

2.4.1 General Spill Response Procedures

The Altus AFB Fire Department is responsible for activating the contingency plan and conducting the initial site assessment and response under the Incident Command System (ICS). The Fire Chief, or the most senior fire official on-scene, will assume the duties of the IC and take control of the spill. Figure 2-3 shows the typical oil spill response process for Altus AFB. Table 2-9 outlines the Fire Department's typical spill response procedure.

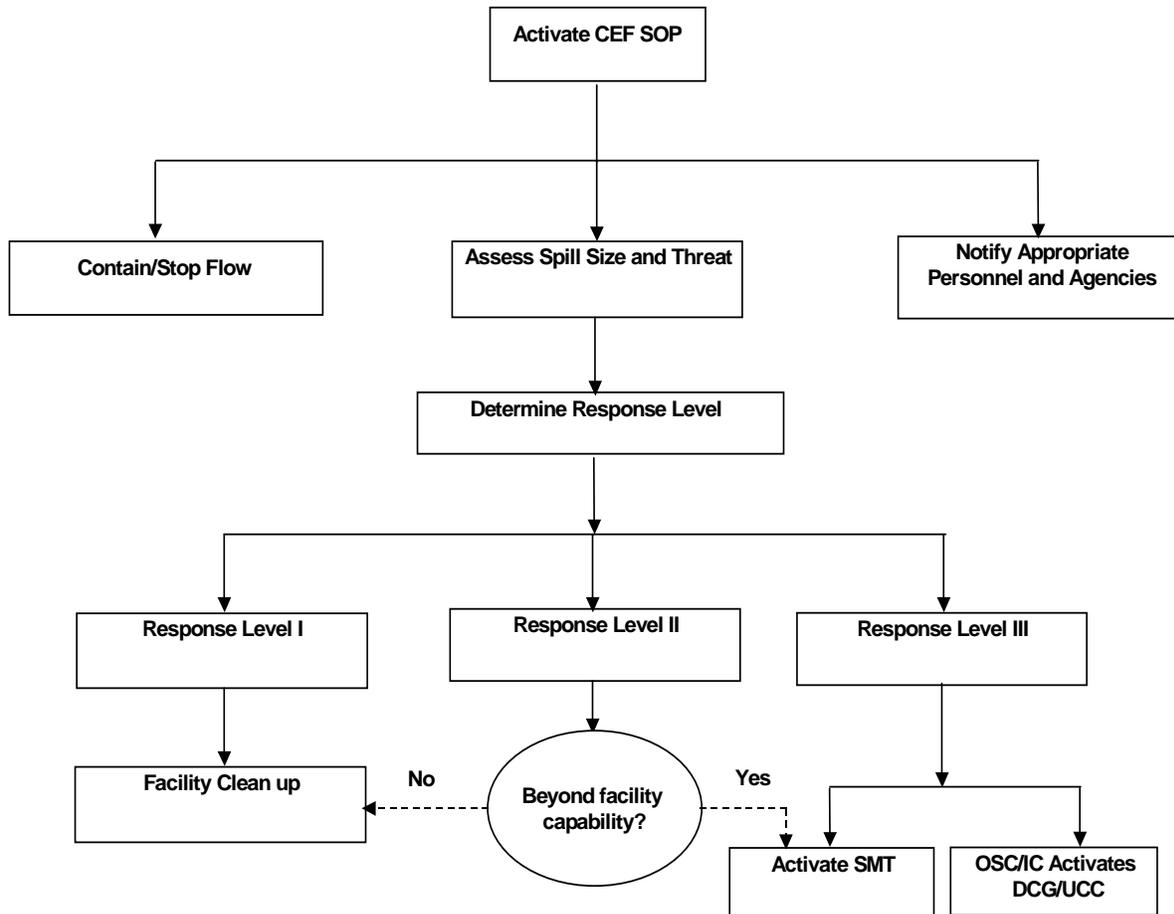


Figure 2-3: Altus AFB Fire Department Typical Spill Response Procedure

Table 2-9: Response Procedures for Altus AFB Fire Department

Time	Actions
	<ul style="list-style-type: none"> • Note date and time of notification by dispatcher. • Obtain the Spill Response Notification Form (Table 2-2) or use DoD FIRS. • Confirm spill type with dispatcher. • Respond to spill scene. • Locate person who reported spill. • Establish initial command post location. • Assign recorder. • Rescue any injured individuals if rescue can be performed safely. • Secure the spill area to prevent unauthorized entry. • Stop the spill source, if not already accomplished and safe to do so. • Complete Initial Site Assessment and Safety Plan form (Table 2-11). • For hazardous material spills, use information sources in Annexes 4 & 8 as necessary to complete material hazard assessment portion of Table 2-11. • Prepare site map (Table 2-12). • Establish hot/warm/cold/safe zones and, if required, relocate command post and notify dispatcher. Note zones on site map (Table 2-12). • Take whatever measures necessary and possible to prevent the spill from spreading: Mat storm drains; sand bag or otherwise block drainage ditches or other pathways leading to water courses or sensitive environmental areas; deploy absorbent boom; construct diversion channels; etc. Refer to the Altus AFB Oil and Hazardous substances Pollution and Contingency Map (Drainage) (Annex 1, Map A1-3) for location of shut-off valves and other drainage controls. • Quickly determine the need to evacuate all or part of the facility/nearby community and implement the evacuation procedures outlined in Annex 9.4 as necessary. • Restrict all sources of ignition if flammable vapors are present or suspected. • Direct arriving personnel to sign in on sign in form (Table 2-10). • Review and update situation with lead personnel <ul style="list-style-type: none"> • Initial Site Assessment and Safety Plan • Site Map • Sign-In Organization Chart • IC Checklist, if started. • Briefs incoming IC and turns over duties to the new IC. • Return to station when relieved by clean up team and/or as directed by IC/Deputy IC.

2.4.1.1 INITIAL SITE ASSESSMENT AND SAFETY PLAN

The Initial Site Assessment and Safety Plan must be made before any response effort can be undertaken. Upon arrival at the site, the initial IC shall perform an initial site assessment and safety plan according to the criteria described in Table 2-11. The information will serve for the development of the Site Safety Plan (Table 2-18): determining the level of personal protective equipment (PPE) needed, type of monitoring to be used and other pertinent safety measures.

Table 2-11: Initial Site Assessment and Safety Plan			
Date and Time	Name of Initial Incident Commander		
1. Wind Direction	Toward your position	Away from your position	
2. Are people injured/and endangered?	YES	NO	
3. Are there persons requiring rescue?	YES	NO	
4. Is the incident scene secure?	YES	NO	
5. Is the evacuation of nearby areas required?	YES	NO	
Initial Hazard Assessment			
6. Are there any signs of potential hazards from:	Electrical lines down or overhead or buried gas or electrical lines	YES	NO
	Hazardous liquids or solids	YES	NO
	Visible or suspected vapors	YES	NO
	Unusual smells or odors	YES	NO
	Fire/explosions (Flammable vapors or dusts, fire or sparks from nearby ignition sources)	YES	NO
	Falling objects	YES	NO
	Difficult Access or Egress	YES	NO
	Manholes, pits, stairways, caverns, deep ditches, cliffs, unsafe structures or other fall hazards present	YES	NO
	Local vehicular or pedestrian traffic	YES	NO
7. Describe any labels, warning placards, color coded placards, or danger signs present at the spill site:			
8. Describe the spill location and its topography (such as rocky, cliff or bluff, sandy beach, docks, wetlands, paved area, inside building, inside pit or trench, confined space, etc.).			
9. List any potentially hazardous weather/environmental conditions (wet surfaces, icy/snowy surfaces, high winds, cold, heat):			
10. List any other special site hazards (noise, bees/hornets, poison plants, thorns/nettles, biological/infectious hazards, dust/sand or cut/abrasion/puncture wound hazards).			
11. Make an initial assessment of the flammability of vapors and the level of oxygen present.	% Lower Exposure Limit (LEL):	% Oxygen:	
Additional Support/Equipment			
12. Evaluate need for additional support/equipment.	Security		
	Special Support (Air OPS, EOD, Oil Spill Response, etc.)		
	Hazardous Materials Technicians/Specialists (Identification/monitoring/source control)		
	Regional Spill Response Support Equipment needed to control spill		
	Other		
Material Hazard Assessment			

