

BRITISH COLUMBIA MARINE OIL SPILL RESPONSE PLAN

Mission:
**Exemplary Environmental
Emergency Management through
Leadership, Organization, Team Work,
and Shared Responsibility**



July 2013

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Preface

The *BC Marine Oil Spill Response Plan* defines the scope and structure of the Government of British Columbia's involvement when responding to a major marine oil spill from a vessel, oil terminal, or any other source. The BC Ministry of Environment is responsible for provincial preparedness and response management for spills. This responsibility is designated under the *Emergency Program Act* and its *Emergency Program Management Regulation*.

Provincial involvement may be jointly shared with federal agencies, local government, First Nations and industry, or may be solely a provincial government endeavour. This plan is intended to operate concurrently and in cooperation with the plans of other responding jurisdictions and companies.

The province's role in this plan is consistent with the *Provincial Marine Oil Spill Preparedness and Response Strategy*. This plan complies with the *BC Emergency Response Management System* (BCERMS). BCERMS is based on the international Incident Command System (ICS) widely used by industry and government agencies in Canada, as well as in the United States for environmental emergency management at the site (Incident Command Post) level of response (see textbox).

Implementation of this plan is by an Incident Management Team. Elements of the plan, such as membership of a team, training, notification, and equipment are defined in the ministry's Environmental Emergency Program's policy and procedures. The *BC Marine Oil Spill Response Plan* is also supported by guidelines and manuals that provide additional information required for effective response. The plan identifies this information.

CHARACTERISTICS OF INCIDENT COMMAND POST (SITE) RESPONSE

Generally, Incident Command Post (site) response manages a single spill source or incident, such as an oil spill (vessel casualty) or hazardous material incident (railway accident, tire fire). Site response is where the *BC Emergency Response Management System* Site-level Standard 1001, and internationally-established Incident Command System (ICS) within this standard, are applied by an Incident Management Team. This ICS organizational structure is designed to handle small to large and complex incidents. Its modular structure and organization expands to meet emergency management demands.

Three fundamental features delineate site response: 1) the first line of communications to field personnel, including media and assisting/cooperating agencies; 2) where tactical (operational) planning and decisions are undertaken; and 3) where unified command (functional or jurisdictional) is established among participating government agencies, First Nations, and Responsible Party (company).

The facility where an Incident Management Team manages site response is the Incident Command Post. This temporary facility may be near the incident or many kilometers away, and may be as simple as a trailer or established emergency operations building. The "field" is where response personnel implement the approved tactical (operational) directions such as shore cleanup, wildlife rescue, decontamination, and waste handling. The number of response personnel at the site's Incident Command Post and in the field can be from a few people to hundreds.

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Statement of Authority

This document is the Government of British Columbia's *Marine Oil Spill Response Plan* for spills of oil in coastal marine and estuarine waters. It has been developed under the authority of the Minister of Environment pursuant to Part 7 of the *Environmental Management Act*, and Section 4 (1) *Emergency Program Act*. The plan is an integral facet of the BC Ministry of Environment's Environmental Emergency Program as stipulated under Section (2) of the *Ministry of Environment Act*.

The plan meets the intent of Section 6 of the *Emergency Program Management Regulation (Emergency Program Act)* that pertains to the role of ministers in relation to hazards. Section 6 states:

“A minister referred to in Schedule 1 is responsible for coordinating the government’s response to the occurrence of any of the hazards for which the minister is designated as the key minister in that schedule.”

The BC Ministry of Environment is the “key” ministry in Schedule 1 for spill hazards.

The *BC Marine Oil Spill Response Plan* may be invoked under Section 87 of the *Environmental Management Act* or Section 7.0 of the *Emergency Program Act* where the Minister considers that an environmental emergency exists and immediate action is necessary.

Deputy Minister – BC Ministry of Environment

Date

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Amendments

<u>Date</u>	<u>Section</u>	<u>Nature of Amendment</u>
July 2013	Specific Sections	<p>Amendments reflect:</p> <ul style="list-style-type: none"> • Changes to agency and program names; and • Changes to notifications
January 2007	All Sections	<p>Amendments reflect:</p> <ul style="list-style-type: none"> • <i>Emergency Program Act</i> and responsibilities of a key provincial agency under Section 6 of the Emergency Program Management Regulation; • <i>BC Emergency Response Management System</i>; • <i>BC Coastal Zone Position Paper</i> (June 1998); • <i>Pacific States/BC Task Force on Oil Spills Mutual Aid Agreement</i>; • Roles of the Canadian federal agencies; and Canada’s Private-sector Marine Oil Spill Response Organization, and • <i>Environmental Management Act</i>
February 1992	All Sections	<p>Amendments reflect:</p> <ul style="list-style-type: none"> • Provincial Government Emergency Management: A Strategy for Response, 1992

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Acronyms

BCERMS	British Columbia Emergency Response Management System (Canada)
BCO	Burrard Clean Operations (Canada)
CCG	Canadian Coast Guard (Canada) or Central Coordination Group (BC)
DFO	Department of Fisheries and Oceans (Canada)
DND	Department of National Defense (Canada)
EC	Environment Canada (Canada)
EERO	Environmental Emergency Response Officer (British Columbia)
EPC	Emergency Preparedness Canada (Canada)
FMO	Federal Monitoring Officer (Canada)
FOSC	Federal On-scene Commander (Canada) or Coordinator (United States)
HQs	Headquarters (International)
IAP	Incident Action Plan (International)
IC	Incident Commander (International)
ICS	Incident Command System (International)
IMT	Incident Management Team (International)
JIC	Joint Information Centre (United States /Canada)
MOC	Ministry Operations Centre (British Columbia)
MROC	Ministry Regional Operations Centre (British Columbia)
MCTS	Marine Communications and Traffic Service (Canada)
NIMS	National Incident Management System (United States)
NRT	National Response Team (United States)
OSC	On-Scene Coordinator (United States)
EMBC	Emergency Management BC (British Columbia)
PREOC	Provincial Regional Emergency Operations Centre (British Columbia)
PECC	Provincial Emergency Coordination Centre (British Columbia)
QI	Qualified Individual (United States/Canada)
NOAA	National Oceanic and Atmospheric Administration (United States)
REET	Regional Environmental Emergency Team (Canada)
RO	Response Organization (Canada)
RP	Responsible Party (Canada/United States)
SITREP	Situation Report (Canada/United States)
SPCA	Society for the Prevention of Cruelty to Animals (International)
USCG	United States Coast Guard (United States)

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**SECTION 1.0
Purpose and Scope**

1.1 Purpose

1.2 Scope

SECTION 1.0 - PURPOSE AND SCOPE

1.1 Purpose

The purpose of the *BC Marine Oil Spill Response Plan* (the plan) is to provide for safe, timely, effective and coordinated response by the Province of British Columbia, in concert with other responding local, federal and international governments, industry, First Nations, and communities to a major oil spill affecting coastal marine waters.

1.2 Scope

The *BC Marine Oil Spill Response Plan* is a provincial-level plan that:

- Outlines the organization, procedures and duties of the provincial government in response to a major oil spill in British Columbia's coastal waters;
- Identifies the role of BC Ministry of Environment as the “key” (lead) provincial agency for responding to a marine oil spill in cooperation with other responding jurisdictions and industry;¹
- Provides the organization, missions, and duties for an Incident Management Team based on the *BC Emergency Response Management System* (BCERMS) and the Incident Command System (as *per* BCERM’s Site 1001 Standard) therein;
- Summarizes in operational guidelines (separate documents) information for activities on how to undertake or utilize team positions, to establish a Joint Information Centre, to manage assisting and cooperating agencies, and to implement other response functions at the site (Incident Command Post) level;
- Lists resource documents and internet sites that could be used to support response efforts; but, **does not**:
 - provide step-by-step instructions on shoreline operations or wildlife rescue activities, but directs the user to appropriate documents for this information;
 - provide detailed information on incident management support, but directs the user to the appropriate documents for this information;²
 - provide organizational functions for offshore on-water oil removal, air or vessel operations, or vessel salvage; and
 - address response to hazardous material incidents (addressed by the *BC Hazardous Material Response Plan*) or inland oil spills (addressed by the *BC Inland Oil Spill Response Plan*).

¹ Terms used in this plan are those used in legislation and used by the *BC Emergency Response Management System*. Words in (brackets) denote alternative terminology used by federal agencies or industry, or abbreviated titles.

² The organizational support levels are *Site Support* (Level 1002), *Provincial Regional Coordination* (Level 1003) and *Provincial Central Coordination* (Level 1004).

SECTION 2.0
Provincial Response Strategy

- 2.1 Response
- 2.2 Relationship to Policies and Standards
- 2.3 Monitoring
- 2.4 Coastal Protection

SECTION 2.0 - PROVINCIAL RESPONSE STRATEGY

The province will take an active leadership and participatory role in coastal resource identification and, in the event of an oil spill, the protection and cleanup of the inter-tidal shoreline and seabed that are under the jurisdiction of the province.

The province's response efforts will focus on identification and mapping of provincial Crown resources, which include but are not limited to, inter-tidal marine habitats, wildlife habitats and populations, archaeological, cultural, aquatic, parks and ecological reserves. The province will set priorities for resource protection and will establish oil spill protection and cleanup measures for shorelines. As well, it will ensure the availability of equipment and trained personnel to manage spill response safely and effectively. The province will work in concert with federal agencies wherever both federal and provincial resources are to be protected. The level of response capability of the province will also recognize the particular expertise and resources of Environment Canada, Transport Canada and Fisheries and Oceans Canada to undertake emergency responses. Opportunities will be established for contractors to provide skilled assistance and resources in the event of a major spill.

Provincial Marine Oil Spill Preparedness and Response Strategy, 1990

The government of British Columbia (the province) is committed to protect its coastal environmental resources from harmful oil spills emanating from marine vessels, industrial facilities, or upland sources. BC Ministry of Environment (the ministry) is the "key" (lead) provincial agency in coordinating the provincial response according to this plan.

2.1 Response

The ministry will:

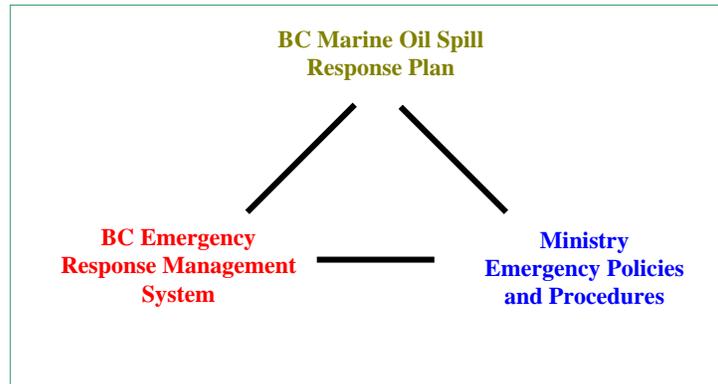
- Take a participatory role in coastal resource identification, protection and treatment for the inter-tidal shores and seabeds under provincial jurisdiction, including wildlife protection and oily waste handling;
- Participate in all strategic and tactical decisions for both on-water and off-water response that may affect provincial interests;
- Make available provincial equipment and trained personnel to manage a spill in concert with other responding agencies and the Responsible Party³;
- Recognize the particular expertise and resources of the federal government, and the oil handling and shipping industry and their certified Response Organization (RO) and other specialists, in emergency response;
- Encourage a unified (shared) incident command and team integration among all jurisdictions affected, which can include local, provincial and federal governments, First Nations, as well as with the Responsible Party; and
- Strive for the most environmentally-sound and economically-feasible mitigation measures to protect people, property and the environment to achieve a net environmental benefit.

³ The "Responsible Party" (RP) is responsible for managing and funding response and clean up, and paying compensation for damages. The term RP does not infer fault. The RP is generally a vessel or facility owner in Canada, and represented by its Incident Commander.

2.2 Relationship to Policies and Standards

The *BC Marine Oil Spill Response Plan* is founded on two guiding documents:

1. The *Environmental Emergency Program's Policies and Procedures* that reflect the ministry's goal for environmental protection; and
2. The *BC Emergency Response Management System* that provides a standard organizational structure for preparing provincial-level response plans for all BC agencies.



2.3 Monitoring

The province holds those industries and companies transporting, storing or using oil products responsible for oil spill preparedness and response. The ministry places the onus on companies and industries to have well-developed emergency response plans. Where the Responsible Party (RP) is known, has a well-established plan, and adequate response capability, the ministry will:

- Provide the Responsible Party adequate opportunity to respond to and deal with the spill;
- Assist in making strategic and tactical decisions regarding spill-related actions;
- Augment the Responsible Party's effort with provincial resources and staff, subject to mutual agreement and cost-recovery for services provided;

AND JOINTLY WITH OTHER AGENCIES, FIRST NATIONS AND THE RESPONSIBLE PARTY:

- Determine the nature and extent of the environmental damage caused by the spill;
- Facilitate the preparation of joint situation reports and media releases; and
- Evaluate the adequacy of environmental protection.

The ministry will provide the same services and functions to the lead federal agency for a unified (joint) government-lead response, such as when the Responsible Party is unknown (e.g. a mystery spill) or unwilling to respond, as well as if there is a transfer of command.

2.4 Coastal Protection

The critical coastal protection efforts are:

- Determining oil product composition and amount;
- Tracking released oil product;
- Assessing use of non-mechanical response methods, such as in-situ oil burning;
- Defining priority shorelines/resources for protection;
- Assessing shoreline oiling and determining environmentally-sound treatment options;
- Undertaking shoreline remediation;
- Undertaking wildlife reconnaissance surveys;
- Capturing oiled and harmed wildlife;
- Undertaking initial oiled wildlife assessments and stabilization; and
- Rehabilitating harmed wildlife.

