

G. Rice

**LIBRARY COPY**



**GIANT**

Giant Refining Company  
Route 3, Box 7  
Gallup, NM 87301

November 3, 2006

Carl Chavez,  
Oil Conservation Division  
Environmental Bureau  
1220 S. Saint Francis  
Santa Fe, NM 87505

Brandon Powell  
Oil Conservation Division  
1000 Rio Bravo Rd  
Aztec, NM 87410

**Hope Monzeglio**  
New Mexico Environment Department  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East, BLDG 1  
Santa Fe NM 87505

**RE: Cross Reference Chart, Figures, FRP Booklet**

Dear all:

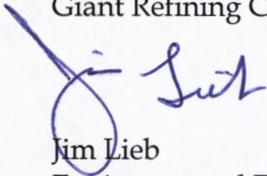
I have prepared a cross reference chart as was requested by NMED for the revised Remedy Completion Report for the SWMU No. 8 (Railroad Rack Lagoon). This chart will assist you in referencing changes in the revised report which was significantly revised to more accurately reflect the work that was performed at the RR Rack lagoon cleanup.

In going through the revised report I noticed that the revised report is missing Figures 1 and 2. Hence I have included these figures with this chart.

We have recently prepared a facility response plan (FRP) for our facility. DOWCAR provided us with a small emergency reference booklet (Emergency Response Action Plan) for use in conjunction with the FRP. I have provided a copy of the booklet also.

If you have any questions regarding this letter, please contact me at [jlieb@giant.com](mailto:jlieb@giant.com) or (505) 722-0227.

Sincerely,  
Giant Refining Company - Ciniza



Jim Lieb  
Environmental Engineer

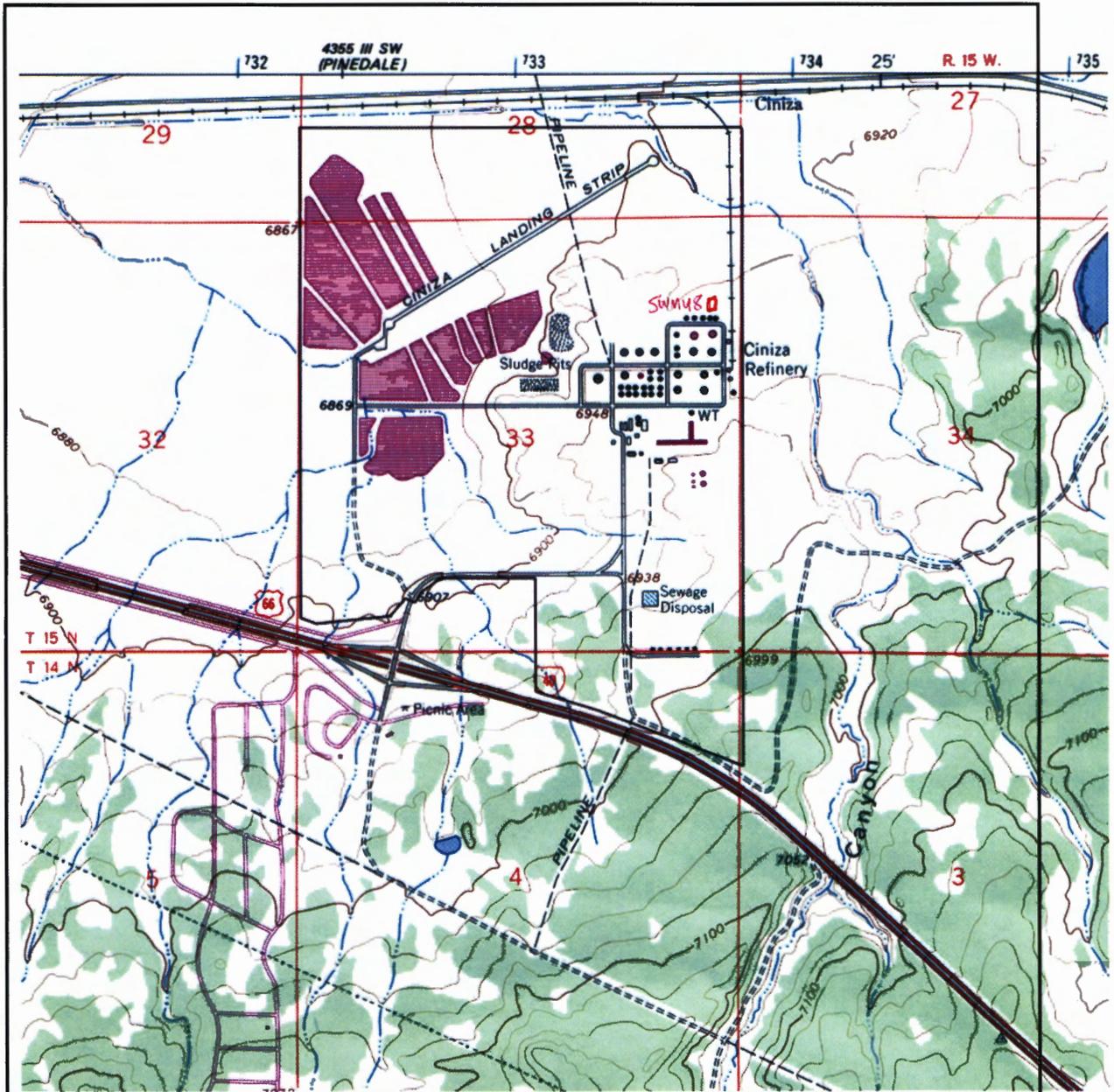
Cc: Ed Rios  
Ed Riege  
Steve Morris

**Cross Reference Chart**  
**Revised Remedy Completion Report for Railroad Rack Lagoon**  
**(SWMU No. 8), Giant Refining Company, Ciniza Refinery, HWB-GRCC-06-001**  
**EPA ID#: NMD000333211**

<b>NMED Comment Number</b>	<b>Revised Report Revision Location</b>
1	Tables 1 through 14 in Section 4 - Investigation Results (Summary Tables) Figures 1 through 14 following Section 8 Appendices 1 through 7
2	Section 6 - Sampling Methods
3	Tables 1 through 14 in Section 4 - Investigation Results (Summary Tables)
4	Tables 1 through 14 in Section 4 - Investigation Results (Summary Tables)
5	Page 6 Paragraph 2
6	Page 6 Paragraph 2
7	Page 6 Paragraph 2
8	Page 11 Paragraph 3
9	Page 10 Section 2.2.1 and Appendix 1
10	Page 6 Paragraph 2 and Section 2.2.1 was rewritten to clarify, in particular the last paragraph.
11	Report was revised to clarify excavation events and sampling events. Tables 1 through 14 in Section 4 - Investigation Results (Summary Tables) References to Table 6 on Page 14 (Paragraph 3) and to Table 9 on Page 15 (Paragraph 3) clarify the sampling events. Confirmation sampling covered in Section 2.3.3, Page 14 (Paragraph 3), and Section 2.3.5 Page 15 (Paragraph 3).
12	SVOCs are presented in Tables 11 through 14.
13	Section 2.2, Page 10 (first paragraph) and Section 2.3, Page 12 (second paragraph).
14	Photos in Appendix 8 now include captions.
15	Figure 4 was deleted.
16	SVOCs were not analyzed for in the 2004 samples.
17	The Appendix 1 cover sheet was revised to include the December 13 samples.
18	Figure 6 was cleaned up to clarify meaning and is now Figure 5 in the revised report. Figures 8 and 9 show where sampling on 8/19/05 and 8/22/05 occurred.
19	Appendix 8 Figures are now in color with captions and with better resolution.
20	Figure 7 was deleted. New Figure 7 shows sample locations more clearly.
21	New Figure 10 and 11 show locations where the 10 samples were taken.
22	The title to Table 8 was corrected to accurately reflect description in the text.
23	The redundant pages were deleted from the revised report.
24	Figures 10 and 11 have been improved to better show sample locations.
25	Figures 6 and 9 have been improved to better explain the pertaining excavation.
26	The 2006 investigation of the fan out and ditch will be provided in a separate report.

Figure 1: Location Map

Locality Map  
USGS Topographical Map - Ciniza Quadrangle (Revised 1980)



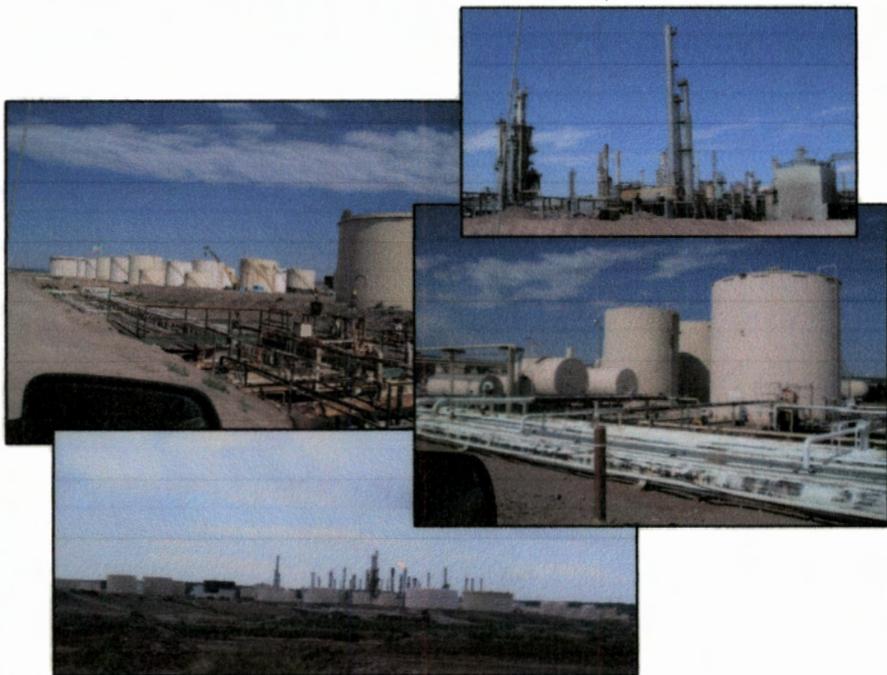




LIBRARY COPY  
**CINIZA REFINERY**

**U.S. Environmental Protection Agency – Region VI**  
*As Part of OPA '90 FRP*

# **EMERGENCY RESPONSE ACTION PLAN**



*In Compliance with*  
**U.S. EPA 40 CFR 112.20**

Copy No.: **13**

## **Emergency Response Action Plan for Ciniza Refinery**

The Information provided in this book describes what will be needed in an Actual Emergency involving the Discharge of Oil (Petroleum Products) at the Ciniza Refinery Facility. The Emergency Response Action Plan includes the following Components:

<u>Component:</u>	<u>Page/Color</u>
1. Qualified Individual Phone Numbers	1 /yellow
2. Emergency Notification Phone List	2 /orchid
3. Spill Response Notification Form	8 /white
4. Facility Response Equipment List	12 /gray
5. Facility Emergency Response Personnel List ICS Organization Charts	15 /buff
6. Common Responsibilities	17 /salmon
7. Command Roles and Responsibilities	19 /lt. blue
8. Operations Roles and Responsibilities	27/yellow
9. Planning Roles and Responsibilities	39 /lt. green
10. Logistics Roles and Responsibilities	52 /tan
11. Finance Roles and Responsibilities	62 /buff
12. Evacuation Plans	67/white
13. Immediate Action Plan	77 /lt. blue
14. Diagram of the Facility	82 /white
15. Meetings and Briefings	83 /blue
16. Area Contingency Plan (Sample Format)	92 /lt. green
17. Incident Situation Displays	95 /salmon
18. ICS Forms	122/white
19. Glossary and Acronyms	167 /yellow

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 1.**

***Qualified Individual  
Phone Numbers***

---

---

## Section 1 – Qualified Individual Phone Numbers

### Qualified Individuals

### Phone Number

Ed Rios

(505) 722-3833 Office  
(505) 979-1320 Cell/Evening

Todd Doyle

(505) 632-4145 Office  
(505) 947-7339 Cell  
(505) 327-4539 Evening





**Emergency Notification Phone List**

<b>Organization</b>	<b>Phone Number</b>	<b>Y/N</b>
1. National Response Center (NRC):	<u>www.nrc.uscg.mil</u>	_____
	<u>(800) 424-8802</u>	_____
	<u>(202) 267-2675</u>	_____
Fax Number:	<u>(202) 267-2181</u>	_____
2. EPA Region 6	<u>(866) 372-7745</u>	_____
1445 Ross Ave. (6SF-RP)		
Dallas, TX 75357-0693		
Contact: Don Smith	<u>(214) 665-2222</u>	_____
	<u>(214) 665-6489</u>	_____
3. Giant Refining Company	<u>(505) 722-3833</u>	_____
Giant Pipeline, Bisti Station	<u>(505) 632-8006</u>	_____
Giant Pipeline, Hospah Station	<u>(505) 632-8006</u>	_____
4. Bureau of Land Management		
Rio Puerco	<u>(505) 761-8700</u>	_____
435 Montano Road, NE	Fax <u>(505) 761-8911</u>	_____
Albuquerque, NM 87107		
5. Navajo EPA	<u>(928) 871-7994</u>	_____
Contact : Arlene Arthur		
6. NM Department of		
Environmental Protection	<u>(505) 476-9603</u>	_____
Hazardous Materials Emer. Response		
7. State of NM Environmental Dept.		
Gallup	<u>(505) 722-4160</u>	_____
Santa Fe	<u>(505) 827-0187</u>	_____
8. New Mexico Dept.of Public Safety	<u>(505) 476-9610</u>	_____
Hazardous Response		
9. NM Oil Conservation Division		
Aztec	<u>(505) 334-6178</u>	_____

<b>Organization</b>	<b>Phone Number</b>	<b>Y/N</b>
10. New Mexico One Call	<u>(800) 321-ALERT</u> <u>(2537)</u>	_____
11. Local Emergency Planning Committee (LEPC)	<u>911</u>	_____
12. State Emergency Response Commission (SERC)	<u>(505) 827-9126</u>	_____
13. Qualified Individual and Alternates:		
Ed Rios		
Office:	<u>(505) 722-3833</u>	_____
Cell/Evening:	<u>(505) 979-1320</u>	_____
Todd Doyle		
Office:	<u>(505) 632-4145</u>	_____
Cell:	<u>(505) 947-7339</u>	_____
Evening:	<u>(505) 327-4539</u>	_____
14. Company Response Team:	<u>(505) 632-8013</u>	_____
<i>All Numbers for Response Team Members are Home Phone Numbers.</i>		
Rich Heisch, Shift Supv.	<u>(505) 862-8030</u>	_____
Richard Eustace, Shift Supv.	<u>(505) 863-4775</u>	_____
Andy Green, Shift Supervisor	<u>(505) 863-5273</u>	_____
Richard Schmitt, Ops. Trainer/ Relief Supv.	<u>(505) 772-7349</u>	_____
Paul Alonzo, Relief Shift Supv.	<u>(505) 722-9156</u>	_____
Casey Hamilton, Shift Supv.	<u>(505) 722-3092</u>	_____
Don Colfack, Operations Asst.	<u>(505) 726-0040</u>	_____
Loren Pritzel	<u>(505) 726-0079</u>	_____
Brenda Barr	<u>(505) 870-2017</u>	_____

**Emergency Notification Phone List**

<b>Organization</b>	<b>Phone Number</b>	<b>Y/N</b>
Tony Allen	<u>(505) 488-5325</u>	_____
Tom Mascarenas	<u>(505) 722-5010</u>	_____
Teddy Orr, Safety Inspector	<u>(505) 722-5302</u>	_____
Milton Barney, Pumper/Gauger	<u>(505) 488-5687</u>	_____
Cecil Dixon, Instrument/Elec	<u>(505) 722-4565</u>	_____
Ervin Emersen, Craft Helper	<u>(505) 862-8630</u>	_____
Lawrence Griego, Craft Helper	<u>(505) 863-2705</u>	_____
Frank Deller	<u>(505) 879-1023</u>	_____
Rodney James, Lab	<u>(505) 870-6651</u>	_____
Austin Kee, Mechanics	<u>(505) 876-2516</u>	_____
Mary Langley, Instrument/Elec.	<u>(505) 862-7430</u>	_____
Richard Luna, Lab Security	<u>(505) 722-6102</u>	_____
Mack McKinney, Fac. Maint.	<u>(505) 722-9646</u>	_____
Steve Morris, Env. Engineer	<u>(505) 287-8476</u>	_____
Don Riley	<u>(505) 488-5693</u>	_____
John Platero, Lab Foreman	<u>(505) 263-1942</u>	_____
Ron Radosevich, Mechanics	<u>(505) 722-7402</u>	_____
Zach Ramirez, P/F –Craft Helper	<u>(505) 722-3267</u>	_____
Ed Riege, Environmental Supt.	<u>(505) 287-5465</u>	_____
Jodie Sanchez, Pipe Fitter	<u>(505) 863-1978</u>	_____
Tyrone Silentman, Instr.t/Elec.	<u>(505) 722-6747</u>	_____
Kerry Vandever, Pipe Fitter	<u>(505) 862-7599</u>	_____
Philbert Brown, Pipe Fitter	<u>(505) 863-3917</u>	_____
Stan Fisher	<u>(505) 722-5612</u>	_____
	<u>(505) 722-0747</u>	_____

**Additional Notifications To Be Used As Needed**

15. Federal Bureau of Investigation Farmington, NM Office	<u>(505) 326-5534</u>	_____
--	-----------------------	-------

<b>Organization</b>	<b>Phone Number</b>	<b>Y/N</b>
16. NM State Police Non-Emergency Dispatch	<u>911</u> <u>(505) 334-6622</u>	_____
17. City of Gallup Police	<u>911</u>	_____
18. City of Gallup Emergency	<u>(505) 863-1200</u>	_____
19. McKinley Cty. Sheriff's Office	<u>911</u> <u>(505) 863-1410</u> <u>(505) 722-7205</u>	_____
20. Fire Departments		
Gallup FD/Ambulance	<u>911</u>	_____
Thoreau FD/Ambulance	<u>(505) 862-7770</u>	_____
Ft. Wingate FD	<u>(505) 488-5261</u>	_____
Wingate Cedars FD	<u>(505) 488-5528</u>	_____
21. Ambulance and Emergency Medical Services	<u>911</u> or	_____
Med Star Ambulance	<u>(505) 722-7746</u>	_____
22. Santa Fe Railroad	<u>(505) 989-8600</u>	_____
23. H2O OSRO, Inc.	<u>(866) 426-6770</u>	_____
Fax :	<u>(505) 751-1418</u>	
Contact: Carl Oskins		
Cell :	<u>(505) 770-0528</u>	
Home:	<u>(505) 751-3688</u>	
24. Media		
Radio Station KGAK	<u>(505) 863-4444</u>	_____
Radio Station KGLX/FM Q106	<u>(505) 863-9391</u>	_____
Radio Station KXTC	<u>(505) 722-4442</u>	_____
Television Station KOBF	<u>(505) 863-2413</u>	_____
Television Station KRQE	<u>(505) 243-2285</u>	_____

**Emergency Notification Phone List****Page 6**

<u>Organization</u>	<u>Phone Number</u>	<u>Y/N</u>
25. Weather Service (Albuquerque)	<u>(505) 243-0702</u>	_____
26. NM State Road Conditions	<u>(505) 863-9353</u>	_____
27. Poison Control	<u>(800) 432-6866</u>	_____
28. Hospitals Rehoboth McKinley Cty. Hosp. 1901 Red Rock Dr., Gallup, NM	<u>(505) 863-7000</u>	_____
29. Corporate Insurance Jacque Cumbie	<u>(480) 585-8762</u>	_____
30. Aircraft Charter and Rental Svs. Gallup Med Flight (Aircraft Charter, Ambulance Svc.)	<u>(505) 726-0053</u>	_____
Gallup Flying Service	<u>(505) 863-6606</u>	_____
Seven Bar 4 Corners Aviation or	<u>(505) 325-2867</u> <u>(800) 695-4949</u>	_____
7 Bar Flight Patrol	<u>(505) 325-2867</u>	_____
31. Available Contractors with Equipment		
Rinchem Company Albuquerque, NM	<u>(505) 345-3655</u>	_____
Fuhs Trucking Company Gallup, NM	<u>(505) 722-6909</u>	_____
Riley Industrial Services Farmington, NM	<u>(505) 327-4947</u>	_____

***Giant Refining Co. – Ciniza Refinery***  
***Gallup, New Mexico***

**Section 3.**

***Spill Response  
Notification Form***

---

---

# NATIONAL RESPONSE CENTER

1-800-424-8802

## Online Report Forms

[NRC Background] | [Reporting a Spill] | [Legislative Requirements]  
[Chem/Bio Hotline] | [Contact Us] | [National Response System]

[Home] | [INSUMS] | [Organization] | [What's New] | [Online Report Forms]  
[Query Data] | [Statistics] | [Links] | [NRC Home] | [EPA Home] | [USCG Home]

### STORAGE TANK

Fields in RED are mandatory entries. If you are unable to provide data for any of these fields, enter NONE or N/A.

