

## APPENDIX C. INCIDENT CHECK LISTS

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## **RESPONSE CHECKLISTS**

**Any employees observing a spill should take the following emergency actions:**

*The order of these actions will depend on the situation.*

- Ensure safety of personnel in area.
- Stop flow at the source, if safe to do so.
- Eliminate sources of ignition if spill is flammable.
- Notify supervisor of the spill.
- Contain spill if safe to do so.

**The Emergency Response Team Leader will initiate the following actions:**

Evacuate area as necessary and confirm that injured personnel, if any, have been attended.

- Confirm identification of spilled material and check the material safety data sheets (MSDS) emergency procedures.
- Confirm that personnel have been assigned to stop the flow of spilling product and secure leaks if it can be done safely.
- Assess the spill threat, site safety, and parameters such as spill volume, extent and direction of movement.
- Initiate actions to notify government agencies including local authorities of area affected or at immediate threat.
- Establish Exclusion Zone and Safe Work Areas.
- Initiate containment efforts.
- Complete notifications for emergency call-out, as discussed in Section 2.3.1, including government agencies.

***Piping Connections***

- Stop transfer.
- Ensure safety of personnel in area.
- Eliminate sources of ignition within the immediate area.
- Ensure discharge containment area is holding all spilled oil.
- Notify Supervisor of spill.
- Retighten bolts, drain the hose and renew gasket, or replace faulty hose.
- Pump spilled oil into portable containers for disposal.
- Collect and wipe up residue with sorbents and clean sweep.
- If not immediately contained, secure area and obtain assistance from the Emergency Response Team (ERT).
- Do not re-start transfer until leakage has been stopped.

***Pipeline Checklist — Transportation***

- Shut down pumping system and isolate pipeline by closing valves.
- Ensure safety of personnel in area.
- Eliminate sources of ignition within the immediate area.
- Cordon off area to prevent personnel or traffic from entering into and spreading oil.
- Notify Supervisor of spill.
- Use sorbents, clean sweep, boom or earth berms to contain spread of spill.
- If not immediately contained, secure area and obtain assistance from the ERT.
- Do not resume normal operations until repairs are made.

***Rail Car & Tank Truck Checklist***

- Stop fuel transfer (to or from truck or tank car).
- Ensure safety of personnel in area.
- Eliminate sources of ignition within the immediate area.
- Isolate fuel transfer line by closing all valves or using blind flanges.
- Ensure all drain lines to the exterior of secondary containment are closed.
- Cordon off area to prevent personnel or traffic from entering into and spreading oil.
- Notify Supervisor of spill.
- Use sorbents to contain small spill — otherwise secure area and obtain assistance from the ERT.

***Crude Oil Storage Tank Checklist***

- Stop all transfers (to or from tank).
- Ensure safety of personnel in area.
- Eliminate potential sources of ignition within the immediate area.
- Ensure all drain lines to the exterior of secondary containment are closed.
- Notify Supervisor of spill.
- Cordon off area to prevent personnel or traffic from entering into and spreading oil.
- If possible, transfer tank contents to another tank to lower liquid level below leak.
- Use sorbents to contain small spill — otherwise secure area and obtain assistance from the ERT.

***Gasoline Tank Checklist***

- Stop all transfers (to or from tank).
- Ensure safety of personnel in area.
- Eliminate all sources of ignition within the immediate area.
- Ensure all drain lines to the exterior of secondary containment are closed.
- Notify Supervisor and Fire Brigade of spill.
- Establish Exclusion Zone and site control to prevent personnel or traffic from entering area.
- If possible, transfer tank contents to another tank to lower liquid level below leak.
- Use sorbents to contain small spill — otherwise secure area and obtain assistance from the ERT and Fire Brigade.

***FSO Offtake Transfer Hose Checklist***

- Shut down transfer system and isolate line by closing valves.
- Ensure safety of personnel in area.
- Eliminate potential sources of ignition within the immediate area, as much as possible.
- Notify Supervisor of spill.
- Locate apparent source and assess spill size.
- Secure area and obtain assistance from the ERT.
- Do not resume operations until repairs are made.

***FSO Hull Failure Checklist***

- Stop all transfers (to or from vessel).
- Ensure safety of personnel on vessel.
- Identify location of hull failure and affected tanks.
- Initiate vessel evacuation procedures, if necessary.
- Notify Supervisor of spill.
- Consult with Loading Operator on vessel stability and capability to transfer oil from affected tanks to other slack tanks.
- If no slack space is available, pump water into affected tank(s) to float oil and create water bottom.
- Secure area and obtain assistance from the ERT.

**SAFETY AND HEALTH / EMERGENCY RESPONSE PLAN**

<b>SITE:</b>																									
<b>DATE/TIME:</b>	<b>INCIDENT:</b>																								
<b>PRODUCT(S):</b> (Attach MSDS)																									
<b>SITE CHARACTERIZATION:</b> (See Site Map) <input type="checkbox"/> Marine vessel <input type="checkbox"/> Pipeline <input type="checkbox"/> Storage facility <input type="checkbox"/> Truck/Rail car <input type="checkbox"/> Other:																									
<b>Water</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Creek <input type="checkbox"/> River <input type="checkbox"/> Ocean <input type="checkbox"/> Shoreline <input type="checkbox"/> Wetlands <input type="checkbox"/> Muddy <input type="checkbox"/> Sandy <input type="checkbox"/> Rocky <input type="checkbox"/> Other:																									
<b>Waves</b> <input type="checkbox"/> Height:        ft <input type="checkbox"/> Direction:																									
<b>Current</b> <input type="checkbox"/> Speed :        mph/kts <input type="checkbox"/> Direction:																									
<b>Land</b> <input type="checkbox"/> Brushland <input type="checkbox"/> Forest <input type="checkbox"/> Grassland <input type="checkbox"/> Hills <input type="checkbox"/> Mountains <input type="checkbox"/> Other:																									
<b>Use</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Farmland <input type="checkbox"/> Government <input type="checkbox"/> Industrial <input type="checkbox"/> Public <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Other:																									
<b>Weather</b> <input type="checkbox"/> Haze <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Other: <input type="checkbox"/> Temp:        °F <input type="checkbox"/> Wind/Dir:        mph																									
<b>Pathways for Dispersion</b> <input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land <input type="checkbox"/> Other:																									
<b>Site Hazards</b> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Boat safety</td> <td><input type="checkbox"/> Fire, explosion, in-situ burning</td> <td><input type="checkbox"/> Visibility</td> </tr> <tr> <td><input type="checkbox"/> Chemical hazards</td> <td><input type="checkbox"/> Heat Stress</td> <td><input type="checkbox"/> Pumps and hoses</td> </tr> <tr> <td><input type="checkbox"/> Cold stress</td> <td><input type="checkbox"/> Helicopter operations</td> <td><input type="checkbox"/> Steam and hot water</td> </tr> <tr> <td><input type="checkbox"/> Confined spaces</td> <td><input type="checkbox"/> Lifting</td> <td><input type="checkbox"/> UV radiation</td> </tr> <tr> <td><input type="checkbox"/> Drum handling</td> <td><input type="checkbox"/> Motor vehicles</td> <td><input type="checkbox"/> Slips, trips and falls</td> </tr> <tr> <td><input type="checkbox"/> Equipment operations</td> <td><input type="checkbox"/> Noise</td> <td><input type="checkbox"/> Trenching/excavation</td> </tr> <tr> <td><input type="checkbox"/> Electrical hazards</td> <td><input type="checkbox"/> Overhead/buried utilities</td> <td><input type="checkbox"/> Weather</td> </tr> <tr> <td><input type="checkbox"/> Fatigue</td> <td><input type="checkbox"/> Plants/wildlife</td> <td><input type="checkbox"/> Work near water</td> </tr> </table>		<input type="checkbox"/> Boat safety	<input type="checkbox"/> Fire, explosion, in-situ burning	<input type="checkbox"/> Visibility	<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Pumps and hoses	<input type="checkbox"/> Cold stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Steam and hot water	<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Lifting	<input type="checkbox"/> UV radiation	<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Noise	<input type="checkbox"/> Trenching/excavation	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Weather	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water
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<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water																							
<b>Air Monitoring</b> %O <sub>2</sub> <input type="checkbox"/> %LEL <input type="checkbox"/> ppm Benzene <input type="checkbox"/> ppm H <sub>2</sub> S <input type="checkbox"/> Other (specify):																									
<b>CONTROL MEASURES:</b>																									
<b>Engineering Controls</b> <input type="checkbox"/> Source of release secured <input type="checkbox"/> Valve(s) closed <input type="checkbox"/> Facility shut down <input type="checkbox"/> Site secured <input type="checkbox"/> Energy sources locked/tagged out <input type="checkbox"/> Other:																									
<b>Personal Protective Equipment</b> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Impervious suits:</td> <td><input type="checkbox"/> Respirators:</td> </tr> <tr> <td><input type="checkbox"/> Inner gloves:</td> <td><input type="checkbox"/> Eye protection:</td> </tr> <tr> <td><input type="checkbox"/> Outer gloves:</td> <td><input type="checkbox"/> Personal floatation:</td> </tr> <tr> <td><input type="checkbox"/> Flame resistant clothing:</td> <td><input type="checkbox"/> Boots:</td> </tr> <tr> <td><input type="checkbox"/> Hard hats</td> <td><input type="checkbox"/> Other:</td> </tr> </table>		<input type="checkbox"/> Impervious suits:	<input type="checkbox"/> Respirators:	<input type="checkbox"/> Inner gloves:	<input type="checkbox"/> Eye protection:	<input type="checkbox"/> Outer gloves:	<input type="checkbox"/> Personal floatation:	<input type="checkbox"/> Flame resistant clothing:	<input type="checkbox"/> Boots:	<input type="checkbox"/> Hard hats	<input type="checkbox"/> Other:														
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<input type="checkbox"/> Flame resistant clothing:	<input type="checkbox"/> Boots:																								
<input type="checkbox"/> Hard hats	<input type="checkbox"/> Other:																								
<b>Decontamination</b> <input type="checkbox"/> Stations established																									
<b>Sanitation</b> <input type="checkbox"/> Facilities provided																									
<b>Illumination</b> <input type="checkbox"/> Facilities provided																									
<b>Medical Surveillance</b> <input type="checkbox"/> Provided																									



**DISPERSANTS**

The following information provides a checklist for evaluating, developing, and documenting dispersant application.

**Basic Dispersant Considerations**

- \_\_\_\_\_ Viscosity less than 10,000 cs (Yes or No)
- \_\_\_\_\_ Pour point less than water temperature (Yes or No)
- \_\_\_\_\_ Adequate support energy present in the sea surface (Yes or No)
- \_\_\_\_\_ Adequate energy present in the sea surface (Yes or No)
- \_\_\_\_\_ More than 2 hours drift away from sanctuary (Yes or No)

**Spill Data/Incident Information**

Cause (Specific): \_\_\_\_\_

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---

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

---

Volume and Type of Release (Continuous, Intermittent): \_\_\_\_\_

---

Potential Volume to be Released: \_\_\_\_\_

---

Confidence in Data (high, medium, low): \_\_\_\_\_

**Characteristics of Spilled Oil**

Oil Type/Name: \_\_\_\_\_  
Specific Gravity: \_\_\_\_\_ Flash Point: \_\_\_\_\_  
Pour Point: \_\_\_\_\_ Viscosity: \_\_\_\_\_

---

% Aromatics: \_\_\_\_\_ % Saturates: \_\_\_\_\_  
% Asphaltenes: \_\_\_\_\_

**Weather and Water Conditions/Forecast (48 hr)**

Water Temperature: \_\_\_\_\_ Air Temperature: \_\_\_\_\_  
Current Information: \_\_\_\_\_ Wind Speed: \_\_\_\_\_  
Salinity: \_\_\_\_\_ Wind Direction: \_\_\_\_\_  
Water Depth: \_\_\_\_\_ Sea State \_\_\_\_\_  
Tide Information: \_\_\_\_\_  
Comments: \_\_\_\_\_

**DISPERSANTS (cont.)**

Surface Area of Oil Slick: \_\_\_\_\_  
 24 hr Slick Trajectory: \_\_\_\_\_  
 48 hr Slick Trajectory: \_\_\_\_\_  
 24 hr Dispersed Oil Trajectory: \_\_\_\_\_  
 48 hr Dispersed Oil Trajectory: \_\_\_\_\_  
 Expected Landfall (Location/Time): \_\_\_\_\_  
 Comments: \_\_\_\_\_

**Habitat Type/Area of Impact**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Dispersant Characteristics**

	Product 1	Product 2	Product 3
Name:			
Manufacturer:			
Stockpile Location:			
Point of Contact:			
When Available:			
Amount Available:			
Amount Needed:			
Amount on Hand:			
Toxicity:			
Type(Concentrate /Mix)			
Physical Reactivity:			
Applicability on Oil:			
Efficiency (%Projected)			
Application Means:			
Positive Dosage Control:			
Dosage Rate Settings:			
Dosage Charts Available:			

**DISPERSANTS (cont.)**

**Dispersant Application Information/Evaluation:**

Proposed Dispersant Application

Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment proposed for use:

\_\_\_\_\_  
\_\_\_\_\_

Are Responders adequately trained?

\_\_\_\_\_  
\_\_\_\_\_

Schedule of Dispersant Operations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will the slick/weather conditions be at the time the dispersant is applied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is the vehicle for application efficient and proper given the conditions stated above? \_\_\_\_\_

**Witnesses to Application**

Names Date/Time

_____	_____
_____	_____
_____	_____
_____	_____

Platform Used: \_\_\_\_\_

\_\_\_\_\_

Observation: \_\_\_\_\_

\_\_\_\_\_

**Video/Photo Documentation Record**

In Charge: \_\_\_\_\_ In Custody Of: \_\_\_\_\_

Cassette(s) Number(s) \_\_\_\_\_ Video Equipment Type \_\_\_\_\_

Roll(s) Number(s) \_\_\_\_\_ Camera Type \_\_\_\_\_

## ***IN-SITU BURNING***

The following is a list of parameters and information that should be documented during in situ burning of spilled oil in inland and upland habitats (Adopted from API 1998).