The coastal protection efforts will be guided the response priorities prescribed in the *BC Emergency Response Management System (BCERMS)* as follows:

- 1. Provide for the safety and health of all responders;**
- 2. Save lives;**
- 3. Reduce suffering;**
- 4. Protect public health;**
- 5. Protect government infrastructure;**
- 6. Protect property;**
- 7. Protect the environment; and**
- 8. Reduce economic and social losses.**

SECTION 3.0
Incident Notification, Escalation and Support

- 3.1 Spill Notification
- 3.2 Event Criteria
- 3.3 Callout of Incident Management Team
- 3.4 Contacts for Government Agencies, Industry and International Organizations
- 3.5 Response Escalation
- 3.6 Incident Management Team
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- 3.11 Federal/Provincial/Industry Interface
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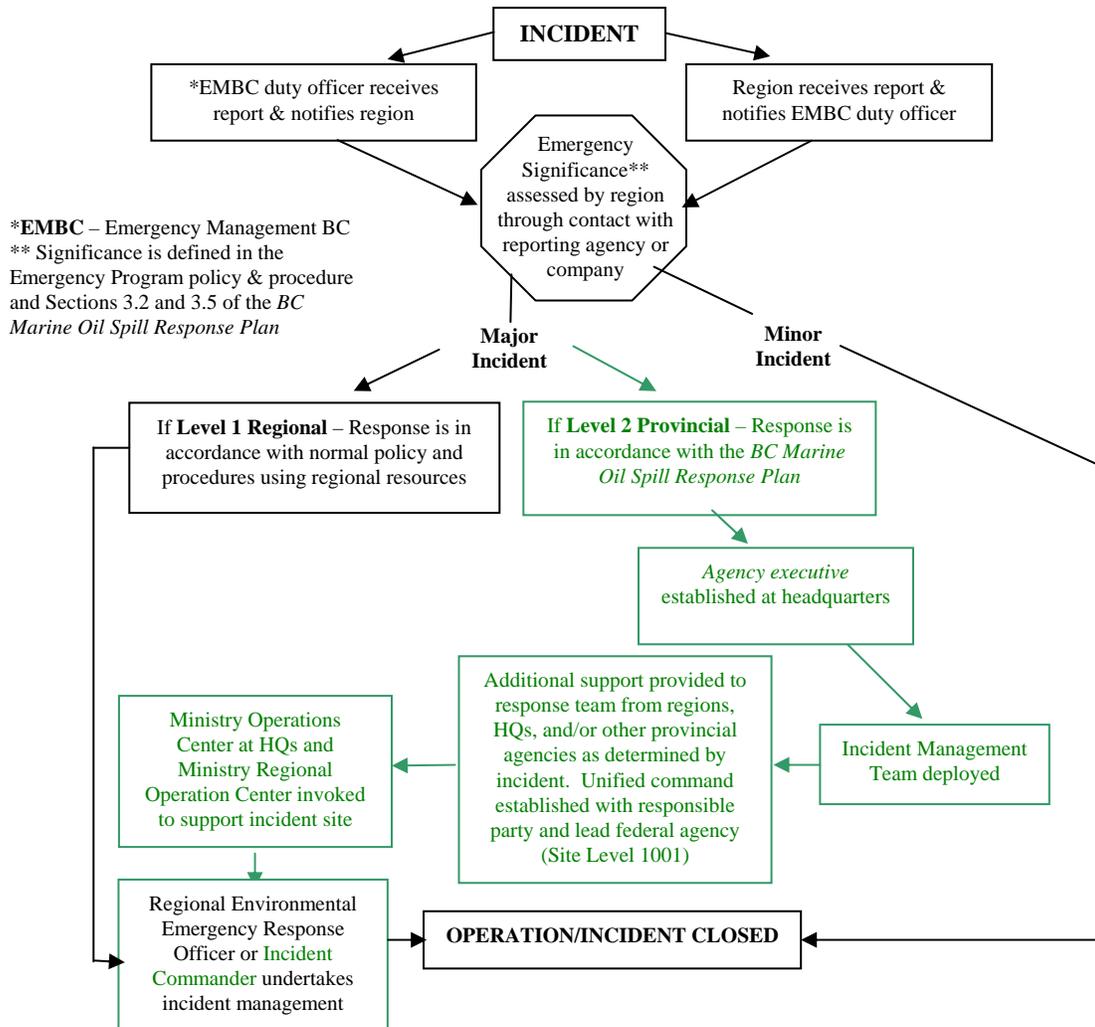
SECTION 3.0 - INCIDENT NOTIFICATION, ESCALATION AND SUPPORT

3.1 Spill Notification

The provincial 24-hour reporting number for marine oil spills is **1-800-663-3456** that is managed through *Emergency Management BC's* (EMBC) emergency coordination centre by a duty officer. Commercial vessels and recreational boaters can also use an international number **1-800-OILS-911** to report any spill from British Columbia that is routed to EMBC's coordination centre.⁴

Internal ministry notification of a spill is in accordance with the ministry's *Environmental Emergency Policies and Procedures Manual* that is maintained by headquarters (Victoria). **Green arrows/boxes** for the chart below depict activities for marine oil (see: Figure 3-1) that exceeds a regional response capability.

FIGURE 3-1: EMERGENCY INCIDENT REPORTING

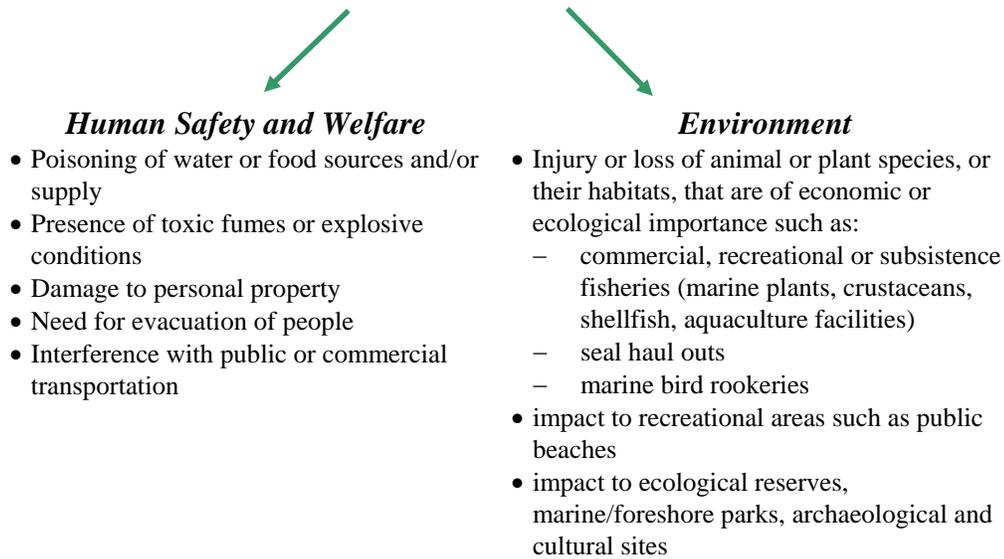


⁴ Both 24-hour phone numbers go to the Emergency Management BC's emergency coordination centre that serves as dispatch for all spills reported in the province.

3.2 Event Criteria

The following chart outlines factors requiring evaluation to determine whether a marine oil spill warrants invoking elements of, or the entire, *BC Marine Oil Spill Response Plan* and an incident management team. The ministry’s *Agency Executive* ([see Section 3.9](#)) makes the final determination of whether to declare an environmental emergency, invoke the plan, or deploy a team.

A MARINE OIL SPILL BECOMES AN “**INCIDENT**” THAT WARRANTS CONSIDERATION OF AN EMERGENCY DECLARATION OR INITIATION OF THE *BC MARINE OIL SPILL RESPONSE PLAN* WHEN THE FOLLOWING CONDITIONS ARE EVIDENT OR LIABLE TO OCCUR



TRANS-BOUNDARY CONSIDERATIONS

As a member of the *Pacific States/British Columbia Task Force on Oil Spills*, the province could be called upon to participate in an incident that has or could result in an oil spill harming the environmental resources of another members’ jurisdiction or one that threatens another jurisdiction. This applies to the states of Alaska, Washington, Oregon, California, and Hawaii.

Declaring an Environmental Emergency and/or invoking the *BC Marine Oil Spill Response Plan* rests with the *Agency Executive*

3.3 Callout of Incident Management Team

An Incident Management Team membership list is maintained by the Environmental Emergency Program headquarters (Victoria). They are not included in this plan, as membership changes frequently. Procedures for initial notification of an incident are in accordance with the policies and procedures provided by the program.

**CALL OUT OF THE
MARINE OIL SPILL INCIDENT MANAGEMENT TEAM**

Call out will be undertaken in accordance with instructions provided by the *Incident Commander*. Member contacts are maintained separately from this plan.

3.4 Contacts for Government Agencies, Industry and International Organizations

For marine oil spills, the primary notification resource is that maintained by the Ministry's Environmental Emergency Program. Other than 24 hour emergency numbers, notification contacts for agencies and associations are not provided in this response plan, as they are subject to frequent changes.

LOCAL GOVERNMENT

CITIES, MUNICIPALITIES, REGIONAL DISTRICTS, VILLAGES

The *Emergency Management BC* retains contact numbers for local government emergency coordinators (**1-800-663-3456**). *CIVICINFOBC* also provides website for local governments for contacts.

FIRST NATIONS OF BRITISH COLUMBIA

The *First Nations Emergency Atlas* maintained by *First Nations' Emergency Services Society* (FNESS) provides both mapped and contact numbers of BC First Nations, their reserves, and where they reside with regional districts. The atlas can be downloaded from FNESS website.

FEDERAL AGENCIES

CANADIAN COAST GUARD

Spills to navigable waters in British Columbia **1-800-889-8852** (24 hour). Transport Canada's *TP 9834 Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants* provides information on how to and what to report.

ENVIRONMENT CANADA

Environmental emergency reports are managed centrally by the *National Environmental Emergency Center* located in Montreal (**General Enquiries only: 1-866-283-2333**). ALL SPILL REPORTS ARE ROUTE THROUGH *EMERGENCY MANAGEMEN BC* dispatch center at **1-800-663-3456**. Environment Canada’s website provides the criteria and circumstances for notifications pursuant to the *Canadian Environmental Protection Act* and federal *Fisheries Act*.

**INDUSTRY SPILL RESPONSE
COOPERATIVES/ORGANIZATIONS**

WESTERN CANADA MARINE RESPONSE CORPORATION

Western Canada Marine Response Corporation is a certified Response Organization dedicated to marine oil spill response on behalf of the shipping and oil-handling industries (Vancouver): **(604) 294-9116** or toll free: **1-855-294-9116** (24 hour).

INTERNATIONAL US/CANADA BORDER NUMBERS

The following provides key emergency phone numbers in the event of a major marine oil spill that threatens to cross US/Canada international boundaries, or where assistance is requested.

NATIONAL RESPONSE CENTER

The National Response Center (NRC) is the sole US federal point of contact for reporting all oil and chemical spills. The toll-free 24-hour reporting number is **1-800-424-8802**. For those without 800 access, the contact number is **(202) 267-2675**. The NRC Web Site provides additional information on spill reporting requirements and procedures for the United States.

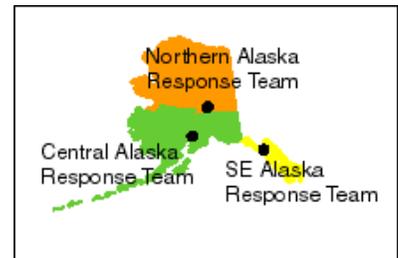


ALASKA

Department of Environmental Conservation: During business hours:

- Central, Anchorage: (907) 269-3063
- Northern, Fairbanks: (907) 451-2121
- Southeast, Juneau: (907) 465-5340
- Outside normal business hours 1-800-478-9300

Spill notification site at Alaska DEC’s Spill Prevention and Response.



WASHINGTON

Department of Ecology: **1-800-258-5990**

Regional Offices (Coastal)

- Northwest Office, Bellevue: (425) 649-7000



- Southwest Office, Olympia: (360) 407-6300

3.5 Response Escalation

The provincial emergency response to a marine oil spill will escalate depending on the nature and extent of the spill (see: [Figure 3-2](#)). Regional Environmental Emergency Response Officers (EERO) will respond to minor spills as *per* normal ministry response procedures.⁵

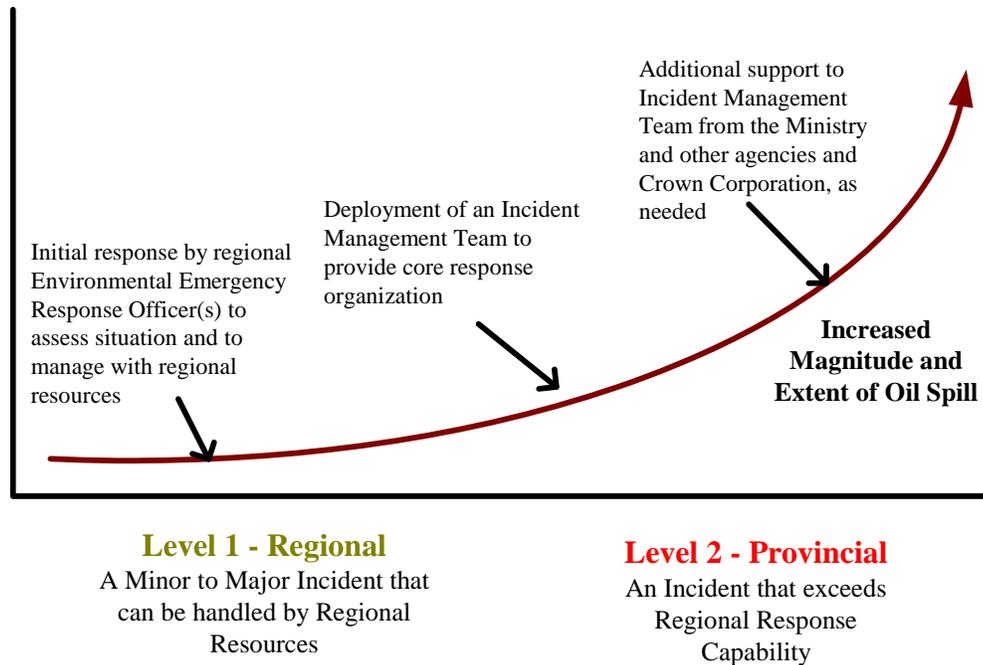


FIGURE 3-2: AN ESCALATED RESPONSE TO A MARINE OIL SPILL

The escalation levels are as follows:

- Level 1- Regional:

The initial response to all marine oil spill events is provided by the regional Environmental Emergency Response Officer (the response officer) in accordance with the ministry’s Environmental Emergency Program’s policy and procedures. Level 1 events are those typically handled by a response officer with support from the regional office.

- Level 2 – Provincial:

An incident management team will be employed for marine oil spills that exceed the ministry’s regional response capability. These incidents are typically of provincial, national, or international significance.

⁵ Procedures for emergency response by BC Ministry of Environment are provided in the Environmental Emergency Program’s policy and procedures.

Such events are marine oil spills:

1. Whose impact crosses over a ministry regional or an international boundary;
2. That invoke a federal and/or industry Incident Management Team, and/or
3. Determined to be of such significance by the ministry *Agency Executive*.

The building of the response organization to address a large marine oil spill will be done in accordance with the *BC Emergency Response Management System* (see: [Figure 3-3](#)). The organizational levels are built from the bottom-up.

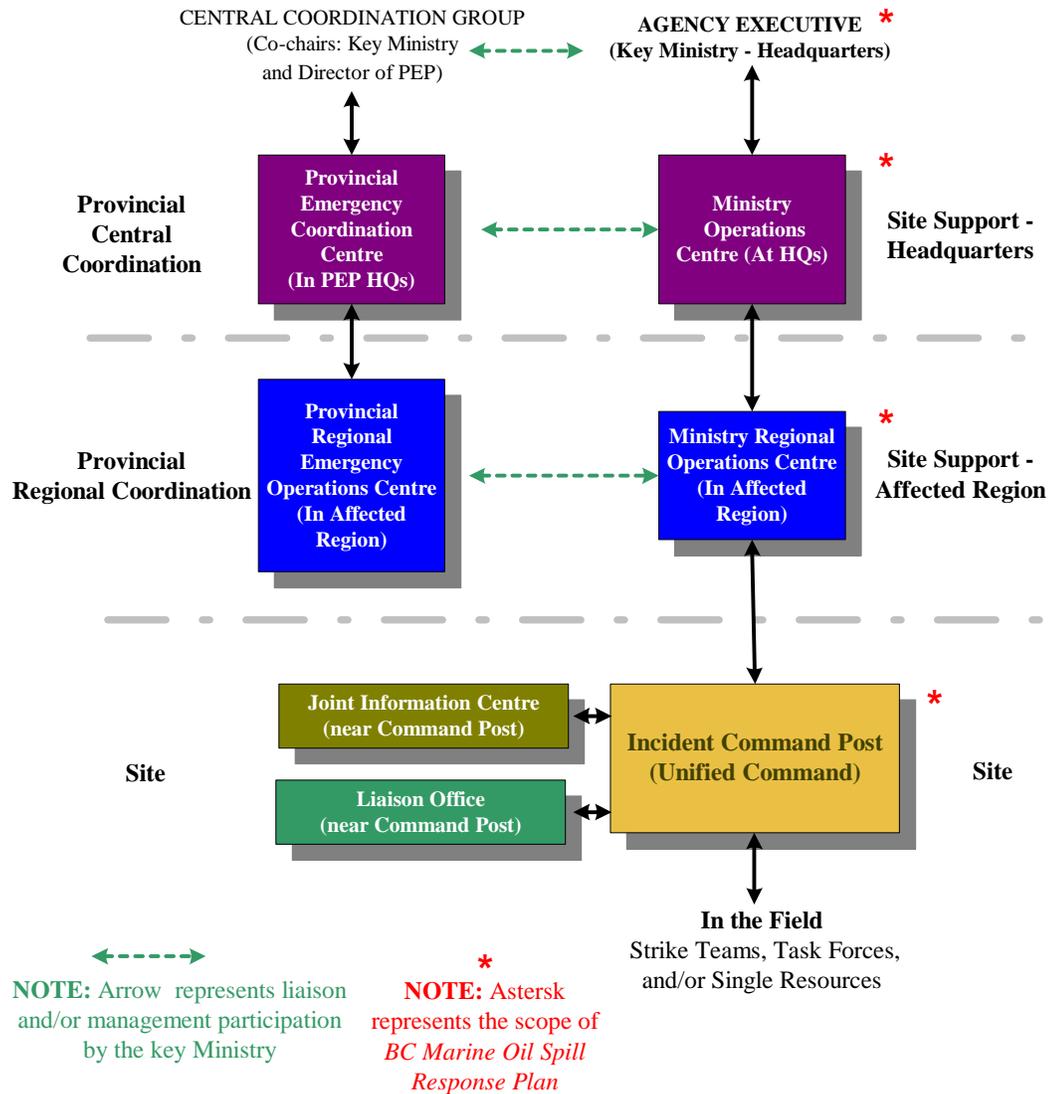


FIGURE 3- 3: BC EMERGENCY RESPONSE MANAGEMENT SYSTEM

The response organization is to be built from the **bottom-up** with clear lines of authority maintained by the ministry in order to meet the intent of Section 6 of the *Emergency Program Management Regulation*, as well as the *BC Emergency Management Response System (BCERMS)* as follows:

Field Response - Field Observers, Strike Teams, and Single Resources (BCERMS 1001)

Operational. Has the highest number of response personnel. Organization limited to leaders providing supervision to field workers.

