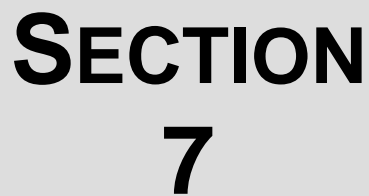


OIL SPILL CONTINGENCY MANUAL



**SECTION
7**

JOB DESCRIPTIONS

Job Descriptions

**COMMAND
FUNCTION**

7.1

**LOGISTICS
FUNCTION**

7.4

**OPERATIONS
FUNCTION**

7.2

**FINANCE /
ADMINISTRATION
FUNCTION**

7.5

**PLANNING
FUNCTION**

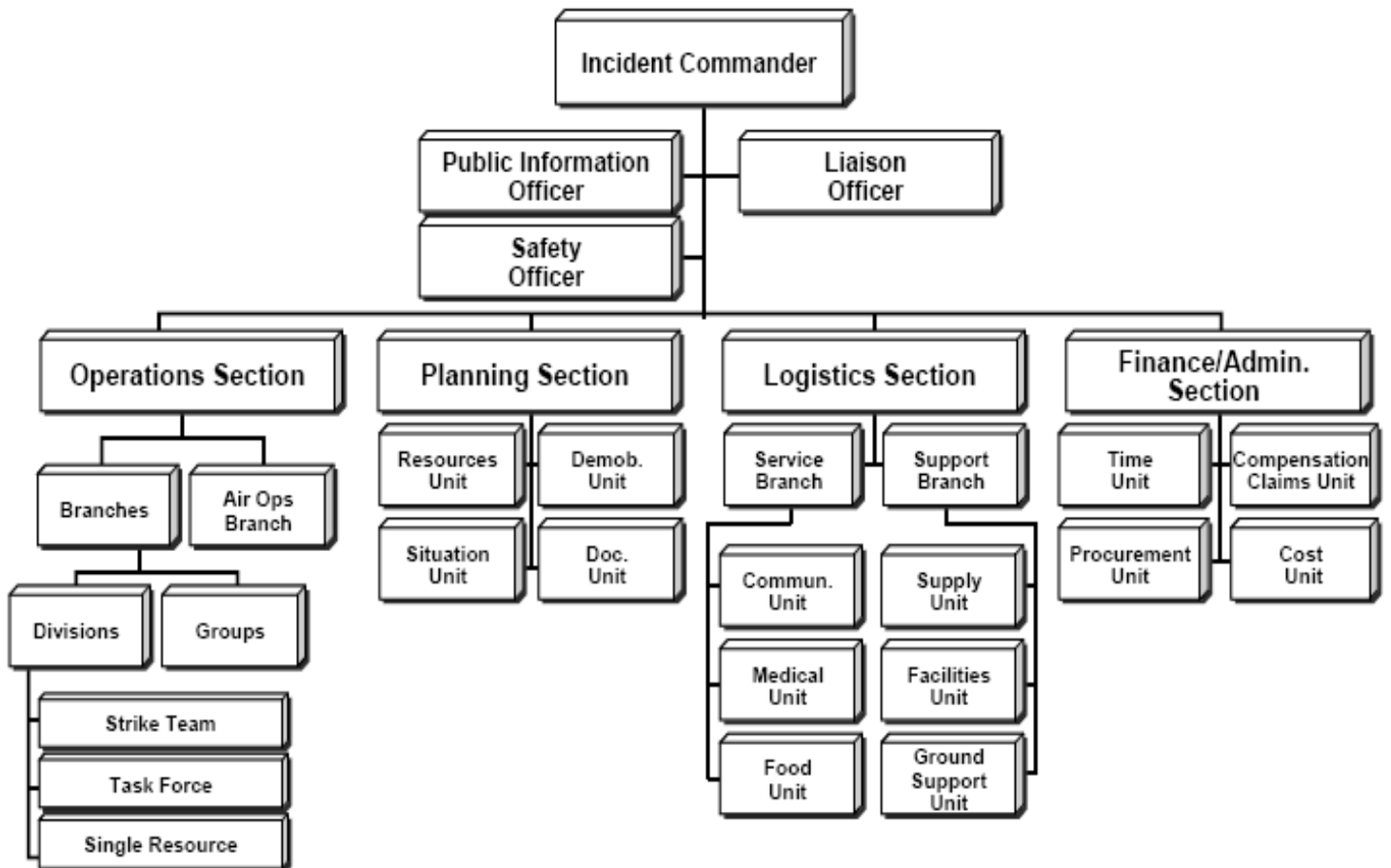
7.3

ICS FORMS

7.6

COMMAND FUNCTION

7.1



COMMAND	INCIDENT COMMANDER	overall management
	DEPUTY INCIDENT COMMANDER	special projects and replacement
	SAFETY OFFICER	overall safety
	PUBLIC INFORMATION OFFICER	public relations
	LIAISON OFFICER	liaison with agencies/companies
OPERATIONS	OPERATIONS SECTION CHIEF	manage field operations
	BRANCH DIRECTOR	supervises Branch Operations
	GROUP SUPERVISOR	works under Branch Director
	STRIKE TEAM LEADER	special team leader
	BOOM CAPTAIN	deployment of anchors/boom
	SKIMMER / PUMP CAPTAIN	deployment of skimmers, pumps and tanks
	BOAT CAPTAIN	oversee boat operations
	CLEAN-UP SUPERVISOR	clean-up and debris disposal
PLANNING	PLANNING SECTION CHIEF	planning and monitoring
	RESOURCES UNIT	keeps status of all resources
	SITUATION UNIT	collection, organization of information
	DOCUMENTATION UNIT	keeps files
	DEMOBILIZATION UNIT	organizes demobilization
	TECHNICAL SPECIALISTS	as required
LOGISTICS	LOGISTICS SECTION CHIEF	facilities, services and materials
	SUPPLY UNIT	equipment, goods and services
	FACILITIES UNIT	facilities as needed
	GROUND SUPPORT UNIT	mobile equipment and vehicles
	COMMUNICATIONS UNIT	develops and implements communication plan, communications equipment
	FOOD UNIT	provides food
	MEDICAL UNIT	medical assistance plan
FINANCE	FINANCE SECTION CHIEF	accounting function
	TIME UNIT	maintains personnel time logs, etc.
	PROCUREMENT UNIT	obtains needed equipment
	COMPENSATION/CLAIMS UNIT	WCB, Work Safe BC claims
	COST UNIT	cost analysis

Incident Commander (On-Scene Commander)

- Responsible to provide leadership for overall coordination and management of spill control activities including:
