases, and Division/Group Supervisors (*for direct line assignments*).
2. Check out prior to departing the incident.

Safety

1. Immediately after checking in, and before performing any response function:
 - Be familiar with and follow provisions of the Site Safety Plan.
 - Seek out and confirm receipt of a safety briefing.

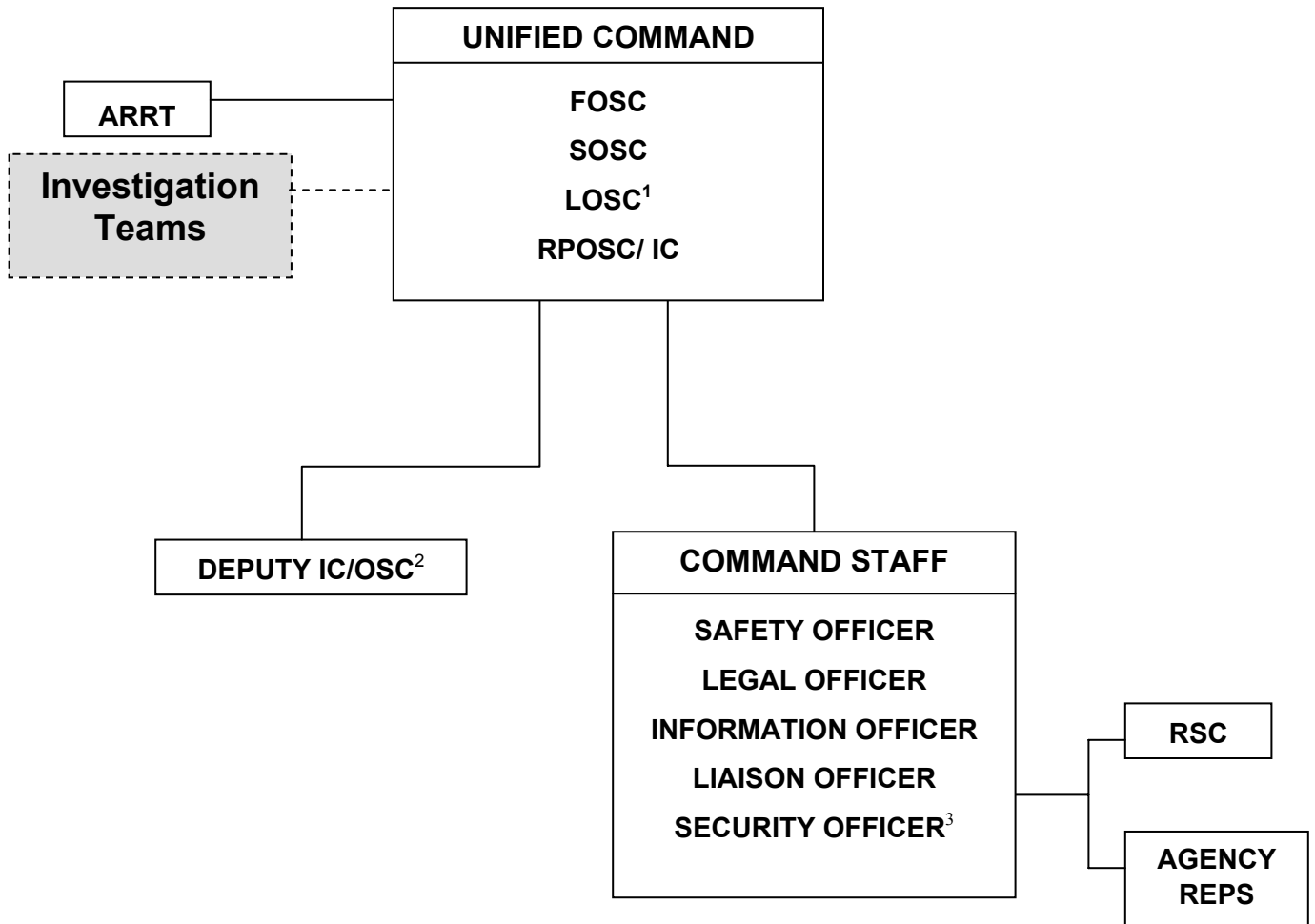
GENERAL

2. Report all accidents, near misses, or unsafe acts to supervisor, Site Safety Officer, or field safety representative.

Response Activities

1. Report to your immediate supervisor, receive/confirm assignment, and receive briefing. Acquire work materials.
2. Keep your immediate supervisor informed of all significant events/decisions.
3. Follow the established ICS chain of command.
4. Use clear text and ICS terminology (*no codes*) in all radio transmissions.

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¹ When imminent threat to public health and safety exists, or as pre-identified in applicable subarea contingency plans

² Optional position, dependent on the nature of the incident

³ Some parent organizations place Security in Command (and others in the Logistics Section, Support Branch)

 Indicates Indirect Coordination

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INCIDENT COMMANDER (IC) / ON-SCENE COORDINATOR (OSC)

ICS Responsibilities: The IC/OSC are responsible for the overall management of the incident. The UC directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The UC may assign Deputy On-Scene Coordinators or Deputy Incident Commanders and delegate authority as needed to assist in carrying out Incident Command responsibilities.

1. Ensure that appropriate actions are taken to protect the health and safety of response personnel.
2. Review general ICS procedures and common responsibilities.
3. Review Emergency Action Checklist in appropriate parent organization plan. Assess the situation and/or obtain incident briefing from prior IC.
4. Make initial contact with the other responding parties (*RPOSC/ IC, FOSC, SOSC, plus priority stakeholders, per parent organization's policies*).
5. Establish and maintain UC.
6. Determine the organization's role in the response.
7. Review the incident's potential.
8. Determine incident strategies and objectives.
9. Establish response priorities.
10. Establish an ICP.
11. Coordinate all organization actions with the RPOSC/ IC, FOSC, SOSC, other response organization personnel, stakeholders, and natural resource trustees, as appropriate.
12. Coordinate with outside agencies having jurisdiction and inform stakeholders and public, as appropriate and per parent organization's policies.
13. Establish an appropriate organization; make initial ICS assignments.
14. Brief Command Staff and Section Chiefs.
15. Ensure planning meetings are scheduled as required; review the Planning Cycle (*see Appendix D*).
16. Approve and authorize the implementation of an IAP.
17. Determine information needs and advise Command and General Staff.
18. Coordinate activity for all Command and General Staff.

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19. Manage incident operations.
20. Approve requests for additional resources and requests for release of resources, or delegate as appropriate.
21. Approve the use of trainees, volunteers, and auxiliary personnel as per parent organization's policies.
22. Authorize release of information to news media.
23. Ensure incident funding is available.
24. Initiate and coordinate incident investigation responsibilities, if appropriate.
25. Seek appropriate legal counsel.
26. Order the demobilization of the incident when appropriate.
27. Establish and maintain Crisis Network and Communications Protocol.
28. Interface with appropriate CMT members per parent organization's procedures. Items of interest to the CMT may include:
 - The extent, fate and effects of contamination
 - Whether any special advisories or orders are issued
 - Requests for assistance received from the Command and General Staff that can be delegated to the CMT
 - Information requested by the CMT
 - The implementation of directives received from the CMT
 - All known incident specifics.
29. Attend required meetings.
30. Maintain a unit log of activities (ICS 214).
31. Submit all documentation to the Documentation Unit upon completion of the response.

DEPUTY INCIDENT COMMANDER/ ON-SCENE COORDINATOR

ICS Responsibilities: If a Deputy IC/OSC is assigned, he/she may be delegated the authority to manage a functional operation or perform a specific task. In some cases, the Deputy may act as relief for a superior and therefore must be fully qualified in the position.

1. Review general ICS procedures and common responsibilities.
2. Make initial ICS assignments.
3. Supervise the Section Chiefs and response operations.
4. Make initial resource need projections and acquire and allocate resources to meet objectives.
5. Ensure vertical and horizontal information flow, including facilitating, arbitrating and filtering.

6. Organize and facilitate Planning Meetings and shift briefings for the OSC/IC, if so assigned.
7. Advise the OSC/IC of issues as appropriate.
8. Attend required meetings.
9. Maintain a unit log of activities (ICS 214).
10. Submit all documentation to the Documentation Unit upon completion of the response.

INFORMATION OFFICER (IO)

ICS Responsibilities: The IO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

1. Review general ICS procedures and common responsibilities.
2. Review parent organization Emergency Action Checklist, if available.
3. Determine from the IC if there are any limits on information release.
4. Develop material for use in media briefings.
5. Establish a Joint Information Center in coordination with public information staff from other response organizations.
6. Obtain IC approval for media releases.
7. Inform media and conduct media briefings.
8. Interface with appropriate CMT members per parent organization's procedures. Provide specific requests for CMT assistance to the IC/OSC.
9. Arrange for tours and other interviews or briefings that may be required.
10. Obtain media information that may be useful to incident planning.
11. Keep the general public and stakeholders informed (*e.g., through the use of a website, joint press releases, situation reports, etc.*).
12. Collect and assemble incident information from the Situation Unit and others.
13. Prepare an initial information summary as soon as possible after arrival, establish a schedule for summary updates and prepare updates.
14. Arrange and conduct press conferences for the OSC/IC.
15. Supervise media personnel activities to ensure that all safety rules are followed and that operations are not impacted.
16. Respond to special requests for information.
17. Provide the IC/OSC with feedback on media reporting of the incident.
18. Attend required meetings.
19. Maintain a unit log of activities (ICS 214).

20. Submit all documentation to the Documentation Unit upon completion of the response.

IMT SAFETY OFFICER (SO)

ICS Responsibilities: The IMT SO is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The IMT SO corrects unsafe acts or conditions through the regular line of authority, although he/she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The IMT SO maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each IAP. The IMT SO (*in coordination with Site Safety Officer and/or Field Safety representatives*) is responsible for the following:

1. Review general ICS procedures and common responsibilities.
2. Review parent organization Emergency Action Checklist, if available.
3. Coordinate with Site Safety Officer/Field Safety representative and identify hazardous or unsafe situations associated with the incident by ensuring the performance of preliminary and continuous site characterization and analysis which shall include the identification of all actual or potential physical, biological, and chemical hazards known or expected to be present on site.
4. Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work plan.
5. Prepare safety information for the IAP.
6. Exercise emergency authority to stop and prevent unsafe acts.
7. Coordinate and communicate all safety issues with the Site Safety Officers/Field Safety representatives.
8. Investigate accidents that have occurred within incident areas. Take action to guard against similar accidents.
9. Complete an accident report form for each accident.
10. Ensure safety briefings are conducted for all on-scene personnel.
11. Maintain accident report forms in the form of an accident log.
12. Ensure the preparation and implementation of the Site Safety Plan in accordance with the applicable parent guidance documents, the Unified/Subarea Plan, and State and federal Occupational Safety and Health Administration (OSHA) regulations. The Site Safety Plan shall at a minimum address, include, or contain the following elements:
 - Health and safety hazard analysis for each site task or operation.
 - Comprehensive operations work plan.

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- Personnel training requirements.
 - PPE selection criteria.
 - Site specific occupational medical monitoring requirements.
 - Air monitoring plan for area and personnel.
 - 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 Site Safety Plan effectiveness.
13. Assign assistants and manage the incident safety organization.
 14. Review and approve the medical plan.
 15. Complete and distribute the Site Safety Plan if necessary and secure IC/OSC approval.
 16. Interface with appropriate CMT members per parent organization's procedures. Route any requests for CMT assistance to the IC/OSC. Items of interest to the CMT may include:
 - the nature of hazards associated with an incident and/or incident response operations, particularly if they are Immediately Dangerous to Life and Health (IDLH) to responders or the public
 - the status of missing people
 - the nature and status of injured people
 - any deaths that occur as the result of an incident or incident response operations
 - completed Accident Report Forms
 17. Maintain a unit log of activities (ICS 214).
 18. Submit all documentation to the Documentation Unit upon completion of the response.

LIAISON OFFICER (LO)

ICS Responsibilities: Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

1. Review general ICS procedures and common responsibilities.
2. Review parent organization Emergency Action Checklist, if available.
3. Provide a point of contact for assisting cooperating Agency Representatives.
4. Identify Agency Representatives from each agency including communications link and location.

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5. Establish and coordinate RSC activities until a RSC chair has been appointed.
6. Identify all stakeholders including affected communities, interest groups, landowners, lease holders, Regional Citizen Advisory Councils, non-jurisdictional government agencies, etc.
7. Interface with appropriate CMT members per parent organization's procedures. Route any requests for CMT assistance to the IC/OSC.
8. Contact each stakeholder and maintain a list of contacts and establish communication links.
9. Maintain a list of assisting and coordinating interagency contacts.
10. Respond to requests for information from stakeholders.
11. Assist in establishing and coordinating inter-agency contacts.
12. Identify current or potential concerns of stakeholders, and convey to Unified Command.
13. Keep agencies supporting incident aware of incident status.
14. Monitor incident operations to identify current or potential inter-organizational issues and advise IC as appropriate.
15. Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
16. Arrange meetings between response staff and stakeholders as required.
17. Maintain a unit log of activities (ICS 214).
18. Submit all documentation to the Documentation Unit upon completion of the response.

LEGAL OFFICER

ICS Responsibilities:

1. Review general ICS procedures and common responsibilities.
2. Review parent organization Emergency Action Checklist, if available.
3. Advise and provide legal counsel to their respective member of the UC and Command/General Staff of the legal implications of the organization's response actions
4. Provide legal counsel and direction for the organization's investigation effort.
5. Provide documentation guidance for maintaining a legal record of the incident.

6. Interface with appropriate CMT members per parent organization's procedures. Route requests for CMT assistance to their respective member of the UC. Items of interest to the CMT may include:
 - the legal implications of response actions
 - the nature and status of enforcement actions
 - the nature and status of investigations.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

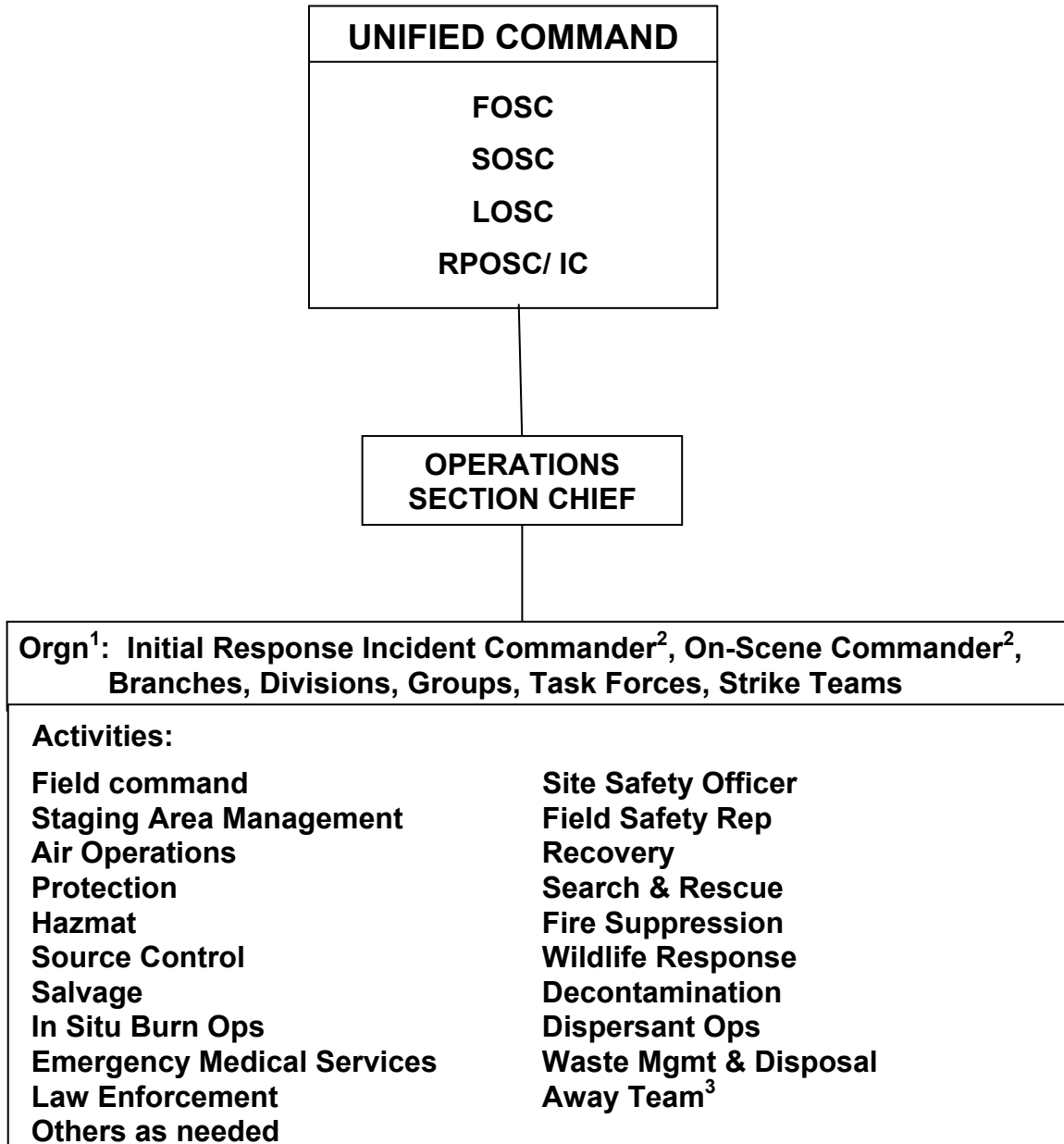
INVESTIGATION TEAMS

General Responsibilities:

9. Ensure that a thorough investigation is conducted into the cause of the incident.
10. Obtain accurate information on quantities released and quantities recovered.
11. Document damages caused by the incident.
12. Maintain all documentation on the investigation and all findings from the investigation of the incident.
13. Serve as evidence custodian for all evidence and collected materials.
14. Document the incident through measurements, photographs, gauging, and videotapes.
15. Conduct depositions, obtain logs, loading records, and other relevant information.
16. Take statements from those directly involved and all witnesses.
17. Establish and manage the case file and administrative record for the spill incident.
18. Assign task and work responsibilities for all staff assigned to the investigation of an incident.
19. Routinely review the case with the ICS Legal Officer to ensure that all necessary actions are being correctly and fully addressed.
20. Coordinate team needs with Command and General Staff.