IS THIS A DRILL REPORT?     YES     NO    YOUR E-MAIL ADDRESS:

#### REPORTING PARTY

#### SUSPECTED RESPONSIBLE PARTY

Phone 1:                      Type: Phone Type

Last Name:

Last Name:

First Name:

First Name:

Phone 1:                      Type: Phone Type

Phone 2:                      Type: Phone Type

Phone 2:                      Type: Phone Type

Phone 3:                      Type: Phone Type

Phone 3:                      Type: Phone Type

Company:

Company:

Org Type:    Organization Type

Org Type:    Organization Type

Address:

Address:

City:

City:

State:    Choose State

State:    Choose State

ZIP:

ZIP:

Does the caller wish to remain Confidential?     Yes     No

Yes     No

Are you calling on behalf of responsible party?     Yes     No

Yes     No

Are you or your company responsible for the Material released?     Yes     No

Yes     No

#### INCIDENT DESCRIPTION

Description of Incident:

<http://www.nrc.uscg.mil/tankreporttxt.htm>

2/15/2005

Incident Date: (DD/MM/YY) Time: Occurred/Discovered/Planned: Choose ODP

Type of Incident: STORAGE TANK Incident Cause: Choose Cause

ACCIDENT LOCATION

Location Description:

Address Location: State: Choose State

County:

ZIP:

Nearest City: Distance from Nearest City: Units: Choose Unit

Direction: Choose Direction Range: Section: Township:

Latitude: Degrees: Minutes: Seconds: Quadrant: Choose Quadrant

Longitude: Degrees: Minutes: Seconds: Quadrant: Choose Quadrant

TANK/CONTAINER DETAILS

Tank/Container Description:

Tank/Container ID:

Above/Below Ground: Above Below

Transportable: Yes No Unknown

Regulated: Yes No Unknown

Regulated by:

Tank/Container Capacity: Choose Unit Amount in Tank: Choose Unit

MATERIAL INVOLVED

Material	Chris Code	Release Amount	Units
			Choose Unit

MATERIAL IN WATER INFORMATION

Amount in Water: Units: Choose Unit Body of Water Affected:

Offshore:  Yes  No      River Mile Marker:      Tributary of:  
 Water Supply Contaminated:  Yes  No  Unknown      Water Temperature:      Units: Choose Unit  
 Wave Condition: Choose Condition      Speed:      Units: Choose Unit      Direction: Choose Direction

**SHEEN INFORMATION**

Sheen Length:      Units: Choose Unit      Sheen Width:      Units: Choose Unit  
 Color: Choose Color      Direction of Movement: Choose Direction  
 Odor Description:

**IMPACT INFORMATION**

Medium Affected: Choose Medium      Detailed Medium Information:  
 Fire ?       Yes  No  Unknown      Fire Extinguished ?  Yes  No  Unknown  
 Injuries ?       Yes  No  Unknown      Number of Injuries ?  
 Fatalities ?       Yes  No  Unknown      Number of Fatalities ?  
 Evacuations ?       Yes  No  Unknown      Number of Evacuations ?  
 Damages ?       Yes  No  Unknown      Damage in Dollars:  
 Road Closed ?       Yes  No  Unknown      Road:  
 Track Closed ?       Yes  No  Unknown      Track:  
 Air Corridor Closed ?       Yes  No  Unknown      Air Corridor:  
 Waterway Closed ?       Yes  No  Unknown      Waterway:  
 Community Impact Due to Material ?  Yes  No      Media Interest: Choose Media Interest

**WEATHER INFORMATION**

Weather Conditions: Choose WX      Air Temperature:      Choose Unit  
 Wind Speed:      Unit: Choose Unit      Wind Direction: Choose Wind Direction

**REMEDIAL ACTION INFORMATION**

Remedial Action Taken:  
 Release Secured ?  Yes  No  Unknown      Duration of Release ?      Unit: Choose Unit  
 Rate of Release ?      Unit: Choose Unit      Per: Choose Rate

**ADDITIONAL AGENCY INFORMATION**

**Federal Agency Notified:**

**State/Local Agency Notified:**

**State/Local Agency On-Scene:**

**State Agency's Report Number:**

**ADDITIONAL INFORMATION**

**Additional Information:**

**Submit Tank/Container Report**

[E-Mail] | [Home]

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 4.**

***Facility Response  
Equipment List***

---

---

## Section 4 - Facility Response Equipment List

1. Skimmers/Pumps- Skimmers/Pumps-  
Operational Status: Operational

Number: 1 Skimmer Pump  
Number: 2 Sandpiper Diaphragm Pumps  
Number: 1 Trash Pump  
Storage Location(s): Warehouse

2. Boom – Operational Status: Operational

Type, Model, and Year: 100' Sections of 8 x 12 Boom, 2005  
Number: 8 Size (length): 100'  
Location(s): Lagoons and Ponds

3. Boom – Operational Status: Operational

Type, Model, and Year: 100' Sections of 7 x 12 Boom, 2000  
Number: 2 Size (length): 50'  
Location(s): Lagoons and Ponds  
Type, Model, and Year: 50' Sections of 6 x 12 Boom,  
Year Unknown  
Number: 3 Size (length): 50'  
Storage Location(s): Maintenance Storage

4. Chemicals Stored (Dispersants listed on EPA's NCP Product Schedule).

Type:	Amount:	Date Purchased:	Treatment Capacity:	Storage Location:
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

5. Dispersant Dispensing Equipment – Operational Status: N/A

Type and Year:	Storage Capacity:	Location:	Response Time: (Minutes)
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

6. Sorbents – Operational Status: None

Type and Year Purchased: Sorbent Pads, Socks and Blankets  
Amount: 25-55 3" x 42" socks, 2 – 9 cases 16" x 20" pads  
(200 per case)  
Storage Location(s): Warehouse

Type and Year Purchased: Diatomite Loose Absorbent Material  
Amount: 4 – 8 bags  
Storage Location(s): Warehouse

Type and Year Purchased: Complete Stand-alone Spill Kits  
Amount: 2-6 kits  
Storage Location(s): Warehouse

Type and Year Purchased: Sorbent Blankets  
Amount: 3' x 150' x 3/8"  
Storage Location(s): Warehouse

7. Hand Tools – Operational Status: Operational

Location: Tool Room

8. Communication Equipment (include operating frequency and/or cellular phone numbers):

Operational Status: <u>Operational</u>		
Type and Year:	Quantity:	Storage Location/No.:
<u>2-way Radios</u>	<u>80</u>	<u>Personnel</u>
<u>Cellular Telephones</u>	<u>3</u>	<u>Personnel</u>

9. Fire Fighting and Personnel Protective Equipment – Operational Status: Operational

Type and Year:	Qty:	Location:
<u>Fire Fighting Truck –</u>	<u>1</u>	<u>Firehouse</u>
<u>Pumper</u>		
<u>500 gpm /250 gallon Water Tank</u>		
<u>50 gallon ARC/AFFF Foam Tank</u>		

**Facility Response Equipment List**

Type and Year:	Qty:	Location:
<u>Fire Fighting Truck – Foam Spray</u>	<u>1</u>	<u>Firehouse</u>
<u>90 gpm Delivery Pump</u>		
<u>1000 gallon XL 3% Foam</u>		
<u>1000 gallon XL 3% Foam</u>	<u>1</u>	<u>Warehouse</u>
<u>Ambulance – 3 person</u>	<u>1</u>	<u>Firehouse</u>
<u>2-way radio</u>		
<u>First aid supplies, oxygen</u>		
<u>SCBAs</u>	<u>10</u>	<u>Maintenance Storage</u>

10. Other (e.g. Heavy Equipment, Boats, Motors, etc.) – Operational  
 Status: Operational

Type and Year:	Quantity:	Storage Location:
<u>Backhoe</u>	<u>1</u>	<u>Maintenance Yard</u>
<u>Dump Truck –</u>		
<u>2.5 cu. yd cap.</u>	<u>1</u>	<u>Maintenance Yard</u>
<u>Road Grader</u>	<u>1</u>	<u>Maintenance Yard</u>
<u>Vac Truck – 80 bbl. cap.</u>	<u>1</u>	<u>Maintenance Yard</u>
<u>Pick-up Trucks</u>	<u>6</u>	<u>Maintenance Yard</u>
<u>Front-end Loader</u>	<u>1</u>	<u>Maintenance Yard</u>
<u>55-Gallon Drums (empty)</u>	<u>50-200</u>	<u>Warehouse</u>

11. Personal Protective Equipment: Operational

Type and Year:	Quantity:	Storage Location:
<u>Hard Hats</u>	<u>1 per employee</u>	<u>Personnel</u>
<u>Rubber Boots</u>	<u>20</u>	<u>Environmental Building</u>
<u>Nitrile Gloves</u>	<u>2 bxs.</u>	<u>Environmental Building</u>
<u>Neoprene Gloves</u>	<u>2 bxs.</u>	<u>Environmental Building</u>

***Giant Refining Co. – Ciniza Refinery***  
***Gallup, New Mexico***

**Section 5.**

***Facility Emergency  
Response Personnel List***

---

---

***ICS Organization Charts***

## Section 5 - Emergency Response Personnel Company Personnel

Team Member	Response Time (minutes)	Responsibility
Ed Rios	30	Command (QI/IC)
Loren Pritzel	30	Planning Sec. Chief
Tony Allen	35	Log. Sec. Chief
Tom Mascarenas		Fin. Sec. Chief
Rick Heisch	45	Team Leader
Richard Eustace	30	Team Leader
Richard Schmitt	30	Team Leader
Andy Green	35	Team Leader
Paul Alonzo	30	Team Leader
Casey Hamilton	30	Team Leader
Don Colfack	35	Team Leader
Teddy Orr	30	Team Leader
Milton Barney	45	Crew
Cecil Dixon	30	Crew
Ervin Emerson	60	Crew
Lawrence Griego	30	Crew
Frank Deller	60	Crew
Rodney James	120	Crew
Austin Kee	75	Crew
Mary Langley	90	Crew
Richard Luna	30	Crew
Mack McKinney	30	Crew
Steve Morris	120	Crew
John Platero	30	Crew
Ron Radosevich	30	Crew
Zach Ramirez	30	Crew
Ed Riege	120	Crew
Jodie Sanchez	30	Crew
Tyrone Silentman	30	Crew

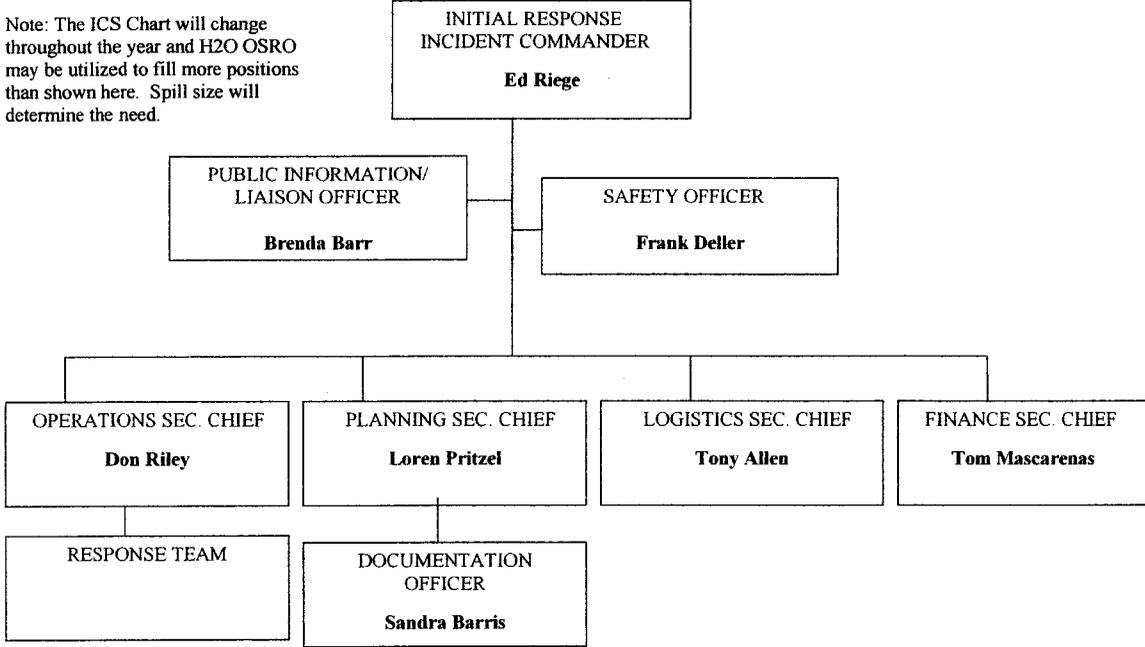
## Emergency Response Personnel

Page 2

Team Member	Response Time (minutes)	Responsibility
Kerry Vandever	60	Crew
Don Riley	35	Ops Sec. Chief
Brenda Barr	75	PIO
Sandra Barris	120	Doc. Leader
Stan Fisher	35	Safety Officer
Philbert Brown	45	Crew

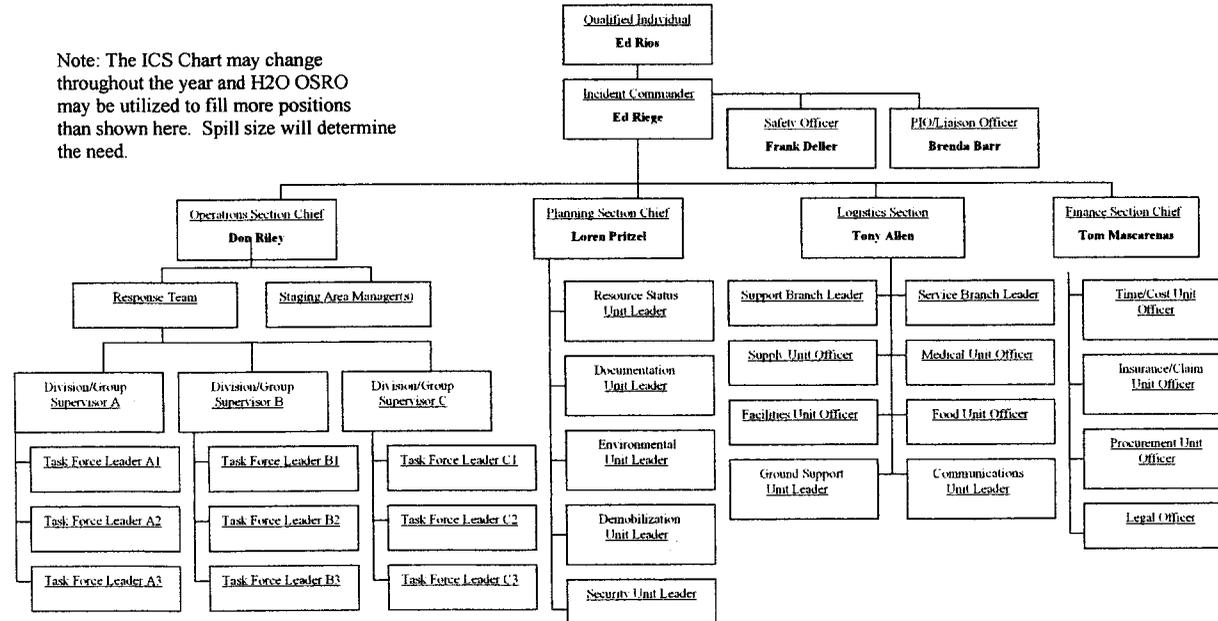
**EMERGENCY RESPONSE PERSONNEL  
INCIDENT COMMAND SYSTEM – ORGANIZATION CHART  
SMALL LEVEL SPILL**

Note: The ICS Chart will change throughout the year and H2O OSRO may be utilized to fill more positions than shown here. Spill size will determine the need.



**EMERGENCY RESPONSE PERSONNEL  
INCIDENT COMMAND SYSTEM – ORGANIZATION CHART  
WORST CASE LEVEL SPILL**

Note: The ICS Chart may change throughout the year and H2O OSRO may be utilized to fill more positions than shown here. Spill size will determine the need.



*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 6.**

***Common Responsibilities***

---

---

## Section 6 – Common Responsibilities

The following responsibilities apply to all ICS personnel:

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

## **Unit Leader Responsibilities**

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

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

***Giant Refining Co. – Ciniza Refinery***  
***Gallup, New Mexico***

**Section 7.**

***Command Roles  
and Responsibilities***

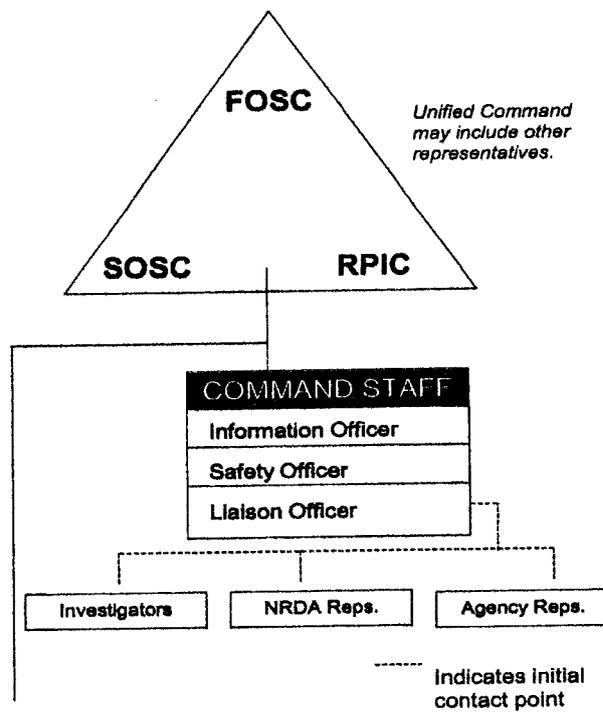
---

---

## Section 7 – Command Section Responsibilities and Duties

### Incident Command

#### Unified Command Structure/Incident Command System



#### Incident Commander

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

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

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

**Unified Command**

While a single Incident Commander normally handles the command function, an ICS organization may be expanded into a Unified Command for complex response which cross jurisdictional boundaries or involve multiple agencies with geographic or functional jurisdiction. The Unified Command brings together the "Incident Commanders" of all major organizations involved in the response to function as a team with a common set of incident objectives and strategies.

The Unified Command will typically include:

- The pre-designated Federal On-Scene Coordinator,
- The State On-Scene Coordinator,
- The Incident commander for the responsible party, and
- Other incident commanders or on-scene coordinators (when appropriate).

Actual Unified Command makeup for a specific incident will be determined on a case-by-case basis taking into account: (1) the specific of the incident; (2) determinations outlined in the Area Contingency Plan; or (3) decisions reached during the initial meeting of the Unified Command. The makeup of the Unified Command may change as an incident progresses, in order to account for changes in the situation.

The Unified Command is responsible for overall management of the incident. The Unified Command directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. Each Unified Command member may assign Deputy Incident Commander(s) to assist in carrying out Incident Command responsibilities. Unified Command members may also be assigned individual legal and administrative support from their own organizations.

As a component of an ICS, the Unified Command facilitates and coordinates the effective involvement of various agencies and responders. It links the organizations responding to the incident and provides a forum for these agencies to make consensus decisions. Under Unified Command, the various jurisdictions and/or agencies, and non-government responders may blend together throughout the Incident Command System organization to create an integrated response team. Assisting or cooperating agencies that are not part of the Unified Command can also participate through Agency Representatives working with the Liaison Officer. It is important to note that participation in a Unified Command occurs without any agency abdicating authority, responsibility, nor accountability.

**Information Officer**

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

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

- a. Review Common Responsibilities.
- b. Determine from the Incident Commander if there are any limits on information release.
- c. Develop material for use in news briefings.
- d. Obtain Incident Commander approval for news media releases.
- e. Inform news media and conduct news briefings.
- f. Arrange for tours and other interviews or briefings that may be required.
- g. Obtain news media information that may be useful for incident planning.
- h. Maintain current information summaries and/or displays on the incident.
- i. Provide information on status of incident to assigned personnel.
- j. Establish and staff a Joint Information Center (JIC), as necessary.
- k. Maintain Unit/Activity Log (ICS 214).

**Safety Officer**

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

and Health Plan is prepared and implemented, and includes safety messages in each Incident Action Plan.

Only one Safety Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Safety Officer may have assisting agencies or jurisdictions.