 - activates initial response activities
 - ensures company policies and procedures are followed
 - coordinates the development and implementation of an Incident Action Plan (IAP) including setting objectives and strategies
 - assigns individuals to fill key spill response team positions
 - approves the ordering and release of resources
 - oversees spill control operations (i.e.: containment and recovery, clean up and waste management)
 - ensures that appropriate documentation is maintained
 - coordinates regulatory agency, landowner and other stakeholder input and concerns
 - authorizes release of information to the news media
 - coordinates follow-up activities related to the spill
 - protects life and property
 - ensures that risk management is being used

Deputy Incident Commander (On-Scene Commander)

- The deputy may work directly with the Incident Commander on special projects and relieves Incident Commander when he/she is off duty.
- The deputy may also be assigned charge of a certain part of the response team

Safety Officer

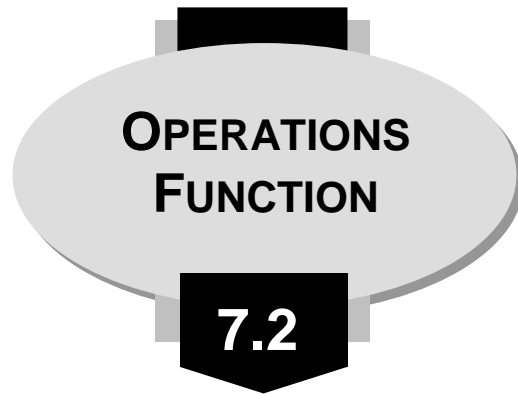
- Responsible for overall coordination of the spill safety program including:
 - coordinates a spill site hazard assessment
 - determines appropriate safeguards to minimize the health risk to the public and response team
 - establishes and oversees a monitoring program that ensures that hazards associated with the spill are closely evaluated on a continuous basis
 - develops the spill site safety program, and ensures that the response teams are continually briefed and that they work in a safe manner
 - conducts periodic inspections to ensure that the safety program is being followed
 - coordinates emergency medical care
 - coordinates accident investigations
 - ensures appropriate documentation is maintained
 - reviews the Incident Action Plan for safety implications
 - maintain Unit log
 - review and approve the medical plan

