

# Ecology Spill Drill Evaluation Checklist

**Put Plan Holder Name Here**

**Spill Management Team**

**Deployment Drill and/or Tabletop Drill Self-Certified**

**Exercise Overview**

**Drill ID Number:**

**Date:**

**Time started:**

**Time completed:**

**Location: actual:**

**Latitude/Longitude of spill scenario:**

**County: for on water deployment, pick the county that is closest**

**Area: four things to choose from here: Coastal, Inland, Puget Sound and Columbia/Snake River**

**Actual conditions of the day: include weather, tides/current and any other pertinent environmental conditions of the day.**

**Scenario:**

**Estimated size/threat of spill to water:**

**Note: The purpose of the drill is to test the Ecology approved contingency plan. Over the three-year drill cycle, plan holders design drills that demonstrate the ability to meet the planning standards within the scope of the plan, including recovery systems and system compatibility.**

## Guidance for Self-Certifying Drills:

Because occasional self-certification of scheduled oil spill drills is still a necessary part of our drill program, we developed this guidance to help you provide records for our review and assigning drill credit after your drill. This tool is also applicable when requesting credits for a Government-Initiated Unannounced Exercise, and for drill credit after a spill response.

All drills are designed with Ecology. Prior to finalizing the design, Ecology will notify you if the drill will be self-certified. During design we provide you a checklist that shows the items you are attempting to demonstrate at the drill. Use this tool after the drill to understand the documentation for you to submit for the credits you are seeking.

* PRIOR to the drill, understand the requirements so you can be sure to develop the documents during drill play. For self-certified drills, GIUEs, and for spill credit you have 60 days to return the documents to us.
* Return this Evaluation Checklist with your packet to tell us the credit you are seeking by checking credit item boxes. This will make our review much faster and more thorough.
* Blocking out personal information such as phone numbers and email addresses is acceptable.
* Please tell us the overall number and names of personnel participating in the drill.
* Provide all ICS documents and other plans created, especially those found in your plan (notifications or safety forms, for example). Label these documents with the corresponding evaluation checklist credit number/letter combination.
* Some checklist items are best documented or can only be documented using photographs, such as shut off valves, deploying tracking buoys, or interactions between command/general staff members. Use pictures and remember to label them with the credit item number/letter combination they are associated with.
* Only documents developed during the drill count toward credit. Documents created before or after the drill are not a demonstration of your plan and cannot be used for drill credit; for example, a pre-canned 201 form.
* Please complete and return the Deployment Drill Equipment List with WRRL numbers for equipment used for deployment drills, or else describe equipment thoroughly (home base, name). For company owned equipment not listed on the WRRL make sure the description of the equipment is the same as your plan and tell us the staging location.
* If sourcing occurred in the drill, please complete and return the Deployment Equipment Sourcing Documentation form.
* If a geographic response plan response strategy has been deployed, please help the Northwest Area Committee collect lessons learned on the deployment, Describe whether it was deployed as written or not, and why. We use these lessons learned to improve the GRPs.
* Documentation should be scanned copies or photographs of documents, not originals. Electronic copies are preferred to reduce waste. If it is handwritten and is not legible, we may have to call you about it.
* A minimum of three lessons learned is required – this is to improve your plan.

To help us produce a quick and through review, documentation should be clearly labeled and well organized indicating which credit item they are associated with (letter and number label, i.e. 2.1, or 5B.1). Together we can reach for the highest standards through thorough documentation of drills.

## Evaluation

## [ ]  1. Notifications

Note: The notifications checkbox is checked only after components below are obtained.

### [ ]  1.1 Internal (initial-first responders) spill response team was notified following plan procedures.

[ ]  Observed OR [ ]  Verified documentation.

**Credit:** Include a copy of the notification form from your contingency plan, including times and who was notified. An ICS 214 form may also be used to document notifications.

### [ ]  1.2 Entire spill response organization (include away team members and other contractors intended to assist with spill management), including Primary Response Contractor, Spill Management Team, & Wildlife Response Service Provider, was notified in a timely manner, following plan procedures.

[ ]  Observed OR [ ]  Verified documentation.

**Credit:** Include a copy of the notification form from your contingency plan, including times and who was notified. An ICS 214 form may also be used to document notifications.

### [ ]  1.3 Notifications to government agencies were made in a timely manner following plan procedures.

[ ]  Observed OR [ ]  Verified documentation and [ ]  Verified with EMD.

***Credit:*** *Include a copy of the notification form from your contingency plan, including times and who was notified. Provide an incident number if one is given by NRC or EMD.*

## [ ]  2. Staff Mobilization

Note: The staff mobilization checkbox is checked only after components below are obtained.

### [ ]  2.1 The number of local/internal response team personnel identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.

***Credit:*** *Provide the overall number and source of personnel participating in the drill. Include drill sign in sheet (ICS Form 211) or ICS Form 205A Communications List, with positions.* *A completed ICS 201 may also be submitted in lieu of the other documents.*

### *[ ]  2.2 Regional/National (“away”) response team members as identified in the contingency plan were mobilized in state within last three years.*

***[ ]***  *Percent of away team transitioned into ICS as appropriate to scope of drill.*

***OR***

***[ ]*** *Cumulative item: the positions filled in this drill are listed below (this item only checked after all away positions per plan are filled throughout the triennial cycle)*

***OR***

*[ ]  Not applicable.*

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

## [ ]  3. Initial Response Actions

Note: Initial Response Actions checkbox is checked only after components below are obtained.

