

# *Planning and Conducting Drills in Washington State*





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# Chapter 1: Overview of Washington State's Drill Program

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## This chapter will cover:

- ✓ Goals for Washington State's Drill Program
  - ✓ Ecology's Role
  - ✓ Designing Drills
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This manual is intended to help oil spill contingency plan holders better understand state requirements of Chapter 173-182 Washington Administrative Code (WAC). It also provides plan holders with assistance on designing, planning and evaluating their oil spill preparedness drills.

Drills are an important tool for an oil spill preparedness program. Washington's regulated community (plan holders) develops oil spill contingency plans to ensure they can mount a timely and effective response if they have an oil spill. Drills test the effectiveness of the oil spill contingency plans. The regulated community includes:

- All tank vessel and tank barge companies.
- Larger cargo, fishing, and passenger vessels.
- Oil refineries, distribution terminals, and pipelines.
- Other types of facilities that transfer oil in bulk, such as pulp & paper mills and military facilities.

Plan holders follow a three-year drill cycle. Within each cycle, each plan holder demonstrates up to 15 different drill objectives that test their oil spill plan.

Lessons learned during the drills are then incorporated into the plans to continuously improve capability to respond.

Washington's three-year drill cycle requirements are compatible with the federal drill program. A notable difference is that, in Washington, the Department of Ecology (Ecology) is involved with drill evaluation and tracking of the objectives over time. Plan holders receive written drill evaluations from Ecology as well as a matrix to document their progress during the cycle.



## GOALS FOR THE WASHINGTON STATE DRILL PROGRAM

Some of the broad goals of the Washington State drill program are:

- Realistic and robust drills that fully test the effectiveness of oil spill plans.
- Drill programs tailored to the specific operations of a plan holder, conducted in a variety of operating environments over time.
- A well thought out approach for the entire three-year cycle – one that results in a variety of drills over time.
- Strengthen plans with lessons learned from drills. This includes the Northwest Area Contingency Plan.

## ECOLOGY'S ROLES DURING DRILLS

Ecology personnel have a role in drill planning, design and drill play during exercises. Ecology works with the plan holders to plan and design drills so that all aspects of the plan are tested in a way that strengthens their plan. One or more meetings are held depending on complexity of the drill to design the drill and maximize the credit for the work. Evaluators will observe drill play, ask questions in a non-intrusive manner, take notes, and complete a drill evaluation after the drill is over. While designing drills, plan holders may ask Ecology evaluators to also act as coaches while evaluating the drill. The spill management team positions which Ecology normally fills as players during a tabletop or worst case drill are State-On-Scene-Coordinator (SOSC), Public Information Officer (PIO), Liaison Officer (LNO), and Environmental Unit Leader (EUL).

## DESIGNING DRILLS

Drills over time should vary in scope. Small scale drills test immediate response at the point of discharge. Large scale drills test multiple operations such as deploying Geographic Response Plans (GRPs), enhanced skimming task forces and temporary on-water storage. Tabletop drills demonstrate a plan holder's capability to manage a spill using the Incident Command System (ICS).

The three-year drill cycle should be considered when beginning drill design. It is not necessary to get every box checked at every drill; plan ahead to design drills over the three-year period that will allow staff to rotate through many response activities.

Since conditions change throughout the year, we encourage plan holders to test their equipment, their contractor's equipment and staff under a variety of conditions and scenarios. This helps plan holder's make consistent progress toward receiving full credit for the response operations portion of the Ecology drill evaluation checklist.

Previous drill evaluations may also help determine areas that need improvement. Plan holders should work with Ecology to identify parts of the plan that need to be tested. Using the drill matrix, areas not tested yet or those done too frequently can be identified.

The next step is to develop a realistic scenario that best supports testing the plan and drill objectives. The scenario needs to include product type and quantity.

Ecology is provided an opportunity to give input on all tabletop and deployment drill objectives and designs. We can assist with designing a drill that benefits your incident management team, exercises all response equipment and increase maximum drill credit. To ensure coordination with Ecology, plan holders must schedule drills on the NWACP area exercise calendar found at <https://fortress.wa.gov/ecy/naces/>. Scheduling requirements are noted in the table in Chapter 2.

# Chapter 2: Scheduling and Design

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## This chapter will cover:

- ✓ Drill Participation and Scheduling
- ✓ Deployment Drill Requirements
- ✓ Tabletop Requirements
- ✓ Equipment Inspections and Unannounced Drills

## DRILL PARTICIPATION AND SCHEDULING

### Types and Participation in Drills

Ecology's drill program is focused mainly on deployments and tabletops. Plan holders and their Primary Response Contractors (PRCs) must participate in a drill and equipment verification program. During the cycle, plan holders must conduct three tabletop drills and six deployment drills. Once every three years, one of the tabletop drills must be a worst case drill.

### How and When To Schedule Drills

Drills are scheduled on the RRT10/Northwest Area Committee calendar website at <https://fortress.wa.gov/ecy/naces/>. Instructions for using the drill calendar can be found at this site. Any changes or updates regarding drill scheduling can be made through the drill calendar website. Edits or deletions need to be requested through the Drill Coordinator. Drills must be scheduled in advance according to the following table.



Type of Drill	Frequency within the three-year cycle	Special Instructions	Scheduling Instructions
Tabletop drills	3 times - one in each year of the cycle	The worst case discharge scenario drill must be conducted once every three years.	Must be scheduled at least 60 days in advance, except the worst case discharge scenario at least 90 days in advance.
Deployment drills	6 times - two per year	At least two of these drills must be GRP deployments. In addition, deployment of a variety of equipment in a variety of operating environments is required.	Scheduled at least 30 days in advance.
Ecology-initiated, unannounced drills	As necessary	This drill may involve testing any component of the plan, including notification procedure, deployment of personnel, boom, recovery and storage equipment.	No notice.

Combined drills that incorporate both tabletop and deployment credit options must be scheduled 60 days in advance.

#### Scheduling For Integrated Plan Holders

Some plans are integrated to include multiple terminals or operations. When approving such plans, we also approve modified drill requirements. You will receive a letter from us. Under approved integrated contingency plans Preparedness Section staff will typically evaluate:

- One deployment at each facility location covered in your plan, each year of the three-year cycle. A total of two deployments will be evaluated each year under your integrated contingency plan. Locations will vary.
- One tabletop exercise each year which incorporates personnel from all regulated facilities covered in the plan. The tabletop exercise location should alternate each year between the facility/vessel locations covered in the plan.
- One worst case drill each cycle that demonstrates the capability of the entire spill management team. The worst case drill alternates facility/vessel locations every three-year cycle.

### **Combined Deployment Drills – Multiple Participants**

More than one plan holder can receive credit for a single drill if certain procedures are followed. There are several good reasons for plan holders to drill together. It can help broaden the variety and location of drills, reduce costs and give plan holders a chance to practice mutual aid agreements. In particular, combining deployment drills gives plan holders an opportunity to pull together more response resources than would typically be exercised.

To receive credit, all plan holders must be involved with scheduling the drill and plan holders shall agree on a drill sponsor. This sponsor will work with Ecology on drill design, the scenario and will be our contact for the drill.