Staging Areas and Bases – Sites for specific activities. (BCERMS 1001)

Operational. Established field sites where personnel congregate to undertake specific tasks. Potentially high number of response personnel, but low level of organization.

Incident Command Post - Incident Management Team location, unified command. (BCERMS 1001)

Management. The Incident Command Post is the first direct line of communications/authority to field response, staging areas, and bases. Highest level of organization and staffing. Location of the incident management team and of unified command with responsible party, lead federal agency, local government, and First Nations.

Site Support – Ministry (HQs) Operations Centre and/or Ministry (Regional) Operations Centre. (BCERMS 1002)

Support. Established by key ministry at headquarters and in the affected region to assist in the incident by receiving and tracking requests, acquiring extraordinary resources (provincial, national and international), situation reporting to executive, liaison with assisting/cooperating agencies. Moderate in organization and staffing.

Agency Executive – Executive of Key Ministry, including Directors of Communications and of Enforcement and Emergencies.

Strategic. Established by key ministry at headquarters to provide strategic policy direction, liaise with minister, and senior staff of other agencies, responsible party’s chief executive officer. Makes decisions on invoking provincial support levels above site (incident command post), and ensures that lines of accountability, authority are retained as a key provincial agency. Low organization and small staffing.

PROVINCIAL SUPPORT COORDINATION

(see Figure 3-3)

Provincial Regional Emergency Operations Centre (PREOC) (BCERMS 1003)

Coordination and support. Established by the Emergency Management BC (EMBC) on request of a key ministry’s Agency Executive. Invoked if additional provincial support is required beyond what can be provided by a ministry regional operation centre. Also established if there is a need to consolidate supporting efforts for other assisting and cooperating provincial agencies into one central facility.

Provincial Emergency Coordination Centre (PECC) (BCERMS 1004)

Coordination and support. Located at Emergency Management BC’s HQs (Victoria). Established by EMBC on request of a key ministry’s Agency Executive. Invoked if additional provincial support is required beyond what can be provided by a HQs ministry operation centre. Also established if there is a need to consolidate supporting efforts from other assisting and cooperating provincial agencies into one central facility.

Central Coordination Group (CCG)

Strategic and policy. Established at Emergency Management BC’s HQs on request of a key ministry’s Agency Executive. Serves the same function as a ministry’s Agency Executive. Invoked if a PECC and/or PREOC established. Co-chaired by “key” ministry and EMBC.

3.6 Role of the Incident Management Team

Initial support to regions for a provincial level incident is by deployment of an incident management team. Team members provide the core management structure at the command, command staff and general staff levels to ensure the province is strategically and operationally situated to work with industry, federal agencies, local government and First Nations. The team provides the foundation from which to build from.

The incident management team’s organization will be expanded to include additional branches, divisions/groups, or units and strike (field) teams. At this point the team is referred to as a *BC Marine Oil Spill Incident Management Team*. It represents the Government of British Columbia and is responsible for overall provincial agency response at the site level. Team expansion is in accordance with the Incident Command System as *per* the *BC Emergency Response Management System’s Site-level 1001 Standard* and this plan.⁶ Additional staffing could be provided by the region affected, other regions, and/or headquarters. The supporting staff could also be from other provincial ministries.

The nature and scope of expansion will depend on the role of the province, such as monitoring the Responsible Party’s response, providing environmental protection direction, augmenting the response efforts with provincial staff and resources, or assuming overall incident management. The assignment of functions and staff will be in accordance with a unified incident action plan between responding jurisdictions and/or the Responsible Party.

The incident management team will have three fundamental roles:

Monitoring - ensuring response is adequate and meets provincial expectations. The monitoring role also includes establishing public safety and environmental protection priorities, and/or

Augmenting - providing provincial resources (equipment and expertise) to the responsible party and/or federal or local government, if requested, or

Taking Over - assuming full response management role in the event there is no responsible party (spiller/polluter) or if the response is inadequate.

⁶ The *BC Emergency Response Management System’s Site level* is where unified command (functional and or jurisdictional) is established with local government, federal government, First Nations and the responsible party. The site facility is call the Incident Command Post (ICP) and may be a trailer, local fire hall, community centre, or pre-designated emergency operation centre. The ICP may be distant from the actual spill area. Site-level (ICP) facility is delineated by three fundamental features: 1) the first line of communications to field teams; 2) tactical (operational) decisions are made; and 3) where unified command is established.

3.7 Operational Divisions for a Widespread Marine Oil Spill

Operational divisions that define geographic areas will be the main method to maintain an adequate level of supervision (span-of-control) and management of deployed resources (people and equipment) during a widespread oil spill. Group functions within these divisions can include near-shore protection, on-shore cleanup, oily waste management, and wildlife rescue. The establishment of “divisions” and “groups” are a standard Incident Command System practice for geographically widespread events.⁷ The organizational structure of division and groups is described in the operational section (see: [Operations Section](#)). The basic structure is shown in Figure 3-4

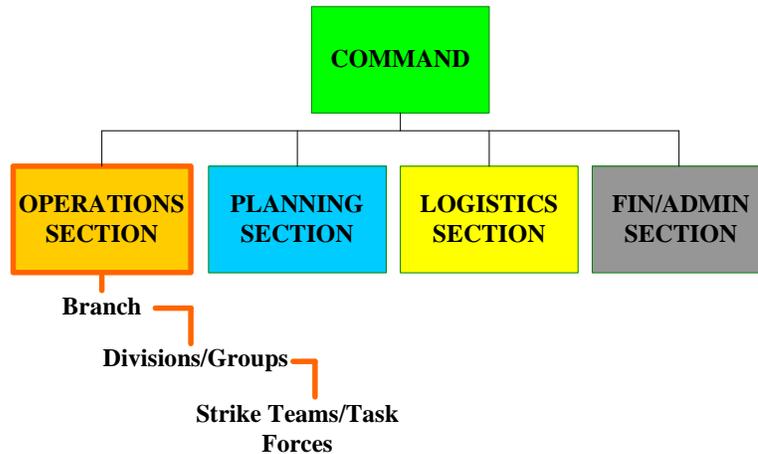


FIGURE 3-4: OPERATIONAL DIVISIONS FOR A WIDESPREAD MARINE OIL SPILL

3.8 Response Support

Invoking additional levels of the *BC Emergency Response Management System (BCERMS)* may provide additional provincial support to a major marine oil spill. These levels are: *Site Support (Level 1002)*, *Provincial Regional Coordination (Level 1003)*, and *Provincial Central Coordination (Level 1004)*. Response support builds from the bottom-up based on the request of the provincial Incident Commander and directions provided by the ministry’s *Agency Executive* (see: [Section 3.9](#)).

Emergency support centres can communicate directly with the provincial Incident Commander and incident management team members (see: [Figure 3-5](#)). This support is provided through various operations centres of the “key” (lead) and supporting (resource) agencies.

⁷ The Operation Section develops from the bottom-up. Divisions and groups are established to effectively manage resources (people and equipment). Divisions define the areas of the incident geographically (e.g. Division 1: Casualty site, Division 2: On-water Oil Recovery; Division 3: Shoreline Cleanup). Groups are functions that can be undertaken within a division (e.g. Group A: Waste Recovery, Group B: Shore Cleanup, Group C: Nearshore Protection). The preferred approach to managing a large, widespread marine oil spill is the establishment of “divisions” that define geographic areas for operations.

The Ministry of Environment HQs operations centre for site support is located on the 4th floor, 2975 Jutland Road, Victoria (referred to as: *Ministry Operations Centre - MOC*). The MOC director is the senior emergency operations officer, or appropriately trained designate. All requests for support are routed and tracked through the Victoria HQs MOC. The HQs MOC will ensure that communications and links are established with other supporting agency centres. A ministry regional centre (referred to as: *Ministry Regional Operational Centre -MROC*) will also be established within the affected region in order to coordinate regional support. The primary operation centre for situation reports and communications of policy direction is the *Ministry Operations Centre* at Victoria, HQs. Invoking a *Provincial Regional Emergency Operations Centre (PREOC)* in the affected region and/or *Provincial Emergency Coordination Centre (PECC)* at Emergency Management BC's HQs is at the request of the *Agency Executive* to the director of EMBC.

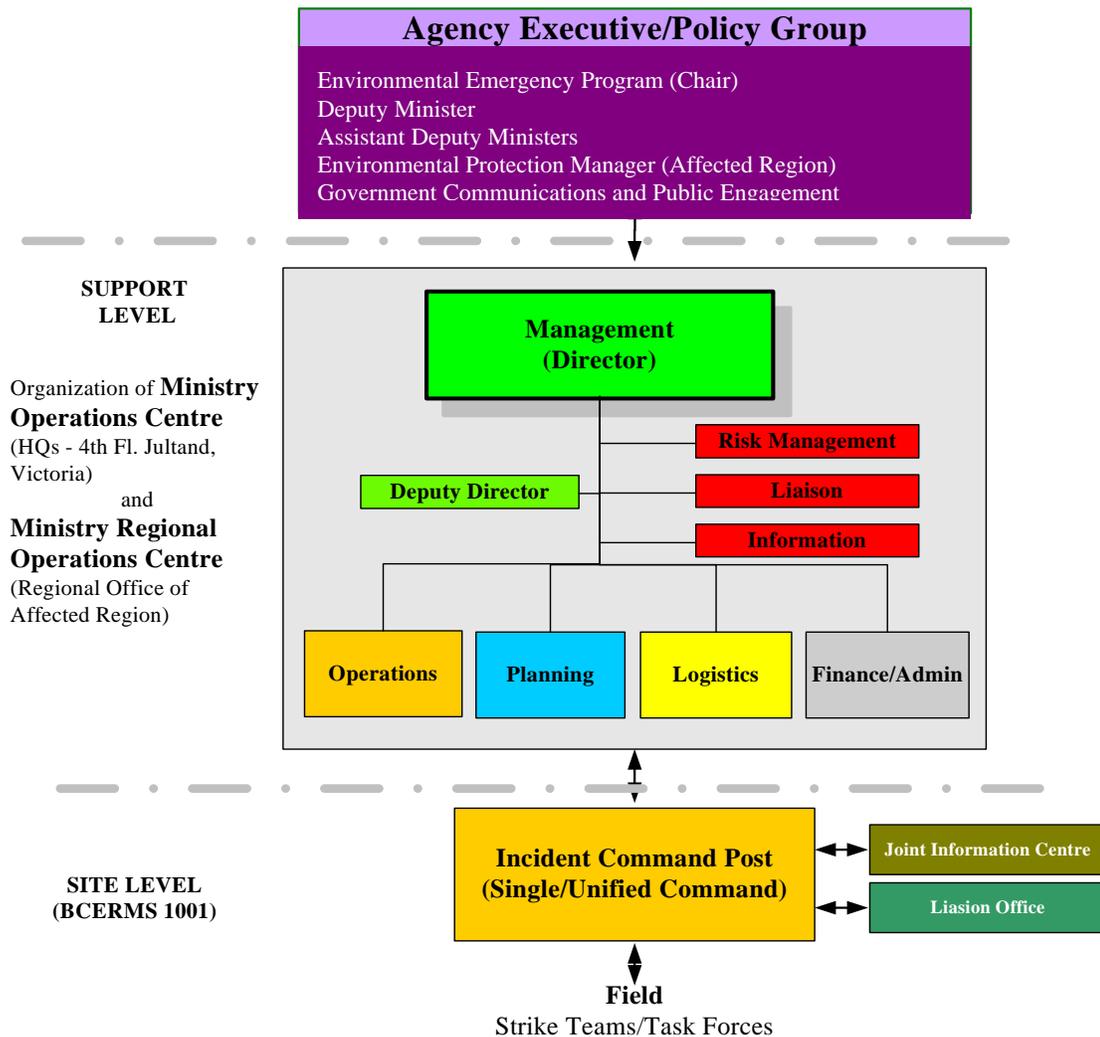


FIGURE 3-5: ORGANIZATION OF AN SUPPORT EMERGENCY OPERATIONS CENTRE (Ministry Operations Centre or a Ministry Regional Operations Centre)

3.9 Agency Executive

The “Agency Executive” (also referred to as “Policy Group”) determines the scale and scope of provincial involvement, levels of support, policy direction, and delegated authority.⁸ An objective of the *Agency Executive* is to ensure operational activities of the response personnel are fully supported and not impeded or distracted by conflicts that require executive resolution.

The *Agency Executive*:

- Provides strategic direction and priorities for managing the incident;
- Identifies the stakeholders (*i.e.* community leaders, environmental groups, business, non-government organizations);
- Establishes parameters for expenditures;
- Recommends declarations of environmental emergency under the *Environmental Management Act*, or State of Emergency under the *Emergency Program Act*;
- Delegates extraordinary power to the provincial Incident Commander;
- Facilitates resolution of any broad operational issues, such as conflicts between jurisdictions or provincial supporting agencies;
- Authorizes additional, extraordinary outside support services (e.g. water quality analysis) or resources (*i.e.* people, equipment);
- Provides the focal point for the Minister of Environment, and
- Establishes media direction between the provincial and federal government, as well as the Responsible Party (*i.e.* joint media releases).

The *Agency Executive* representatives for environmental emergencies are:

- Environmental Emergency Program (chairperson);
- Deputy Minister of Environment;
- Assistant Deputy Ministers of Ministry Divisions;
- Environmental Protection Manager of the affected region(s); and
- Government Communications and Public Engagement representative.

The *Agency Executive* resides at headquarters and can communicate directly with the provincial Incident Commander as necessary, and/or provide such direction through the director of the HQs *Ministry Operations Centre* (MOC). The director of the HQs MOC provides technical support to the *Agency Executive* on such matters as response organization, response escalation process, information flow, inter-agency coordination, and fundamental operational aspects related to marine oil spills.

The *Agency Executive*, in communications with the director of the Emergency Management BC, will determine whether additional support-levels are required such as a *Provincial Regional Emergency Operations Centre* (PREOC), or *Provincial Emergency Coordination Centre* (PECC). The *Agency Executive* will also provide a liaison person to the *Central*

⁸ *Agency Executive* serves the same function as a Crisis Management Team used by many company headquarters. For detailed explanation of the mission, duties and actions of the *Agency Executive*, refer to the Operational Guideline titled: *An Agency Executive for Major Environmental Emergencies*.

Coordination Group (CCG) in the event these provincial levels are established.⁹ This liaison person will be a senior executive knowledgeable in environmental emergency management and the provincial capability to respond to a marine oil spill.