### [ ]  3.1 Field Document including the initial response checklist in the contingency plan was used.

***Credit:*** *Include a completed initial response checklist from your contingency plan. Photo or scanned copy preferred.*

### [ ]  3.2 Initial Site Safety addressed following plan procedures.

**[ ]**  Air monitoring documented.

**[ ]** Documentation developed (hazard worksheet).

[ ]  Briefing observed.

***Credit:*** *Include initial Site Safety form from the contingency plan, filled out completely with air monitoring documentation and pictures of the safety briefing..*

### [ ]  3.3 Performed initial assessment of spill status.

**[ ]** Spill volume calculated (for example, using mass balance).

**[ ]** Environmental conditions assessed (weather, tides).

**[ ]** Analyzed where product was going (using trajectory, river speed).

**[ ]** Deployed or discussed use of limited visibility tracking devices as identified in the plan.

**[ ]** Product type identified, or provided in scenario and MSDS acquired.

***Credit:*** *Include ICS Form 201, (could include an ICS Form 214), calling out initial incident assessment, initial spill trajectory and spill calculation forms.*

### [ ]  3.4 Population Protection: Demonstrated the ability to quickly identify health hazards associated with the discharged product and the population at risk.

**[ ]**  Acquired knowledge of risks.

**[ ]**  Notified the public of possible health hazards.

**OR**

[ ]  Not applicable.

***Credit:*** *Documents could include notification forms showing notifications to 911, neighboring facilities, local government, documentation on hazard worksheet, MSDS, and a message created by the Information Officer for the community at risk. Include ICS Form 214’s showing actions.*

### [ ]  3.5 Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan, a Geographic Response Plan, or developed a plan for use.

**[ ]** Identified intakes in vicinity of spill/trajectory and started notifications.

**OR**

[ ]  Not applicable.

**Credit**: Describe how you determine whether water intakes existed or now, such as reviewed GRP’s or Contingency Plans. Include ICS Form 214’s .

### [ ]  3.6 Documented early actions on ICS 201 form.

* Initial Incident Map is appropriately labeled (for example, scale, time, author, north arrow, date).
* Objectives developed.
* Current Actions documented including input from key team members.
* Initial Organization.
* Initial Resources ordered documented on ICS 201 form.

**Credit:** Include the completed ICS Form 201 developed during the drill.

### [ ]  3.7 Demonstrated smooth transition of the key personnel from initial response team to the spill management team through completion of an Initial Incident Briefing (ICS 201).

* ICS 201 or equivalent hand out available for Unified Command.
* Briefing followed ICS 201 format.
* Objectives identified during briefing.
* Observed transition from IIC to RPIC and Unified Command, key members present and identified/introduced.

**Credit**: Include ICS Form 201, meeting agenda, and attendance roster.

### [ ]  3.8 All plan holders citing supplemental resources in their plans must demonstrate the process for activation of those resources.

* Call out resources according to the process in the plan.
* Integrate and coordinate those resources with other plan resources.

**Credit:** Include notification form from your contingency plan or ICS Form 214.

[ ]  **3.9** **Plan holders that cover multiple vessel companies must demonstrate an effective transition from the initial spill management team to the vessel company spill management team.**

### Credit: *Include all forms relating to transition, such as transition checklist or signed transition form.*

## [ ]  4. Response Management: Demonstrate the ability of the response organization to operate within the response management system identified in their respective plans.

Note: Response Management checkbox is checked only after all of the Response Management components (A-K) have been obtained (cumulative).

### [ ]  4.A Overall Staffing and Coordination: Demonstrated the ability to field the team as described in the plan and ensure coordination between sections.

Note: The overall staffing and coordination box (A) is checked only after all of the components below are obtained.

#### [ ]  4.A1 Expanded response management team task assignments were consistent with the contingency plan and the Northwest Area Contingency Plan.

**[ ]**  Away team was present. **OR**  **[ ]**  Not applicable.

**[ ]**  Away team members fill roles as indicated in Contingency Plan.

**The following were designated/established (typically this credit is achieved during a worst case drill).**

**[ ]**  Responsible Party Incident Commander **[ ]**  Safety Officer **[ ]**  Information Officer

**[ ]**  Liaison Officer **[ ]**  Operations Section **[ ]**  Planning Section

[ ]  Resource Unit [ ]  Situation Unit [ ]  Environmental Unit

[ ]  Documentation Unit [ ]  Logistics Section [ ]  Finance Section

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.A2 Coordination took place between the following ICS sections.

Note: when credit is not given, examples will be provided in the checklist.

**[ ]**  Planning and Operations

**[ ]**  Planning and Logistics

**[ ]**  Operations and Logistics

**[ ]**  Operations and Safety

**[ ]**  Unified Command and Command and General Staff

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

### [ ]  4.B Unified Command and Command Staff:

Note: The Unified Command and Command Staff checkbox (B) is checked only after all of the Unified Command components are obtained.