OPERATIONS SECTION

OPERATIONS SECTION



¹ Any of these positions may function as field command, if they are in charge of a major function in the field, reporting directly to the Operations Section Chief

² Optional positions that may assume the role of field command

³ This is a Federal/State/local team that could be deployed to the bridge of a vessel at sea during a serious marine incident (see the description of concurrent Federal/State activities in this appendix)

OPERATIONS SECTION CHIEF

ICS Responsibilities: The Operations Section Chief is responsible for the management of all field operations directly applicable to the primary mission. The Operations Chief activates and supervises elements in accordance with the IAP and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the IAPs as necessary; and reports such to the IC for approval.

1. Review parent organization Emergency Action Checklist, if available.
2. Review general ICS procedures and common responsibilities.
3. Develop/assist in the development of the Operations input to the Incident Action Plan (*strategic goals, tactical objectives and response task assignments*), and provide information needed to support preparation of the General Plan.
4. Brief and assign operations personnel in accordance with IAP.
5. Establish and maintain communications with field operations.
6. Size up the situation and determine what tasks must be undertaken to ensure the safety of response personnel, stabilize and/or control the source, and protect people, the environment, and property.
7. Supervise the execution of the IAP for Operations.
8. Interface with appropriate CMT members per parent organization's procedures. Request assistance from the CMT through appropriate channels. Provide current and updated incident information to the CMT per parent organization policies and procedures.
9. Request resources needed to implement the Operations' tactics as part of the IAP development (ICS 215).
10. Ensure a Staging Area(s) (*depending upon the size of the incident*) has been established.
11. Ensure safe tactical operations.
12. Review decontamination procedures and plan for the decontamination of emergency responders. Ensure decontamination is set up before entry operations are initiated at Hazmat and other incidents.
13. Make or approve expedient changes to the IAP during the operational period as necessary.
14. Approve suggested list of resources to be released from assigned *status (not released from the incident)*.

OPERATIONS SECTION

15. Address resource-related span-of-control problems by creating task forces and/or strike teams, and by assigning single resources, task forces, and /or strike teams to divisions, groups, and/or branches.
16. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to IC as well as to Planning Section Chief and Information Officer.
17. Attend required meetings.
18. Maintain a unit log of activities (ICS 214).
19. Submit all documentation to the Documentation Unit upon completion of the response.

FIELD COMMAND

NOTE: *The following are general duties and responsibilities that have been developed for a variety of Operations-type functions. The ICS supervisory level (i.e., Branch Director, Group/Division Supervisor, etc.) for each of these functions may vary based on the actual incident. Additionally, if the individual/position identified also assumes the role of field command, the field command checklist should also be implemented.*

Activation of any of these positions will be situation-dependent as well as contingency plan-dependent (in the case of a responsible party implementing specific incident management system procedures as outlined in their contingency plan).

General Roles and Responsibilities: (An) individual(s) filling the role of Field Command (FC) reports to the Operations Section Chief and is responsible for exercising authority over every aspect of on-scene field response operations, and must ensure they are carried out in a safe, effective, and efficient fashion. FC may assume control from the individual who initially observed the incident and initiated the notification and response. Field Command requests and organizes the Field Response Teams (FRT) and coordinates their activities and movements within and out of the incident scene.

1. During the response, gather all information possible from central communications dispatch and/or the person reporting the emergency.
2. Establish a Field Command Post (FCP) located near, but a safe distance from, the incident scene; ensure that the location of the FCP is communicated to all personnel.
3. Verify that a head count has been taken and that all facility/personnel have been accounted for.

OPERATIONS SECTION

4. Ensure an isolation perimeter is established and deny entry as appropriate.
5. Ensure that resource check-in/out procedures are established; receive regular status reports (*i.e.*, *ICS 211*) from the Staging Area Manager on checked-in/out resources.
6. Ensure that the status of all checked-in/out resources (*i.e.*, *assigned, en route, available, and out-of-service*) is maintained throughout response operations.
7. Ensure that an FRT accountability system is established at the emergency scene.
8. Initiate personnel protective actions (*evacuate/shelter-in-place, as necessary*).
9. Identify, confirm and verify the nature of the problem.
10. Initiate defensive reconnaissance operations, as necessary.
11. Assess the overall incident potential, problem and situation. Determine the materials involved, type of container, nature of release and quantities released.
12. Ensure that Source Control and FRT operations are fully coordinated.
13. Coordinate with Division/Group Supervisors on assignments and responsibilities.
14. Ensure that appropriate parts of the *ICS 201 Initial Incident Briefing* are completed and transmitted to the ICP following the dispatch of an FRT to an incident scene.
15. Determine with the IMT IC whether there is a need to activate IMT resources to support initial response operations.
16. Dispatch an appropriate representative to participate in the IMT Initial Incident Briefing Meeting.
17. Ensure that the *ICS 201 Initial Incident Briefing* is filled out for use during the IMT Initial Incident Briefing Meeting.
18. Once activated, provide regular and timely status reports to the Operations Section Chief. Updates should include:
 - Current field conditions.
 - Field response objectives (*what are you doing*).
 - Performance (*how are you doing*).
 - Location of FRT units.
 - Resource requirements.
19. Establish and effectively communicate field objectives and response priorities.
20. Implement field response objectives (*offensive, defensive, non-intervention*). Assign field response personnel to carry out all tasks in a manner consistent with the field objectives and response priorities.

OPERATIONS SECTION

21. Coordinate with the Site Safety Officer to ensure that all site safety issues are being addressed, and to meet the requirements of the SSP.
22. Make sure there is progress in solving the emergency in a timely manner. Do not delay in calling for either additional personnel or equipment if conditions appear to be deteriorating.
23. Provide regular briefings and updates on operations to both the IMT and all field command personnel.
24. Ensure decontamination of emergency responders before they leave the scene.
25. Ensure that the emergency scene is stabilized before clean-up operations are initiated.
26. Implement a Waste Management Plan which describes the procedures for clean up and disposing of contaminated supplies and equipment.
27. Conduct an incident debriefing session for all emergency response personnel.
28. Maintain and submit all documentation, records and logs to the Documentation Unit after the incident has been terminated.
29. Prepare and maintain an ICS 214 Unit Log of significant events as they occur. It is very important to maintain a comprehensive and accurate log.
30. Conduct an incident critique in accordance with parent organization policies.

SITE SAFETY OFFICER/FIELD SAFETY REPRESENTATIVE

ICS Responsibilities: The Site Safety Officer (SSO) reports to FC and is responsible for the health and safety of all response personnel in the field. The SSO is responsible for establishing safety zones, PPE requirements, and for the general overall safety, hazard identification, and preparation of on-scene Site Safety Plan(s) designed to protect the field responders. The SSO also supports proper establishment of site access and decontamination facilities.

1. Obtain a briefing from FC.
2. Assess the situation and identify any existing and/or potential hazardous situations associated with the incident. Verify with FC weather information (*wind direction, wind speed, temperature, chill factor*).
3. Evaluate the hazards created by the incident - health, flammability, reactivity, physical hazards.

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4. Work with FC to evaluate risk factors, including:
 - The overall condition of the containment system. Structural stability and potential failure of the unit involved if fire is involved.
 - Potential effects of environmental conditions including runoff and drainage control.
 - Are exposures protected? Have fixed protection/shutdown systems been activated?
 - Is the level of resources adequate for the problem? What is the incident potential? What will occur if responders do nothing?
5. Establish Hazard Control Zones (*hot, warm, cold, and the isolation perimeter*) as required.
6. Provide safety information for establishing site access.
7. Develop on-scene Site Safety Plan(s).
8. Verify that selection of PPE will be adequate for the hazard(s) present.
9. Work with Field Command to ensure personnel are not placed in an unsafe emergency situation.
10. Provide FC continuing assistance in addressing issues/concerns including:
 - Potentially hazardous and unsafe incident conditions.
 - Emergency procedures.
 - Monitoring of the incident scene.
 - PPE requirements.
 - Safe working procedures.
 - Extent of entry operations within the hot zone.
11. Coordinate with Division/Group Supervisors on safety issues and concerns.
12. Provide safety information for setting up decontamination before entry operations are initiated.
13. Ensure that FC has established a procedure for all personnel working in controlled access areas to employ the “buddy system”.
14. Ensure that properly equipped and trained back-up personnel wearing the appropriate level of PPE are available to assist the entry team in the hot zone.
15. Assist FC in monitoring all entry operations within controlled access areas for unsafe acts and conditions, as well as maximum working times.
16. Support FC in ensuring that the emergency scene is stabilized before clean-up operations are initiated.
17. Support FC in ensuring that a plan is established to clean up or dispose of contaminated supplies and equipment.
18. Provide regular and timely updates to FC, as necessary.

OPERATIONS SECTION

19. Maintain and submit all documentation, records and logs to the Documentation Unit after the incident has been terminated.
20. Prepare and maintain an ICS 214, (Unit Log) of safety activities.
21. Advise FC of any appropriate safety concerns during the debriefing session. Participate in an incident critique in accordance with parent organization policies.

STAGING AREA

ICS Responsibilities: Under the Operations Section Chief, Staging Area Management (SAM) is responsible for managing all activities within the designated staging areas. The SAM is responsible for tracking and accounting for all resources (*people, equipment and material*) entering or exiting the designated staging area. Review general ICS procedures and common responsibilities.

1. Receive a briefing on the incident from FC or the Operations Section Chief per parent organization procedures.
2. Activate/establish Staging Areas, as required.
3. Identify Staging Area Managers for activated Staging Areas (*and other Staging Area personnel plus next shift personnel*).
4. Assess the need for additional, and determine the location of, Staging Areas. Coordinate with other Operations personnel and Safety, Environment, Planning, and Logistics.
5. Implement pertinent sections of the IAP.
6. Establish check-in procedures including communications to the IMT Operations Section/FC per parent organization procedures..
7. Organize the Staging Area(s) (*coordinated with -- and assisted by -- Site Safety and other Operations, Environment and other Planning, Security, Medical and other Logistics*):
 - Accommodate incoming equipment, yard equipment, Office/check-in area, break area/s, decontamination and donning, waste accumulation (*per Environmental Unit*), security/access.
 - Develop a traffic plan for the movement of resources into and out of Staging Area(s).
 - Post signs for identification and traffic control. Establish and maintain boundaries of staging areas per parent organization procedures.
 - Organize Staging Areas to segregate resources by kind and type. Layout and set up of (a) Staging Area Office(s) and support personnel.

OPERATIONS SECTION

8. Determine and request logistical support for personnel and/or equipment as needed:
 - Identify staffing and resource needs to operate (a) Staging Area(s), such as sanitation facilities, feeding, security, etc.
 - Arrange for necessary equipment transportation support (*including fueling*). Request maintenance services for equipment at Staging Area as needed.
9. Respond to requests for resource assignments:
 - Receive and process resource assignments (*resource orders, resource transfer requests*) generated by field response personnel (*including forms processing*) per parent organization procedures.
 - Work with Communications Unit to establish necessary communications.
 - Obtain and issue receipts for all response and communications equipment and other supplies issued or received at the Staging Area.
10. Respond to requests for reporting and information as required:
 - Establish direct lines of communications with other Staging Area Manager(s), the IMT and FC per parent organization procedures.
 - Work with FC and Staging Area personnel to update personnel, equipment and materials check-in/out status (*available resources*). Receive and forward follow-up reports from the IMT Supply Unit on the status of resource orders to the IMT/FC per parent organization procedures.
 - Advise Operations Section Chief/FC of all changing situation/conditions on scene.
 - Report special occurrences or events (*e.g., accidents, sickness*) per parent organization procedures.
11. Reposition and/or demobilize as needed, and per any Demobilization Plan.
12. Prepare and maintain an ICS 214 Unit Log for significant activities throughout each day of the incident.
13. Maintain and submit all documentation, records and logs to the Documentation Unit after the incident has been terminated.

OPERATIONS SECTION

OTHER OPERATIONS ACTIVITIES (*NOTE: These activities may be assigned to staff in the field or on the IMT in the ICP.*)

AIR OPERATIONS

ICS Responsibilities: This function is primarily responsible for the air operations portion of the IAP. The IAP will reflect agency restrictions that have an impact on the operational capability or utilization of resources. After the IAP is approved, Air Operations is responsible for implementing it. [*NOTE: The Logistics duties and responsibilities for this function may also be carried out through the Air Support Coordinator (as part of the Logistics Section, Support Branch, Transportation Unit).*]

1. Review general ICS procedures and common responsibilities.
2. Organize preliminary air operations.
3. Request declaration or cancellation of restricted air space.
4. Participate in planning meetings as requested.
5. Participate in preparation of the IAP, particularly the Air Operations Summary (ICS 220).
6. Perform operational planning and their updates for air operations.
7. Determine coordination procedures for use by air organization with the rest of Operations and the IMT.
8. Provide the Air Operations Summary (ICS 220) to the Air Operations organization and supervise its activities.
9. Establish procedures for emergency reassignment of aircraft.
10. Schedule approved flights of non-incident aircraft in the restricted air space.
11. Resolve conflicts concerning non-incident aircraft.
12. Coordinate with Federal Aviation Administration (FAA).
13. Report to the Operations Section Chief on air operations activities.
14. Arrange for an accident investigation team when warranted.
15. Maintain a unit log of activities (ICS 214).
16. Submit all documentation to the Documentation Unit upon completion of the response.

RECOVERY

ICS Responsibilities: The Recovery function is responsible for managing recovery operations in compliance with the IAP. This function may be divided into branches, divisions, groups, etc.

1. Review general ICS procedures and common responsibilities.
2. Implement recovery strategies as outlined in the IAP.

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3. Direct, coordinate and assess effectiveness of recovery actions.
4. Modify (*and get approval for*) recovery actions as needed.
5. Brief next level of command on activities.
6. Maintain a unit log of activities (ICS 214).
7. Submit all documentation to the Documentation Unit upon completion of the response.

PROTECTION

ICS Responsibilities: The Protection function is responsible for managing sensitive area protection operations in compliance with the IAP. This function may be divided into branches, divisions, groups, etc.

1. Review general ICS procedures and common responsibilities.
2. Implement on-land protection strategies as outlined in the IAP.
3. Direct, coordinate and assess effectiveness of protection actions.
4. Modify (*and get approval for*) protective actions as needed.
5. Brief next level of command on activities.
6. Maintain a unit log of activities (ICS 214).
7. Submit all documentation to the Documentation Unit upon completion of the response.

SEARCH AND RESCUE (SAR)

ICS Responsibilities: The SAR function is responsible for prioritization and coordination of all SAR missions directly related to a specific incident.

1. Review general ICS procedures and common responsibilities.
2. Prioritize SAR missions.
3. Determine resource needs.
4. Direct and coordinate SAR missions.
5. Manage dedicated SAR resources
6. Brief next level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

OPERATIONS SECTION

HAZMAT (see the separate *Hazmat Response* section at the end of this Appendix)

FIRE SUPPRESSION

ICS Responsibilities: The Fire Suppression function is responsible for coordinating and directing all firefighting and vapor suppression activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Prioritize responses to fires and/or vapor suppression related to the incident.
3. Review appropriate firefighting plans, as necessary.
4. Determine resource needs.
5. Direct and coordinate firefighting and vapor suppression missions.
6. Manage dedicated firefighting and vapor suppression resources.
7. Brief next level of command on activities.
8. Maintain a unit log of activities (ICS 214).
9. Submit all documentation to the Documentation Unit upon completion of the response.

SOURCE CONTROL

ICS Responsibilities: The Source Control function is responsible for developing and implementing source control response actions.

1. Review general ICS procedures and common responsibilities.
2. Receive initial incident briefing from the Operations Section Chief.
3. Provide source control input into the development of the Incident Action Plan.
4. Direct and coordinate Source Control Activities.
5. Determine Source Control resources.
6. Serve as the primary advisor to the Operations Section Chief on issues relating to source control.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

WILDLIFE RESPONSE

ICS Responsibilities: The Wildlife response function is responsible for minimizing wildlife losses during spill responses. A central wildlife processing center should be identified and maintained. The activities of private wildlife care groups, including those employed by the RP, are overseen and coordinated by the Wildlife Response function.

1. Review general ICS procedures and common responsibilities.
2. Coordinate the development of the Wildlife Response portion of the IAP.
3. Supervise Wildlife response functional operations.
4. Determine resource needs.
5. Review suggested list of resources to be released and initiate recommendation for release of resources.
6. Assemble and disassemble teams/task forces assigned to the Wildlife Response function.
7. Report information about special activities, events, and occurrences to Operations Section Chief.
8. Observe, document and report wildlife impacts.
9. Observe, photograph, video tape and provide written documentation of wildlife impacts.
10. Report observations to the Operations Section Chief and provide records to Documentation Unit.
11. Implement wildlife protection, collection, rehabilitation and disposal measures specified.
12. Conduct hazing and other protection measures as required.
13. Establish wildlife protection and rehabilitation centers as required.
14. Search for, collect, tag and transport spill-impacted wildlife using procedures specified.
15. Document, store and dispose of dead wildlife.
16. Release recovered wildlife as directed.
17. Maintain a unit log of activities (ICS 214).
18. Submit all documentation to the Documentation Unit upon completion of the response.

OPERATIONS SECTION

SALVAGE

ICS Responsibilities: The Salvage function is responsible for coordinating and directing all salvage activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Coordinate development of Salvage Plan.
3. Determine resource needs.
4. Direct and coordinate implementation of the Salvage Plan.
5. Manage dedicated salvage resources.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

DECONTAMINATION

ICS Responsibilities: The Decontamination function is responsible for decontamination of personnel and response equipment in compliance with approved statutes.

1. Review general ICS procedures and common responsibilities.
2. Implement Decontamination Plan.
3. Determine resource needs.
4. Direct and coordinate decontamination activities.
5. Brief Site Safety Officer on conditions.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

IN SITU BURN (ISB) OPERATIONS

ICS Responsibilities: The ISB Operations function is responsible for coordinating and directing all ISB activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Work with the Environmental Unit to ensure the ISB permit application is completed and approved by federal/state agencies.
3. Determine resource needs.