### **In-situ burning of spilled oil**

- \_\_\_\_\_ Cause of the spill
- \_\_\_\_\_ Location of the spill and burn (list both if different)
- \_\_\_\_\_ Date of the spill and burn (list both if different)
- \_\_\_\_\_ Date and time of the burn
- \_\_\_\_\_ Quantity of the spill/quantity of the spill which was burned
- \_\_\_\_\_ Product type
- \_\_\_\_\_ Environmental setting of the spill site and burn site (forested upland, marsh [salt, brackish, or fresh], peat bog, agricultural field, open field, etc.)
- \_\_\_\_\_ Meteorological conditions at the time of the spill (wind speed, temperature, precipitation, etc.)
- \_\_\_\_\_ Dominant plant species on site (if known) or vegetation types (trees, shrubs, grass)
- \_\_\_\_\_ Ground slope of burned area (flat, gentle, steep, vertical, etc.)
- \_\_\_\_\_ Substrate soil type (peat, sand, loam, clay, etc.)
- \_\_\_\_\_ Moisture content of substrate (dry, moist, saturated)
- \_\_\_\_\_ If flooded, the depth of water covering the substrate, and if the water is stagnant or moving
- \_\_\_\_\_ Mechanical methods used prior to burning, with an estimate as to how much oil was removed using these methods
- \_\_\_\_\_ Reasons for the burn
- \_\_\_\_\_ Ignition source and accelerant type (if one was used)
- \_\_\_\_\_ Air temperature during the burn

***IN-SITU BURNING (cont.)***

- \_\_\_\_\_ Weather during the burn (wind speed and direction, rainfall, etc.)
- \_\_\_\_\_ Burn duration
- \_\_\_\_\_ Residue type and volume (if any) remaining following the burn
- \_\_\_\_\_ Depth of water after the burn
- \_\_\_\_\_ Visible impacts to area (vegetation, substrate, wildlife, erosion, etc.)
- \_\_\_\_\_ Air quality monitoring results (500 – 1,000 m downwind of the burn)
- \_\_\_\_\_ Post-burn activities, including type of cleanup, restoration, etc.
- \_\_\_\_\_ Results of any long-term monitoring conducted at the site

## **ROLE DESCRIPTION CHECKLIST**

## ***INCIDENT COMMANDER***

The Incident Commander will be responsible for coordinating the activities of all technical, logistics, administrative, finance and operations personnel at the spill scene and command centers.

### **Start Up**

- \_\_\_\_\_ Assess situation. Consult with the Deputy Incident Commander and appropriate Advisors.
- \_\_\_\_\_ Meet with initial responders.
- \_\_\_\_\_ Implement the notification and call-out procedures.
- \_\_\_\_\_ Conduct start-up planning meeting with the Deputy Incident Commander and appropriate advisors.
- \_\_\_\_\_ Determine which positions require 24-hour coverage and assign personnel accordingly.
- \_\_\_\_\_ Determine Response Team assignments and fill out and distribute the Organization Assignment List (Form IAF 203).
- \_\_\_\_\_ Consult with Response Team members to develop strategy for response and establish response priorities.
- \_\_\_\_\_ Establish command center
- \_\_\_\_\_ Authorize procurement/leasing of necessary equipment, manpower, and services.
- \_\_\_\_\_ Keep senior management in Douala and Houston informed of situation.
- \_\_\_\_\_ Work with the Public Affairs Advisor and the Legal Advisor to write press releases.
- \_\_\_\_\_ Attend press/local audience conferences using agreed-upon releases for responses to questions.

## INCIDENT COMMANDER (cont.)

### Daily/On-going

- \_\_\_\_\_ Communicate with the Deputy Incident Commander, Operations Manager, Planning/Technical Manager, Logistics Manager, Finance Manager, and appropriate advisors.
- \_\_\_\_\_ Meet with Operations Manager(s) to determine acceptable levels of response and environmental cleanup.
- \_\_\_\_\_ Review site inspection reports to make sure objectives are being accomplished.
- \_\_\_\_\_ Evaluate and adjust response priorities.
- \_\_\_\_\_ Transmit updated status reports and press releases to senior management.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Authorize procurement/lease of necessary equipment, manpower, and services.
- \_\_\_\_\_ Develop and put in place delegation of authority guidelines
- \_\_\_\_\_ Approve invoices for payment.
- \_\_\_\_\_ Attend press conferences as needed or when notified by the Public Affairs Advisor.
- \_\_\_\_\_ Provide the Historian, before leaving site, a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Convene post-incident stewardship meeting.

## ***DEPUTY INCIDENT COMMANDER***

The Deputy Incident Commander will supervise the Operations, Logistics, Finance, Legal, Claims/Insurance, and Planning aspects of the response operations. He/she will communicate on behalf of the Incident Commander with all response personnel and serve as the link between the Incident Commander and the response personnel. He/she will assume the role of Incident Commander in situations when the Incident Commander cannot continue to serve his/her role for any reason.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting.
- \_\_\_\_\_ Complete the Initial Incident Briefing Form (Form IBF 201) and the Executive Summary (Form IAF 201) and work with Planning/Technical Manager to ensure that Forms IBF 201-1 to IBF 201-6 are distributed to appropriate personnel for completion.
- \_\_\_\_\_ Ensure all response roles are filled and establish shift changes for the Response Team.
- \_\_\_\_\_ Implement the response activities.
- \_\_\_\_\_ Meet/communicate with the Planning/Technical Manager, Operations Manager, Finance Manager, Claims/Insurance Advisor, Legal Advisor, and Logistics Manager to establish lines of communication between each section.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Incident Commander's planning meeting.
- \_\_\_\_\_ Hold planning meeting with the Planning/Technical Manager, Operations Manager, Finance Manager, Logistics Manager, Legal Advisor, and Claims/Insurance Advisor.
- \_\_\_\_\_ Ensure that response operations are closely monitored.
- \_\_\_\_\_ Identify ways to improve the effectiveness of the response operations and propose alternatives for improvements.
- \_\_\_\_\_ Provide the Incident Commander and the Public Affairs Advisor with accurate and up-to-date information on the status of response operations.
- \_\_\_\_\_ Ensure that the safety of response personnel is accorded the highest priority in all aspects and phases of response operations.

### DEPUTY INCIDENT COMMANDER (cont.)

- \_\_\_\_\_ Ensure that the response personnel have the equipment, materials, and supplies needed to carry out their duties in a safe, effective, and efficient fashion.
- \_\_\_\_\_ Stand in for the Incident Commander when needed.
- \_\_\_\_\_ Coordinate with the Government Liaison Advisor the preparation of all reports, plans, and other materials prepared for submission to government agencies.
- \_\_\_\_\_ Resolve internal conflicts which may arise within the response operations.
- \_\_\_\_\_ Work with the Incident Commander, Public Affairs Advisor, and Government Liaison Advisor to ensure that personnel are aware of and follow company policies and appropriate government agency directives and Laws.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Authorize procurement/leasing of necessary equipment, manpower, and services.
- \_\_\_\_\_ Approve invoices for payment.
- \_\_\_\_\_ Work with the Legal Advisor and appropriate managers to ensure that appropriate documentation is compiled. Communicate with the Legal Advisor on the type of documentation needed to support potential incident-related litigation.
- \_\_\_\_\_ Provide the Historian, before leaving the site, a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Supervise preparation of and implement a Mobilization and Demobilization Plan.
- \_\_\_\_\_ Work with the Claims/Insurance Advisor to establish a claims program and to obtain documentation for filing insurance claim

## **PUBLIC AFFAIRS ADVISOR**

The Public Affairs Advisor should be experienced in releasing news to the press, radio, TV, public interest groups, etc. He/she handles all public affairs matters with the Incident Commander and the Deputy Incident Commander.

### **Start Up**

- \_\_\_\_\_ Attend Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival at site.
- \_\_\_\_\_ Work with the Government Liaison Advisor and the Legal Advisor to prepare draft press releases for the Incident Commander.
- \_\_\_\_\_ Establish lines of communication with:
  - \_\_\_\_\_ Houston headquarters
  - \_\_\_\_\_ Local press, radio, and television
  - \_\_\_\_\_ National/international media
  - \_\_\_\_\_ Relevant public pressure groups
  - \_\_\_\_\_ Concerned public bodies
  - \_\_\_\_\_ Native communities
  - \_\_\_\_\_ Local municipalities
- \_\_\_\_\_ Coordinate press briefings.
- \_\_\_\_\_ Establish media guidelines for Response Team members.
- \_\_\_\_\_ Activate the local Public Affairs Plan.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Incident Commander's planning meeting.
- \_\_\_\_\_ Schedule press briefings.
- \_\_\_\_\_ Prepare updated press releases and attend press briefings.
- \_\_\_\_\_ Monitor media coverage of the incident.

**PUBLIC AFFAIRS ADVISOR (cont.)**

- \_\_\_\_\_ Keep headquarters Public Affairs informed of developments.
- \_\_\_\_\_ Be available to handle on-the-spot inquiries from the media (e.g. approaches from journalists to personnel on the beach).
- \_\_\_\_\_ Document all activities (to include a record of every inquiry noting the source, time, and nature of information sought).
- \_\_\_\_\_ Conduct public relations workshops for Response Team members.
- \_\_\_\_\_ Provide the Historian, before leaving site, a copy of any notes or observations made during the operation, for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Review media coverage.
- \_\_\_\_\_ Provide follow-up information where necessary.
- \_\_\_\_\_ Manage volunteers participating in response operations.

## **GOVERNMENT LIAISON ADVISOR**

The Government Liaison Advisor communicates information to Local and Federal authorities for permit compliance. He/she assures that company operations are not at variance with efforts or programs of the various government agencies involved. He/she is responsible for advising the Incident Commander on liaison with the various government agencies involved and ensures that relevant regulations are being followed and permits are being obtained.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Ensure that all appropriate regulatory bodies have been notified of spill.
- \_\_\_\_\_ Work with the local Liaison on issues outside authority and on obtaining Federal approval of response operations.
- \_\_\_\_\_ Advise Incident Commander on government issues/programs.
- \_\_\_\_\_ Through the Permitting Advisor, seek approval and required permits from appropriate government agencies for proposed cleanup actions.
- \_\_\_\_\_ With the Permitting Advisor, determine which permits are required from appropriate government agencies for proposed cleanup actions.
- \_\_\_\_\_ Submit permit applications and seek waivers, as appropriate.
- \_\_\_\_\_ Inform the Permitting Advisor when permits have been approved.
- \_\_\_\_\_ Ensure the Permitting Advisor works with the Planning/Technical Manager and the Operations Manager on the permits required for response operations.
- \_\_\_\_\_ Inform appropriate team members, including the Incident Commander and the Deputy Incident Commander, of government agencies' responses where these may require modifications to the plan of action.
- \_\_\_\_\_ In liaison with the Public Affairs Advisor and the Legal Advisor, as appropriate, prepare a draft information release for the Incident Commander.

## GOVERNMENT LIAISON ADVISOR (cont.)

### Daily/On-going

- \_\_\_\_\_ Attend Incident Commander's planning meetings.
- \_\_\_\_\_ Prepare updated information releases with assistance from the Public Affairs Advisor.
- \_\_\_\_\_ Work with government agencies to expedite response options.
- \_\_\_\_\_ Ensure government agencies are in agreement with response strategy.
- \_\_\_\_\_ Monitor all operations subject to government agency regulations to ensure compliance with statutory requirements and permits.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Conduct observation tours for government agency representatives, as required.
- \_\_\_\_\_ Advise the Operations Manager of permits needed for response operations.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **PERMITTING ADVISOR**

The Permitting Advisor is responsible for ensuring that all required permits are obtained for company response operations. Through the Government Liaison Advisor, he/she communicates required information to local and National authorities for permit compliance. He/she works with the Government Liaison Advisor to ensure that company operations are not at variance with efforts or programs of the various government agencies involved to the extent possible. He/she ensures that relevant regulations are being followed and required permits are obtained.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from Incident Commander immediately upon arrival on site.
- \_\_\_\_\_ Work with the Dispersant/Burning Advisor to seek approval for dispersant application or use of *in-situ* burning.
- \_\_\_\_\_ Work closely with all operation and planning personnel to obtain the proper permits for their activities.
- \_\_\_\_\_ Determine which permits are required from appropriate government agencies for proposed cleanup actions.
- \_\_\_\_\_ Prepare and submit applications for required permits. Seek waivers as needed.
- \_\_\_\_\_ Inform appropriate personnel when permits have been approved.
- \_\_\_\_\_ Work with the Waste Disposal Advisor to negotiate the provisions for waste disposal sites with appropriate local authorities.
- \_\_\_\_\_ Inform appropriate team members, via the Government Liaison Advisor, of government agencies responses where these may require modifications to action plan.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Monitor all operations subject to government agency regulations to ensure compliance with statutory requirements and permits.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Obtain advice from the Legal Advisor, as needed.
- \_\_\_\_\_ Advise the Field Activities Supervisor of permits needed for response operations.

**PERMITTING ADVISOR (cont.)**

\_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting

## **CLAIMS/INSURANCE ADVISOR**

The Claims/Insurance Advisor is responsible for coordinating the handling and settlement of all third-party claims and complaints resulting from the oil spill. He/she should be familiar with the costs of the various impacts which can be caused by oil spills. He/she can authorize settlements and negotiate the monetary value of the claim.

### **Start Up**

- \_\_\_\_\_ Attend Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ In liaison with the Legal Advisor, prepare evaluation report for the Incident Commander and Deputy Incident Commander, covering scope and magnitude of potential claims.
- \_\_\_\_\_ Set up local claims offices and obtain approval for claims program.
- \_\_\_\_\_ Meet with affected citizens and community to explain claims procedures.
- \_\_\_\_\_ Set up record-keeping system for direct and indirect claims and correspondence.
- \_\_\_\_\_ Provide the Telecommunications Supervisor with communication requirements.
- \_\_\_\_\_ Provide the International and Legal Personnel Resource Supervisors manpower requirements.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Communicate progress of claim activities to: the Deputy Incident Commander, all Insurers, and the Historian (Tier 3).
- \_\_\_\_\_ Evaluate claims for approval.
- \_\_\_\_\_ Coordinate and direct procedures for recovery of company losses.
- \_\_\_\_\_ Negotiate claims settlement.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Assist the Public Affairs Advisor and the Government Liaison Advisor in preparation of responses to news media and government agencies.