- a. Review Common Responsibilities.
- b. During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
- c. participate in planning meetings to identify any health and safety concerns inherent in the operation daily work plan.
- d. Review the Incident Action Plan for safety implications.
- e. Exercise emergency authority to prevent or stop unsafe acts.
- f. Investigate accidents that have occurred within incident areas.
- g. Ensure preparation and implementation of Site Safety and Health Plan (SSHP) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations. The SSHP shall, at a minimum, address, include, or contain the following elements:
  - Health and safety hazard analysis for each site task or operation.
  - Comprehensive operations work plan.
  - Personnel training requirements.
  - PPE selection criteria.
  - Site-specific occupational medical monitoring requirements.
  - Air monitoring plan: area/personal.
  - Site control measures.
  - Confined space entry procedures "only if needed".
  - Pre-entry briefings (tailgate meetings): initial and as needed.
  - Pre-operations health and safety conference for all incident participants.
  - Quality assurance of SSHP effectiveness.
- h. Assign assistants and manage the incident safety organization.
- i. Review and approve the Medical Plan (ICS 206).

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

**Liaison Officer**

Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the point of contact for the assisting and cooperating Agency Representatives and stakeholder groups.

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

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

**Agency Representatives**

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer.

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

**NRDA Representative**

The Natural Resource Damage Assessment (NRDA) Representatives are responsible for coordinating the NRDA needs and activities of the trustee team. NRDA activities generally do not occur within the structure, processes, and control of the Incident Command System.

However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessment performed for the sake of spill response. Because NRDA is carried out by natural resource trustee agencies and /or their contractors, personnel limitations may require staff to perform both NRDA and response activities simultaneously. Therefore, NRDA representatives should remain coordinated with the spill response organization through the Liaison Officer, and may need to work directly with the Unified Command, Environmental Unit, Wildlife Branch or the NOAA Scientific Support Coordinator to resolved any problems or address areas of overlap. While NRDA resource requirements and costs may fall outside the responsibility of the Logistics and Finance/Admin sections, coordination is important.

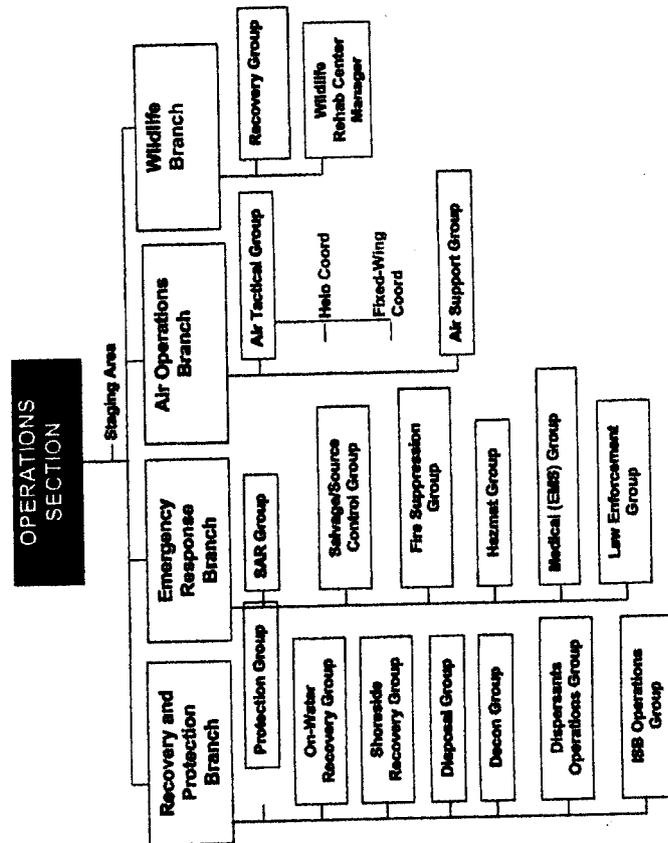
**Incident Investigation**

Investigators from Federal, state, and local agencies will not normally be a part of the Incident Command System. While investigation personnel may report to individuals who are part of the Unified Command, the investigators should be separate so as not to introduce polarizing forces into the Incident Command System. The initial point of contact may be the Liaison Officer.



## Section 8 – Operations Section Responsibilities and Duties

### OPERATIONS SECTION



#### Operations Section Chief

The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety and Health

## Operations Section

Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plans as necessary; and reports such to the Incident Commander.

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

## Staging Area Manager

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

- a. Review common Responsibilities.
- b. Implement pertinent sections of the Incident Action Plan.
- c. Establish and maintain boundaries of staging areas.
- d. Post signs form identification and traffic control.
- e. Establish check-in function, as appropriate.
- f. Determine and request logistical support for personnel and /or equipment, as needed.
- g. Advise Operations Section Chief of all changing situation/

- conditions on scene.
- h. Respond to request for resource assignments.
- i. Respond to requests for information, as required.
- j. Demobilize or reposition staging area, as needed.
- k. Maintain Unit/Activity log (ICS 214).

**Branch Director**

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

- a. Review Common Responsibilities.
- b. Develop, with subordinates, alternatives for Branch control operations.
- c. Attend planning meetings at the request of the Operations Section Chief.
- d. Review Division/Group Assignment Lists (ICS 204).
- e. Assign specific work tasks to Division/Group Supervisors.
- f. Supervise Branch operations.
- g. Resolve logistics problems reported by subordinates.
- h. Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.
- i. Approve accident and medical reports (home agency forms) originating within the Branch.
- j. Maintain Unit/Activity Log (ICS 214).

**Division/Group Supervisor**

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

- a. Review Common Responsibilities.
- b. Implement Incident Action Plan for division/group.
- c. Provide available Incident Action Plan to team/task force leaders.
- d. Identify geographic areas or functions assigned to the divisions and groups.
- e. Review division/group assignments and incident activities with subordinates and assign tasks.
- f. Keep Incident Communications and /or Resources Unit advised of all changes in status of resources assigned to the division and/or group.
- g. Coordinate activities with other divisions.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Section Chief.
- j. Report special occurrences or events such as accidents or sickness to the immediate supervisor.
- k. Resolve logistics problems within the division/group.
- l. Participate in developing Branch plans for the next operational period.
- m. Maintain Unit/Activity Log (ICS 214).

**Strike Team/Task Force Leader**

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

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

**Single Resource**

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

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

**Protection Group Supervisor**

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

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

**On-Water Recovery Group Supervisor**

Under the Recovery and Protection Branch Director, the On-Water

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

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

**Shoreside Recovery Group Supervisor**

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

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

**Disposal Group Supervisor**

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

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

**Decontamination Group Supervisor**

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

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

**Emergency Response Branch Director**

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

- a. Review Common Responsibilities.
- b. Participate in planning meetings, as required.
- c. Develop operations portion of Incident Action Plan.
- d. Supervise operations.
- e. Determine need for, and request, additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.

- g. Report information about special activities, events, and occurrences to Operations Section Chief.
- h. Maintain Unit/Activity Log (ICS 214).

**Search and Rescue (SAR) Group Supervisor**

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

- a. Review Common Responsibilities.
- b. Prioritize Search and Rescue missions.
- c. Determine resource needs.
- d. Direct and coordinate Search and Rescue missions.
- e. Manage dedicated Search and Rescue resources.
- f. Brief the Emergency Response Branch Director on activities.
- g. Maintain Unit/Activity Log (ICS 214).

**Salvage/Source Control Group Supervisor**

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

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

**Fire Suppression Group Supervisor**

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

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

**Hazardous Materials Group Supervisor**

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

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

**Medical (EMS) Group Supervisor**

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

- a. Review Common Responsibilities.
- b. Prioritize EMS responses related to the incident.
- c. Determine resource requirements.
- d. Direct and coordinate EMS responses.

- e. Manage dedicated EMS resources.
- f. Brief the Emergency Response Branch Director on activities.
- g. Maintain Unit/Activity Log (ICS 214).

**Law Enforcement Group Supervisor**

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

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

**Wildlife Branch Director**

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

- a. Review Common Responsibilities.
- b. Develop Wildlife Branch portion of the Incident Action Plan.
- c. Supervise Wildlife Branch operations.

- d. Determine resource needs.
- e. Review suggested list of resources to be released and initiate recommendation for release of resources.
- f. Assemble and disassemble Strike Teams/Task Forces assigned to the Wildlife Branch.
- g. Report information about special activities, events, and occurrences to Operations Section Chief.
- h. Maintain Unit/Activity Log (ICS 214).

**Wildlife Recovery Group Supervisor**

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

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

**Wildlife Rehabilitation Center Manager**

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

- a. Review Common Responsibilities.
- b. Determine resource needs and establish processing station for impacted wildlife.
- c. Process impacted wildlife and maintain logs.
- d. Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch director.
- e. Coordinate transport of wildlife to other facilities.
- f. Coordinate release of recovered wildlife.
- g. Implement demobilization plan.
- h. Brief the Wildlife Branch Director on activities.
- i. Maintain Unit/Activity Log (ICS 214).

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 9.**

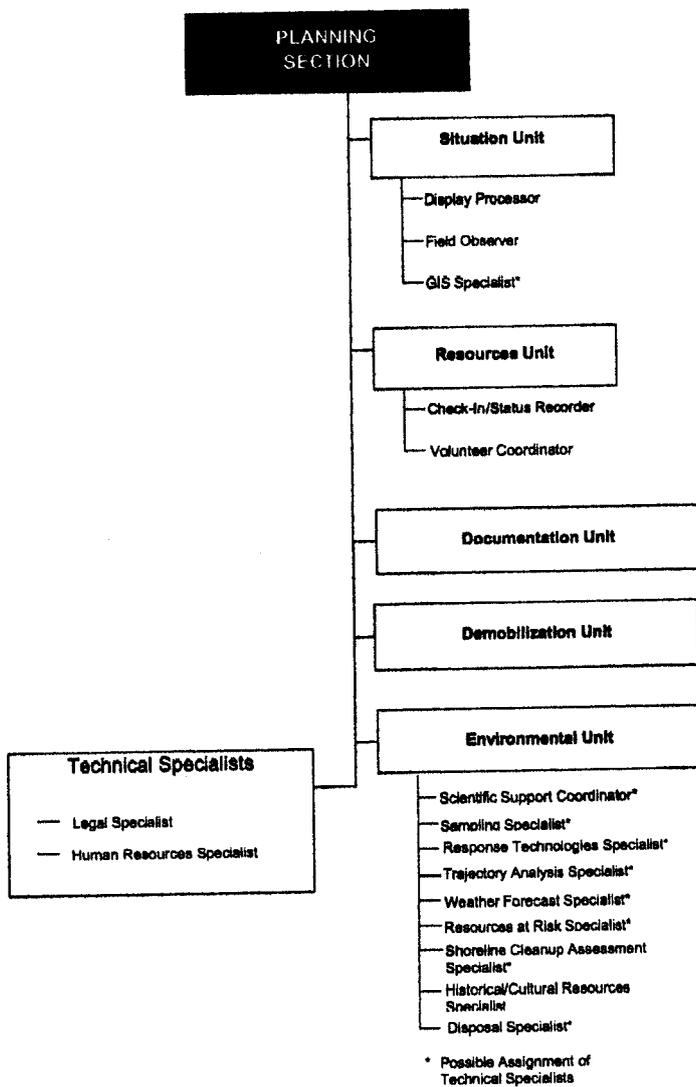
***Planning Roles  
and Responsibilities***

---

---

# Section 9 – Planning Section Responsibilities and Duties

## PLANNING SECTION



**Planning Section Chief**

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

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

- s. Instruct Planning Section Units in distribution and routing of incident information.
- t. Prepare resource release recommendations for submission to the Incident Command.
- u. Maintain Section records.
- v. Maintain Unit/Activity Log (ICS 214).

**Situation Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing and special instructions from the Planning Section Chief.
- d. Participate in planning meetings, as required.
- e. Prepare and maintain Incident Situation Display.
- f. Collect and maintain current incident data.
- g. Prepare periodic predictions, as requested by the Planning Section Chief.
- h. Prepare, post, and disseminate resource and situation status information, as required in the Incident Information Center.
- i. Prepare the Incident Status Summary (ICS 209).

**Resources Unit Leader**

The Resources Unit Leader (RUL) is responsible for maintaining the status of all resources (primary and support) at an incident. The RUL achieves this by developing and maintaining a master list of all resources, including check-in, status, current location, etc. This unit

is also responsible for preparing parts of the Incident Action Plan (ICS 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determining the availability of resources.

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

**Check-In/Status Recorder**

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

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

- i. Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
- j. Maintain files of Check-in Lists (ICS 211).

**Volunteer Coordinator**

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

- a. Review Common Responsibilities.
- b. Coordinate with Resources Unit to determine where volunteers are needed.
- c. Identify any necessary skills and training needs.
- d. Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required).
- e. Activate, as necessary, standby contractors for various training needs.
- f. Coordinate nearby or on-site training as part of the deployment process.
- g. Identify and secure other equipment, materials, and supplies, as needed.
- h. Induct convergent (on the scene) volunteers.
- i. Activate other volunteers if needed (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
- j. Recruit additional volunteers through news media appeals (if needed).
- k. Assess, train, and assign volunteers to requesting units.
- l. Coordinate with Logistics for volunteer housing and meal accommodations.
- m. Assist volunteers with other special needs.
- n. Maintain Unit/Activity Log (ICS 214).

**Documentation Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing and special instructions from the Planning Section Chief.
- d. Participate in Planning Meetings, as required.
- e. Establish and organize incident files.
- f. Establish duplication service and respond to requests.
- g. File copies of all official forms and reports.
- h. Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS units.
- i. Provide incident documentation to appropriate requesters.

**Demobilization Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing and special instructions from the Planning Section Chief.

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

**Environmental Unit Leader**

The Environmental Unit Leader is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The Environmental Unit prepares environmental data for the Situation Unit. Technical Specialists frequently assigned to the Environmental Unit include the Scientific Support Coordinator and Specialists for Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup Assessment, Historical/Cultural Resources, and Disposal.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing and special instructions from the Planning Section Chief.
- d. Participate in Planning Section Meetings.
- e. Identify sensitive areas and recommend response priorities.
- f. Determine the extent, fate, and effects of contamination.
- g. Acquire, distribute, and provide analysis of weather forecasts.
- h. Monitor the environmental consequences of cleanup actions.
- i. Develop shoreline cleanup and assessment plans.

- j. Identify the need for, and prepare, any special advisories or orders.
- k. Identify the need for, and obtain, permits, consultations, and other authorizations.
- l. Identify and develop plans for protection of affected historical/cultural resources.
- m. Evaluate the opportunities to use various Response Technologies.
- n. Develop disposal plans.
- o. Develop plan for collecting, transporting, and analyzing samples.
- p. Maintain Unit/Activity Log (ICS 214).

**Technical Specialists**

Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions of Technical Specialists that might be used during an oil spill response.

**Scientific Support Coordinator**

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

- a. Review Common Responsibilities.
- b. Attend planning meetings.
- c. Determine resource needs.
- d. Provide overflight maps and trajectory analysis to the Situation Unit.
- e. Provide weather, tidal, and current information.
- f. Obtain consensus on scientific issues affecting the response.
- g. Develop a prioritized list of the resources at risk.
- h. Provide information on chemical hazards.
- i. Evaluate environmental tradeoffs of countermeasures and cleanup methods, and response endpoints.
- j. Maintain Unit/Activity Log (ICS 214).

**Sampling Specialist**

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

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

**Trajectory Analysis Specialist**

The Trajectory Analysis Specialist is responsible for providing projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote sensing

information, and computer modeling, as well as observed and predicted tidal, current, and weather data to form these analyses. Additionally, the specialist is responsible for coordinating with local experts (weather service, academia, researchers, etc.) in formulating these analyses. Trajectory maps, overflight maps, and tides and current data will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

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

#### **Weather Forecast Specialist**

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

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

**Resources at Risk (RAR) Specialist**

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

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

**Shoreline Cleanup Assessment Specialist**

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

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

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

**Disposal (Waste Management) Specialist**

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

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

**Legal Specialist**

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

- a. Review Common Responsibilities.
- b. Participate in planning meetings, if requested.
- c. Advise on legal issues relating to in-situ burning, dispersants, and other response technologies.

- d. Advise on legal issues relating to Natural Resource Damage Assessment.
- e. Advise on legal issues relating to investigation.
- f. Advise on legal issues relating to finance and claims.
- g. Advise on response related legal issues.
- h. Maintain Unit/Activity Log (ICS 214).

*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 10.**

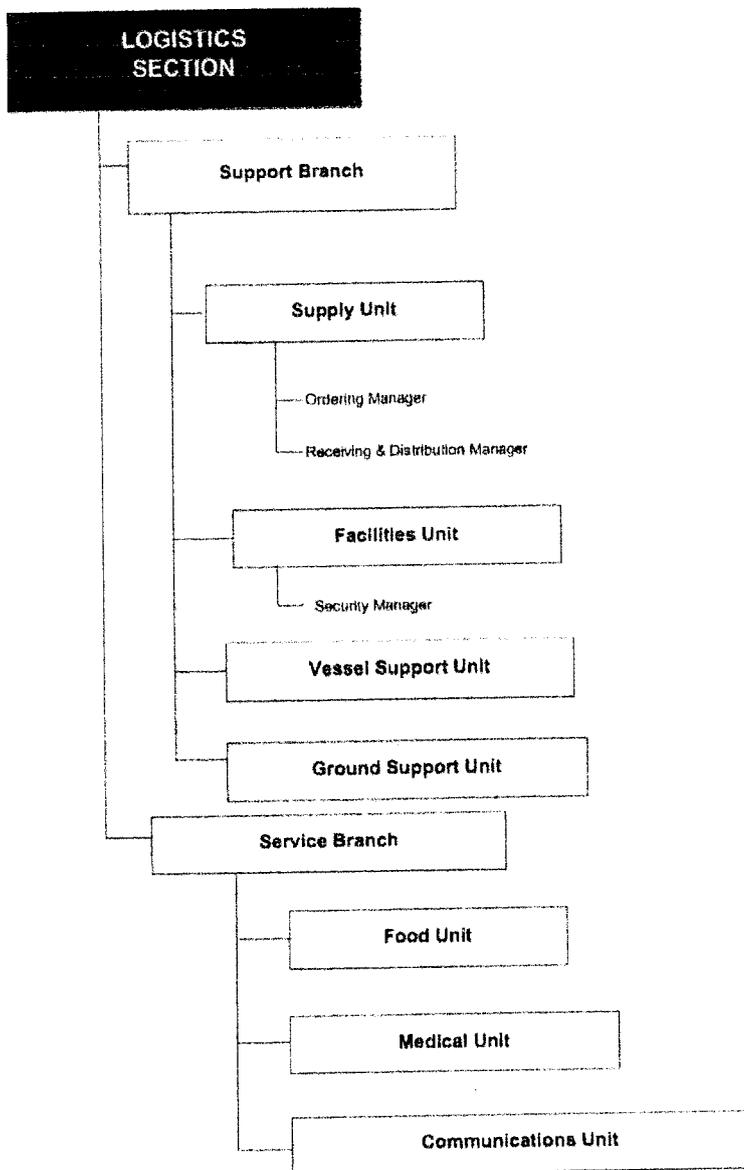
*Logistics Roles  
and Responsibilities*

---

---

# Section 10 – Logistics Section Responsibilities and Duties

## LOGISTICS SECTION



**Logistics Section Chief**

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

- a. Review Common Responsibilities.
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in Incident Action Plan preparation.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to, and review, Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Incident Action Plan.
- m. Estimate future service and support requirements.
- n. Provide input to Demobilization Plan as required by Planning Section.
- o. Recommend release of unit resources in conformance with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS 214).

**Service Branch Director**

The Service Branch Director, when activated, is under the supervision

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

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

**Communications Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Service Branch Director or Logistics Section Chief.
- d. Determine unit personnel needs.
- e. Advise on communications capabilities/limitations.
- f. Prepare and implement the incident Radio Communications Plan (ICS 205).
- g. Ensure the Incident Communications Center and Message Center are established.
- h. Set up telephone and public address systems.
- i. Establish appropriate communications distribution/maintenance locations.

- j. Ensure communications systems are installed and tested.
- k. Ensure an equipment accountability system is established.
- l. Ensure personal portable radio equipment from cache is distributed per radio plan.
- m. Provide technical information, as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities.
  - Amount and types of equipment available.
  - Anticipated problems in the use of communications equipment.
- n. Supervise Communications Unit activities.
- o. Maintain records on all communications equipment, as appropriate.
- p. Ensure equipment is tested and repaired.
- q. Recover equipment from relieved or released units.
- r. Maintain Unit/Activity Log (ICS 214).

**Medical Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Service Branch Director or Logistics Section Chief.
- d. Participate in Logistics Section/Service Branch planning activities.
- e. Determine level of emergency medical activities performed prior to activation of Medical Unit.
- f. Activate Medical Unit.