Table 2-11: Initial Site Assessment and Safety Plan

13. Information on spilled material – attach additional sheets if more than one material is present at spill site:
 CHEMICAL NAME _____ OTHER NAME(S) _____
 ID NUMBERS (UN OR CAS) _____ DOT HAZARD CLASS _____
 SOLID () LIQUID () GAS () MIXTURE () QUANTITY SPILLED _____
 MATERIAL SOURCE: DRUM () PIPE () TANK () BOX () VESSEL () A/C () OTHER _____

	NO	YES	UNK	COMMENTS
SPILL SOURCE SECURED?				
MSDS? (Attach copy to form if possible)				
FIRE OR EXPLOSION HAZARD?				LEL _____ UEL _____ (obtain from MSDS)
REACTIVITY HAZARD?				Note if water reactive. Note any other incompatible materials.
INHALATION HAZARD?				Established exposure limit (i.e. PEL, TLV, STEL, IDHL) (note type of exposure limit and units):
SKIN/DERMAL HAZARD?				
OTHER SPECIAL HAZARDS?				Note type of hazard:

Personnel Protection

Indicate if air monitoring/sampling is required and describe type of monitoring program:

14. Indicate PPE required for each response zone:

Zone/Crew	Level Of Protection	Description (Type Of Respiratory Protection, Gloves, Protective Clothing, Etc.)

Indicate decontamination procedures to be used:

Other precautions:

Site Assessment/Safety Plan Update And Comments

15. Note any comments or changes here. For changes, also note the item number that changed and the time of change:

Prepared by:

 Name Position Date Time

2.4.1.2 SITE CHARACTERIZATION

The initial IC shall gather information about the physical characteristics of the site. Table 2-12 is intended to organize this information.

Table 2-12: Site Map

DEPICT:	SPILL LOCATION AND SOURCE TOPOGRAPHIC FEATURES BUILDINGS AND STRUCTURES PREVAILING WIND DIRECTION INDICATE NORTH ARROW
ESTABLISH:	HOT/WARM/COLD/SAFE ZONE POINTS OF ENTRY AND EXIT FOR EACH ZONE LOCATION FOR MEDICAL UNIT/FIRST AID STATION

2.5 SPILL RESPONSE ORGANIZATION

OSC Designation.

The National Contingency Plan for Oil and Hazardous Substances (NCP) establishes an On-Scene Coordinator as the federal official who directs response efforts at the scene of a discharge or release in the U.S. (See complete text at 40 CFR 300.120.) The following table summarizes who has this federal OSC responsibility in various circumstances that relate to DoD facilities and vessels:

Summary of Federal OSC Designation by Substance and Location of Incident

		Substance		
		Oil	Hazardous substance, pollutant or contaminant	DoD military weapons & munitions
Coastal Zone	<i>On or From DoD Facility* or Vessel</i>	USCG (COTP)	DoD Component	DoD Component
	<i>Not On or From DoD Facility or Vessel</i>	USCG (COTP)	USCG (COTP)	DoD Component
Inland Zone	<i>On or From DoD Facility* or Vessel</i>	EPA	DoD Component	DoD Component
	<i>Not On or From DoD Facility or Vessel</i>	EPA	EPA	DoD Component
* Note: The term "Facility" may include commercial rolling stock (e.g. truck or railcar) off a facility but carrying DoD hazardous substances/weapons originating at a DoD facility.				

For the area including Altus AFB, the OSC authority has been delegated to the Director, EPA Region 6, for oil discharges or releases. The EPA complies with the OSHA requirement for an ICS organized response. For hazardous substances releases or discharges and incidents involving DoD weapons and munitions, the base delegates OSC authority.

OSC Responsibilities.

The OSC is responsible for overseeing development of the Area Contingency Plan (ACP) in the area of the OSC's responsibility. ACPs shall, as appropriate, be accomplished in cooperation with the Regional Response Team, and designated state and local representatives. In contingency planning and removal, the OSC coordinates, directs and reviews the work of other agencies, Area Committees, responsible parties, and contractors to assure compliance with the National Contingency Plan, decision document, consent decree, administrative order and lead agency-approved plans applicable to the response.

Although specific regulations on contingency planning for responding to hazardous substance/DoD weapons/munitions incidents have not been issued by regulatory agencies, the OSC's responsibilities for overseeing hazardous substance/DoD weapons/munitions are currently in effect.

2.5.1 INCIDENT COMMAND SYSTEM (ICS)

OSHA requires that all emergency responders respond to an emergency using an Incident Command System (ICS) organization. This requirement applies to all oil spill responders.

The OSC will normally set response objectives for an incident that would include the following:

- Ensure the Safety of Citizens and Response Personnel
- Control the Source of the Spill

- Manage a Coordinated Response Effort
- Maximize Protection of Environmentally Sensitive Areas
- Contain and Recover Spilled Material
- Recover and Rehabilitate Injured Wildlife
- Remove Oil from Impacted Areas
- Minimize Economic Impacts
- Keep stakeholders and public informed of response activities.

For small spills, the base's self-contained, multi-tasked Disaster Response Force (DRF) will carry out all of the objectives listed above, monitored by the EPA only to the degree necessitated by the incident.

While the DRF is self-contained, a number of circumstances may require this DRF to integrate into a larger multi-agency response system, organized by the EPA under an Integrated Command System concept. These circumstances could include: (1) the DRF's responding to an off-base oil spill incident, (2) the size of the release being such that EPA activates an ICS for an on-base oil spill incident, (3) or an oil spill from an off-base source potentially impacting base resources. In such circumstances, it is important for the base's DRF to integrate smoothly into the ICS.

Figure 2-4 is an organization chart that shows the typical ICS used by the EPA and how the base's DRF could fit in this organization. A more detailed description is provided in Annex 3.