**CLAIMS/INSURANCE ADVISOR (cont.)**

- \_\_\_\_\_ File claims against parties responsible for spill, if needed.
- \_\_\_\_\_ Negotiate final settlement of cleanup costs/third-party claims, and secure reimbursement of losses from insurers/third parties, as applicable.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Prepare full statement of type and amounts of claims settled to account for money used.

## **LEGAL ADVISOR**

The Legal Advisor must properly assess the company's potential liability for the effects of the spill or actions associated with cleanup operations. He/she advises the Claims/Insurance Advisor and the Finance Manager as to the legitimacy of claims, contracts, etc., and decides how best to handle all legal aspects of the spill and the cleanup operation.

### **Start Up**

- \_\_\_\_\_ Attend Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Evaluate the legal implications of proposed cleanup procedures. Advise the Incident Commander and the Deputy Incident Commander of any legal issues.
- \_\_\_\_\_ Work with the Public Affairs Advisor to prepare initial press release.
- \_\_\_\_\_ Evaluate National laws and regulations.

### **Daily/On-going**

- \_\_\_\_\_ Attend Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Monitor situation and proposed plans of action, and advise the Incident Commander and the Deputy Incident Commander of possible legal implications.
- \_\_\_\_\_ Advise on contractual arrangements for provision of equipment and personnel.
- \_\_\_\_\_ Advise on arrangements with local authorities or other interested parties for dealing with a spill.
- \_\_\_\_\_ Assist the Public Affairs Advisor with preparation of press releases.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Review claims filed against the company.
- \_\_\_\_\_ Work with the Claims/Insurance Advisor to file claims against other parties to recover costs.
- \_\_\_\_\_ Provide the Historian, before leaving site, a copy of any notes or observations made during the operation, for use at the post-incident stewardship meeting

## **OPERATIONS MANAGER**

The Operations Manager is responsible for all field operations. He/she delegates responsibility to a number of field supervisors through the Field Activities Supervisor. He/she communicates frequently with the Deputy Incident Commander on the various phases of the operation. He/she identifies future staff and resource requirements resource and arranges for more equipment and/or personnel, as required.

### **Start Up**

- \_\_\_\_\_ Attend Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ On behalf of the Deputy Incident Commander, coordinate the completion of IBF Form 201 and Forms 201-1 through 201-6.
- \_\_\_\_\_ Supervise and coordinate the implementation of the agreed response strategies.
- \_\_\_\_\_ Work with the Field Activities Supervisor and the Logistics Manager to identify optimum locations for field control points.
- \_\_\_\_\_ Work with the Technical/Planning Manager and the Technical Advisors (e.g. the Ecology Advisor, Shoreline Cleanup Advisor, and Government Liaison and Permitting Advisors) to evaluate shore cleanup options.
- \_\_\_\_\_ In consultation with the Deputy Incident Commander, Field Activities Supervisor and Government Liaison and Permitting Advisors, agree with local authorities on the details/extent of cleaning to be carried out.
- \_\_\_\_\_ Communicate with the Planning Manager and the Logistics Manager initial resource requirements.
- \_\_\_\_\_ Provide the Telecommunications Supervisor with communications requirements.
- \_\_\_\_\_ Provide the International and Local Personnel Resource Supervisors manpower requirements.

## OPERATIONS MANAGER (cont.)

### Daily/On-going

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Hold planning meeting with the Field Activities Supervisor and other appropriate personnel.
- \_\_\_\_\_ Maintain regular contact with the Field Activities Supervisor and the Deputy Incident Commander.
- \_\_\_\_\_ Conduct staff meeting with operations section personnel.
- \_\_\_\_\_ Monitor effectiveness of containment, cleanup and disposal operations with the Planning/Technical Manager; advise the Deputy Incident Commander on necessary modifications.
- \_\_\_\_\_ Set operational expectations for and attend daily planning meetings conducted by the Planning/Technical Manager.
- \_\_\_\_\_ Monitor effectiveness of security, safety, and medical care arrangements; communicate findings to the Deputy Incident Commander.
- \_\_\_\_\_ Assist the Field Activities Supervisor in assuring that prescribed cleanup standards have been achieved.
- \_\_\_\_\_ Document all activities on the Operations Summary (IAF Forms 204-1 through 204-4).
- \_\_\_\_\_ Work with the Permitting Advisor on obtaining the necessary permits for the response operations.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **SECURITY ADVISOR**

The Security Advisor is responsible for seeing that company equipment is adequately protected, as well as ensuring that the general public is not allowed to interfere with the spill cleanup operation. The Security Advisor also establishes security controls and maintains security at designated sites and advises of security procedures and systems.

### **Start Up**

- \_\_\_\_\_ Bring stock of pre-prepared security passes to site.
- \_\_\_\_\_ Determine/advise on senior management movement to site
- \_\_\_\_\_ Establish access control to spill site; arrange security patrols as necessary.
- \_\_\_\_\_ Establish access control to command center, field command center, equipment depots, work sites, and recovered material collection points.
- \_\_\_\_\_ Apply for manpower and equipment necessary to ensure secure operations on site.
- \_\_\_\_\_ Establish security controls for agency representatives, workers, contractors, etc., to enter selected work sites.
- \_\_\_\_\_ Arrange with local police and military any road/beach closures.
- \_\_\_\_\_ Liaise with these on all aspects of security.
- \_\_\_\_\_ Arrange with Border Guard for spill site security and establish vessel restriction zones, as needed.

### **Daily/On-going**

- \_\_\_\_\_ Attend Operations Manager's planning meeting.
- \_\_\_\_\_ Hold planning meeting with security personnel.
- \_\_\_\_\_ Advise Field Supervisors of security requirements and procedures.
- \_\_\_\_\_ Monitor effectiveness of security plan.
- \_\_\_\_\_ Maintain liaison with police and military.
- \_\_\_\_\_ Liaise with contract security management.

**SECURITY ADVISOR (cont.)**

- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Establish access control to press briefings.
- \_\_\_\_\_ Arrange for security escort and response site access for agency representatives, medical personnel, and dignitaries.
- \_\_\_\_\_ Investigate all security incidents; agree course of action with the Deputy Incident Commander and the Operations Manager.
- \_\_\_\_\_ In the event of any extremist activity, maintain close liaison with police and military.
- \_\_\_\_\_ Attend induction/debriefing of contractors.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## ***SAFETY ADVISOR***

The Safety Advisor should be well-versed in safe operation practices as well as have a basic knowledge of first aid. He/she will identify potential safety problems at the spill site and communicate this information to the field supervisors. All first aid and medical treatment operations come under his/her jurisdiction. The Safety Advisor must be familiar with National requirements as they apply to oil spill cleanup operations. He/she advises the Operations Manager and the Deputy Incident Commander on proper safety and health practices and monitors compliance with Industrial Hygiene Regulations.

### **Start Up**

- \_\_\_\_\_ Compile list of first aid and safety equipment needed for site operation.
- \_\_\_\_\_ Advise the Deputy Incident Commander on hazards and recommended safety requirements for cleanup workers (Form IAF 202-2).
- \_\_\_\_\_ Advise the Operations Manager of industrial hygiene requirements.
- \_\_\_\_\_ Apply for manpower, equipment, and services necessary to ensure safe operations at response sites.
- \_\_\_\_\_ Establish contact with local emergency/medical services and request help, as needed.
- \_\_\_\_\_ Complete the Site Safety Plan forms.
- \_\_\_\_\_ Establish first aid posts.
- \_\_\_\_\_ Liaise with the Operations Manager in implementation of the safety training program.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Operations Manager's planning meeting.
- \_\_\_\_\_ Hold planning meeting with supervisors.
- \_\_\_\_\_ Establish a drug and alcohol policy.
- \_\_\_\_\_ Document all activities.

**SAFETY ADVISOR (cont.)**

- \_\_\_\_\_ Monitor cleanup operations and advise the Operations Manager immediately if it becomes necessary to halt any activities due to unsafe operations. (The Safety Advisor has authority to halt any activities that oppose company safety requirements.)
- \_\_\_\_\_ Monitor effectiveness of instruction and training facilities implemented.
- \_\_\_\_\_ Maintain log of safety and health activities/problems.
- \_\_\_\_\_ Assure that cleanup workers are properly trained in safety and health matters.
- \_\_\_\_\_ Issue permits to work, as requested.
- \_\_\_\_\_ Post safety messages (in English and French) at all work sites.
- \_\_\_\_\_ Ensure Response Teams hold routine safety meetings/briefings.
- \_\_\_\_\_ Investigate, report, and record all incidents.
- \_\_\_\_\_ Attend induction/debriefing of contractors.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **SAFETY TRAINER**

The Safety Trainer is responsible for developing and ensuring that response personnel have received necessary occupational safety and health training in accordance with National regulations. He/she is expected to work with the Safety Advisor on assessing the training needed for response personnel upon startup and monitor additional ongoing training needs. He/she is also responsible for maintaining a record of safety training and compiling safety-related statistics.

### **Start Up**

- \_\_\_\_\_ Communicate safety expectations and reporting requirements to contractors.
- \_\_\_\_\_ Work with the Safety Advisor and the Logistics Manager to ensure that appropriate personal protective equipment is available to control and/or response personnel.
- \_\_\_\_\_ Coordinate with the Safety Advisor the appropriate safety training needed for the different response Operation personnel.
- \_\_\_\_\_ Communicate with the Safety Advisor on safety equipment needed for response personnel.
- \_\_\_\_\_ Establish instruction and training facilities and programs for contract labor.
- \_\_\_\_\_ Implement safety and health training for all contractors and workers.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Safety Advisor's planning meeting.
- \_\_\_\_\_ Implement operating and safety instructions for all equipment and products delivered to the site.
- \_\_\_\_\_ Ensure instructions are relayed to and understood by operations. Arrange for documents to be translated into French, as needed.
- \_\_\_\_\_ Maintain log of safety and health training.
- \_\_\_\_\_ Advise the Safety Advisor on potential training needs based on the daily response activities.
- \_\_\_\_\_ Review accident/injury reports to help identify possible problem areas and forward this information to the Safety Advisor for further investigation and action.

**SAFETY TRAINER (cont.)**

- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Work with the Safety Advisor to develop and maintain a statistical record of the safety performance of response personnel.
- \_\_\_\_\_ Attend induction/debriefing of contractors.
- \_\_\_\_\_ Work with the Safety Advisor on the publication of safety bulletins.
- \_\_\_\_\_ Provide the Historian and the Safety Advisor, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **MEDICAL COORDINATOR**

The Medical Coordinator must assess all the safety and health issues relevant to the response operations. He/she advises the Safety Advisor on local health issues and handles all medical aspects of the response personnel. He/she is responsible for ensuring that safety and health practices are known and followed, and that potential health problems are recognized and addressed. He/she is also responsible for ensuring that necessary first aid and medical treatment facilities are in place and, whenever needed, medical evacuation plans are properly identified and activated.

### **Start Up**

- \_\_\_\_\_ Supply the Safety Advisor with information for the medical/health aspects of the response operations:
- \_\_\_\_\_ Description of major medical/health hazards and risks.
- \_\_\_\_\_ Measures to avoid or mitigate medical/health hazards and risks.
- \_\_\_\_\_ Provide the Safety Advisor with information on manpower, equipment, material, and supply needs for Medical/Health operations.
- \_\_\_\_\_ Develop and implement a Medical Plan (Form IAF 206).
- \_\_\_\_\_ Identify medical evacuation procedures. (Consult existing medical evacuation plan.)

### **Daily/On-going**

- \_\_\_\_\_ Attend the Safety Advisor's planning meeting.
- \_\_\_\_\_ Work with the Safety Advisor to identify locations for first aid stations in the field.
- \_\_\_\_\_ Ensure that medical emergency response personnel, equipment, and facilities are available to pick up, transport, treat, and care for injured personnel.
- \_\_\_\_\_ Ensure first aid stations are adequately stocked and trained medical personnel are at each station.
- \_\_\_\_\_ Coordinate medical emergency response operations.
- \_\_\_\_\_ Notify the Operations Manager of all injuries/fatalities.

**MEDICAL COORDINATOR (cont.)**

- \_\_\_\_\_ Arrange for psychological services for personnel having difficulty dealing with the impacts of serious injuries/fatalities.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Develop and maintain a record of all injuries/incidents.
- \_\_\_\_\_ Attend induction/debriefing of contractors.
- \_\_\_\_\_ Administer a drug and alcohol testing program.
- \_\_\_\_\_ With the Public Affairs Advisor and the Government Liaison Advisor, notify the appropriate Federal and local government agencies of all medical/health-related accidents, incidents, and/or problems.
- \_\_\_\_\_ With the Public Affairs Advisor, develop a plan to communicate with the public regarding potential health impacts from an incident.
- \_\_\_\_\_ Provide the Historian and the Safety Advisor, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## ***INDUSTRIAL HYGIENE SPECIALIST***

The Industrial Hygiene Specialist must work with the Safety Advisor, Safety Trainer, and Medical Coordinator to identify all health and safety issues that may arise during oil spill response operations. He/she will characterize work sites to identify potential health hazards and recommend controls. He/she will also quantify exposures and communicate results to management and response personnel and assist the Government Liaison Advisor in identifying and ensuring compliance with appropriate regulatory requirements.

### **Start Up**

- \_\_\_\_\_ Evaluate emergency situation to determine industrial hygiene requirements for response personnel.
- \_\_\_\_\_ Advise the Safety Advisor of company industrial hygiene policies.
- \_\_\_\_\_ Provide the Operations Manager with information on manpower, equipment, material, and supply needs for industrial hygiene operations.
- \_\_\_\_\_ Establish industrial hygiene standards to be followed during the conduct of control and/or response operations.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Safety Advisor's planning meeting.
- \_\_\_\_\_ Inspect areas where response operations are being carried out to ensure compliance with industrial hygiene standards/guidelines.
- \_\_\_\_\_ Inspect locations where chemicals are stored to ensure that containers are properly labeled, and that chemicals are properly stored and handled during response operations.
- \_\_\_\_\_ Ensure that personnel handling chemicals wear appropriate protective clothing.
- \_\_\_\_\_ Communicate industrial hygiene expectations and reporting requirements to contractors.
- \_\_\_\_\_ Monitor industrial hygiene programs for contract employees.
- \_\_\_\_\_ With the Safety Trainer, ensure that response personnel receive appropriate industrial hygiene training.