- g. Prepare the Medical Plan (ICS 206).
- h. Prepare procedures for major medical emergency.
- i. Declare major medical emergency, as appropriate.
- j. Respond to requests for medical aid.
- k. Respond to requests for medical transportation.
- l. Respond to requests for medical supplies.
- m. Prepare medical reports and submit, as directed.
- n. Maintain Unit/Activity Log (ICS 214).

**Food Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Service Branch Director or Logistics Section Chief.
- d. Determine location of working assignment, and number and location of personnel to be fed.
- e. Determine method of feeding to best fit each situation.
- f. Obtain necessary equipment and supplies to operate food service facilities.
- g. Set up Food Unit Equipment.
- h. Prepare menus to ensure incident personnel receive well-balanced meals.
- i. Ensure that sufficient potable water is available to meet all incident needs.
- j. Ensure that all appropriate health and safety measures are taken.
- k. Supervise cooks and other Food Unit personnel.
- l. Keep inventory of food on hand and receive food orders.
- m. Provide Supply Unit Leader food supply orders.
- n. Maintain Unit/Activity Log (ICS 214).

**Support Branch Director**

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

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

**Supply Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain a briefing from the Support Branch Director or Logistics Section Chief.
- d. Participate in Logistics Section/Support Branch planning activities.

- e. Provide Kits to Planning, Logistics and Finance Sections.
- f. Determine the type and amount of supplies enroute.
- g. Arrange for receiving ordered supplies.
- h. Review Incident Action Plan for information on operations of the Supply Unit.
- i. Develop and implement safety and security requirements.
- j. Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance Section.
- k. Receive, and respond to, requests for personnel, supplies, and equipment.
- l. Maintain inventory of supplies and equipment.
- m. Coordinate service of reusable equipment.
- n. Submit reports to the Support Branch Director.
- o. Maintain Unit/Activity Log (ICS 214).

**Facilities Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from the Support Branch Director or Logistics Section Chief.
- d. Review Incident Action Plan.
- e. Participate in Logistics Section/Support Branch planning activities.
- f. Determine requirements for each facility to be established.
- g. Determine requirements for the Incident Command Post.

- h. Prepare layouts of incident facilities.
- i. Notify unit leaders of facility layout.
- j. Activate incident facilities.
- k. Provide Base and Camp Managers.
- l. Obtain personnel to operate facilities.
- m. Provide sleeping facilities.
- n. Provide security services.
- o. Provide facility maintenance services – sanitation, lighting and cleanup.
- p. Demobilize base and camp facilities.
- q. Maintain Facilities Unit records.
- r. Maintain Unit/Activity Log (ICS 214).

**Security Manager**

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

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

**Ground Support Unit Leader**

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

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

**Vessel Support Unit Leader**

The Vessel Support Unit Leader is primarily responsible for (1) coordinating transportation of personnel, supplies, food, and equipment for waterborne resources; (2) fueling, servicing, maintaining and repairing vessels and other vessel support equipment;

- (3) implementing the Vessel Routing Plan; and (4) supporting out-of-service waterborne resources.
- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Support Branch Director or Logistic Section Chief.
- d. Participate in Support Branch/Logistics Section planning activities.
- e. Coordinate Vessel Routing Plan development.
- f. Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
- g. Coordinate water-to-land transportation with Ground Support Unit, as necessary.
- h. Maintain a prioritized list of transportation requirements to be scheduled with the transportation source.
- i. Support out-of-service vessel resources, as requested.
- j. Arrange for fueling, maintenance, and repair of vessel resources, as requested.
- k. Maintain inventory of support and transportation vessels.
- l. Maintain Unit/Activity Log (ICS 214).

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 11.**

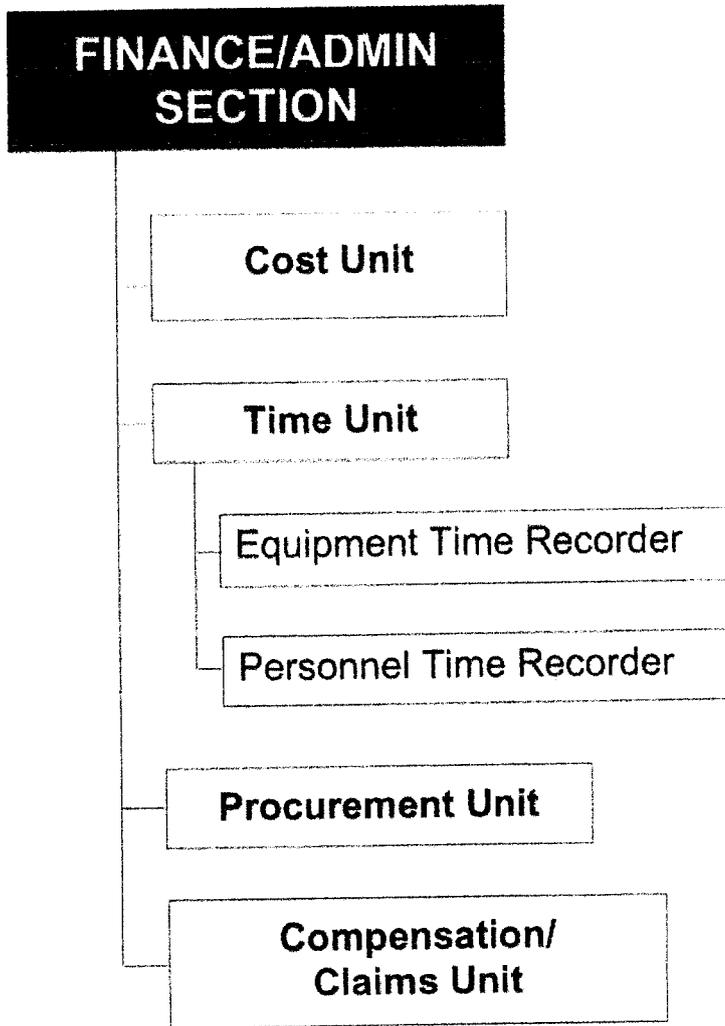
***Finance Roles  
and Responsibilities***

---

---

**Section 11 – Finance Section Responsibilities and Duties**

**FINANCE/ADMINISTRATION SECTION**



**Finance/Administration Section Chief**

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

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

**Cost Unit Leader**

The Cost Unit Leader is responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates

and cost-saving recommendations for the incident.

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

**Time Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Finance/Administration Section Chief.
- d. Determine resource needs.
- e. Establish contact with appropriate company/agency personnel/representatives.
- f. Organize and establish Time Unit.
- g. Establish Time Unit objectives.
- h. Ensure that daily personnel and equipment time recording documents are prepared in compliance with time policies.
- i. Submit cost estimate data forms to Cost Unit, as required.
- j. Provide for records security.
- k. Ensure that all records are current or complete prior to demobilization.

- l. Release time reports from assisting organizational entities to the respective Representatives prior to demobilization.
- m. Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- n. Maintain Unit/Activity Log (ICS 214).

**Procurement Unit Leader**

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

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

**Compensation/Claims Unit Leader**

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

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Finance/Administration Section Chief.
- d. Establish contact with Safety Officer, Liaison Officer and Company/Agency Representatives.
- e. Determine the need for Compensation for injury and Claims Specialists and order personnel, as needed.
- f. If possible, collocate Compensation-for-injury work area with the Medical Unit.
- g. Obtain a copy of the Incident Medical Plan.
- h. Coordinate with Procurement Unit on procedures for handling claims.
- i. Periodically review documents produced by subordinates.
- j. Obtain Demobilization Plan and ensure that Compensation-for-injury and Claims Specialists are adequately briefed on Demobilization Plan.
- k. Ensure that all Compensation-for-injury and Claims documents are up to date and routed to the proper company/agency.
- l. Maintain Unit/Activity Log (ICS 214).

*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 12.**

*Evacuation Plans*

---

---

## Section 12 - Evacuation Plans

In the event that circumstances necessitate an evacuation of the refinery or the surrounding vicinity, the person designated as the Emergency Coordinator is Ed Riege.

### 1. Location of Stored Materials:

Petroleum feedstocks, intermediates, products, and other chemicals are stored in various tanks as shown on *Map 6 – Tank Locations and Contents at Ciniza Refinery*. The largest concentration of storage is in the central Tank Farm. Several tanks are also located south of the Process Area and also near the tank truck loading rack. Drums and totes, containing various lubricants, chemicals, additives, and used oils, are also located within the warehouse and at various outdoor storage yards and points of usage within the refinery.

### 2. Hazard Imposed by Spilled Material:

Possible additional hazards imposed by spilled petroleum feedstocks and products into and on the Ciniza Refinery area include the following:

- \* Fire.
- \* Contamination of Water Resources could potentially affect irrigation, agricultural and drinking water resources.
- \* Infiltrate and affect the surrounding ground water in the Ciniza area.
- \* Vapor Cloud Explosion cause by pressurized hydrocarbons.
- \* Personnel exposure hazards including contact burns and toxic vapor inhalation.

### 3. Spill Flow Direction:

In the event that a spill occurs and escapes secondary containment, potential spill flow paths for various areas of the refinery are shown on *Map 2 – Spill Flow Direction at the Ciniza*

*Refinery.* In general, most spills will flow north or west. Spills that enter the refinery process sewer system will be captured at the Waste Water Treatment Unit. Other spills will migrate toward open ground and follow the natural slope and contour of the landscape.

4. Prevailing Wind Direction and Speed:

The prevailing wind direction in the vicinity of the refinery is west-to-east, however, east-to-west winds can occur as well. Orange colored wind socks are located throughout the refinery to aid in identifying the current local wind direction. Average wind speed is approximately 6 mph.

5. Water Currents, Tides, or Wave Conditions:

During times of moderate-to-heavy rainfall, the South Fork of the Rio Puerco flows from west to east; and is otherwise empty and dry.

6. Arrival Route of Emergency Response Personnel and Equipment:

The primary arrival route for off-site emergency responders is via the off-ramps and north-side access road at Exit 39 on Interstate 40. Emergency Response Personnel and Equipment will arrive via the following routes: (See *Map 4 – Routes for Emergency Response Personnel & Equipment.*)

- a. From the East, travel West on Interstate Highway 40 and turn north on Route 3 just past the Pilot Travel Center on the right side of the road. Proceed north to the Ciniza Refinery entrance.
- b. From the North, travel South on US Highway 660 to Interstate Highway 40 and turn east. Continue for

approximately 7 miles and turn north on Route 3 just before the Pilot Travel Center. Proceed to the Ciniza Refinery entrance.

- c. From the West, travel East on Interstate Highway 40 and turn north on Route 3 just past the Pilot Travel Center on the right side of the road. Proceed north to the Ciniza Refinery entrance.

7. Evacuation Route:

In the event of an Emergency Response Incident at the Ciniza Refinery, two or four blasts will be sounded throughout the Refinery depending on the severity of the incident. In the event of a small incident, two blasts will sound and non-essential and transportation personnel as well as contractors and visitors will shelter-in-place until the Incident Commander verbally signals that the situation is under control. For a large incident, four blasts will sound and personnel exit through the front gate Guard House where they will be accounted for. They then proceed south to the bottom of the hill. (See *Map 5 – Evacuation Routes to Evacuation Assembly Area.*)

Refinery personnel have emergency duty assignments and will report to the Muster Station to respond to the incident unless the safety of these personnel is in danger. In this case, total evacuation may be necessary. Communication will be maintained between emergency crew leaders and the Incident Command Post. If the incident becomes life threatening, personnel will be evacuated to the Incident Command Post or a designated area and await further instructions.

Considerations to be taken for safe evacuation include:

- \* Location of the incident in relation to work area.
- \* Exit locations in relation to work area and location of the incident.
- \* Wind Direction.

- \* Type of Emergency: Fire, Vapor Release, Chemical Release, etc.
- \* Restricted access due to debris, downed power lines, etc.

The refinery control room will be evacuated only as a last resort and all automatic and failsafe systems will be activated before doing so, unless otherwise instructed.

8. Alternative Route of Evacuation:

If the incident occurs in such a manner that employees cannot get to the main entrance, they are to exit through the Gates 2 - 5 and walk around the refinery to the Guard House to be accounted for. They may also use the Walkthrough Gate or the South Door Region Acct. Evacuation Route on the South Side of the complex and proceed to the Guard House. If the Guard House is impacted by the incident, a checkpoint will be established in a safe area south of the Guard House.

9. Transportation of Injured Personnel to Nearest Emergency Medical Facility:

Injured personnel will be transported to the Rehobeth McKinley County Hospital located at 1901 Red Rock Drive in Gallup via ground ambulance traveling along Interstate 40. The refinery owns and maintains an ambulance on-site. Helicopter air evacuation is also available, but must be requested by authorized personnel; including certified EMTs and the State Patrol.

10. Location of Alarm/Notification Systems:

If deemed necessary, the on-duty shift supervisor or Incident Commander may make use of the refinery steam whistle to signal an alert to other employees. This steam whistle may be activated from within the Boiler House. If the steam whistle is

disabled, notice for evacuation will be communicated by telephone, radio or other means.

11. Centralized Check-in/Assembly Area for Evacuation Validation:

The centralized check-in location for evacuating personnel will be the at the Guard House located near the entrance to the refinery.

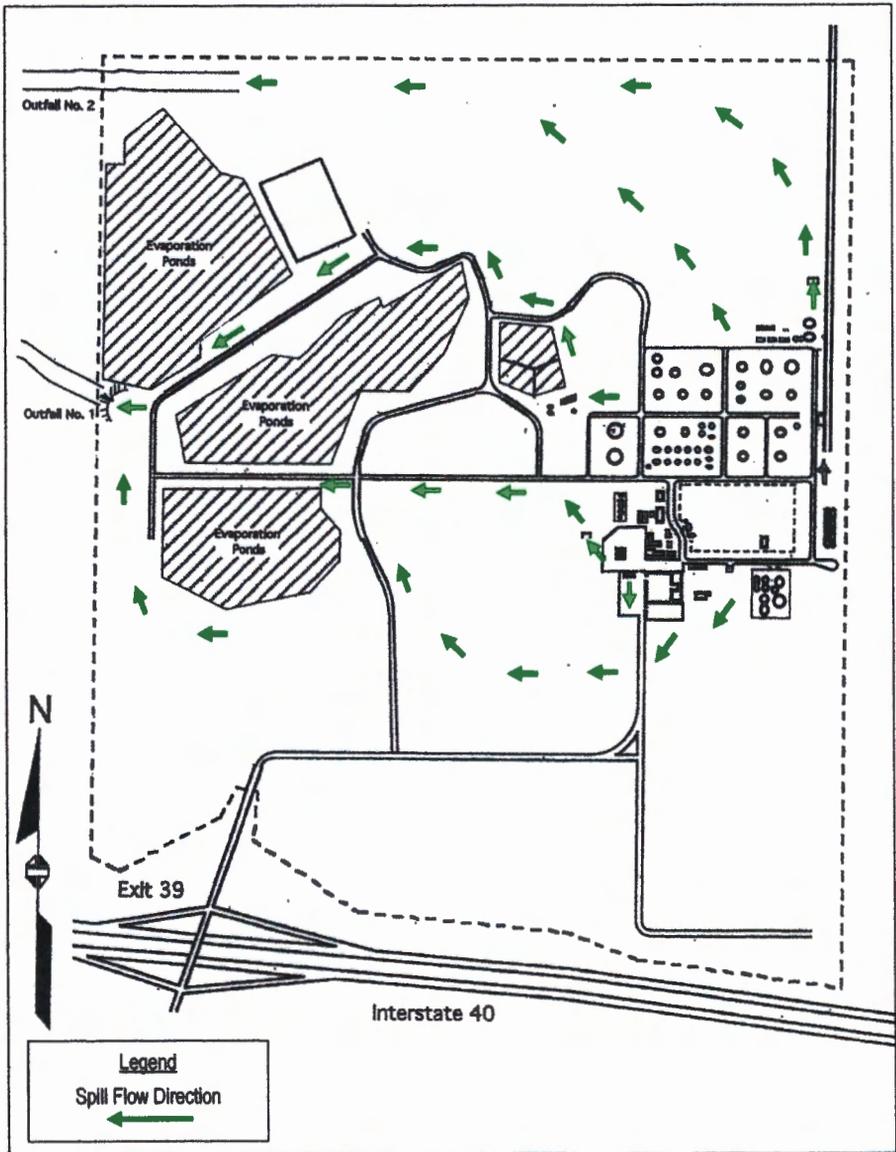
12. Selection of Incident Command Post:

The Incident Command Post will be set up in the Conference Room in the Ciniza Refinery Main Office located on Route 3. This post may be used to assist in coordinating emergency response activities and communicate with public authorities. An Operations Center will be set as close to the site of the spill as is deemed safe by the Safety Officer.

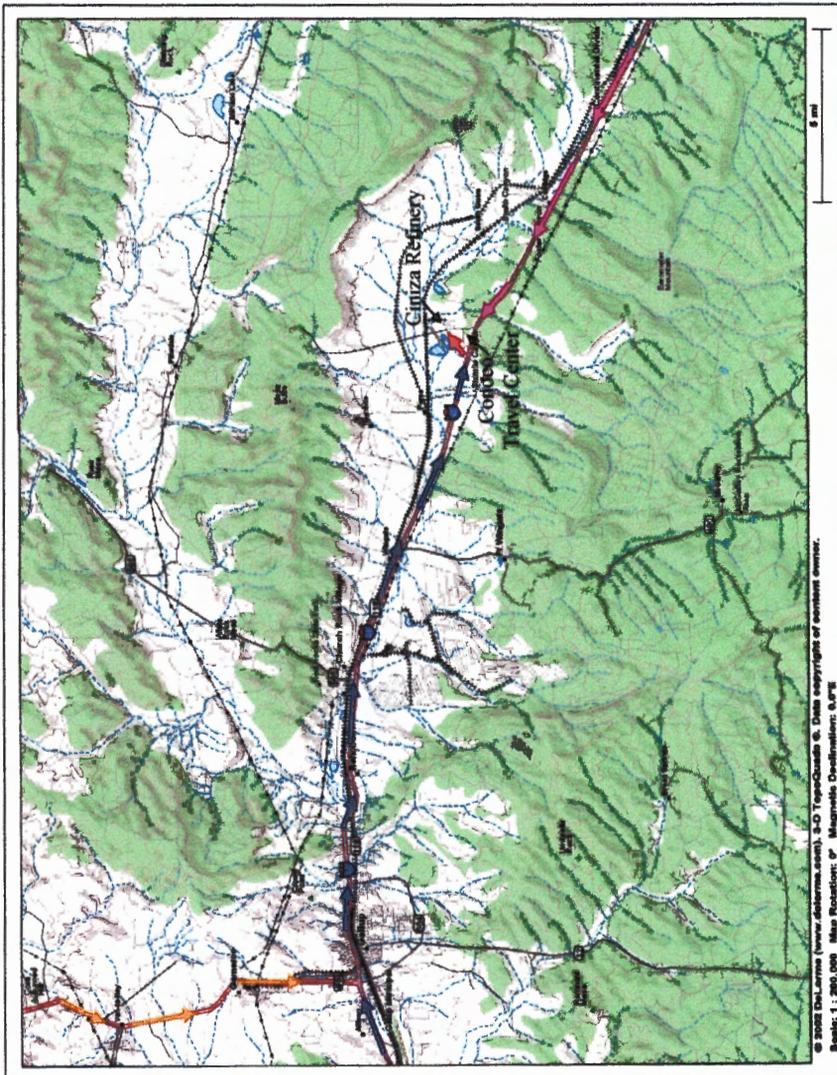
13. Optional Evacuation Shelter:

As an alternative to evacuation off-site, the Incident Commander in charge of the response may use the Refinery Main Office Building as an Assembly Area for the duration of the response, provided that it is safe to do so.