## **DEPLOYMENT DRILL REQUIREMENTS**

### **Requirements for Equipment Deployment Drills**

Plan holders receive credit for deployment drills when they make use of contractor resources, drill with their own equipment, or use a combination of both resources. Although contractors own, maintain, and operate the majority of the response equipment, they *are* part of a contingency plan when they are under a plan holder's contract.

Deployments can vary in scope. The plan holder should work with Ecology and response contractors to drill different types of equipment in different operating environments. In addition to GRP and pre-booming drills, Ecology verifies all aspects of an oil spill response tested during drills, including the use of recovery task forces and on-water storage.

It is important that plan holders test their response capability in all areas, using all equipment types, and test all components of their plan. For example, deploying a GRP collection strategy with recovery equipment and temporary storage can give a plan holder credit for all three plan components.

### **Requirements for verifying each type of equipment, varying deployments over time by operating environment**

Plan holders should ensure that each type of equipment listed in the plan and personnel responsible for operating the equipment are tested during each triennial cycle. Plan holders will design drills that demonstrate the ability to meet the planning standards, including recovery systems and system compatibility. Drills shall be conducted of equipment which would be effective in the various operating environments that the plan holder could impact from spills, and in locations where those conditions would likely occur.

Since vessel companies transit in multiple areas in Washington such as Puget Sound, the outer coast, and Columbia River, holding drills within different operating locations makes

sense. These plan holders should work with Ecology and their response contractors so the drills are meaningful and successful.

In order for drills to test contingency plan effectiveness, appropriate equipment and personnel should be deployed to demonstrate likely effectiveness in conditions as described in ASTM F625/F625M-94, Standard Practice for Classifying Water Bodies for Spill Control Systems. That standard recognizes wave height as the primary variable in describing marine environments for spill control systems. The following table of Washington drill operating environments is based on that standard and a modern Beaufort scale.

	<b>Wave Height</b>	<b>Typical Conditions</b>
<b>Open Water Rough</b>	> six feet	large waves, many whitecaps and at least some spray
<b>Open Water</b>	to six feet	small to moderate waves, frequent whitecaps
<b>Protected</b>	to three feet	glassy crested wavelets to breaking crests with scattered whitecaps
<b>Calm</b>	to one foot	flat to ripples without crests
<b>Shallow</b>	as defined by rule in particular geographic planning standards as water with depth of 10 feet or less	

*Note: If the current exceeds 0.8 knots in an operating environment, the notation “current” should be added, for example, “Calm – current.”*

Plan holders and Ecology will plan drills with reference to the particular operating environment(s) to be tested. In order to receive credit for multiple operating environments, equipment must be retrieved and redeployed in a fashion that would be suitable for the operating environment that is being drilled.

**Requirements for GRP Strategy Deployments: Twice In Each Three-Year Cycle**



The state’s rules require two deployment drills a year. This means that in the three-year drill cycle, six deployment drills are conducted. Of these six drills, two drills must include deployment of the Northwest Area Plan’s GRPs strategies.

GRPs are site-specific response strategies for oil spills to water. They are tailored to a specific beach, shoreline, or waterway and designed to minimize impact on sensitive areas threatened by a spill. The Northwest Area Committee has set goals to test GRP strategies and improve them based on lessons learned under various conditions.

Together during drill design, we will select a GRP strategy. It may be located near a terminal or within a larger area that may be impacted by the plan holder's worst case spill scenario. Some plan holder teams train their staff to deploy the initial GRPs, and some plan holders rely on their contractors. If no GRPs exist for the operating area, plan holders will consult with Ecology to determine alternative sensitive areas to protect.

### **Credit for GRP Deployments Done by Contractors**

To receive credit for GRP deployment drills conducted by PRCs:

- The PRC deploying the GRP must be contracted and cited in your contingency plan. To receive credit for a GRP deployed by a PRC's subcontractor, the subcontractor should also be cited in either the PRC application or your plan.
- The plan holder must operate in the area.

The plan holder will still schedule and participate in the drill.

### **Credit for Pre-Booming of Oil Transfer Operations**

The state has rules that require pre-booming of oil transfers when safe and effective to do so. These rules provide important safeguards during oil transfers. Plan holders may request and receive credit for the pre-booming of an oil transfer once during the three-year drill cycle. Pre-booming drills must also be scheduled 30 days in advance. Ecology understands that transfers may be scheduled within a 'window' of a couple days. This type of advanced notice is acceptable for pre-booming drills. Plan holders should work closely with Ecology to ensure their attendance.

### **Combined Deployment Drills**

Plan holders can receive credit only for the equipment and PRC they have access to, as identified in their contingency plan. Plan holders must submit a request for credit separately on the Northwest Area Committee drill calendar at least 30 days ahead of time for deployment drills.

## **TABLETOP DRILL REQUIREMENTS**

### **Requirements for Tabletop Drills**

The three-year drill cycle provides plan holder's an opportunity to test the plan using the ICS planning process in preparation for the worst case tabletop drill. As with deployment drills, we will assist with drill planning of tabletops.

Annual exercises can take from hours to a full day depending upon the plan holder's focus and goals. Typically, an annual drill includes spill notifications through the development of an ICS Form 201 (Incident Briefing). Annual drills give plan holders a chance to test personnel who would initially respond to an oil spill. Sometimes tabletop aspects are exercised during deployment drills in addition to equipment deployment. An example of this type of drill would be completing an ICS Form 201 with initial deployment of response equipment. As noted above, these drills must be scheduled on the drill calendar as a tabletop drill / deployment drill 60 days in advance.

### **Requirements for Away Team Participation**

At least once during each three-year cycle the plan holder will ensure that key members of their regional/national "away" team are mobilized to Washington State for a drill. Away team participation can vary. Depending on the size and scope of the drill, a representative group of the away team may participate. Ecology and the plan holder must agree on the number of 'players' and roles during drill planning.

At Ecology's discretion, away team members may be evaluated in out-of-state tabletop drills if Ecology has sufficient notice, if Ecology personnel have an opportunity to participate in the drill planning process, and if the out-of-state drills are of similar scope and scale as an in-state scenario. If Ecology allows this exception, key away team members must still be mobilized in Washington State at least once every five years.

### **Requirements for Worst Case Drills**

Worst case drills involve complex scenarios and many participants. Advance time to discuss the drill details is needed, including:

- Drill participants, objectives and planning processes.
- Volume, trajectory, oil type and scenario.
- Drill duration.
- How drill challenges will be resolved.

In Washington State, plan holders conduct an average of 10 worst case drills a year and another 20 tabletop exercises. The sheer number of exercises in which Ecology is involved means the department can offer quite a bit of help, including lessons learned from past drills and problems and pitfalls to avoid. A worst case drill must be scheduled at least 90 days before the drill date. This lead time gives Ecology and plan holders enough time to thoughtfully develop scenarios tailored to meet the needs of specific plan holders.

Typically, Ecology holds at least three planning meetings with the plan holder to discuss the details and expectations for a worst case drill.

### Using Drills to Involve and Inform Stakeholders

Drills offer plan holders the opportunity to involve and inform local governments, tribal governments and other community stakeholders about our preparedness efforts. It is important that the citizens of Washington have confidence in our abilities to plan and respond to spills. We encourage plan holders to invite these groups to observe or participate in drills.