#### [ ]  4.B1 Members of the Unified Command were identified and an Initial Incident Briefing was conducted (for example, using an ICS 201 format).

**[ ]**  Responsible Party Incident Commander designated.

**[ ]**  Federal On Scene Coordinator present (or invited).

**[ ]**  State On Scene Coordinator present (or invited).

**[ ]**  Local On Scene Coordinator present/consulted (or invited).

**[ ]**  Tribal On Scene Coordinator present/consulted (or invited) or not applicable.

**Credit:** Include pictures and drill sign-in sheet or ICS 211, or the ICS Form 201.

#### [ ]  4.B2 Unified Command discussed the following issues.

**[ ]**  Staffing needs were discussed/clarified including the need for night operations or second shift staffing.

**[ ]**  Qualifications of staff were discussed for key positions—Command and General Staff.

**[ ]**  Meeting Schedule was discussed and approved, and included press conferences and other special purpose meetings.

[ ]  Role of deputies and others working within unified command discussed, if applicable.

[ ]  Worked on a Unified Strategic Plan by incorporating input from all members of the UC.

[ ]  A process was discussed to review and sign various plans developed to support the IAP.

**Credit:** Include ICS Form 214’s and historian’s notes documenting the checklist items above.

#### [ ]  4.B3 Operational Period discussed and established.

**Credit:** Include ICS Form 214 or other forms that document the operational period established.

#### [ ]  4.B4 Unified Command developed and prioritized overall incident objectives and assessed if current and planned actions were consistent with those objectives.

**[ ]**  Updated ICS 201 Objectives or completed ICS 202 for the current operational period.

**[ ]**  Completed ICS 202 for the next operational period (if applicable).

**Credit:** Include ICS Forms 201, 202, and 214’s of Unified Command.

#### [ ]  4.B5 Unified Command prepared for and participated in Press Conference.

**[ ]** Unified command attended pre-press conference meeting with Information Officer.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.B6 Dedicated historian/scribe assigned for Unified Command.

**Credit:** Include ICS Form 214’s or other documents.

#### [ ]  4.B7 Unified Command approved or authorized news releases and other updates to the news media through the Information Officer.

**[ ]**  Unified Command verified accuracy of press releases.

**[ ]**  Unified Command signatures were on press releases.

**[ ]**  Unified Command approved use of and policies on use of social media, such as:

* Twitter, blogs, or other.
* Videos/Interviews with subject matter experts.
* Live streaming events

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

### [ ]  4.C Information Officer/Joint Information Center (JIC):

Note: The Information Officer/JIC checkbox (C) is checked only after all of Information Officer/JIC components are obtained.

#### [ ]  4.C1 Information Officer designated.

**[ ]**  Information Officer was a government representative.

**OR**

**[ ]** Government representative invited but not present.

**OR**

**[ ]** Other individual designated by Unified Command or Incident Commander if applicable, following the NWACP policy.

**Credit:** Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.C2 The JIC was established.

**[ ]** JIC prepared a media communication plan.

* JIC developed a cycle for continuing release of information.
* JIC used Northwest Area Contingency plan JIC manual.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.C3 News releases and Social Media Tools

**[ ]**  News releases were published as requested by Unified Command or Incident Commander.

**[ ]** JIC prepared initial unified command news release

**[ ]** JIC requested social media policy approval by UC, if applicable.

[ ]  JIC made effective use of social media and followed UC policies on use of social media:

* Website, Twitter, blogs, Facebook, Flickr, or other.
* Videos/Interviews with subject matter experts.
* Live streaming events
* Information releases were accurate.

**Credit:** Include copy of press releases and social media documentation.

#### [ ]  4.C4 Preparation for press conference.

* Speakers identified.
* Questions from the media predicted and draft answers provided to speakers.
* Outline for the press conference discussed.
* Displays/Maps developed for press conference match command post maps and information.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.C5 Ensured appropriate representatives and technical specialists were present and utilized at all news briefings.

* Unified Command.
* Scientific Support Coordinator.
* Environmental Unit Leader
* Wildlife expert.
* Liaison officer or designee.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.C6 Information Officer attended meetings as appropriate.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this.

### [ ]  4.D Liaison:

Note: The Liaison checkbox (D) is checked only after all of the Liaison components are obtained.

#### [ ]  4.D1 Liaison Officer (LOFR) designated.

**[ ]**  Liaison Officer was a government representative.

**OR**

[ ]  Government representative invited but not present.

**OR**

[ ]  Other individual designated by Unified Command or Incident Commander if applicable, following the NWACP policy.

**Credit:** Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.D2 Liaison function was established.

[ ] Coordinated with applicable sections, units, and command staff positions as applicable.

[ ]  Identified Contact Lists for Elected Officials, Agencies, Tribes, & Community Leaders.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.D3 Liaison provided timely information to Elected Officials, Agencies, Tribes, Community Leaders.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.D4 Developed a Liaison Plan.

* Plan provided for continuing release of information to Liaison contacts.
* Liaison used Northwest Area Contingency Plan Liaison manual.