Should a PREOC and PECC be invoked, trained personnel from the Ministry of Environment will assume the director positions, or provide approval for alternatives from another agency, or provide liaison personnel, in order to meet the requirements of Section 6 of the Emergency Program Management Regulation. Section 6 pertains to the role of ministers in relation to hazards and states:

“A minister referred to in Schedule 1 is responsible for coordinating the government’s response to the occurrence of any of the hazards for which the minister is designated as the key minister in that schedule.”

3.10 Agreements

The Ministry of Environment will cooperate with and support local, federal and international agencies, and First Nations in the event of a marine oil spill by sharing of information, resources and command decisions to ensure a timely and effective response.

The ministry will:

- Encourage unified on-scene command with responding jurisdictions and the Responsible Party;
- Follow the intent of the *States/British Columbia Oil Spill Memorandum of Cooperation* (1989) that outlines trans-boundary response and information sharing with Washington, Alaska, Oregon and California; and
- Use resource documents of the *Pacific States/British Columbia Oil Spill Task Force*, of the oil industry, and of federal agencies.

3.11 Government/Industry Interface

During a marine oil spill necessitating a multi-agency or industry response, the provincial Incident Commander will immediately seek to establish a Unified Command (UC) with the lead federal agency and the Responsible Party (RP), and will request integration of provincial response team members into an integrated industry/government response team. Integration

Unified Command - Sharing Responsibility

An understanding of rationale, concept and the application of unified command with government jurisdictions (provincial, federal, and/or local governments) and the Responsible Party is pivotal to effective response. Unified command is an important aspect of the *BC Emergency Management System (BCERMS)* standard for site management at the incident command post.

The premise of unified command is that the responders - whether government or industry - generally hold common goals such as the protection of people, property, and the environment. As such, there is a common desire to achieve mutually-agreed-on response strategy and tactical action plans. Unified command assists in meeting these common goals and response objectives.

⁹ The *Central Coordination Group* is co-chaired by the director of *Emergency Management BC* and the key ministry responsible for managing the incident as defined in the *Emergency Program Management Regulation* (Schedule 1). This group is invoked if a *Provincial Regional Emergency Centre (PREOC)* is established in the affected region and/or *Provincial Emergency Coordination Centre (PECC)* is established at PEP HQs. Supporting ministry representatives participate in the *Central Coordination Group*.

with the Responsible Party's response organization and contractors will also be encouraged. Local government and First Nations are considered jurisdictions and eligible for participation in Unified Command. The objective is to maximize the use and deployment of limited response equipment and personnel, before out-of-province or out-of-country resources are deployed, and to ensure each jurisdiction and the Responsible Party is strategically situated to meet their mandated and/or legal responsibilities.

The provincial Planning Section Chief, or delegated person, will co-chair or liaise with the primary federal representative responsible for environmental advice, planning or assessment. This participation is limited to planning functions and under the condition that an Unified Command with the federal lead agency has been established. The Environmental Unit within this plan provides this inter-agency integration function for the province.

Where possible, there should be only one Incident Command Post.

Undertaking of unified command will be in accordance with established Incident Command System protocols. Participation in an Unified Command is undertaken without any agency abdicating authority, responsibility or accountability. Assisting and cooperating agencies that are not part of Unified Command will participate through their agency representatives working with the Liaison Officer.

For an industry-lead response, the provincial Incident Commander will request that the Responsible Party's Incident Commander be the spokesperson on behalf of Unified Command. For a joint government-lead response, the spokesperson on behalf of Unified Command will be mutually agreed on by the participating lead jurisdictions. The provincial Incident Commander will, however, speak on behalf of the government of British Columbia.

Unified command members may assign individual legal and administrative support for their own organizations, and retain their respective supporting emergency operations centres.

The provincial Incident Commander will also seek under Unified Command the establishment of a Joint Information Centre (JIC), media releases, and situation reports.¹⁰ The JIC will reside separate from, but in proximity to, the Incident Command Post and be an integral part of site-level response.

In the event of a marine casualty, the province will work with other agencies to ensure that critical response measures are being initiated to protect coastal resources concurrently with the lead federal agency or the Responsible Party efforts to undertake vessel rescue and salvage, and a place of refuge decision, on-water oil recovery, shoreline treatment, oiled wildlife rescue, and oily waste management.

Should there be transfer of overall response management from the Responsible Party to government, the provincial Incident Commander will retain its role within the command section with the lead federal agency. Effort will also made to retain the same level of provincial response team integration. Such transfers may result when a ship or oil handling facility owner/operator:

¹⁰ Situation Reports are not "media" information, *per se*, but an incident management tool of the "Situation Unit" within the incident command post. Situation reports identify: who is in charge, response organization being invoked, overall response strategy, hourly situation information, key contact numbers for claims and support, safety messages, incident maps, photographs and media releases. For large events, an internet-based situation report may be established.

- Reaches its limit of financial responsibility for spill response and no longer willing or able to continue response management; and/or
- The situation is viewed to be in the interest of both governments to assume management control due to inadequate response performance and/or cooperation.

3.12 Spill Cost Recovery and Spill Workforce

The province will provide the Responsible Party and the lead federal agency access to provincial oil spill specialists, response personnel and equipment, subject to cost recovery under the *Environmental Management Act*'s and associated policy and procedures.

For liability reasons, all non-government response personnel will be hired by and supervised under the direction of the provincial Incident Management Team or that of unified command as an oil spill workforce.¹¹



¹¹ For oil spills, volunteers are not used, but a trained and hired workforce comprised of community and government personnel who have registered for their services, been trained, equipped and hired by the Responsible Party or a lead government agency.

**SECTION 4.0
Response Organization**

- 4.1 Incident Command System
- 4.2 Relationship to Other Marine Oil Spill Response Management Systems
- 4.3 Incident Management Team Organization
- 4.4 Command Section
- 4.5 Operations Section
- 4.6 Planning Section
- 4.7 Logistics Section
- 4.8 Finance/Administration Section

SECTION 4.0 - RESPONSE ORGANIZATION

4.1 Incident Command System

The Ministry of Environment employs the *BC Emergency Response Management System* (BCERMS) as the response organization for a major marine oil spill. The incident management (response) team is structured according to the Site-level 1001 Standard of the BCERMS. The foundation of the site, and of the BCERMS itself, is the internationally recognized Incident Command System (ICS). The ministry's *Agency Executive* oversees both these site and support levels.

The ICS allows for the timely combination of resources and manpower during an emergency and promotes communications among responders. The ICS is applicable to all scales of marine oil spills or other emergencies, is capable of expanding to meet an escalating situation, and accommodates multiple responding agencies (*i.e.* joint operations). Invoking of the *BC Marine Oil Spill Response Plan* initiates the BCERMS, and the Incident Command System within.

The focus of this section is on response at the Site-level (1001). However, the ministry will establish and maintain continuity in representation at all levels of BCERMS (1002, 1003, 1004) through direct representation, and/or approval of alternative representatives, or through liaison personnel.

4.2 Relationship to Other Marine Oil Spill Response Management Systems

Marine oil spills can cross jurisdiction boundaries (federal and provincial) and international borders (United States and Canada). The Responsible Party has the primary responsibility to invoke its response (contingency) plan and deploy private resources. The province's primary role is to monitor the response, establish protection priorities, and to augment the response efforts with government staff and resources, if required. As such, the *BC Marine Oil Spill Response Plan*, through the application of the Incident Command System (ICS), is structured in a manner to ensure effective integration of provincial responders and resources with that of the Responsible Party and other governments = as well as First Nations. As well, the ICS structure and protocols assist to ensure provincial interests will be fully addressed at both strategic and tactical levels of response.

The *BC Marine Oil Spill Response Plan* is partially consistent with the Canadian Coast Guard's *Response Management System*, which also employs a modified ICS for their incident management, but not the unified command protocol therein¹²

The *BC Marine Oil Spill Response Plan* is consistent with the United States *National Incident Management System* (NIMS) that is based on the Incident Command System used at Incident Command Post (site) level of emergency management.

Environment Canada's *National Environmental Emergencies Contingency Plan* does not use the Incident Command System for response organization. Environment Canada's primary role is to provide technical support and advice through the *Regional Environmental Emergency*

¹² The *CCG Marine Spills Contingency Plan* (National Chapter - Policy 4.2) states: "The Canadian Coast Guard has adopted certain sections of the United States National Incident Management System as the response system to be used in all incidents covered by the *Canadian Coast Guard Marine Spills Contingency Plan*, as well as the Regional Contingency Chapters and Area Contingency Chapters. However, in keeping with the lead/resource agency system, the Coast Guard will not subscribe to the use of the unified command within its incident management system."

Team (REET) which is centrally located in Montreal. The *Environmental Unit* provides the organizational element to accommodate REET requirements within an ICS structure.

The *BC Marine Oil Spill Response Plan* employs the same ICS structure used by most shipping and oil industry companies in British Columbia and along the Pacific West Coast. These industries generally have contractor services with approved Response Organizations (Co-operatives). *Western Canada Marine Response Corporation (WCMRC)* is the only Transport Canada certified Response Organization (RO) in British Columbia. Its area of operation covers the entire West coast of British Columbia. *WCMRC's* Spill Management System employs the Incident Command System.

4.3 Incident Management Team Organization

The Marine Oil Spill Incident Management Team is comprised of the five ICS sections: *Command, Operations, Planning, Logistics, and Finance/Administration*. Branches, groups/divisions, and units support these sections. Each section is identified by a colour scheme. (see: [Figure 4-1](#))

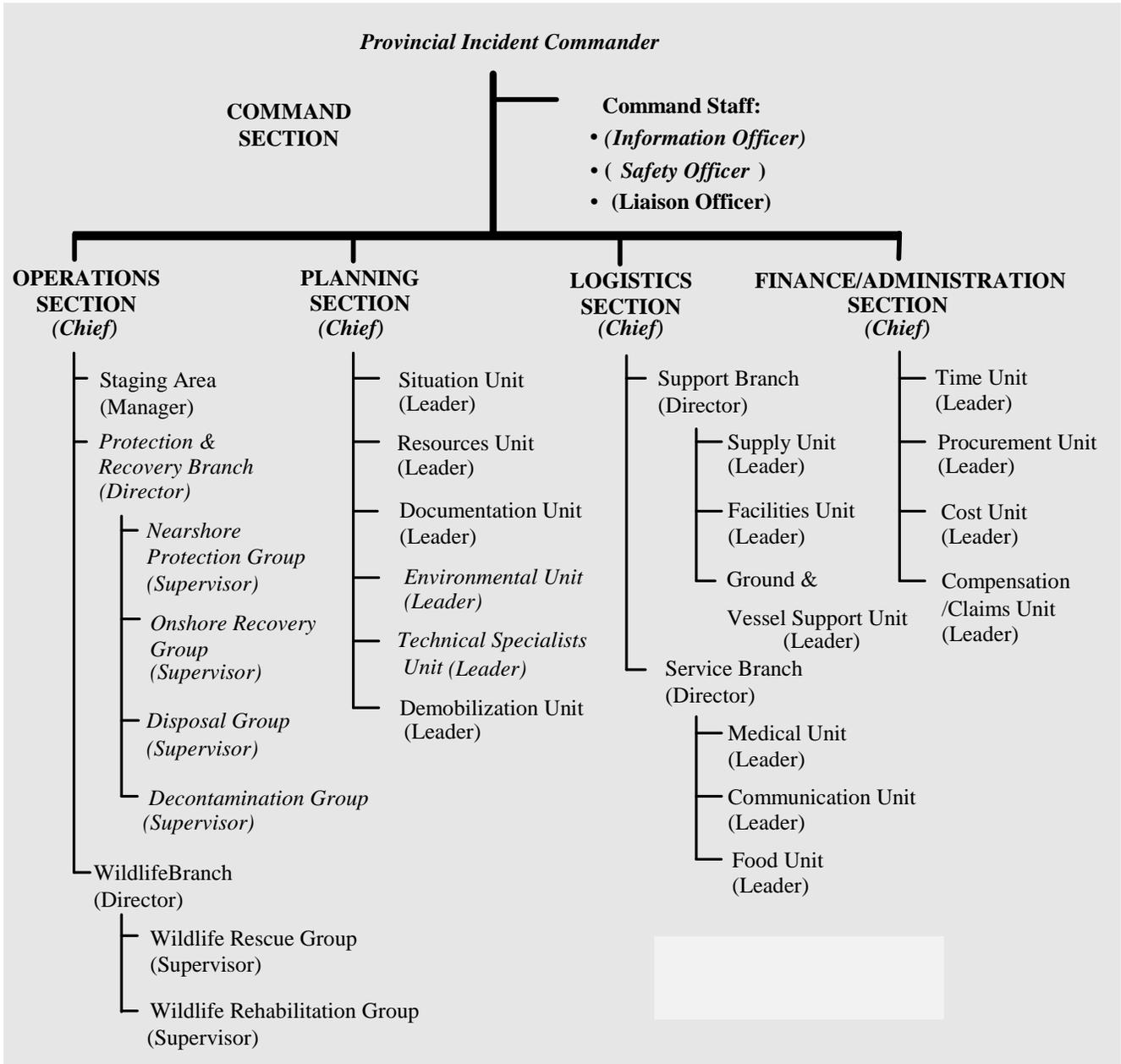
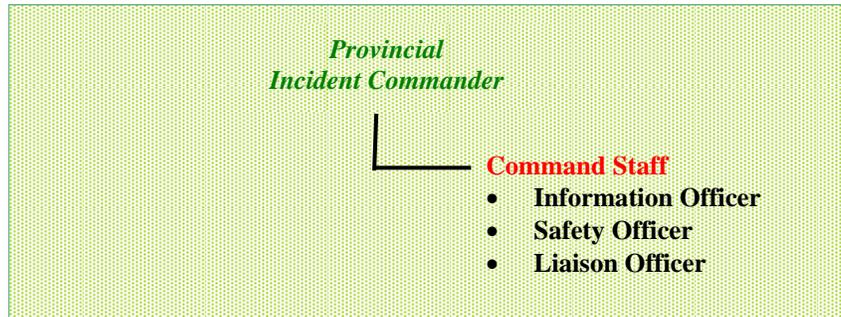


FIGURE 4-1: SITE LEVEL (INCIDENT COMMAND POST) ORGANIZATION OF THE BC MARINE OIL SPILL INCIDENT MANAGEMENT TEAM

4.4 Command (GREEN)

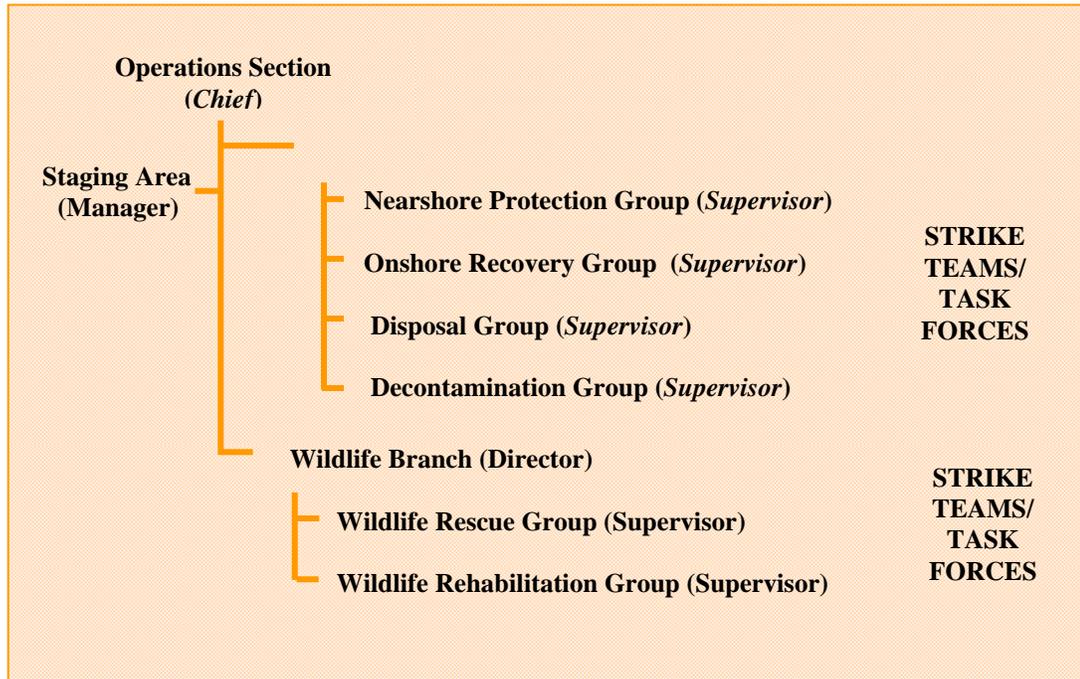


The command staff provides advice and assistance to the Incident Commander and incident management team to ensure an effective, coordinated and cooperative response to an oil spill event. The Incident Commander is responsible for management of the incident either as a single or unified command. The latter pertains to joint operations with other responders with functional or jurisdictional responsibilities and with the Responsible Party. The Incident Commander brings the essential personnel and equipment resources together in accordance with this plan and incident management protocols. The command staff is comprised of the Information Officer, Safety Officer and Liaison Officer. They provide support, services, and advice to the incident management team. Command staff colour identification is red. A deputy Incident Commander may be assigned to assist in carrying out incident command responsibilities.