OPERATIONS SECTION

4. Direct and coordinate ISB activities.
5. Brief Site Safety Officer on conditions.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

DISPERSANT OPERATIONS

ICS Responsibilities: The Dispersant Operations function is responsible for coordinating and directing all dispersant activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Work with the Environmental Unit to ensure the dispersant permit application is completed and approved by federal/state agencies.
3. Determine resource needs.
4. Direct and coordinate dispersant activities.
5. Brief Site Safety Officer on conditions.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

EMERGENCY MEDICAL SERVICES (EMS)

ICS Responsibilities: The EMS function is responsible for coordinating and directing all emergency medical services related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Prioritize EMS responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate EMS responses.
5. Manage dedicated EMS resources.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

LAW ENFORCEMENT

ICS Responsibilities: The Law Enforcement function is responsible for law enforcement activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Coordinate efforts with other assigned security teams (federal, state, local, private).
3. Determine resource needs.
4. Direct and coordinate law enforcement activities.
5. Brief Site Safety Officer on conditions.
6. Brief next higher level of command on activities.
7. Maintain a unit log of activities (ICS 214).
8. Submit all documentation to the Documentation Unit upon completion of the response.

WASTE MANAGEMENT/DISPOSAL

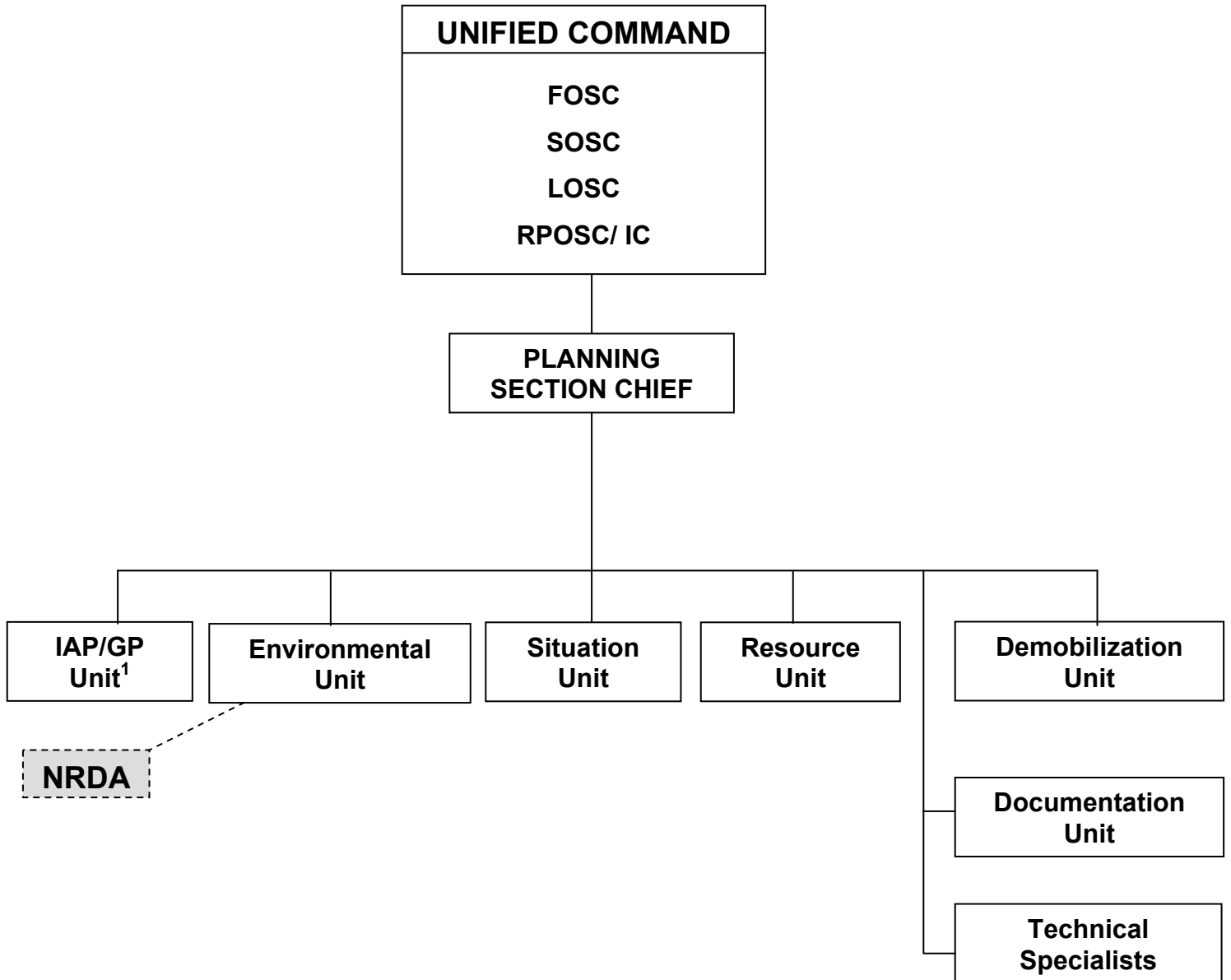
ICS Responsibilities: The Waste Management/Disposal function is responsible for coordinating the on-site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials.

1. Review general ICS procedures and common responsibilities.
2. Implement disposal plan.
3. Ensure compliance with all waste laws and regulations.
4. Maintain accurate records of recovered material.
5. Brief next higher level of command on activities.
6. Maintain a unit log of activities (ICS 214).
7. Submit all documentation to the Documentation Unit upon completion of the response.

OPERATIONS SECTION

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PLANNING SECTION



¹ Optional Position

² NRDA activities may also have a close linkage with the Unified Commanders.

PLANNING SECTION

PLANNING SECTION CHIEF

ICS Responsibilities: The Planning Section Chief is a member of the Incident Commander's General Staff. This position is responsible for supervising the work of Section personnel in organizing and managing the: (1) collection, evaluation, and display of information about an incident; (2) status of equipment and personnel resources assigned to response operations; (3) preparation of the Incident Action Plans for each operational period; (4) preparation of a General Plan (*if appropriate*); (5) preparation of incident-specific plans; (6) provision of a wide range of environmental services including permitting, waste disposal, wildlife, etc.; (7) assignment of Technical Specialists; (8) documentation and filing of all response operations information; and (9) demobilization operations.

1. Review parent organization Emergency Action Checklist, if applicable.
2. Review general ICS procedures and common responsibilities.
3. Receive briefing from the Incident Commander:
4. Activate appropriate Planning Section personnel:
 - Notify Branch Directors and/or Unit Leaders.
 - Provide Planning Section personnel with background information on the nature and status of the incident and response operations.
 - Provide Planning Section personnel with initial instructions.
 - Ensure safety of Planning Section personnel assigned to the ICP and working in the field.
5. Prepare documents descriptive of incident and response operations:
 - ICS 201 Initial Incident Briefing Document.
 - ICS 209 Situation Status Summary Report.
6. Establish and maintain Incident Information and Situation Displays.
7. Interface with appropriate CMT members per parent organization's procedures. Information could include:
 - Forwarding of situation reports and other appropriate ICS forms and incident-specific documents in accordance with established protocol.
 - Forwarding a copy of relevant status boards from the Incident Situation Display.
 - Providing "Requests for Assistance".
8. Respond to informational requests including status reports (*for IMT members and outsiders*) per parent organization's procedures and IC approval.
9. Supervise preparation of the Incident Action Plan (IAP):
 - Select and supervise an IAP/GP Unit (*optional*) to complete the IAP.

PLANNING SECTION

- Define next operational period (NOP) with IC approval.
 - Project situation through to end of NOP.
 - Document and distribute objectives and priorities for NOP.
 - Collect inputs from the Unified Command and Operations Sections Chief in preparing the IAP.
 - Assist in the preparation of field assignments for NOP.
 - Ensure that Logistics, Safety, and Environmental can support Operation's field assignments.
 - Coordinate preparation of necessary documentation.
 - Assemble IAP.
 - Incorporate the incident Traffic Plan and Vessel Routing Plan (*from Transportation Unit*) and other supporting plans into the IAP, if applicable.
 - Obtain Command approval of IAP.
 - Ensure that appropriate portions of IAP are distributed for shift change briefings within the ICP and to the FCP(s).
10. Participate in planning and other meetings (*Objectives, Tactical Operations, Planning, Shift Briefing, etc.*) as required.
 11. Develop the General Plan (*long term strategic plan*).
 12. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.
 13. Ensure that Resource Tracking has been established (*including T-cards, if any*).
 14. Make recommendations for any specialized resources needed in support of the incident.
 15. Provide incident organizational structure including names and locations of assigned personnel.
 16. Determine the need for and assign Technical Specialists where needed to analyze and resolve technical issues.
 17. Assist in analyzing information on alternative response technologies, as needed.
 18. Provide periodic predictions on incident potential.
 19. Project the movement of the release and prepare spill trajectory mapping.
 20. Supervise the Environmental Unit and the incorporation of their work into the response. Important elements include Environmental Unit Plans and Permits (*waste, decanting, decontamination, wildlife, cultural resources, land use, non-mechanical responses, onshore cleanup*), SCAT activities and reports, sensitive area identification and prioritization, spill effects analysis, and sample collection/transport/analysis (*see Environmental Unit description*).
 21. Instruct Planning Section units on distribution and routing of incident information.

PLANNING SECTION

22. Prepare recommendations for release of resources for submission to members of Incident Command.
23. Document response operations and maintain incident records.
24. Ensure that the demobilization is organized and managed.
25. Maintain a unit log of activities (ICS 214).
26. Submit all documentation to the Documentation Unit upon completion of the response.

SITUATION UNIT LEADER

ICS Responsibilities: The Situation Unit Leader is responsible for the collection and evaluation of information about the current and possible future status of the spill and spill response operations. This responsibility includes the compilation of 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 responsibility includes providing information to Geographic Information System (GIS) Specialist(s) for the creation of maps to depict the current and possible future situation and the preparation of reports for the Planning Section Chief.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in planning meetings as required.
4. Solicit and collect information from all sources on current and predicted incident status.
5. Establish contacts and initiate flow of information into unit with provision for updates.
6. Obtain information on current and predicted weather and other environmental conditions, release amounts and movement, source control efforts, wildlife and human impacts, and deployed and ordered personnel and equipment resources.
7. Maintain contact with Field Observers or Aides and develop a schedule for receiving field information and updating spill status boards.
8. Prepare and maintain ICP Situation Status (SITSTAT) portion of the Incident Situation Display.
9. Compile, organize, and analyze information as it comes in.
10. Interface with appropriate CMT members per parent organization's procedures. Obtain the following information from the CMT (*if activated*):
 - CMT organizational structure.

PLANNING SECTION

- CMT contact phone and fax numbers.
 - Schedule of CMT Briefing Meetings.
 - Other relevant status boards from the CMT Situation Status Display.
11. Collect and maintain most current incident data.
 12. Prepare periodic predictions as requested by the Planning Section Chief.
 13. Prepare other visual aids such as maps and photographs depicting the current situation.
 14. Prepare, post and disseminate resource and situation status information as required in the Incident Situation Display.
 15. Prepare the Situation Status Summary [ICS 209 (oil)].
 16. Provide status reports to appropriate requesters.
 17. Provide photographic services and maps.
 18. Maintain a unit log of activities (ICS 214).
 19. Submit all documentation to the Documentation Unit upon completion of the response.

Applicable Technical Specialists and Unit Staff include:

- Display Processors
- Field Observers
- Spill Tracking Field Observers
- Trajectory Analyst Specialists

RESOURCE UNIT LEADER

ICS Responsibilities: The Resource Unit Leader is responsible for maintaining the status of all resources (*primary and support*) at an incident. Resource Status (RESTAT) achieves this through development and maintenance of a master list of all resources, including check-in/out, status, current location, en route, assigned, available, out-of-service, etc. This unit is also responsible for preparing parts of the IAP (*ICS 203 and 204*) and compiling the entire plan in conjunction with other members of the ICS, (*e.g., Situation Unit, Operations, Logistics*) and determines the availability of resources.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in Planning Meetings as required.
4. Establish check-in/out function at ICP location.
5. Use the Incident Briefing (ICS 201) to prepare and maintain the Resource Status (RESTAT) portion of the Incident Situation Display

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[organization chart, T-cards, and resource allocation (ICS 215) and deployment sections of display].

6. Establish contacts with incident facilities and begin maintenance of resource status.
7. Interface with appropriate CMT members per parent organization's procedures. Information could include:
 - Current ICS organizational structure.
 - Other pertinent information.
8. Gather, post, and maintain incident resource status.
9. Maintain master roster of all resources checked in/out at the incident.
10. Prepare Organization Chart (ICS 203).
11. Prepare appropriate parts of field assignment lists (ICS 204)
12. Provide status reports to appropriate requesters.
13. Maintain a unit log of activities (ICS 214).
14. Submit all documentation to the Documentation Unit upon completion of the response.

DOCUMENTATION UNIT LEADER

ICS Responsibilities: The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: initial briefing, IAP(s), incident reports, communication logs, injury claims, situation status reports, photographs, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit ensures each section is maintaining and providing appropriate documents. Incident files are stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services. The Documentation Unit records the meetings, prepares meeting notes and prepares a chronology of major incident events, per parent organization policies and procedures.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing and special instructions from Planning Section Chief.
3. Establish work area.
4. Call for additional recorders, if necessary, based on the size of the incident/exercise.
5. Participate in Planning Meetings, as required.
6. Ensure the Incident Action Plan is assembled, organized and distributed in a timely fashion for each planning cycle.
7. Establish and organize incident files.

PLANNING SECTION

8. Document and provide for retention of video records, photographs, over-flights and response operations of the incident.
9. Check on accuracy and completeness of records submitted for filing. All forms and official documents must be prepared in blue ink, no pencil, and no whiteout. All corrections to documents should be lined through and initialed in the margins.
10. Retain and file duplicate copies of official forms and reports.
11. Prepare all of the original documents for final closeout according to the master incident filing index.
12. Ensure the ICP Check-in/Check-out (ICS 211) Forms for all IMT personnel are started (*Resource Unit Leader should have started this process*) and collected at completion.
13. Prepare incident documentation for Planning Section Chief, when requested.
14. Start and maintain the incident history (*in chronology format*) of key events as they happen during the incident per parent organization policies and procedures.
15. Assist Command and General Staff members in keeping a written historical record of their activities and observations, per parent organization policies and procedures.
16. Attend meetings to document and track action items, per parent organization policies and procedures.
17. Establish duplication service and respond to requests.
18. Ensure that Section Chiefs advise of any changes or needs they may have.
19. Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS units.
20. Provide incident documentation to appropriate requesters.
21. Prepare and maintain Unit Log (ICS Form 214) as events occur. It is very important to maintain a comprehensive log.

ENVIRONMENTAL UNIT LEADER

ICS Responsibilities: The Environmental Unit Leader is responsible for collection, evaluation, and dissemination of all environmental issues concerning the oil spill. The Unit gives advice and direction on environmental aspects of spill and cleanup procedures. It coordinates the efforts of the Wildlife response efforts and assists the Planning Chief in providing information to assess the extent of environmental impacts and environmental advice on cleanup options.

1. Review general ICS procedures and common responsibilities.

PLANNING SECTION

2. Obtain briefing and special instructions from Planning Section Chief.
3. Participate in planning meetings, as requested.
4. Review sensitive area information in order to make recommendations on response priorities, and prepare any necessary maps to support that effort.
5. Identify sensitive areas and provide input to prioritizing response efforts.
6. Determine the extent, fate, and effects of contamination.
7. Identify the need for and prepare any special advisories or orders.
8. Identify the need for and submit permit applications and other authorizations, including non-mechanical approvals, to appropriate agency members.
9. Develop waste management plans.
10. Prepare the Environmental Unit Summary (ICS 224) for inclusion in the IAP.
11. Develop a plan for the collection, transport, and analysis of samples.
12. Identify and recruit technical specialists as required.
13. Plan for and ensure the conduct of SCAT activities.
14. Ensure SCAT information is incorporated into the IAP.
15. Maintain a unit log of activities (ICS 214).
16. Submit all documentation to the Documentation Unit upon completion of the response.

Applicable Technical Specialists and Unit Staff include:

- Resources at Risk Technical Specialists
- Shoreline Assessment Team Leader

NRDA Liaison: Exchange of information between and coordination of natural resource damage assessment and response activities can be beneficial by preventing natural resource injury or losses, avoiding duplication of data-gathering, and allowing for efficient use of available personnel and equipment.

Most NRDA activities occur outside of the ICS/UC. The appropriate place within the ICS for emergency response information exchange and coordination to occur is the Environmental Unit. However, the Lead Administrative Trustee for NRDA does have access to the Liaison Officer on the Command Staff if necessary.

The Environmental Unit is responsible for collection, evaluation, dissemination, and use of information about the incident, including information about natural resources. This is often a logical place for the

PLANNING SECTION

liaison between trustee NRDA work and incident response. The trustee liaison is provided by the lead administrative trustee or other personnel designated to serve this function. The person within the Environmental Unit responsible for working with the lead administrative trustee may be the Scientific Support Coordinator or other personnel designated to serve this function. Because most of the NRDA activities are conducted outside the ICS/UC, it is extremely important for the person, within the Environmental Unit working with the lead administrative trustee, to communicate the NRDA operations to the Unified Command and response operations to the lead administrative trustee.

IAP/GP LEADER (Optional Position)

ICS Responsibilities: To ensure the planning efforts do not interfere with the IMT's ability to support ongoing field response operations, one option may include formation of an IAP/GP Unit to work on the IAP while the balance of the IMT continues to focus on the response. This unit should be led by a representative of the Planning Section and should include, whenever possible, other personnel from the Planning Section and at least one representative each from the Operations and Logistics Sections. The unit's composition also should reflect the makeup of the Unified Command by including representatives from the responding organizations.