### EQUIPMENT INSPECTIONS AND UNANNOUNCED DRILLS

#### Ecology Initiated Scheduled Inspections and Unannounced Deployment and Tabletop Drills

In addition to the drills listed above, Ecology uses a systematic scheduled inspection and unannounced drill program. This is intended to survey, assess, verify, inspect or deploy 100% of the response equipment listed in contingency plans over time.

This requirement, also known as the 50/50, is Ecology's responsibility. Over the course of six years, or two three-year cycles, Ecology will verify all of the response equipment in the state. This will be accomplished in several ways; maintenance program verifications, spills, drills, unannounced drills and area visits. Ecology will use the equipment lists submitted with the contingency plan and/or equipment posted on the Western Response Resource List (WRRL) as the baseline of equipment within the state. It is important to keep your list current both in the contingency plan and /or posted on the WRRL.

#### Unannounced Drills

Unannounced drills may be called randomly or in response to specific problems noted with individual plan holders. The goal is to ensure that all operating environments, personnel and equipment readiness have been tested. Unannounced drills vary in scope and can test any component of the plan including:

- Notification procedures.
- Response management.
- Deployment of personnel, boom, recovery and storage equipment.

Immediately before an unannounced deployment or tabletop drill, plan holders are notified in writing of the drill scenario, objectives and expectations. These drills are typically coordinated with the U.S. Coast Guard (USCG) and/or the Environmental Protection Agency (EPA). Typically an inspector arrives on scene, announces the drill, describes the scope and provides a scenario. The drill starts as soon as the plan holder reads through all of the material provided by Ecology.

### **Request to be Excused from Unannounced Drills on that Day**

Plan holders may request to be excused on that day if conducting the drill poses an unreasonable safety or environmental risk, or significant economic hardship. If the plan holder is excused, Ecology will conduct an unannounced drill at a future time.

Plan holders who complete an unannounced drill successfully will receive credit for the drill. A drill evaluation and matrix will be completed and mailed to the plan holder.

# Chapter 3: Evaluation and Credit

## This chapter will cover:

- ✓ Drill Evaluations
- ✓ Self Certification
- ✓ Other Ways to Get Drill Credit
- ✓ Drill Requirement Waivers

Drills are evaluated on the ability of the plan holder to implement and coordinate a response to a spill in accordance with their contingency plan. Drill credit varies depending on the size and scope of the drill. Ecology will help develop drill scenarios and objectives that will maximize drill credit. Companies are not penalized for having unchecked credit boxes after a drill.

## DRILL EVALUATIONS

Ecology mails a written drill evaluation report to the plan holder. The written drill evaluation packet includes a cover letter summarizing the drill, the drill evaluation checklist denoting credit received and the tracking matrix. Credit is granted for drill objectives that are fully met. These documents can be found at:

<http://www.ecy.wa.gov/programs/spills/preparedness/Drills/Drills.html>.

## Self Certification of Drills

Out of necessity due to budget constraints, Ecology has incorporated self certification into the drill evaluation process. After your drill is scheduled, we will let you know whether an evaluator will participate or whether self certification will occur. Send in documentation to self-certify your tabletop drills within 60 days of the drill. We have changed the due date of these documents (from 30 to 60 days) to provide more time for plan holders to prepare the documents.

## Demonstrating the Drill Objectives

Plan holders will receive credit for the parts of the contingency plan exercised or demonstrated during a drill. Objectives that are not fully met will be tested again and must be successfully demonstrated within the three-year cycle. The exception is that significant failures will be retested within 30 days.



Ecology works with plan holders to develop a plan to retest drills not receiving credit. The plan may include training and a smaller focused drill to exercise a specific part of your plan. Not receiving full credit on an evaluation does not constitute a drill failure. Tabletop non-credit may result from a lack of understanding of the Incident Command System (ICS) process, roles and key positions in the ICS. Non-credit may be due to the inability to access or assemble and activate an incident management team. Deployment drill no-credit may be due to insufficiently trained response personnel or equipment that is not functioning properly. Ecology expects these issues to be corrected quickly and conduct a retest of the drill after additional training.

These are all good lessons learned that, when acted on, can improve a plan.

### **How Drills Improve Plans**

Drills are conducted to test the effectiveness of plans. Plan deficiencies identified in the written drill evaluation may require plan holders to make specific amendments to improve the plan.

### **Requesting a Review of Discussion of the Drill Evaluation**

A plan holder may request an informal review of the Ecology evaluation within thirty days of receipt of the report.

It is important to have a process to discuss drill evaluations. Lessons learned from drills and evaluations are incorporated into and help strengthen the plan.

## **OTHER WAYS TO GET DRILL CREDIT**

Plan holders may request drill credit for a response to an actual spill, provided Ecology has an opportunity to participate and evaluate the spill response. Credit from spills will not entirely replace the plan holder's responsibility to drill. To obtain credit, a written request to Ecology must be made within 60 days of completion of the cleanup operations.

Plan holders receiving drill credit for a spill response receive a letter detailing the credit given. A drill matrix is also sent with the letter, but plan holders do not receive a drill evaluation.

### **Documentation to Support the Request**

Documentation of the operations and actions taken in response to a spill event must be included in the request for drill credit. A typical spill credit request will include a completed copy of all notifications, a completed ICS Form 201, ICS Form 214s, and any other supporting documentation.

### Submitting a Lessons Learned Summary to Support a Request for Drill Credit

After the initial credit request, plan holders have another 30 days (a total of 90 days) to provide Ecology documentation and the lessons learned summary to support the drill credit request. The summary must include what went well – and where improvements could be made.

### Request for Out-Of-State Tabletop Drill Credit

Plan holders may request drill credit for out-of-state tabletop drills if:

- The plan holder has one response plan for a number of facilities or a fleet of vessels.
- Ecology has been invited to attend the drill.
- The drill is scheduled on the Northwest Area Exercise Calendar 90 days in advance of the drill date
- Ecology has an opportunity to participate in the planning process for the drill. There shall be a meeting to discuss the scope and scale of the exercise, the drill objectives and the types of criteria for which Washington credit may be applicable.
- Documentation of the drill and self certification documentation shall be provided to Ecology within 30 days of the drill.

While some general plan components can be exercised for credit, it is not feasible to get credit for all components for an out-of-state drill. It is difficult to receive credit from Ecology for an out-of-state drill that evaluates Geographic Response Plans or other Northwest Area Contingency Plan policies. Plan holders should be aware of the policies in the Northwest Area Contingency Plan. If Ecology agrees to give drill credit but cannot travel to evaluate the exercise, plan holders must provide self-certification documentation to Ecology within 30 days of the drill.

### DRILL REQUIREMENT WAIVERS

Plan holders may request a waiver for a deployment or tabletop drill requirements. This may be prudent for example when a company undergoes a major turnover of personnel and more time is needed for training. The request must be in writing and describe why a waiver should be considered and how the plan holder is meeting the purpose and intent of the drill program with the waiver.

A plan holder's request for a drill waiver is made available for public review for a period of 30 days. Ecology evaluates the request and responds in writing within 60 calendar days of receipt of the letter.