Command

- Represents the province and manages the government of British Columbia’s response on site
- Assesses the situation and assists in establishing the preliminary response strategy
- Activates elements of the Incident Command System
- Works according to risk management principles to protect people, property and the environment
- Ensures and undertakes briefings and planning meetings with section chiefs
- Reviews, augments and/or approves response strategies and incident action plans
- Integrates decisions and actions with other agencies and with the Responsible Party through unified command and team integration
- Approves the ordering and use of response equipment, contractors, hired personnel and auxiliary groups under provincial jurisdiction
- Monitors and evaluates the overall performance of the Responsible Party
- Ensures provision of briefings and regular status reports
- Approves incident action plans
- Communicates directly to directors at area command or support levels
- Authorizes release of information to news media
- Participates in media and public forums
- Invokes a site-level joint information center and liaison officer under unified command, if required
- Invokes a liaison capability to manage cooperating and assisting agencies, and stakeholders

4.5 Operations Section (ORANGE)



The Operations Section is responsible for the management of all incident tactical activities. The section assists in the formulation of the initial response decisions and undertakes shoreline protection/treatment and wildlife rescue according to work plans and other tactical operations approved by Command. The Operations Section determines the response equipment, contract services and field crews required to fulfill operational objectives. The Operations Section Chief reports to the provincial Incident Commander (or unified command), as well as recommends expedient changes to the work plans and other tactical matters based on changing field conditions. This section assists in the development of the incident action plan. The section monitors contractors for compliance with safety requirements. The operations section consists of two branches: Protection and Recovery Branch and Wildlife Branch, as well as staging area (s). Each branch can establish divisions to address geographically widespread events and to maintain “span-of-control.” Within each division there can be specified functional groups. Field response delivery is generally by Strike Teams or Task Forces.

Recovery and Protection Branch

- Oversees and implements through its divisions and groups, the near-shore protection of shores and mobile oil recovery, onshore pre-removal of shore debris and recovery of oily wastes, disposal of oiled materials, and the decontamination of people and equipment.

Nearshore Protection Group

- Undertakes deployment of shore-based (near-shore) booms according to approved work plans
- Provides shore-based collection of mobile oil
- Assembles and supervises field crews

Onshore Recovery Group

- Undertakes onshore treatment activities (including pre-oiling shore debris removal) according to approved work
- Assembles and supervises field crews

Disposal Group

- Undertakes removal and disposal of collected oily wastes according to approved work
- Assembles and supervises field crews

Decontamination Group

- Undertakes decontamination of all response personnel and equipment
- Assembles and supervises field crews

Wildlife Branch¹³

- Works in conjunction with wildlife rescue associations in rescuing (recovering) and rehabilitating (treating) oil contaminated waterfowl and mammals
- Assembles and supervises field crews through its rescue group and rehabilitation group
- Acquires provincial wildlife rescue equipment

Wildlife Rescue Group

- Oversees the stabilization (primary care) facility
- Supervises on-water and on-land capture of oiled birds and mammals
- Assesses, records, and stabilizes received wildlife, prior to transportation to rehabilitation centres
- Assembles and supervises field crews

Wildlife Rehabilitation Group

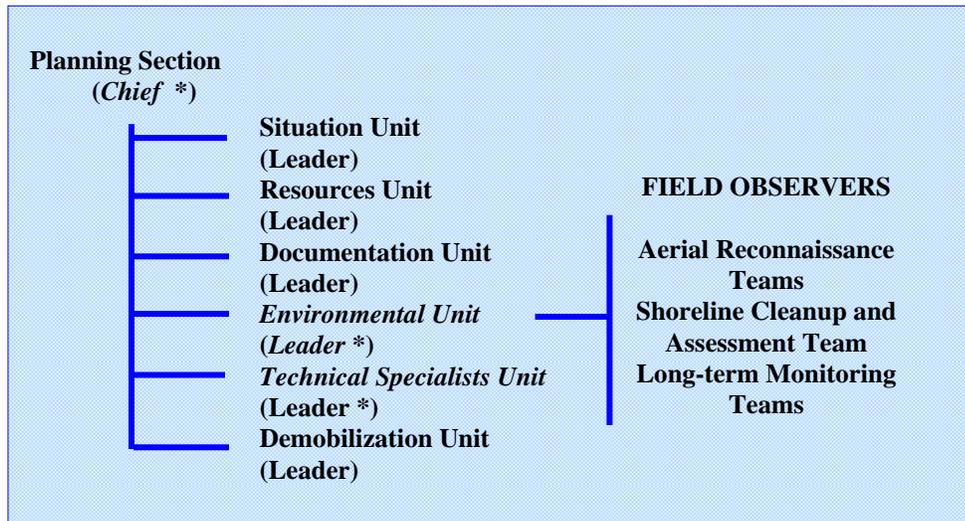
- Oversees the wildlife rehabilitation facility
- Assesses, records and treats received oiled wildlife
- Supervises release of rehabilitated wildlife
- Develops long-term monitoring program to measure survivability
- Assembles and supervises field crews

Staging Area

- Locates resources (vehicles, boats, shore equipment, *etc.*) in a manner to be readily available for tactical assignments
- Coordinates the receipt and release of resources pursuant to the directions provided by the logistics section

¹³ An operational guideline on oiled wildlife response has been prepared that details more extensively the Wildlife Branch organization, mission, and participant duties.

4.6 Planning Section (BLUE)



The Planning Section identifies shoreline protection/treatment priorities and methods and liaises with agencies, industry and communities to exchange information. The Planning Section undertakes the evaluation, maintenance, storage and dissemination of information required for and obtained during the incident. This information is used by the section to prepare an incident action plan and other work plans for shoreline protection or treatment. The section is comprised of six units and specialized strike teams. The specialized units for marine oil spills are the environmental unit and the technical specialists unit. These units can include experts in coastal geology, ecology, archaeology, and meteorology. Specialist information is used to: 1) understand the current situation; 2) predict probable course of incident events; and 3) prepare alternative strategies for the incident.

Situation Unit

- Manages situation reporting and analysis for the incident
- Collects situation and resource information from all sections and the command staff
- Provides summary reports on the type and amounts of oil released, oil’s current locations and trajectory, and impacts on shores, natural resources and property
- Prepares situation reports for command and for the internet
- Develops projections and forecasts of future events related to the incident, which includes GIS mapped-based analysis and presentation

Resources Unit

- Ensures that all assigned personnel and resources (vessels, boats, cleanup equipment, *etc.*) are checked in, tracked and accounted for at the incident
- Establishes a capability for the registration, assignment and tracking of BC Oil Spill Workforce members
- Assists in preparing parts of the action plan (ICS 203, 204 & 207)

Documentation Unit

- Records all policy and command/management decisions and direction
- Maintains accurate, up-to-date incident files such as: incident action plan, incident reports, communication logs, injury claims, situation status reports, *etc.*
- Ensures each section is maintaining and providing appropriate documents
- Collects and files all completed event or disaster-related forms, including all situation status reports, action plans, and any other related information

Environmental Unit

- Obtains and reviews existing environmental information
- Determines pre-oiling protection based on oil trajectory
- Prepares incident action plans
- Prepares shoreline protection plans and shoreline treatment plans
- Provides factual information to the Situation Unit
- Assesses proposals for in-situ oil burning or dispersant use
- Coordinates and manages surveys of Shoreline Cleanup and Assessment Teams (SCAT)
- Records oil distribution and characteristics
- Recommends shoreline treatment methods on field forms
- Evaluates post shoreline treatment

*Technical Specialists Unit**

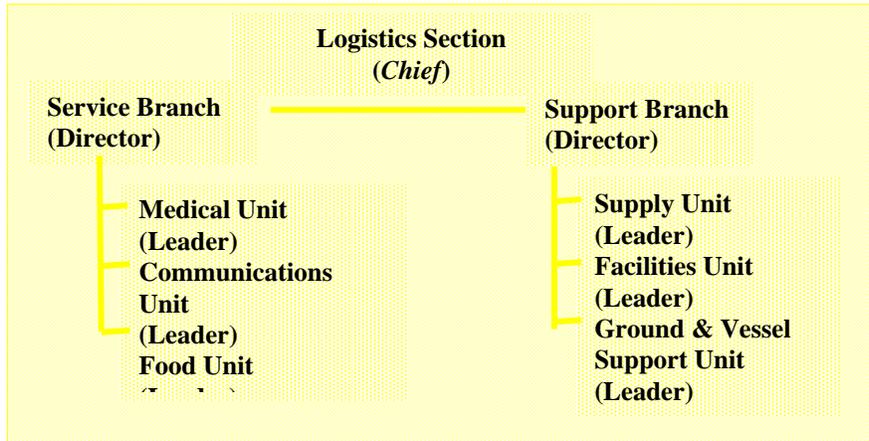
- Prepares contracts or terms-of-reference for technical specialists requested by section chiefs
- Provides meteorological forecasts and real-time data
- Monitors air quality for hydrocarbons to measure risk to human health
- Assesses dispersal of airborne pollutants during in-situ oil burning
- Determines ambient air quality requirements for oily waste incineration

** Technical Specialist Unit tasks can be integrated into the Environmental Unit.*

Demobilization Unit

- Develops the incident demobilization plan that specifies demobilization instructions for both human and physical resources

4.7 Logistics Section (YELLOW)



The Logistics Section is responsible for providing facilities, services and materials in support of a marine oil spill response. The section works in conjunction with other ministries to establish the Incident Command Post for response coordination, as well as other site-level facilities, such as the staging area(s), and Joint Information Centre. The Logistics Section Chief will assist in the development of the initial response strategy. This section ensures the provincial government’s initial emergency equipment is delivered and is in operational condition at the response site. The section will expedite equipment and service contracts and formulate contract specifications according to shoreline protection or treatment work plans or other action requirements identified by the provincial Incident Commander (or unified command). The logistics Section is comprised of two branches: support and services.

Service Branch

- Provides services such as medical, communications, food, sanitation, vehicle fueling, command post equipment

Medical Unit

- Works in conjunction with the Safety Officer
- Develops the medical emergency plan
- Provides medical and ambulance services
- Plans and arranges for transport of injured to medical facilities
- Ensures first aid stations are functional and strategically located
- Advises section chiefs of any unsafe practices
- Prepares medical reports of injuries

Communication Unit

- Sets up electronic communication systems
- Installs and tests all electronic communications equipment
- Distributes and records all communication equipment issued to field personnel
- Ensures all communications are operated in accordance with government regulations
- Provides message and dispatch services
- Provides technical support and maintenance services for electronic communication equipment

Food Unit

- Determines food and water requirements for all incident personnel
- Orders and plans meals and serving arrangements, including for remote areas
- Anticipates food supply needs as the incident scale changes
- Ensures that all appropriate health and safety measures are being met

Support Branch

- Establishes and manages command post and equipment staging areas
- Locates and acquires response equipment
- Arranges aircraft and boats
- Arranges transport of provincial response crews to/from staging areas
- Registers and hires field personnel and manages work records (other than field observers, and technical specialists – see Planning Section)
- Works closely with procurement unit for invoicing and cost accounting
- Coordinates mobilization of people and equipment
- Ensures provincial response equipment is repaired as needed and replaced

Supply Unit

- Orders personnel, equipment and supplies
- Registers incident management team members and assigns duties as instructed by operations
- Receives, and stores all supplies for the incident
- Maintains an inventory of supplies
- Services non-expendable supplies and equipment
- Participates in logistics section/support branch planning activities
- Provides kits to planning, logistics and finance sections
- Reviews incident action plan for information on operations of the supply unit
- Develops and implements safety and security requirements
- Coordinates contracts and resource orders with the finance section

Facilities Unit

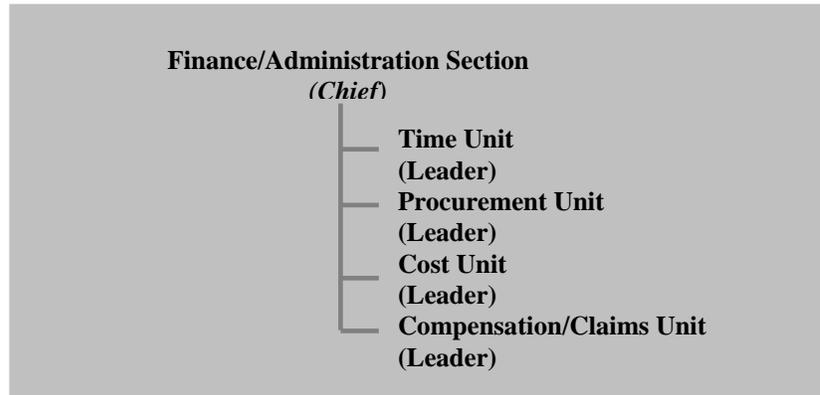
- Lays out and activates incident facilities (e.g. base, camp(s) and Incident Command Post)
- Provides sleeping and sanitation facilities for incident personnel
- Manages base and camp operations
- Manages the operation of the facility
- Participates in logistics section/support branch planning activities
- Provides security services
- Provides facility maintenance services – sanitation, lighting, clean up
- Demobilizes base and camp facilities

Ground & Vessel Support Unit*

- Provides transportation (boats, vehicles) services to support incident operations
- Maintains and repairs primary tactical equipment
- Requisites maintenance and repair supplies (e.g. fuel, spare parts)
- Develops and implements up-to-date status information on transport vehicles and their locations and capability
- Provides status information to the resource unit

** If necessary, this unit can be established as two separate units; ground support unit and vessel support unit.*

4.8 Finance/Administration Section (GRAY)



The Finance and Administration Section is responsible for providing financial and administrative support to the Incident Command Post and the incident management team. It is also responsible for documenting services, contract, and wage expenditures, as well as, equipment losses and depreciation. The section monitors incident-related costs and administers any necessary procurement contracts. The section works closely with logistics section to ensure adequate record keeping and transactions. The section consists of four units: Time, Purchasing, Cost, and Compensation/Claims.