### **INDUSTRIAL HYGIENE SPECIALIST (cont.)**

- \_\_\_\_\_ Maintain a record on industrial hygiene training provided to response personnel.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Publish industrial hygiene bulletins (in both French and English) on potential industrial hygiene hazards.
- \_\_\_\_\_ Investigate all industrial hygiene-related incidents.
- \_\_\_\_\_ Attend induction/debriefing of contractors.
- \_\_\_\_\_ Provide the Historian and the Safety Advisor, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **FIELD ACTIVITIES SUPERVISOR**

The Field Activities Supervisor has several field supervisors reporting to him/her directly on the progress of containment, cleanup, storage, and disposal operations in the field. He/she communicates frequently with the various technical advisors through the Operations Manager so that they can inform the Deputy Incident Commander of any changes in operations necessary to improve the spill cleanup tasks.

### **Start Up**

- \_\_\_\_\_ Develop and activate communications plan (see Section 10 for guidelines).
- \_\_\_\_\_ Prepare resources allocation summary with Operations Manager (Form IAF 204).
- \_\_\_\_\_ Follow up on initial implementation of response plan.
- \_\_\_\_\_ Request site safety plan and safety program from the Safety Advisor.
- \_\_\_\_\_ Coordinate with the Operations Manager to identify the location and proceed to set up the field cleanup headquarters.
- \_\_\_\_\_ Set up field operation sites for recovery/cleanup activities.
- \_\_\_\_\_ Activate contractors for spill monitoring, cleanup, and disposal.
- \_\_\_\_\_ Activate a plan for deploying equipment and personnel.
- \_\_\_\_\_ Communicate with the Operations Manager regarding response requirements.
- \_\_\_\_\_ Request technical support from the technical advisors for determining where various cleanup techniques should be used.
- \_\_\_\_\_ Advise the Operations Manager on any administrative assistance needed.

### **Daily/On-going**

- \_\_\_\_\_ Summarize field information from response personnel and brief the Operations Manager.
- \_\_\_\_\_ Hold planning meeting with the field supervisors.
- \_\_\_\_\_ Update the resource allocation register (Form IAF 204) and monitor progress against plan.

**FIELD ACTIVITIES SUPERVISOR (cont.)**

- \_\_\_\_\_ Maintain regular radio contact with the field supervisors and with the Operations Manager.
- \_\_\_\_\_ Monitor effectiveness of procedures/equipment employed; make recommendations to the Operations Manager, as appropriate.
- \_\_\_\_\_ Monitor effectiveness of shoreline cleanup operations; make recommendations to the Operations Manager, as appropriate.
- \_\_\_\_\_ Arrange approval of field contractors' time sheets and arrange payment for laborers.
- \_\_\_\_\_ Compile and maintain the following information and update the wall chart in the field command center with: number of workers, number of skimmers deployed, feet of boom in water, number of boats used, and incidents.
- \_\_\_\_\_ Prepare report summarizing daily activities.
- \_\_\_\_\_ Evaluate effectiveness of response techniques and equipment.
- \_\_\_\_\_ Monitor contractor performance.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Rotate contractors and personnel to prevent fatigue.
- \_\_\_\_\_ Arrange for equipment maintenance.
- \_\_\_\_\_ Request additional equipment for cleanup operation, as required.
- \_\_\_\_\_ Report all accidents to the Safety Advisor.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observation made during the operation for use at the post-incident stewardship meeting.

## **CONTAINMENT/RECOVERY SUPERVISOR**

### ***(Operations Section)***

The Containment and Recovery Supervisor makes frequent visits to the cleanup area to ensure that his/her manpower and equipment are being properly utilized. He/she is responsible for supervising all aspects of containment and recovery operations, both on land and water, including both personnel and equipment deployment, except those responsibilities specifically assigned to the On-water Operations Supervisor.

### **Start Up**

- \_\_\_\_\_ Supervise execution of onshore and/or off-shore containment and recovery operations.
- \_\_\_\_\_ Update map showing oil movement.
- \_\_\_\_\_ Coordinate with the Field Activities Supervisor and the Containment/Recovery Advisor for any manpower/equipment required.
- \_\_\_\_\_ Obtain the Field Activities Supervisor's approval to deploy resources for spill containment and cleanup.
- \_\_\_\_\_ Supervise the location and operation of all containment/recovery operations.
- \_\_\_\_\_ Request Field Activities Supervisor's approval to hire local boats for response operations.
- \_\_\_\_\_ Work with the Containment/Recovery Advisor to obtain necessary boats.
- \_\_\_\_\_ In conjunction with and/or instructed by the Containment/Recovery Advisor, direct boom deployment (including techniques for anchoring and placement; e.g., angling to a current), select site to deploy boom, and decide type of boom to be used.
- \_\_\_\_\_ Obtain hand-held radios from the Telecommunications Supervisor for crew leaders.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Hold planning meeting with Foremen.
- \_\_\_\_\_ Ensure there is at least one person able to speak both French and English on all boats and for all work crews.

**CONTAINMENT/RECOVERY SUPERVISOR (cont.)  
(Operations Section)**

- \_\_\_\_\_ Ensure laborers/workers are properly trained on equipment operation and safety.
- \_\_\_\_\_ Direct the activities of all employees and contractors engaged in containment and recovery operation.
- \_\_\_\_\_ Reassign equipment to areas where it will have greater effectiveness.
- \_\_\_\_\_ Approve all contractor time sheets and receipts for equipment used.
- \_\_\_\_\_ Ensure that adequate records are kept; document all activities.
- \_\_\_\_\_ Maintain continuous close contact with the Containment/Recovery Advisor.
- \_\_\_\_\_ Conduct safety inspections.
- \_\_\_\_\_ Work with the Translation Supervisor for all Translation/Interpretation requirements.
- \_\_\_\_\_ Prepare daily summary which will include: cleanup locations and amount of equipment deployed, amount of oil recovered, storage locations for recovered oil, problems encountered, and number of persons working (update IAF Form 204).
- \_\_\_\_\_ Make sure cleanup personnel have correct safety equipment.
- \_\_\_\_\_ Execute dispersant plan, *in-situ* burning plan, or containment and recovery plan. Coordinate activities with the Marine Supervisor and the Aviation Supervisor.
- \_\_\_\_\_ Estimate level of effort for continued response operation.
- \_\_\_\_\_ Distribute weekly cleanup report to the Field Activities Supervisor.
- \_\_\_\_\_ Rotate workers to prevent fatigue.
- \_\_\_\_\_ Consult with the Ecology Advisor to determine special requirements for environmentally sensitive areas.
- \_\_\_\_\_ Stand down equipment/manpower as appropriate.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation, for use at the post-incident stewardship meeting.

## **CLEANUP SUPERVISOR**

### ***(Operations Section)***

The Cleanup Supervisor makes frequent visits to the cleanup area to ensure that his/her manpower and equipment are being properly utilized. He/she is responsible for supervising all aspects of the shoreline and on-land cleanup operation, including both personnel and equipment deployment. He/she ensures that the disposal of picked up oil and debris is in accordance with the recommendations of the Waste Disposal Advisor and the Ecology Advisor.

### **Start Up**

- \_\_\_\_\_ Sketch impacted areas on available maps.
- \_\_\_\_\_ In conjunction with and/or as instructed by the Containment/Recovery Advisor, direct personnel and equipment deployment for shore and inland cleanup.
- \_\_\_\_\_ Supervise field crews on shoreline and inland cleanup using specific techniques to clean contaminated areas such as rocky/sandy beaches, roads, salt marshes, etc.
- \_\_\_\_\_ Direct the activities of all employees and contractor personnel engaged in the shoreline and inland cleanup operation.
- \_\_\_\_\_ Obtain hand-held radios from the Telecommunications Supervisor for crew leaders.

### **Daily/On-going**

- \_\_\_\_\_ Ensure that each crew has at least one person that speaks both French and English.
- \_\_\_\_\_ Prepare for (receive briefing from Contractor Foremen) and attend the Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Hold planning meeting with Foremen.
- \_\_\_\_\_ Monitor effectiveness of shoreline and inland cleanup operations.
- \_\_\_\_\_ Coordinate cleanup assessment efforts.
- \_\_\_\_\_ Review oil assessment data with the Cleanup Advisor.

**CLEANUP SUPERVISOR (cont.)  
(Operations Section)**

- \_\_\_\_\_ Consult with the Ecology Advisor to determine special requirements for environmentally sensitive areas.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Approve all contractor time sheets and receipts for equipment used.
- \_\_\_\_\_ Maintain continuous, close contact with the Containment/Recovery Advisor.
- \_\_\_\_\_ Conduct safety inspections.
- \_\_\_\_\_ Ensure all laborers/workers are properly trained.
- \_\_\_\_\_ Re-assign equipment to areas where it will have greater effectiveness.
- \_\_\_\_\_ Work with the Translation Supervisor for all Translation/Interpretation requirements.
- \_\_\_\_\_ Prepare daily summary which will include: cleanup locations and amount of equipment deployed, amount of oil recovered, storage locations for recovered oil, problems encountered, and number of persons working.
- \_\_\_\_\_ Make sure cleanup personnel have correct safety equipment.
- \_\_\_\_\_ Coordinate waste disposal activities with the Waste Disposal Supervisor.
- \_\_\_\_\_ Estimate level of effort for continued response operation.
- \_\_\_\_\_ Distribute weekly cleanup report to the Field Activities Supervisor.
- \_\_\_\_\_ Rotate workers to prevent fatigue.
- \_\_\_\_\_ Stand down equipment/manpower.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **WASTE DISPOSAL SUPERVISOR**

### ***(Operations Section)***

The Waste Disposal Supervisor makes frequent visits to the cleanup area to ensure that his/her manpower and equipment are being properly utilized. He/she has responsibility for supervising the disposal of all recovered waste from response operations. He/she ensures that the disposal of oily and non-oily wastes are in accordance with the recommendations of the Ecology Advisor.

### **Start Up**

- \_\_\_\_\_ After consultation with the Waste Disposal Advisor, Ecology Advisor, and the Field Activities Supervisor, coordinate with the Procurement Supervisor and the Local Personnel Resource Supervisor for manpower, equipment, and services necessary to execute waste disposal/storage plan.
- \_\_\_\_\_ Execute waste disposal plan developed by the Waste Disposal Advisor.
- \_\_\_\_\_ In conjunction with and/or as instructed by the Waste Disposal Advisor, arrange waste disposal sites with local authorities for recovered oil and oiled debris, and determine procedures and conditions to be followed.
- \_\_\_\_\_ Work with Field Activities Supervisor to identify shoreside staging areas for recovered oil and debris storage.
- \_\_\_\_\_ Utilize, as much as possible, predetermined disposal sites, both temporary and permanent.
- \_\_\_\_\_ Supervise activities of waste disposal contractors.
- \_\_\_\_\_ Coordinate with the Transportation and Procurement Supervisors to obtain all transportation, not supplied by contractor, that is required for the hauling of waste material (e.g. railway tank cars).
- \_\_\_\_\_ Identify and obtain equipment for recovered oil storage.

### **Daily/On-going**

- \_\_\_\_\_ Prepare for (receive briefing from Foremen) and attend the Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Hold planning meeting with Foremen.
- \_\_\_\_\_ Ensure oily and non-oily wastes are segregated.

**WASTE DISPOSAL SUPERVISOR (cont.)  
(Operations Section)**

- \_\_\_\_\_ Monitor effectiveness of disposal operations.
- \_\_\_\_\_ Coordinate with the Cleanup Supervisor and the Containment/Recovery Supervisor to ensure response operations are done in a way to minimize waste generation.
- \_\_\_\_\_ Re-assign equipment to areas where it will have greater effectiveness.
- \_\_\_\_\_ Conduct safety inspections.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Approve contractor time sheets and receipts for equipment used.
- \_\_\_\_\_ Maintain continuous, close contact with the Waste Disposal Advisor.
- \_\_\_\_\_ Stand down equipment/manpower.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Maintain logs to document: quantity and types of materials stored, storage locations for recovered materials and disposal sites used for recovered materials.

## **ENVIRONMENTAL MONITORING SUPERVISOR**

The Environmental Monitoring Supervisor will identify and coordinate the necessary environmental monitoring programs required to assess the effectiveness of the response operations. He/she will also identify, with the Government Liaison Advisor, the environmental monitoring that may be required by local or Federal agencies.

### **Start Up**

\_\_\_\_\_ Identify with the Government Liaison Advisor any necessary environmental programs required by local, regional, or Federal agencies.

\_\_\_\_\_ Identify with the Ecology Advisor the projected need for environmental monitoring activities during the response operations.

### **Daily/On-going**

\_\_\_\_\_ Attend the Field Activities Supervisor's planning meeting.

\_\_\_\_\_ Work closely with the Field Activities Supervisor to establish and supervise all environmental monitoring programs.

\_\_\_\_\_ Work with the Field Activities Supervisor and the different technical advisors to devise and conduct environmental monitoring programs that will obtain data to assess the extent of pollution from spilled oil and will evaluate the effectiveness of the oil spill response strategies.

\_\_\_\_\_ Communicate the results of the environmental monitoring work with the Field Activities Supervisor and the technical advisors.

\_\_\_\_\_ Maintain and update a database of the environmental monitoring locations, sampling times, and results.

\_\_\_\_\_ Identify the manpower and equipment required for environmental monitoring and work with the International and Local Personnel Resource Supervisors to contract the needed resources.

\_\_\_\_\_ Evaluate the monitoring programs frequently and provide recommendations on their improvement.

\_\_\_\_\_ Provide the Historian, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

\_\_\_\_\_ Consult with Legal Advisor regarding studies to assess spill effects.

## **WILDLIFE RESCUE SUPERVISOR**

The Wildlife Rescue Supervisor should be familiar with the effects of oil on wildlife, and the different ways to rescue impacted species. He/she is responsible for collecting and disseminating information on the type and number of wildlife and their habitats which are affected or threatened by spilled oil. He/she is also responsible for interfacing and coordinating with international wildlife rescue and rehabilitation team in developing a wildlife rescue/rehabilitation plan.