# Chapter 4:

## Drill Evaluation and Checklist

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### This chapter will cover:

- ✓ Drill evaluation criteria (WAC 173-182-720)
- ✓ Drill evaluation checklist

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### DRILL EVALUATION CRITERIA

The National Preparedness for Response Exercise Program Guidance document (PREP) lists fifteen core components that must be demonstrated during the three-year cycle. Ecology uses these fifteen core components as the criteria used to evaluate drills. The core components are:

1. Notifications: Test the notifications procedures identified in the plan.
2. Staff mobilization: Demonstrate the ability to assemble the spill response organization identified in the plan.
3. Ability to operate within the response management system described in the plan. This includes demonstration of the ICS staffing and process identified in the plan.
4. Source control: Demonstrate the ability of the spill response organization to control and stop the discharge at the source.
5. Assessment: Demonstrate the ability of the spill response organization to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.
6. Containment: Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.
7. Recovery: Demonstrate the ability of the spill response organization to recover, mitigate, and remove the discharged product. Includes mitigation and removal activities, e.g., dispersant use, in situ burn use, and bioremediation use.
8. Protection: Demonstrate the ability of the spill response organization to protect the environmentally and economically sensitive areas identified in the NWACP and the plan.



9. Disposal: Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris in compliance with guidance found in the NWACP.
10. Communications: Demonstrate the ability to establish an effective communications system throughout the scope of the plan for the spill response organization.
11. Transportation: Demonstrate the ability to provide effective multimode transportation both for execution of the discharge and support functions.
12. Personnel support: Demonstrate the ability to provide the necessary logistical support of all personnel associated with the response.
13. Equipment maintenance and support: Demonstrate the ability to maintain and support all equipment associated with the response.
14. Procurement: Demonstrate the ability to establish an effective procurement system.
15. Documentation: Demonstrate the ability of the plan holder's spill management organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

The 15 core components are the basis for the drill evaluation checklist and criteria. The drill checklist was developed by Ecology with input from plan holders, primary response contractors, and professional spill management teams. The checklist contains measurable details for each of the 15 core components.

### DRILL EVALUATION CHECKLIST

The table below lists the drill evaluation components numbered 1-5. It follows the order of the drill checklist and provides an explanation of Ecology's evaluation criteria. Box items numbered 1 - 4 are used to evaluate Tabletop drills. Box 1 and Box 5 are used for deployment drills. The order of the checklist is intentional following response actions. Any sub box successfully drilled will be checked as accomplished that day. For cumulative items, the main box will not be checked until all components have been obtained.

Drill Components	Ecology evaluation criteria
<b>Box 1. Notification</b>	
<p><b>1.1</b> Internal (initial-first responders) spill response team was notified following plan procedures.</p> <p><input type="checkbox"/> Observed <u>OR</u> <input type="checkbox"/> Verified documentation.</p>	<p>Evaluators determine whether all initial (company &amp; contractors or Qualified Individual) first tier internal notifications were made based on the complexity of the drill scenario and using the tools and procedures in the contingency plan. This is specific to the plan.</p> <p>One of the two sub boxes will be checked based on whether the Evaluator observed the notification or verified the documentation after the fact.</p>

Drill Components	Ecology evaluation criteria
<p><b>1.2</b></p> <p>Entire spill response organization (include away team members and other contractors intended to assist with spill management), including Primary Response Contractor, was notified in a timely manner, following plan procedures.</p> <p><input type="checkbox"/> Observed <u>OR</u> <input type="checkbox"/> Verified documentation.</p>	<p>Evaluators determine whether the entire notification process described in the plan was completed and documented. This is an expanded but related list from item 1.1. For small drills this item may not be applicable.</p> <p>One of the two sub boxes will be checked based on whether the Evaluator observed the notification or verified the documentation after the fact.</p>
<p><b>1.3</b></p> <p>Notifications to government agencies were made in a timely manner following plan procedures.</p> <p><input type="checkbox"/> Observed <u>OR</u></p> <p><input type="checkbox"/> Verified documentation <u>and</u> <input type="checkbox"/> Verified with DEM.</p>	<p>Evaluators determine whether the government notification process and using notification forms from the plan was completed and documented. This notification can include local, state and federal agencies as well as tribal contacts as per the plan.</p> <p>One of the two sub boxes will be checked based on whether the Evaluator observed the notification or verified the documentation after the fact, including confirming with the Department of Emergency Management that the call was made to the state. For notifications that are made from an office out of state, Ecology may ask for a copy of the form used to document the notifications.</p>
<p><b>Box 2. Staff Mobilization</b></p>	
<p><b>2.1</b></p> <p>The number of local/internal response team personnel identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.</p>	<p>Evaluators determine the number of internal response team members (employees of the plan holder) present at the drill.</p>
<p><b>2.2</b></p> <p>Regional/National (“away”) response team members as identified in the contingency plan were mobilized in state within last three years.</p> <p><input type="checkbox"/> Percent of away team transitioned into ICS as appropriate to scope of drill <u>OR</u></p> <p><input type="checkbox"/> Cumulative item: the positions filled in this drill are listed below (this item is only checked after all away positions per plan are filled throughout the three-year cycle) <u>OR</u></p> <p><input type="checkbox"/> Not applicable.</p>	<p>Once during each drill cycle, key member of the “away” team shall be mobilized in state. Evaluators determine the number of away team members present at the drill. To be counted, team members must be “reachable” through documents or agreements found in the plan. Evaluators may verify this information at drills.</p> <p>Credit may also be given for away team members on a cumulative basis. i.e., the JIC may be tested in a smaller tabletop in one year of the cycle and not at the worst case drill. This is a plan dependent issue and should be discussed with your Ecology contact in advance of an exercise.</p> <p>N/A refers to those plan holders that do not use an away team.</p>

Drill Components	Ecology evaluation criteria
<b>Box 3. Initial Response Actions</b>	
<p><b>3.1</b></p> <p>Field Document including the initial response checklist in the contingency plan was used.</p>	<p>Evaluators observe whether the Field Document and other forms from the plan such as the initial response checklist are used by initial responders.</p>
<p><b>3.2</b></p> <p>Initial Site Safety addressed following plan procedures.</p> <p><input type="checkbox"/> Air monitoring documented.</p> <p><input type="checkbox"/> Documentation developed (hazard worksheet).</p> <p><input type="checkbox"/> Briefing observed.</p>	<p>Evaluators record the instruments and PPE level used and review the documentation. In order to get the credit, this must be a demonstration and include all forms from the plan for documentation.</p> <p>An initial site safety plan is developed. This should be the same form as contained in the contingency plan, and is often a plan holder- specific hazard worksheet or an ICS Form 201-5.</p> <p>All of the sub boxes need to be checked in order to receive credit for the main box. This box should be attempted at virtually every drill. If a safety briefing is part of the design, contractors should demonstrate this with the Ecology evaluator present.</p>
<p><b>3.3</b></p> <p>Performed initial assessment of spill status.</p> <p><input type="checkbox"/> Spill volume calculated (for example, using mass balance).</p> <p><input type="checkbox"/> Environmental conditions assessed (weather, tides).</p> <p><input type="checkbox"/> Analyzed where product was going (using trajectory, river speed).</p> <p><input type="checkbox"/> Deployed or discussed use of limited visibility tracking devices as identified in the plan.</p> <p><input type="checkbox"/> Product type identified, or provided in scenario and MSDS acquired.</p>	<p>Credit for the main check box is achieved only when all sub-boxes are exercised in one drill. This is not an item where credit can be achieved cumulatively over numerous drills.</p> <p>Spill volume: Evaluators observe whether the spill volume is calculated. This does not mean merely a drill scenario that provides a volume spilled. The calculation must be performed as part of the drill using procedures listed in the plan. To help with this credit, the scenario should set up the circumstances of the spill giving enough details (flow rate, pipeline size, transfer rate, distance between valves, etc.) that the responders can calculate the approximate amount spilled.</p> <p>Environmental conditions assessed: this must be done using tools described in the plan, for example through on-site readings or website printouts of tides, weather forecasts, etc.</p> <p>Evaluators observe whether an analysis is done to estimate where spilled product could go. This may be a sophisticated trajectory analysis program or something as simple as a map of a river showing the leading edge of a spill every hour as calculated by the river speed.</p> <p>The plan holder should deploy or discuss the use of limited visibility tracking devices.</p> <p>The type of product spilled needs to be identified, or provided in the scenario, and an MSDS printout should be acquired and posted in the command post.</p>