Public Information Officer

- Responsible for the coordination of a public relations program including:
 - develops a plan to interface with the media and public
 - develops a news media fact sheet
 - organizes meetings and on-site visits
 - maintains records and documentation
 - company liaison with the government public affairs representative
 - coordinates follow-up activities
 - determines from Incident Commander if there are any limits on information release
 - informs media and conduct media briefings
 - obtains media information that may be useful to incident planning
 - maintains Unit log
 - maintains current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel

Liaison Officer

- Responsible for being the primary contact for the personnel assigned to the incident by assisting or cooperating agencies and companies:
 - acts as the contact point for agency representatives
 - maintains a list of assisting and cooperating agencies/companies and their representatives
 - keeps agencies supporting the incident aware of incident status
 - monitors incident operations to identify current or potential inter organizational problems
 - participates in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
 - maintains Unit log

A graphic consisting of a light gray oval with a black border. Inside the oval, the words "OPERATIONS" and "FUNCTION" are written in bold, black, uppercase letters, stacked vertically. Below the oval is a black shield-shaped element with the number "7.2" written in white, bold, sans-serif font.

**OPERATIONS
FUNCTION**

7.2

A gray downward-pointing arrow shape containing the text "Operations Section Chief (Control Point Supervisor)" in bold, black, sans-serif font.

Operations Section Chief (Control Point Supervisor)

- Responsible for the management of all operations directly applicable to the spill control operations at one or more control points identified in the Incident Action Plan:
 - interacts with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan
 - selects the appropriate control points and works with the team to develop a containment and recovery strategy
 - determines resource requirements
 - supervises containment and recovery and clean-up activities at control points
 - establishes decontamination requirements for responders
 - reports activities and provides status reports to the Incident Commander
 - maintains appropriate documentation
 - maintains close contact with subordinate positions
 - ensures safe tactical operations
 - requests additional resources to support tactical operations
 - approves release of resources from assigned status (not release from Incident)
 - makes or approves expedient changes to the IAP during the Operational Period as necessary
 - maintains Unit log

A gray downward-pointing arrow shape containing the text "Branch Director" in bold, black, sans-serif font.

Branch Director

- Branches may be functional or geographic or jurisdictional.
 - obtains briefing from the Operations Section Chief
 - supervises Branch operations
 - develops alternatives for Branch control operations

- interacts with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies
- prepared to attend incident planning meetings at the request of the Operations Chief
- reviews Division/Group Assignments within the Branch and report status to Operations Section Chief
- assigns specific work tasks to Division/Group Supervisors
- monitors and inspects progress and makes changes as necessary
- resolves logistics problems reported by subordinates
- maintains Unit log

Division/Group Supervisor

- Works under the Branch Director.
 - obtains briefings from the Operations
 - review assignments with subordinates
 - informs Resource Unity (if established) of status changes of resources assigned to the Division/Group
 - coordinates activities with adjacent Divisions/Groups
 - monitors and inspects progress and makes changes as necessary
 - keeps supervisor informed of situation and resources status
 - resolves tactical assignment and logistics problems within the Division/Group
 - keeps supervisor informed of hazardous situations and significant events
 - ensures that assigned personnel and equipment get to and from their assignments in a timely and orderly manner
 - maintains Unit log

Task Force/Strike Team Leader

- Is assigned specific tasks to perform
 - obtains briefing from supervisor, depending on how the incident is organized
 - reviews assignment with subordinates and assign tasks
 - travels to and from active assignment area with assigned resources
 - monitors and inspects progress and makes changes as necessary
 - coordinates activities with adjacent Task Force/Strike Team, single resources, or with a functional group working in the same location
 - keeps supervisor advised of situation and resources status
 - retains control of assigned resources while in available or out-of-service status
 - maintains Unit log

Boom Captain

- Responsible for the coordination and deployment of anchors and boom at designated control points.
 - assists with the selection of the equipment deployment site
 - measures current velocity, and determines the appropriate boom angle and anchoring method
 - oversees the installation of anchors
 - supervises the primary boom deployment operations
 - coordinates boom deployment for secondary recovery
 - identifies equipment requirements