### **Start Up**

- \_\_\_\_\_ Work with the Ecology Advisor to identify potential level of manpower and equipment needed for wildlife rescue and rehabilitation operations.
- \_\_\_\_\_ Work with the Ecology Advisor to develop a wildlife rescue and rehabilitation plan.
- \_\_\_\_\_ Coordinate with the international wildlife rescue and rehabilitation agencies.
- \_\_\_\_\_ In conjunction with the Ecology Advisor and the international wildlife rescue team, direct personnel and equipment for wildlife rescue and rehabilitation operations.
- \_\_\_\_\_ Work with the Contracting Advisor to arrange all contracts with international wildlife rescue and rehabilitation teams.
- \_\_\_\_\_ Identify local/international facilities for wildlife rehabilitation.
- \_\_\_\_\_ Request company funding to lease rehabilitation facilities.
- \_\_\_\_\_ Set up facilities for collection and disposal of carcasses.

### **Daily/On-going**

- \_\_\_\_\_ Attend Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Provide Field Activities Supervisor with information on manpower, equipment, material, and supply needs for wildlife rescue/rehabilitation operations.
- \_\_\_\_\_ Obtain information on the status of equipment, materials, and supplies on order from Logistics Manager.
- \_\_\_\_\_ Identify local/regional resources/experts.

### **WILDLIFE RESCUE SUPERVISOR (cont.)**

- \_\_\_\_\_ Provide the Field Activities Supervisor and the Ecology Advisor with the following wildlife information: summary of current actions, impacts to wildlife, the status of wildlife capture, and rehabilitation operations.
- \_\_\_\_\_ Keep records of number of oiled animals: dead, spotted, collected, and rehabilitated/released.
- \_\_\_\_\_ Work with the Ecology Advisor to collect information on wildlife and sensitive habitat areas threatened/affected by spilled oil.
- \_\_\_\_\_ Coordinate all rescue activities.
- \_\_\_\_\_ Ensure all workers are properly trained and have proper PPE.
- \_\_\_\_\_ Work with the On-water Supervisor and the Aviation Supervisor to obtain the aircraft, vessels, and vehicles needed to carry out wildlife capture operations.
- \_\_\_\_\_ Supervise the construction and operation of wildlife rehabilitation center(s) if required.
- \_\_\_\_\_ Provide the Waste Disposal Supervisor and Advisor with information on the nature and quantity of liquid and solid wastes generated during wildlife rehabilitation operations.
- \_\_\_\_\_ Estimate level of effort for continued wildlife rescue and rehabilitation operations.
- \_\_\_\_\_ Distribute weekly cleanup report to the Field Activities Supervisor.
- \_\_\_\_\_ If necessary, receive legal advice from Legal Advisor; particularly on matters related to the handling of endangered species.
- \_\_\_\_\_ Work with the Government Liaison and Permitting Advisors to identify and obtain all necessary permits for handling wildlife.
- \_\_\_\_\_ Provide the Historian, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **ON-WATER OPERATIONS SUPERVISOR**

### **(Operations Section)**

The On-water Operations Supervisor should be familiar with marine response operations and with the different types of vessels required. He/she will coordinate with the On-water Operations Advisor (Logistics) to acquire the necessary vessels for response operations and to supervise the equipment deployment and dispersant spraying from boats.

### **Start Up**

- \_\_\_\_\_ Work with the On-water Operations Advisor to identify the vessels required for response operations.
- \_\_\_\_\_ Provide the Field Activities Supervisor with information on manpower, equipment, material, and supply needs for on-water operations.
- \_\_\_\_\_ Arrange for access to harbors and other facilities needed to support vessel operations.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Provide the Field Activities Supervisor and the On-water Operations Advisor with the following information on vessels: summary of current actions, name and type of vessels on-scene, location and missions of vessels on-scene, name and type of vessels enroute, and the ETA.
- \_\_\_\_\_ Supervise the on-water operations manpower: make/verify assignments, establish/review reporting requirements, and ensure safe operations.
- \_\_\_\_\_ Coordinate vessel operations with the Containment/Recovery Supervisor.
- \_\_\_\_\_ Coordinate with the Containment/Recovery Supervisor and the Dispersant/Burning Advisor for *in-situ* burning operations.
- \_\_\_\_\_ Supervise the application of dispersant from boats using fire monitors.
- \_\_\_\_\_ Work with the Telecommunications Supervisor to ensure the establishment and maintenance of a communications network to support vessel operations.
- \_\_\_\_\_ Arrange with the Translation Supervisor translation/interpretation requirements.
- \_\_\_\_\_ Schedule all on-water transportation services.

**ON-WATER OPERATIONS SUPERVISOR (cont.)  
(Operations Section)**

- \_\_\_\_\_ Maintain vessel allocation register and Air Operations Plan (Form IAF 210).
- \_\_\_\_\_ Ensure that one person who speaks both French and English is on board each vessel.
- \_\_\_\_\_ Forecast the need for vessels required for on-going response operations.
- \_\_\_\_\_ Maintain and update records of all available vessels.
- \_\_\_\_\_ Establish a program to inspect vessels to determine their suitability for use in control and/or response operations.
- \_\_\_\_\_ Periodically collect and inspect vessel log books.
- \_\_\_\_\_ Stand down vessels and manpower for marine response operations.
- \_\_\_\_\_ Provide the Historian, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **AVIATION SUPERVISOR**

The Aviation Supervisor should be familiar with air operations required during oil spill response, and with the different types of aircraft required. He/she will coordinate with the Aviation Advisor to acquire the necessary aircraft for transportation of personnel, surveillance and tracking, and aerial application of dispersants.

### **Start Up**

- \_\_\_\_\_ Work with the Aviation Advisor and the Planning/Technical Manager to identify the aircraft required for response operations (Form IAF 209).
- \_\_\_\_\_ Provide the Field Activities Supervisor with information on manpower, equipment, material, and supply needs for air operations (transportation of personnel, surveillance and tracking, and dispersant application).
- \_\_\_\_\_ Ascertain airport suitability for the intended aircraft.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Field Activities Supervisor's planning meeting.
- \_\_\_\_\_ Provide the Field Activities Supervisor and the Aviation Advisor with the following information on aircraft for the logistics and services: summary of current actions, name and type of aircraft on-scene, location and missions of aircraft on-scene, name and type of aircraft enroute, and the ETA (Form IAF 209).
- \_\_\_\_\_ Supervise air operations manpower:
- \_\_\_\_\_ Make/verify assignments.
- \_\_\_\_\_ Establish/review reporting requirements.
- \_\_\_\_\_ Liaise with National Authorities on air operations.
- \_\_\_\_\_ Coordinate the aerial application of dispersants with the Dispersant/Burning Advisor.
- \_\_\_\_\_ Coordinate the surveillance and tracking missions with the Surveillance and Tracking Advisor.
- \_\_\_\_\_ Work with the Telecommunications Supervisor to ensure the establishment and maintenance of a communications network to support air operations.

**AVIATION SUPERVISOR (cont.)**

- \_\_\_\_\_ Work with the Translation Supervisor for all translation/interpretation requirements.
- \_\_\_\_\_ Schedule all air transportation services.
- \_\_\_\_\_ Ensure aircraft are properly maintained.
- \_\_\_\_\_ Forecast the need for aircraft required for on-going response operations.
- \_\_\_\_\_ Maintain and update records of all available aircraft.
- \_\_\_\_\_ Establish a program to inspect aircraft to determine their suitability for use in control and/or response operations.
- \_\_\_\_\_ Periodically collect and inspect aircraft log books.
- \_\_\_\_\_ Stand down aircraft and manpower for air response operations.
- \_\_\_\_\_ Provide the Historian, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **PLANNING/TECHNICAL MANAGER**

The Planning/Technical Manager is responsible for: 1) providing the Deputy Incident Commander with information regarding response strategies and techniques that are most suitable for responding to the incident, 2) assistance in developing action plans, 3) developing responses to requests for information from government agencies, and 4) ensuring that the response is in accordance with the Contingency Plan or modified as deemed necessary. He/she will also work through the Government Liaison Advisor as the technical point of contact with National agencies, as appropriate. His/her responsibilities include keeping track of how much oil was spilled and how much is picked up, disposed of, sold, recycled, etc.

### **Start Up**

- \_\_\_\_\_ Attend Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Advise the Deputy Incident Commander as to the recommended response priorities (Form IAF 202-1).
- \_\_\_\_\_ Work with Deputy Incident Commander to ensure IA forms are distributed to appropriate personnel for completion.
- \_\_\_\_\_ Coordinate the work of the technical advisors.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Maintain the SITREP Update (Form IAF 207) and the Schedule of Meetings (Form IAF 208)
- \_\_\_\_\_ Hold meetings with technical advisors.
- \_\_\_\_\_ Provide the Logistics Manager with information on manpower needs for planning section operations.
- \_\_\_\_\_ Ensure that shoreline cleanup plans are based on Net Environmental Benefit Analysis.
- \_\_\_\_\_ Develop response plans and continuously update based on Surveillance and Tracking information.
- \_\_\_\_\_ Issue weekly report and weekly plans.

**PLANNING/TECHNICAL MANAGER (cont.)**

- \_\_\_\_\_ Issue weekly report and weekly plan.
- \_\_\_\_\_ Provide the Telecommunications Supervisor information on communications and computing systems equipment needs for planning section operations.
- \_\_\_\_\_ Maintain constant communication with the Operations Manager and the Logistics Manager.
- \_\_\_\_\_ Ensure that systems and lines of communications are established between all sections.
- \_\_\_\_\_ Ensure that special plans, reports, and other documents required by the Incident Commander and/or government agencies are prepared in a timely and efficient fashion.
- \_\_\_\_\_ Ensure that systems are established that will facilitate the collection, evaluation, analysis, and dissemination of the status of response plans, environmental impacts, slick movements, and potential spill-related impacts.
- \_\_\_\_\_ Work with the Logistics Manager to ensure that the Technical Advisors have the equipment, materials, and supplies needed to carry out their activities.
- \_\_\_\_\_ Provide the Government Liaison Advisor with information requested by government agencies.
- \_\_\_\_\_ Provide the Deputy Incident Commander with recommendations on the timing of the release of equipment and manpower resources.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **ECOLOGY ADVISOR**

The Ecology Advisor should be familiar with the ecological effects of oil, dispersants, and the cleanup operations themselves on the flora and fauna of the spill area. He/she will lead the Net Environmental Benefit Analysis of response options. He/she will work closely with the Surveillance and Tracking Advisor to anticipate the trajectory of the oil spill and with the Cleanup Advisor to determine priorities for cleanup.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Evaluate the situation at the spill site; assess potential impact to environment.
- \_\_\_\_\_ Apply for any manpower or specialist resources needed to conduct monitoring/investigatory work.
- \_\_\_\_\_ Arrange for environmental specialists to collect data and identify the impact on:
  - \_\_\_\_\_ Water and air quality
  - \_\_\_\_\_ Shoreline or habitat ecosystem
  - \_\_\_\_\_ Commercial and subsistence fisheries
  - \_\_\_\_\_ Human health
  - \_\_\_\_\_ Others
- \_\_\_\_\_ Assess the Net Environmental Benefit of the various response techniques.
- \_\_\_\_\_ With the Government Liaison Advisor, work with local environmental agencies to learn their concerns about environmental impacts.
- \_\_\_\_\_ Alert the Government Liaison and Permitting Advisors about planned activities. Secure required permits prior to work initiation.
- \_\_\_\_\_ Provide environmental input for the Incident Commander and contractors.
- \_\_\_\_\_ Work with appropriate agencies to identify wildlife habitats and seasons with high population densities.
- \_\_\_\_\_ Recommend wildlife habitats for protection.
- \_\_\_\_\_ Coordinate with the International and Local Personnel Resource Advisors to hire trained personnel to handle potentially dangerous wildlife (seals, otters, bears, etc.).

## ECOLOGY ADVISOR (cont.)

### Daily/On-going

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Monitor the effects of cleanup operations on ecology and report them to the Deputy Incident Commander.
- \_\_\_\_\_ Maintain contact with local ecology experts in order to take full account of local factors and to brief them on cleanup strategies.
- \_\_\_\_\_ Record oiled animal sightings on the wall map.
- \_\_\_\_\_ Update list of environmental and commercial resources impacted and/or threatened by the spill.
- \_\_\_\_\_ Collaborate with the Government Liaison Advisor and the Public Affairs Advisor in keeping environmental authorities and institutions informed on the status of cleanup operations.
- \_\_\_\_\_ Conduct aerial surveillance to locate endangered wildlife habitats threatened by the spill.
- \_\_\_\_\_ With the Cleanup Advisor, provide input that will help the Deputy Incident Commander establish priorities for protection.
- \_\_\_\_\_ Recruit volunteers as required.
- \_\_\_\_\_ Work with the Containment/Recovery Supervisor and the Cleanup Supervisor to identify response techniques that protect threatened wildlife and/or sensitive habitat areas.
- \_\_\_\_\_ Provide the Cleanup Supervisor advice on cleanup techniques that will minimize secondary impacts to affected wildlife and/or sensitive habitat areas.
- \_\_\_\_\_ Provide the Field Activities Supervisor advice on the potential impacts of dispersant use and/or *in-situ* burning operations on wildlife and/or sensitive habitat areas.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **DISPERSANT/BURNING ADVISOR**

The Dispersant/Burning Advisor will be an expert who knows when and how to apply dispersants and *in-situ* burning to control oil spills. He/she will communicate with the Government Liaison Advisor regarding when and where chemicals or *in-situ* burning can be used. He/she will advise on the acquisition of oil spill chemicals and may also advise on the acquisition of aircraft, boats, spraying devices, ignition devices, fire resistant boom, etc., to apply dispersants or *in-situ* burning to the oil slick.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Identify type of oil and consult data to determine if chemical dispersants or *in-situ* burning would be effective.
- \_\_\_\_\_ Provide dispersant or *in-situ* burning recommendation to the Planning/Technical Manager.
- \_\_\_\_\_ In consultation with the Planning/Technical Manager, Ecology Advisor and Operations Manager, decide on dispersants and application techniques to be employed or if *in-situ* burning is an acceptable option.
- \_\_\_\_\_ Via the Government Liaison Advisor, seek approval for use of dispersants and *in-situ* burning.
- \_\_\_\_\_ Develop an execution plan for dispersant application and for *in-situ* burning.
- \_\_\_\_\_ Work with the Permitting Advisor to obtain the necessary permits to carry out the execution plans.
- \_\_\_\_\_ Provide the execution plan to the Operations Manager and Planning/Technical Manager.
- \_\_\_\_\_ Estimate quantity of dispersant or *in-situ* burning equipment required.
- \_\_\_\_\_ Work with the Aviation and Marine Advisors to obtain the appropriate aircraft and vessels.
- \_\_\_\_\_ Notify the Planning/Technical Manager of recommended dispersants, equipment, procedures, and government approval.
- \_\_\_\_\_ Set up recordkeeping system to document agency contacts, types and quantities of dispersants used, dispersant effectiveness, samples and sample locations, and *in-situ* burning equipment obtained/used.