Drill Components	Ecology evaluation criteria
<p><b>3.4</b></p> <p>Population Protection:</p> <p>Demonstrated the ability to quickly identify health hazards associated with the discharged product and the population at risk.</p> <p><input type="checkbox"/> Acquired knowledge of risks.</p> <p><input type="checkbox"/> Notified the public of possible health hazards.</p>	<p>Both items need to be demonstrated during one drill in order to get credit. This is not an item where credit can be achieved cumulatively over numerous drills.</p> <p>Evaluators determine whether the health hazards associated with the discharge are identified. This should be shown on the hazard worksheet and the MSDS forms. Notification to the public of these risks needs to occur. This may be as simple as a call to the local fire department or 911, or as detailed as developing a plan to notify all local residents and communicate through press releases and a full scale Joint Information Center. Ecology evaluators will ask what actions the fire department or 911 may take after the notification.</p>
<p><b>3.5</b></p> <p>Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan or developed a plan for use.</p> <p><input type="checkbox"/> Identified intakes in vicinity of spill/trajectory and started notifications. <u>OR</u></p> <p><input type="checkbox"/> Not applicable.</p>	<p>Evaluators determine whether all potentially impacted water intakes are identified and the proper protection procedures are conducted. This may include fish hatcheries, aquariums, science centers, irrigation or drinking water intakes.</p> <p>Protection procedures may be as simple as a notification or as complex as developing a protection strategy.</p> <p>N/A means no water intakes within the spill scenario's trajectory.</p>
<p><b>3.6</b></p> <p>Documented early actions on ICS 201 Form or equivalent.</p> <ul style="list-style-type: none"> <li>• Initial Incident Map is appropriately labeled (i.e. scale, time, author, north arrow, date).</li> <li>• Objectives developed.</li> <li>• Current actions documented including input from key team members.</li> <li>• Initial organization.</li> <li>• Initial Resources ordered documented on ICS 201 Form.</li> </ul>	<p>Evaluators verify that the ICS Form 201 Form contains all bullet points listed and if the form is complete. The checklist includes examples of the things that should be captured on an ICS Form 201 Form or equivalent.</p>
<p><b>3.7</b></p> <p>Demonstrated smooth transition of the key personnel from initial response team to the spill management team through completion of an Initial Incident Briefing (ICS 201).</p> <ul style="list-style-type: none"> <li>• ICS 201 or equivalent hand out available for Unified Command.</li> <li>• Briefing followed ICS 201 format.</li> <li>• Objectives identified during briefing.</li> <li>• Observed transition from IIC to RPIC and Unified Command, key members present and identified/introduced.</li> </ul>	<p>Evaluators observe the Initial Incident Briefing and verify that all of the key points are addressed. The checklist includes examples of the types of things that should be captured on an ICS Form 201 or equivalent.</p> <p>Having a hard copy of the ICS Form 201 for the Unified Command is more helpful than looking at a presentation or white board.</p>

Drill Components	Ecology evaluation criteria
<b>Box 4. Response Management</b>	
<b>4.A Overall Staffing and Coordination: Demonstrated the ability to field the team as described in the plan and ensure coordination between sections.</b>	
<p><b>4.A1</b></p> <p>Expanded response management team task assignments were consistent with the contingency plan and the Northwest Area Contingency Plan (NWACP).</p> <p><input type="checkbox"/> Away team was present AND</p> <p><input type="checkbox"/> Away team members fill roles as indicated in Contingency Plan. <u>OR</u></p> <p><input type="checkbox"/> Not applicable.</p> <p>The following were designated/established (typically this credit is achieved during a worst case drill).</p> <p><input type="checkbox"/> Responsible Party Incident Commander</p> <p><input type="checkbox"/> Safety Officer      <input type="checkbox"/> Information Officer</p> <p><input type="checkbox"/> Liaison Officer      <input type="checkbox"/> Operations Section</p> <p><input type="checkbox"/> Planning Section      <input type="checkbox"/> Resource Unit</p> <p><input type="checkbox"/> Situation Unit      <input type="checkbox"/> Environmental Unit</p> <p><input type="checkbox"/> Documentation Unit      <input type="checkbox"/> Logistics Section</p> <p><input type="checkbox"/> Finance Section</p>	<p>Evaluators determine if away team members are present and if they fill appropriate roles as indicated in the contingency plan.</p>
<p><b>4.A2</b></p> <p>Coordination took place between the following ICS sections.</p> <p><input type="checkbox"/> Planning and Operations</p> <p><input type="checkbox"/> Planning and Logistics</p> <p><input type="checkbox"/> Operations and Logistics</p> <p><input type="checkbox"/> Operations and Safety</p> <p><input type="checkbox"/> Unified Command and Command &amp; General Staff</p>	<p>This box summarizes the coordination that takes place in Unified Command. In order for the Incident Command System to work properly all of the sections and Unified Command need to coordinate many of their actions. Ecology evaluators verify that coordination took place and was effective between the appropriate personnel.</p> <p>All of the sub boxes need to be checked in order to receive credit for the main box. Note: when credit is not given, examples will be provided in the checklist.</p>
<b>4.B Unified Command and Command Staff</b>	
<p><b>4.B1</b></p> <p>Members of the Unified Command were identified and an Initial Incident Briefing was conducted (for example, using an ICS 201 format).</p> <p><input type="checkbox"/> Responsible Party Incident Commander designated.</p> <p><input type="checkbox"/> Federal On Scene Coordinator present (or invited).</p> <p><input type="checkbox"/> State On Scene Coordinator present (or invited).</p>	<p>Evaluators verify that the proper people were present, consulted, or invited (if they weren't present) and identified, and an Initial Incident Briefing was conducted.</p> <p>The goal is to have all potential parties of Unified Command present for this briefing. Ecology evaluators verify documentation of drill invitation.</p> <p>N/A applies to Tribal only.</p>