1. Review general ICS procedures and common responsibilities.
2. Attend daily staff meetings and briefings and relay relevant information to IAP/GP Unit personnel.
3. Size up incident, identify IAP/GP Unit-specific issues and concerns, and break down unit activities into manageable tasks.
4. Assist Planning Section Chief in preparation of Planning Section-specific strategic objectives.
5. Coordinate with Planning Section Chief/Situation Unit and appropriate IMT members to gather information for Incident Action Plans (IAP) and the General Plan (GP).
6. Prepare and distribute IAPs, including:
 - Defining objectives for the next operational period (NOP).
 - Preparing field assignments.
 - Performing logistics, safety, and environmental reviews.
 - Assembling, gaining approval, and implementing the IAP.
7. Prepare and maintain the GP, to include:
 - Defining the objectives to include critical tasks and milestones.
 - Performing a detailed assessment and providing projections for critical tasks, spill trajectories, and identifying resources at risks.
 - Projecting the duration of critical tasks.

PLANNING SECTION

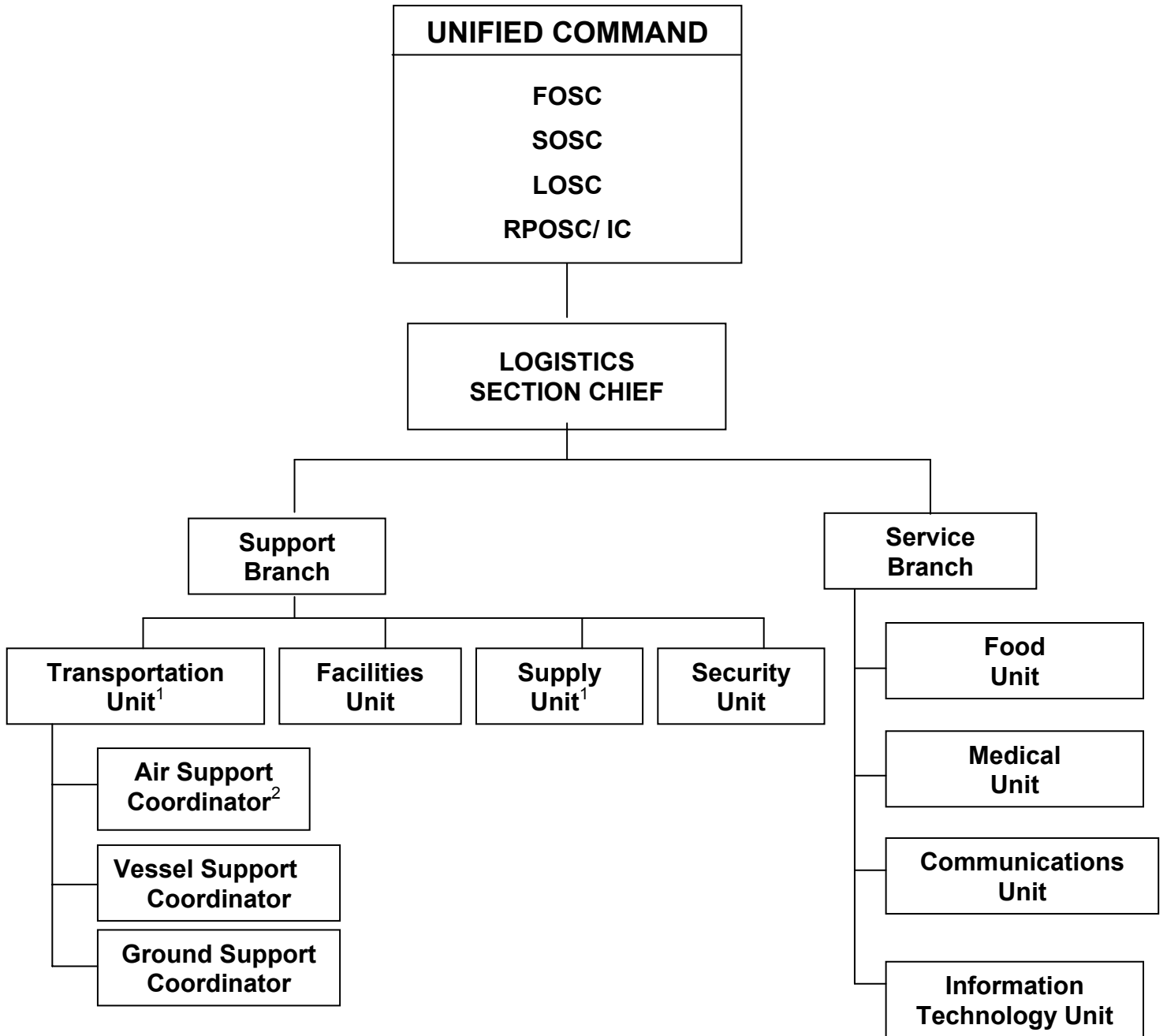
- Projecting resource requirements to complete tasks.
 - Gaining approval, implementing, and periodically updating the General Plan.
8. Conduct periodic assessment meetings.
 9. Maintain a unit log of activities (ICS 214).
 10. Submit all documentation to the Documentation Unit upon completion of the response.

DEMOBILIZATION UNIT LEADER

ICS Responsibilities: The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished from the incident.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing and special instructions from Planning Section Chief.
3. Demobilize in accordance with the Demobilization Plan.
4. Review incident resource records to determine probable size of demobilization effort.
5. Participate in planning meetings as required.
6. Evaluate logistics and transportation capabilities required to support demobilization.
7. Prepare and obtain approval of Demobilization Plan including required decontamination.
8. Distribute Demobilization Plan to each processing point.
9. Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan.
10. Monitor implementation and assist in the coordination of the Demobilization Plan.
11. Brief Planning Section Chief on progress of demobilization.
12. Provide status reports to appropriate requesters.
13. Maintain a unit log of activities (ICS 214).
14. Submit all documentation to the Documentation Unit upon completion of the response.

LOGISTICS SECTION



¹ The function and organization of these units may differ under different C-plans (e.g., the use of a Vessel Support Coordinator and a Ground Support Coordinator)

² Optional position – Activities can be performed by the Air Operations Branch in the Operations Section

LOGISTICS SECTION

LOGISTICS SECTION CHIEF

ICS Responsibilities: The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, transportation, communications, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the IAP and activates and supervises Branches and Units within the Logistics Section.

1. Review parent organization Emergency Action Checklist, if available.
2. Review general ICS procedures and common responsibilities.
3. Plan organization of Logistics Section.
4. Assign work locations and preliminary work tasks to Section personnel.
5. Notify Resource Unit of Logistics Section units activated, including names and locations of assigned personnel.
6. Assemble and brief Branch Directors and Unit Leaders.
7. Participate in preparation of IAP.
8. Identify service and support requirements for planned and expected operations.
9. Provide input to and review Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
10. Coordinate and process requests for additional resources.
11. Interface with appropriate CMT members per parent organization's procedures. Information provided could include:
 - Security threats directed at or situations that impact upon incident response personnel.
 - Requests for assistance.
12. Review IAP and estimate Section needs for next operational period.
13. Advise on current service and support capabilities.
14. Prepare service and support elements of the IAP.
15. Estimate future service and support requirements.
16. Receive Demobilization Plan from Planning Section.
17. Recommend release of unit resources in conformance with Demobilization Plan.
18. Ensure general welfare and safety of Logistics Section personnel.
19. Maintain a unit log of activities (ICS 214).
20. Submit all documentation to the Documentation Unit upon completion of the response.

LOGISTICS SECTION

SERVICE BRANCH DIRECTOR

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

1. Review general ICS procedures and common responsibilities.
2. Obtain working materials.
3. Determine level of service required to support operations.
4. Confirm dispatch of Branch personnel.
5. Participate in planning meetings of Logistics Section personnel as required.
6. Review IAP for inclusion of issues relative to the Service Branch.
7. Coordinate activities of Service Branch Units.
8. Inform Logistics Section Chief of activities.
9. Resolve Service Branch problems.
10. Maintain a unit log of activities (ICS 214).
11. Submit all documentation to the Documentation Unit upon completion of the response.

COMMUNICATIONS UNIT LEADER

ICS Responsibilities: The Communications Unit Leader works under the direction of the Service Branch Director or Logistics Section Chief, and is responsible for providing equipment and procedures for communications within and external to the incident through the following tasks:

- Developing plans for the effective use of incident communications equipment and facilities.
 - Installing and testing communications equipment; supervising the incident Communications Centers.
 - Distributing communications equipment to incident personnel.
 - Maintaining and repairing communications equipment.
1. Review general ICS procedures and common responsibilities.
 2. Obtain briefing from Service Branch Director or Logistics Section Chief.
 3. Determine unit personnel needs.
 4. Advise on communications capabilities/limitations.
 5. Coordinate with the Information Technology Unit Leader to determine additional communications capabilities available through computer systems.

LOGISTICS SECTION

6. Prepare and implement the Incident Communication Plan (ICS 205).
7. Ensure the Incident Communications Center and Message Center are established.
8. Set up and operate command center radio dispatch, telephone, public address systems, and data links as required.
9. Establish appropriate communications distribution/maintenance locations.
10. Ensure communications systems are installed and tested.
11. Ensure an equipment accountability system is established.
12. Ensure personal portable radio equipment from cache is distributed per radio plan.
13. 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.
14. Supervise Communications Unit activities.
15. Maintain records on all communications equipment as appropriate.
16. Ensure equipment is tested and repaired.
17. Recover equipment from relieved or released units.
18. Maintain a unit log of activities (ICS 214).
19. Submit all documentation to the Documentation Unit upon completion of the response.

Applicable Unit Staff include:

- Incident Dispatcher

MEDICAL UNIT LEADER

ICS Responsibilities: The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of 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.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.

LOGISTICS SECTION

3. Participate in Logistics Section/Service Branch planning activities.
4. Determine level of emergency medical activities performed prior to activation of Medical Unit.
5. Prepare the Medical Emergency Plan (ICS 206), including procedures for medical emergencies.
6. Activate Medical Unit.
7. Interface with appropriate CMT members per parent organization's procedures. Transmitted information could include declared medical emergencies.
8. Establish a cache of emergency medical supplies.
9. Declare major medical emergency as appropriate.
10. Respond to requests for medical aid.
11. Respond to requests for medical transportation.
12. Respond to requests for medical supplies.
13. Prepare medical reports and submit as directed.
14. Maintain a unit log of activities (ICS 214).
15. Submit all documentation to the Documentation Unit upon completion of the response.

FOOD UNIT LEADER

ICS Responsibilities: 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; menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine location of working assignment, and number and location of personnel to be fed.
4. Determine method of feeding to best fit each situation.
5. Obtain necessary equipment and supplies to operate food service facilities.
6. Ensure menus provide incident personnel with well-balanced meals.
7. Ensure that sufficient potable water is available to meet all incident needs.
8. Ensure that all appropriate health and safety measures are taken.
9. Provide Supply Unit Leader food supply orders.
10. Ensure any permits relating to food service have been obtained.

LOGISTICS SECTION

11. Maintain a unit log of activities (ICS 214).
12. Submit all documentation to the Documentation Unit upon completion of the response.

INFORMATION TECHNOLOGY UNIT LEADER

ICS Responsibilities: The Information Technology (IT) Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for providing information technology support at all incident facilities. This support includes: computer hardware/software installation, maintenance, and trouble-shooting; installation/ maintenance of local area/wide area networks; website support (*hardware, software installation and maintenance*); and ensuring appropriate information security measures are in place.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine location of work assignment, and determine resource needs (*personnel and equipment*) necessary to perform assigned tasks.
4. Determine the operating locations requiring information technology support, and the specific type of support necessary to perform assigned tasks (*e.g., software, email connectivity, basic computer and printer capability, local area/wide area network connectivity, etc.*).
5. Coordinate with Service Branch Director, and inform Resource Unit of any additional equipment and personnel requirements to operate and sustain the IT Unit.
6. Coordinate with Communications Unit Leader to determine existing communications capabilities, and provide any additional capabilities available through computer systems.
7. Maintain established information technology capabilities and help functions.
8. Provide for an orderly demobilization of information technology assets. Coordinate with Supply Unit Leader on final accountability of high value assets. Coordinate equipment transportation with the Transportation Unit Leader.
9. Maintain a unit log of activities (ICS 214).
10. Submit all documentation to the Documentation Unit upon completion of the response.

LOGISTICS SECTION

SUPPORT BRANCH DIRECTOR

ICS Responsibilities: The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the IAP, including providing transportation, personnel, equipment, facilities, and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, Transportation, and Security Units.

1. Review general ICS procedures and common responsibilities.
2. Identify Support Branch personnel dispatched to the incident.
3. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
4. Prepare initial organization and assignments for support operations.
5. Determine resource needs.
6. Maintain surveillance of assigned unit work progress and inform Logistics Section Chief of activities.
7. Resolve problems associated with requests from Operations Section.
8. Maintain a unit log of activities (ICS 214).
9. Submit all documentation to the Documentation Unit upon completion of the response.

SUPPLY UNIT LEADER

ICS Responsibilities: 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.

1. Review general ICS procedures and common responsibilities.
2. Obtain a briefing from the Support Branch Director or Logistics Section Chief.
3. Participate in Logistics Section/Support Branch planning activities.
4. Determine the type and amount of supplies en route.
5. Arrange for receiving ordered supplies.
6. Review IAP for information on operations of the Supply Unit.
7. Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance/Administration Section.
8. Receive and respond to requests for personnel, supplies, and equipment.

LOGISTICS SECTION

9. Maintain inventory of supplies and equipment.
10. Coordinate service of reusable equipment.
11. Submit reports to the Support Branch Director.
12. Maintain a unit log of activities (ICS 214).
13. Submit all documentation to the Documentation Unit upon completion of the response.

Applicable Unit Staff include:

- Ordering Manager
- Receiving and Distribution Manager

FACILITIES UNIT LEADER

ICS Responsibilities: The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities [*e.g., Base, Camp(s), FCPs, and ICPs*]. 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 Facilities Unit Leader reports to the Support Branch Director.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from the Support Branch Director or Logistics Section Chief.
3. Review IAP for issues relating to facilities.
4. Participate in Logistics Section/Support Branch planning activities.
5. Determine workspace requirements, layout, and any special requirements for each facility to be established including workstations and field offices.
6. Determine requirements for the ICP and FCP.
7. Prepare layouts of incident facilities.
8. Notify unit leaders of facility layout.
9. Activate incident facilities.
10. Determine food service and housing requirements for personnel assigned to each workstation.
11. Provide Base and Camp Managers as required to manage facility operations including security food service, housing and maintenance.
12. Obtain personnel to operate facilities.

LOGISTICS SECTION

13. Provide sleeping facilities.
14. Provide facility maintenance services - sanitation, lighting, clean up.
15. Demobilize base and camp facilities, and restore facilities and area to pre-incident condition.
16. Maintain Facilities Unit records and turn in to Documentation Unit upon completion of the incident response.
17. Maintain a unit log of activities (ICS 214).

SECURITY UNIT LEADER

ICS Responsibilities: The Security Unit Leader is responsible for the provision of the safeguards needed to protect personnel and property from loss or damage, and to implement site control. This function may also be located on the Command Staff as the “Security Officer” for specific organizations.

1. Review general ICS procedures and common responsibilities.
2. Establish contacts with local law enforcement agencies as required.
3. Coordinate security measures at the site and limit access to authorized personnel.
4. Request required personnel support to accomplish work assignments.
5. Arrange for important aspects of the incident to be photographed.
6. Develop Security Plan for incident facilities.
7. Determine and provide security services to implement the Security Plan.
8. Control access of the FCP and ICP and other command centers to authorized personnel. Prepare associated personnel rosters and log all individuals in and out. Provide information to the Resource Unit.
9. Coordinate security activities with appropriate incident personnel.
10. Request assistance of law enforcement agencies as required by incident circumstances.
11. In the event of fire or explosion associated with an incident, notify State Troopers and request that the Bureau of Alcohol, Tobacco and Firearms be notified. Coordinate closely with Law Enforcement function in Operations Section.
12. Document and report all complaints and suspicious occurrences.
13. Maintain a unit log of activities (ICS 214).
14. Submit all documentation to the Documentation Unit upon completion of the response.

TRANSPORTATION UNIT LEADER

ICS Responsibilities: The Transportation Unit Leader is responsible for coordination of transportation needs for the response and for developing and implementing the Traffic Plan.

1. Review general ICS procedures and common responsibilities.
2. Provide and direct all air, water and ground transportation required to support response activities.
3. Identify and project personnel, supplies, food and equipment transportation needs including air (*helo, fixed wing*), water (*skiffs, vessels*), and surface (*vehicles, ATVs*).
4. Identify and project need for fueling, maintenance and repair services.
5. Secure transportation and associated services and supplies through the Supply Unit.
6. Establish regular transportation schedules and routes. Establish joint transportation operation tasks if appropriate.
7. Secure and maintain an inventory of vehicles, vessels, and equipment sufficient to meet current and projected needs.
8. Schedule transport of personnel, equipment, and supplies upon request. Maintain vehicle, vessel, and aircraft rental records.
9. Provide transportation for demobilization of personnel and equipment in accordance with Demobilization Plan.
10. Assign transportation resources to other sections and units.

GROUND SUPPORT COORDINATOR

ICS Responsibilities: The Ground Support Coordinator is primarily responsible for (1) support of out-of-service resources; (2) coordination of transportation of personnel, supplies, food, and equipment; (3) fueling, service, maintenance and repair of vehicles and other ground support equipment; and (4) implementing the Traffic Plan for the incident.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Transportation Unit Leader or Support Branch Director.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of the Traffic Plan with the Planning Section.
5. Support out-of-service resources.
6. Notify Resource Unit of all status changes on support and transportation vehicles.

LOGISTICS SECTION

7. Arrange for and activate fueling, maintenance and repair of ground transportation resources.
8. Maintain usage information on rented equipment.
9. Requisition maintenance and repair supplies (*e.g., fuel, spare parts*).
10. Coordinate the maintenance of incident roads.
11. Submit reports to Support Branch Director as directed.
12. Maintain a unit log of activities (ICS 214).
13. Submit all documentation to the Documentation Unit upon completion of the response.