### DISPERSANT/BURNING ADVISOR (cont.)

#### Daily/On-going

- \_\_\_\_\_ Attend the Planning/Technical Manager's planning meeting.
- \_\_\_\_\_ Provide advice to the Operations Manager, the Marine Supervisor, and the Aviation Supervisor.
- \_\_\_\_\_ Check that correct dispersants and methods of application are being employed, making recommendations as appropriate.
- \_\_\_\_\_ Check that *in-situ* burning is properly conducted in a safe manner.
- \_\_\_\_\_ As appropriate, arrange for sampling of water column and bottom sediments in treated and controlled areas.
- \_\_\_\_\_ Evaluate results and, in consultation with the Planning/Technical Manager, Ecology Advisor, Operations Manager, and Field Activities Supervisor, recommend modifications and improvements to the Deputy Incident Commander.
- \_\_\_\_\_ Work with the Procurement Supervisor, the Logistics Manager and the Customs Advisor to schedule shipment and delivery point for dispersants.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **CONTAINMENT/RECOVERY ADVISOR**

### ***(Planning/Technical Section)***

The Containment/Recovery Advisor is an expert in the performance of booms, skimmers, sorbents, etc. He/she knows which equipment works best under the particular conditions of the spill. He/she will advise on the purchase, rental, or other acquisition of the most cost-effective cleanup equipment. He/she recommends the methods to be used to contain and recover the oil. His/her activities are coordinated with the Containment/Recovery Supervisor and the Cleanup Supervisor.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Communicate with international oil spill cooperatives on equipment availabilities.
- \_\_\_\_\_ Prepare and continuously update Containment and Recovery on Land/Inshore Waters Plan.
- \_\_\_\_\_ Inform the Logistics Manager of the equipment requirements and provide possible contractors/vendors that have the equipment.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Work with the On-water Operations Manager to obtain the proper boats for the response.
- \_\_\_\_\_ Monitor the effectiveness of procedures/equipment employed while making recommendations to the Planning/Technical Manager, the Operations Manager and the Field Activities Supervisor.
- \_\_\_\_\_ Work with the Permitting Advisor to obtain permits and approvals for response operations.
- \_\_\_\_\_ With the Contracting Supervisor, arrange all contracts for contractors to be employed for the response operations.
- \_\_\_\_\_ Liaise with local authorities to agree on the prescribed cleanup standards via the Government Liaison Advisor.

**CONTAINMENT/RECOVERY ADVISOR (cont.)  
(Planning/Technical Section)**

- \_\_\_\_\_ Work with the International and Local Personnel Resource Supervisors on manpower requirements.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Maintain constant communications with the Containment/Recovery Supervisor.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation, for use at the post-incident stewardship meeting.

## **CLEANUP ADVISOR**

### ***(Planning/Technical Section)***

The Cleanup Advisor is an expert on the types of shoreline cleanup methods and the applicability of each method to the different shoreline types. He/she will advise on the purchase, rental, or other acquisition of the most cost-effective cleanup equipment. He/she considers the Net Environmental Benefit of each option and recommends the methods to be used to reduce the impact of oil on shoreline. His/her activities are coordinated with the Cleanup Supervisor and the Containment/Recovery Supervisor.

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ With the Surveillance and Tracking Advisor, obtain the location of the oil slick and assess the potential for shoreline or inland impact.
- \_\_\_\_\_ Work with the International and Local Personnel Resource Supervisors to define manpower requirements.
- \_\_\_\_\_ Work with the Procurement Supervisor and the Contracting Supervisor to define equipment requirements.
- \_\_\_\_\_ Identify specialized contract resources (e.g. archaeologists, geomorphologists, and ecologists) needed to assess the degree of oiling on affected land and/or shoreline areas. Teams may consist of representatives from local and National agencies and international experts.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Prepare and continuously update shoreline response plan.
- \_\_\_\_\_ Via Government Liaison and Permitting Advisor, seek approval for use of dispersants for shoreline cleaning.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Monitor on-site operations for shoreline cleanup effectiveness.
- \_\_\_\_\_ Manage shoreline cleanup assessment scientists.
- \_\_\_\_\_ Work with the Ecology Advisor to conduct Net Environmental Benefit Analysis for each beach segment.
- \_\_\_\_\_ Work with the Cleanup Supervisor to plan for the following cleanup operations: summary of current actions, amount of shoreline or land affected, amount of shoreline or land area cleaned, shoreline or land cleanup

### SHORELINE CLEANUP ADVISOR (cont.)

techniques being employed, cleanup equipment and manpower being utilized, and Net Environmental Benefit considerations.

- \_\_\_\_\_ Provide the Planning/Technical Manager and the Logistics Manager with information on manpower, equipment, material, and supply needs for shoreline cleanup operations.
- \_\_\_\_\_ With the Contracting Supervisor, arrange all contracts for contractors to be employed for cleanup operations.
- \_\_\_\_\_ Work with Cleanup Supervisor and to identify shoreline cleanup techniques applicable to affected shoreline types.
- \_\_\_\_\_ Work with the Government Liaison Advisor to obtain local approval on the prescribed cleanup standards and techniques.
- \_\_\_\_\_ Work with the Cleanup Supervisor, Transportation Supervisor, Aviation Advisor and On-water Advisor to identify aircraft, vessels, and vehicles needed to support and carry out shoreline cleanup operations.
- \_\_\_\_\_ With Permitting Advisor, work with the state, national agencies, and affected landowners to obtain agreements on shoreline cleanup techniques to be applied to affected shoreline areas.
- \_\_\_\_\_ Work with the Permitting Advisor to obtain permits and approvals needed to carry out shoreline cleanup operations.
- \_\_\_\_\_ Provide the Planning/Technical Manager with regular status reports on shoreline cleanup operations.
- \_\_\_\_\_ Review cleanup operations and recommend to Cleanup Supervisor methods to enhance their effectiveness and/or efficiency.
- \_\_\_\_\_ Work with the Waste Management Advisor on evaluating alternatives for disposal of collected oil, oily debris, and other wastes generated during shoreline and/or land cleanup operations.
- \_\_\_\_\_ Maintain a log of all activities.
- \_\_\_\_\_ Collaborate with the Government Liaison and Permitting Advisor and the Public Affairs Advisor in keeping environmental authorities and institutions informed on the status of cleanup operations.
- \_\_\_\_\_ Provide the Historian, before leaving the site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## ***SURVEILLANCE AND TRACKING ADVISOR***

The Surveillance and Tracking Advisor coordinates the surveillance activities of aircraft, boats, and individuals on site. He/she plots the position of sighted oil patches on maps as new information is received. He/she may also coordinate activities with personnel using computer programs to predict the short and long range movements of the major oil patches. He/she will also coordinate closely with the Dispersant/Burning Advisor to identify areas where chemicals or *in-situ* burning might be applied to prevent the oil from impacting a shoreline. He/she makes information available to the Public Affairs Advisor for advising the media on the latest position of the oil slick.

### **Start Up**

- \_\_\_\_\_ Arrange for aerial survey of the area to obtain estimates on the slick size and movement.
- \_\_\_\_\_ Prepare charts for oil spotters marked up with proposed search patterns.
- \_\_\_\_\_ Brief oil spotters on aerial survey plan.
- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on site.
- \_\_\_\_\_ Coordinate through the Logistics Manager for manpower, equipment, and service (including hire of aircraft/ helicopters/boats/photographer) requirements.
- \_\_\_\_\_ Obtain local weather forecasts.
- \_\_\_\_\_ Obtain meteorological and ocean data
- \_\_\_\_\_ Obtain maps of the spill area via aerial survey results and plot spill trajectory.
- \_\_\_\_\_ Predict direction of spill movement and areas of impact based on 24-hour weather forecast using the computer model OILMAP or other, as appropriate.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meetings.
- \_\_\_\_\_ Maintain a current map of the oil slick.
- \_\_\_\_\_ Regularly check the weather forecast.
- \_\_\_\_\_ Conduct routine aerial observation of the spill site.
- \_\_\_\_\_ Update spill trajectory based on observation and weather reports.

**SURVEILLANCE AND TRACKING ADVISOR (cont.)**

- \_\_\_\_\_ Advise the Planning/Technical Manager, the Deputy Incident Commander and the Operations Manager of coastal areas that are anticipated to be impacted within 24, 48 and 72 hours.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Provide the Historian with a daily summary.
- \_\_\_\_\_ Work with the Dispersant/Burning Advisor to identify the appropriate areas for dispersant application and/or burning.
- \_\_\_\_\_ Coordinate monitoring activities with government agencies via the Government Liaison Advisor.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations, made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Debrief the oil spotters.
- \_\_\_\_\_ Coordinate with National Agencies on modeling and Trajectory analysis.

## **WASTE DISPOSAL ADVISOR**

### ***(Planning/Technical Section)***

The Waste Disposal Advisor is an expert in ways and means to temporarily store and ultimately dispose of wastes associated with the oil spill response activity. In coordination with the Government Liaison Advisor, he/she will advise on the most cost-effective ways to hold large quantities of recovered oil and debris while awaiting its proper disposal. He/she will specify whether to use pits, tanks, barges, etc., and will also determine the best way to dispose of the waste (e.g. incineration, burial, recycling, etc.).

### **Start Up**

- \_\_\_\_\_ Attend the Incident Commander's start-up planning meeting or receive briefing from the Incident Commander immediately upon arrival on-site.
- \_\_\_\_\_ Prepare a strategic plan for waste management.
- \_\_\_\_\_ Determine with the Planning/Technical Manager and the Logistics Manager the extent of manpower, equipment, and services necessary to execute the waste management plan.
- \_\_\_\_\_ Work with the Planning/Technical Manager and the Operations Manager to estimate storage capacity for recovered oil and oiled debris.
- \_\_\_\_\_ Contact power plants (coal piles), refineries, terminals, etc., in the region to see if they have the capacity to dispose, temporarily store, or reclaim recovered oil.
- \_\_\_\_\_ Identify regional waste disposal facilities and determine procedures for waste acceptance.
- \_\_\_\_\_ Work with the Permitting Advisor to obtain the necessary permits.
- \_\_\_\_\_ Contact tug/barge companies and request barges for recovered oil storage, as required. Work with the On-water Operations Manager and the Contracts Supervisor to obtain required resources.
- \_\_\_\_\_ Consult local and National requirements for waste storage, transportation, and disposal requirements.
- \_\_\_\_\_ Obtain local authority approval of plan, via the Government Liaison Advisor.
- \_\_\_\_\_ With the Contracting Supervisor, arrange all contracts with waste disposal contractors to dispose of all the waste material.

**WASTE DISPOSAL ADVISOR (cont.)  
(Planning/Technical Section)**

**Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Monitor disposal and sampling operations, making recommendations, as appropriate, to the Planning/Technical Manager, the Operations Manager and the Deputy Incident Commander.
- \_\_\_\_\_ Maintain close contact with the Waste Disposal Supervisor.
- \_\_\_\_\_ Supervise activities for recovered oil transportation, storage, and disposal.
- \_\_\_\_\_ Monitor recovered oil and waste handling activities to make sure that regulatory requirements are satisfied.
- \_\_\_\_\_ Advise the Field Activities Supervisor of the quantity of the recovered oil on hand that can be recycled.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Issue a final status report.

## **LOGISTICS MANAGER**

The Logistics Manager is responsible for seeing that adequate manpower, equipment and supplies are available to perform the necessary cleanup operations. He/she must see that food, shelter, protective clothing, transportation, communication, and first aid facilities are available for all personnel requiring such assistance.

### **Start Up**

- \_\_\_\_\_ Coordinate with the Procurement Supervisor and the Food and Shelter Supervisor on the initial catering and housing requirements. Agree on a plan for initial block booking of hotel accommodations.
- \_\_\_\_\_ Coordinate the establishment of the command center with input from the Incident Commander. Establish a base control point at a location that is agreed upon with the Incident and Deputy Incident Commanders.
- \_\_\_\_\_ Establish field control points at a location that is agreed upon with the Operations Manager and the Deputy Incident Commander.
- \_\_\_\_\_ Assess the need for office facilities and personnel. Obtain input from the Planning Manager, Operations Manager, Finance Manager, Incident Commander, and Public Affairs Advisor.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Hold planning meeting with support supervisors.
- \_\_\_\_\_ Liaise with the Planning Manager and the Operations Manager to establish likely future demand on support services.
- \_\_\_\_\_ Ensure all on-site service needs are met.
- \_\_\_\_\_ Arrange approval of support services contractor's time sheets via supervisors.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ For Tier 2, assume the role of the Historian, and collect documentation from other managers.

## **FOOD AND SHELTER SUPERVISOR**

The Food and Shelter Supervisor should have purchasing experience and knowledge of local motels, hotels, and eating establishments. He/she will arrange for facilities to feed and house not only the workers, administrative, and technical personnel, but also legitimate visitors such as the press, government representatives, etc. He/she must coordinate closely with the Logistics Manager to ensure that there are not more people at the cleanup site than can be properly cared for.