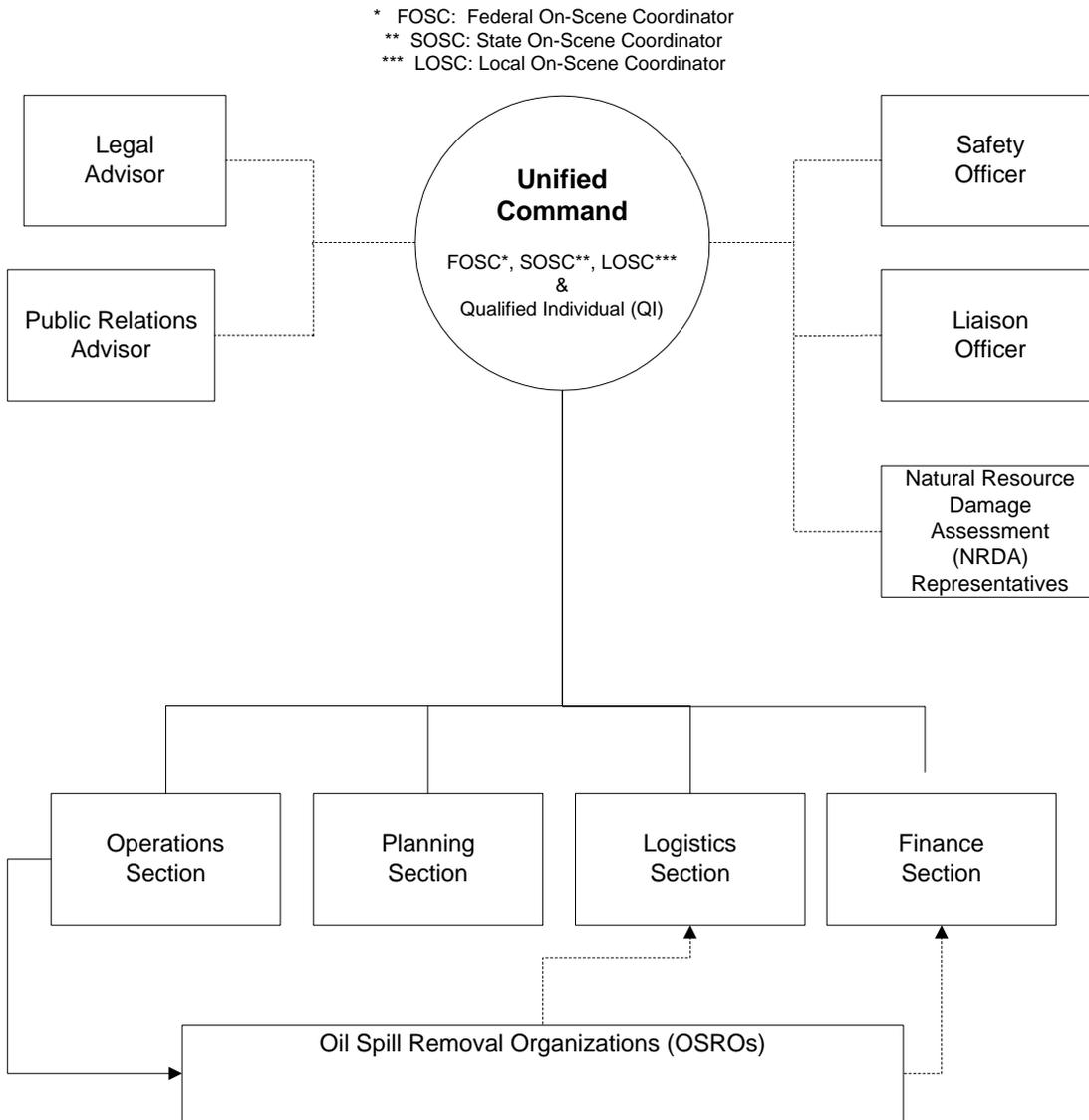


Figure 2-4: Typical ICS Organization

Depending on the circumstances of an incident, the activity's role in an oil spill incident may be one or more of the following:

- Responsible Party
- Responder
- Natural Resource Trustee
- Property owner affected by third party spill
- Resource to other federal/state/local agencies in a response.

Therefore, some or all of the Disaster Response Force (DRF) may be integrated into the ICS organization. The DRF is composed of the Wing Command Post (CP) or Crisis Action Team (CAT), the Disaster Control Group (DCG), Special Teams (depending on specialized needs of the incident), and

Group Control Centers which coordinate activities of other units on base. The most likely elements to be involved in an ICS are the CAT and DCG functions, as shown below:

- CAT or CP could represent the base in the Unified Command as the Qualified Individual for the Responsible Party or through the Command Support Staff as a Natural Resource Trustee or affected property owner.
- Elements of the DCG could integrate into the Operations Section as responder or by providing operational support (such as communications) or into the Finance/Administration or Logistics Sections.

2.5.2 MASTER INCIDENT CHECKLIST

The Master Incident Checklist is an optional list designed to track major response actions. It is to be used by the IC, Wing Commanders and Group Commanders. See Core Plan Tab 4 for all subsequent references to ICS meetings and briefings.

Table 2-13: Master Incident Checklist	
Time	Initial Emergency Response Phase
	Complete the Spill Response Notification Form (Section 2.3.2) (Fire Department Dispatcher).
	Control or stabilize source (Initial IC).
	Restrict ignition sources (Initial IC).
	Contain spill or release (Initial IC).
	Implement evacuation plan (Initial IC if advised by the Safety Officer).
	Conduct search and rescue, if necessary (Initial IC).
	Collect information for initial Spill Response Notification Form (Planning Section Chief).
	Notify the following, as appropriate: <ul style="list-style-type: none"> • HQ AETC/CEV • Applicable Agencies (Oklahoma Department of Environmental Quality) • NRC, Obtain Spill Number • Situation Report to HQ/AETC Randolph AFB TX/CEV (If reportable quantity IAW 705 Plan) • Release Initial Oil Spill Report/Hazardous Substance Release Report Message
Transition Phase	
	Establish ICS or UCS.
	Perform initial Incident Briefing (ICS Form 201).
	Conduct Unified Command Meeting, if necessary.
	Conduct Command Staff Meeting, if necessary.
	Make short press statement and announce time of next Press Brief (Public Affairs Officer).
	Establish Joint Information Center (JIC).
	Conduct a detailed incident assessment, as follows: <ul style="list-style-type: none"> • Conduct spill surveillance and predict spill movement (Operations and Planning) • Identify down-gradient sensitive areas (Planning) • Estimate level of response operations (Operations and Planning).

Table 2-13: Master Incident Checklist

	Initiate pre-established environmental protective measures (Operations).
	Establish incident goals and objectives, as follows (On-Scene Coordinators [OSCs]) :
	<ul style="list-style-type: none"> • Life and Safety • Incident Stabilization
	<ul style="list-style-type: none"> • Environmental Protection <ul style="list-style-type: none"> — Recover free-oil <ul style="list-style-type: none"> — Countermeasures to protect sensitive areas — Clean up impacted shorelines
	<ul style="list-style-type: none"> • Property Conservation.
	Establish Operational Periods (OSCs).
	Promulgate Site-Specific Health & Safety Plan (Safety).
	Commence detailed documentation (Planning Section).
	Commence cost and claims documentation (Finance Section).
	Initiate NRDA support.
	Conduct Press Briefing (Public Affairs Officer).
	Develop and execute support plans:
	<ul style="list-style-type: none"> • Waste Management Plan (Planning Section)
	<ul style="list-style-type: none"> • Wildlife Management Plan (Planning Section)
	<ul style="list-style-type: none"> • Medical Plan (Logistics Section)
	<ul style="list-style-type: none"> • Communications Plan (Logistics Section)
	Obtain permits (Planning and Logistics) <ul style="list-style-type: none"> • Air Quality/Burning • Waste Disposal • Land Use • Transportation • Wildlife • Air Traffic Control • Communications
Project Phase	
	Promulgate shift assignments.
	Conduct shift safety/task briefing (Unit Supervisors).
	Conduct Tactics Meeting (draft ICS Form 215).
	Conduct Business Management Meeting, if necessary.
	Request additional funding/resources (Finance and Logistics/Contracting).
	Conduct Planning Meeting (final ICS Form 215).
	Conduct Agency Representative Meeting, if necessary.
	Conduct Incident Action Plan (IAP) Preparation Meeting.
	Submit the IAP for IC/Unified Command (UC) approval as soon as possible following the IAP Preparation Meeting.
	Prepare for Shift Turnover.
	Conduct Operations Briefing.
	Schedule Command and General Staff Breakfast or Supper Meetings, as required.
	Coordinate and support NRDA efforts.