VESSEL SUPPORT COORDINATOR

ICS Responsibilities: The Vessel Support Coordinator is responsible for activating and dispatching vessels in support of the response, and for implementing the Vessel Routing Plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels are supported by their own infrastructure, the Vessel Support Coordinator may be requested to arrange fueling, maintenance, and repair of vessels on a case-by-case basis.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Transportation Unit Leader or Support Branch Director.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of Vessel Routing Plan.
5. Coordinate vessel activations with the Operations Section
6. Coordinate water to land transportation with Ground Support Coordinator, as necessary.
7. Maintain a prioritized list of vessel transportation requirements that need to be scheduled with the transportation source.
8. Support out of service vessel resources, as requested.
9. Arrange for fueling, maintenance, and repair of vessel resources (*with other Logistics and Operations Section members*), as requested.
10. Maintain inventory of response, support and transportation vessels.
11. Maintain a unit log of activities (ICS 214).
12. Submit all documentation to the Documentation Unit upon completion of the response.

AIR SUPPORT COORDINATOR

ICS Responsibilities: The Air Support Coordinator is primarily responsible for preparing the air operations portion of the IAP (if there is no Air Operations Branch in the Operations Section). The IAP reflects agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the IAP is approved, air operations is responsible for implementing it.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Transportation Unit Leader or Support Branch Director.
3. Participate in Support Branch/Logistics Section planning activities.
4. *Organize preliminary air operations.
5. Request declaration or cancellation of restricted air space area.
6. Coordinate air to ground transportation as necessary.
7. Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
8. Support out of service aircraft resources, as requested.
9. Arrange for fueling, maintenance, and repair of aircraft resources, as requested.
10. Maintain inventory of aircraft (*both fixed wing and helicopters*).
11. Coordinate with Operations Section on air operations.
12. *Prepare and provide Air Operations Summary Worksheet to the Transportation Unit Leader.
13. Coordinate air support requirements with personnel in other Sections.
14. *Prepare a plan and supervise all air operations activities associated with the incident (ICS 220).
15. Establish procedures for emergency reassignment of aircraft.
16. Schedule approved flights of non-incident aircraft in the restricted air space area.
17. Keep abreast of the air traffic situation external to the incident.
18. *Resolve conflicts concerning non-incident aircraft.
19. *Coordinate with the Federal Aviation Administration (FAA).
20. *Update air operations plans.
21. Report to the Transportation Unit Leader on air operations activities.
22. *Arrange for an accident investigation team when warranted.
23. Coordinate and schedule aircraft operations intended to locate, observe, track, surveil, support dispersant applications, or other deliverable response application techniques.

LOGISTICS SECTION

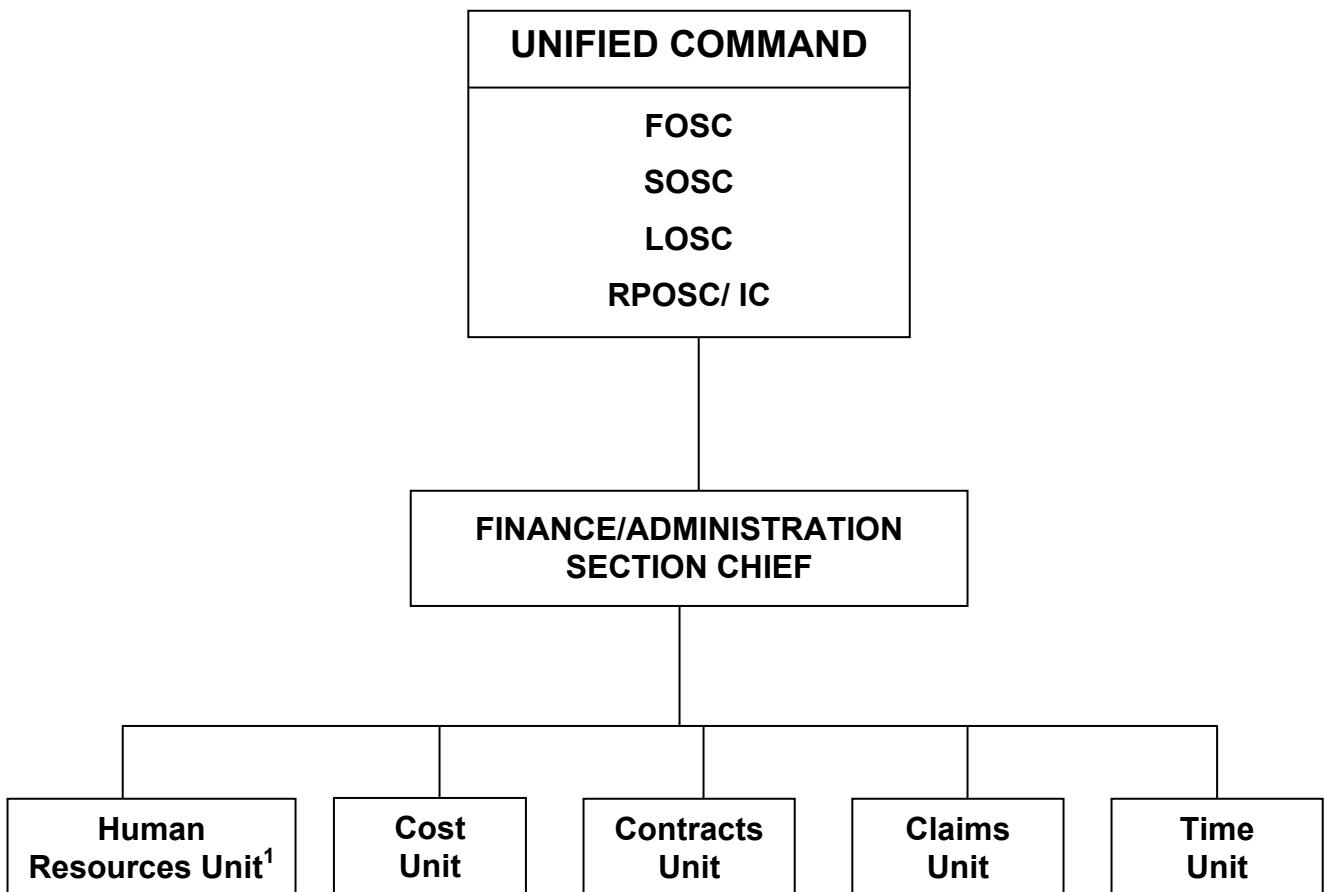
24. Provide aircraft for aerial surveillance to report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident.
25. Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.
26. Maintain a unit log of activities (ICS 214).
27. Submit all documentation to the Documentation Unit upon completion of the response.

*Tasks to be performed if an Air Operations Branch is not activated under the Operations Section.

LOGISTICS SECTION

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**FINANCE/ADMINISTRATION
SECTION**



¹ The Human Resources Unit is an optional function that may be located in other sections, based on the nature of the incident or parent organization's plan.

NOTE: Federal and State Finance functions may also take place within the overall Finance/Administration Section, although the expenses incurred by the federal and State agencies will be tracked separately.

FINANCE/ADMINISTRATION SECTION

FINANCE/ADMINISTRATION

ICS Responsibilities: 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.

1. Review parent organization Emergency Action Checklist, if available.
2. Review general ICS procedures and common responsibilities.
3. Attend briefing with other Section Chiefs to gather information.
4. Attend planning meetings to gather information on overall strategy.
5. Determine resource needs.
6. Meet with assisting and cooperating agency representatives as required.
7. Provide input in all planning sessions on financial and cost analysis matters.
8. Maintain contact with parent organization's administrative offices on finance matters per parent organization's policies and procedures.
9. Ensure that all personnel time records are transmitted to home agencies according to policy.
10. Participate in all demobilization planning.
11. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
12. Brief administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident per parent organization's policies and procedures.
13. Maintain a unit log of activities (ICS 214).
14. Submit all documentation to the Documentation Unit upon completion of the response.

TIME UNIT LEADER

ICS Responsibilities: The Time Unit Leader is responsible for equipment and personnel time recording.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Determine resource needs.
4. Establish contact with appropriate agency personnel/representatives.

FINANCE/ADMINISTRATION SECTION

5. Organize and establish Time Unit.
6. Establish Time Unit objectives.
7. Ensure that daily personnel time records are prepared in compliance with time policies.
8. Submit cost estimate data forms to Cost Unit as required.
9. Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
10. Maintain a unit log of activities (ICS 214).
11. Submit all documentation to the Documentation Unit upon completion of the response.

Applicable Unit Staff include:

- Personnel Time Recorder
- Equipment Time Recorder

CONTRACTS UNIT LEADER

ICS Responsibilities: The Contracts Unit Leader is responsible for administering all financial matters pertaining to contracts.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Contact appropriate unit leaders on incident needs and any special procedures.
4. Provide contracting services to procure all equipment, supplies, and services to support the response.
5. Coordinate, as necessary, with local jurisdictions on plans and supply sources.
6. Obtain Incident Procurement Plan.
7. Identify persons with procurement authority and procurement rules in effect.
8. Prepare and secure signatures for contracts, memoranda of agreement, reimbursable service agreements, etc.
9. Obtain and provide cost and delivery estimates.
10. Prepare auditing contracts when needed.
11. Prepare and sign contracts and land use agreements as needed.
12. Draft memoranda of understanding.
13. Establish contracts with supply vendors as required.
14. Interpret contracts/agreements and resolve claims or disputes within delegated authority.
15. Coordinate with Claims Unit on procedures for handling claims.

FINANCE/ADMINISTRATION SECTION

16. Finalize all agreements and contracts.
17. Coordinate cost data in contracts with Cost Unit Leader.
18. Maintain a unit log of activities (ICS 214).
19. Submit all documentation to the Documentation Unit upon completion of the response.

CLAIMS UNIT LEADER

ICS Responsibilities: The Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialists and Claims Specialists assigned to the incident.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Establish contact with incident Safety Officer and Liaison Officer or Agency Representatives if no Liaison Officer is assigned.
4. Establish a procedure for processing complaints and grievances per parent organization's policies and procedures.
5. Establish a procedure for processing insurance and health claims per parent organization's policies and procedures.
6. Process any claims against the organization.
7. Process local funding requests.
8. Determine the need for Compensation for Injury and Claims Specialists and other personnel if needed.
9. Establish Compensation for Injury work area with the Medical Unit whenever feasible.
10. Review Incident Medical Plan.
11. Ensure that Compensation and Claims Specialists have adequate workspace and supplies.
12. Brief Compensation and Claims Specialists on incident activity.
13. Coordinate with Contracts Unit on procedures for handling claims.
14. Periodically review all logs and forms produced by Compensation and Claims Specialists to ensure:
 - Work is complete.
 - Entries are accurate and timely.
 - Work is in compliance with parent organization's requirements and policies.
15. Keep Finance/Administration Section Chief briefed on unit status and activity.

FINANCE/ADMINISTRATION SECTION

16. Ensure that all Compensation for Injury and Claims Logs and Forms are up to date and routed to the proper office for post-incident processing prior to demobilization.
17. Demobilize Unit in accordance with Demobilization Plan.
18. Maintain a unit log of activities (ICS 214).
19. Submit all documentation to the Documentation Unit upon completion of the response.

COST UNIT LEADER

ICS Responsibilities: 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.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Coordinate with parent organization's offices on cost reporting procedures.
4. Obtain, compile, and record all cost data.
5. Compile and prepare incident cost estimates and summaries.
6. Prepare resource-use cost estimates for Planning.
7. Prepare the personnel cost estimate for the incident using the IAP.
8. Make recommendations for cost savings to Finance/Administration Section Chief.
9. Maintain cumulative incident cost records.
10. Ensure that all cost documents are accurately prepared.
11. Establish third party billing procedures and track costs.
12. Resolve billing disputes.
13. Establish procedures for receiving and depositing funds.
14. Complete all records prior to demobilization.
15. Provide reports to Finance/Administration Section Chief (*e.g., total costs incurred to date, the average cost per day*).
16. Maintain a unit log of activities (ICS 214).
17. Submit all documentation to the Documentation Unit upon completion of the response.

HUMAN RESOURCES UNIT (OPTIONAL POSITION)

ICS Responsibilities: The Human Resources Unit Leader is responsible for addressing human resource needs and issues.

1. Review general ICS procedures and common responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Receive and respond to requests for personnel (*from pre-designated IMT, other trained personnel in the organization, and major response organizations*).
4. Provide requesting unit with information on en route personnel.
5. Identify and address human resource issues and concerns related to the response.
6. Arrange for necessary human resource support for the IMT and their families – humanitarian assistance, Employee Assistance Program, Critical Incident Stress Debriefing, etc.
7. Establish contact with incident Safety Officer and Liaison Officer.
8. Maintain a unit log of activities (ICS 214).
9. Submit all documentation to the Documentation Unit upon completion of the response.

CONCURRENT FEDERAL/STATE ACTIVITIES

COMMAND AND COMMAND STAFF ACTIVITIES

STATE INVESTIGATION UNIT

The State Investigation Unit is responsible for two primary activities during a response: civil or criminal investigations. The SOSC assigns a senior ADEC Division of Spill Prevention and Response (SPAR) Staff member as the Investigation Unit Leader.

The Investigation Unit Leader supervises the investigation and all staff assigned to the investigation, which may include staff from the ADEC Environmental Crimes Unit, the State's Department of Law, ADEC Prevention and Emergency Response Program (PERP) and Industry Preparedness Program (IPP), as well as an Alaska State Trooper, Contractors, and Technical Specialists.

NOTE: *The evidence obtained during all investigations should be initially handled as a potential criminal investigation, pending further review of the case. This ensures proper handling of the evidence regardless of the nature of the investigation.*

INVESTIGATION UNIT LEADER

General Responsibilities: Regardless of civil or criminal investigation activities, the following constitute general responsibilities for the Investigation Unit Leader.

1. Ensure that a thorough investigation is conducted into the cause of the incident (*to include identifying, investigating, and documenting all apparent violations of the law in the cause of, and response to the release*).
2. Obtain accurate information on quantities released and quantities recovered.
3. Document damages caused by the incident.
4. Maintain all documentation on the investigation and all findings from the investigation of the incident.
5. Investigate and document the RP's response actions.
6. Take fingerprint samples from the source and from the spill.

GOVERNMENT ACTIVITIES – COMMAND AND COMMAND STAFF

7. Ensure alcohol and drug testing of the pilot, driver, etc., involved in the incident (*if criminal negligence is suspected*).
8. Serve as evidence custodian for all evidence and collected materials.
9. Maintain chain of custody on all materials collected or obtained as evidence in the incident.
10. Document the incident through measurements, photographs, gauging, and videotapes.
11. Conduct depositions, obtain logs, loading records, and other relevant information.
12. Take statements from those directly involved and all witnesses.
13. Establish and manage the case file and administrative record for the spill incident.
14. Identify the legally responsible party with the assistance of the Legal Officer through a legal search of property and corporate records.
15. Identify and obtain copies of all records needed for the State's case via the Documentation Unit.
16. Collect all evidence necessary to fully support civil or criminal actions.
17. Evaluate implementation of C-Plan by the RP.
18. Coordinate with the Lead State Trustee on the State's Natural Resources Damage Assessment (NRDA) efforts.
19. Assign task and work responsibilities for all staff assigned to the investigation of an incident.
20. Routinely review the case with the ICS Legal Officer, SOSOC, and DSOSOC, to ensure that all necessary actions are being correctly and fully addressed.
21. Coordinate unit needs with DSOSOC, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/ Administration Section Chief.
22. Routinely coordinate with the State's Documentation Unit to ensure that all impacted areas are identified and documented fully for use in determining damages and impacts for future civil actions including cost recovery.

INVESTIGATION TEAM

ICS Responsibilities: Works directly for the Investigation Unit Leader.

1. Assist the Investigation Unit Leader in documenting the events leading to the incident, the loss of product, and any damages that might have resulted from the incident.

GOVERNMENT ACTIVITIES – COMMAND AND COMMAND STAFF

2. Collect, preserve, and document all samples and evidence concerning the incident.
3. Coordinate planned activities with the Operations Section Chief, and the Situation and Documentation Units.
4. Report findings to the Investigation Unit Leader.

ADEC INVESTIGATOR (ENVIRONMENTAL CRIMES UNIT - ECU)

ICS Responsibilities:

1. Assist the Investigation Unit Leader in documenting the events leading to the incident, the loss of product, and any damages that might have resulted from the incident.
2. Collect, preserve, and document samples and evidence concerning the incident.
3. Ensure that all necessary procedures and leads are followed up on and thoroughly investigated, documented, and retained in an official record.
4. Coordinate planned activities with the Operations Section Chief, and the Situation and Documentation Units.
5. Report findings to Investigation Unit Leader.

ENVIRONMENTAL CRIMES UNIT ATTORNEY

ICS Responsibilities:

1. Provide legal advice to the Investigation Unit Leader on civil and criminal aspects of the investigation.
2. Handle the criminal prosecution of an incident.
3. At the discretion of the ECU Attorney, routinely brief the SOSOC and DSOSC on the status of the criminal investigation and the direction it is heading.

ALASKA STATE TROOPER

ICS Responsibilities:

1. Conduct alcohol and drug testing of designated individuals identified as being directly involved or associated in the cause of the incident under investigation.

2. Assist the ECU or ADEC investigators in conducting the investigation into the incident.
3. Keep the Investigation Unit Leader informed of all progress, findings, and daily work plans.

TECHNICAL SPECIALISTS (*NOTE: For a complete description of technical specialists, refer to the listing contained in this Appendix*). Basic ICS responsibilities for the following technical specialists are:

ICS Responsibilities:

1. Keep the Situation and Documentation Units informed of all findings.
2. Keep the Investigation Unit Leader informed of all progress, findings, and daily work plans.
3. Keep the Operations Section Chief and the Documentation Unit informed of all activities and findings.

C-PLAN SPECIALIST

ICS Responsibilities: This position is activated when an incident involves a C-Plan holder.

1. Monitor the C-Plan holder's response to an incident.
2. Ensure the response operations in the C-Plan are followed and all assets identified in the C-Plan are available and used, if needed.
3. Document findings concerning C-Plan implementation and the availability of identified response equipment.
4. Report and provide documentation on all findings to the Investigation Unit Leader.

SAMPLING SPECIALIST

ICS Responsibilities:

1. Collect samples from the source and the spill.
2. Receive all samples and documentation from other samplers and ensure the proper handling and shipment of samples to an appropriate lab for analysis.
3. Ensure that all documentation concerning samples are retained in an approved manner and given to the Documentation Unit for retention.