**Credit:** Include a copy of the plan. Follow the guidance in the Northwest Area Contingency Plan.

#### [ ]  4.D5 Liaison Officer attended meetings as appropriate.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this.

### [ ]  4.E Safety: Demonstrate the ability to monitor all field operations and ensure compliance with federal and state safety regulations.

Note: The Safety Officer checkbox (E) is checked only after all of the Safety components are obtained.

#### [ ]  4.E1 Safety Officer (SOFR) designated.

**Credit:** Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.E2 Ensured safety plan was developed in a timely manner in accordance with the contingency plan and meeting federal and state regulatory requirements.

**[ ]** The plan covers all operations of the response, and responding personnel, including as applicable:

* Source control
* Night operations,
* Salvage and marine firefighting
* Containment, recovery, shoreline protection strategies
* Disposal and storage operations
* Mechanical recovery, dispersants and in situ burning,
* Wildlife impact assessment, reconnaissance, deterrence, capture, stabilization, and rehabilitation operations as needed.
* Responder and community air monitoring
* Advisories for worker and population protection
* Equipment maintenance and decontamination operations.

**[ ]**  Developed in writing, or described during a meeting the plan to ensure proper communication to field staff beyond timeframe of drill.

**[ ]** Coordinated with other Sections on tactics.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.E3 Safety plan approved by the Unified Command and communicated to appropriate field staff.

* Unified Command signature on Safety Plan
* Plan not completed but detailed appropriate to tactics. (if plan complete but signature not acquired, provide explanation)

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.E4 Safety Officer attended meetings as appropriate.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting.

General Staff

### [ ]  4.F Operations Section: Demonstrate the ability to coordinate or direct operations related to the implementation of response and contingency plans developed by the UC.

Note: The Operations Section checkbox (F) is checked only after all of the Operations components are obtained.

#### [ ]  4.F1 Operations Section was established following the contingency plan.

**[ ]**  Operations Section staffed appropriately for scope of drill.

**[ ]**  Operations Section Chief trained in ICS, Northwest Area Contingency Plan and GRP’s.

**Credit:** Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.F2 Tactical assignments were made appropriate to the overall incident objectives developed by the Unified Command.

[ ]  Operations Section Chief worked with the Planning Section Chief prior to the tactics meeting to develop draft ICS Form 215s for the next operational period.

* Contain/recover spilled material.
* Maximize protection of sensitive areas.
* Maximize removal of oil from impacted areas.
* Maximize primary and secondary storage for recovered product.
* Source control.
* Salvage.
* Wildlife impact assessment, reconnaissance, deterrence, capture, stabilization, and rehabilitation operations as needed.
* Tactics appropriate for oils that may sink or submerge.

[ ]  Tactics on the ICS 215s covered all operational incident objectives.

**Credit:** Include photos of or scanned ICS 215’s, ICS Form 203 or 207, and 214’s.

#### [ ]  4.F3 Operations Section staff developed a plan to provide aircraft support for all elements of the response including operational support, environmental assessments, logistical transports and other UC/JIC/Liaison needs.

**[ ]**  Plan included aircraft for all aspects of the response.

**[ ]**  Ordered support resources including aircraft maintenance, fueling, and staging.

**[ ]**  Completed an ICS Form 220.

**[ ]**  Documentation was submitted or a general message was circulated that detailed the above information.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.F4 Operations Section staff coordinated with the Planning Section on the following strategies, if appropriate for plan holder and scope of the drill.

* Salvage and firefighting operations.
* Develop division boundaries.
* GRPs and GRP revisions, ad hoc shoreline booming strategies.
* Shoreline Cleanup Assessment Technique teams and shoreline cleanup teams.
* Disposal and sampling plans and logistics.
* Enhanced mechanical recovery and alternate technologies.
* Assess, detect, and respond to potential non-floating oil

**Credit:** Include any plans developed, ICS Form 214 calling out these points and be sure ICS Form 232 matches deployment of equipment in situation.

#### [ ]  4.F5 Operations Section staff coordinated with Planning and Logistics to develop resource orders, tracking, and documentation.

**[ ]**  Equipment status change forms submitted.

**[ ]**  Check-in forms submitted.

**[ ]**  Identified needs for shoreline cleanup workers (if applicable).

**[ ]**  Identified needs for non-dedicated workboats, or contracted vessels of opportunity (if applicable).

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.F6 Operations Section staff coordinated with the Planning Section to ensure situation status displays were accurate.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.F7 Operations Section staff coordinated with the Planning Section to ensure disposal plan is developed and accurate.

**[ ]** Provided input to Environmental Unit Leader.

**[ ]** Coordinated on interim disposal locations.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.F8 Operations Section Chief attended meetings as appropriate.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this.

#### [ ]  4.F9 Coordinated with local, state and federal operations representatives as appropriate to the scope of the drill.