Drill Components	Ecology evaluation criteria
<input type="checkbox"/> Local On Scene Coordinator present/consulted (or invited). <input type="checkbox"/> Tribal On Scene Coordinator present/consulted (or invited) <u>OR</u> <input type="checkbox"/> Not applicable.	
<p><b>4.B2</b></p> <p>Unified Command (UC) discussed the following issues.</p> <input type="checkbox"/> Staffing needs were discussed/clarified including the need for night operations or second shift staffing. <input type="checkbox"/> Qualifications of staff were discussed for key positions—Command and General Staff. <input type="checkbox"/> Meeting schedule was discussed and approved, and included press conferences and other special purpose meetings. <input type="checkbox"/> Role of deputies and others working within unified command discussed, if applicable.	<p>Evaluators observe Unified Command and verify that the check items listed were discussed. These issues will typically be discussed during the Initial UC meeting for the current operational period and during the UC Objectives meeting for the next Operational Period. The Planning Section Chief should facilitate and ensure that all of these items are discussed.</p> <p>All of the sub boxes need to be checked in order to receive credit for the main box.</p>
<p><b>4.B3</b></p> <p>Operational Period discussed and established.</p>	<p>Evaluators observe Unified Command and verify that the operational period is discussed and established. This is typically done during the Initial UC meeting for the current operational period and during the UC Objectives meeting for the next Operational Period.</p>
<p><b>4.B4</b></p> <p>Unified Command developed and prioritized overall incident objectives and assessed if current and planned actions were consistent with those objectives.</p> <input type="checkbox"/> Updated ICS 201 Objectives or completed ICS 202 for the current operational period. <input type="checkbox"/> Completed ICS 202 for the next operational period (if applicable).	<p>Evaluators observe Unified Command and verify that the overall incident objectives are developed. This typically occurs during the Initial UC meeting for the current Operational Period and during the UC Objectives Meeting for the next Operational Period. The Planning Section Chief should facilitate this process. Depending on the length of the drill, there may be only an ICS Form 201 developed or there may be both ICS Forms 201 and 202 completed.</p>
<p><b>4.B5</b></p> <p>Unified Command prepared for and participated in press conference.</p> <input type="checkbox"/> Unified command attended pre-press conference meeting with Information Officer.	<p>Evaluators observe unified command and verify that the UC is both prepared for and participates in a press conference. A pre-press conference meeting should be scheduled (and listed on the daily meeting schedule) so that the Information Officer has time to work with the UC prior to the press conference.</p>
<p><b>4.B6</b></p> <p>Dedicated historian/scribe assigned for Unified Command.</p>	<p>Evaluators observe whether or not a historian/scribe is dedicated and present within the UC. At a minimum this person should record all discussions and actions taken by the UC to be disseminated outside of command. This should be the start of UC talking with command and general staff about response issues and decisions. This position can be used in a</p>

Drill Components	Ecology evaluation criteria
	proactive way, such as completing an ICS Form 202 during the discussion on incident objectives. Scribe can also be filling out an ICS Form 214 for the UC.
<p><b>4.B7</b></p> <p>Unified Command approved or authorized news releases and updates to the news media through the Information Officer.</p> <p><input type="checkbox"/> Unified Command verified accuracy of press releases.</p> <p><input type="checkbox"/> Unified Command signatures were on press releases.</p>	Evaluators observe the process that the UC uses to approve news releases. The UC should be involved in developing the process for approval, verifying accuracy, and approving news releases and updates to the news media. Both check boxes need to be checked in order to receive credit for this item.
<b>4.C Information Officer/Joint Information Center (JIC)</b>	
<p><b>4.C1</b></p> <p>Information Officer (PIO) designated.</p> <p><input type="checkbox"/> Information Officer was a government representative <u>OR</u></p> <p><input type="checkbox"/> Government representative invited but not present <u>OR</u></p> <p><input type="checkbox"/> Other individual designated by Unified Command.</p>	Evaluators observe the process of designating an PIO. This should follow the guidelines in the NWACP.
<p><b>4.C2</b></p> <p>The Joint Information Center (JIC) was established.</p> <ul style="list-style-type: none"> <li>• JIC manager used NWACP JIC manual.</li> </ul>	Evaluators observe whether a JIC was established and whether the JIC manager understands and uses the JIC manual from the NWACP. For example, using an organizational chart consistent with the manual as applicable to the spill scenario, local media outlets and other tools.
<p><b>4.C3</b></p> <p>News releases.</p> <p><input type="checkbox"/> News releases were published as requested by Unified Command.</p> <p><input type="checkbox"/> New releases were accurate.</p> <p><input type="checkbox"/> JIC prepared at least one news release.</p>	Evaluators observe and evaluate the process used to develop and publish news releases.
<p><b>4.C4</b></p> <p>Preparation for press conference.</p> <ul style="list-style-type: none"> <li>• Speakers identified.</li> <li>• Questions from the media predicted and draft answers provided to speakers.</li> <li>• Guidelines for the press conference discussed.</li> <li>• Displays/maps developed for press conference match command post maps and information.</li> </ul>	Evaluators observe and evaluate how the JIC prepares for a press conference. All of the bullet items listed should be completed prior to the press conference.
<p><b>4.C5</b></p> <p>Ensured appropriate representatives and</p>	Evaluators observe and evaluate how technical specialists are used at news briefings. Depending on the topic being presented, the most knowledgeable person (examples listed as

Drill Components	Ecology evaluation criteria
<p>technical specialists were present and utilized at all news briefings.</p> <ul style="list-style-type: none"> <li>• Unified Command.</li> <li>• Scientific Support Coordinator.</li> <li>• Environmental Unit Leader.</li> <li>• Wildlife expert.</li> </ul>	<p>bullets) should be present and utilized at the briefing.</p>
<p><b>4.C6</b></p> <p>Information Officer (PIO) attended meetings as appropriate.</p>	<p>Evaluators observe whether the PIO was present at the appropriate meetings. PIO should frequently check the meeting schedule to ensure this box can be achieved.</p>
<p><b>4.D Liaison</b></p>	
<p><b>4.D1</b></p> <p>Liaison Officer (LNO) designated.</p> <p><input type="checkbox"/> Liaison Officer was a government representative <u>OR</u></p> <p><input type="checkbox"/> Government representative invited but not present <u>OR</u></p> <p><input type="checkbox"/> Other individual designated by Unified Command.</p>	<p>Evaluators observe the process of designating an LNO. This should follow the guidelines in the NWACP.</p>
<p><b>4.D2</b></p> <p>Liaison Officer, through coordination with the PIO, established contact and tracked input from stakeholders as appropriate.</p>	<p>Evaluators observe and evaluate the process of establishing stakeholder input.</p>
<p><b>4.D3</b></p> <p>Liaison Officer planned for or conducted Local Official Briefing.</p>	<p>Evaluators observe the process of planning for a Local Official Briefing. This should include all of the steps necessary to actually conduct a briefing. A mock briefing may be held but all the necessary steps should be demonstrated including setting time, sourcing the location, predicting questions, etc.</p>
<p><b>4.D4</b></p> <p>Liaison Officer provided information regarding the spill cleanup effort to citizens.</p> <p><input type="checkbox"/> Public outreach focused press release <u>OR</u></p> <p><input type="checkbox"/> Public meeting / open house held.</p>	<p>Evaluators evaluate how Liaison provides information to citizens. This can be accomplished either through a press release that focuses on public outreach or through holding a public meeting or open house.</p>
<p><b>4.D5</b></p> <p>Liaison Officer attended meetings as appropriate.</p>	<p>Evaluators observe that the LNO was present at the appropriate meetings. LNO should frequently check the meeting schedule to ensure this box can be achieved.</p>
<p><b>4.E Safety</b></p>	
<p><b>4.E1</b></p> <p>Safety Officer (SOFR) designated.</p>	<p>Evaluators observe whether a knowledgeable and appropriate Safety Officer is designated. This position is best filled by an experienced individual that understands federal and state regulations.</p>