TANK GAUGER/TANK SURVEYOR

ICS Responsibilities:

1. Gauge the vessel's tanks or storage tanks involved in the incident to determine the quantity remaining.
2. Obtain copies of and review all logs, ullage, and tank information to determine the quantity in the tanks just prior to the incident.
3. Gauge all storage tanks and collection containers to determine quantities of product recovered.
4. Monitor all storage and collection tanks to adequately fix the quantity recovered at 36 hours, in order to comply with that regulatory standard.
5. Provide clear and accurate documentation of all gauging conducted for the incident to the Investigation Unit Leader and to the Documentation Unit for use in any legal actions that may result from the incident.
6. Provide technical expertise on storage tanks, their structural integrity, and damage.

MARINE ENGINEER

ICS Responsibilities:

1. Provide technical expertise on vessel's integrity, stability, and damage.

MARINE SURVEYOR

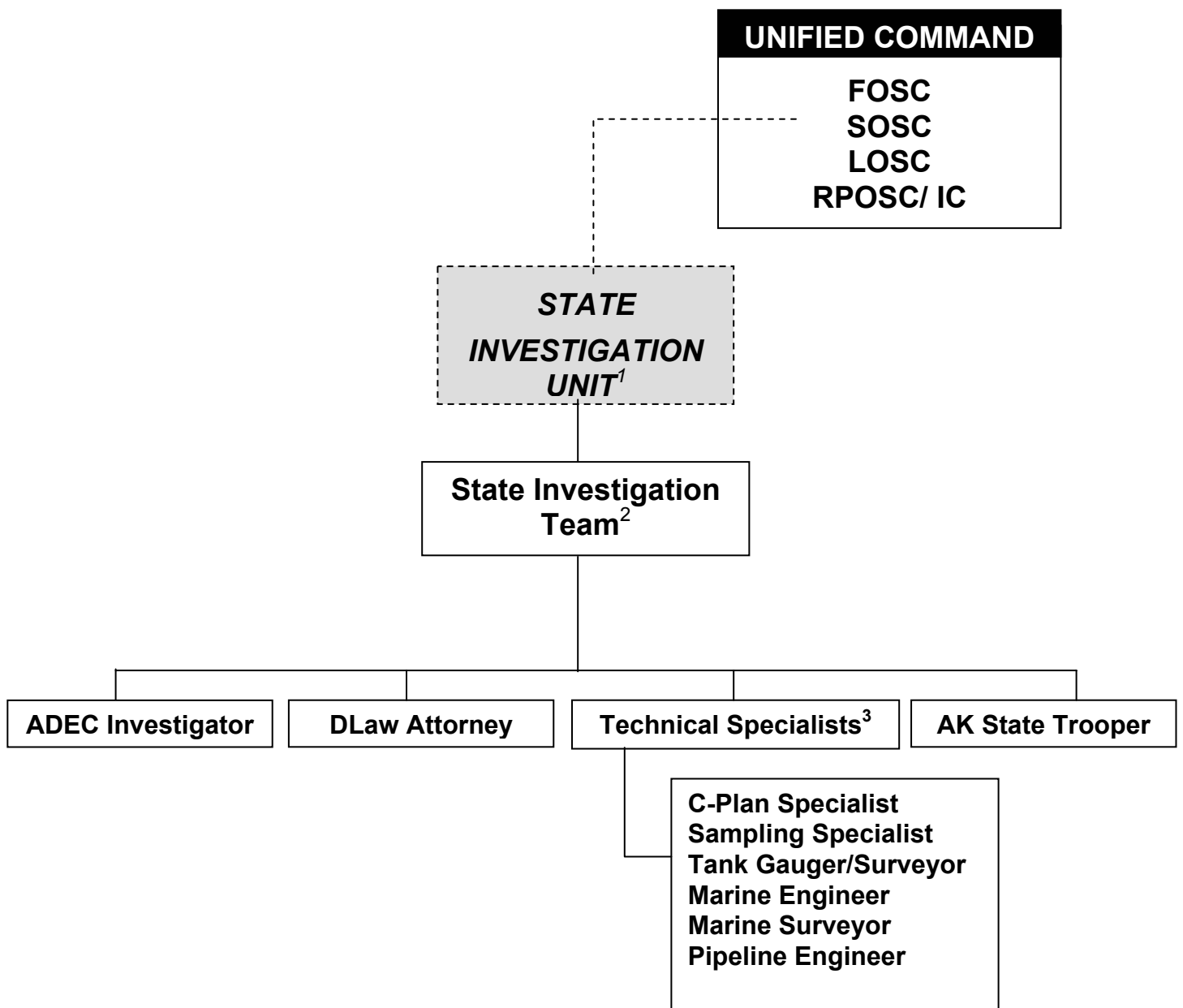
ICS Responsibilities:

1. Conduct a survey of the vessels involved in an incident to determine the extent of damage and sea worthiness of the vessel(s).

PIPELINE ENGINEER

ICS Responsibilities:

1. Provide technical expertise on pipelines, structural integrity, and damage.



¹ The Unit Leader (assigned by the SOSC) will always be a Senior ADEC Division of Spill Prevention and Response Staff Member.

² The Investigation Team may include staff from the ADEC Environmental Crimes Unit, an attorney from the Alaska Department of Law, PERP and IPP Staff, an Alaska State Trooper, Contractors, and Technical Specialists, as required. The State Environmental Crimes Unit will be involved in the case of a criminal investigation.

³ See this Appendix for a description of these Technical Specialist positions. The situation will dictate the need for specific technical specialists to augment the investigation team.

FEDERAL/STATE GOVERNMENT OPERATIONS ACTIVITIES

GENERAL ICS RESPONSIBILITIES

1. Oversee response actions.
2. Augment response when appropriate.
3. Take over response when the RP's response is deemed inadequate.
4. Maintain a unit log activities (ICS 214).
5. Submit all documentation to the Documentation Unit upon completion of the response.

AWAY TEAM

ICS Responsibilities: Upon notification of a serious marine incident which may require utilization of significant shore-side resources, the USCG Captain of the Port (COTP) or SAR Mission Coordinator deploys the Away Team. Away Team members assemble at the place designated by the COTP or SAR Mission Coordinator for transport to the incident (*either to the bridge of the vessel or to the On-Scene Commander's vessel*). The Away Team is comprised of a maximum of five individuals whose primary purpose is to provide assistance, guidance, and recommendations to the Master and vessel's officers. They relay the local, State, and federal abilities to respond, coordinate that response, and keep shore-side resources informed of the assistance that may be required on-board the vessel. The Away Team, led by a qualified member from the involved USCG Marine Safety Office, may consist of representatives from the State Fire Marshal's Office/local fire department, State SAR coordinator/local law enforcement, ADEC, and emergency medical services. Primary duties and responsibilities for Away Team members are as follows:

USCG AWAY TEAM LEADER

The Away Team Leader is a member of the COTP staff. He/she is trained in marine inspection, pollution response, or marine investigation, based on the type of incident. The COTP chooses the most appropriate person for the situation from his/her staff. The leader carries a VHF-FM radio and cellular phone that allows direct communication with the On-Scene Commander, COTP, UC, and/or USCG D17 Command Center, and/or crisis center.

GOVERNMENT ACTIVITIES – OPERATIONS

1. Report immediately to the vessel Master, and be prepared to answer any questions or concerns the Master may have.
2. Supervise the activities of other Away Team members. Ideally, all Team or UC communications shall be passed to/from the Master through the Team Leader.
3. Advise and assist the Master and officers as appropriate.
4. Maintain communications with the USCG On-Scene Commander.
5. Serve as the representative of the USCG COTP, Office in Charge Marine Inspections, and FOSC.
6. Receive reports from team members and extract essential information to pass to the UC.
7. Provide hourly status updates to the COTP and/or the UC; more frequently if significant changes occur.

EMERGENCY MEDICAL SERVICES (EMS) ADVISOR

The EMS Advisor is a trained emergency medical care provider (*e.g., head nurse at the regional hospital emergency room*) who is familiar with the capabilities of area shore-side medical facilities. The EMS Advisor is responsible for carrying the means to communicate directly with the shore-side EMS coordinator.

1. Advise and assist the vessel's senior medical officer as appropriate.
2. Communicate available local EMS capabilities/resources to vessel's senior medical officer.
3. Communicate status of EMS needs directly to the designated local shore-side EMS coordinator.
4. Communicate evacuation needs to the Law Enforcement official for coordinated local/State resource response.
5. Coordinate resource delivery with the shore-side EMS coordinator as requested by the vessel's senior medical officer.
6. Provide the Away Team Leader with hourly status reports of EMS actions; more frequently when significant changes occur.

MARINE FIREFIGHTING ADVISOR

This individual is a firefighter with specialized training in marine firefighting and fire investigation.

1. Advise and assist the vessel safety officer/chief engineer as appropriate.

GOVERNMENT ACTIVITIES – OPERATIONS

2. Communicate available local marine firefighting capabilities/resources to the safety officer/chief engineer.
3. Provide the Away Team Leader with hourly status reports of firefighting and damage control efforts, more frequently when significant changes occur.

POLLUTION ABATEMENT ADVISOR

The Pollution Abatement Advisor is an ADEC official designated by the SOSC. The individual acts as the SOSC's on-scene representative aboard a stricken vessel which either poses a serious threat for an oil or hazardous substance release, or has actually begun to release oil or a hazardous substance into the surrounding waters.

1. Assess pollution potential and keep the UC informed.
2. Communicate available local pollution response capabilities/resources to the vessel safety officer or chief engineer.
3. Provide the Away Team Leader with hourly status reports of actual or potential pollution spill and damage control efforts; more frequently when significant changes occur.

LAW ENFORCEMENT OFFICIAL/STATE SEARCH AND RESCUE (SAR) COORDINATOR

The Law Enforcement Official is normally an Alaska State Trooper. He/she assumes the role as SAR Coordinator for the State and as such has the capability to communicate directly with appropriate emergency service agencies. The Law Enforcement official may be a representative of the local police department, if appropriate to the situation.

1. Assess need for and take appropriate law enforcement actions within jurisdictional authority based on nature and cause of the incident.
2. Coordinate efforts with other law enforcement agencies that may also have jurisdiction.

FEDERAL/STATE OPERATIONS OVERSIGHT FUNCTIONS

SENIOR FEDERAL/STATE OPERATIONS REPRESENTATIVE

ICS Responsibilities:

1. Determine the adequacy of the RP's response.
2. Collect and analyze information gathered by the groups and advise the Deputy SOSC of the adequacy of the RP's response.
3. Determine the need for, and recommend the use of additional resources or alternative tactics to the Deputy SOSC, as required.
4. Determine the need for, and as required, recommend to the Deputy SOSC orders to be issued to the RP to improve the adequacy of the RP's response.
5. Monitor RP efforts to control the source of the release.
6. Observe, document and otherwise monitor the adequacy of the RP's containment and control efforts, including dispersant use and in-situ burn (ISB) efforts.
7. Conduct SCAT and Tactical Assessment Group (TAG) assessments pursuant to plans provided by the Planning Section.
8. Monitor wildlife impacts and provide for wildlife protection, rehabilitation, and disposal.
9. Monitor waste management operations for compliance with plans and permits.

ON-WATER OVERSIGHT MONITOR

ICS Responsibilities:

1. Observe, document, and report the RP's mechanical containment and clean-up activities and conditions under which they are taken.
2. Identify all ongoing and planned on-water mechanical containment and clean up operations and locations.
3. Observe, photograph, and otherwise record all offshore activities and conditions, including inventories of personnel and equipment, tactics and strategies, the effectiveness of operations, and environmental conditions and their effects on operations.
4. Report observations to the senior Federal/State Operations representative and provide records to the Documentation Unit.
5. Provide for decontamination of field personnel and equipment as required.

GOVERNMENT ACTIVITIES – OPERATIONS

6. Monitor decanting activities.
7. Observe, document, and report the RP's dispersant operations and conditions under which they are taken.
8. Review the Dispersant Use Guidelines and dispersant use approval documents.
9. Observe, photograph, and otherwise record all dispersant activities and conditions, including inventories of personnel and equipment, tactics and strategies, the effectiveness of operations, and environmental conditions and their effects on operations.
10. Report observations to the senior Federal/State Operations representative and provide records to the Documentation Unit.
11. Observe, document, and report the RP's ISB operations and conditions under which they are taken.
12. Review the In-Situ Burning Guidelines and ISB approved permits.
13. Observe, photograph, and otherwise record all ISB activities and conditions, including inventories of personnel and equipment, tactics and strategies, the effectiveness of operations, and environmental conditions and their effects on operations.
14. Report observations to the senior Federal/State Operations representative and provide records to the Documentation Unit.
15. Provide technical assistance and ensure responders are aware of federal/State concerns.

ON-LAND OVERSIGHT MONITOR

ICS Responsibilities:

1. Observe and document the RP's on-land containment and clean-up activities and conditions to allow a determination of the adequacy of the RP's actions.
2. Identify all ongoing and planned on-land response operations and locations, including response activities such as defensive measures, shoreline cleaning, waste management operations, etc.
3. Establish a schedule for observing each of the RP's on-shore operations.
4. Observe, photograph, and otherwise record all on-shore activities and conditions, including inventories of personnel and equipment, tactics and strategies, the effectiveness of operations, and environmental conditions and their effects on operations.
5. Report observations to the senior Federal/State Operations representative and provide records to the Documentation Unit.
6. Provide for decontamination of on-shore field personnel and equipment.

7. Conduct shoreline (SCAT) assessments in accordance with plans provided by the Planning Section to characterize contamination for the purpose of determining clean up tactics, and clean up TAG assessments in accordance with plans for cleanup sign-off.

SOURCE CONTROL/SALVAGE OVERSIGHT MONITOR

ICS Responsibilities:

1. Observe, document and report the RP's actions to control or contain the release at the source.
2. Identify all ongoing and planned efforts to stop or control the release at the source.
3. Obtain any available information from the RP or others on the amount released, the current rate of release, the amount still at risk of release, projections for when the release will be controlled, and conditions affecting source control efforts.
4. At the first opportunity, arrange for and conduct an initial survey to observe, photograph, and otherwise record source control efforts.
5. Establish a schedule and vantage point for subsequent observations of source control operations, including lightering operations.
6. Observe, photograph, and otherwise record all source control operations and conditions affecting operations.
7. Report observations to the senior Federal/State Operations representative and provide information including the amount released, the current rate of release, the amount still at risk of release, projections for when the release will be controlled, and conditions affecting source control efforts. Provide reports to the Documentation Unit.
8. Monitor RP radio communications at the source, if possible.

WASTE MANAGEMENT/DISPOSAL OVERSIGHT MONITOR

ICS Responsibilities:

1. Monitor waste management for compliance with permits and plans.
2. Obtain waste management permits and plans from the Environmental Unit.
3. Observe, document, and report the RP's waste management activities.
4. Document waste management violations and implement corrective measures.

GOVERNMENT ACTIVITIES – OPERATIONS

5. Report observations to the senior Federal/State Operations representative and provide records to Documentation Unit.

DECONTAMINATION OVERSIGHT MONITOR

ICS Responsibilities:

1. Monitor RP decontamination operations for compliance with authorizations.
2. Obtain approved decontamination authorizations from the Environmental Unit.
3. Observe, document and report the RP's decontamination activities
4. Document violations and implement corrective measures.
5. Report observations to the senior Federal/State Operations representative and provide records to Documentation Unit.

WILDLIFE RESPONSE OVERSIGHT MONITOR

ICS Responsibilities:

1. Monitor RP's efforts to observe, photograph, videotape, and provide written documentation of wildlife impacts.
2. Report observations to the senior Federal/State Operations representative and provide records to Documentation Unit.
3. Monitor RP's efforts to implement wildlife protection, collection, rehabilitation, and disposal measures specified by others.
4. Observe hazing and other protection measures as required by others.
5. Monitor the establishment of wildlife protection and rehabilitation centers as required by others.
6. Observe the RP's efforts to search for, collect, tag, and transport spill-impacted wildlife using procedures specified by others.
7. Monitor RP's efforts to document, store, and dispose of dead wildlife.
8. Monitor RP's efforts to release recovered wildlife as directed by others.

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FEDERAL/STATE PLANNING ACTIVITIES
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ICS Responsibilities:

1. Prepare initial and follow-on SitReps/POLREPs.
2. Identify the need for and prepare authorizations including emergency authorizations, permits, and waste management plan approvals.
3. Determine the extent, fate and effects of contamination and issue any special orders or advisories.
4. Maintain a unit log activities (ICS 214).
5. Submit all documentation to the Documentation Unit upon completion of the response.

FEDERAL/STATE PERMITS/PLANS REVIEW ACTIVITIES

ICS Responsibilities:

1. Project the movement of the release and prepare/evaluate spill trajectory mapping.
2. Identify sensitive areas and prioritize response efforts.
3. Determine the extent, fate and effects of contamination.
4. Identify the need for and prepare any special advisories or orders.
5. Identify the need for and issue State permits and other authorizations in coordination with federal/State/private landowners; maintain permit status log.
6. Require and approve plans for the management of wastes.
7. Develop a plan for collection, transport, and analysis of required samples.
8. Determine emergency corrective actions that should be taken to prevent further impacts.

SPECIFIC PERMITTING ACTIVITIES

ICS Responsibilities:

1. Advise on the need for federal/State permits and other authorizations and issue authorizations in a timely fashion so as not to impede response efforts.

GOVERNMENT ACTIVITIES – PLANNING

2. Determine if there is the potential for dispersant or ISB authorization requests and review guidelines as required.
3. Identify and recruit dispersant or ISB specialists as required.
4. Review requests for emergency authorizations, consult with specialists, and recommend action to the FOSC/SOSC.
5. Review ongoing, planned and foreseeable response activities, and identify all actions that will likely require State authorization.
6. Identify and recruit permitting specialists as required.
7. Identify persons with authority to issue authorizations and establish a permit processing system for each type of anticipated authorization.
8. Inform the RP via the FOSC/SOSC of authorizations required for current, planned and foreseeable activities.
9. Process permit applications as received in accordance with timelines and priorities established by the FOSC/SOSC.
10. Evaluate and act on equipment transfer requests between spill cooperatives.