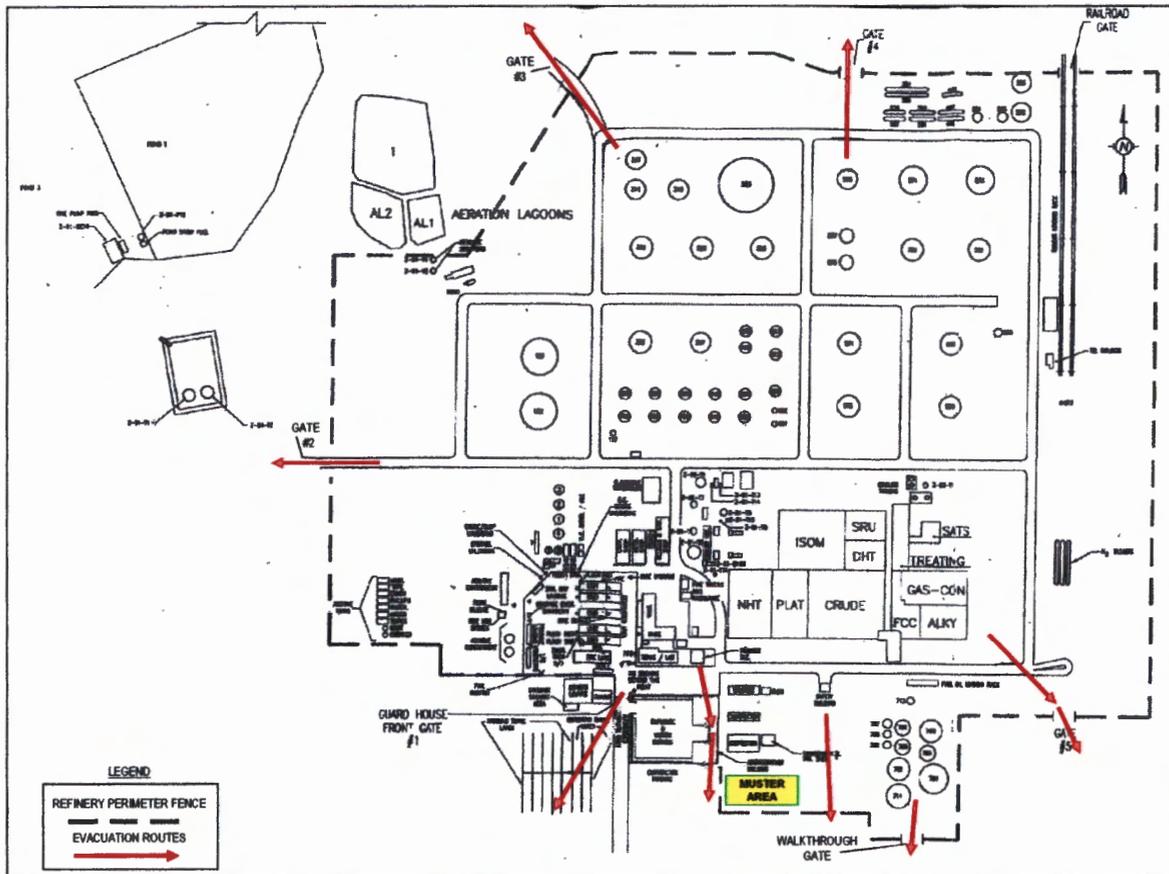
Map 2 – Spill Flow Direction at Ciniza Refinery



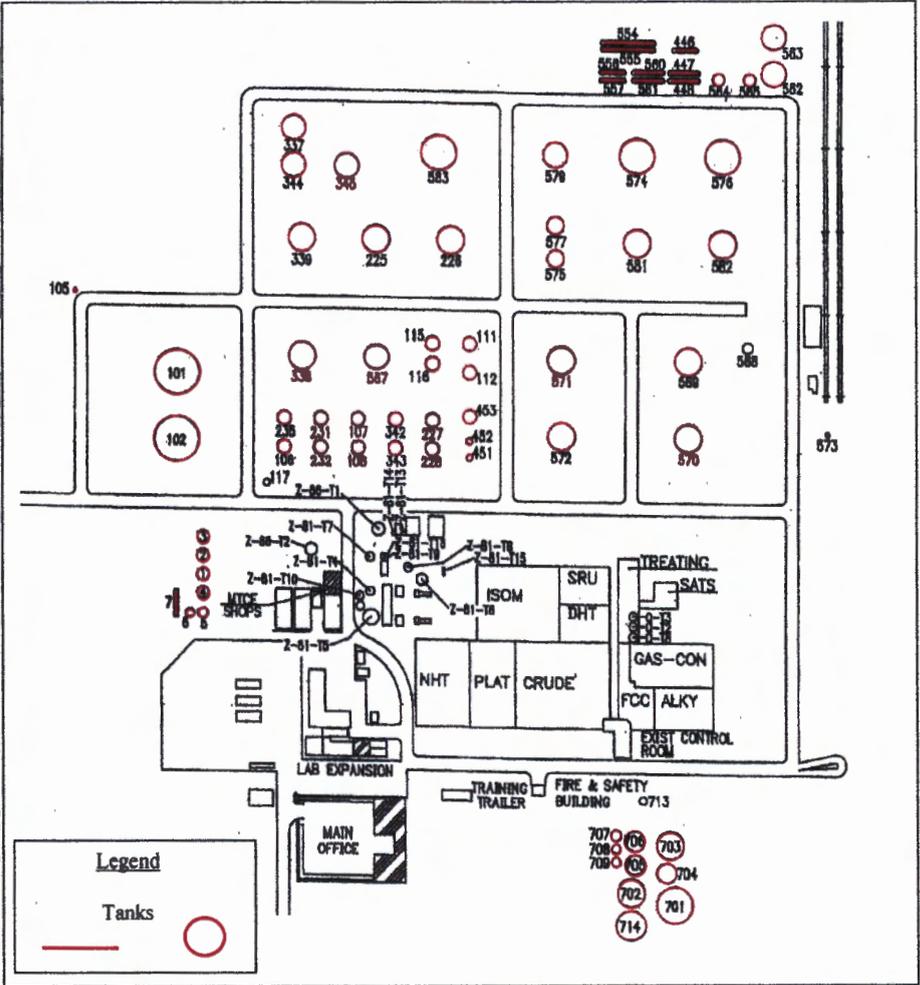
Map 4 – Routes for Emergency Response Personnel and Equipment



Map 5 - Evacuation Routes from the Ciniza Refinery



Map 6 - Tank Locations and Contents at Ciniza Refinery



**Aboveground Storage Tank Numbers and Contents**  
 (Refer to Map 6 – Tank Locations and Contents at Ciniza Refinery)

<u>Tank Number</u>	<u>Tank Contents</u>
1	Diesel
2 – 4	Gasoline
5	Ethanol
6	MTBE
7	Isomerate
101, 102	Crude Oil
105	Slop Oil
106	Kerosene
107	Slop Oil
108	Alkylate
111	LCO
112, 115	ULSD
116	Distillate
225, 226	ULSD
227, 228	Kerosene
231, 232, 235	Slop Oil
337 – 339	Naphtha
342, 343	Ethanol
344, 345	Reformate
446	Olefins
447, 448	Isobutane
451, 452	Gasoline
453	Kerosene
554	Olefins
555	Butane
556, 557	Propane
560, 561	Butane
562	Isomerate
563	Natural Gasoline
564	S. R. Gasoline
565	Toluene
567	Gasoline
569 – 572	Gasoline
574	S. R. Gasoline
575	Kerosene
576	Lt. Cat. Gasoline
577, 579	Diesel
581	Slop Oil
582	Gasoline
583	Diesel
701, 702	FCC Feed
703, 704	Slop Oil
705, 706	Fuel Oil
707 – 709	Slop Oil
714	FCC Feed

*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 13.**

*Immediate Action Plan*

---

---

### Section 13 - Immediate Action Plan

- A. In the Event of a Spill at Ciniza Refinery, the Emergency Response Immediate Response Actions will include the following at a minimum:
1. Shut off source of spill, if possible. Contact the Incident Commander/Qualified Individual.
  2. Alert personnel in the area and evacuate all non-essential personnel and customers upwind and uphill, if possible. Remove vehicles from the area if possible to do so safely.
  3. Evaluate the Potential Hazards involved in the emergency and ensure the safety of response personnel through the use of protective equipment as outlined by OSHA 1910.120 (q)(6) – Hazardous Waste Operations and Emergency Response.
  4. Activate the Incident Command Post. The Initial Designated Command Post for Small, Medium and Worst Case Petroleum Spills is presently the Ciniza Refinery Administration Building located at I-40, Exit 39. (See *Map 8 – Emergency Response Personnel and Equipment Assembly Area* at the end of this section).  
  
The Incident Commander, depending on the location and circumstances of the spill, will designate additional Staging Areas other than the Employee and Visitor Parking Lot West of the Administration Building and the Contractor Parking Lot South of the Administration Building.
  5. Perform necessary Notifications of the Ciniza Refinery Spill Response Team Personnel, Federal, State and Local Environmental Compliance Response Agencies, and Contract Response Organizations.

6. Evacuate all Non-Essential Personnel: Customers, Building/Maintenance Contractors, Residents and Ciniza Refinery Employees from the area.
7. Activate and Mobilize Ciniza Refinery Facility Oil Spill Containment, Recovery, Storage and Disposal Equipment.
8. Select Proper Equipment to Minimize Sources Capable of Igniting Flammable Vapors as a result of a Petroleum Product Spill at any level.
9. Conduct the following Spill Response Activities:
  - a. Trench and Dike any Culverts and Open Channels that would allow any flowing Petroleum Product off Ciniza Refinery's property.
  - b. Construct Dams and Wiers and in the washes to contain the spill there and attempt to prevent it from reaching the Rio Puerco.
  - c. Deploy sand, sorbent pads and sorbent boom in the Secondary Containment Area to absorb spilled product
10. Implement Countermeasures to include the following:
  - a. Mitigate contamination of water supplies, if applicable.
  - b. Establish neutralization procedures.
11. Collect and remove Crude Oil, Gasoline and/or Diesel fuel from the surrounding area using the following equipment and techniques, when applicable.
  - a. Backhoes
  - b. Pumps

- c. Vacuum Trucks
  - d. Oil Sorbents
  - e. Physical/Chemical Treatment
12. Mitigate impact to Environmentally Sensitive Areas.
13. Reclaim, Treat and/or Dispose of Recovered Crude Oil, Gasoline and/or Diesel and Contaminated Materials in accordance with applicable Federal, State and Local Regulations.
- B. During and After an Emergency Response Operation, appropriate Decontamination Procedures will be implemented under the direction of the Incident Commander.

Decontamination primarily consists of physically removing contaminants or changing their chemical nature to an innocuous substance in a controlled environment and manner. Prior to leaving the Contamination Zone, Ciniza Refinery Oil Spill Response Personnel will have to undertake Decontamination Procedures as outlined by OSHA 1910.120(q)(6) – Hazardous Waste Operations and Emergency Response Procedures.

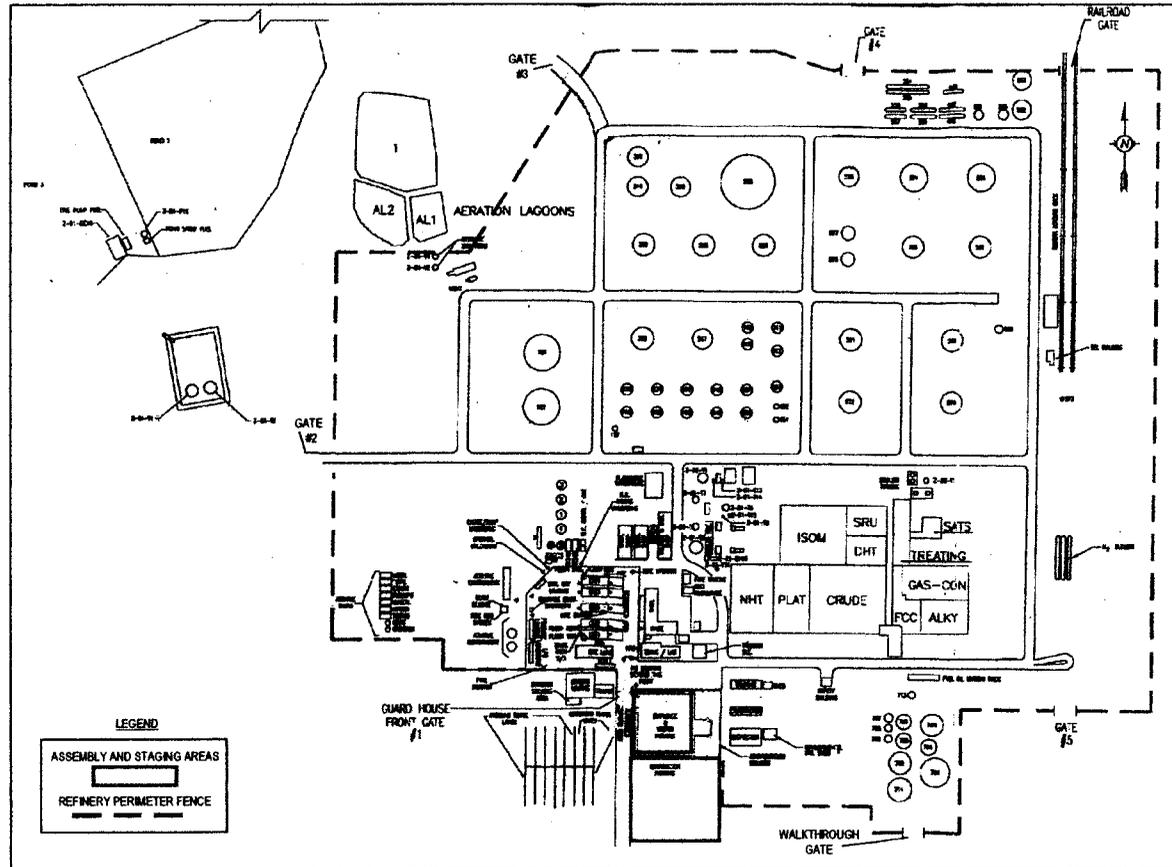
Factors to be considered in determining appropriate Decontamination Procedures specific to each Crude Oil, Gasoline and/or Diesel Fuel Spill Incident, include the following at a minimum:

1. Type of Contamination: The extent of contamination depends on the toxicological effects of the contaminants. Highly toxic or skin-destructive substances require a thorough decontamination method. The established Decontamination Procedures can be downgraded for less toxic contaminants.
  - a. A Crude Oil, Gasoline and/or Diesel Fuel Spill will initially require Oil Spill Response Personnel to wear

Level C Personal Protective Clothing and Equipment with established Level C Decontamination Procedures.

- b. Based upon Field Monitoring, Weather Conditions, Recovery Conditions, Time, etc. Ciniza Refinery Oil Spill Response Personnel will be able to downgrade both their PPE and Decontamination Procedures to a Modified Level C for Oil (Petroleum Product) Spill, as outlined by OSHA.
2. Amount of Contamination: The amount of Crude Oil, Gasoline and/or Diesel Fuel spilled is initially determined visually, then verified analytically. Decontamination required for heavily contaminated shoreline response and cleanup.
3. Effectiveness: Immediate analytical methods to determine the effectiveness of decontamination are typically not available. Visual observations can be used to determine the adequacy of the decontamination. Discoloration, stains, corrosive effects and materials adhering to the surface may indicate the contaminants have not been properly removed.
4. Location: Decontamination should be performed in an area that will minimize exposure to uncontaminated employees and/or equipment. This area is commonly known as the Contamination Reduction Zone and/or Warm Zone.
5. Equipment: Typical equipment used for decontamination procedures includes brushes, detergent, pressurized water supply, containment pools, etc., all easily available. Equipment is typically decontaminated by scrubbing with detergent and/or water following by rinsing with water.
6. Heavy Equipment: Bulldozers, vacuum trucks, trucks, backhoes and other heavy equipment should be rinsed with water under high pressure in designated decontamination areas. Accessible parts including tires should be scrubbed with detergent and rinsed with water.

Map 8 – Emergency Response Personnel & Equipment Assembly and Staging Areas



***Giant Refining Co. – Ciniza Refinery***  
***Gallup, New Mexico***

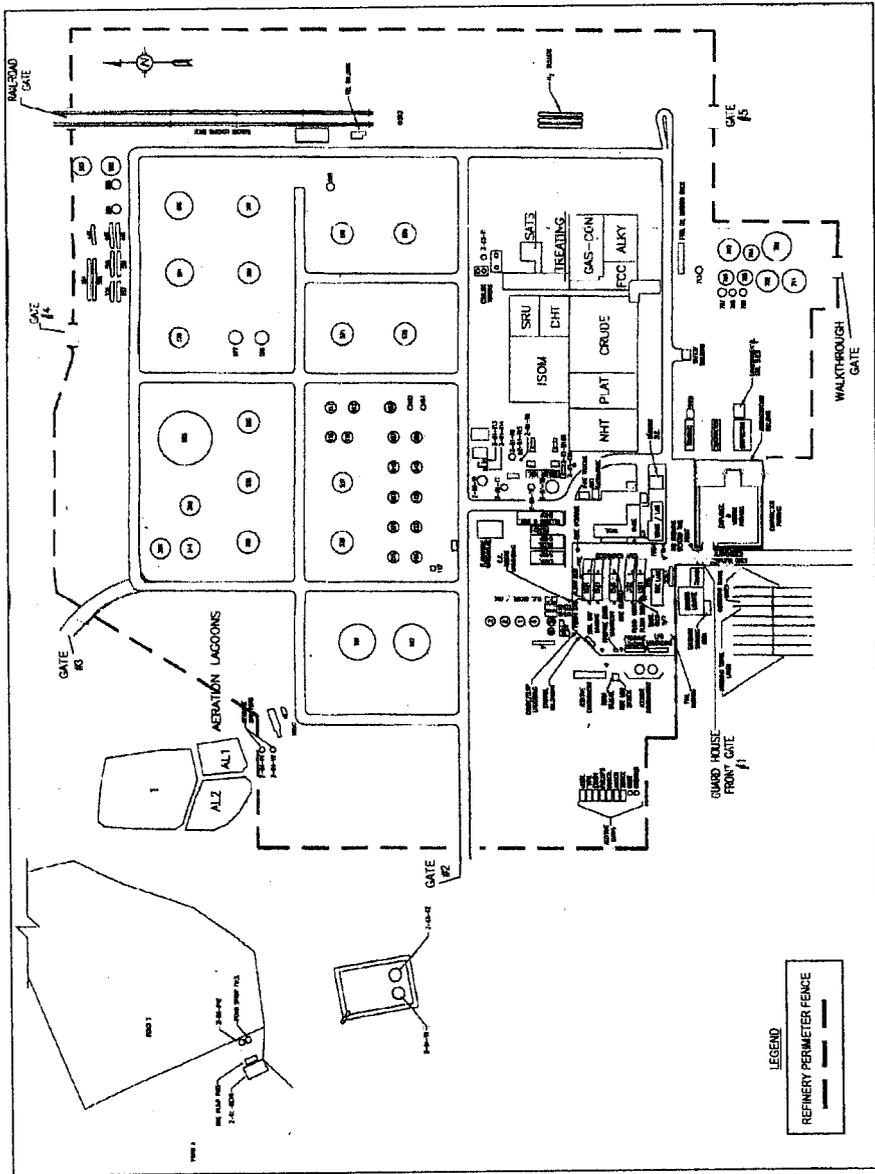
**Section 14.**

***Diagram of the Facility***

---

---

Diagram of Ciniza Refinery Facility



*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 15.**

*Meetings and Briefings*

---

---

## Section 15 - Meetings and Briefings

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

Longer term, more complex responses will likely require a dedicated Planning Section Chief (PSC) who must arrange for transition into the Operations Period Planning Cycle. Certain meetings, briefings, and information gathering during the Cycle lead to the Incident Action Plan (IAP) that guides operations of the next operational period. Only the meetings and events directly relevant to assembling the IAP are described. The IC/UC specifies the operational periods (e.g., 72 hour shifts, sunrise to sunset, 24 hour shifts).

The Special Purpose meetings are most applicable to larger incidents requiring an Operational Period Planning Cycle, but may have utility during Initial Response and Assessment. The Unified Command Meeting is described in some detail, other special purpose meetings are briefly noted.

### Initial Response and Assessment

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

**When:** New IC/UC; staff briefing as required

**Briefer:** Current IC

**Attendees:** Prospective IC/UC; Command and General Staff as required

**Agenda:** Using ICS 201 as an outline, include:

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

**Operational Period Planning Cycle**  
(Events most related to assembling IAP)

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

- When:** Prior to Planning Meeting
- Facilitator:** Planning Section Chief (PSC)
- Attendees:** IC/UC, PSC, OPS, Logistics Section Chief (LSC), Resources Unit Leader (RUL), Situation Unit Leader (SUL)
- Agenda:**
1. Review of current response status and conditions, Area at Risk, and Strategic Objectives.
  2. Develop Tactical Objectives for the next operational period (clearly stated and attainable with the resources available, yet flexible enough to allow OPS to choose tactics).
  3. Develop Preliminary Operating Divisions and Strategies (primary and alternatives).
  4. Prepare a draft of ICS for 215 to identify resources that should be ordered through Logistics. This process can be completed by OPS and RUL after the meeting adjourns, with RUL preparing a poster size 215 for the Planning Meeting.

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

**When:** After the UC and Tactical Meetings  
**Facilitator:** Planning Section Chief  
**Attendees:** Determined by IC/UC, generally IC/UC, Command Staff, PSC, OSC, LSC, Air Ops, RUL, SUL, and Technical Specialists as required.