Time Unit

- Records and compiles work times of all registered response personnel, including contracted services
- Provides staff to be stationed within other sections needing clerical/administrative support
- Establishes and maintains a filing system
- Develops and administer a cost account
- Prepares and consolidates time, cost and wage records of personnel and contractors hired, equipment rented/purchased, government personnel employed
- Keeps log of staff, auxiliary and other responders to record hours and work done

Cost Unit

- Submits record of all materials and services purchased and used for cost recovery action
- Makes cost estimates, recommends cost-saving measures and analyzes cost data
- Arranges for emergency funding and coding
- Establishes and maintains a documentation system, which will include photographic and video records
- Verifies amounts and condition of equipment deployed and record condition of used equipment to determine disposal or depreciation costs
- Prepares fact and summary sheets of manpower and equipment deployed

Procurement Unit

- Undertakes invoice payments and billing
- Writes equipment and service (vendor) contracts based on instructions from logistics
- Keeps financial records

Compensation/Claims Unit

- Logs all claims for damage compensation
- Manages a claims “hot-line” phone number
- Arranges and supervises claims specialists

SECTION 5.0
Checklist of Individual Duties

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- 5.28 Demobilization Unit Leader
- 5.29 Logistics Section Chief
- 5.30 Support Branch Director
- 5.31 Supply Unit Leader
- 5.32 Facilities Unit Leader
- 5.33 Ground & Vessel Support Unit Leader
- 5.34 Services Branch Director
- 5.35 Medical Unit Leader
- 5.36 Communications Unit Leader
- 5.37 Food Unit Leader
- 5.38 Finance/Administration Section Chief
- 5.39 Time Unit Leader
- 5.40 Procurement Unit Leader
- 5.41 Cost Unit Leader
- 5.42 Compensation/Claims Unit Leader

SECTION 5.0 - CHECKLIST OF INDIVIDUAL DUTIES

5.1 Purpose of Checklists

The purpose of checklists is to provide common responsibilities and safety instructions to all responders requested to be part of an incident management team. Each responder is provided their mission, reporting relationship, work location, and initial duties. Responders should review their checklist in the context of their section purpose and organization (Section 4.0).

The following checklists do not provided details on how to do the job. However, operational guidelines have been prepared for the positions. These operational guidelines provide more details on mission, duties, meetings, and deliverables for each position. They are provided as separate resource documents.

THE MINISTRY'S *OPERATIONAL GUIDELINE ON THE ICS PROCESS* PROVIDES DETAILED DESCRIPTION OF MISSION, TASKS AND DELIVERABLES FOR EACH INCIDENT MANAGEMENT TEAM POSITION.

5.2 Common Responsibilities for All Team Members

Common Responsibilities

The following are common responsibilities applicable to all team members

Receive assignment, notification, reporting location, reporting time and travel instructions from the lead agency.

Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at:

- Incident Command Post
- Base or Camps, Staging Areas, Helibases
- Joint Information Centre
- Liaison office
- Division/Group supervisors (for direct line assignments).

Agency representatives from assisting or cooperating agencies report to liaison officer at the command post after checking in.

All radio communications to incident communications center will be addressed: "(incident name) with appropriate facility identifications such as: base, camp, helibase, command post." Personnel are called by their position, (incident name) operations chief, wildlife branch director, etc.

Use clear text and ICS terminology (no codes) in all radio transmissions.

Receive briefing from immediate supervisor.

Acquire work materials.

Organize, assign and brief subordinates on duties, reporting relationships, and safety.

Complete forms and reports required of the assigned position and send material through supervisor to documentation unit.

Respond to demobilization orders.

Brief subordinates regarding demobilization.

5.3 General Instructions for All Team Members when arriving On-scene

General Instructions

The following are general instructions applicable to all members of the incident management team when first arriving on-scene.

Report to immediate supervisor: leaders...to...supervisors...to...directors...to...chiefs & command staff...to...incident commander...to...ministry executive.

Obtain checklists of duties.

Identify and brief subordinates on situation, incident organization, safety, reporting relationship and duties.

Determine re-assignment of priority office work and arrange personal/home matters.

Acquire work material and safety gear required for field work.

Determine field reporting location and means of transportation.

Report to assigned location (e.g., command post, information center, staging area) and obtain situation briefing and assignments.

Ensure arrival and location recorded by supervisor.

Obtain approvals for deployment to remote areas.

Identify and obtain all necessary safety and survival equipment and procedures.

Obtain appropriate forms from field operations.

Maintain personal log of activities and hours worked using appropriate ICS forms and/or administrative forms provided.

5.4 Safety Requirements

Safety Requirements

Safety is the responsibility of all response personnel to apply and to monitor.

Field work may be undertaken if all the following conditions are met:

A supervisor is aware of your present location and activities.

Response activities being undertaken are those assigned.

You are qualified and competent to undertake response duties and associated activities (*e.g.* operate a boat, pump, vehicle, generator, *etc.*)

Conditions are safe and your activities do not put yourself and others at risk.

One or more team members, or members of the public are present to provide assistance if you are injured or in trouble (*i.e.* you should not work alone).

Location of first aid supplies is known and readily available.

Qualified first aid or medical attendant is known and readily available.

Radio or line communications is fully functional to seek medical or rescue assistance.

Transportation to medical station is available.

Activities under your supervision or by others do not pose a risk to you or your team members.

Cease activities and report immediately to a supervisor if any one of the above conditions is not present. Report all accidents and injuries. When in doubt...stop and enquire.

5.5 Provincial Incident Commander

Provincial Incident Commander

Mission: To provide the incident command for the provincial marine oil spill response in order to ensure an effective, coordinated and cooperative response. Manages the ICS organization. Responsible for establishing objectives and for approving expenditures, ordering and releasing of provincial resources.

Location: Incident Command Post (BCERMS** Site 1001)

Duties:

- Review information on situation from relevant and reliable sources and complete an incident briefing form (ICS 201).
- Conduct initial briefing with field response personnel and with marine oil spill response team.
- Liaise with *Agency Executive* regarding level of team deployment and the activation of elements of the *BC Emergency Response Management System*.
- Schedule planning meeting with command staff and section chiefs.
- Contact other responding agencies and/or responsible party to establish (unified) command and operational cooperation.
- Ensure lines-of-communications are developed among response staff and between other responding agencies, the responsible party and their response organization.
- Brief command staff and section chiefs.
- Initiate review and approval of action plans, media releases and contracts.
- Establish a schedule for *Agency Executive* briefings according to the *BC Emergency Response Management System*** lines of communications, as well ensure incident summary status (ICS 209) is completed.

5.6 Deputy Incident Commander (not shown on organization chart)

Deputy Incident Commander

Mission: To assist the provincial incident commander by way of initiation of response strategies, response team coordination and communication.

Location: Command Post.

Duties:

- Meet with provincial incident commander for situation report.
- Determine response preparedness and address any deployment problems.
- Assess responsible party's capability to respond.
- Assist in obtaining emergency funding pursuant to an environmental emergency declaration.
- Coordinate command staff duties in concert with provincial incident commander.
- Attend briefing meeting to develop initial action strategy.
- Assist in receiving and directing incoming requests for information from section chiefs, ministry executive, other responding agencies, industry and the community.
- Coordinate specific action plans, legal investigations, and media releases.
- Monitor response operations to identify current or potential problems.

5.7 Information Officer

**Information Officer
(Command Staff)**

Mission: To provide the main on-site contact with media to ensure that accurate, timely and consistent information is being provided on the spill event and response activities.

Location: Information Centre

Duties:

- Obtain briefing and situation information from provincial incident commander.
- Advise commander and section chiefs of requirements for an information center.
- Participate in discussions involving *Government Communications and Public Engagement* regarding media relation matters (*i.e.* handling and coordination).
- Meet with responsible party and lead federal agency information officers regarding establishment of a Joint Information Center, and the coordination of unified media releases.
- Assume interim media functions until an information center is fully operational.
- Liaise with commander and section chiefs to obtain current information on the situation.
- Assume supporting role of Joint Information Centre.
- Liaise with incident commander(s) to determine any constraints on media releases and/or approval for prepared releases.
- Maintain unit log (ICS 214).

5.8 Safety Officer

**Safety Officer
(Command Section)**

Mission: To monitor and assess hazardous or unsafe situations and to develop measures for assuring personnel safety, as well as undertake whatever steps to prevent or to stop unsafe acts. Ensure compliance with safety regulations.

Location: Incident Command Post

Duties:

- Report to provincial incident commander for situation briefing.
- Identify hazards and unsafe situations that need to be addressed.
- Undertake initial hazard assessment prior to deployment of field personnel.
- Prepare safety plan, and assign relevant components to section chiefs or their delegates.
- Ensure first aid personnel, safety equipment and ambulance services will be available to meet safety regulatory requirements.
- Report to provincial incident commander and arrange site inspection to identify existing or potential hazardous situations that must be addressed immediately.
- Ensure visible field identity for safety staff and first aid stations.
- Ensure safety compliance.
- Review service contracts to ensure safety regulations will be met.
- Review safety measures in all incident action plans, and monitor the familiarization of auxiliary personnel to field equipment and safety.
- Ensure unsafe practices and all injuries are reported and that a mechanism of stop orders is in place.

5.9 Liaison Officer

**Liaison Officer
(Command Section)**

Mission: To provide the point of contact for assisting and cooperating agency representatives and to respond to requests or concerns from stakeholder groups. Address inter-organizational issues. Bring issues and concerns to the attention of the provincial incident commander with a recommended course-of-action.

Location: Incident Command Post

Duties:

- Report to the provincial incident commander for situation briefing.
- Meet with command staff and section chiefs to determine organizational needs to accommodate assisting or cooperating agency representatives.
- Identify assisting and cooperating agency representatives and establish a mechanism for liaison with incident management team.
- Contact information officer to arrange a public notice to affected stakeholders of the appropriate means to liaise with the response team.
- Report to the provincial incident commander for situation briefing and assist in preparation of liaison procedures.
- Liaise with chief of logistics to arrange for required communications, meeting room and services to facilitate inter-organizational information exchange and dialogue.
- Direct agencies supporting the incident, as well as concerned local government and environmental groups where and how to obtain incident status.
- Monitor incident planning and operations to identify inter-organizational problems.
- Maintain a log of contacts, agreements and issues.

5.10 Agency Representative (not shown on organization chart)

**Agency Representative
(To be determined)**

Mission: An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agency's participation at the incident. Agency Representatives include, but are not limited to, a person representing emergency social services, a fire department, local government emergency coordinator, public works, telephone company, or non-government organization (SPCA, Wildlife Rescue). Agency representatives report to the liaison officer.

Location: Determined by the Liaison Officer

Duties:

- Check in at the incident command post. Complete ICS 21 1 (Check-in list).
- Obtain briefing from liaison officer.
- Establish working location as directed by the liaison officer.
- Provide names, positions and contact phone numbers of supporting personnel from your agency (e.g. ministry operations centre contacts).
- Attend planning meetings as required, and provide input on use of agency resources.
- Oversee the equipping and safety of agency personnel assigned to incident.
- Advise liaison officer of any special agency needs or requirements.
- Ensure that all agency personnel and/or equipment is properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports, and documents are completed prior to your departure from the incident.
- Debrief with liaison officer prior to departure.

5.11 Operations Section Chief

**Operations Section Chief
(Operations Section)**

Mission: To assist in the preparation of action plans and provide for the overall tactical operation and management of shoreline treatment, waste disposal, and wildlife rescue and other activities as defined by incident action plans.

Location: Incident Command Post

Duties:

- Report to the provincial incident commander for situation briefing.
- Invoke duties of branch directors within the operations section to undertake preparation for deployment of staff and resources.
- Liaise with section chiefs and command staff to facilitate a coordinated effort.
- Report to the provincial incident commander for situation briefing and assist in preparation of initial response strategy.
- Assemble and brief operation's branch directors on duties, safety and communication and the establishment of strike teams/task forces.
- Obtain initial incident action plan.
- Liaise with chief of logistics to arrange for required manpower and equipment to meet action plan objectives and to establish transportation and accommodation requirements (ICS form 215).
- Contact safety officer to determine if safety requirements are being met prior to undertaking nearshore protection onshore treatment or wildlife rescue activities.
- Prepare daily reports for shoreline protection and treatment progress.
- Maintain activity log (ICS form 214).

5.12 Staging Area Manager

**Staging Area Manager
(Operations Section)**

Mission: To manage all activities within a staging area and respond to requests to assign resources and status of their deployment and/or readiness.

Location: Staging Area

Duties:

- Obtain briefing from the operations chief.
- Determine initial support needs for equipment, feeding, sanitation and security.
- Establish check-in functions.
- Establish staging area layout.
- Assemble and brief staging personnel on duties, safety and communication.
- Contact safety officer to determine safety requirements.
- Liaise with logistics section regarding assigned resources and minimum resources for the staging area.
- Respond to requests for resources and for status information.
- Maintain unit/activity log (ICS 214).

5.13 Protection and Recovery Branch Director

**Protection and Recovery Branch Director
(Operations Section)**

Mission: To prepare and implement branch's portions of the incident action plan pertaining to nearshore protection (pre-oiling) and onshore oil recovery (post-oiling), waste disposal, and decontamination of people and equipment.

Location: Incident Command Post

Duties:

- Report to the OSC for situation briefing and assist in identifying equipment, services and personnel requirements for shoreline protection and onshore oil recovery.
- Obtain listings of equipment and service contractors and prepare a short list of contractors.
- Identify supervisors for field crews and inform them of their responsibilities.
- Review division/group assignment lists (ICS 204).
- Assign specific work tasks to division/group supervisors.
- Inform all field crews of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Review contracts, resolve issues, and advise operations chief of any changes to action plans.
- Oversee supervisors, hired contractors and registered auxiliary personnel.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs.
- Maintain unit/activity log (ICS form 214).

5.14 Nearshore Protection Group Supervisor

**Nearshore Protection Group Supervisor
(Operations Section)**

Mission: To implement portions of the incident action plan prepared by the environmental unit and shore cleanup and assessment unit (planning) pertaining to nearshore protection (pre-oiling) such as booming of sensitive shores and retrieval of mobile oil.

Location: Incident Command Post

Duties:

- Report to the protection and recovery branch director for situation briefing and assist in identifying equipment, services and personnel requirements for shore protection.
- Identify leaders for field crews and inform them of their responsibilities.
- Review assignment lists (ICS 204).
- Coordinate activities with other operational groups.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for strike team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS form 214)

5.15 Strike Team or Task Force Leader (Not shown on the Organization Chart)

**Strike Team or Task Force Leader
(Operations Section)**

Mission: To implement field response (tactical) portions of the incident action plan under the direction of a division/group supervisor(s).

Location: Field

Duties:

- Report to the division/group supervisor for situation briefing and tactical assignment.
- Assign specific work tasks to strike team/task force members.
- Inform all team members of reporting relationships, communication procedures and safety requirements.
- Coordinate activities with adjacent strike team, task forces, and or single resources.
- Monitor work progress and make changes when necessary.
- Ensure field crew members comply with Workers' Compensation Board requirements.
- Submit situation and resource status information to supervisor.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS form 214).

5.16 Onshore Recovery Group Supervisor

**Onshore Recovery Group Supervisor
(Operations Section)**

Mission: To implement portions of the incident action plan prepared by the environmental unit and shore cleanup assessment unit (planning) pertaining to onshore remediation that includes retrieval of mobile oil and shore cleanup.

Location: Incident Command Post

Duties:

- Report to the protection and recovery branch director for situation briefing and assist in identifying equipment, services and personnel requirements for shore protection.
- Identify leaders for field crews and inform them of their responsibilities.
- Review assignment lists (ICS form 204).
- Coordinate activities with other operational groups.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for strike team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS form 214)

5.17 Disposal Group Supervisor

**Disposal Group Supervisor
(Operations Section)**

Mission: To implement branch's portions of the incident action plan pertaining to disposal of all waste streams generated by the oil spill response and/or to monitor waste disposal by responsible party to ensure compliance with conditions applied.

Location: Incident Command Post

Duties:

- Report to the Protection and Recovery Branch director to assist in identifying equipment, services and personnel requirements for waste management in accordance with the incident action plan.
- Identify leaders for field crews and inform them of their responsibilities.
- Review assignment lists (ICS 204).
- Coordinate activities with other operation groups.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS form 214).

5.18 Decontamination Group Supervisor

**Decontamination Group Supervisor
(Operations Section)**

Mission: To implement branch's portions of the Incident action plan pertaining to decontamination of personnel and equipment.

