

IMT Transition Plan

1. Responsible Party (RP) Incident Commander (IC) arrives and starts briefing with Alyeska Pipeline Services Company (APSC)-IC.
 - a - RP & APSC IC agree on timeframe for transition (within 72 hrs of start of response) and roles for RP staff prior to transition. [Note:, prior to transition, APSC has exclusive management and control as a Primary Response Action Contractor (RAC), (per Agreement for Oil Spill Response Services).]
 - b – RP will identify incoming Incident Management Team (IMT) members
 - c - RP & APSC ICs direct RP and APSC General and Command staff on timing and roles prior to transition (i.e. RP-APSC contract stipulations, RP transition requirements (Tanker C-Plan, Part 1, Section 6), role for RP Section Chief prior to transition (i.e., deputies, shadowing, forms to complete prior to transition of command, etc.)
 - d – APSC and RP IC brief Unified Command (UC) on plan for transition and timing
2. Each Section and Command Staff Officer assures that their key personnel have been briefed and assures to the RP and APSC Planning Section Chiefs that this has occurred.
3. RP and APSC Planning Section/Command Staff Office notifies the RP and APSC ICs that they are ready for transition and they are confident transition preparation is sufficient to assure a successful transition.
4. RP & APSC IC agree on timeframe for completion of contract/loanee paperwork required to complete transition (RP-APSC Contract Addenda Exhibit 1, 2, 3, 4, 5, 6, and 7, as appropriate) and document agreement. This timeframe is communicated to Contracts and Finance for execution.
5. The outgoing APSC IC and the incoming RP IC complete and sign the Incident Commanders' *Management Transition Checklist* (Tanker C-Plan, Part I, *Section 6.2*).
6. UC approves the transfer of obligation required under AS 46.04.020 (PWST-ODPCP, Part I, *Section 6.3*)
7. As soon as possible after completion and approval of the transfer of management and control, the transition will be formally announced to incident management team personnel
8. The contractually required documentation (RP-APSC Contract Addenda Exhibit 1, 2, 3, 4, 5, 6, and 7) is completed in the agreed upon timeframe and provided to both RP and APSC representatives.

Attachment 1.

6.1 Responsibilities

Transfer of the response occurs from Alyeska when the Contracting Party assumes the management and control of efforts to contain and clean up an oil spill. Transfer of the response obligations under AS 46.04.020(g) occurs at the time agreed upon by the Federal On-Scene Coordinator and the State On-Scene Coordinator.

The Incident Commander's transition guidelines in *Section 6.2* are intended to guide transition for any size spill for every Contracting Party. When the transfer has been approved by the Federal On-Scene Coordinator and the State On-Scene Coordinator, all parties will sign and date the form in *Section 6.3*. Transition Management is also governed by the Agreement for Oil Spill Response Services ("Response Agreement") between Alyeska and Contracting Parties (see *SID #2, Section 4*).

6.2 Incident Commanders' Management Transition Checklist

The Alyeska Incident Commander and the Contracting Party's Incident Commander may complete the following checklist to prepare for transfer of response. See *SID #2, Section 4* for more information.

- Contracting Party's Incident Commander has designated incoming team members.
- Contracting Party's Incident Commander has received briefing.
 - Contracting Party's Incident Commander has received status of response information.
 - Contracting Party's Incident Commander has received status of objectives information.
 - Contracting Party's Incident Commander has received status of resources information.
- Contracting Party's Incident Commander and Alyeska's Incident Commander have agreed to an estimated time of proposed transfer of command and management.
- Contracting Party's team members have been briefed.
- Announcement of transfer of response has been prepared.
- Assurance that key incoming personnel have been briefed on the following:
 - Section staffing
 - Status of resources
 - Status of objectives
 - Organization
 - Unique circumstances

Alyeska Incident Commander

(signature, time and date)

Contracting Party's Incident Commander

(signature, time and date)

PART 1, Response Action Plan, Section 6 - Management Transition

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6.3 Transfer-of-Obligation Approval

The Federal On-Scene Coordinator, State On-Scene Coordinator, Alyeska Incident Commander and the Contracting Party Incident Commander may use the following form when the Federal On-Scene Coordinator and the State On-Scene Coordinator approve the transfer of obligation as required under AS 46.04.020(g).

Effective this date _____ and time _____, the obligation imposed by AS46.04.020(g) is hereby transferred from Alyeska Pipeline Service Company

to: _____.

(Print Name)

Federal On-Scene Coordinator

_____ Signature, time, date

(Print Name)

State On-Scene Coordinator

_____ Signature, time, date

(Print Name)

Alyeska Incident Commander

_____ Signature, time, date

(Print Name)

Contracting Party Incident Commander

_____ Signature, time, date