<b>Agenda:</b>	<b>Primary Responsibility</b>
1. State incident strategic objectives – policy issues	IC/UC
2. Briefing of situation, critical and sensitive areas, weather/sea forecast, resource status/availability	PSC w/SUL, RUL
3. State primary and alternative strategies to meet objectives	OPS w/PSC, LSC
4. Designate Branch, Division, Group boundaries and functions as appropriate, use maps and ICS 215.	OPS
5. Specify tactics for each Division, note limitations.	OPS, SUL assist

<b>Agenda:</b>	<b>Primary Responsibility</b>
6. Specify resources needed by Divisions/Groups.	OPS, w/PSC, LSC
7. Specify operations facilities and reporting locations - plot on map.	OPS, LSC assist
8. Develop resources, support, and overhead order (orders).	PSC, LSC
9. Consider support: communications, traffic, safety, medical, etc.	LSC, PSC assist
10. Contributing organization/ agency considerations regarding work plan.	LO
11. Safety considerations regarding work plan.	SO
12. Media considerations regarding work plan.	IO
13. Finalize, approve work plan for next operational period.	IC

Incident Action Plan (IAP) Preparation, Planning Meeting attendees immediately prepare their assignments for the IAP to meet the PSC deadline for assembling the IAP components. The deadline will be early enough to permit timely IC/UC approval, and duplication of sufficient copies for the Operations Briefing and for overhead.

**When:** Immediately following Planning Meeting, PSC assigns deadline.

**Facilitator:** Planning Section Chief (PSC)

<b>Common Components:</b>	<b>Responsible to Prepare (Primary/Reviewer)</b>
1. Incident Objectives (ICS 202).	Planning
2. Organization List/Chart (ICS 201 or 207).	Planning (Resources)

**Common Components:**

**Responsible to Prepare  
(Primary/Reviewer)**

- |                                  |                            |
|----------------------------------|----------------------------|
| 3. Assignment List (ICS 204).    | OPS/Planning/<br>Logistics |
| 4. Communication Plan (ICS 205). | Logistics                  |
| 5. Medical Plan (ICS 206).       | Safety/Logistics           |
| 6. Incident Map .                | Planning<br>(Situation)    |

**Optional components (use as pertinent):**

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. Air Operations Summary (ICS 220) . | Operations<br>(Air Operations)       |
| 2. Traffic Plan.                      | Logistics (Ground<br>Support Unit)   |
| 3. Demobilization Plan.               | Planning<br>(Demobilization<br>Unit) |

**Operations Briefing.** This less than 30 minute meeting conveys the IAP for the oncoming shift to the response organization. After this meeting, off-going field supervisors should be interviewed by their reliefs and by OPS in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics may be made by the operations section supervisor in whose purview they are. Similarly, a supervisor may reallocate resources within that division to adapt to changing conditions.

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

- |  |                                   |
|--|-----------------------------------|
| <b>Agenda:</b>                                 | <b>Primary<br/>Responsibility</b> |
| 1. Review of IC/UC Objectives, changes to IAP. | PSC                               |

<b>Agenda:</b>	<b>Primary Responsibility</b>
2. Current response actions and last shift's accomplishments.	OPS
3. Weather and sea conditions forecast.	SUL
4. Division/Group and air operations assignment.	OPS
5. Trajectory analysis.	SUL
6. Transport, communications, supply updates.	LSC
7. Safety message.	SO
8. Financial report.	FSC
9. Media report.	IO
10. Contributing organization/agency reports of concern.	LO
11. Incident Action Plan approval and motivational remarks.	IC/UC

**Special Purpose**

Unified Command Meeting. Provides UC officials with an opportunity to discuss and concur on important issues prior to joint incident action planning. The meeting should be brief, and important points documented. Prior to the meeting, parties should have an opportunity to review and prepare to address the agenda items. Planning meetings will use the results of this meeting to decide on tactical operations, establish resource requirements and determine availability, make assignments, establish a unified operations section, and establish combined planning, logistics, and finance sections as needed.

**When:** When UC is formed, prior to the first operational prior planning meeting.

**Facilitator:** UC member.

**Attendees:** Only IC's that will comprise UC.

**Agenda:**

1. Jurisdictional priorities and objectives.
2. Present jurisdictional limitations, concerns, restrictions.
3. Develop collective set of incident objectives.

4. Establish and agree on acceptable priorities.
5. Adopt an overall strategies to accomplish objectives.
6. Agree on basic organization structure.
7. Designate the best qualified and acceptable Operations Section Chief.
8. Agree on General Staff personnel designations and planning, logistical, and finance agreements and procedures.
9. Agree on resource ordering procedures to follow.
10. Agree on cost-sharing procedures.
11. Agree on informational matters.
12. Designate one official to act as the Unified Command spokesperson.

Unified Command Briefing. Regular briefings on current response status provided to UC officials at scheduled time intervals. This briefing is presented by each of the section chiefs with specialized support as required. The meeting should be brief, and focused on updating the response and IAP status with opportunity for UC to inject questions and provide interim direction.

**When:** At discretion of UC.

**Facilitator:** General Staff Section Chiefs.

**Attendees:** Only Section Chiefs and Command Staff.

- Agenda:**
1. Review any action items from prior briefing or meeting.
  2. Present status and update of response
    - Operations
    - Logistics
    - Planning
    - Safety
    - Public Affairs
    - Liaison
    - Finance/Admin.
  3. Review assigned Action Items and Schedule next update UC Briefing.

### Other Special Purpose Meetings

These meetings/briefings are held as required to improve operations.

Command Staff Meeting. Coordinate Command Staff functions, responsibilities, objectives. It is held before the Tactical Meeting. Command Staff (IC/UC, SO, LO, IO) attend.

Command and General Staff Breakfast/Supper. An opportunity for the Command (IC/UC, SO, LO, IO) and General Staff (OSC, PSC, LSC, F/ASC) to gather under informal and relaxing conditions to share and update each other on developing issues.

Business Management Meeting. This under 30 minute meeting develops and updates the operating plan for finance and logistics support. The agenda could include: finance requirements and criteria imposed by contributing organizations, business operating plan for resource procurement and incident funding, cost analysis and financial summary data. Attendees include: F/ASC, Cost UL, LSC, Supply UL. It is generally conducted before the Planning Meeting.

Agency Representative Meeting. To update agency representatives and ensure that they can support the IAP. Conducted by LO, attended by Agency Representatives. Most appropriately held after the Planning Meeting in order to announce plans for next operational period, yet allow for changes should the plan's expectations be unattainable by an agency.

Press Conference. To brief media and the public that the incident is being handled competently. Conducted by IO and usually featuring IC/UC with assistance for response organization members required addressing a particular issue.

### Legend

IC	Incident Commander
UC	Unified Command
PSC	Planning Section Chief
OPS	Operations Section Chief

OSC Operations Section Chief  
LSC Logistics Section Chief  
F/ASC Finance/Admin. Section Chief  
FSC Finance/Admin. Section Chief

SO Safety Officer  
LO Liaison Officer  
IO Information Officer

SUL Situation Unit Leader  
RUL Resources Unit Leader

UL Unit Leader

***Giant Refining Co. – Ciniza Refinery***  
***Gallup, New Mexico***

**Section 16.**

***Area Contingency Plan***  
***(Sample Format)***

---

---

# **AREA CONTINGENCY PLAN**

## **Sample Format**

### **1000 – Introduction**

- 1100 – Authority
- 1200 – Definitions and Acronyms
- 1300 – Area Committee Purpose and Objective
- 1400 – Geographic Boundaries
- 1500 – National and Area Response System
- 1600 – Area Organizations: Authorities and Policies
- 1700 – Plan Review
- 1800 – Exercise Process
- 1900 – Reserved

### **2000 – Command**

- 2100 – Command Structure: Unified Command
- 2200 – Command/Staff Elements: Roles and Responsibilities

### **3000 – Operations**

- 3100 – Operations Section Organization
- 3200 – Roles and Responsibilities
- 3300 – Initial Emergency Communications
- 3400 – Required Correspondence
- 3500 – Response Priorities
- 3600 – Response Strategies

### **4000 – Planning**

- 4100 – Planning Section Organization
- 4200 – Roles and Responsibilities
- 4300 – Compliance Guidance
- 4400 – Response Priorities
- 4500 – Strategic Response Strategies
- 4600 – Environmental Sensitivity Indices, Maps and Information

## **Area Contingency Plan**

**Page 2**

### **5000 – Logistics**

- 5100 – Logistics Section Organization
- 5200 – Roles and Responsibilities
- 5300 – Communications
- 5400 – Area Resources: Infrastructure
- 5500 – Area Resources: Response Equipment
- 5600 – Area Resources: Personnel and Services

### **6000 – Finance/Administration**

- 6100 – Finance/Administrative Section Organization
- 6200 – Roles and Responsibilities
- 6300 – FOOSC Access to Funds
- 6400 – Other Access to Funds
- 6500 – Cost Recover and Documentation Procedures

### **7000 – Hazardous Materials (HazMat) Unique Information**

- 7100 – Introduction
- 7200 – Command
- 7300 – Operations
- 7400 – Planning
- 7500 – Logistics
- 7600 – Finance

### **8000 – Marine Fire Fighting (Optional – may reference stand-alone plan)**

- 8100 – Introduction
- 8200 – Command
- 8300 – Operations
- 8400 – Planning
- 8500 – Logistics
- 8600 – Finance

**9000 – Area Planning Documentation**

- 9100 – Area Committee Charter and Membership –  
(Reference to Section 1300)
- 9200 – Plan Review and Exercise Process – (Reference  
to Sections 1700 and 1800)
- 9300 – Planning Assumptions: Background Information
- 9400 – Spill and Discharge History
- 9500 – Scenarios – (Reference to Section 4700)
- 9600 – Geographic Specific Response Plans Cross  
Referenced with Other Sections as  
Appropriate
- 9700 – Reference Plans
- 9800 – Reserved for Future HQ Designation
- 9900 – Appendix

**Index**

*Giant Refining Co. – Ciniza Refinery*  
*Gallup, New Mexico*

**Section 17.**

***Incident Situation Displays***

---

---

## **Section 17 - Incident Situation Displays**

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

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

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

An Incident Situation Display should be established and maintained by the Situation and Resource Unit Leaders. It should be situated in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. Since it is an active work area, it should be located away from areas subject to heavy foot traffic.

Although an Incident Situation Display is established and maintained by personnel in the Planning Section, it belongs to everyone in the ICS. To the extent the Incident Situation Display contains information about

activities underway in other Sections, it is the obligation of appropriate personnel in those Sections to work with Planning to ensure information posted in the Incident Situation Display is accurate and up-to-date. It is likewise the responsibility of the status board monitors within the Situation Unit to seek out sources and establish paths and schedules for needed information.

As time allows, black-and-white 8" x 10" versions of the status board information should be prepared. These documents should be time-stamped and distributed within the ICS and remotely, and copies should be made available at Incident Situation Display.

Example of a Situation Display Layout

Incident Facts	Incident Facts Update	Weather	Others (1)	Situation Map	Status of Resources (2)	Objectives	Organization	Others (3)
----------------	-----------------------	---------	------------	---------------	-------------------------	------------	--------------	------------

(1) Safety and Health Considerations, Mass Balance, Sensitive Areas, Etc.

(2) En Route, Assigned, Available, and Out-of-Service (usually done with T-cards), and ICS 215 Operational Planning Worksheet.

(3) Agency Notifications, Incident-specific plans, Operational Period, Schedule of Meetings, General Plan.

The Situation Display can be viewed as having two halves. The left half should contain Status Boards that present information on the incident and factors, such as weather, that may impact the safety, efficiency or effectiveness of tactical response operations. Under ICS, this portion is often referred to as Situation Status (SitStat).

The right half should contain Status Boards that depict information on the nature and status of emergency response operations. Under ICS, this portion is often referred to as Resource Status (RESTAT).

In the middle of the Display, a Situation Map should be posted that visually displays the following information:

- Location of the source.
- Location of spilled or released materials.
- Location of incident facilities.
- Locations of Branches, Divisions, Groups, Task Forces, Strike Teams, and Single Resources.

The Situation Map should be accompanied by a key. The ICS symbols depicted on the following pages can be used to represent the items listed above.

## ICS Map Display Symbolology

Suggested for Placement on Base Map:

Suggested for Placement on Overlays:

**Minimum Recommended**

Black	000	Highlighted Geographic	Blue		Staging Area
	00	Or			Hospital/First Aid
	.-.-.-.	Manmade Features			Radio Communications
	XXX	Completed Dozer Line			Telephone
	*_*_*	Completed Boom Line			Boom Deployed
	#-#-#	Completed Pompom Line			OSRO Skimmer
	10	Spill/Hazard Origin	Red		Sensitive Biological Resources
	AUG	⊗ (Identify Type of Hazard, e.g. Powerlines)			Diving Bird
	1430				Gull/Tern
Blue		▣ Incident Command Post			Shorebird
		⊙ Camp (Identify by Name)			Wading Bird
		● Helispot (Location and Number)			Fish
		⊕ Helibase			Nursery Area

**ICS Map Display Sympology**

Black	CS	Containment Sites
	ST	Strike Teams
	TF	Task Forces
	D	Divisions
	DC	Decontamination

**ICS Map Display Symbology (Cont.)**

**Suggested for Placement on Base Map:**

G	Groups
≈	Water
---	Rivers
===	Roads
—	Above-ground Pipeline
***	Control Zones

**INCIDENT NAME STATUS BOARD**

Incident Name:

--

**CLAIMS PHONE NUMBER STATUS BOARD**

Claims Phone Number:

--

**INCIDENT FACTS STATUS BOARD**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location:      Latitude:      \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " (N)

Longitude:      \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " (N)

Geographic: \_\_\_\_\_

Name of Involved Facility: \_\_\_\_\_

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

Description of Incident: \_\_\_\_\_

Type of Material Spilled: \_\_\_\_\_

Amount of Material Spilled: \_\_\_\_\_

Amount of Material At Risk: \_\_\_\_\_

Status of Source:      Controlled: \_\_\_\_\_      Continuing: \_\_\_\_\_

Other: \_\_\_\_\_

Status of Personnel:      Casualties: \_\_\_\_\_      Injuries: \_\_\_\_\_

Other: \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_



**WEATHER STATUS BOARD**

CURRENT

Wind Speed: \_\_\_\_\_ Wind Direction: \_\_\_\_\_  
Air Temperature: \_\_\_\_\_ Precipitation: Rain \_\_\_\_ Snow \_\_\_\_  
Ceiling: \_\_\_\_\_

Wave Height: \_\_\_\_\_ Wave Direction: \_\_\_\_\_  
Current Speed: \_\_\_\_\_ Current Direction: \_\_\_\_\_  
Water Temperature: \_\_\_\_\_

Sunrise: \_\_\_\_\_ Sunset: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

FORECAST

Wind Speed: \_\_\_\_\_ Wind Direction: \_\_\_\_\_  
Air Temperature: \_\_\_\_\_ Precipitation: Rain \_\_\_\_ Snow \_\_\_\_  
Ceiling: \_\_\_\_\_

Wave Height: \_\_\_\_\_ Wave Direction: \_\_\_\_\_  
Current Speed: \_\_\_\_\_ Current Direction: \_\_\_\_\_  
Water Temperature: \_\_\_\_\_

Sunrise: \_\_\_\_\_ Sunset: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**SAFETY AND HEALTH STATUS BOARD**

Safety Officer On-Scene? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Safety Officer \_\_\_\_\_

Summary of Results of Site Characterizations:

Chemical

Physical


Area Isolated:	Yes _____	No _____
Hazard Control Zones Established?	Yes _____	No _____
Hazard Control Zones Secured?	Yes _____	No _____
Medical Screening Established?	Yes _____	No _____
Personnel Training Levels Verified?	Yes _____	No _____
Decontamination Area(s) Established?	Yes _____	No _____
First Aid Areas Established?	Yes _____	No _____

Levels of PPE Required: \_\_\_\_\_

Incident-Specific Site Safety Plan:

In Preparation Estimated Time of Completion: \_\_\_\_\_

Completed and Approved

MASS BALANCE STATUS BOARD

<u>Factor</u>	<u>Last 24 Hours</u>	<u>To Date</u>
Amount Spilled	_____	_____
Amount Recovered	_____	_____
Evaporation Factor	_____ percent	_____ percent
Nat. Dispersion Factor	_____ percent	_____ percent
Emulsification Factor	_____ percent	_____ percent
Amount Remaining:		
On Water	_____	_____
On Land	_____	_____









**OBJECTIVES STATUS BOARD**

Incident Name: \_\_\_\_\_

Most Recent Update (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

Operational Period: \_\_\_\_\_

Objectives for Current Operational Period:

---

---

---

---

---

---

---

---

---

---

Objectives for Next Operational Period:

---

---

---

---

---

---

---

ORGANIZATION ASSIGNMENT STATUS BOARD

Command Section:

Incident Commander: \_\_\_\_\_  
Unified Command: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Safety Officer: \_\_\_\_\_  
Information Officer: \_\_\_\_\_  
Legal Officer: \_\_\_\_\_  
Liaison Officer: \_\_\_\_\_

Planning Section:

Chief: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Resource Unit: \_\_\_\_\_  
Situation Unit: \_\_\_\_\_  
Environmental Unit: \_\_\_\_\_  
Documentation Unit: \_\_\_\_\_  
Demobilization Unit: \_\_\_\_\_  
Technical Specialists: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Logistics Section:

Chief: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Support Branch: \_\_\_\_\_  
Director: \_\_\_\_\_  
Supply Unit: \_\_\_\_\_  
Facilities Unit: \_\_\_\_\_

Operations Section:

Chief: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Branch 1:  
Director: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Branch 2:  
Director: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Branch 3:  
Director: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Branch 4:  
Director: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_  
Div./Group: \_\_\_\_\_

**Organization Assignment Status Board (Continued)**

Logistics Section (cont.)

Ground Sup. Unit: \_\_\_\_\_  
Service Branch: \_\_\_\_\_  
Director: \_\_\_\_\_  
Comm. Unit: \_\_\_\_\_  
Medical Unit: \_\_\_\_\_  
Food Unit: \_\_\_\_\_

Finance Section:

Chief: \_\_\_\_\_  
Deputy: \_\_\_\_\_  
Time Unit: \_\_\_\_\_  
Procure. Unit: \_\_\_\_\_  
Cmp./Clm Un: \_\_\_\_\_  
Cost Unit: \_\_\_\_\_

**OPERATIONAL PERIOD/SCHEDULE OF MEETINGS STATUS BOARD**

Current Operational Period

Starting Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Meetings for Current Operational Period

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Next Operational Period

Starting Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Meetings for Next Operational Period

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ Meeting: \_\_\_\_\_



GENERAL PLAN STATUS BOARD

<u>Tasks</u>	<u>Durations (Circle One)</u>		
	<u>Days</u>	<u>Weeks</u>	<u>Months</u>
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9
_____	1 2 3 4 5 6 7	2 3 4	2 3 4 5 6 7 8 9

**GENERAL PLAN STATUS BOARD**

Equipment Resources

Durations (Circle One)

	<u>Days</u>							<u>Weeks</u>			<u>Months</u>								
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9	

Personnel Resources

	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	2	3	4	2	3	4	5	6	7	8	9







**(This Page Intentionally Left Blank.)**

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 18.**

***ICS Forms***

---

---

**ICS FORMS**

ICS FORM	FORM TITLE	RESPONSIBLE SECTION	APPROVED	COPY TO:
<b>INITIAL INCIDENT BRIEFING</b>				
201	Initial Briefing Cover Page	IRIC	IC	*Used to brief CMT
201-1	Incident Map	IRIC	IC	and other
201-2	Summary of Current Actions	IRIC	IC	responders.
201-3	Initial Incident Organization Chart	IRIC	IC	"
201-4	Local Resource Summary	IRIC	IC	"
201-5 (1-2)	Site Safety & Control Analysis	Safety Officer/Command	IC	"
201-6	Meteorological Data/General Info.	IRIC	IC	"
201-7	Initial Site Assessment	Safety Officer/Command	IC	"
201-8	Tanker Information	IRIC	IC	"
<b>INCIDENT ACTION PLAN</b>				
200	Incident Action Plan Cover Page	Resource UL/Plans	Unified Comm.	*Resource Unit
202	Incident Object./Response Priorities	Command/Resource UL/Plans	Unified Comm.	Leader for
203	Organizational Assignment List	Resource UL/Plans	Unified Comm.	Compilation of
204 (1-2)	Division/Group Assignment	Resource UL/Plans	Unified Comm.	IAP
204-1	D/G Assignment Continuation	Resource UL/Plans	Unified Comm.	"
205	Communications Plan	Comm. UL/Logistics	Unified Comm.	"
205-1	ICS Positions/Phone Numbers	Comm. UL/Logistics	Unified Comm.	"
206	Medical Plan	Medical UL/Logistics	Unified Comm.	"
209	Situation Status Summary/Inland	Situation UL/Plans	Unified Comm.	"
209-2	Situation Status Summary/Marine	Situation UL/Plans	Unified Comm.	"
<b>SITE MAPS</b>				
209-3	Location Map	Situation UL/Plans	Unified Comm.	"
209-4	Trajectory Map	Situation UL/Plans	Unified Comm.	"
209-5	Off-Shore Map	Situation UL/Plans	Unified Comm.	"
209-6	On-Shore Map	Situation UL/Plans	Unified Comm.	"
209-7	Near Shore Map	Situation UL/Plans	Unified Comm.	"
215	Operational Planning Summary	Resource UL/Operations	Unified Comm.	"
220	Air Operations Summary	Air Ops/Operations	Unified Comm.	"
223	Health & Safety Message	Safety Officer/Command	Unified Comm.	"
224	Environmental Summary	Environmental UL/Plans	Unified Comm.	"
<b>MISCELLANEOUS SUPPORT</b>				
204-2	Task Force/Strike Team Personnel	Resource UL/Plans		* Post in ICP
207	Organizational Chart	Situation UL/Plans		* Post in ICP
208	Incident Schedule of Meetings	Situation UL/Plans		* Post in ICP
209-1	Situation Status Update	Situation UL/Plans		* Post in ICP
211	Check In/Check Out Log	Security/Command		* Resource Unit Ldr.
213	General Message/Resource Req.	ALL		* Logistics Unit Ldr.
214	Unit Log	ALL		* Doc. Unit Ldr.
214-1	Unit Log Continuation	ALL		* Doc. Unit Ldr.
215-1 (1-6)	Operational Planning Work Sheet	Resource UL/Operations		* Post in ICP
216	Field Resource Status & Demobe	Situation UL/Plans		* Doc. Unit Ldr.
218	Support Vehicle Inventory	Ground Support UL/Logistics		* Doc. Unit Ldr.
222	Supply/Material Request	Supply UL/Logistics		* Logistics Unit Ldr.
226-(1-3)	LT Planning Activities Work Sheet	Environmental/Plans		* Logistics Unit Ldr.