FEDERAL/STATE RESOURCES AT RISK ACTIVITIES

ICS Responsibilities:

1. Identify sensitive areas due to human health, ecological, cultural or other special concerns, and prioritize response efforts.
2. Review sensitive areas information in the subarea contingency plan, industry contingency plan, and other reference documents.
3. Review wildlife protection guidelines.
4. Review cultural resources protection guidelines.
5. Identify other sources of information on special concerns and review.
6. Prepare environmental sensitivity mapping showing all identified sensitive areas.
7. Identify priorities for protection and clean-up and convey them to incident command.
8. Determine the extent, fate and effects of contamination.
9. Develop a budget for the released substance taking into account the behavior of the substance in the environment.
10. Prepare plans for determining the spread and concentration of the released substance in affected media as required.
11. Prepare plans for shoreline surveys and assessments and organize the SCAT as required.
12. Identify the need for and prepare any special advisories or orders concerning seafood, drinking water, or other health or special issues.

GOVERNMENT ACTIVITIES – PLANNING

13. Contact Alaska Department of Natural Resources, Alaska Department of Fish and Game, ADEC-Environmental Health, ADEC-Statewide Public Service, U.S. Fish and Wildlife Service, NOAA NMFS, and others to identify resources at risk.

FEDERAL/STATE PLANNING FUNCTIONS

ICS Responsibilities:

1. Review and approve the RP's plans for the management of wastes generated during the response.
2. Identify all ongoing and planned waste streams, management operations and their locations.
3. Require, review, and approve plans for the handling, temporary storage, transportation, and ultimate disposal of waste materials.
4. Ensure that all necessary permits have been obtained by the RP.
5. Provide copies of approved waste management plans to the waste management and disposal function.
6. Review and approve RP plans for decontamination stations and activities.

FEDERAL/STATE DOCUMENTATION ACTIVITIES

ICS Responsibilities:

1. Prepare a complete and well-organized incident record.
2. Prepare a system for filing of all incident records including reports, forms, correspondence, etc.
3. Inform staff of document routing procedures and provide routing sheet.
4. Using the filing system, prepare and maintain a complete file of all records.
5. Provide duplication and photo processing services for the unit and others.
6. Provide duplicates of forms and reports to others upon request.
7. Check the accuracy and completeness of records submitted for filing.
8. Maintain custody of incident files for after incident use.
9. Provide for video and photo documentation of incident.
10. Maintain an event log.
11. Create a computer file structure.
12. Receive and maintain all collected evidence, documents, photos, videotapes, and field notes pertaining to the incident.

13. Ensure that chain of custody is maintained on all samples.
14. Submit samples to the appropriate lab for required analysis.
15. Receive completed lab analysis for samples taken in response to an incident.
16. Keep the Investigation Unit Leader informed of the unit's progress, as well as any problems.

NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA) ACTIVITIES

ADEC NRDA Responsibilities:

1. Determine and manage NRDA activities under State law.
2. Implement State responsibilities under the NRDA process established by OPA 90.
3. Protect State resource interests to pursue damage claims or set up restoration plan.
4. Make sure NRDA activities do not conflict with response operations and activities.
5. Integrate important resource damage preliminary results with response planning and action.
6. Identify lead State trustee.
7. Task lead State trustee with contacting all State and federal trustees.
8. Notify the Department of Law of trustees through Legal Officer.
9. Prepare, as contingency, request to access Response Fund for NRDA purposes, establish separate collocation code.
10. Run field activities through Logistics and Operations Sections.
11. Report and provide documentation on all findings to the SOSC.
12. Keep the Situation and Documentation Units informed of all findings.
13. Keep the SOSC informed of all findings and daily work plans.

ICS Responsibilities: The NRDA Coordinator is responsible for coordinating NRDA needs and activities of the trustee team within the ICS spill response operations. This includes close coordination with the Liaison Officer for obtaining timely information on the spill and injuries to natural resources. The Representative will coordinate NRDA or injury determination activities.

1. Attend planning meetings as required.
2. Attend appropriate meetings to facilitate communication between NRDA Team and ICS.

GOVERNMENT ACTIVITIES – PLANNING

3. Provide status reports to appropriate requesters.
4. Identify site access, staffing and logistical support needs of the NRDA Team to the Liaison Officer.
5. Interact with appropriate units to collect information requested by the NRDA Team.
6. Obtain necessary safety clearances for access to sampling sites.
7. Coordinate with other organizations to identify personnel available for NRDA.

Federal Natural Resource Trustee Responsibilities during an incident include:

1. Providing information from NRDA activities that might assist in response activities;
2. Determining whether a natural resource injury has occurred;
3. Assessing damages for injury to, destruction of, or loss of natural resources for those resources under their trusteeship;
4. Developing and implementing a plan for restoration of injured resources; and
5. Obtaining compensation from the responsible party for these damages through negotiation or litigation.

Coordination with the OSC: In carrying out NRDA responsibilities during a response action, trustee representatives coordinate with the OSC by:

1. Carrying out NRDA activities in a way that is complementary to and not in conflict with response operations.
2. Designating a lead administrative trustee to serve as the focal point for coordination between NRDA activities and response operations.
3. Providing data from NRDA activities that may support more effective operational decisions to the OSC in a timely manner. Such data can be useful to the OSC in making response decisions.

Natural Resource Injury Determination Activities

1. Natural resource trustees determine if a NRDA is appropriate for a specific incident. Making this determination may or may not require data collection.
2. Injury documentation requires gathering information on spilled/released product pathways, documenting exposure to specific resources along those pathways, and quantification of injuries caused by the product.

GOVERNMENT ACTIVITIES – PLANNING

Direct or indirect exposure to the product may injure/disrupt natural resources and/or services provided by those resources.

3. Within the first 24-48 hours, trustee representatives usually focus their efforts on gathering and preserving perishable data. Water column data are generally collected as soon as possible. A source sample of the product with appropriate chain of custody is collected and archived for future characterizations.
4. Trustees, the RP, and the OSC need to collect similar physical, chemical, and biological data. They also need sample and laboratory protocols. Coordination of worker health and safety plans, work plans, protocols, and activities is advantageous to all parties and should be pursued. Where coordination cannot occur, trustees must ensure that injury determination activities do not interfere with response activities.

FEDERAL/STATE LOGISTICS ACTIVITIES

ICS Responsibilities: In a government oversight role, federal/State logistics functions may include ordering, tracking, and servicing government resources, arranging for transportation and lodging for government response staff, providing communications to government oversight staff (*field monitors*), and performing other logistics-related functions specifically in support of the government oversight role. Under a mutual agreement with the RP, these governmental functions may become an integral part of the overall RP-led Logistics Section. General duties and responsibilities include the following:

1. Provide personnel, supplies and equipment for the government response effort.
2. Prepare and maintain inventories of all government response resources.
3. Provide and direct all government-provided air, water, and ground transportation.
4. Manage government-provided incident communications.
5. Coordinate on emergency medical aid, transportation, and supplies.
6. Provide for security of government and government-contracted personnel and equipment.
7. Request federal and State personnel in accordance with pre-established ramp-up procedures.
8. Conduct emergency hiring in accordance with procedures.
9. Establish an inventory of routine supplies and government-owned equipment.
10. Safeguard government and contract personnel, files, supplies, and equipment from injury, theft, or damage by unauthorized persons and activities.
11. Maintain a unit log of activities (ICS 214).
12. Submit all documentation to the Documentation Unit upon completion of the response.

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FEDERAL/STATE FINANCE/ADMINISTRATION FUNCTIONS

ICS Responsibilities: In any response where federal and State funds are expended, the FOSC and SOSC are required to maintain an accurate accounting of governmental expenses. For accounting, future auditing and potential litigation purposes, the expenses incurred by the RP, federal, and State must be tracked separately. The FOSC and SOSC may elect to integrate into the RP's Finance Section, but maintain the federal and State identity. Federal and State finance functions include the following:

1. Determine resource needs.
2. Inform the FOSC/SOSC when the function is fully operational.
3. Establish a procedure for collecting daily timesheets and site logs.
4. Provide daily cost estimates for the SOSC/FOSC and CMT.
5. Establish contact with appropriate agency personnel/representatives.
6. Provide administrative support to the response staff.
7. Provide administrative services to federal/State responders.
8. Provide for records security.
9. Obtain Alaska Payroll (AKPAY) information for State-related personnel costs by Ledger Code (LC).
10. Obtain Alaska State Accounting System (AKSAS) information for State-related non-personnel costs by LC.
11. Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
12. Develop an operating plan for Finance/Administration function on incident.
13. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
14. Ensure that all records are current or complete prior to demobilization.
15. Release time reports from assisting agencies to the respective Agency Representatives prior to demobilization.
16. Provide the CMT, either directly or through the Finance/Administration Section Chief/FOSC/SOSC, information on the nature and status of third party claims against the federal and State agencies.
17. Maintain a unit log of activities (ICS 214).
18. Submit all documentation to the Documentation Unit upon completion of the response.

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TECHNICAL SPECIALISTS

ICS Responsibilities: Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section maintains a list of available specialists and assigns them where needed. The following are example position descriptions for Technical Specialists that might be utilized during a response to an oil or hazardous substance incident.

NOTE: *Technical Specialists are positions with a particular area of expertise. Technical Specialists may be assigned to any unit within any section.*

ALTERNATIVE RESPONSE TECHNOLOGIES (ART) SPECIALIST

ICS Responsibilities: The ART Specialist is responsible for evaluating the opportunities to use ART, including dispersant or other chemical countermeasures, *in situ* burning, and bioremediation. The ART specialist conducts the consultation and planning required to deploy a specific ART, and articulates the environmental tradeoffs of using or not using a specific ART. The ART specialist gathers 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. Primary duties include:

1. Identify available ART that may be effective on the specific spilled petroleum.
2. Make initial notification to all agencies that have authority over the use of ART.
3. Keep Planning Section Chief advised of ART issues.
4. Provide status reports to appropriate requesters.
5. Establish communications, through the FOSC, with the Alaska Regional Response Team to coordinate ART activities.

Dispersant Specialist: The Dispersant Specialist is the lead person responsible for addressing dispersant issues that may come up during a spill event. This person should have a thorough understanding of dispersant use in addition to the most updated scientific information

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concerning dispersant testing, use, and limitations. The dispersant specialist is responsible for reviewing every facet of permit applications for dispersant use, including feasibility of the application due to physical conditions of the environment, side effects of the dispersant to the environment, and evaluate the preparedness of the RP for actual application of the dispersant.

In Situ Burn (ISB) Specialist: The ISB specialist should have a thorough understanding of this alternative response option along with the environmental limitations and timeframe for which ISB can be utilized. The ISB specialist is called upon by the Planning Section to provide the following information and expertise: review the ISB application; ensure practical applications for an ISB under ambient conditions; and evaluate the personnel and equipment needs to maintain an ISB operation.

Bioremediation Specialist: The Bioremediation Specialist should be familiar with the product screening criteria set forth in the NCP Product Schedule List for bioremediation products and the requirements established in the State's Technology Protocols. The specialist is familiar with the bioremediation process and applicability for specific product spills, soil types, application methods, required scheduled applications once initiated, sampling and analysis procedures to verify the process is or is not working.

OTHER SPECIALISTS

Contingency Plan (C-Plan) Specialist: This position is normally staffed by a person with the greatest familiarity with the appropriate oil discharge prevention and C-Plan. The person provides information related to the C-Plan, such as response strategies, response equipment and personnel, and Primary Response Action Contractors, to the Planning Section Chief or the IC/OSC. The person coordinates equipment releases from other C-Plan holders and/or Primary Response Action Contractors. On occasion, the position may be temporarily staffed by the person familiar with the general content and layout of C-Plans who can readily extract needed information from the plan. The C-Plan Specialist also: monitors the C-Plan holder's response to an incident; ensures the response operations in the C-Plan are followed and all assets identified in the C-Plan are available and used if needed; and documents findings concerning C-Plan implementation and the availability of identified response equipment.

Cultural Resource Specialist (CRS): The CRS (*professional qualifications established in 36 CFR 61*) advises the IC/OSC on known

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archaeological/historic property locations, the existence of unsurveyed lands in the spill trajectory, and potential impacts of spill response actions. Additionally, the State's CRS represents the State Historic Preservation Officer, Department of Natural Resources, and the State's cultural properties interest concurrently with the CRS responsibilities to the SOSC. The State CRS coordinates with the CRS employed by other response organizations for implementation of Alaska Statute 41.35, the National Historic Preservation Act, and regional spill plans. Even though the CRS may occasionally do field inspections, the CRS does not routinely execute cultural resources management tasks in the field. The role of the CRS is primarily coordination and consultation on historic preservation matters. The State CRS issues State Field Archaeology Permits in emergency circumstances.

Decontamination Specialist: The Decontamination Specialist should be experienced in the decontamination of personnel and equipment related to a response and clean up of oil spills or hazardous waste. This specialist establishes "decon" areas for both personnel and equipment to prevent cross contamination of the work site and to protect workers from hazardous substances. Consideration must be given to the disposal of contaminated equipment and solutions used for this "deconning". The specialist designates the exclusion or "hot" zone, the "decon" zone, and the "clean" zone in conjunction with the Safety Officer and this information must be part of the Site Safety Plan.

Geographic Information System (GIS) Technical Specialist: The GIS Specialist is responsible for gathering and compiling updated spill information and providing various map products to the incident. The GIS team works with the Situation Unit and the information management officer to ensure accurate and rapid dissemination of oil spill information to the IMT.

Hazmat Specialist: The Hazmat Specialist should be familiar with various reference materials to aid the Planning Section in monitoring the incident potential during the response. The specialist should be aware of safety concerns for the responders and monitors to the release. Evacuation distances for public and safety zones for responders may have to be implemented. Use of reference items for specific chemicals is essential. Guidelines established by the federal government may be applicable for this position.

Land Title Specialist: The Land Title Specialist should have a comprehensive knowledge of upland/tideland title, management patterns, and environmental resource data. This specialist is responsible for determining upland and tideland ownership, management authority for

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potentially impacted areas, and coordinating notification to land owners/managers of effects to their lands. The Land Title Specialist identifies land use areas of major concerns as wilderness areas, recreational areas, parks or critical habitat areas, and coordinates the recommendation of response priorities for the potentially impacted natural resources and land use sensitive areas. If necessary, this specialist coordinates the issuance of agency advisories and notification of resource trustees.

Legal Specialist: The Legal Specialist acts in an advisory capacity during an oil spill response. The Specialist advises UC on: legal issues relating to in-situ burning, use of dispersants and other alternative response technology; legal issues relating to NRDA; legal issues relating to investigation; legal issues relating to finance and claims; and on response-related issues.

Marine Engineer: The Marine Engineer Technical Specialist provides technical expertise on vessel integrity, stability, and damage assessment. The individual may conduct a survey of the vessels involved in an incident to determine the extent of damage and sea worthiness of the vessel(s).

Natural Resource Damage Assessment Specialist: The Natural Resource Damage Assessment Specialist provides technical expertise in one or more areas on Natural Resource Damage Assessment.

Natural Resource Permit Specialist: The Natural Resource Permit Specialist should have a comprehensive knowledge of permitting and authorization requirements for all potential landowners or managers. This specialist identifies landowners/managers concerns, permit requirements and priorities in conjunction with representatives of other responding agencies and assists in obtaining permits for temporary water use, land use, and permission to access lands to support operations, as needed. This specialist is responsible for drafting agency Land Use Permits/Authorizations and developing permit stipulations that minimize incident response impacts to environmental resources. This specialist also coordinates with local governing entities in the identification of priority resource use areas.

Oil Control/Containment/Recovery Specialist: The Oil Control/Containment/Recovery Specialist is an experienced responder, well versed in oil control, containment and recovery strategies, deployment tactics, and equipment. The specialist has a firm understanding of the use, limitations and strengths of the various boom systems, air barriers, and other containment systems available. The specialist understands the physical characteristics and properties of crude and refined oil products as they

TECHNICAL SPECIALISTS

affect containment and recovery, product movement given various hydrological and meteorological conditions, and weathering of the product and its affect on containment and recovery system efficiencies. The specialist has a firm grasp of the support considerations for the equipment considered for use including number and training levels of the manpower necessary to run the equipment, portability, and secondary support equipment necessary for operation of the primary equipment.

Pipeline Specialist: The Pipeline Specialist provides technical expertise on pipelines, structural integrity, and damage assessment.

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

Sampling Specialist: The Sampling Specialist is responsible for providing a sampling plan for the coordinated collection, documentation, storage, transportation, and submittal to appropriate laboratories for analysis or storage. Other duties include: identify and alert appropriate laboratories; meet with team to develop initial sampling plan and strategy, and review sampling and labeling procedures; set up site map to monitor location of samples collected and coordinate with GIS staff; coordinate sampling activities with NRDA Coordinator, Investigation Team, and legal advisors; provide status reports to appropriate requesters. The following skills are important for that role: plan development; quality assurance/quality control development; knowledge of laboratory analysis, sampling methods; chain-of-custody procedures; decontamination procedures; and field screening techniques, including their viability.

Scientific Support Coordinator (SSC) Specialist: The SSC, in accordance with the NCP, provides the FOSC scientific advice with regard to the best course of action during a spill response. The SSC obtains consensus from the federal Natural Resource Trustee Agencies and provides spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC is the point of contact for the Scientific Support Team from NOAA's Hazardous Material Response and Assessment Division. Other duties include: provide current and forecasted incident status information for the Situation Unit by way of overflight maps and trajectory analysis; provide weather, tidal, and current information; obtain consensus from the federal Natural Resource Trustees regarding response options and report to the FOSC;

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develop a prioritized list of the resources at risk; provide status reports to appropriate requesters.

Spill Trajectory/Modeling Specialist: This specialist position advises the Planning Section on the projected path of an oil or hazardous substance release using modeling software such as CAMEO and ADIOS. This position will work closely with the NOAA modeling specialists to ensure the accuracy of their recommendations.

Tank Gauging Specialist: The Tank Gauging Specialist gauges the vessel's tanks or storage tanks involved in the incident to determine the quantity remaining; obtains copies of and reviews all logs, ullage and tank information to determine the quantity in the tanks just prior to the incident; gauges all storage tanks and collection containers to determine quantities of product recovered; monitors all storage and collection tanks to adequately fix the quantity recovered at 36 hours, in order to comply with that regulated standard; provides clear and accurate documentation of all gauging conducted for the incident to the Investigation Unit Leader and to the Documentation Unit for use in any legal actions that may result from the incident."