### **Start Up**

- \_\_\_\_\_ Agree on extent of initial catering required with the Logistics Manager, and establish without commitment, the availability of such services and hotel accommodations. (See Section 12 of this plan for a partial list.)
- \_\_\_\_\_ Mobilize catering services giving a preliminary estimate of requirements. Make preliminary block booking at local hotels, etc., for accommodations.
- \_\_\_\_\_ Work with the Government Liaison Advisor to engage the assistance of agencies to help locate food and shelter requirements.
- \_\_\_\_\_ Locate portable toilets, washing/shower cubicles, clothing stores, dirty linen collection cabins, field kitchens, and canteens with help of Logistics Manager.
- \_\_\_\_\_ Establish ad hoc field food service: sandwiches, drinks from local caterers, etc.
- \_\_\_\_\_ After liaison with the Local Personnel Resource Supervisor, finalize provision of local accommodations.
- \_\_\_\_\_ Work with the Procurement Supervisor and the Customs Advisor to secure international supplies.
- \_\_\_\_\_ Apply for manpower, equipment, and specialists using local services to accomplish objectives.
- \_\_\_\_\_ Arrange laundry collection and delivery services.
- \_\_\_\_\_ Process approved applications for materials and services.
- \_\_\_\_\_ Work with the Finance Manager to set up procedures to authorize and account for expenditures.
- \_\_\_\_\_ Prepare contracts with time sheets for contractors and consultants
- \_\_\_\_\_ Work with the Operations Manager to establish training/campsites near response operations.
- \_\_\_\_\_ Arrange for all accommodations at remote campsites.

## FOOD AND SHELTER SUPERVISOR (cont.)

### Daily/On-going

- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Monitor operation of catering/janitorial services to ensure standards are maintained and costs are controlled.
- \_\_\_\_\_ Monitor conditions in local hotels/boarding houses/tent camps, etc., providing accommodations.
- \_\_\_\_\_ Provide water and toilet facilities to all response sites.
- \_\_\_\_\_ Maintain register of accommodation bookings.
- \_\_\_\_\_ Receive, verify, and process invoices.
- \_\_\_\_\_ For remote locations, make sure plenty of potable water is provided. Arrange for bottled water and/or water purification systems.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Forecast services, equipment, and clerical assistance needs with assistance from the Local Personnel Resource Supervisor.
- \_\_\_\_\_ Submit weekly report of expenses.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Stand down equipment, manpower/specialist, and local services.
- \_\_\_\_\_ Direct any claims for hotels, boarding houses, etc., to the Claims/Insurance Advisor for processing and to the Security Advisor for investigation, as appropriate.

## **TRANSPORTATION SUPERVISOR**

The Transportation Supervisor provides land transportation for workers, equipment and supplies, and the movement of waste materials. He/she should also provide for transportation for key personnel to and from the command center. He/she is responsible for obtaining the necessary vehicles and for utilizing them for the safe, reliable, and efficient transportation of personnel and materials at the spill site.

### **Start Up**

\_\_\_\_\_ Arrange for the transport of local and international stockpiled equipment to incident location.

\_\_\_\_\_ On arrival at site, survey area of spill with the Safety Advisor and post notices as appropriate:

\_\_\_\_\_ **ENTRY ONLY**

\_\_\_\_\_ **GROUND UNFIT**

\_\_\_\_\_ **NO ENTRY**

\_\_\_\_\_ **KEEP OUT**

\_\_\_\_\_ Establish contact with local transport pools and with other transport resources within practical range of spill site.

\_\_\_\_\_ Arrange transportation for Unified Command, as needed.

\_\_\_\_\_ As transport requirements by the Oil Spill Response Team are determined, establish appropriate plans for: refueling, maintenance, and garage facilities.

\_\_\_\_\_ Coordinate with the Local Personnel Resources Supervisor for any necessary manpower requirements.

\_\_\_\_\_ Contact the Security Advisor to address on-scene security needs.

\_\_\_\_\_ Identify the best means for moving equipment to/from staging areas from/to response work sites.

\_\_\_\_\_ Arrange for transportation of response workers to/from response sites.

\_\_\_\_\_ Provide transportation to international response personnel upon arrival to the island.

## TRANSPORTATION SUPERVISOR (cont.)

### Daily/On-going

- \_\_\_\_\_ Arrange for transporting supplies to the appropriate location.
- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Monitor the effectiveness of established land transport facilities.
- \_\_\_\_\_ Monitor refueling operations for safety, security, and replenishment.
- \_\_\_\_\_ Coordinate equipment and people movements with the Marine and Aviation Supervisors.
- \_\_\_\_\_ Maintain transport allocation register.
- \_\_\_\_\_ Provide transport facilities on request.
- \_\_\_\_\_ Resolve problems associated with equipment transportation.
- \_\_\_\_\_ Arrange for contractors, Incident Command Team, and others (as requested) to travel to remote cleanup sites.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Transport recovered oil to storage and disposal sites.
- \_\_\_\_\_ Return equipment that is no longer needed to original location.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **TELECOMMUNICATIONS SUPERVISOR**

The Telecommunications Supervisor is a specialist in the type of radio communications equipment needed by on-site workmen, foremen, supervisors, etc., and by personnel in the command center. He/she must see that communications equipment is correctly installed, that a proper number of communications channels are available, and that persons using the equipment are properly trained in its use. He/she must also understand national regulations pertaining to communications equipment.

### **Start Up**

- \_\_\_\_\_ Work with the Government Liaison Advisor to establish an approved communications network.
- \_\_\_\_\_ Request equipment and manpower/specialist services necessary to implement communications network.
- \_\_\_\_\_ Work with the Permitting Advisor to obtain necessary clearance for radio, telephone, and satellite communication.
- \_\_\_\_\_ Establish/secure television transmission from emergency site to field command post. Make arrangements for set up, if possible.
- \_\_\_\_\_ Assign approved radio frequencies and call signs for the field command post members.
- \_\_\_\_\_ Issue communications equipment and maintain log (IAF Form 205).
- \_\_\_\_\_ Set up telephone system for field command post, if possible.
- \_\_\_\_\_ Contact local cellular phone company to rent/purchase cellular phones.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Maintain radio network.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Test communications network for operation and security.
- \_\_\_\_\_ If needed, request Tier 3 telecommunications equipment for the Public Affairs Advisor.

**TELECOMMUNICATIONS SUPERVISOR (cont.)**

- \_\_\_\_\_ Check system power source, tape recorders for conferences, and battery chargers.
- \_\_\_\_\_ Record all issues/returns of radio equipment.
- \_\_\_\_\_ Schedule maintenance for communications network.
- \_\_\_\_\_ Provide training for using communication equipment.
- \_\_\_\_\_ Stand down manpower/specialist services.
- \_\_\_\_\_ Recall all radio equipment and record return.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting

## **ON-WATER OPERATIONS ADVISOR**

### ***(Logistics Section)***

The On-water Operations Advisor should be familiar with on-water operations and vessels. He/she will identify the appropriate vessel types and sources required for transportation of personnel, equipment, materials, and the application of dispersants.

### **Start Up**

- \_\_\_\_\_ Work to identify and secure local vessels to support response operations.
- \_\_\_\_\_ Establish one or more industry marine contacts for potential liaison purposes. If possible, this should include a commercial, military, and government representative.
- \_\_\_\_\_ Work with the Government Liaison Advisor and the Permitting Advisor for approval of the use of foreign vessels in operations in national waters.
- \_\_\_\_\_ Compile charts showing details on available ports capable of handling different types of vessels.
- \_\_\_\_\_ Work to obtain vessel fuel suppliers.
- \_\_\_\_\_ Work with the Planning/Technical Manager to ascertain likely marine needs.
- \_\_\_\_\_ Coordinate with the Contracting Supervisor contract requirements for the on-going need for vessels, crew, support personnel, services, and facilities.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Work with the Federal Border Guard on all on-water operations.
- \_\_\_\_\_ Coordinate on-water operations with the On-water Operations Supervisor.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Stand down the marine resources.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **AVIATION ADVISOR**

### ***(Logistics Section)***

The Aviation Advisor should be familiar with a variety of fixed-wing aircraft and helicopter operations. He/she will identify the appropriate aircraft types and sources required for transportation of personnel, equipment, materials, and application of dispersants. He/she will also be acting as an air traffic officer to identify suitability of airports for each type of aircraft, and work with the appropriate National agencies to coordinate all air traffic operations. He/she works on implementation of dispersant application plan.

### **Start Up**

- \_\_\_\_\_ Arrange charter aircraft to bring in international Response Teams.
- \_\_\_\_\_ Work with government authorities to obtain approval for charter aircraft carrying response personnel/equipment to land at local airport.
- \_\_\_\_\_ Communicate with local Liaison if Federal permission is required for landing aircraft.
- \_\_\_\_\_ Establish one or more aviation contacts for potential liaison purposes. If possible, this should include commercial, military, and government representatives.
- \_\_\_\_\_ Identify available aircraft for application of dispersants.
- \_\_\_\_\_ Compile field aeronautical charts showing details on all air carrier and general aviation sealed and unsealed airfields.
- \_\_\_\_\_ Compile field aeronautical charts showing details on airfields capable of handling heavy fuel freight aircraft.
- \_\_\_\_\_ Work with Airport Aviation Service to obtain aviation fuel supplies.
- \_\_\_\_\_ Work with the Planning/Technical Manager to ascertain likely aviation needs.
- \_\_\_\_\_ Coordinate with international cooperatives on equipment transport and landing requirements.
- \_\_\_\_\_ Coordinate air operations with the Aviation Supervisor.

**AVIATION ADVISOR (cont.)  
(Logistics Section)**

**Daily/On-going**

- \_\_\_\_\_ Coordinate with the Contracting Supervisor contracting for aircraft, crews, support personnel, services, and facilities.
- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Identify aircraft required for response operations.
- \_\_\_\_\_ Work with the Logistics Manager and the Planning/Technical Manager to forecast aviation resources required for response operations.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **TRANSLATION SUPERVISOR**

The Translation Supervisor should work with the Logistics Manager to identify and contract translation/interpretation services required during the response operations. He/she will provide the needed translation resources to translate all the necessary documents relevant to the response operations and provide interpreters to escort the response personnel, as needed.

### **Start Up**

- \_\_\_\_\_ Identify local and regional personnel that can provide translation and interpretation services, as needed, during the response operations.
- \_\_\_\_\_ Work with the Logistics Manager to obtain an estimate of the projected need for these services during the response operations.
- \_\_\_\_\_ Ensure the Unified Command has professional interpreters and translation services.

### **Daily/On-going**

- \_\_\_\_\_ Ensure that the Public Affairs Advisor, Government Liaison Advisor, Legal Advisor, and Claim/Insurance Advisor has professional translation/interpretation services.
- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Coordinate with the Planning/Technical Manager, Operations Manager, Security and Safety Advisors, Finance Manager, and Logistics Manager the daily need for translation and interpretation of documents.
- \_\_\_\_\_ Request necessary computers for translators.
- \_\_\_\_\_ Assist in providing translators to escort response personnel, as required.
- \_\_\_\_\_ Maintain a log of all documents that have been translated.
- \_\_\_\_\_ Identify with the Local Personnel Resource Supervisor personnel who can speak/understand conventional English.
- \_\_\_\_\_ Assess the performance of the translators and interpreters and make assessments of the accuracy of translation of each translator.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Provide Historian a catalog of translated documents.

## **HISTORIAN**

The Historian records all events of the cleanup along with the time that they happened. He/she is responsible for maintaining a complete and accurate record of all events that occur, in chronological order, and for ensuring that they are supported with as much quantitative data as possible (pictures, prose, interviews, notes, tapes, tests, etc.). He/she will also attempt to obtain the names and affiliations of all persons involved in the cleanup operations, as well as visitors to the spill site such as citizens, property owners, government officials, etc. He/she works very closely with the Public Affairs Advisor and should also seek advice of the Legal Advisor.

### **Start Up**

- \_\_\_\_\_ Distribute pre-printed log books to team members. Provide instructions for filling out the log books.
- \_\_\_\_\_ Establish external/internal mail systems.
- \_\_\_\_\_ Coordinate display of response information on walls of command post.
- \_\_\_\_\_ Display and maintain organization charts, status board, and maps on command post walls. Provide information in English and French, where needed.
- \_\_\_\_\_ Assist the Incident Commander, as required.
- \_\_\_\_\_ Set up historical log to record daily events. Request status sheets from all sections.
- \_\_\_\_\_ Obtain office equipment for Command post and field command post.
- \_\_\_\_\_ Schedule meetings and appointments for Command post and field command post.
- \_\_\_\_\_ Set up record-keeping system for: companies and agencies offering assistance, construction information, calls to the Incident Commander, log books, photographers, newspaper clippings, correspondence, etc.
- \_\_\_\_\_ Identify and request administrative support for the command post.
- \_\_\_\_\_ Direct telephone calls to Oil Spill Response Team members.

### **Daily/On-going**

- \_\_\_\_\_ Monitor local/international newspapers for information on the incident.
- \_\_\_\_\_ Attend the Incident and Deputy Incident Commander's planning meetings as recording secretary.
- \_\_\_\_\_ Attend the Operations Manager's planning meeting as recording secretary.
- \_\_\_\_\_ Attend the Logistic Advisor's planning meeting as recording secretary.
- \_\_\_\_\_ Attend the Planning Manager's planning meeting as recording secretary.
- \_\_\_\_\_ Establish a filing system and file all documents.
- \_\_\_\_\_ Request minutes of field command post meetings. (Minutes shall be transcribed within 24 hours.)
- \_\_\_\_\_ File documents and send copies to appropriate Response Team members.
- \_\_\_\_\_ Arrange for all appropriate documents to be translated.
- \_\_\_\_\_ Maintain shift logs (IAF Form 207) which document the number of pieces and types of equipment deployed, number of contractor personnel employed, consultants employed, and company personnel on site (obtain information from the Field Activities Supervisor).

### HISTORIAN (cont.)

- \_\_\_\_\_ Prepare summary of daily events for the Incident Commander.
- \_\_\_\_\_ Arrange for photographs.
- \_\_\_\_\_ Maintain official log.
- \_\_\_\_\_ Record and/or file "notes or observations" received from team members leaving incident location upon completion of their duties.
- \_\_\_\_\_ Hire and supervise receptionists for the Command post and field command post.
- \_\_\_\_\_ Prepare weekly chronological report for the Incident Commander and the Deputy Incident Commander.
- \_\_\_\_\_ Collect log/note books from team members.
- \_\_\_\_\_ Acquire and maintain list of radio call signs from the Telecommunications Supervisor.
- \_\_\_\_\_ Collect purchase orders, work orders, and contracts for the Incident Commander's signature.
- \_\_\_\_\_ Collect all logs.
- \_\_\_\_\_ Prepare full chronological report for the Incident Commander.