Table 2-13: Master Incident Checklist

	Send periodic UNIT SITREP updates (Planning Section).
	Conduct periodic surveillance (Planning Section).
	Execute use of exclusion/protective booming (Operations Section).
	Conduct oil recovery/shoreline cleanup (Operations Section).
	Coordinate wildlife management (Operations Section).
	Coordinate in-situ burning/dispersant use (Operations Section).
	Maintain public relations (Public Affairs Officer).
	Coordinate financing (Finance Section).
	Continue response resource management and support (Planning Section).
	Manage legal issues (Legal Officer).
	Maintain agency liaison (Public Affairs Officer).
	Dispose of wastes (Operations Section).
	Restore shoreline/habitat (Operations Section).
	Demobilize (Planning and Operations Sections).
Final Demobilization And Reporting Phase	
	Transition to long-term remediation Project.
	Conduct final demobilization.
	Collect all documentation (Planning Section).
	Develop/collect Lessons Learned (Planning Section).
	Evaluate spill incident and response Effort.
	Disestablish ICS/UCS.
	Produce final written report.

2.5.3 QUALIFIED INDIVIDUAL

The Qualified Individual for Altus AFB is the Environmental Flight Chief. Senior environmental personnel will act as alternates. Table 2-14 is the Altus AFB QI information.

Table 2-14: Qualified Individual Information

FACILITY QUALIFIED INDIVIDUAL/HAZARDOUS WASTE EMERGENCY COORDINATOR (HWEC) Response Time: 30 minutes	TITLE/POSITION	Environmental Flight Chief
	ADDRESS	Bldg. 396, Altus AFB, OK 73523
	COMMERCIAL WORK PHONE	580-481-6198
	FAX NUMBER	580-481-5841
	24 HOUR EMERGENCY PHONE	911 – dispatcher will make the 24-hour notifications through the Fire Department, which has the responders home phone numbers. These numbers are not included in this public document due to privacy reasons.
ALTERNATE FACILITY	POSITION/TITLE	Environmental Department

Table 2-14: Qualified Individual Information		
QUALIFIED INDIVIDUAL/ HWEC		
Response Time: 30 Minutes		
	ADDRESS	Bldg. 396, Altus AFB, OK 73523
	COMMERCIAL WORK PHONE	580-481-6198
	FAX NUMBER	580-481-5841
	24 HOUR EMERGENCY PHONE	911 – dispatcher will make the 24-hour notifications through the Fire Department, which has the responders home phone numbers. These numbers are not included in this public document due to privacy reasons.
ADDITIONAL ALTERNATE FACILITY QUALIFIED INDIVIDUAL	NAME, POSITION/TITLE	Environmental Department
	ADDRESS	Bldg. 396, Altus AFB, OK 73523
	COMMERCIAL WORK PHONE	580-481-6198
	FAX NUMBER	580-481-5841
	24 HOUR EMERGENCY PHONE	911 – dispatcher will make the 24-hour notifications through the Fire Department, which has the responders home phone numbers. These numbers are not included in this public document due to privacy reasons.

2.5.4 INCIDENT COMMANDER CHECKLIST (See Annex 3)

Table 2-15 is the IC checklist. See Core Plan Tab 4 for ICS meetings and briefings guidance.

Table 2-15: Incident Commander/Qualified Individual Checklist	
TIME	DISCOVERY AND NOTIFICATION
	Obtain initial incident briefing from first responder (initial IC)
	Ensure that the Initial IC has: <ul style="list-style-type: none"> Completed a preliminary assessment of risk to response personnel Eliminated ignition sources and other fire/explosion hazards Secured the spill source Established site security Activated the Facility Response Team Deployed facility emergency response assets.
	Activate Command Center – assign section chiefs, safety officer, and other leadership assignments.
	Notify the NRC. <ul style="list-style-type: none"> Time of notification: NRC report number:
	Notify AETC.
	Issue SITREP Message (if required).
	Direct IC to execute Emergency Notification Phone List (Table 2-21 and 2-22) including: <ul style="list-style-type: none"> Federal agencies (EPA Region VI and USCG Marine Safety Office, Region 8) State emergency agency – Oklahoma Department of Environmental Quality Local emergency agency – Fire Department, Highway Patrol, etc.
Initial Response Actions	
	Update preliminary spill assessment (obtain from initial IC) <ul style="list-style-type: none"> Time and type of Incident (Spill/Leak/Fire): Type of OHS spilled: Approximate quantity: Personnel hazards:

Table 2-15: Incident Commander/Qualified Individual Checklist

TIME	DISCOVERY AND NOTIFICATION
	Personnel injuries: Personnel rescue: Fire/Explosion hazard: Spill source isolated (time): Areas threatened: Weather conditions: Response operations underway: Wildlife impact: Recovered amount: Evaporation/Burned: Un-contained amount:
	Evaluate need to conduct additional evacuations (discuss with Safety Officer) Facility evacuation. Base evacuation. Community evacuation. (Note: The NCP requires immediately notification of the Federal Emergency Management Agency (FEMA) if the evacuation of residential populations is required.)
	Determine if response resources deployed by the initial IC are sufficient and deploy additional resources if required. Land response equipment. Water response equipment.
	Obtain spill response funding if deployment of non-Air Force response assets is required.
	Advise HQ AETC on initial actions and request additional response resources from AETC if required.
	Advise the FOSC and state on initial actions.
	Release initial oil spill report/hazardous substance release report message.
Incident Command Meetings And Briefings	
	Complete Incident Briefing Form (ICS Form 201) or obtain initial incident briefing from first QI.
	Conduct Incident Briefing (using ICS Form 201).
	During Incident Briefing, verify status of critical response actions: Initial site safety plan prepared and implemented Fire hazards under control SRT deployed Necessary response assets either onsite or en-route Environmental concerns identified Communications (phone and radios) established Agency notifications complete and accurate information relayed Site traffic controls in place.
	Conduct Unified Command Meeting, if necessary.
	Conduct Command Staff Meeting, if necessary.
	Attend Tactics Meeting. Provide input for a draft Operational Planning Worksheet (ICS Form 215)
	Attend Business Management Meeting, if necessary.
	Attend Planning Meeting. Complete Operational Planning Worksheet (ICS Form 215)
	Attend Incident Action Plan (IAP) Preparation Meeting, if required.
	Confirm completeness of IAP.
	Approve IAP as soon as possible following the Incident Action Plan Preparation Meeting.
	Prepare for Shift Turnover.
	Attend Operations Briefing.
Ongoing Command Actions	
	Monitor effectiveness of response operations.
	Ensure preliminary environmental damage assessment is prepared and updated frequently.
	Consult with the Department of Interior (DOI) or the National Oceanic Atmospheric Administration (NOAA) if the release has the potential to adversely affect any threatened or endangered species or their habitat.

Table 2-15: Incident Commander/Qualified Individual Checklist	
TIME	DISCOVERY AND NOTIFICATION
	Review and approve resource allocations.
	Request additional funding/resources, if required.
	Ensure field accounting is maintained for accurate cost tracking.
	Coordinate with information/liason officer to ensure steady, accurate information flow.
	Ensure the Wing Commander, and Group Commander receives updates.
	Coordinate clean up with federal and state agencies.
	Schedule Command and General Staff Breakfast or Supper Meetings, as required.
	Ensure food, water, and sanitary facilities are obtained for response personnel.
	Establish demobilization plan.
	Verify that decontamination procedures are in place.
	Verify that waste materials receive proper management. Type of OHS: Amount of contaminated liquids: Amount of contaminated solids: Amount of Dangerous Waste:
	Establish post-emergency response requirements for spill site (e.g., security, monitoring, and long-term corrective action).
	Notify regulatory agencies of intent to terminate emergency spill response actions.
	Perform spill response debrief. Reinforce positive aspects of the response and say "thank you" to participants.
	Ensure personnel are released properly by section chiefs.
	Release section chiefs, safety officer, etc., with sign-out and time on updated organization chart.
	Complete the investigation and reporting of any injuries or exposures to hazardous materials. Perform follow-up medical surveillance for any personnel exposed to hazardous materials.
	Ensure that response equipment is repaired, refurbished and returned to proper storage location. Replenish any expended spill response supplies.
	Prepare after-action and lessons learned reports.
	Assemble cost documentation and damage claims for processing.
	Prepare natural resource damage assessment.