Skimmer and Pump Captain

- Responsible for overseeing the deployment of the skimming unit, pumps and hoses, manifold for directing fluids and tankage for fluid recovery.
 - assists with the selection of the equipment deployment site
 - oversees the placement and deployment of skimmers, pumps, hoses and fluid storage tanks
 - ensures that pumps are operational and maintained
 - identifies equipment requirements

Boat Captain

- Responsible for all operations conducted by spill response boats.
 - conducts safety briefings for boat crews
 - deployment of upstream and downstream warning marker buoys and signs
 - installs in-stream anchors
 - tows boom and moves men and equipment to appropriate sites
 - conducts in-stream work as required

Clean-Up Supervisor

- Responsible for the clean-up of the area impacted by the spill and waste disposal.
 - oversees clean-up operations and waste disposal

PLANNING FUNCTION

7.3

Planning Section Chief (Environmental Advisor)

- Responsible for the coordination of planning activities related to spill mitigation.
 - consults with specialists and is the liaison with regulatory agencies, non-government organizations and stakeholders to develop strategies and control options
 - coordinates the development and implementation of an environmental protection plan
 - coordinates appropriate field surveys, sampling programs, impact assessments and mitigative measures
 - monitors weather conditions that could affect spill response activities
 - maintains appropriate documentation
 - collects and processes situation information about the incident
 - supervises preparation of the IAP
 - provides input to the Incident Commander and Operations Section Chief in preparing the IAP
 - reassigns out-of-service personnel already on assignment to ICS organizational positions as appropriate
 - establishes information requirements and reporting schedules for Planning Section Units
 - determines need for any specialized resources in support of the incident
 - if requested, assembles and disassemble strike teams and task forces not assigned to Operations
 - establishes special information collection activities as necessary, e.g. weather, environmental, toxics, etc.
 - assembles information on alternative strategies
 - provides periodic predictions on incident potential
 - reports and significant changes in incident status
 - complies and displays incident status information
 - oversees preparation of incident demobilization team
 - incorporates the incident traffic plan (from Ground Support) and other supporting plans to the IAP
 - maintains Unit log

Resources Unit

- Responsible for maintaining the status of all assigned resources (primary and support) at an incident.
 - oversees the check-in of all resources
 - maintains a status-keeping system indicating current location and status of all resources
 - maintains a master list of all resources, e.g. key supervisory personnel, primary and support resources, etc.

Situation Unit

- Responsible for the collection, processing and organizing of all incident information as well as preparing future projections of incident growth, maps and intelligence information.

Documentation Unit

- Responsible for the maintenance of accurate, up-to-date incident files as well as duplication services and storage if needed.

Demobilization Unit

- Responsible for developing the Incident Demobilization Plan.
 - determines the likely size and extent of demobilization effort
 - coordinate demobilization with agency/company representatives
 - monitors Operations Section resource needs
 - identifies surplus resources and probable release time
 - develops incident check-out function for all units
 - evaluates logistics and transportation capabilities to support demobilization
 - ensures that all Sections/Units understand their specific demobilization responsibilities
 - supervises execution of the incident demobilization plan

Technical Specialists

- These are advisors with special skills and are utilized to support incident operations.
 - reports to the Section Chief or designated Unit Leader

LOGISTICS FUNCTION

7.4

Logistics Section Chief

- Responsible for coordinating the provision of facilities, services and materials in support of the spill response.
 - consults with specialists and is the liaison with regulatory agencies, non-government organizations and stakeholders to develop strategies and control options
 - coordinates the development and implementation of an environmental protection plan
 - coordinates appropriate field surveys, sampling programs, impact assessments and mitigative measures
 - monitors weather conditions that could affect spill response activities
 - maintains appropriate documentation
 - provides logistical input to the Incident Commander in preparing the IAP
 - identifies anticipated and known incident services and support requirements
 - requests additional resources as needed
 - reviews and provides input to the Communications Plan, Medical Plan and Traffic plan
 - oversees demobilization of Logistics Section

Supply Unit

- Responsible for ordering, receiving, processing and storing all incident-related resources.
 - provides supplies to Planning, Logistics and Finance/Administration Sections
 - determines the type and amount of supplies en route
 - orders, receives, distributes and stores supplies and equipment
 - responds to requests for personnel, equipment and supplies
 - maintains an inventory of supplies and equipment
 - services reusable equipment as needed

Facilities Unit

- Responsible for set up, security, maintenance and demobilization of all incident support facilities except Staging Areas.
 - obtains and supervises personnel to operate facilities, including Base and Camp Managers
 - provides maintenance such as sanitation and lighting
 - demobilizes base and camp facilities