Tank Surveyor Specialist: The Tank Surveyor Specialist provides technical expertise on storage tanks, their structural integrity, and damage assessment.

Volume Estimation Specialist: The Volume Estimation Specialist serves as the lead in reviewing volume estimates and provides a legally defensible estimate of spilled oil volume. The specialist must be familiar with the technical methods of determining volumes from information recorded from source, recovery, and oil on water observations. The specialist must be able to direct the investigations responsible for gathering the technical information required to make the determination. The specialist must also be capable of evaluating the information and making the final determination of volumes spilled and recovered. The specialist should be familiar with characteristics of crude and refined oil products, determination methods for marine vessels, facility, highway, rail and aircraft sources, recovery operations, and oil on water volume estimations.

Waste Disposal Specialist: The Waste Disposal 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. The Waste Disposal Specialist should be well-versed in Resource Conservation and Recovery Act (RCRA) regulations and the Solid Waste Regulations. This position should be familiar with permitting activities, the use of manifests for

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transportation of hazardous waste, and obtaining USEPA waste generation numbers. This specialist needs to assume all responsibility for the waste as long as it is hazardous and should take all possible actions to minimize the accumulation of hazardous waste. The Waste Disposal Specialist must review or develop a Waste Disposal Plan that includes the nature and volume of expected waste, temporary and permanent disposal sites, necessary permits, methods of transporting the waste and implementation of the Plan. Other duties include: develop a Pre-Cleanup Plan and monitor pre-cleanup operations, if appropriate; develop a detailed Waste Management Plan; calculate and verify the volume of petroleum recovered, including petroleum collected with sediment/sand, etc.; provide status reports to appropriate requesters.

Wildlife Specialist: The Wildlife Specialist should have a thorough understanding of the Alaska Regional Response Team (ARRT) Wildlife Protection Guidelines for Alaska. The specialist coordinates with other responding organizations to review and/or develop wildlife response recommendations. The specialist may be tasked to develop, submit, review, and coordinate the issuance of wildlife hazing permits.

Other Potential Technical Specialty Areas:

- Audit
- Certified Underwater Divers
- Data Processing
- Enforcement/Cost Recovery
- Facility Design/Maintenance
- Hazmat Shipping Specialist
- Hazmat Specialist (*chemical specific*)
- Risk Assessment
- Site Assessment
- Skimming

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OTHER UNIT STAFF

OTHER UNIT STAFF

The following are other staff positions within the ICS that occur below the unit leader level. These positions may or may not be activated, depending on the size and complexity of the incident.

Display Processor: The Display Processor is responsible for the display of incident status information obtained from Field Observers or Aides, resource status (RESTAT) reports, aerial and ortho photographs and infrared data.

Equipment Time Recorder: The Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident. This individual normally falls under the supervision of the Time Unit Leader. General duties include: set up Equipment Time Recorder function in location designated by Time Unit Leader; advise Transportation Unit, Facilities Unit, and Air Support Coordinator of the requirement to establish and maintain a file for maintaining a daily record of equipment time reports; assist units in establishing a system for collecting equipment time reports; post all equipment time tickets within four hours after the end of each operational period; prepare a use and summary invoice for equipment (*as required*) within 12 hours after equipment arrival at incident; submit data to Time Unit Leader for cost effectiveness analysis; maintain current posting on all charges or credits for fuel, parts, services and commissary; verify all time data and deductions with owner/operator of equipment; complete all forms according to parent organization specifications; close out forms prior to demobilization; and distribute copies per parent organization and incident policy.

Field Observer: The field observer is responsible for collecting situation information from personal observations at the incident and providing this information to the Situation Unit Leader.

Incident Dispatcher: The incident dispatcher serves as the clearinghouse for receiving and transmitting messages within and external to the incident, and is responsible for receiving and transmitting radio and telephone messages among and between personnel, and providing dispatch services at the incident. General duties include: obtaining a briefing from the Communications Unit Leader; determining communications procedures, frequencies in use, nets established or to be established, equipment

OTHER UNIT STAFF

status, capabilities, limitations or restrictions, locations of repeaters, message center procedures; obtaining and reviewing the IAP to determine incident organization and Communications Plan; maintaining a file of General Messages (ICS Form 213); and maintaining a record of unusual incident occurrences.

Ordering Manager: The Ordering Manager, if activated, is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager normally reports to the Supply Unit Leader. General duties include: obtain necessary parent organization(s) order forms; establish ordering procedures; order equipment, supplies, and services to support the response; establish name and telephone numbers of personnel receiving orders; set up a filing system; get names of incident personnel who have ordering authority; check on what has already been ordered; ensure order forms are filled out correctly; identify times and locations for delivery of supplies and equipment; keep Receiving and Distribution Manager (*if activated*) informed of orders placed; submit all ordering documents to Documentation Unit through Supply Unit Leader before demobilization; establish an inventory of routine supplies and equipment; and notify Resource Unit of changes in major equipment status.

Permits Coordinator: This individual coordinates and determines the need for federal/State permits and other authorizations; coordinates with Operations and determines the need to prepare dispersant or ISB authorization requests and review guidelines as required; reviews ongoing, planned and foreseeable response activities, and identifies all actions that will likely require additional federal/State authorization; identifies persons with authority to issue authorizations and establishes a permit processing system for each type of anticipated authorization; determines the proper authorities to seek authorizations required for current, planned and foreseeable activities; and submits required permits to the appropriate agency.

Personnel Time Recorder: The Personnel Time Recorder, if activated, normally reports to the Time Unit Leader and records personnel information. General duties include: establish and maintain a file for personnel time reports within the first operational period; initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period; ensure that all personnel identification information is verified to be correct on the time report; post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents; ensure that time reports are signed; close out time documents prior to personnel leaving the incident; distribute all time documents according to parent organization policy; and

OTHER UNIT STAFF

maintain a log of excessive hours worked and provide to the Time Unit Leader on a daily basis.

Receiving and Distribution Manager: The Receiving and Distribution Manager, if activated, is responsible for the receipt and distribution of all supplies and equipment (*other than primary resources*) and the service and repair of tools and equipment. The Receiving and Distribution Manager normally reports to the Supply Unit Leader. General duties include: order required personnel to operate supply area; organize physical layout of the supply area; establish procedures for operating supply area; set up filing system for the receipt and distribution of supplies and equipment; maintain inventory of supplies and equipment; develop security requirement for supply area; submit necessary reports to Supply Unit Leader; notify Ordering Manager (*if activated*) of supplies and equipment received; and provide necessary supply records to Supply Unit Leader.

Shoreline Assessment Team Leader: This individual is responsible for: preparing plans for shoreline surveys and assessments and organizing the Shoreline Cleanup and Assessment Teams (SCAT) as required; coordinating shoreline assessment team response activities; conducting the aerial reconnaissance survey to scope out the shoreline oiling issues; ensuring that all teams have the necessary representation and members have the necessary training; developing daily assignments for each team, depending upon the needs of the Planning and Operations Sections to meet the UC objectives; coordinating with NRDA concerns on shoreline assessment to optimize data sharing; integrating the cleanup concerns of the various resource agencies and managers into the decision-making process; arranging for equipment and transportation for the shoreline assessment team through the Logistics Section; developing cleanup endpoints considering shoreline type, ecological sensitivity, recreational use, and aesthetic requirements, etc.; developing cleanup guidelines for implementing each cleanup method for the shoreline types impacted, based on agency concerns.; developing a survey and reporting schedule to produce survey results in time to be incorporated into the IAP; ensuring all teams use the proper terms and apply the guidelines uniformly; receiving reports from the field teams and synthesizing them into a daily summary in the IAP format; briefing Planning and Operations Section Chiefs on issues raised by the shoreline assessment teams, particularly where cleanup methods must be modified to increase effectiveness or decrease impacts.

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Spill Tracking (Field Observer): This individual is responsible for conducting first-hand observations of the released material and reporting the movement over time to the Situation Unit. The individual should arrange for and conduct overflights/surveys, establish a schedule and means for making subsequent observations of release movement and impacted shorelines, record all observations using a combination of video, still photographs and written documentation forms, evaluate and implement remote sensing or other technologies for spill tracking, and create spill tracking maps.

HAZARDOUS MATERIALS (HAZMAT) RESPONSE
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HAZMAT GROUP SUPERVISOR/TEAM LEADER

ICS Responsibilities: The Hazmat Group Supervisor/Team Leader is responsible for coordinating and directing all Hazmat activities related to the incident.

1. Review general ICS procedures and common responsibilities.
2. Prioritize Hazmat responses related to the incident.
3. Determine resource requirements.
4. Direct and coordinate Hazmat responses.
5. Manage dedicated Hazmat resources.
6. Brief next higher level of command on activities.
7. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
8. Evaluate and recommend public protection options to the Operations Section Chief or next higher level of command
9. Ensure that current weather data and future weather predictions are obtained.
10. Establish environmental monitoring of the hazard site for contamination.
11. Conduct safety meetings with the Hazmat Group.
12. Ensure that a Site Safety Plan is developed and implemented.
13. Participate when requested in the development of the IAP.
14. Ensure that recommended safe operational procedures are followed.
15. Ensure that the proper PPE is selected and used.
16. Ensure that the proper agencies are notified through the IC/OSC.

ENTRY LEADER

ICS Responsibilities: The Entry Leader reports to the Hazmat Group Supervisor and is responsible for the overall entry operations of assigned personnel within the Exclusion Zone.

1. Review general ICS procedures and common responsibilities.
2. Supervise entry operations.
3. Recommend actions to mitigate the situation within the Exclusion Zone.
4. Carry out actions as directed by the Hazmat Group Supervisor to mitigate the Hazmat release or threatened release.

HAZMAT RESPONSE

5. Maintain communications and coordinate operations with the Decontamination Leader.
6. Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (*if activated*).
7. Maintain communications and coordinate operations with the Technical Specialist - HazMat Reference.
8. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
9. Direct rescue operations as needed in the Exclusion Zone.

DECONTAMINATION LEADER

ICS Responsibilities: The Decontamination Leader is responsible for the operations of the decontamination element, providing decontamination as required by the IAP.

1. Review general ICS procedures and common responsibilities.
2. Establish the Contamination Reduction Corridor(s).
3. Identify contaminated people and equipment.
4. Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
5. Maintain control of movement of people and equipment within the Contamination Reduction Zone.
6. Maintain communications and coordinate operations with the Entry Leader.
7. Maintain communications and coordinate operations with the Site Access Control Leader and the Site Refuge Area Manager (*if activated*).
8. Coordinate the transfer of contaminated patients requiring medical attention (*after decontamination*) with the appropriate on-scene EMS personnel .
9. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone.

SITE ACCESS CONTROL LEADER

ICS Responsibilities: The Site Access Control Leader is responsible for the control of the movement of all people and equipment through appropriate access routes at the hazard site and ensures that contaminants are controlled and records are maintained.

HAZMAT RESPONSE

1. Review general ICS procedures and common responsibilities.
2. Organize and supervise assigned personnel to control access to the hazard site.
3. Oversee the placement of the Exclusion Control Line and the Contamination Control Line.
4. Ensure that appropriate action is taken to prevent the spread of contamination.
5. Establish the Safe Refuge Area within the Contamination Reduction Zone. Appoint a Safe Refuge Area Manager (as needed).
6. Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
7. Track the movement of persons passing through the Contamination Control Line to ensure that long term observations are provided.
8. Coordinate with the on-scene EMS staff for proper separation and tracking of potentially contaminated individuals needing medical attention.
9. Maintain observations of any changes in climatic conditions or other circumstances external to the hazard site.
10. Maintain communications and coordinate operations with the Entry Leader.
11. Maintain communications and coordinate operations with the Decontamination Leader.

ASSISTANT SAFETY OFFICER – HAZMAT

ICS Responsibilities: Reports to the incident Safety Officer as an Assistant Safety Officer and coordinates with the Hazmat Group Supervisor. The Assistant Safety Officer - Hazmat coordinates safety activities relating to the Hazmat Group operations as mandated by 29 CFR 1910.120, and applicable State and local laws. The position advises the Hazmat Group Supervisor on all aspects of health and safety and has the authority to prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazmat is appointed at all Hazmat incidents. In a multi-activity incident, the Assistant Safety Officer-Hazmat does not act as the Safety Officer for the overall incident.

1. Obtain briefing from the Hazmat Group Supervisor.
2. Participate in the preparation of and implement the Site Safety Plan.
3. Advise the Hazmat Group Supervisor of deviations from the Site Safety Plan or any dangerous situations.
4. Alter, suspend, or terminate any activity that may be judged unsafe.

HAZMAT RESPONSE

5. Ensure the protection of Hazmat Group personnel from physical, environmental, and chemical hazards/exposures.
6. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader.
7. Ensure that medical-related records for Hazmat Group personnel are maintained.

TECHNICAL SPECIALIST - HAZMAT REFERENCE

ICS Responsibilities: The Technical Specialist-Hazmat Reference provides technical information and assistance to the Hazmat Group using various reference sources such as computer data bases, technical journals, CHEMTREC, and phone contact with facility representatives. The Technical Specialist-Hazmat References may provide product identification using hazard categorization tests and/or any other means of identifying unknown materials.

1. Obtain briefing from the Planning Section Chief.
2. Provide technical support to the Hazmat Group Supervisor.
3. Maintain communications and coordinate operations with the Entry Leader.
4. Provide and interpret environmental monitoring information.
5. Provide analysis of Hazmat sample.
6. Determine PPE compatible to Hazmat.
7. Provide technical information of the incident for documentation.
8. Provide technical information management with public and private agencies (*i.e., Poison Control Center, Tox Center, CHEMTREC, National Response Team, State and local food/environmental health agencies*).
9. Assist the Planning Section with projecting the potential environmental effects of the release.

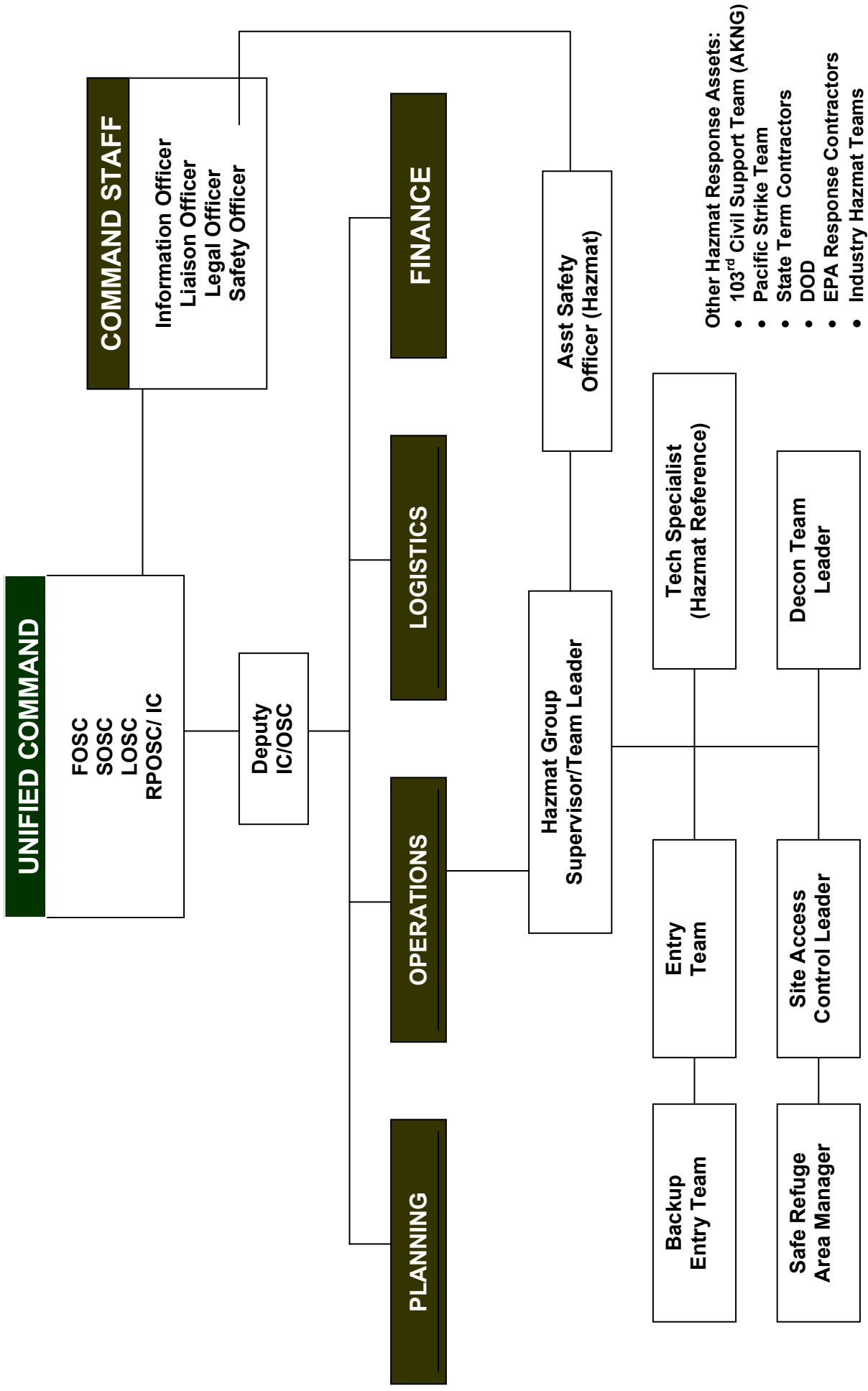
SAFE REFUGE AREA MANAGER

ICS Responsibilities: The Safe Refuge Area Manager reports to the Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. The Safe Refuge Area Manager is responsible for evaluating and prioritizing victims for treatment, collecting information from the victims, and preventing the spread of contamination by these victims. If there is a need for the Safe Refuge Area Manager to enter the

HAZMAT RESPONSE

Contamination Reduction Zone in order to fulfill assigned responsibilities, then the appropriate PPE shall be worn.

1. Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line.
2. Monitor the Hazmat release to ensure that the Safe Refuge Area is not subject to exposure.
3. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination.
4. Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or is suspected of being contaminated.
5. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
6. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.



End of Appendix B