2.5.5 DEPUTY INCIDENT COMMANDER (See Annex 3)

Table 2-16 includes the duties and responsibilities of the Deputy IC.

Table 2-16: Deputy Incident Commander/Alternate Qualified Individual	
Time	Duties and Responsibilities
	Obtain an initial briefing from the IC and attend daily planning/briefing meetings.
	Coordinate the preparation of the initial incident briefing form.
	Conduct planning meeting and coordinate with the Planning Section Chief.
	Provide information on manpower, equipment, and materials for Command Staff operations to the Logistics Section Chief.
	Assist the IC in the development of strategic objectives and response priorities.
	Coordinate the activities of the Section Chiefs to ensure the safe, efficient, and effective implementation of the IAPs.
	Coordinate with the Safety Officer to ensure the safety of response personnel.
	Provide the IC with regular briefings on the status of response operations.

	Ensure that each Section Chief documents the actions of their sections and that this documentation is forwarded to the Documentation Unit Leader.
	Coordinate with the Public Affairs Officer to ensure that a steady, accurate flow of information is maintained.
	Coordinate rescue, salvage, and clean up operations.
	Resolve conflicts that may arise during response operations.
	Serve as the secondary point-of-contact for the ICS Response Organization.
	Conduct periodic surveys of the response.
	Document all actions.

2.5.6 COMMAND STAFF CHECKLIST

2.5.6.1 SAFETY OFFICER CHECKLIST (See Annex 3)

Table 2-17 is the Safety Officer Checklist.

Table 2-17: Safety Officer Checklist	
Time	Duties and Responsibilities
	Upon being called to spill by dispatcher: <ul style="list-style-type: none"> Obtain information on type, quantity, location and time of spill. Confirm to dispatcher that you will respond. Provide dispatcher with ETA. Sign Check-In List at Command Post. Report to IC and receive appointment.
	Review: <ul style="list-style-type: none"> Organization Chart ICS Position Description Initial Site Assessment and Safety Plan Form Site Map
	Gather basic spill information to determine immediate health and safety hazards to responders and public. <ul style="list-style-type: none"> Rescue/medical treatment required for any personnel or members of the public in or around incident? Can responders safely go in? Can hazard source be abated?
	In coordination with Initial IC, establish safety zones.
	Initiate air monitoring or other industrial hygiene related sampling if required.
	Notify the IC if evacuation of facility personnel, nearby facilities, or the community is required.
	Attend the Incident Briefing (ICS Form 201).
	Brief changes to the initial site assessment and safety plan and current safety issues.
	Complete the site safety plan (Table 2-18).
	Conduct site safety briefings for all response personnel. <ul style="list-style-type: none"> Verify Hazardous Waste Operations and Emergency Response (HAZWOPER) training. Issue site safety plan.
	Attend Command Staff Meeting, if required.
	Attend Planning Meeting. Provide input for a complete <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Attend the Operations Briefing.
	Provide Planning and Operation Section Chiefs with information from Site Safety Plan for IAP.

Table 2-17: Safety Officer Checklist	
Time	Duties and Responsibilities
	Review <i>Medical Plan (ICS Form 206)</i> , as provided by Medical Unit Leader.

	Monitor personnel continuously for: <ul style="list-style-type: none"> • Fatigue • Hypothermia/heat exhaustion • Sunburn • Injuries • Respiratory difficulty.
	Coordinate with Medical Unit Leader to identify location of first aid stations and enforce industrial hygiene standards.
	Advise Logistics Section Chief regarding appropriate types of PPE.
	Observe and evaluate decontamination procedures.
	Coordinate with Information/Liaison Officer to develop and release Public Service Announcements (PSAs) periodically.
	Notify appropriate agencies of all safety-related incidents.
	Investigate, report, record and recommend corrective actions for all safety-related accidents that occur during response operations.
	Assess need for the mobilization of additional health and safety personnel.
	Update site safety plan, as required.
	Release resources and equipment when no longer needed according to Demobilization Plan.

The Site Safety Plan (Table 2-18) on the following page is a summary and is to be used in conjunction with the comprehensive Site Health and Safety Plan located in Annex 4.4.

Table 2-18: Site Safety Plan

Table 2-18: Site Safety Plan					
Date:	Location:	Prepared By:			
1. Review: Initial Site Assessment	Print Name:	Signature:	Time:		
Material Hazard Assessment	Print Name:	Signature:	Time:		
Site Map	Print Name:	Signature:	Time:		
2. Site Description and Hazards:	TOPOGRAPHY	WEATHER	OPEN FEATURES		
SURROUNDING POPULATION	<input type="checkbox"/> Rocky <input type="checkbox"/> Cliffs/Bluffs <input type="checkbox"/> Sandy Beach <input type="checkbox"/> Docks <input type="checkbox"/> Wetlands	<input type="checkbox"/> Heat Stress <input type="checkbox"/> UV Sunlight <input type="checkbox"/> Rain <input type="checkbox"/> Hypothermia <input type="checkbox"/> Frostbite <input type="checkbox"/> Snow <input type="checkbox"/> Cold Stress	<input type="checkbox"/> Manhole <input type="checkbox"/> Stairway <input type="checkbox"/> Pit <input type="checkbox"/> Trench <input type="checkbox"/> Hatch		
_____ Industrial _____ Residential _____ Rural _____ Unpopulated					
3. Other Hazards					
<input type="checkbox"/> Fire Explosion <input type="checkbox"/> Slip <input type="checkbox"/> Falling Objects <input type="checkbox"/> High Traffic Areas <input type="checkbox"/> Noise <input type="checkbox"/> Bees/Hornets <input type="checkbox"/> Poison Plants	<input type="checkbox"/> Confined Space <input type="checkbox"/> Trip <input type="checkbox"/> Unsafe Structures <input type="checkbox"/> Head Injury Hazards <input type="checkbox"/> Dust/Sand <input type="checkbox"/> Drowning <input type="checkbox"/> Thorns/Nettles	<input type="checkbox"/> Difficult Access/Egress Between Vessels/Decks <input type="checkbox"/> Fall Hazard due to No Barriers/Handrails <input type="checkbox"/> Carbon Monoxide from Vehicle Exhaust <input type="checkbox"/> Buried/Overhead Cables/Lines (Electrical, Gas, etc.) <input type="checkbox"/> Cut/Abrasion/Puncture Wound Hazards <input type="checkbox"/> Biological/Infectious Hazards			
4. SITE CONTROL - LEVEL OF PROTECTION					
ZONE	CREW	LEVEL	REVISED BY	TIME	REASON
5. PERSONNEL MONITORING _____ YES _____ NO					
IF YES, DESCRIBE PROGRAM					
REMARKS:					

2.5.6.2 LEGAL OFFICER CHECKLIST (See Annex 3)

Table 2-19 is the Legal Officer Checklist.