Ground Support Unit

- Responsible for the maintenance, service, and fuelling of all mobile equipment and vehicles with the exception of aviation resources and is also responsible for the ground transportation of personnel, supplies and equipment and the development of the Incident Traffic Plan.
 - maintains an inventory of support and transportation vehicles
 - records time use for all incident assigned ground equipment (including contract equipment)
 - updates the Resources Unity with the status (location and capability) of transportation vehicles
 - maintains a transportation pool on larger incidents as necessary
 - maintains incident roadways as necessary

Communications Unit

- Responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.
 - establishes telephone, computer links, and public address systems
 - establishes communications equipment distribution and maintenance locations
 - installs and tests all communications equipment
 - provides technical advice on adequacy of systems, geographical limitations, equipment capabilities, amounts and types of equipment available and potential problems with equipment

Food Unit

- Responsible for supplying the food needs for the entire incident, including all remote locations and providing food for personnel unable to leave their tactical field assignments.
 - determines method of feeding to best fit each facility or situation
 - obtain necessary equipment and supplies and establish cooking facilities
 - ensures that well-balanced menus are provided
 - maintains food service areas, ensuring that all appropriate health and safety measures are being followed.
 - Supervises caterers, cooks, and other Food Unity personnel as appropriate

Medical Unit

- Responsible for developing an Incident Medical Plan (to be included in the IAP), procedures for managing major medical emergencies, providing medical aid and assisting the Finance/Administration Section with processing injury-related claims. This is not for the public or victims (done by Operations Section)
 - establishes procedures for handling serious injuries of responder personnel

FINANCE/ ADMINISTRATION

7.5

Finance Section Chief (Cost Statistician)

- Responsible for providing accounting functions related to the spill response activities including:
 - Provides for time / cost reporting of labour, materials and supplies
 - Coordinates the collection, approval and payment of invoices
 - Administers necessary contracts
 - Initiates investigation and documentation on all claims other than personal injury
 - Manages all financial aspects of an incident
 - Provides financial and cost analysis information as requested
 - Develops an operating plan for the Finance/Administration Section
 - Determines the need to set up and operate an incident commissary
 - Ensures that all personnel time records are accurately completed and transmitted to home companies/agencies according to policy.
 - Provides financial input to demobilization planning
 - Ensures that all obligation documents initiated at the incident are properly prepared and completed.

Time Unit

- Responsible for ensuring the accurate recording of daily personnel time, compliance with specific company/agency time recording policies, and managing commissary operations if established at the incident. As applicable, personnel time records will be collected and processed for each operational period.
 - Maintains separate logs for overtime hours
 - Maintains records security
 - Ensures that all records are current and complete prior to demobilization
 - Releases time reports from assisting company/agency personnel to the respective representatives prior to demobilization.

Procurement Unit

- Responsible for all financial matters pertaining to vendor contracts, leases, and fiscal agreements and maintaining equipment time records. The Unit also establishes local sources for equipment and supplies; manages all equipment and rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.
 - Reviews incident needs and any special procedures with Unit Leaders, as needed
 - Prepares and authorizes contracts and land use agreements, as needed.
 - Drafts memoranda of understanding.
 - Provides coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
 - Interprets contracts and agreements and resolves disputes.
 - Coordinates with Compensation/Claims Unit for processing claims.
 - Coordinates use of imprest funds as required
 - Completes final processing of contracts and sends documents for payment.

Compensation/Claims Unit

- Responsible for completion of all forms required for Worker's Compensation (Work Safe BC) and other local agencies and maintaining the files associated with those claims. Also responsible for investigating all claims involving property associated with or involved with the incident.
 - Establishes contact with incident Safety Officer and Liaison Officer.
 - Determine the need for Compensation-for-Injury and Claims specialists and order personnel as needed.
 - Review Incident Medical Plan.
 - Periodically review logs and forms produced by specialist in Unit to ensure compliance with requirements and policies.

Cost Unit

- Responsible for all incident cost analysis. It ensures the property identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.
 - Ensures compliance with cost reporting procedures.
 - Collects and records all cost data
 - Develops incident cost summaries
 - Prepares resources-use cost estimates for the Planning Section
 - Makes cost-saving recommendations to the Finance/Administration Section Chief

