

Response Tool

96-Hour Plan Supplemental Toolkit

Please refer to Section 9220 in the NWACP to reference the full 96-Hour Plan.

Response Timeline by ICS Position			
ICS Position	Hours in the Response	Task	Toolkit Link
Responsible Party Incident Commander (RP IC)	1	Incident Notifications	Incident Notification Matrix (DOWNLOAD)
Incident Commander (IC/UC)	2	Type and classify the incident to assess the risk.	
	2	Begin federal/state/trustee/local stakeholder response partner notifications.	Notification Matrix (DOWNLOAD)
	2	Establish safety/security zones. (may be done via Captain Of The Port Order in marine zones)	
	2	Consider the need to evacuation personnel or residents.	
Continued...			

Incident Commander (IC/UC) cont.	2	Establish initial incident objectives.	Example Objectives for Oil Spill Incidents (VIEW or DOWNLOAD) Non-Floating Oils Response Considerations Form (VIEW or DOWNLOAD) Decisions Affecting Historic and Cultural Resources Documentation Record (VIEW or DOWNLOAD) FOSC Dispersant Standard Conditions Checklist (VIEW or DOWNLOAD)
	2	Begin ICS form 201.	ICS 201 (VIEW or DOWNLOAD)
	2	Identify Unified Command members. Establish time for an initial conference call, connect by e-mail or set up a meeting.	Tribal / Trustee Technical Coordination Master List (VIEW or DOWNLOAD)
	5	For cross border incident (international or state boundaries), establish liaison between governments/Governors.	
	10	Unified Command to establish overall incident objectives.	Spill Containment and Cleanup Considerations Guide (VIEW or DOWNLOAD)
	10	Identify limitations and constraints, critical information requirements.	
	24	Inform or otherwise convene the Regional Response Team (RRT) for assistance.	
	48	Continue communication with the incident specific RRT.	
	48	Adjust daily cycle of activities accordingly.	
	96	Continue communication with RRT.	
	96	Adjust daily cycle accordingly.	
Safety Officer (SO)	2	Determine immediate responder and community risks including the need and resources for air monitoring.	
	2	Develop initial hazard assessment worksheet and start work on initial site specific safety plan.	
	3	Obtain Safety Data Sheet(s) or other data from spiller to identify oil / hazardous material properties.	
	24	Finalize, distribute, and brief safety plan.	

Public Information Officer (PIO)	2	Identify the PIO and connect to other PIOs. Establish an initial conference call, connect by e-mail or set up a meeting. (see media daily checklist)	JIC Organization Chart (VIEW or DOWNLOAD) News Release JIC Template (VIEW or DOWNLOAD) Moderator Script Example (VIEW or DOWNLOAD)
	2	Issue initial joint (response agency) press release (between 30 minutes and 2 hours per area plan policy).	Press Conference Script Template (VIEW or DOWNLOAD)
	10	Establish Communication Plan, including timing of media releases, social media and press conference protocols.	
	10	Conduct media briefings.	
	10	Launch a unified, incident-specific web site.	
	24	The Information Officer and Liaison Officer together determine the need / timing for community meetings.	Town Hall Meeting Logistics Checklist (VIEW or DOWNLOAD)
	24	Communicate the claims process to communities, municipalities and business owners.	
Liaison Officer (LNO)		Next Page	
Liaison Officer (LNO)	3	Review Position Expectations	Liaison Officers Expectations (VIEW or DOWNLOAD) Liaison Organization(VIEW or DOWNLOAD) Liaison Officer and PIO Position Descriptions (VIEW or DOWNLOAD) Liaison Job Aid Checklist (VIEW or DOWNLOAD)