* Local fire department/police department participated in Operations.
* Federal (FBI, NOAA, EPA, US F&W) representative participated in Operations.
* State resource agency representatives participated in Operations.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

### [ ]  4.G Wildlife Branch:

Note: According to the Northwest Area Contingency Plan, the plan holder is not expected to lead the Operations Section’s Wildlife Branch. However, the plan holder is expected to assist with the core Wildlife Branch tasks. The Wildlife Branch checkbox (G) is checked only after all of the Wildlife components are obtained.

#### [ ]  4.G1 Leader designated

[ ]  Branch Leader was a US Fish and Wildlife Service or WA Dept. of Fish and Wildlife representative.

**OR**

[ ]  Government representative invited but not present.

**OR**

[ ]  Individual contracted by the plan holder as the Wildlife Response Service Provider or other entity designated by Unified Command.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.G2 Plan holder assisted with Wildlife Branch activities, as appropriate to the drill design and following the contingency plan.

* Develop plan for reconnaissance/wildlife surveys.
* Develop an oiled-bird response plan including staging location for equipment.
* Develop an oiled-marine mammal response plan.
* Deploy oiled wildlife response equipment.
* Establish wildlife carcass collection protocols and coordinate with the development of the waste management plan.
* Identify oiled wildlife personnel support needs including permitted handler.
* Coordinate wildlife planning with Safety.
* Coordinate wildlife response information and activities with the JIC and Planning Section including hotline numbers and use of volunteers.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

### [ ]  4.H Planning Section: Demonstrate the ability to consolidate the various concerns of the members of the UC into joint planning recommendations and to develop support for tactical plans for the Operations Section.

Note: The Planning Section checkbox (H) is checked only after all of the Planning components are obtained.

#### [ ]  4.H1 Planning Section was established following the contingency plan.

**[ ]**  Planning Section staffed appropriately for scope of drill.

**[ ]** Planning Section Chief trained in ICS, Northwest Area ContingencyPlan, and GRP’s.

**[ ]** Worked on a unified strategic plan by incorporating input from all members of the UC.

**Credit:** Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.H2 Planning Section staff utilized the appropriate tools.

* Contingency plan.
* Northwest Area ContingencyPlan.
* Geographic Response Plans, most current version.
* ESI Maps.

**Credit:** Include pictures of the above tools being used as necessary for the drill scenario.

#### [ ]  4.H3 Planning Section Chief established an appropriate meeting schedule.

[ ]  Draft meeting schedule provided to Unified Command.

**[ ]** Meeting schedule allowed time for staff to prepare and develop deliverables.

**[ ]** Meeting schedule included all meetings appropriate to the scope of drill.

**Credit:** Provide ICS Form 230 and any updates made throughout the day.

#### [ ]  4.H4 Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled meetings.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this.

#### [ ]  4.H5 Prepared meeting room displays as needed or handouts available including:

**[ ]**  Agenda for the meeting.

**[ ]** The following displays are developed, if applicable:

* Weather, tides, and currents for current and next operational period.
* Trajectory, situation, and planning maps for current and next operational period.
* Current overflight map.
* ICS 202 form.

**Credit:** Include sign in sheet for the meeting, and pictures of each meeting.

#### [ ]  4.H6 Prepared and maintained situation displays (this is typically achieved at a worst case drill).

**[ ]** Out of date or obsolete information is removed in a timely manner.

**[ ]**  Set-up is well organized and the information is updated on a schedule.

**Situation displays included the following, as appropriate:**

* Weather, tides
* Resources at risk
* Trajectory, situation and planning maps
* Response objectives
* Master resource list
* Organization chart
* Incident status summary (ICS Form 209)
* Overflight map
* Meeting schedule

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.H7 Developed, maintained, and posted a master list of all resources involved in the incident including check-in, status, current location, assignment.

**Credit:** Include pictures of resource list posted on situation board and provide master resource list.

#### [ ]  4.H8 Documented all operational and support aspects of the response and provided detailed records of decisions and actions taken.

**[ ]** Documentation flow and process established and communicated to Sections.

**[ ]** Reviewed all documentation for signature, correct operational period, and incident name.

**Credit:** Provide all documents for the duration of the drill. If an IAP is developed provide it.

### [ ]  4.I Environmental Unit:

Note: According to the Northwest Area Contingency Plan, the plan holder is not expected to lead the Planning Section’s Environmental Unit. However, the plan holder is expected to assist with the core Environmental Unit tasks. The EU checkbox (I) is checked only after all of the Environmental components are obtained.

#### *[ ]* 4.I1Unit Leader designated.

[ ]  Environmental Unit Leader was a government natural resource trustee agency representative.

**OR**

[ ]  Government representative invited but not present.

**OR**

[ ]  Other individual designated by Unified Command.

**Credit:**  Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.I2 Plan holder assisted state/federal agency staff with the following core Environmental Unit activities, as appropriate to the drill design and following the contingency plan.

* Identified sensitive areas and recommended response priorities.
* Determined the extent, fate, and effects of contamination.
* Acquired, distributed, and provided analysis of weather forecasts.
* Monitored the environmental consequences of cleanup actions.
* Developed shoreline cleanup and assessment plans.
* Identified the need for, and prepare, any special advisories or orders.
* Identified the need for, and obtain, permits, consultations, and other authorizations.
* Identified and develop plans for protection of affected historical/cultural resources.
* Evaluated the opportunities to use various Response Technologies.
* Developed disposal plans with operations.
* Developed plan for collecting, transporting, and analyzing samples.
* Developed or supported planning for community air monitoring; coordinated with Safety, Operations, JIC and Liaison

**Credit:** Include all documentation developed to support the Environmental Unit.

### [ ]  4.J Logistics Section: Demonstrate the ability to provide the necessary support of both the short‐term and long‐term action plans.