# Initial Briefing

# ICS 201 Cover Page

Incident Name:			Date Prepared:			Time Prepared:																																																																																																																																																																																																																																																																																							
Operational Period Date: From: To:			Operational Period Time: From: To:																																																																																																																																																																																																																																																																																										
Required Forms: (Checked Required Forms are Attached)																																																																																																																																																																																																																																																																																													
<input type="checkbox"/> Incident Map ICS 201-1			<input type="checkbox"/> Current Organization ICS 201-3																																																																																																																																																																																																																																																																																										
<input type="checkbox"/> Summary of Current Actions ICS 201-2			<input type="checkbox"/> Resources Summary ICS 201-4																																																																																																																																																																																																																																																																																										
Support Forms: (Checked Support Forms are Attached)																																																																																																																																																																																																																																																																																													
<input type="checkbox"/> Fire & Safety Control Analysis ICS 201-5			<input type="checkbox"/> Site Assessment ICS 201-7																																																																																																																																																																																																																																																																																										
<input type="checkbox"/> Meteorological Data ICS 201-8			<input type="checkbox"/> Tanker Information ICS 201-8																																																																																																																																																																																																																																																																																										
Weather Forecast for Operational Period:																																																																																																																																																																																																																																																																																													
Projected Wind Chill		Tides		Daylight		Air Temperature		Wind																																																																																																																																																																																																																																																																																					
Degrees (° F):	High(s):	Low(s):	Sunrise:	Sunset:	High(s):	Low(s):	Speed:	Direction:																																																																																																																																																																																																																																																																																					
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Wind</th> <th rowspan="2">Speed</th> <th colspan="18">Cooling Power of Wind Expressed as "Equivalent Chill Temperature"</th> </tr> <tr> <th colspan="18">Temperature (° F)</th> </tr> <tr> <th>Knots</th> <th>MPH</th> <th>40</th><th>35</th><th>30</th><th>25</th><th>20</th><th>15</th><th>10</th><th>5</th><th>0</th><th>-5</th><th>-10</th><th>-15</th><th>-20</th><th>-25</th><th>-30</th><th>-35</th><th>-40</th><th>-45</th><th>-50</th><th>-55</th><th>-60</th> </tr> <tr> <th>Calm</th> <th>Calm</th> <th colspan="22">Equivalent Chill Temperature</th> </tr> </thead> <tbody> <tr> <td>3-6</td> <td>5</td> <td>35</td><td>30</td><td>25</td><td>20</td><td>15</td><td>10</td><td>5</td><td>0</td><td>-5</td><td>-10</td><td>-15</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td> </tr> <tr> <td>7-10</td> <td>10</td> <td>30</td><td>20</td><td>15</td><td>10</td><td>5</td><td>0</td><td>-10</td><td>-15</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td> </tr> <tr> <td>11-15</td> <td>15</td> <td>25</td><td>15</td><td>10</td><td>0</td><td>-5</td><td>-10</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-100</td> </tr> <tr> <td>16-19</td> <td>20</td> <td>20</td><td>10</td><td>5</td><td>0</td><td>-10</td><td>-15</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-100</td> </tr> <tr> <td>20-32</td> <td>25</td> <td>15</td><td>10</td><td>0</td><td>-5</td><td>-20</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-100</td><td>-110</td> </tr> <tr> <td>24-28</td> <td>30</td> <td>10</td><td>5</td><td>0</td><td>-10</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-95</td><td>-100</td><td>-105</td><td>-110</td> </tr> <tr> <td>29-32</td> <td>35</td> <td>10</td><td>5</td><td>-5</td><td>-10</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-95</td><td>-100</td><td>-105</td><td>-110</td><td>-120</td> </tr> <tr> <td>33-36</td> <td>40</td> <td>10</td><td>0</td><td>-5</td><td>-10</td><td>-20</td><td>-25</td><td>-30</td><td>-35</td><td>-40</td><td>-45</td><td>-50</td><td>-55</td><td>-60</td><td>-65</td><td>-70</td><td>-75</td><td>-80</td><td>-85</td><td>-90</td><td>-95</td><td>-100</td><td>-110</td> </tr> </tbody> </table>									Wind	Speed	Cooling Power of Wind Expressed as "Equivalent Chill Temperature"																		Temperature (° F)																		Knots	MPH	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	Calm	Calm	Equivalent Chill Temperature																						3-6	5	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	7-10	10	30	20	15	10	5	0	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	11-15	15	25	15	10	0	-5	-10	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100	16-19	20	20	10	5	0	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100	20-32	25	15	10	0	-5	-20	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100	-110	24-28	30	10	5	0	-10	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-105	-110	29-32	35	10	5	-5	-10	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-105	-110	-120	33-36	40	10	0	-5	-10	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-110
Wind	Speed	Cooling Power of Wind Expressed as "Equivalent Chill Temperature"																																																																																																																																																																																																																																																																																											
		Temperature (° F)																																																																																																																																																																																																																																																																																											
Knots	MPH	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60																																																																																																																																																																																																																																																																							
Calm	Calm	Equivalent Chill Temperature																																																																																																																																																																																																																																																																																											
3-6	5	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70																																																																																																																																																																																																																																																																						
7-10	10	30	20	15	10	5	0	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85																																																																																																																																																																																																																																																																						
11-15	15	25	15	10	0	-5	-10	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100																																																																																																																																																																																																																																																																						
16-19	20	20	10	5	0	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100																																																																																																																																																																																																																																																																						
20-32	25	15	10	0	-5	-20	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-100	-110																																																																																																																																																																																																																																																																						
24-28	30	10	5	0	-10	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-105	-110																																																																																																																																																																																																																																																																						
29-32	35	10	5	-5	-10	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-105	-110	-120																																																																																																																																																																																																																																																																						
33-36	40	10	0	-5	-10	-20	-25	-30	-35	-40	-45	-50	-55	-60	-65	-70	-75	-80	-85	-90	-95	-100	-110																																																																																																																																																																																																																																																																						
Winds above 40° F have little additional effect		Little Danger					Great Danger (Flesh may freeze within 30 seconds)																																																																																																																																																																																																																																																																																						
Comments:																																																																																																																																																																																																																																																																																													
Prepared By:			Company Name:			ICS Position:																																																																																																																																																																																																																																																																																							
Approved By:			Company Name:			ICS Position:																																																																																																																																																																																																																																																																																							

# Initial Briefing

## ICS 201-2 Summary of Current Actions

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From:                      To:		Operational Period Time: From:                      To:	
Describe Incident:  _____  _____  _____  _____  _____  _____  _____  _____  _____			
Preliminary Incident Objectives:  _____  _____  _____  _____  _____  _____  _____  _____  _____			
Prepared By:	Company Name:	ICS Position:	
Approved By:	Company Name:	ICS Position:	

ICS 201-2 (9/99)

**Initial Briefing**

Incident Name:		Date Prepared	Time Prepared:
Operational Period Date: From:      To:		Operational Period Time: From:      To:	
<pre> graph TD     IC[Incident Commander] --- State[State]     IC --- Federal[Federal]     IC --- DeputyIC[Deputy IC]     IC --- LegalOfficer[Legal Officer]     IC --- SafetyOfficer[Safety Officer]     IC --- PIO[PIO]     IC --- LiaisonOfficer[Liaison Officer]     DeputyIC --- OpsChief[Operations Chief]     DeputyIC --- PlansChief[Plans Chief]     DeputyIC --- LogisticsChief[Logistics Chief]     DeputyIC --- FinanceChief[Finance Chief]     OpsChief --- OpsSub1[ ]     OpsChief --- OpsSub2[ ]     PlansChief --- PlansSub1[ ]     PlansChief --- PlansSub2[ ]     LogisticsChief --- LogisticsSub1[ ]     LogisticsChief --- LogisticsSub2[ ]     FinanceChief --- FinanceSub1[ ]     FinanceChief --- FinanceSub2[ ]     OpsSub1 --- OpsSub1_2[ ]     OpsSub2 --- OpsSub1_2     OpsSub1_2 --- OpsSub1_2_1[ ]     OpsSub1_2 --- OpsSub1_2_2[ ]     </pre>			
Prepared By:		Company Name:	ICS Position:
Approved By:		Company Name:	ICS Position:



# Initial Briefing

# ICS 201-5 Site Safety and Control Analysis

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From:                      To:		Operational Period Time: From:                      To:	
1. Wind Direction Across Incident: <input type="checkbox"/> Towards Your Position <input type="checkbox"/> Away From Your Position			
2. Are people injured or trapped?      Injured <input type="checkbox"/> Yes <input type="checkbox"/> No      Trapped <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Are people involved as unorganized observers or involved in rescue attempts?      Observers <input type="checkbox"/> Yes <input type="checkbox"/> No      Rescuers <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Are there any immediate signs of potential hazards:			
a. Electrical line down or overhead?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Unidentified liquid, or solid products visible?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Colored vapors visible?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Smells which are not natural noted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Fire, sparks nearby, sources of ignition present?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Holes, caverns, deep ditches, fast moving water, cliffs nearby?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is local traffic a potential problem?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Signs, placards or color codes indicating danger?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Spill zone		<input type="checkbox"/> Dry	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. As you approach the scene from the upwind side, do you note a change in status of any of the above? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Have you established control of the area involved in the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. Have you determined the necessity for any of the following:			
a. Security?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Hazardous material identified. Being monitored?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Protective gear and to what level of protection? _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Site for decontamination center?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Site for command center?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Safety equipment you will need to eliminate the problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Placement of the warning sign? (I.e., benzene, no smoking, etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Number of personnel needed to control the situation? _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Entry Objectives:		Description:	
9. a. Decon Equipment and Materials Required:		Description:	
b. Emergency Decon Instructions:			
c. Personal Protective Equipment:			
<input type="checkbox"/> A. To be selected when greatest level of skin, respiratory, and eye protection is needed.			
<input type="checkbox"/> B. To be selected when highest level of respiratory protection is needed, but lesser level of skin protection is needed. (SCBA)			
<input type="checkbox"/> C. To be selected when concentrations and types of airborne substances are known and the criteria for using air purifying respirators are met.			
<input type="checkbox"/> D. To be selected when the atmosphere contains no known hazard; and work functions preclude splashes, immersion, or potential for unexpected inhalation of or contact with hazardous levels of any chemicals.			

# Initial Briefing

ICS 201-5

## Site Safety and Control Analysis

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	
10. Emergency Escape Route:		Description:	
11. a. Sampling Equipment Listed:		(Combustible gas indicator, O <sub>2</sub> monitor, colorimetric tubes (type) HNU/OVA, etc.)	
b. Sample Frequency:		(Indicate continuous, hourly, daily, other)	
12. Personal Monitoring:		(Describe any personal sampling programs being carried out on site personnel)	
13. Medical Monitoring:		(Describe procedures in effect, i.e., monitoring body temperature, body weight, pulse rate, etc.)	
14. Remarks			
<p>1. Before entering a potentially hazardous work environment, IT MUST BE EVALUATED BY A COMPETENT PERSON to establish safe work practices, personal protective equipment, and other control procedures. As a minimum lower explosive limit (LEL). Oxygen and Benzene levels must be evaluated.</p> <p>2. Spill cleanup areas shall be controlled as "regulated areas." If Benzene vapors are or may be expected to equal the action level of .5ppm, then the area must be posted with the following warning:</p> <p style="text-align: center;"> <b>Danger</b>                      Benzene Cancer Hazard                      Flammable - No Smoking                      Authorized Personnel Only                      Respirator Required                 </p>			
Prepared By:	Company Name:	ICS Position: On-Site Safety Unit Leader	
Approved By:	Company Name:	ICS Position:	



# Initial Briefing

# ICS 201-7 Initial Site Assessment

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	
Safe Approach Possible? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No		Description of Injuries:	
Spill Location:			
Type of Substance:			
Source of Spill: (Valve, break in line, rupture, truck, and/or vessel)			
Estimated Spill Volume:		Estimated Spill Rate:	
Weather:		Wind Speed:	Wind Direction:
Cause: (Unknown, accident, sabotage, corrosion and/or other)			
Current Situation Narrative: (Brief)			
Direction of oil movement		_____	
Description of contaminated area		_____	
Proximity to sensitive areas		_____	
Nearest access		_____	
Equipment involved		_____	
Additional information		_____	
Suggested Response Equipment:			
_____			
_____			
Response Action Taken:			
_____			
_____			
Recon Boxes:			
Prepared By:	Company Name:	ICS Position:	
Approved By:	Company Name:	ICS Position:	

ICS 201-7 (Rev)

# Initial Briefing

# ICS 201-8 Tanker Information

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	
Casualties: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Casualties:	
Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Injuries:	
Medivac Ordered: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Notification of USCG:			
	Ship Owner Contacted	Ship Operator Contacted	Cargo Owners Contacted
Person			
Time			
Date			
Tanker Stabilized: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Fire: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Flood: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Tanker Inerted: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Tanker Holed: Above Waterline: <input type="checkbox"/> Yes <input type="checkbox"/> No		Below Waterline: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tanker Secured: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Underway: <input type="checkbox"/> Yes <input type="checkbox"/> No		Enroute To:	
At Anchor: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Under Tow: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Alongside Berth: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Tanker Internal Pumping Cargo System:			
Inert Gas System Functional:			
Comments:			
Segregated Ballast Tanks:			
Ruptured Tanks Being Pumped:			
Internal Storage:			
Lightering Equipment Mobilized:			
Lightering Plan Contact Name:			Phone No.:
Prepared By:	Company Name:		ICS Position:
Approved By:	Company Name:		ICS Position: IRIC

ICS 201-8 (09/01)



# Incident Action Plan

ICS 203

## Organizational Assignment List

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

### Incident Commander & Staff

Position	Name
Incident Commander(s)	
Deputy	
Security Officer	
Safety Officer	
Public Information Officer	
Liaison Officer	
Legal Officer	

### Agency Representative

Agency	Name

### Planning Section

Position	Name
Chief	
Deputy	
Resources Unit	
Situation Unit	
Environmental Unit Leader	
Documentation Unit	
Technical Specialists	

### Logistics Section

Position	Name
Chief	
Deputy	
<b>Support Branch</b>	
Director	
Supply Unit	
Ground Support Unit	
<b>Service Branch</b>	
Director	
Communications Unit	
Medical Unit	
Facilities/Food Unit	
Personnel Unit	

### Operations Section

Position		Name
Chief		
Deputy		
<b>Branch I Divisions/Groups</b>		
Branch Director		
Deputy		
Division (A-E)	Group (1-5)	Supervisor/Task Force Leader
Staging Area Manager		
<b>Branch II Divisions/Groups</b>		
Branch Director		
Deputy		
Division (A-E)	Group (1-5)	Supervisor/Task Force Leader
Staging Area Manager		
<b>Branch III Divisions/Groups</b>		
Branch Director		
Deputy		
Division (A-E)	Group (1-5)	Supervisor/Task Force Leader
Staging Area Manager		
<b>Air Operations</b>		
Air Operations Branch Director		
Air Attack Supervisor		
Air Support Supervisor		
Helicopter Coordinator		
Airborne Dispersants Coordinator		
<b>Finance Section</b>		
Position		Name
Chief		
Deputy		
Contracts Unit		
Claims/Insurance Unit		
Cost Unit		

Prepared By:	Company Name:	ICS Position: Planning Section Chief
Approved By:	Company Name:	ICS Position: Planning Section Chief

ICS 203 (Rev. 9/95)



### Division/Group Assignment List

TF/ST No.	Description

#### Health & Safety Orders

On-Scene Atmosphere					
<input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous	Level:	%LEL	<input type="checkbox"/> Benzene	<input type="checkbox"/> None Recorded	Level:
<input type="checkbox"/> H <sub>2</sub> S <input type="checkbox"/> Non-Hazardous	Level:	%LEL			
On-Scene Temperature					
Outside Ambient:	Wind Chill:	Water Temperature:			
Winds					
Speed KTS:	Direction:	Long/Lat. Weather Station:			
PPE Required					
Winds	Worksuit:	Respirator: <input type="checkbox"/> 1/2 <input type="checkbox"/> Full	Glasses:	Hard Hat:	Footwear:
Description: _____ _____					

#### Division/Group Communication Summary

Task Force	Command	Frequency	Tactical	Frequency	System	Repeater
Prepared By:		Company Name:			ICS Position:	
Approved By:		Company Name:			ICS Position:	







**Incident Action Plan**

Position	Name	Phone	Fax	Current Location
Incident Commander				
Deputy IC				
Safety Officer				
Security Officer				
PIO				
Legal Officer				
Liaison Officer				
Operations Section Chief				
Deputy Operations Chief				
Air Operations Manager				
Staging Area Manager				
Task Force No.    Leader				
Planning Section Chief				
Situation Unit Leader				
Environment Unit Leader				
Resource Unit Leader				
Documentation Leader				
Technical Specialist				
Logistics Section Chief				
Communication Leader				
Supply Unit Leader				
Medical Unit Leader				
Facilities/Food Unit Leader				
Ground Support Leader				
Personnel Unit Leader				
Finance Section Chief				
Time/Cost Unit Leader				
Claims Unit Leader				
Contracts Unit Leader				
Prepared By:	Company Name:	ICS Position:		
Approved By:	Company Name:	ICS Position:		

# Incident Action Plan

ICS 206  
Medical Plan

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

## Incident Medical Aid Stations

Medical Aid Station	Telephone/Radio	Location	EMT	ETT

## Transportation (Assigned/Standby Ambulance Services)

Name	Telephone/Radio	Address	Ground	Air	Doctor	Nurse	EMT	ETT

Ambulance Services in Addition to Above				
Name	Telephone/Radio	Location	EMT	ETT

## Hospitals

Name	Telephone/Radio	Address	Travel Time		Helipad (Y/N)	Burn Center (Y/N)
			Ground	Air		

## Medical Emergency Procedures

Prepared By:	Company Name:	ICS Position: <b>Medical Unit Leader</b>
Approved By:	Company Name:	ICS Position: <b>Safety Officer</b>

ICS 206 (2/96)

**ICS 207  
Organization Chart**

Incident Name:	Date Prepared:	Time Prepared:	Operational Period Date: From:	To:	Operational Period Time: From:	To:
----------------	----------------	----------------	-----------------------------------	-----	-----------------------------------	-----

State On-Scene Commander	Incident Commander	Federal On-Scene Commander
--------------------------	--------------------	----------------------------