Location: Incident Command Post

Duties:

- Report to the Protection and Recovery Branch director to assist in identifying equipment, services and personnel requirements for decontamination needs in accordance with the incident action plan.
- Identify leaders for field crews and inform them of their responsibilities.
- Review assignment lists (ICS 204).
- Coordinate activities with other operation groups.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers undertaking decontamination duties.
- Maintain unit/activity log (ICS form 214).

5.19 Wildlife Branch Director

**Director, Wildlife Branch
(Operations Section)**

Mission: To provide provincial coordination of wildlife rescue and rehabilitation efforts in concert with federal agencies, the responsible party and non-government organizations, in accordance with established rescue protocols. Prepares branch's portion of the incident action plan.

Location: Command Post/Wildlife Rescue Center

Duties:

- Report to the operations section chief for situation briefing.
- Implement elements of *the BC Oiled Wildlife Rescue and Rehabilitation Organization* based on liaison with responsible party and their response organization.
- Determine location of wildlife rescue centers and arrange for deployment of provincial rescue/rehabilitation equipment.
- Contact logistics section chief to arrange for wildlife rescue personnel.
- Liaise with planning section to determine likelihood of impacts to marine birds and mammals.
- Meet with assisting wildlife rescue NGOs to coordinate rescue efforts (inform liaison officer).
- Review division/group assignment lists (ICS 204).
- Brief group supervisors and assign duties.
- Prepare shift-rotation schedules, de-briefing meetings.
- Prepare daily reports identifying progress, hazardous situation, deployment problems, conflicts, and numbers of wildlife rescued.

5.20 Wildlife Rescue Group Supervisor

**Wildlife Rescue Group Supervisor
(Operations Section)**

Mission: To implement branch's portions of the incident action plan pertaining to field reconnaissance, hazing, capture and stabilization of oiled birds and mammals.

Location: Stabilization (Primary Care) Facility

Duties:

- Report to the director of Wildlife Branch for situation briefing and assist in identifying equipment, services and personnel.
- Identify leaders for field crews and inform them of their responsibilities.
- Review assignment lists (ICS 204).
- Coordinate activities with other groups within the branch.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS form 214)

5.21 Wildlife Rehabilitation Group Supervisor

**Wildlife Rehabilitation Group Supervisor
(Operations Section)**

Mission: To implement portions of the incident action plan pertaining to long-term rehabilitation of oiled birds and mammals, wildlife release and monitoring.

Location: Wildlife Rehabilitation Facility

Duties:

- Report to the Wildlife Branch director for situation briefing and assist in identifying equipment, services and personnel.
- Identify leaders for rehabilitation personnel and inform them of their responsibilities.
- Review assignment lists (ICS 204).
- Coordinate activities with other Groups within the Branch.
- Assign specific work tasks to strike team/task force leaders.
- Inform all leaders of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or manpower.
- Prepare shift-rotation schedules, de-briefing meetings and crew logs for team/task force leaders.
- Participate in developing branch plans for next operational period.
- Submit situation and resource status information to branch director.
- Report special occurrences or events such as accidents or sickness.
- Address logistics issues for the transportation, feeding, and care of field workers.
- Maintain unit/activity log (ICS 214).

5.22 Planning Section Chief

**Planning Section Chief
(Planning Section)**

Mission: To provide the overall collection, evaluation and dissemination of all operational information concerning the oil spill in order to understand the current situation, predict incident course, and to assist in the preparation of response objectives and strategies.

Location: Incident Command Post

Duties:

- Report to the provincial incident commander for situation briefing and assist in preparation of initial response objectives and strategies.
- Establish information requirements and reporting schedules for all ICS organizational elements for operational periods, incident action plan preparation, and information dissemination.
- Invoke duties of unit leaders to undertake initial preparation of deployment of staff and resources.
- Determine need for specialists to undertake resource and site assessments; and arrange for contract services in consultation with chiefs of logistics and finance/administration.
- Brief unit leaders on duties, safety and communication and other field requirements.
- Introduce any contract resource or oil spill specialists to response team and its organization.
- Represent the province on federal regional environmental emergency teams (REET) for exchanging resource information and setting shoreline protection priorities.
- Coordinate with other section chiefs on preparing established situation reports, status summaries, and incident action plans for the next operational period.

5.23 Situation Unit Leader

**Situation Unit Leader
(Planning Section)**

Mission: To collect and organize incident status and situation information. Responsible for the evaluation, analysis, and display of that information for use by response personnel.

Location: Incident Command Post

Duties:

- Report to the planning section chief for situation briefing.
- Assemble incident status display materials.
- Assigns duties to situation unit personnel.
- Collect incident data.
- Prepare predictions at periodic intervals or upon request of the planning section chief.
- Prepare and maintain command post incident status display.
- Arrange for internet-based situation reporting if required.
- Participate in incident planning meetings.
- Prepare the incident status summary form (ICS Form 209).
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain situation unit records.
- Maintain unit log (ICS form 214).
- Demobilize unit on request.

5.24 Resources Unit Leader

**Leader of Resources Unit
(Planning Section)**

Mission: To establish all incident check-in activities, prepare resource status information; maintain displays, charts and lists that reflect the current status and location of resources, transportation, and support vehicles; and maintain a master check-in list of resources assigned to the incident.

Location: Incident Command Post

Duties:

- Report to the planning section chief for situation briefing.
- Assemble resource display materials.
- Assign duties to resource unit personnel.
- Establish check-in function at incident locations.
- Establish the command post display on team organization and resources allocated based on incident briefing form (ICS Form 201).
- Confirm dispatch and estimated time of arrival of response personnel.
- Gather, post, and maintain incident resource status, as well as status of transportation and support vehicles and personnel.
- Maintain master roster of all resources checked in at the incident.
- Prepare organization assignment list (ICS Form 203) and organization chart (ICS form 207).
- Prepare appropriate parts of division assignments lists (ICS form 204).
- Provide resource summary information.

5.25 Documentation Unit Leader

**Documentation Unit Leader
(Planning Section)**

Mission: To maintain accurate and complete incident files, provide duplication services to incident personnel, store incident files for legal, analytical, and archival purposes.

Location: Incident Command Post

Duties:

- Report to the planning section chief for situation briefing.
- Establish work area with files and photocopier.
- Retain and file duplicate of official forms and reports.
- Accept and file reports and forms submitted to unit.
- Check the accuracy and completeness of records submitted.
- Correct errors or omissions by contacting appropriate ICS Units.
- Provide duplicates of forms and reports to authorized requesters.
- Prepare incident documentation for planning section chief when requested.
- Maintain, retain, and store incident files for after incident use.
- Maintain unit log (ICS form 214).

5.26 Environmental Unit Leader

Environmental Unit Leader (Planning section)	
Mission	To recommend strategic direction for environmental protection and public safety, establish shoreline protection and cleanup priorities/options; review field information, address inter-jurisdictional environmental issues, prepare the incident action plans and environmental data for the situation unit.
Location:	Incident Command Post
Duties:	<ul style="list-style-type: none"> <input type="checkbox"/> Report to planning section chief for situation briefing and assist in identifying coastal resources and public at risk. <input type="checkbox"/> Assemble environmental unit personnel and delineates duties. <input type="checkbox"/> Assemble coastal information maps, atlases, video-tapes, documents and supplies for resource assessment. <input type="checkbox"/> Recommends coastal and oil spill specialists requirements. <input type="checkbox"/> Report to the planning section chief for situation briefing and to assist in preparation of initial action plan. <input type="checkbox"/> Establish inter-jurisdictional meetings to address joint environmental protection strategies and priorities. <input type="checkbox"/> Identify the need for, and obtain permits, consultations, and other authorization with responsible party. <input type="checkbox"/> Review applications for in-situ oil burning, dispersant uses, and shore treatments.

5.27 Technical Specialist Unit Leader

**Technical Specialist Unit Leader
(Planning Section)**

Mission: To establish work specifications, assign, and monitor technical specialists to the incident management team based on requests from command or general staff. Technical specialists include, but not limited to, response technology (dispersant use, in-situ oil burning), trajectory analysis, weather forecasting, oil sensitivity/risk analysis, wildlife rescue, etc.

Location: Incident Command Post

Duties:

- Report to the planning section chief for situation briefing.
- Liaise with liaison officer to ensure technical specialists report to the technical specialist unit.
- Determine technical specialist needs, both in-house and consultant.
- Draft contract specifications for consultants or terms-of-reference for government personnel to define work and deliverables.
- Maintain a list of technical specialists, their assignment, and reporting relationship.
- Address issues and concerns raised by technical specialists, and facilitate resolution.
- Maintain unit log (ICS Form 214).

5.28 Demobilization Unit Leader**Demobilization Unit Leader
(Planning Section)**

Mission: To prepare the demobilization plan, and assist incident sections/units in ensuring that an orderly, safe, and cost effective movements of personnel and equipment is accomplished from the incident.

Location: Incident Command Post

Duties:

- Obtain briefing from planning section chief.
- Review incident resource records (ICS Briefing Form 201, Check-in List Form 211, and T-cards Form 219) to determine probable size of demobilization effort.
- Obtain incident command objectives, priorities, and constraints on demobilization.
- Meet with agency representatives.
- Obtain identification and description of surplus resources, and probable release times.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Prepare demobilization plan.
- Obtain approval of demobilization plan and distribute.
- Ensure that all sections/units understand their responsibilities within the demobilization plan.
- Monitor implementation of demobilization plan.
- Assist in the coordination of demobilization plan.
- Brief planning section chief on progress of demobilization.
- Complete all records prior to departure.
- Maintain unit log (ICS form 214).

5.29 Logistics Section Chief

**Logistics Section Chief
(Logistics Section)**

Mission: To coordinate the provision of facilities, services, personnel and material in support of the oil spill response.

Location: Incident Command Post

Duties:

- Report to the provincial incident commander for situation briefing and to assist in preparation of incident action plan pertaining to locations of facilities, personnel transportation and other support and services needs.
- Assemble and brief branch directors on duties, safety and communications and other field requirements.
- Ensure command post and field communications are established.
- Provide input to and review communications plan, medical plan, and traffic plan.
- Coordinate and process requests for additional resources.
- Meet with information officer to determine requirements for information centre.
- Liaise with chiefs of operations and planning to determine level of manpower and resources needed for next operational period.
- Review contract specifications.
- Liaise with finance/administration section chief on the preparation of service and equipment contracts.
- Provide input to demobilization plan as required by planning section.
- Maintain unit log (ICS form 214).

5.30 Support Branch Director

**Support Branch Director
(Logistics Section)**

Mission: To provide support personnel, equipment, supplies, and transportation for marine oil spill response.

Location: Incident Command Post

Duties:

- Report to the chief of logistics for situation briefing.
- Arrange for pickup and delivery of command post trailer(s) and other initial response equipment to the spill site and staging area, respectively.
- Determine additional personnel to meet response facilities, transportation and operational requirements.
- Report to logistics section chief for situation report.
- Set up command post and staging area, or other support facilities as required.
- Respond to requests for air, land and marine transportation.
- Instigate procedures and assign duties for hiring and recording incoming response personnel (coordinate with finance/administration section and planning section's resource unit).
- Establish field supply depot and assign duties for ordering, receiving, distributing and storing supplies and equipment.
- Provide status report to logistics section chief on response equipment type and availability.
- Liaise with finance/administration section for procurement of equipment.

5.31 Supply Unit Leader

**Supply Unit Leader
(Logistics Section)**

Mission: To order personnel, equipment and supplies; receive and store all supplies for the incident; maintain an inventory of supplies; and service non-expendable supplies and equipment.

Location: Incident Command Post or Base

Duties:

- Obtain a briefing from the support branch director or logistics section chief.
- Participate in logistics section/support branch planning activities.
- Liaise with staging area manager to maintain minimum resource requirements.
- Provide kits to planning, logistics and finance sections.
- Determine the type and amount of supplies en route.
- Arrange for receiving ordered supplies.
- Review incident action plan for information on operations of the supply unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the finance section.
- Receive, and respond to, requests for personnel, supplies, and equipment.
- Maintain inventory of supplies and equipment.
- Coordinate service of reusable equipment.
- Submit reports to the support branch director.
- Maintain unit/activity log (ICS form 214).

5.32 Facilities Unit Leader

**Facilities Unit Leader
(Logistics Section)**

Mission: To establish and maintain incident facilities (e.g., base, camp(s) and incident command post), provide sleeping and sanitation facilities for incident personnel and manage base and camp operations.

Location: Incident Command Post or Base

Duties:

- Obtain a briefing from the support branch director or logistics section chief.
- Review incident action plan.
- Participate in logistics section/support branch planning activities.
- Determine requirements for each facility to be established, including the command post.
- Prepare layouts of incident facilities.
- Notify unit leaders of facility layout.
- Activate incident facilities.
- Provide base and camp managers.
- Obtain personnel to operate facilities.
- Provide sleeping facilities.
- Provide security services.
- Provide facility maintenance services - sanitation, lighting, and cleanup.
- Demobilize base and camp facilities.
- Maintain facilities unit records and unit/activity log (ICS form 214).

5.33 Ground and Vessel Support Unit Leader

**Ground and Vessel Support Facilities Unit Leader
(Logistics Section)**

Mission: To support shoreside (vehicles) resources and waterborne resources (vessels); coordinate transportation of personnel, supplies, food, and equipment on land; fuel, service, maintain and repair vehicles and vessels; and implement the incident traffic plan, and vessel routing plan. (Note: ground and vessel support can be established as two separate units, if required).

Location: Incident Command Post or Base

Duties:

- Obtain a briefing from the support branch director or logistics section chief.
- Participate in support branch/logistics section planning activities.
- Coordinate development of the traffic plan and vessel routing plan with the planning section.
- Coordinate vehicle and vessel transportation assignments with staging area manager, and the protection branch and wildlife branch supervisors.
- Support out-of-service transportation resources.
- Notify resources unit of all status changes on support and transportation vehicles.
- Arrange for, and activate, fueling, maintenance, and repair of transportation resources.
- Maintain inventory of support and transportation vehicles and vessels (ICS form 218).
- Maintain usage information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- Submit reports to support branch director.
- Maintain unit/activity log (ICS form 214).

5.34 Service Branch Director

**Service Branch Director
(Logistics Section)**

Mission: To provide services related to medical, communication, food, sanitation needs to support response efforts.

Location: Incident Command Post or Base

Duties:

- Report to logistics section chief for situation briefing.
- Determine essential services to meet response requirements.
- Determine level of service required to support operations.
- Confirm dispatch of branch personnel.
- Participate in planning meetings of logistics section personnel.
- Review incident action plan.
- Coordinate activities of service branch units.
- Inform logistics section chief of activities.
- Resolve service branch problems.
- Maintain unit/activity log (ICS form 214).

5.35 Medical Unit Leader

**Medical Unit Leader
(Logistics Section)**

Mission: To prepare a medical emergency plan, obtain medical aid and transport for injured and ill incident personnel, and prepare reports and records..

Location: Medical Station

Duties:

- Report to service branch director for situation briefing.
- Determine level of medical services required.
- Coordinate activities of medical personnel and auxiliary certified industrial first aid attendants.
- Liaise with safety officer to review the medical plan and its inclusion into the overall safety plan.
- Prepare medical emergency plan (ICS Form 206) and activate medical unit.
- Determine and notify nearest off-site hospital facilities.
- Arrange for ambulance services and establishment of a field medical station.
- Establish and verify emergency medical transportation and communications procedures.
- Inform unit leaders and supervisors of medical facilities and procedures.
- Respond to requests for medical aid, medical transportation, and for medical supplies.
- Establish record keeping system for recording accidents and illness occurrences, inventory of supplies, key contacts and phone numbers, etc.
- Address medical needs for extended and/or escalated field response.
- Maintain unit/activity log (ICS form 214).