Table 2-19: Legal Officer Checklist	
Time	Initial Assessment
	Upon being notified of a spill by dispatcher: <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	Review: <ul style="list-style-type: none"> • Organization Chart. • ICS Position Description. • Initial Spill Response Notification Form • Site Map. • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief current legal issues.
	Attend Command Staff Meeting, if required.
	Attend Planning Meeting. Provide input for a complete <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Attend the Operations Briefing.
	Conduct shift safety/task briefing for legal staff.
	Gather basic spill information to identify/anticipate legal issues that may arise.
	Notify local/regional Judge Advocate General (JAG) of anticipated legal issues.
Legal Officer Actions	
	Provide Planning Section Chief with legal information for IAP.
	Determine initial need for additional legal support. Consider establishing a Claims Unit Leader under Finance to receive claims as they come in.
	Provide IC, Information/Liaison Officer, Safety Officer and Section Chiefs legal advice relative to spill clean up, media relations, contracts, and claims.
	Monitor NRDA actions and report key developments to IC, Planning Section Chief and Legal Chain of Command.

Table 2-19: Legal Officer Checklist	
Time	Initial Assessment
	Release resources and equipment when no longer needed according to Demobilization Plan.

2.5.6.3 Information/Liaison (Public Affairs) Officer Checklist (See Annex 3)

Table 2-20 is the Information/Liaison Officer Checklist.

Table 2-20: Information/Liaison Officer Checklist	
Time	Initial Assessment
	Upon being called to spill by dispatcher: <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	Review: <ul style="list-style-type: none"> • Organization Chart; • ICS Position Description; • Initial Spill Response Notification Form; • Site Map; and • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief items listed in the COMMAND STAFF ITEMS briefing sheet, including:

	<ul style="list-style-type: none"> • information status including number of media requests received, number resolved, and press releases; • timing and nature of future press conferences or press releases; • media status, including changes to press corps reporting on response; and • liaison issues, including local contacts, regulatory interpretation, permitting issues and claims.
	Activate/mobilize Information/Liaison Officer staff. Select location and establish JIC.
	Conduct shift safety/task briefing for subordinate staff.
	Gather initial spill information useful for an initial press release.
	<ul style="list-style-type: none"> • Obtain briefing from IC or Deputy IC.
	<ul style="list-style-type: none"> • Obtain briefings from Legal and Safety Officers.
	<ul style="list-style-type: none"> • Obtain briefings from Operations and Planning Section Heads.
	Gather basic spill information to be able to brief impacted/interested state and local organizations.
	<ul style="list-style-type: none"> • Can the area be safely approached?
	<ul style="list-style-type: none"> • What are the health concerns?
	<ul style="list-style-type: none"> • What are the potential environmental impacts?
	<ul style="list-style-type: none"> • What are the potential property/economic impacts?
	<ul style="list-style-type: none"> • Can the source of the spill be secured?
	<ul style="list-style-type: none"> • Is response equipment on scene or en route?
	Establish press room.
	Issue initial press release as quickly as possible. Issue "Good News" package on Air Force prevention/response program.

2.5.7 PLANNING SECTION CHIEF (See Annex 3)

The Planning Chief conducts external notifications (both initial and follow-up) as directed by the IC. Tables 2-21 and 2-22 list the names and telephone numbers of federal, state and local agencies. The Planning Chief will use the information from the Spill Response Notification Form (Table 2-2) to conduct these notifications.

Written follow-up reporting and other post-clean up actions are required by several regulations including EPCRA, the Oklahoma Department of Environmental Quality regulations, the National Pollutant Discharge Elimination System (NPDES) and state waste permit regulations, the underground storage tank regulations, and the Toxic Substance Control Act (TSCA). See Annex 11 for more discussion of follow-up actions.

2.5.7.1 REPORTING TO THE NATIONAL RESPONSE CENTER

All hazardous substance releases to the environment and all oil spills to navigable waters and soils must be reported immediately to the NRC. Do not postpone the NRC notification pending collection of all spill data. Air Force spills exceeding reportable quantities (RQs) should be reported as soon as possible, but no later than 30 minutes after a release. See Annex 8, Section 8.1.4 for a list of RQs for hazardous substances.

NATIONAL RESPONSE CENTER

1-800-424-8802

Altus AFB is also required to notify the NRC for releases of hazardous substances or oil into the storm water discharge(s) from Altus AFB's facilities as soon as the discharge is discovered. A spill record report is required within 14 calendar days of knowledge of a release of a reportable quantity of hazardous substance, or within a 24-hour period for oil. The report must include the following:

- A description of the release including the type and amount of material released, location of release
- The date and time of the release
- Weather conditions
- The circumstances leading to the release and when was it discovered
- Remedial actions taken and steps taken to identify and implement measures to prevent the re-occurrence of such releases and to respond to such releases in the future.

In addition to the above information, if the release is RCRA-related, supply the following information:

- Name, address and telephone number of the owner/operator
- Name, address and telephone number of the facility
- Extent of injuries, if any
- Assessment of actual or potential hazards to human health or the environment, where this is applicable
- The estimated quantity, CHRIS code, and disposition of recovered material that resulted from the incident.

The spill report must be submitted to the following EPA regional office:

United States Environmental Protection Agency
Region 6
Attn: Branch Chief
Waste Management Division
1445 Ross Avenue
Suite 1200
Dallas, Texas 75202
(214) 665-2200

Per OPNAVINST 5090.1B, spills that represent environmentally significant events or have the potential to cause adverse public reaction shall immediately be reported using the OPREP system (see OPNAVINST 3100.6E for instructions).

2.5.7.2 REQUIRED NOTIFICATIONS

Table 2-21 is the Emergency Notification Phone List . Table 2-21: Emergency Notification Phone List						
	Type Of Spill And Conditions					
Agencies To Notify	Oil Discharge To Water (1)	Oil Discharge To Land	Hazardous Substances (2)	Hazardous/ Dangerous Waste (3)	Water Permit Violations (4)	Release From Regulated UST (5)
97 Wing Commander (580)-481-5097	Any spill reported to an outside Agency: Call w/in 30 min if assistance is needed.	Any spill reported to an outside Agency	Any spill reported to an outside Agency	Any spill reported to an outside Agency	Any spill reported to an outside Agency	Any spill reported to an outside Agency
National Response Center (NRC) (6) (800) 424-8802	Visible Sheen of Oil	Substantial Threat to Navigable Water	>40 CFR 302 or 40 CFR 117.3 Reportable Quantity	>40 CFR 302 or 40 CFR 117.3 Reportable Quantity	N/A unless HS release of >40 CFR 302 Reportable Quantity	N/A unless HS release of >40 CFR 302 Reportable Quantity
Oklahoma Department of Environmental Equality (580)-477-1224 (local) (800)-522-0206 (state, OK City)	Visible Sheen of Oil per OK State Statute §27A-2-6	Substantial Threat to Navigable Water	>40 CFR 302 Reportable Quantity to land or any amount to waters of the state	>40 CFR 302 Reportable Quantity to land or any amount to waters of the state	N/A unless otherwise required per EPCRA or OK State Statute §27A-2-6	N/A unless otherwise required per EPCRA or OK State Statute §27A-2-6
US Coast Guard Marine Safety Office (MSO) District 8 (504)-589-6298	Visible Sheen of Oil	Substantial Threat to Navigable Water	None	None	If Assistance Required	None unless oil threatens navigable water
EPA Region VI Federal Facilities Manager – Emergency (214)-665-2222	Visible Sheen of Oil	Substantial Threat to Navigable Water	>40 CFR 302 or 40 CFR 117.3 Reportable Quantity	>40 CFR 302 or 40 CFR 117.3 Reportable Quantity	N/A unless otherwise required	None unless HS release of >40 CFR 302 Reportable Quantity

Table 2-21 is the Emergency Notification Phone List. **Table 2-21: Emergency Notification Phone List**