Safety Officer
Security Officer

Deputy IC
-----------

PIO
Legal Officer
Liaison Officer

Operations Chief	Plans Chief	Logistics Chief	Finance Chief
------------------	-------------	-----------------	---------------

Deputy Ops Chief



Prepared By:	Company Name:	ICS Position:	Approved By:	Company Name:	ICS Position:
--------------	---------------	---------------	--------------	---------------	---------------

141

**ICS 208  
Incident Schedule of Meetings**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date:		Operational Period Time:	
From: To:		From:	To:
Time	Meeting	Purpose	Location
0000			
0100			
0200			
0300			
0400			
0500			
0600			
0700			
0800			
0900			
1000			
1100			
1200			
1300			
1400			
1500			
1600			
1700			
1800			
1900			
2000			
2100			
2200			
2300			
2400			
Prepared By:	Company Name:	ICS Position:	Situation Status Unit
Approved By:	Company Name:	ICS Position:	



**ICS 209-1  
Situation Status Update**

Incident Name:				Date Prepared:		Time Prepared:	
Operational Period Date:			Operational Period Time:				
From:		To:		From:		To:	
Temperature:	Wind Speed:	Wind Chill:	Visibility:	Water Flow:	Sunrise:	Sunset:	

Division:	Task Force:
Time:	
Progress Summary:	
Boom Deployed:	
Oil Collected:	
Safety Concerns:	
Personnel Discrepancies:	
Equipment Discrepancies:	
Task Force Leader:	
Channel No.:	

Division:	Task Force:
Time:	
Progress Summary:	
Boom Deployed:	
Oil Collected:	
Safety Concerns:	
Personnel Discrepancies:	
Equipment Discrepancies:	
Task Force Leader:	
Channel No.:	

Division:	Task Force:
Time:	
Progress Summary:	
Boom Deployed:	
Oil Collected:	
Safety Concerns:	
Personnel Discrepancies:	
Equipment Discrepancies:	
Task Force Leader:	
Channel No.:	

Prepared By:	Company Name:	ICS Position:
		Situation Status Unit
Approved By:	Company Name:	ICS Position:

**ICS 209-2 Marine  
Situation Status Summary**

**Incident Action Plan**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From:                      To:		Operational Period Time: From:                      To:	

Oil Status Condition			
% Emulsion:		Viscosity:	
Estimated Amounts, bbls			
Location	Site A	Site B	Total
Total Oil Loss			
Recov'd Liquids			
Dispersed			
Burned			
Slick Size			
Oil Onshore			
Uncontained			
Natural Dispersion			
Chemical Dispersion			
Evaporated Dispersion			

Pipeline Operations Status			
	Yes/No	Current	24 Hr. Frct
Shipping Lanes Open			
Port Valdez Open			
Tank Space			
Berths in Service			
Berths Occupied			
Taps Flow			
		Time	Date
Shutdown Projected			

Weather	Current	12 Hr. Frct	24 Hr. Frct
Wind Speed			
Wind Direction			
Temperature			
Visibility			
Ceiling			
Tide Time			
Tide Height			
Sunrise/Sunset			
Sea Status			

People			
Affiliation	VEOC	Field	Enroute
Shipper			
Alaska			
Agencies			
Public/Government			
Observer/Other			
Fish Vessel Crew			
Contractor			
RCAC			
CG			
ADEC			
Shoreline Cleanup			
Total			

Resources/Type	Assigned	Available	Arriving/Os
ERV's			
Tugs			
Fishing Vessels			
Tenders			
Helicopters			
Aircraft			
Boom			
Barges			
Storage Cap Mbl			
Skimmers			
Skim Cap Mbb/hr.			
Landing Craft			
Lightering Craft			
Abda Pack			

Wildlife			
Source:	Type	Dead	Srv'd
	Birds		
	Sea Lions		
	Sea Otters		
	Harbor Seals		

Beach Impact	Class	Amount
Light		
Medium		
Heavy		
Total		

Disposal	Amount
Oil Liquids	
Oil Solids	

**General Remarks**

Tanker Status	
Location:	Activity:

Prepared By:	Company Name:	ICS Position:
Approved By:	Company Name:	ICS Position:

	<b>NOTE: One Map Format is used for 209-3 thru 209-7. * IMPORTANT - all final copies go to Documentation.</b>	
--	---	--



**ICS 213**  
**General Message/Resource Request**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date:		Operational Period Time:	
From:	To:	From:	To:
To:	Company Name:		ICS Position:
From:	Company Name:		ICS Position:
Subject:			

**Message**

---



---



---



---



---

Signature:	Company Name:	Date:	Time:
------------	---------------	-------	-------

**Resources Required (To Logistics)**

Type of Resource (e.g. Personnel, Facilities, etc.)	Quantity	Location	Description of Resource (e.g. Man Camp, Beach Cleaners Hazwoper Level, Required Gear, etc.)	Date Required	Time Required
Signature:			Date:	Time:	

**Reply**

---



---



---



---



---

Signature:	Company Name:	Date:	Time:
------------	---------------	-------	-------





**Incident Action Plan**

Incident Name:		Date Prepared:	Time Prepared:	Operational Period Date: From: To:		Operational Period Time: From: To:		Reporting Location	Requested Arrival Time
Division/Group Or Other Location	Work Assignments	Equipment				Personnel			
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
		Req.							
		Have							
		Need							
Total Resources Required:								Prepared By: (Name & Position)	
Total Resources on Hand:									
Total Resources Needed:									
Prepared By:	Company Name:	ICS Position:	Approved By:	Company Name:	ICS Position:				

151

**CS 215-1  
Operational Planning Work Sheet**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date:	From:                      To:	Operational Period Time:	From:                      To:

**Resources Required :**

Division:	Task Force:								

R: Required  
H: Have  
N: Need

	Assignment:	Assignment:	Assignment:	Assignment:	Assignment:
Reporting Location:					
Reporting Time:					
	R H N	R H N	R H N	R H N	R H N

**1 Personnel**

Laborers																			
Operators																			
Teamsters																			
Filters																			
Welders																			

**2 Backhoes**

JD450 w/ho																			
Rubber Tire Hoe																			
233/245 Backhoe																			

**Resources Required :**

	Division:	Task Force:											
<b>3 Dozers</b>	R	H	N	R	H	N	R	H	N	R	H	N	
D8													
D9													
<b>4 Loaders</b>													
930 w/Forks & Bucket													
966/950/958 w/Forks & Bucket													
977 Truck Loader													
<b>5 Cranes</b>													
18-40 Ton Rubber Tire Crane													
<b>6 Trenchers</b>													
Ditchwitch													

**Resources Required:**

Division:	Task Force:						
-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------

**7 Dozers**

	R	H	N	R	H	N	R	H	N	R	H	N	R	H	N
Truck Tractor															
45-48' Floet															
50-75 Ton Lowboy															
Flatbed															
Rollback															
End Dump															
Fire Truck															
Fuel Truck															
Vacuum Truck															
Water Truck															

**8 Boats**

	R	H	N	R	H	N	R	H	N	R	H	N	R	H	N
Airboat															
Riberboat															

**Resources Required :**

Division:	Task Force:								
-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------

9	ATV's	Division 1			Division 2			Division 3			Division 4			Division 5		
		R	H	N	R	H	N	R	H	N	R	H	N	R	H	N
	Truck Bombadier															
	4-Wheeler															
	Snowmachine															

10	Pallets	Division 1			Division 2			Division 3			Division 4			Division 5		
		R	H	N	R	H	N	R	H	N	R	H	N	R	H	N
	Small Tools															
	Ice															
	Helicopter Slings															
	Emergency Shelter															
	Protective Clothing															
	Decon															

**Resources Required :**

ICS 215-1 (R/R)	Task Force:	Division:	Task Force:	Division:	Task Force:	Division:	Task Force:
	Page 4 Of 6 Division:						

11 Skimmers	R H N			R H N			R H N			R H N			R H N		
	Acme														
Komera															
Marta															
Pedco															
Rope Mop Pallet w/Gen.															

12 Storage	R H N			R H N			R H N			R H N			R H N		
	55 Gal. Drum														
1000/3000 Fold-A-Tank															
7000 Modu Tank															
2400 Fast Tank															
10,000 Tanker															
Bladder															

Resources Required :

Division:	Task Force:								
-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------

13 Sorbents	R H N			R H N			R H N			R H N			R H N		
	Pads (Carton)														
Rolls (Roll)															
Boom (Bundle)															

14 Miscellaneous	R H N			R H N			R H N			R H N			R H N		
	Lite Tower/Generator														
Fresh Air Heater															
Helicopter															
Pumps															
Hose															

**ICS 216**  
**Field Resource Status & Demobilization Request**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Data: From: To:		Operational Period Time: From: To:	

<b>General Information</b>				
Branch Number:	Division Number:	Group Number:	Task Force:	Strike Team:

Resources		
Item	Status <sup>1</sup>	Comments
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		
L.		
M.		
N.		

**Sketch<sup>2</sup>**

Prepared By:	Company Name:	ICS Position:
Approved By:	Company Name:	ICS Position:

ICS 216 (9/95)

- Notes: 1. Show status as Assigned, Available, De-Mob, or Out-of-Service.  
 2. On sketch show geography, North arrow, resource location, wind and current speed/direction at the time of report. Use separate page if necessary.









**Incident Action Plan**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From:                      To:		Operational Period Time: From:                      To:	
Area Environmental Data:			
_____			
_____			
_____			
Priorities for Mitigating Environmental and Cultural Impacts:			
_____			
_____			
_____			
Wildlife Assessments and Rehabilitation:			
_____			
_____			
_____			
Permits: (Dispersants, Burning, and/or Other)			
_____			
_____			
_____			
Waste Management:			
_____			
_____			
_____			
Other Environmental Concerns:			
_____			
_____			
Logistical Support Needs:			
_____			
Prepared By:		Company Name:	ICS Position:
Approved By:		Company Name:	ICS Position:

ICS 224 (Rev. 01)

**Long Term Planning Activities Worksheet**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

**Initial Actions**

Activity	Activity Name	Position Responsibility
Notifications	Federal	
	State	
	Local	
Site Safety and Control	Air Monitoring	
	Fires/Explosion	
	Identify Unsafe Conditions	
	Identify Health Hazards	
Spill Assessment Report	Identify Biological Hazards	
	Complete Report	
Initial Briefing	Complete ICS 201 Briefing Packet	
Source Control	Flow Control/Mitigation	
	Contact Source Supervisor	
	Repair	
	Salvage	

**Response**

Activity	Activity Name	Position Responsibility
Containment	Natural (Earth/Snow Berming)	
	Exclusion Booming	
	Diversion Booming	
	Absorbent Booming	
	Passive Collection	
	Onshore Response	
Recovery	Offshore Response	
	Mechanical	
	Skimming	
	Transport	
	Sorbents	
	Onshore Response	
Chemical Control	Offshore Response	
	Permitting	
	Dispersants	
	Collecting Agents	
	Geeling Agents	

**ICS 226**  
**Long Term Planning Activities Worksheet**

**Response (cont.)**

Activity	Activity Name	Position Responsibility
Decontamination	Establish Decontamination Unit	
In situ Burning	Permitting	
	Fire Boom Transport	
	Deployment	
Surveillance/Tracking	Aerial Reconnaissance	
	Perimeter Mapping	
	Trajectory Modeling	
	Weather Forecasting	
	Weather Monitoring	
Shoreline Protection	Protection Priorities	
	Environmental Impacts	
	Cultural Impacts	
	Assessment/Cultural Impacts	
	Entrapment Booming	
Oil Storage	Cleanup	
	Booming/Sorbents	
	Debris Removal	
	Store Recovered Debris	
Communications	Communications Plan	
	Frequency Assignments	
	Equipment Assignments	

**Environmental**

Activity	Activity Name	Position Responsibility
Environmental Sensitivity Ident.	Identify Critical Areas	
Wildlife Response	Hazing	
	Capture	
	Stabilization	
	Rehabilitation	
Permitting	Bum Permitting	
	Dispersant Permitting	
	Chemical Permitting	
	Wildlife Permitting	
	Waste Management Permitting	

**ICS 226  
Long Term Planning Activities Worksheet**

**Environmental (cont.)**

Activity	Activity Name	Position Responsibility
Waste Management	Storage	
	Transport	
	Disposal	
	Incineration	
Net Resource Damage Assess.	Documentation	

**Ancillary Activities**

Activity	Activity Name	Position Responsibility
Public Relations	Initial Press Briefing	
	Media Release	
Security	Establish At Scene	
	Establish At Site Entrance	
	Establish At Incident Command Post	
Logistical Support	Housing Ordering	
	Food Ordering	
	Heavy Equipment Ordering	
	Vessels/Boat Ordering	
	Mutual Aid	
Organization Transition	Contractors Ordering	
	Transition to Owner	
	Transition to Co-op	
	Transition to Contractor	

**Spill Project Closure**

Activity	Activity Name	Position Responsibility
Demobilization Plan	Prepare Plan	
	Initiate Plan	
	Contract Closures	
	Personnel Debriefing	
	Surplus Material Handling	
Site Restoration	Bioremediation	

Prepared By:	Company Name:	ICS Position:
Approved By:	Company Name:	ICS Position:

**Giant Refining Co. – Ciniza Refinery**  
**Gallup, New Mexico**

**Section 19.**

***Glossary and Acronyms***

---

---

## Section 19 – Glossary and Acronyms

This glossary contains definitions of terms used in this document and are frequently used in ICS documentation.

**Agency Representative** – Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting his/her agency's participation at the incident. Agency Representatives report to the Liaison Officer.

**Allocated Resources** – Resources dispatched to an incident.

**Assigned Resources** – Resources checked-in and assigned work tasks on an incident.

**Assignments** – Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

**Assistant** – Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**Assisting Agency** – An agency directly contributing tactical or service resources to another agency.

**Available Resources** – Incident-based resources that are immediately available for assignment.

**Base** – The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base".) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Branch** – The organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

**Camp** – A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

**Check-in** – The process whereby resources first report to an incident response. Check-in locations may include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, and Division/Group Supervisors (for direct line assignments).

**Chief** – The ICS title of individual responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

**Command** – The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command.

**Command Post** – See Incident Command Post.

**Command Staff** – The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Communications Unit** – A vehicle (trailer or mobile van) used to provide the major part of an incident Communications Center.

**Cooperating Agency** – An agency supplying assistance other than direct tactical, support, or service functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.)

**Cost Unit** – Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Decontamination** – The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

**Deputy** – A fully-qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior, and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Demobilization Unit** – Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

**Director** – The ICS title for individuals responsible for supervising a Branch.

**Dispatch** – The implementation of a command decision to move resources from one place to another.

**Dispatch Center** – A facility from which resources are directly assigned to an incident.

**Division** – The organizational level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Strike Team and the Branch. (See also “Group”.)

**Documentation Unit** – Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**Emergency Operations Center (EOC)** – A predesignated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

**Facilities Unit** – Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal On-Scene Coordinator (FOSC)** – The predesignated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).

**Field Operations Guide (FOG)** – A pocket-size manual of guidelines regarding application of the Incident Command System.

**Finance/Administration Section** – The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**Food Unit** – Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

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

**General Staff** – The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Geographic Information System (GIS)** – An electronic information system that provides a geo-referenced data base to support management decision-making.

**Ground Support Unit** – Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining, and repairing vehicles, and the ground transportation of personnel and supplies.

**Group** – Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Single Resources in the Operations Section.

**Incident Action Plan (IAP)** – The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments.

**Incident Area** – Legal geographical area of the incident including affected area(s) and traffic route(s) to corresponding storage and disposal sites.

**Incident Base** – See Base.

**Incident Commander (IC)** – The individual responsible for managing all incident operations.

**Incident Command Post (ICP)** – The location at which the primary command functions are executed; may be collocated with the incident base.

**Incident Command System (ICS)** – A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Incident Communication Center** – The location of the Communications Unit and the Message Center.

**Incident Objectives** – Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Information Officer (IO)** – A member of the Command Staff responsible for providing incident information to the public and news

media or other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

**Joint Information Center (JIC)** – A facility established within, or near, the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representatives from the FOSC, SOSC and the RP.

**Leader** – The ICS title for an individual responsible for a Task Force/Strike Team or functional Unit.

**Liaison Officer (LO)** – A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.

**Logistics Section** – The Section responsible for providing facilities, services, and materials for the incident.

**Managers** – Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

**Medical Unit** – Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan, and for providing emergency medical treatment for incident response personnel.

**Message Center** – The message center is part of the Communications Center and collocated with or adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and handles administration and tactical traffic.

**Natural Resource Damage Assessment (NRDA)** – The process of collecting and analyzing information to evaluate the nature and extent of injuries resulting from an incident, and determine the restoration actions needed to bring injured natural resources and services back to baseline and make the environment whole for interim losses. (15 CFR 990.30)

**Operational Period** – The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

**Operations Section** – Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary), and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

**Planning Section** – Responsible for collecting, evaluating, and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources, assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.

**Procurement Unit** – Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Qualified Individual (QI)** – The person authorized by the responsible part to expend funds and obligate resources.

**Regional Response Team (RRT)** – A Federal response organization, consisting of representatives from specific Federal and state agencies, responsible for regional planning and preparedness before an oil spill occurs and for providing advice to the FOSC in the event of a major or substantial spill.

**Reporting Location** – Any one of six facilities/locations where incident assigned resources may be checked in. The locations are: Incident Command Post – Resources Unit, Base, Camp, Staging Area, Helibase, or Division/Group Supervisors (for direct line assignments). Check-in for each specific resource occurs at one location only.

**Resources Unit** – Functional unit within the Planning Section responsible for recording the status of resources committed to the

incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**Responsible Party (RP)** – The owner/operator of the vessel or facility that is the spill source.

**Safety Officer (SO)** – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Service Branch** – A Branch within the Logistics Section responsible for service activities at the incident. Includes the communications, Medical, and Food Units.

**Site Safety and Health Plan (SSHP)** – Site-specific document required by state and Federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum, addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operations, comprehensive operations work plan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety briefing for all incident participants, and quality assurance of SSHP effectiveness.

**Situation Unit** – Functional unit within the Planning Section responsible for collecting, organizing, and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.

**Stakeholders** – Any person, group, organization affected by, and having a vested interest in, the incident and/or the response operation.

**State On-Scene Coordinator (SOSC)** – The predesignated State On-Scene Coordinator.

**Strike Team** – Specified combinations of the same kinds and types of resources, with common communications and a leader.

**Supply Unit** – Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch** – A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, Ground Support, and Vessel Support Units.

**Task Force** – A group of resources with common communications and a leader assembled for a specific mission.

**Technical Specialists** – Personnel with special skills who can be used anywhere within the ICS organization.

**Time Unit** – Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

**Unified Command (UC)** – A unified team that manages an incident by establishing a common set of incident objectives and strategies. This is accomplished without loss or abdication of agency nor organizational authority, responsibility, nor accountability.

## ACRONYMS

ACP	Area Contingency Plan
BBL	Barrel – 42 gallons
CFR	Code of Federal Regulations
COTP	USCG Captain of the Port
CWA	Clean Water Act
DEQ	Department of Environmental Quality
DOI	Department of Interior
DOT	Department of Transportation
EOC	Emergency Operations Center
EMS	Emergency Medical Services
EPA	Environmental Protection Agency, US
FOSC	Federal On-Scene Coordinator
FWPCA	Federal Water Pollution Control Act
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MSDS	Material Safety Data Sheet
NCP	National Contingency Plan
NIIMS	National Interagency Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRDA	National Resource Damage Assessment
NRC	National Response Center
OPA'90	Oil Pollution Act of 1990
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSRO	Oil Spill Response Organization
PFD	Personal Flotation Devices
PPE	Personal Protective Equipment
PREP	National Preparedness Response Exercise Program
QI	Qualified Individual
RCRA	Resource Conservation and Recovery Act
RP	Responsible Party
RRT	Regional Response Team
SCBA	Self-Contained Breathing Apparatus

**Acronyms**

SONS	Spill of National Significance
SOSC	State On-Scene Coordinator
SPCC	Spill Prevention Control and Countermeasures Plan
SUPSALV	US Navy Supervisor of Salvage
TSC	Treatment, Storage and Disposal
UCS	Unified Command System
ULSD	Ultra Low Sulfur Diesel
USCG	United States Coast Guard
VOSS	Vessels of Opportunity Skimming Systems

# **CINIZA REFINERY**

*Gallup, NM*

## **EMERGENCY RESPONSE** **ACTION PLAN**

*As Part of OPA'90 FRP*  
**In Compliance with**

***U.S. EPA 40 CFR 112.20***

**To Report an Oil Spill, Call the  
National Response Center at**

**1-800-424-8802**

**Or log on at**  
**[www.nrc.uscg.mil](http://www.nrc.uscg.mil)**