Drill Components	Ecology evaluation criteria
<p><b>4.E2</b></p> <p>Ensured safety plan was developed in a timely manner in accordance with the contingency plan (covers all operations of the response including command post and night operations).</p>	<p>Evaluators observe the development and timeliness of a comprehensive safety plan. A comprehensive safety plan covers all operations of the response, including alternative technologies, on-water response, beach cleanup, air operations, night operations, and safety in the command post.</p>
<p><b>4.E3</b></p> <p>Safety plan approved by the Unified Command and communicated to appropriate field staff.</p> <p><input type="checkbox"/> Unified Command signature on Safety Plan.</p> <p><input type="checkbox"/> Developed in writing, or described during a meeting the plan to ensure proper communication to field staff beyond timeframe of drill.</p>	<p>Evaluators observe whether the UC signs and approves the safety plan. This may involve numerous meetings and versions of the plan before approval is given. Once the safety plan is approved it must be communicated to field staff. In general the Safety Officer must develop a plan that will use staff in the field to convey the critical information found in the safety plan.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.E4</b></p> <p>Safety Officer attended meetings as appropriate.</p>	<p>Evaluators observe whether the Safety Officer was present at the appropriate meetings. SOFR should frequently check the meeting schedule to ensure this box can be achieved.</p>
<b>4.F Operations Section</b>	
<p><b>4.F1</b></p> <p>Operations Section was established following the contingency plan.</p> <p><input type="checkbox"/> Operations Section staffed appropriately for scope of drill.</p> <p><input type="checkbox"/> Operations Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's.</p>	<p>Evaluators observe the Operations Section and determine if it is established and functioning as outlined in the contingency plan. The section should have a sufficient number of staff to deal with the scope of the response, as dictated by the spill scenario. The section chief should be sufficiently trained in the incident command system, local area plan policies, best response technologies and tactics and the appropriate GRP's in order to lead the section.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.F2</b></p> <p>Tactical assignments were made appropriate to the overall incident objectives developed by the Unified Command.</p> <p><input type="checkbox"/> Operations Section Chief worked with the Planning Section Chief prior to the tactics meeting to develop draft ICS Form 215s for the next operational period.</p> <ul style="list-style-type: none"> <li>● Contain/recover spilled material.</li> <li>● Maximize protection of sensitive areas.</li> <li>● Maximize removal of oil from impacted areas.</li> <li>● Maximize primary and secondary storage for recovered product.</li> <li>● Source control.</li> </ul>	<p>Evaluators observe the process of developing the draft ICS Form 215 (Operational Planning Worksheet). This should be a collaborative effort between Operations and Planning and probably includes people from Logistics and Safety as well. Draft 215s should cover all of the operational objectives for the operational period covered. The 215 should reflect primary and alternate strategies and reflect out of the box thinking. Depending on the scope of the scenario, resources outside of the region may be required as well as strategies and tactics not defined in the contingency plan.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box. The bullet list of items show typical operational</p>

Drill Components	Ecology evaluation criteria
<ul style="list-style-type: none"> <li>•Salvage.</li> <li>•Wildlife recovery and rehabilitation.</li> </ul> <input type="checkbox"/> Tactics on the ICS 215s covered all operational incident objectives.	<p>activities and the plan holder should provide enough trained staff to accomplish as many of these as appropriate to the drill design.</p>
<p><b>4.F3</b></p> <p>Operations Section staff developed a plan to provide aircraft support.</p> <input type="checkbox"/> Plan included aircraft for all aspects of the response. <input type="checkbox"/> Ordered support resources including aircraft maintenance, fueling, and staging. <input type="checkbox"/> Completed an ICS Form 220. <input type="checkbox"/> Documentation was submitted or a general message was circulated that detailed the above information.	<p>Evaluators observe the Air Operations Branch and determine if sufficient aircraft support is provided for all elements of the response.</p> <p>All of the sub-boxes need to be completed in one drill in order to receive credit for the main check box.</p>
<p><b>4.F4</b></p> <p>Operations Section staff coordinated with the Planning Section on the following, if appropriate for plan holder and scope of the drill.</p> <ul style="list-style-type: none"> <li>•Develop division boundaries.</li> <li>•GRPS and GRP revisions.</li> <li>•Shoreline Cleanup Assessment Teams and shoreline cleanup teams.</li> <li>•Disposal plans and logistics.</li> <li>•Alternate technology.</li> </ul>	<p>Evaluators observe the coordination between Operations and Planning.</p> <p>Depending on the scope of the drill most of the bullet items are completed in coordination with the Planning Section.</p>
<p><b>4.F5</b></p> <p>Operations Section staff coordinated with Planning and Logistics to develop resource orders, tracking, and documentation.</p> <input type="checkbox"/> Equipment status change forms submitted. <input type="checkbox"/> Check-in forms submitted. <input type="checkbox"/> Identified needs for shoreline cleanup workers (if applicable). <input type="checkbox"/> Identified needs for non-dedicated workboats (if applicable).	<p>Evaluators observe how Operations coordinates with the other sections on the development of resource orders, tracking, and documentation.</p> <p>Depending on the scope of the drill, the sub-boxes need to be completed in coordination with Planning and Logistics in order to receive credit for the main box.</p>
<p><b>4.F6</b></p> <p>Operations Section staff coordinated with the Planning Section to ensure situation status displays were accurate.</p>	<p>Evaluators observe how Operations coordinates with the Situation Unit to ensure that the status displays are accurate and continually up to date.</p>
<p><b>4.F7</b></p> <p>Operations Section staff coordinated with the Planning Section to ensure disposal plan</p>	<p>Evaluators observe how Operations coordinates with the Planning and the Environmental Unit to ensure the development of the disposal plan. Input from Operations should include information on interim and final disposal</p>