Type Of Spill And Conditions						
Agencies To Notify	Oil Discharge To Water (1)	Oil Discharge To Land	Hazardous Substances (2)	Hazardous/ Dangerous Waste (3)	Water Permit Violations (4)	Release From Regulated UST (5)
EPA Region VI Water Compliance Section (214)-665-7101	N/A	N/A	N/A	N/A	Permit Condition Violations	N/A
EPA Region VI Pesticides and Toxic Substances Branch 214-665-2210	N/A	N/A	Any release of polychlorinated biphenyl (PCB) to water and land based spills of ≥ 10 pounds of ≥ 50 ppm PCBs	Any release of PCBs to water and Land based spills of ≥ 10 pounds of ≥ 50 ppm PCBs	Any release of PCBs to water.	N/A
EPCRA Enforcement Coordinator EPA Region VI, Superfund Div. 214-665-2292	>33 CFR Part 153, Subpart B & >40 CFR 302	Threat to human health or environment	>33 CFR Part 153, Subpart B, >40 CFR 302 & EPCRA Subchapter J part 300 subpart D 300.20-28 Reportable Quantity	>33 CFR Part 153, Subpart B, >40 CFR 302 & EPCRA Subchapter J part 300 subpart D 300.22-38 Reportable Quantity	N/A unless threat to human health or environment	EPCRA Subchapter J Part 370.20
National Oceanic and Atmospheric Administration HAZMAT Response and Assessment Division POC: Lead Scientist (206)-526-6317	If assistance required plotting trajectory of spill movement or if endangered or threatened species may be impacted	None	Can provide technical assistance with HAZMAT spill response	Can provide technical assistance with HAZMAT spill response	N/A	N/A

Notes:

- (1) Federal reporting requirements for oil are contained in 40 CFR 110.6.
- (2) Hazardous Substances are defined in 40 CFR 300.5. Reportable quantities are contained in 40 CFR 302.6 (for releases to land, air, or water) and 40 CFR 117.3 (for releases to water). See also ICP Appendix 8.1.4.
- (3) Hazardous Waste is defined in §27A-2-7-103 on record at the Ok. Attorney General's Office. Hazardous Substance is defined in §63-1-1601.
- (4) The Federal NPDES program is in 40 CFR 122.
- (5) Underground Storage Tanks (USTs) are defined in Oklahoma Statute §17-3, Oklahoma Storage Tank Regulation Act of July 1, 1998.
- (6) Reporting to NRC required by National Contingency Plan (40 CFR 300).
- (7) Reporting of oil and hazardous substance spill to ODEQ required by EPCRA (40 CFR 355.40). Reporting of State Water Quality Permit Violations required by §27A-2-6.
- (8) Reporting of UST releases required by Oklahoma Statute 17-3, Oklahoma Storage Tank Regulation Act.
- (9) Reporting to EPA Water Compliance Section required by 40 CFR 122 (for federal NPDES stormwater or wastewater permit violations).
- (10) Reporting of PCB spills to EPA Toxic Substances Branch required by 40 CFR 761.
- (11) Reporting to Jackson County Emergency Services required by EPCRA (40 CFR 355.40) and as needed to coordinate oil spill response.
- (12) Coordination with NOAA as necessary for assistance with oil and hazardous substance spill response.

2.5.7.3 COMMUNITY NOTIFICATIONS

The Planning Chief may find it necessary to contact local agencies and emergency support organizations depending on the magnitude and nature of the incident. A partial list of contacts is provided in Table 2-22. Additional logistical support information is provided in Annex 2.3.

Table 2-22: Community Notifications Telephone List			
Contact	Response Role	Day Telephone	24 Hour Telephone
City of Altus, Police Location: Altus, Oklahoma	Traffic control Evacuation Crowd control	911 580-481-2296	911
Local Water/Sewer Supply System Location: Altus, Oklahoma Response Time: 2 Hours	Secure water supply intakes	580-481-2250	580-481-2250
Local TV/Radio: Point of Contact: Public Affairs Office, Altus AFB	Broadcast evacuation notices	580-481-7700	NA
Jackson County Memorial Hospital: Point of Contact: Command Duty Officer, Altus AFB Local Emergency Response	Medical Support	911 580-482-4781	911 580-482-4781

2.5.8 PLANNING SECTION CHIEF CHECKLIST (See Annex 3)

Table 2-23 is the Planning Section Chief checklist.

Table 2-23: Planning Section Chief Checklist	
Time	
	Upon being called to spill by dispatcher: <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	Provide staff to manage ICS check-in using the Sign In Form (Table 2-10).
	Review: <ul style="list-style-type: none"> • Organization Chart; • ICS Position Description; • Initial Spill Response Notification Form; • Site Map; and • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief from PLANNING STAFF ITEMS (Core Plan Tab 4). Situation Unit Leader will also brief from <i>Weather Status Form</i> and <i>Water Conditions Form</i> (Core Plan Tab 4.2).
	Conduct shift safety/task briefing for staff.
	Update the Spill Response Notification Form (Table 2-2), as information becomes available.
	Notify agencies of spill (see Emergency Notification Telephone List in Table 2-21 and 2-22).
	Assure that the following forms are completed for inclusion in the IAP: <ul style="list-style-type: none"> • <i>ICS Incident Action Plan Cover Sheet</i>; • <i>ICS Executive Summary Form</i>;

Table 2-23: Planning Section Chief Checklist

Time	
	<ul style="list-style-type: none"> • <i>ICS General Plan</i>; • <i>Response Objectives Form (ICS Form 202)</i>; • <i>Organization Assignment List (ICS Form 203)</i>; • <i>Assignment List (ICS Form 204)</i>; • <i>Incident Organization Chart (ICS Form 207)</i>; • <i>Incident Status Summary (ICS-OS Form 209)</i>; • <i>Resource Status Cards (ICS Form 219)</i>; • <i>Demobilization Checklist (ICS Form 221)</i>; • <i>Daily Meeting Schedule (ICS-OS Form 230)</i>; and • <i>Meeting Description (ICS-OS Form 231)</i>.
	Assist Technical Specialists in completing the <i>Resources at Risk Summary (ICS-OS Form 232)</i> and <i>Sensitive Sites/Response Actions Form</i> .
	Facilitate Tactics Meeting. Provide input for the draft <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Facilitate Planning Meeting. Complete <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Facilitate the Incident Action Plan Preparation Meeting.
	Submit the completed IAP to IC/UC for approval following the Incident Action Plan Preparation Meeting.
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Facilitate the Operations Briefing.

	Advise IC of all environmental issues relating to response operations.
	Ensure all environmental requirements are complied with and communicated to IC and staff.
	Ensure spill trajectories are computed.
	Provide Information/Liaison Officer with up-to-date information.
	Set up status boards, display boards and organization charts. Provide staff to record and update information.
	Post emergency strategies (e.g., demobilization, security, and monitoring).
	Ensure both internal and external lines of communication are set up to facilitate distribution of action plans to section chiefs, CO and agencies.
	Assure that all <i>Unit Logs (ICS Form 214)</i> and other documentation for the operational period are managed by the Documentation Unit Leader.
	Verify agency notification is complete.
	Update action plan.
	Begin planning for alternate strategies (i.e., containment, weather, etc.)
	Provide Logistics Section Chief with information on manpower, equipment, and material needs for section operations.
	Provide logistics with food, berthing and other service needs.
	Release resources and equipment when no longer needed according to Demobilization Plan.

2.5.9 OPERATIONS SECTION CHIEF CHECKLIST (See Annex 3)

Table 2-24 is the Operations Section Chief Checklist.