Note: The Logistics Section checkbox (J) is checked only after all of the Logistics components are obtained.

#### [ ]  4.J1 Logistics Section was established following the contingency plan.

**[ ]**  Logistics Section staffed appropriately for scope of drill.

**[ ]** Logistics Section Chief trained in ICS, Northwest Area Contingency Plan and GRP’s.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting.

#### [ ]  4.J2 Resource ordering process established.

[ ]  Informed the Command and General staff on the process.

[ ]  Established signature authority.

**Credit:** Include ICS Form 214 and command and general staff meeting notes. Include a photo of a document describing the ordering process, if applicable.

#### [ ]  4.J3 Developed, maintained, and posted an incident Radio Communications Plan (ICS Form 205) and Communications List (ICS Form 205a).

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J4 Developed a Medical Plan that encompasses all areas of the response.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J5 Developed or described a plan, and ordered all resources necessary, to ensure sufficient feeding, potable water, sanitary arrangements, and berthing was available to meet incident needs.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J6 Provided personnel for all elements of the response, as applicable.

[ ]  Command post staffing, day and night shift.

[ ]  Field staffing, day and night shift.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J7 Established a command post that accommodated the needs of the response organization.

**[ ]** Command post/facility was appropriate for the scope of the drill.

**OR**

**[ ]** Plan was in place to move command post to more appropriate location as drill/spill ramped up.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J8 Identified and planned for staging areas and other areas as needed.

* All staging areas were listed on the ICS Form 215.
* Ensured situation unit and operations identified the same staging areas.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J9 Developed a plan to provide ground support/traffic plan including vehicle maintenance, fueling, and parking.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J10 Developed a plan to provide support for all response vessels including vessel maintenance, fueling, and berthing.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.J11 Logistics Section Chief attended meetings as appropriate.

**Credit:** Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this.

### [ ]  4.K Finance Section: Demonstrate the ability to document the daily expenditures of the organization and provide cost estimates for continuing operations.

Note: The overall Finance Section checkbox (K) is checked only after all of the Finance components are obtained.

#### [ ]  4.K1 Finance section established following contingency plan.

**Credit:**  Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.K2 Finance is able to provide a cost estimate (burn rate) if requested.

**Credit:** This item is not normally granted for a self-certification. This item is typically achieved only through a large worst case drill. Ecology will make every effort to attend your worst case drills.

#### [ ]  4.K3 Compensation and claims numbers established, and information distributed.

**Credit**: Include documentation establishing the claims number and how information was distributed.

## [ ]  5. Response Operations

Note: The check items for Response Operations are for deployment drills only. The checkbox for Response Operations is checked only after all of the components of Response Operations are obtained. Where applicable, include WRRL ID, staging area, home base and owner in the Drill Deployment Equipment List at the end of the checklist.

### [ ]  5.A Initial Response Operations:

Note: The Initial Response checkbox (A) is checked only after all of the Initial Response components are obtained.

#### [ ]  5.A1 Initial Site Safety equipment deployed and Safety Officer designated. (This checklist item is not cumulative. All sub boxes must be tested in one drill to receive credit for 5.A1.)

**[ ]**  Site safety assessed before deployment (list resources used, including home base or staging area).

**[ ]**  Assessed environmental conditions and determined that equipment is appropriate before deployment.

**[ ]**  Air monitoring documented.

**[ ]** Documentation developed (hazard worksheet).

**[ ]**  Briefing conducted and documented.

**Credit:**  Provide pictures of safety briefing. Include list of equipment and WRRL or ID numbers of equipment deployed in the Deployment Drill Equipment List (see end of checklist). Provide Hazard Assessment Worksheet or ICS Form 201. Provide documentation of air monitoring results. Initial site safety plan must include any additional factors, beyond air monitoring, as described in the hazard assessment worksheet.

#### [ ]  5.A2 The local/internal response team members identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.

**Credit:** Include drill sign in sheet or ICS Form 205A Communications List, with positions.

#### [ ]  5.A3 The number of personnel appropriate for the environmental conditions and the scope of the drill were mobilized (include the number and affiliation of the personnel).

**Credit:** Provide the overall number and source of personnel participating in the drill. Include drill sign in sheet (ICS Form 211) or ICS Form 205A Communications List, with positions. Or ICS Form 201.

#### [ ]  5.A4 Walk through of emergency shutdown procedures for each type of transfer identified in the contingency plan, by the appropriate trained personnel (at least once a triennial drill cycle).

The areas of emergency shutdown are customized for your plan. Credit for testing emergency shutdown is cumulative; all applicable areas do not need to be tested during one drill but they shall be tested during the three-year cycle to receive credit for 5.A4.