5.36 Communications Unit Leader

**Communications Unit Leader
(Logistics Section)**

Mission: To develop plans for the effective use of incident communications equipment and facilities; install and test communications equipment; supervise the incident communications center; distribute communication equipment to incident personnel; and maintain and repair equipment.

Location: Incident Communications Centre

Duties:

- Report to service branch director.
- Advise on communications capabilities/limitations.
- Prepare and implement the incident radio communications plan (ICS form 205).
- Establish the incident communications center and message center and a public address system if needed.
- Establish appropriate communications distribution/maintenance locations.
- Install and test communications systems.
- Establish an equipment accountability system.
- Ensure personal portable radio equipment from cache is distributed per radio plan.
- Provide information on the adequacy of communications systems in operation, geographic limitation on communications systems, equipment capabilities, amount and types of equipment available, and anticipated problems.
- Maintain records on communications equipment.
- Recover equipment from relieved or released units.
- Arrange repair of broken equipment.
- Maintain unit/activity log (ICS form 214).

5.37 Food Unit Leader

**Food Unit Leader
(Logistics Section)**

Mission: To determine feeding requirements at all incident facilities, including: menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

Location: Food Services Canteen or Camp

Duties:

- Report to service branch director.
- Determine location of working assignment, and number and location of personnel to be fed.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities.
- Set up food unit equipment.
- Prepare menus to ensure incident personnel receive well-balanced meals.
- Ensure that sufficient potable water is available to meet all incident needs.
- Ensure that all appropriate health and safety measures are taken.
- Supervise cooks and other food unit personnel.
- Keep inventory of food on hand and check on food orders.
- Provide supply unit leader food supply orders.
- Maintain unit/activity log (ICS form 214).

5.38 Finance/Administration Section Chief

**Finance/Administration Section Chief
(Finance/Administration Section)**

Mission: To provide for the overall administrative and finance services that include billing, accounting, filing and invoices and preparation of service contracts, as well as financial and cost analysis.

Location: Incident Command Post

Duties:

- Report to the provincial incident commander (or unified command) for situation briefing.
- Brief unit leaders (time, procurement, cost, and compensation/claims) to determine deployment needs and problems.
- Brief agency administration personnel on all incident related business management issues needing attention and follow up prior to leaving incident.
- Meet with assisting and cooperating agency representatives, as required.
- Attend planning sessions on financial and cost analysis matters.
- Coordinate the establishment of financial (cash accounts, invoices, billings, contracts, etc.) and administrative (filing, stationary supplies, etc.) systems.
- Assign clerical staff to sections, where requested.
- Liaise with logistics section chief for preparation of equipment and service contracts and rentals and the planning section chief for specialist contracts.
- Coordinate accounting for food, equipment, wages, accommodations, and travel for response team and auxiliary personnel.
- Prepare financial and administrative status reports.
- Participate in demobilization planning.

5.39 Time Unit Leader

Time Unit Leader (Finance/Administration Section)	
Mission:	To provide for equipment and personnel time recording.
Location:	Incident Command Post
Duties:	
<input type="checkbox"/>	Report to finance/administration section chief for briefing.
<input type="checkbox"/>	Determine resource needs.
<input type="checkbox"/>	Provide forms and procedures for time recording. Obtain check in lists.
<input type="checkbox"/>	Organize and establish a time unit and set objectives.
<input type="checkbox"/>	Establish contact with agency representatives.
<input type="checkbox"/>	Establish <i>equipment time recorder</i> and <i>personnel time recorder</i> positions.
<input type="checkbox"/>	Keep records of times of all provincial response personnel, auxiliary staff, and agency representatives.
<input type="checkbox"/>	Submit cost estimate data forms to cost unit, as required.
<input type="checkbox"/>	Provide for records security.
<input type="checkbox"/>	Ensure that all records are current or complete prior to demobilization.
<input type="checkbox"/>	Release time reports from assisting agencies to the respective agency representatives prior to demobilization.
<input type="checkbox"/>	Brief finance/administration section chief on current problems, recommendations, outstanding issues, and follow-up requirements.
<input type="checkbox"/>	Maintain unit/activity log (ICS forms 214).

5.40 Procurement Unit Leader

**Procurement Unit Leader
(Finance/Administration Section)**

Mission: To provide for the administration of all financial services pertaining to purchases and contracts, and responsible for maintaining contract equipment time records.

Location: Incident Command Post

Duties:

- Report to the finance/administration section chief for briefing.
- Arrange for emergency accounts and coding for service contracts and purchases.
- Obtain incident procurement plan.
- Provide administrative, finance forms and procedures for purchases and contract management.
- Work with logistics section to determine immediate procurement of response equipment and supplies, aircraft and boats.
- Establish contracts with supply vendors as required.
- Finalize contracts and agreements and obtain signature from appropriate spending authority.
- Interpret contracts/agreements and resolve disputes.
- Liaise with technical specialist unit regarding contracted services for specialists.
- Keep records of purchases and contracts, and coordinate cost data with cost unit leader.
- Maintain unit logs (ICS Form 214).

5.41 Cost Unit Leader

Cost Unit Leader (Finance/Administration Section)	
Mission:	To collect all cost data, perform cost effectiveness analysis, provide cost estimates, and make cost saving recommendations.
Location:	Incident Command Post
Duties:	
<input type="checkbox"/>	Report to finance/administration section chief for situation briefing.
<input type="checkbox"/>	Coordinate with HQs on cost reporting procedures.
<input type="checkbox"/>	Determine cost sharing agreements/protocols with responsible party and other jurisdictions.
<input type="checkbox"/>	Establish third party billing procedures.
<input type="checkbox"/>	Establish procedures for receiving and depositing funds.
<input type="checkbox"/>	Undertake cost tracking, analysis and estimates, and prepare cost summaries that provide total cost incurred and average cost per day.
<input type="checkbox"/>	Complete all records prior to demobilization.
<input type="checkbox"/>	Maintain unit log (ICS Form 214).

5.42 Compensation/Claims Unit Leader

**Compensation/Claims Unit Leader
(Finance/Administration Section)**

Mission: To provide overall management and direction of all claims and compensation for property damage and personal injury resulting from the incident.

Location: Incident Command Post

Duties:

- Report to finance/administration chief for situation briefing.
- Establish contact with safety officer and liaison officer to ensure claims are directed to the unit.
- Establish a claims phone-in number and arrange with the information officer to inform media.
- Determine the need for compensation for injury and claims specialists.
- If possible, co-locate compensation-for-injury work area with the medical unit.
- Coordinate with procurement unit on procedures for handling claims.
- Ensure that all compensation for injury and claims documents are up-to-date.
- Provide for disaster financial assistant advise and direction to ministries.
- Maintain unit log (ICS Form 214).

SECTION 6.0
BC Ministry of Environment
Roles and Services

- 6.1 Executive
- 6.2 Corporate Services
- 6.3 Environmental Sustainability and Strategic Policy Division
- 6.4 Environmental Protection Division
- 6.5 Conservation Officer Services
- 6.6 Affected Region(s)

SECTION 6.0 - BC MINISTRY OF ENVIRONMENT ROLES & SERVICES

In the event of a marine oil spill, BC Ministry of Environment in Victoria and in regions are expected to provide personnel and/or resource support to the *BC Marine Oil Spill Incident Management Team*. Services are to be provided when requested, and in accordance with instructions provided by either the *Agency Executive*, director of HQs Ministry Operations Centre, director of Regional Emergency Operations Centre or the Provincial Incident Commander. Services, staff, equipment should not to be provided until there is the organization and staffing capable of handling them (See information box below).

CHECK LIST OF CRITERIA THAT NEED TO BE MET BEFORE PROVIDING EXPERTISE, RESOURCES OR SERVICES TO SITE-LEVEL COMMAND POST

- Source of request known;
- Lines of communication established;
- Scope of request understood;
- Time line for services verified;
- Method of providing services ascertained; and
- Staff and organization prepared to receive the service or resource.

Some of the roles and services that may be expected are outlined below.

HEADQUARTERS

6.1 Executive

- Establish the *Agency Executive* according to its operational guideline (see listing)
- Implement the *BC Marine Oil Spill Response Plan*
- Sign *Environmental Protection Orders* or *Declaration of Environmental Emergency*
- Provide executive direction to the ministry for support and services
- Liaise with the Minister
- Request additional provincial support-levels of BCERMS if required
- Provide senior representation on the *Central Coordination Group*, if invoked
- Provide ministry staff for *Provincial Regional Emergency Operations Centre* (PREOC) and *Provincial Emergency Coordination Centre* (PECC), if invoked, to either liaise or provide management functions.

6.2 Corporate Services

- Provide record keeping/filing, telecommunications, vehicle management and other administrative support services
- Provide financial, accounting and payroll support services
- Supply technical services and expertise for computers and applications
- Provide the capability to establish an internet-based Situation Report
- Supply management personnel expertise and staff
- Assist in training and safety matters

6.3 Environmental Sustainability and Strategic Policy Division

- Locate and acquire specialists and special equipment requested
- Identify endangered and rare wildlife species requiring immediate and special attention
- Support efforts to identify and document impacts to habitats
- Identify parks, protected areas, and recreational areas at risk

6.4 Environmental Protection Division

- Manage ministry operations center according to Operational Guideline
- Coordinate cross-boundary liaison pursuant to the *States /British Columbia Task Force on Marine Oil Spills* and *Memoranda-of-Agreement* among Provinces for the sharing of resources and exchange of information (outside of on-scene operations)
- Supply technical experts for air monitoring, meteorological analyses, waste and special waste management and toxicology either in the field or in Victoria
- Assist in oily waste handling operations in concert with the Operations Section Chief
- Support efforts to identify and document impacts to coastal wetland areas
- Supply technical services for surface and groundwater analysis for determining land-based waste disposal sites
- Provide certified boat operators and divers, on request
- Establish engineering drafting services
- Provide expertise on marine water quality impacts
- Assist in management of problem wildlife situations (*i.e.* bear/crew interactions)
- Assist in land use analyses and mapping services
- Facilitate temporary storage and treatment of oily waste material
- Coordinate and provide technical services for water monitoring and impact assessments
- Provide field information on water uses
- Address water impact and protection issues

6.5 Conservation Officer Services

- Provide Conservation Officer and investigation services
- Coordinate legal services

REGION

6.6 Affected Region(s)

- Undertake initial field assessment to determine nature and extent of spill, who the Responsible Party is, and actions being taken by other jurisdictions
- Ensure briefing and situation information is being prepared in accordance with the Environmental Emergency Program's policy and procedures
- Provide recommendations to deploy an incident management team and ascertain level of regional support that can be provided
- Provide response personnel, equipment and services as directed
- Provide Regional Manager participation on the ministry *Agency Executive*
- Establish a *Ministry Regional Operations Centre (MROC)* to coordinate regional resource and technical support in conjunction with the *Ministry Operations Centre (MOC)* at headquarters
- Provide a liaison person to the *Provincial Regional Emergency Operations Centre (PREOC)* if invoked.

**SECTION 7.0
Provincial Support**

- 7.1 Ministries
- 7.2 Crown Corporations and Agencies

SECTION 7.0 - PROVINCIAL SUPPORT

For a major spill, a wide-range of services by provincial ministries, crown corporations and public agencies can be offered at support, site (Command Post) and field (tactical) levels. The Emergency Program Management Regulation (Schedule 2) provides an overview of types of support services by selected provincial agencies. These services in form of people, equipment, technology *etc* arriving at an Incident Command Post would be integrated into the Incident Management Team on either a position (Information Officer) or technical specialist basis in accordance with this plan and the Incident Command System. Support for services may be either direct request to a ministry, crown corporation, or public agency operations centre OR through the *Provincial Regional Emergency Operations Center* (affected region) or *Provincial Emergency Coordination Centre* (PEP Headquarters), if invoked.

REFER TO MINISTRY, CROWN CORPORATION AND AGENCY INTERNET LISTINGS AND SERVICES PLAN FOR THE TYPES OF SUPPORT THAT MAY BE PROVIDED DURING A MAJOR MARINE OIL SPILL.

7.1 Ministries

PROVINCIAL MINISTRIES

- Aboriginal Relations and Reconciliation
- Advanced Education
- Agriculture
- Children and Family Development
- Community, Sport and Cultural Development
- Education
- Energy and Mines
- Environment
- Finance
- Forests, Lands and Natural Resource
Operations
- Health
- International Trade
- Jobs, Tourism and Skills Training
- Justice
- Natural Gas Development
- Social Development and Social Innovation
- Technology, Innovation and Citizens' Services
- Transportation and Infrastructure

7.2 Crown Corporations and Public Agencies

CROWN CORPORATIONS

BC Assessment
BC Housing
BC Hydro and Power Authority
BC Rail
BC Transit
British Columbia Lottery Corporation
Community Living BC
Industry Training Authority
Insurance Corporation of British Columbia (ICBC)
Legal Services Society

AGENCIES

BC Public Service Agency
Board Resourcing and Development Office
Crown Agencies Resource Office
Intergovernmental Relations Secretariat
Francophone Affairs Program
Office of the Premier
Government Communications and Public Engagement
Public Sector Employers' Council Secretariat

RESOURCE DOCUMENTS provided as separate documents

(Primary Documents of BC Ministry of Environment)

- *Environmental Emergency Program Policy and Procedures*
- *BC Marine Oil Spill Shoreline Protection & Cleanup Manual/Field Guide*
- *Waste Management Guidelines for Marine Oil Spill Response in BC*
- *States/British Columbia Oil Spill Task Force Mutual Aid Plan*
- *Inventory of Potential Sites for Disposal/Storage of Oily Wastes*
- *Draft British Columbia/Canada In-situ Oil Burning Policy and Decision Guidelines*
- *Operational Guidelines (See next page)*

(Secondary Documents from other sources)

- *Recommended Protocols for the Care of Oil-affected Birds (States/BC Oil Spill Task Force)*
- *Recommended Protocols for the Care of Oil-affected Mammals (States/BC Oil Spill Task Force)*
- *Shoreline Assessment Job Aid (NOAA)*
- *Open Water Oil Identification Job Aid (NOAA)*
- *Special Monitoring of Applied Response Technologies (SMART), 2001 USCG, NOAA, EPA, CDC*

OPERATIONAL GUIDELINES – Provided as Separate Documents

AGENCY EXECUTIVE

- An Agency Executive Guide for Major Environmental Emergencies

MINISTRY SUPPORT EOC's

- Operational Guideline for Support of an Environmental Emergency (Ministry Operations Centre [HQs] and Ministry Regional Operations Centre [Affected Region])

INCIDENT MANAGEMENT - Site

Legislation and Agreements

- BC Ministry of Environment's Authority under the *Environmental Management Act*.
- Statutes & Legislation Related to Environmental Emergencies
- Letter (template) Requesting to Establish Unified Command and Team Integration with Other Jurisdictions

Organizational

- Operational Guidelines for Selected ICS positions at Incident Command Post:
 - Incident Commander
 - Liaison Officer
 - Information Officer
 - Operations Section Chief
 - Planning Section Chief
 - Resource Unit Leader
 - Situation Unit Leader
 - Logistics Section Chief
 - Finance /Administration Section Chief
- Unified Command
- ICS Process
- Wildlife Rescue and Rehabilitation Organization
- Joint Information Centre Design and Implementation
- Liaison Office Manual
- Incident Command System Forms (site-level)

Technical – General

- Glossary of Terms & Acronyms
- Electronic Communication
- Public & Media Relations

Technical – Hazard Specific)

- Specifications for Technical Specialists
- Site and Resource Assessments
- Outline of Shore Treatment Methods
- Wildlife Rescue & Rehabilitation
- Oily Waste Disposal
- Oily Waste Incineration
- Role of Field Observer and Shoreline Cleanup and Assessment Teams

THERE IS A TASK BOOK FOR EACH INCIDENT MANAGEMENT TEAM MEMBER'S POSITION THAT IS USED BY THE ENVIRONMENTAL EMERGENCY PROGRAM TO CERTIFY THAT MEMBERS MEETS A STANDARD OF COMPETENCY.