Table 2-24: Operations Section Chief Checklist	
Time	
	<p>Upon being called to spill by dispatcher:</p> <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	<p>Review:</p> <ul style="list-style-type: none"> • Organization Chart; • ICS Position Description; • Initial Spill Response Notification Form; • Site Map; and • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief OPERATION STAFF ITEMS (Core Plan Tab 4) and brief from <i>Summary of Response Operations Form</i> .
	Assign organization leaders and staff members including a recorder for the operating section on the organizational chart.
	In coordination with Resource Unit Leader, assign remaining jobs (ICS Form 204).
	Conduct shift safety/task briefing for staff.
	Review site safety plan with leaders after it is issued by the Safety Officer.
	Obtain approval from Safety Officer for entry teams PPE and prepare for hot zone entry.
	Ensure personnel have the necessary equipment and supplies to carry out assignments.
	Ensure communications are established and in working order. Review call signs and radio frequencies.
	Assemble on scene operations team for IC brief.
	Begin on scene operation team operations.
	Attend Tactics Meeting. Provide resource requirements for the draft <i>Operational Planning Worksheet (ICS 215)</i> .
	Attend Planning Meeting, if required.
	Assure that the <i>Air Operations Summary Form (ICS 220)</i> is completed for inclusion in the IAP.
	Provide Operations staff for the Incident Action Plan Preparation Meeting, as required.
	After IAP approval, meet and brief operations staff personnel on the initial action plan.
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Attend the Operations Briefing.
	Maintain status of all operations and pass status information onto Planning for display boards.
	Follow-up with operation section leaders, ensuring mobilization of personnel, equipment, supplies and support services (e.g., fueling operations, waste management, equipment operations and wildlife protection), as necessary.
	Ensure operations personnel receive updated initial action plan.
	Ensure leaders are complying with all directives.
	Keep operation section personnel informed of changing weather conditions.
	Coordinate on scene operations team operations with other response sources, (i.e., EPA, other Air Force activities, and outside spill equipment resources/companies).
	Ensure operations personnel are monitored for fatigue, stress, etc.
	Review and update status reports for IC briefs and planning display boards.
	Review reorder information.
	Report all accidents and injuries to IC and the Safety Officer.
	Obtain approval of decontamination operations from Safety Officer.
	Initiate recommended assignment changes of personnel and equipment, as needed.
	Release resources and equipment when no longer needed according to Demobilization Plan.

2.5.10 LOGISTICS SECTION CHIEF CHECKLIST (See Annex 3)

Table 2-25 is the Logistics Section Chief checklist.

Table 2-25: Logistics Section Chief Checklist	
TIME	
	<p>Upon being called to spill by dispatcher:</p> <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	<p>Review:</p> <ul style="list-style-type: none"> • Organization Chart; • ICS Position Description; • Initial Spill Response Notification Form; • Site Map; and • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief from LOGISTICS STAFF ITEMS (Core Plan Tab 4).
	Conduct shift safety/task briefing for staff.
	Attend Tactics Meeting. Provide input for the draft <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Attend Business Management Meeting, if required.
	Attend the Planning Meeting. Provide input for a complete <i>Operational Planning Worksheet (ICS Form 215)</i> .
	Provide staff for the Incident Action Plan Preparation Meeting, as required.
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Attend the Operations Briefing.
	<p>Assure that the following forms are completed for inclusion in the IAP:</p> <ul style="list-style-type: none"> • <i>Communication Plan (ICS Form 205)</i>; • <i>Medical Plan (ICS Form 206)</i>; • <i>Status Change Cards (ICS Form 210)</i>; • <i>Radio Requirements Worksheet (ICS Form 216)</i>; • <i>Radio Assignment Worksheet (ICS Form 217)</i>; and • <i>Support Vehicle Inventory (ICS Form 218)</i>.
	Brief logistics staff on completed IAP.
	Provide logistics support and services information to the Situation Unit Leader for inclusion in incident status report.
	<p>Coordinate with Operations Section Chief to identify and ensure the timely and efficient provision of field support services including:</p> <ul style="list-style-type: none"> • Evacuation vehicles; • Communication equipment; • Berthing and/or housing; • Decontamination units; • Potable water; • Food; • Sanitary facilities; • Fuel; • Transportation for response personnel and/or supplies; and • Waste handling.
	Ensure that adequate medical services and facilities are available for all response personnel.
	Coordinate and process requests for additional resources.

Table 2-25: Logistics Section Chief Checklist	
TIME	
	Resolve problems associated with requests from Operations Section.
	Ensure that overall inventory is maintained for all equipment and materials purchased or rented.
	Ensure necessary staging areas and warehouse space is available to store materials and equipment, as needed.
	Develop security for staged supplies.
	Ensure programs are in place to inspect and service equipment and obtain and store spare parts, as needed, for repairing or replacing damaged equipment.
	Ensure that guidelines, procedures, forms, and data management systems necessary to manage the acquisition of equipment, control inventory, and account for expenditures made during the response operations are in place.
	Review documents for accuracy.
	Ensure that records are maintained for transportation equipment and services used, materials and services provided, and contracts executed during response operations.
	Brief Logistics Section on any changes to the IAP.
	Provide Operations Section with recommendations on the timing of the release of logistics and support personnel, resources, and equipment.
	Release resources and equipment when no longer needed according to Demobilization Plan.

2.5.11 FINANCE SECTION CHIEF CHECKLIST (See Annex 3)

Table 2-26 is the Finance Section Chief Checklist.

Table 2-26: Finance Section Chief Checklist	
Time	
	Upon being called to spill by dispatcher: <ul style="list-style-type: none"> • Obtain information on type, quantity, location and time of spill. • Confirm to dispatcher that you will respond. • Provide dispatcher with ETA. • Sign Check-In List at Command Post. • Report to IC and receive appointment.
	Review: <ul style="list-style-type: none"> • Organization Chart; • ICS Position Description; • Initial Spill Response Notification Form; • Site Map; and • Initial Site Assessment and Safety Plan.
	Attend the Incident Briefing (ICS Form 201).
	Brief from FINANCE STAFF ITEMS (Core Plan Tab 4) and from <i>Response and Claims Costs Form</i> .
	Conduct shift safety/task briefing for staff.
	Attend Command Staff Meeting, if required.
	Attend Business Management Meeting, if required.
	Attend Planning Meeting, if required.
	Attend Command and General Staff Breakfast or Supper Meeting, if required.
	Attend the Operations Briefing.
	Provide IC with information on personnel, equipment, and material needs for section operations.
	Discuss/advise IC on issues regarding insurance coverage and exclusions, claims management processing, and settlements.
	Brief Finance Section personnel on contents of IAP:

	<ul style="list-style-type: none"> • Verify that finance section personnel have most current action plan; • Make/verify assignments; and • Establish/review reporting requirements.
	Facilitate the preparation and distribution of guidelines, procedures, forms, and in the establishment of a data system necessary to account for expenditures/claims made during response operations.
	Coordinate with Contracting Squadron on purchasing and Financial Services Branch on accounting procedures.
	Supervise the development and administration of cash accounts.
	Ensure that purchase requisitions and work orders are prepared and processed in a timely manner.
	Verify obligations documents initiated during response operations are properly prepared.
	Coordinate with auditors to ensure proper documentation of expenditures.
	Ensure the appropriate cost and accounting control systems are established.
	Provide accounting function, as directed, including auditing, billing, and documenting labor, materials, and services used.
	Administer vendor contracts, and service and equipment rental agreements through the Contracting Squadron.
	Coordinate the investigation and processing of claims.
	Provide IC and staff with regular financial reports.
	Release resources and equipment when no longer needed according to Demobilization Plan.