**[ ]**  Pipeline to/from facility

**[ ]**  Facility pipeline to/from vessel

**[ ]**  Vessel to vessel

**[ ]**  Truck racks

**[ ]**  Rail Car Unloading Facility

**[ ]**  Internal Transfer

**Credit:** Include pictures of each individual shutdown station, with a short explanation of how each works.

#### [ ]  5.A5 Field-tested plan holders initial response communication equipment and systems following plan procedures.

**[ ]** Observed utilization/coordination of all comms equipment listed in the plan (list equipment, system, and channels used).

**Credit:** Include pictures of personnel using comms equipment and documentation of the channels being used (if applicable).

#### [ ]  5.A6 Plan holder and response contractor were able to communicate during the deployment, following plan procedures.

**[ ]** Observed utilization/coordination of all comms equipment (include equipment, system, and channels used).

**Credit:** Include pictures of personnel using comms equipment and documentation of what channels being used (if applicable).

#### [ ]  5.A7 Plan holder deployed equipment described in the plan to track the spill.

**[ ]**  Deployed limited visibility tracking devices.

**Credit:** Include pictures of personnel deploying limited visibility tracking device.

### [ ]  5.B Containment and Mitigation:

Note: The Containment and Mitigation checkbox (B) is checked only after all of the Containment and Mitigation components are obtained.

#### [ ]  5.B1 Deployment drills are conducted in a variety of locations that the plan holder could impact. Equipment deployed is appropriate for the operating environment and includes boom, recovery and storage.

**[ ]** Boom

**[ ]** Recovery

[ ]  Interim Storage

**Credit:** Include pictures of each operation or activity with a description of what was done. Include WRRL or ID numbers as well as the type of equipment deployed in the Deployment Drill Equipment List (see end of checklist).

#### [ ]  5.B2 Plan holder began initial deployment of on-site boom identified in contingency plan.

**Credit:** This credit applies when it is boom you own, and not that of a response contractor. Include pictures of boom deployment and WRRL or ID numbers of the type of equipment deployed in the Deployment Drill Equipment List (see end of checklist).

#### *[ ]*  5.B3 Plan holder deployed initial mechanical recovery equipment identified in the contingency plan.

**Credit:** This credit applies when it is recovery equipment you own, and not that of a response contractor. Include pictures of skimming assets deployed and WRRL or ID numbers of the type of equipment deployed in the Deployment Drill Equipment List (see end of checklist).

#### [ ]  5.B4 For Plan Holders that transport or store potentially non-floating oils. Demonstrate ability to source the resources and capability necessary to respond to a spill of potentially non-floating oils.

**Credit:**  Document all call information on ICS Form 201 or other form and provide who was called and when and how long it would take to get resources on site. Ecology will check with vendor to verify information provided.

#### [ ]  5.B5 Set-up and demonstrated the ability to transfer product from skimmer or interim storage to shoreside storage (vacuum truck/baker tank) or fixed storage facilities.

* Barge to shoreside tanks.
* Fast tank to vac truck.
* OSRV interim tank to barge/shallow water barge
* Initial interim tank to shallow water barge.

**Credit:**  Include pictures of set up of the transfer from the skimmer to storage assets and WRRL or ID numbers of the type of equipment deployed in the Deployment Drill Equipment List (see end of checklist).

#### [ ]  5.B6 Demonstrated and described containment of a land spill from entering water by channeling, diverting, or berming as well as recovery and storage of product.

**[ ]** Demonstrated and described one of the above techniques.

**[ ]**  Deployed resources (list resource used including home base or staging area).

**Credit:**  Include pictures or sketch of where land containment of the spill would occur. Describe what would be done and how it would help contain the spill.

#### *[ ]* 5.B7 Demonstrated and described damage control procedures as identified in the contingency plan (such as plugging or patching a leak in a pipeline or storage tank).

**[ ]** Walked through the above procedures.

**[ ]** Identified resources for damage control.

**Credit:** Describe the damage control procedures found in the plan and provide pictures of equipment available for plugging or patching. If plan holder does not own patching resources document when they could arrive.

#### [ ]  5.B8 Plan holders that cover multiple vessels and use supplemental resources will deploy and direct supplemental resources at least one time per triennial cycle.

* Call out supplemental resources according to the process described in the plan.
* Integrate and coordinate use of those resources with other plan resources.

**Credit:** Include notification forms depicting the call out of resources, pictures of resources being used and directed by plan holder.

#### [ ]  5.B9 Conduct a large-scale equipment deployment drill at least one time per triennial cycle. This drill should involve multiple tactics such as:

* Dedicated and non-dedicated equipment.
* Vessels of opportunity.
* Multiple simultaneous tactics.
* Verification of operational readiness over multiple operational periods.

**Credit:** This credit is not normally available for self-certification.

### [ ]  5. C Protection:

Note: The Protection checkbox (C) is checked only after all required number of GRP deployments are conducted as per plan.

#### [ ]  5.C1 Plan Holder deployed GRP or protection strategy identified in the contingency plan and discussed what would be needed to maintain the strategy for 24 hours.

