

Response Tool

96-Hour Plan Supplemental Toolkit

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

| ICS Position | Hours in the Response | Task | Toolkit Link |
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| 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. | |
| | 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) |
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| Incident Commander (IC/UC) cont. | | | |
| | 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. | |
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| Safety Officer (SO) | 2 | Determine immediate responder and community risks including the need and resources for air monitoring. | |

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| Safety Officer (SO) cont. | 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. | |
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| 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) |

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| PIO cont. | 24 | Communicate the claims process to communities, municipalities and business owners. | |
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| 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) |

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| Liaison Officer (LNO) cont. | 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. | |
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| 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. | |
| | 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. | |

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| Operations Section Chief (OpsSC) cont. | 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. | |
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| 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 | RRT-X In-Situ Burning Application Form (VIEW or DOWNLOAD) Dispersant Record of Decision (VIEW or DOWNLOAD) |

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| | | work through the decision process. | |
| 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. | |
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| 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. | |

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| Planning Section Chief (PSC) cont. | 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 | Determine documentation management protocols. | |
| | 48 | Develop long term staffing and demobilization plans. | |
| | 24 | Plan for decontamination of response / commercial / non- commercial vessels. | |
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| 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. | |
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| Finance Section Chief (FSC) | 10 | Develop process of managing claims. | |
| | 24 | Track all costs and communicate a burn rate to Unified Command. | |