## ***INTERNATIONAL PERSONNEL RESOURCE SUPERVISOR***

The International Personnel Resource Supervisor will ensure that the necessary international response personnel/expertise are identified and utilized. He/she must coordinate closely with the Logistics Manager and the Local Personnel Resource Supervisor to ensure that there are not more people at the cleanup site than can properly be supported. He/she must arrange with the Government Liaison Advisor all necessary paper work (visas, work permits, etc).

### **Start Up**

- \_\_\_\_\_ Identify response positions that must be filled.
- \_\_\_\_\_ Identify necessary international company and affiliate personnel to support response operations.
- \_\_\_\_\_ Represent company during contract negotiations.
- \_\_\_\_\_ Set up an international personnel office.
- \_\_\_\_\_ Identify with the Government Liaison Advisor the necessary paper work needed for international response personnel.
- \_\_\_\_\_ Advise the Procurement Supervisor, the Food and Shelter Supervisor, and the Safety Advisor of lodging, meal, and protective equipment requirements for personnel. (International Oil Spill Cooperative personnel are in the process of obtaining visas for entry. Other expatriates will be instructed to obtain visas.)

### **Daily/On-going**

- \_\_\_\_\_ Brief international personnel upon arrival.
- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Write up manpower allocation register for international personnel.
- \_\_\_\_\_ Schedule training for all international personnel, where required.
- \_\_\_\_\_ Update database showing international personnel and contractor allocation.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Fill requests for manpower and technical experts.
- \_\_\_\_\_ Approve invoices for lodging and meals pertinent to international resources.

**INTERNATIONAL PERSONNEL RESOURCE SUPERVISOR (cont.)**

- \_\_\_\_\_ Request escort/translation, as needed, for international personnel.
- \_\_\_\_\_ Review records system to ensure that proper payroll withholdings for international personnel are made.
- \_\_\_\_\_ Stand down redundant manpower.
- \_\_\_\_\_ Terminate any contingency arrangement with manpower resources.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **LOCAL PERSONNEL RESOURCE SUPERVISOR**

The Local Personnel Resource Supervisor is responsible for hiring local and regional workers required for response operations. He/she must coordinate closely with the Logistics Manager and the International Personnel Resource Supervisor to ensure there are not more people at the cleanup site that can properly be supported.

### **Start Up**

- \_\_\_\_\_ Obtain estimated manpower resources from the Planning and Operations Manager.
- \_\_\_\_\_ Establish job descriptions and job skills with the Field Activities Supervisor.
- \_\_\_\_\_ Process approved applications for skilled and unskilled manpower.
- \_\_\_\_\_ Identify local or regional experts, as needed.
- \_\_\_\_\_ Provide support for preparing contracts for contractors and consultants.
- \_\_\_\_\_ Work with the Legal Advisor to determine National labor requirements and restrictions.
- \_\_\_\_\_ Set up local personnel office.
- \_\_\_\_\_ Advise the Finance Manager of payroll requirements for contract labor.
- \_\_\_\_\_ Represent company during labor/contract negotiations.
- \_\_\_\_\_ Schedule training for personnel and contractors.
- \_\_\_\_\_ Develop database to match applicants and personnel with specific requests for labor.
- \_\_\_\_\_ Advise the Procurement Supervisor, the Food and Shelter Supervisor, and the Safety Advisor of lodging, meal, and protective equipment requirements for personnel.

### **Daily/On-going**

- \_\_\_\_\_ Attend Logistic Advisor's planning meeting.
- \_\_\_\_\_ Write up manpower allocation register.
- \_\_\_\_\_ Fill request for manpower.

### **LOCAL PERSONNEL RESOURCE SUPERVISOR (cont.)**

- \_\_\_\_\_ Ensure contractors and laborers are paid.
- \_\_\_\_\_ Update database showing personnel and contractor allocation.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Inform the Translation Supervisor of any laborer or worker who is bilingual (French and English).
- \_\_\_\_\_ Coordinate with the Operations Manager to rotate contractors and personnel to prevent fatigue.
- \_\_\_\_\_ Work with the Government and Liaison Advisor to request government support.
- \_\_\_\_\_ Review records system to ensure that proper payroll withholdings are made.
- \_\_\_\_\_ Work with the Security Advisor and the Safety Advisor to document and investigate accidents.
- \_\_\_\_\_ Approve invoices for lodging and meals, where needed.
- \_\_\_\_\_ Stand down redundant manpower.
- \_\_\_\_\_ Terminate any contingency arrangement with manpower resources.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Develop and maintain an up-to-date list of labor pool contractors.
- \_\_\_\_\_ Establish terms and conditions of employment for local contractors.

## **CONSTRUCTION SUPERVISOR**

The Construction Supervisor is responsible for construction of temporary lodging and trailer facilities for response personnel and for any structures required to support equipment staging. He/she is responsible for supervising and activating construction of trailers, housing, storage facilities, or other construction activities required during the response operations. He/she should interact with the Food and Shelter Supervisor to identify need for shelter, with the Local Personnel Resource Supervisor to identify local manpower that could be used for construction, and the Operations Manager for any field construction requirements.

### **Start Up**

- \_\_\_\_\_ Coordinate with the Logistics, Planning, and Operations Managers the projected requirement for construction work to support response operations.
- \_\_\_\_\_ Identify with the Local Personnel Resource Supervisor the local manpower available for construction activities.
- \_\_\_\_\_ Identify local available sources of construction materials and equipment.
- \_\_\_\_\_ Coordinate with the Customs Advisor for importation of construction materials.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Logistics Manager's planning meeting.
- \_\_\_\_\_ Obtain information from the Food and Shelter Supervisor and the Logistics Manager on required and projected construction activities.
- \_\_\_\_\_ Advise the Logistics Manager and the Procurement Supervisor on required manpower, materials, and equipment needed for construction activities.
- \_\_\_\_\_ With the Local Personnel Resource Supervisor and the Procurement Supervisor, contract local manpower and equipment required for construction activities.
- \_\_\_\_\_ Maintain log of construction activities.
- \_\_\_\_\_ Supervise all construction activities; appoint construction foremen where needed.

**CONSTRUCTION SUPERVISOR (continued)**

- \_\_\_\_\_ Submit a weekly report of expenses to the Logistics Manager and the Finance Manager.
  
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **CUSTOMS ADVISOR**

The Customs Advisor should be familiar with all the National rules and regulations that govern importation of goods and materials into the country. He/she will work closely with the vendors to ensure all customs forms and declaration forms are completed correctly. He/she will also work with the appropriate National Agencies to facilitate/expedite goods and materials entry into the country.

### **Start Up**

- \_\_\_\_\_ Work with vendors to identify the necessary customs documentation required for each piece of response equipment.
- \_\_\_\_\_ Arrange for international equipment and materials to be identified and coded in accordance with the National customs regulations.
- \_\_\_\_\_ Coordinate the activities locally and internationally.
- \_\_\_\_\_ Work with the National agencies to facilitate and expedite importation of goods and services.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Logistics Manager's planning meetings.
- \_\_\_\_\_ Work with the appropriate National Agencies to identify all necessary customs procedures for materials and equipment entering Russia.
- \_\_\_\_\_ Keep a record of all equipment and materials processed for customs clearance.
- \_\_\_\_\_ Obtain from the Logistics Manager a list of equipment and materials ordered and the vendors' names.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.

## **FINANCE MANAGER**

The Finance Manager must be well-versed in the company accounting practices. He/she acts as "Office Manager" for the oil spill cleanup team, keeping track of all payments, receipts, contracts, etc., as the cleanup progresses.

### **Start Up**

- \_\_\_\_\_ Convey pre-prepared stocks of expense claim and cash advance forms to base control point.
- \_\_\_\_\_ Arrange for wire transfer to local bank account.
- \_\_\_\_\_ Prepare general ledger for tracking expenses.
- \_\_\_\_\_ Establish bank/cash arrangements
- \_\_\_\_\_ Establish volume accounting (oil) arrangements.
- \_\_\_\_\_ Work with the Field Activities Supervisor to ensure that contractors are aware of invoice and audit requirements.
- \_\_\_\_\_ Communicate with the Logistics Manager to ensure that contractors are advised of details needed to satisfy insurance/audit requirements.
- \_\_\_\_\_ Agree on warehouse inventories and stock control procedures with the Logistics Manager.
- \_\_\_\_\_ Arrange for cash payments to local vendors, contractors, and merchants.
- \_\_\_\_\_ Prepare accountant's information report.
- \_\_\_\_\_ Set up recordkeeping system for: contracts, work orders, purchase orders, invoices, and correspondence.
- \_\_\_\_\_ Provide Telecommunications Supervisor with communication requirements.
- \_\_\_\_\_ Provide cash advances for company employees, as requested.
- \_\_\_\_\_ Provide International and Local Personnel Resource Supervisors manpower requirements.

## FINANCE MANAGER (cont.)

### Daily/On-going

- \_\_\_\_\_ Attend the Deputy Incident Commander's planning meeting.
- \_\_\_\_\_ Conduct staff meeting with finance section personnel.
- \_\_\_\_\_ Update accountant's information report and "Cost to Date Summary".
- \_\_\_\_\_ Obtain cash requirements for the day.
- \_\_\_\_\_ Process invoices and disburse payments.
- \_\_\_\_\_ Conduct on-site audit checks to ensure that:
  - \_\_\_\_\_ Material charged is used.
  - \_\_\_\_\_ Contract labor is working on project.
  - \_\_\_\_\_ Equipment is being gainfully employed.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ As required, assist with preparation of contracts and purchase orders and with expediting material receipts (including customs clearance, if applicable).
- \_\_\_\_\_ Provide the Operations Manager with information on the financial implications of actions taken or to be taken during response operations.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operations for use at the post-incident stewardship meeting.
- \_\_\_\_\_ Prepare cost summary for the Claims/Insurance Advisor and the Deputy Incident Commander.

## **PROCUREMENT SUPERVISOR**

The Procurement Supervisor must have purchasing agent experience. He/she must be able to locate, purchase, and expedite all materials and services required by the Oil Spill Response Team to clean up the spill.

### **Start Up**

- \_\_\_\_\_ Convey pre-prepared stock of purchase order forms, open order files, and stock cards to support services at command center and field control points.
- \_\_\_\_\_ Coordinate with the Local and International Personnel Resource Supervisors for necessary manpower resources to perform tasks in own area.
- \_\_\_\_\_ Process approved requests for materials and services.
- \_\_\_\_\_ Work with the Finance Manager to set up procedures to authorize and account for expenditures.
- \_\_\_\_\_ Work with Government Liaison Advisor to identify local, regional, and government resources.
- \_\_\_\_\_ Issue purchase order numbers with a "Not To Exceed" limit to authorized contractors, merchants, and vendors.
- \_\_\_\_\_ Arrange with the Customs Advisor for contractor or carrier to prepare equipment manifest, bills of lading, and papers necessary for clearing customs, if applicable.

### **Daily/On-going**

- \_\_\_\_\_ Attend the Logistics and Finance Manager's planning meetings.
- \_\_\_\_\_ Hold planning meeting with procurement personnel.
- \_\_\_\_\_ Receive, verify, and process invoices.
- \_\_\_\_\_ Conduct inspections to make sure items received meet specifications for items and number of items ordered.
- \_\_\_\_\_ Document all activities.
- \_\_\_\_\_ Provide necessary information to the Historian.

**PROCUREMENT SUPERVISOR (cont.)**

- \_\_\_\_\_ Process approved applications for materials and services.
- \_\_\_\_\_ Keep records of equipment purchased and issued to contractors.
- \_\_\_\_\_ On completion of operation, arrange for equipment and materials to be returned to contractors, as appropriate.
- \_\_\_\_\_ Submit weekly report of expenses.
- \_\_\_\_\_ Stand down equipment, manpower/specialists, and local services.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes or observations made during the operation for use at the post-incident stewardship meeting.

## **CONTRACTING SUPERVISOR**

The Contracting Supervisor should work with the Finance Manager and the Logistics Manager on the negotiation and execution of contracts for equipment, materials, and supplies. He/she should work with the Local and International Personnel Resource Supervisors and the Legal Advisor to identify contractual terms and conditions with local and international personnel.

### **Start Up**

\_\_\_\_\_ Work with the Deputy Incident Commander, the Logistics Manager, and the Finance Manager to establish a compensation policy for all contract personnel.

\_\_\_\_\_ Work with the Legal Advisor and Local and International Personnel Resources Supervisor to establish the terms and conditions of all contract services.

### **Daily/On-going**

\_\_\_\_\_ Attend the Finance Manager's planning meeting.

\_\_\_\_\_ Work through the Logistics Manager to identify contracts for equipment, manpower, and services needed to support control and/or response operations.

\_\_\_\_\_ Provide the Finance Manager with information on manpower, equipment, material, and supply needs for contracting operations.

\_\_\_\_\_ Write/execute all necessary contracts. Obtain necessary approvals on all contracts.

\_\_\_\_\_ Ensure that contractors maintain and supply a record on all contract personnel and equipment.

\_\_\_\_\_ Maintain a record on all contract services.

\_\_\_\_\_ If necessary, obtain advice from the Legal Advisor and/or other staff resources before executing/terminating contracts.

\_\_\_\_\_ Work with the Customs Advisor to identify any contract importation requirements for equipment and supplies.

\_\_\_\_\_ Provide necessary information to the Historian.

\_\_\_\_\_ If necessary, recruit contract personnel for finance section.

**CONTRACTING SUPERVISOR (cont.)**

- \_\_\_\_\_ Review records supplied by contractors to ensure their completeness and accuracy.
- \_\_\_\_\_ Negotiate contracts to obtain favorable rates, payment schedules, and terms and conditions for contractor support for control and/or response operations.
- \_\_\_\_\_ Work with the Operations Manager to establish a record of contractor performance during control and/or response operations.
- \_\_\_\_\_ Recommend to the Logistics Manager and the Finance Manager when contracts should be terminated.
- \_\_\_\_\_ Provide the Historian, before leaving site, with a copy of any notes of observations made during the operation for use at the post-incident stewardship meeting.