**[ ]** GRP deployed by plan holder as written

**OR**

**[ ]**  GRP deployed by PRC as written

**OR**

**[ ]**  Plan Holder or PRC deployed a modified version of the GRP strategy based on environmental conditions.

**Credit:**  Identify which GRP was deployed using its short and long name, the type of strategy and how many feet of boom was deployed. Identify which PRC deployed the GRP, if applicable. If the GRP could not be deployed as written, in addition to identifying the items above, describe the environmental conditions of the day, changes in formation, location, and amount of boom that was necessary to deploy the modified GRP. Include lessons learned and any actions needed for updating the strategy such as notifications, boat launches, staging areas, personnel or equipment.

Provide pictures of GRP being deployed and include WRRL or ID numbers for all equipment used in the Deployment Drill Equipment List Table (see end of checklist).

### [ ]  5.D Wildlife Rehabilitation Equipment

#### [ ]  5.D1 Plan Holder deployed oiled-wildlife response equipment.

* Wildlife impact assessment, reconnaissance, deterrence, capture, stabilization, and rehabilitation operations as applicable to the objectives.
* Electrical power generation and distribution equipment.
* Water heating and handling equipment.
* Air handling equipment.
* Consumable equipment and medical supplies.
* Oiled-wildlife volunteers or permitted handler attended.

**Credit:** This credit is not normally available for self-certification.

### [ ]  5.E Emergency Response Towing Vessel (ERTV):

Note: this requirement only applies to vessel plan holders operating in Puget Sound.

#### [ ]  5.E1 Plan Holder deployed ERTV identified in the plan.

**Credit:** This credit is not normally available for self-certification.

## Summary:

As always, we appreciate your efforts to protect Washington’s waters.

**Deployment Drill Equipment List**

Verify equipment used during the drill. Return this document to Ecology. We appreciate your efforts to exercise equipment in drills in support of Ecology’s equipment verification program.

| **WRRL #, if applicable** | **Equipment Owner (PRC, Plan Holder, other)** | **Equipment Description: Resource Kind: boom, pump, skimmer, storage, trailer, vehicle, vessel, brief description, and staging location** |
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**Deployment Equipment Sourcing Documentation**

Sourcing equipment allows us to verify the depth of equipment that could have been brought to the site, verifying one aspect of preparedness on a given day. The equipment that is planned to be sourced and amount of resources is determined during drill design. Because we are verifying a capability that is not required to be present (not required to arrive at staging or be deployed), more than one asset may be sourced to help us identify the amount of dedicated or non-dedicated resources that may be made available on a given day.

**Please return the form to (insert drill evaluation lead name and contact information).**

|  |  |
| --- | --- |
| **Plan Holder Name:**  | **Drill Date:** |
| **Form completed by:** | **Date:** |
| **Sourced Equipment** (Real Time Availability) |
| **Organization** | **WRRL#, if applicable** | **Description of Resource** | **Location**  | **Time Called Out** | **ETA** |
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**Credit Availability Cross Reference**

|  |
| --- |
| **\*Tabletop Drills\*** |
| **Credits Available** | **Credits NOT Available** |
| 1.1 | 4.F8 | 2.2 |
| 1.2 | 4.H1 | 4.A1 |
| 1.3 | 4.H2 | 4.A2 |
| 2.1 | 4.H3 | 4.B5 |
| 3.1 | 4.H4 | 4.B7 |
| 3.2 | 4.H5 | 4.C2 |
| 3.3 | 4.H7 | 4.C4 |
| 3.4 | 4.H8 | 4.C5 |
| 3.5 | 4.I1 | 4.D2 |
| 3.6 | 4.I2 | 4.D3 |
| 3.7 | 4.J1 | 4.E2 |
| 3.8 | 4.J2 | 4.E3 |
| 3.9 | 4.J11 | 4.F3 |
| 4.B1 | 4.K1 | 4.F5 |
| 4.B2 | 4.K3 | 4.F6 |
| 4.B3 |   | 4.F7 |
| 4.B4 |   | 4.F9 |
| 4.B6 |   | 4.G1 |
| 4.C1 |   | 4.G2 |
| 4.C3 |   | 4.H6 |
| 4.C6 |   | 4.J3 |
| 4.D1 |   | 4.J4 |
| 4.D4 |   | 4.J5 |
| 4.D5 |   | 4.J6 |
| 4.E1 |   | 4.J7 |
| 4.E4 |   | 4.J8 |
| 4.F1 |   | 4.J9 |
| 4.F2 |   | 4.J10 |
| 4.F4 |   | 4.K2 |

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| **\*Deployment Drills\*** |
| **Credits Available** | **Credits NOT Available** |
| 1.1 | 5.B9 |
| 1.2 | 5.D1 |
| 1.3 | 5.E1 |
| 5.A1 |   |
| 5.A2 |   |
| 5.A3 |   |
| 5.A4 |   |
| 5.A5 |   |
| 5.A6 |   |
| 5.A7 |   |
| 5.B1 |   |
| 5.B2 |   |
| 5.B3 |   |
| 5.B4 |   |
| 5.B5 |   |
| 5.B6 |   |
| 5.B7 |   |
| 5.B8 |   |
| 5.C1 |   |