	3	Establish contact with local Emergency Operations Center/City/County Emergency Managers, begin to share information.	Notification List (VIEW or DOWNLOAD) Liaison Plan Template (VIEW or DOWNLOAD)
	3	Continue making broader tribal, elected official and stakeholder notifications.	Calling Elected Officials Script (VIEW or DOWNLOAD)
	5	Identify and notify commercial / private fish and shellfish owners. Identify and notify downstream drinking, agricultural, and industrial water users. Communicate with the Environmental Unit.	
	5	Engage with tribal enforcement and local health departments to open communication concerning shelter in place, fisheries closures and water user impacts.	Example Public Health Message (VIEW or DOWNLOAD)
	10	Establish Liaison Plan	Liaison Plan Template (VIEW or DOWNLOAD)
	10	Establish briefing schedule for elected officials and agencies.	Daily Briefing Checklist (VIEW or DOWNLOAD)
	24	Consider as a best practice, hosting or touring media on or near the scene.	Agenda for VIP Tour Briefing (VIEW or DOWNLOAD)
	24	Establish a volunteer policy as necessary, and develop a volunteer management plan.	
	48	Activate Volunteer Management Plan, as needed.	
Operations Section Chief (OpsSC)	2	Review Position Expectations and Tools	Operations Section Checklist (VIEW or DOWNLOAD)
	2	Determine initial resources for responding.	ICS Form 215 - Operational Planning (VIEW or DOWNLOAD)
	3	Determine port closure options/necessity.	
	5	Determine need and establish temporary flight restriction, as necessary.	
Operations Section Chief (OpsSC) cont.	5	Consider whether vessel of opportunity skimming systems, public equipment caches or U.S. Naval response resources (local or SUPSALV) are needed. Order as applicable.	

	5	Coordinate to determine staging areas. Distribute inadvertent discovery plan(s) and incorporate into work orders.	
	5	Consider night operations, begin planning for staffing, support and shifts, as appropriate.	
	10	Expand staging areas as needed.	
	24	Assess wildlife impacts. Activate Wildlife Infrastructure as needed.	
	24	Consider salvage and transfer needs (lightering, etc).	
	24	Implement west coast mutual aid agreement and begin cascading of resources from out of region, if necessary.	
	48	Refine vessel traffic plan.	
Environmental Unit Leader (EU)	3	Review Position Expectations and Tools	EU Recommendation Memo to the FOSC (IC)/UC (VIEW or DOWNLOAD)
	3	Request Scientific Support Coordinator assistance and order trajectories.	
	3	Identify Geographic Response Plan priorities. Communicate on priorities with response contractors. Begin compiling ICS Form 232, Resources at Risk form.	ICS 232 (VIEW or DOWNLOAD)
	5	Request Endangered Species Act emergency consultation, using information from the ICS Form 232 and the form provided in Section 9404.	ICS 232 (VIEW or DOWNLOAD) ESA Emergency Consultation Documentation Record FWS/ (VIEW or DOWNLOAD) ESA Emergency Consultation Documentation Record (VIEW or DOWNLOAD)
	5	If appropriate to consider use of dispersants or in-situ burning, notify trustees and tribes to allow time to work through the decision process.	RRT-X In-Situ Burning Application Form (VIEW or DOWNLOAD) Dispersant Record of Decision (VIEW or DOWNLOAD)
Environmental Unit Leader (EU) cont.	5	If appropriate to consider use of dispersants or in-situ burning, mobilize necessary resources.	
	10	Identify expanded list of resources at risk and complete an ICS form 232.	ICS 232 (VIEW or DOWNLOAD)

	10	Obtain source sample. Plan for sampling needs for the response.	Sampling Plan Template (VIEW or DOWNLOAD)
	10	If appropriate, order "hot shot" SCAT resources for assessing extent of oiling and potential passive techniques to prevent re-oiling. Plan for long term SCAT.	
	24	Consult with cultural / historical resource specialists as needed.	
	24	Evaluate the effectiveness of recovery tactics to maximize recovery.	
	24	Plan for disposal, waste issues.	
Planning Section Chief (PSC)	2	Mobilize initial assessment teams (land, water and aerial, as necessary).	
	2	Begin resource tracking.	
	3	Establish overflight assessment and observation feedback loop to response partners.	
	5	Agree on common operating picture.	
	10	Develop list of needed permits and begin to assign.	Permit Tracking Template (DOWNLOAD)
	10	Establish Situation Display and gather facts and data to support the response.	Sit Unit Situation Status Sheet (VIEW or DOWNLOAD)
	24	Stand up Maritime Transportation System Recovery Unit (MTRSU) and begin cargo prioritization, if appropriate.	
	24	Plan for decontamination of response / commercial / non-commercial vessels.	
	24	Determine documentation management protocols.	
	48	Develop long term staffing and demobilization plans.	
Logistics Section Chief (LSC)	3	Locate and secure joint Command Post, as needed.	
	5	Transition to joint Command Post as necessary.	

	5	Identify accommodations (hotels, motels, etc.) and food service companies to support responders.	
	10	Consider whether the Command Post is suitable for a long term response.	
	24	Develop long term staffing and demobilization plans, establish fatigue guidelines.	
Finance Section Chief (FSC)	10	Develop process of managing claims.	
	24	Track all costs and communicate a burn rate to Unified Command.	