Drill Components	Ecology evaluation criteria
<p>is developed and accurate.</p> <p><input type="checkbox"/> Provided input to Environmental Unit Leader.</p> <p><input type="checkbox"/> Coordinated on interim disposal locations.</p>	<p>locations and procedures. Interim may mean bags or boxes on the beach or barges on the water until it can be moved along the chain to final disposal.</p> <p>Both of the sub-boxes need to be completed in one drill in order to receive credit for the main check box.</p>
<p><b>4.F8</b></p> <p>Operations Section Chief attended meetings as appropriate.</p>	<p>Evaluators observe that the Operations Section Chief was present at the appropriate meetings.</p>
<p><b>4.F9</b></p> <p>Coordinated with local, state and federal operations representatives as appropriate to the scope of the drill.</p> <ul style="list-style-type: none"> <li>• Local fire/police dept participated in Operations.</li> <li>• Federal representative participated in Operations.</li> <li>• State resource agency representatives participated in Operations.</li> </ul>	<p>Evaluators observe and record which representatives from other organizations participate or coordinate with the Operations Section. The departments and agencies listed as bullet items are examples of potential participants, dependant on the scope or issues involved with the drill.</p>
<p><b>4.F10</b></p> <p>Wildlife Branch Director: The plan holder is not expected to lead the Operations Section's Wildlife Branch. However, the plan holder is expected to assist with the core Wildlife Branch tasks.</p> <p><input type="checkbox"/> Branch Leader was a US Fish and Wildlife Service or WA Dept. of Fish and Wildlife representative. <u>OR</u></p> <p><input type="checkbox"/> Government representative invited but not present. <u>OR</u></p> <p><input type="checkbox"/> Other individual designated by Unified Command.</p>	<p>Evaluators observe and record which representatives from other organizations participate or coordinate with the Wildlife Branch.</p>
<p><b>4.F11</b></p> <p>Plan holder assisted with the following core Wildlife Branch activities, as appropriate to the drill design:</p> <ul style="list-style-type: none"> <li>• Develop an oiled-bird response plan.</li> <li>• Develop an oiled-marine mammal response plan.</li> <li>• Deploy response oiled wildlife response equipment.</li> <li>• Establish wildlife carcass collection protocols.</li> <li>• Identify oiled wildlife personnel support needs.</li> <li>• Establish wildlife response safety plan.</li> <li>• Coordinate wildlife response information and activities with the Joint Information Center and Planning Section.</li> </ul>	<p>Evaluators observe and record whether assistance was provided to the core Wildlife Branch activities.</p>

Drill Components	Ecology evaluation criteria
<b>4.G Planning Section</b>	
<p><b>4.G1</b></p> <p>Planning Section was established following the contingency plan.</p> <p><input type="checkbox"/> Planning Section staffed appropriately for scope of drill.</p> <p><input type="checkbox"/> Planning Section Chief trained in ICS, Northwest Area Contingency Plan, and GRP's.</p>	<p>Evaluators observe the Planning Section and determine if it is established and functioning as outlined in the contingency plan. The section should have a sufficient number of staff to deal with the scope of the response, as dictated by the spill scenario. The section chief should be sufficiently trained in the incident command system, local area plan policies, best practices and alternative technologies and the appropriate GRP's in order to lead the section.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.G2</b></p> <p>Planning Section staff utilized the appropriate tools.</p> <ul style="list-style-type: none"> <li>•Contingency plan.</li> <li>•Northwest Area Contingency Plan.</li> <li>•Geographic Response Plans, most current version.</li> <li>•Environmental Sensitivity Index maps.</li> </ul>	<p>Evaluators observe the Planning Section and record whether the appropriate tools are used. The list of bullet items shows typical tools to aid the Planning Section.</p>
<p><b>4.G3</b></p> <p>Planning Section Chief (PSC) established an appropriate meeting schedule.</p> <p><input type="checkbox"/> Draft meeting schedule provided to Unified Command.</p> <p><input type="checkbox"/> Meeting schedule allowed time for staff to prepare and develop deliverables.</p> <p><input type="checkbox"/> Meeting schedule included all meetings appropriate to the scope of drill.</p>	<p>Evaluators observe and evaluate the process used by the Planning Section Chief to develop an appropriate meeting schedule. Meetings that need to be on the schedule include any meeting that requires the participation of the Command and General Staff or the UC. PSC should also include PIO meetings (press conferences or pre planning for press conferences, town hall meetings).</p> <p>All of the sub-boxes are necessary parts of the process and needed in order to receive credit for the main box.</p>
<p><b>4.G4</b></p> <p>Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled meetings.</p>	<p>Evaluators observe all scheduled meetings and evaluate the ability of the Planning Section Chief or delegate to facilitate each meeting properly. Ensuring the appropriate attendance and participation at each meeting is one part of proper facilitation. Staying to and posting an agenda is another part of proper facilitation.</p>
<p><b>4.G5</b></p> <p>Prepared meeting room displays as needed or hand outs available including:</p> <p><input type="checkbox"/> Agenda for the meeting.</p> <p><input type="checkbox"/> The following displays are developed, if applicable:</p> <ul style="list-style-type: none"> <li>•Weather, tides, and currents for current and next operational period.</li> <li>•Trajectory, situation, and planning maps for current and next operational period.</li> </ul>	<p>Evaluators observe all scheduled meetings and evaluate whether meeting room displays or hand outs are available and contain the appropriate information for the particular meeting. Each meeting should have an agenda posted or available. Displays should include all information necessary in order to accomplish the objectives of the meeting. Examples are listed in the bullets.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>

Drill Components	Ecology evaluation criteria
<ul style="list-style-type: none"> <li>• Current overflight map.</li> <li>• ICS 202 form.</li> </ul>	
<p><b>4.G6</b></p> <p>Prepared and maintained situation displays (this is typically achieved at a worst case drill).</p> <p><input type="checkbox"/> Out of date or obsolete information is removed in a timely manner.</p> <p><input type="checkbox"/> Set-up is well organized and the information is updated on a schedule.</p>	<p>Evaluators observe and evaluate the effectiveness and completeness of the situation displays throughout the duration of the drill. The bullet items are examples of information that should be posted and updated, depending on the scope of the drill. For a worst case drill Ecology evaluators look for all of these items to be displayed.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.G7</b></p> <p>Developed, maintained, and posted a master list of all resources involved with the incident including check-in, status, current location, assignment.</p>	<p>Evaluators determine whether a master list of resources, containing the pertinent information, formatted in a useful way is developed, updated and maintained throughout the drill, and posted. The plan holder must demonstrate how the list is maintained and how the content will be communicated.</p>
<p><b>4.G8</b></p> <p>Documented the spill response effort.</p> <p><input type="checkbox"/> Documentation flow and process established and communicated to Sections.</p> <p><input type="checkbox"/> Reviewed all documentation for signature, correct operational period, and incident name.</p>	<p>Evaluators observe how the spill response effort is documented. This unit should do more than provide duplication and copying services. Evaluators look for a proactive approach in seeking out sources of information and establishing a process of communication to and between Sections. Evaluators look to see if there is a review of all documentation to be sure it is filled out completely. The Documentation Unit should refer it back to the originator to complete if necessary.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<b>4.H Environmental Unit</b>	
<p><b>4.H1</b></p> <p>Environmental Unit Leader designated.</p> <p><input type="checkbox"/> Environmental Unit Leader was a government natural resource trustee agency representative <u>OR</u></p> <p><input type="checkbox"/> Government representative invited but not present <u>OR</u></p> <p><input type="checkbox"/> Other individual designated by Unified Command.</p>	<p>Evaluators observe the process of designating an Environmental Unit Leader. This should follow the guidelines in the NWACP. If the Unit Leader is not a government natural resource trustee agency representative, the UC should designate an appropriately trained and capable Unit Leader.</p>
<p><b>4.H2</b></p> <p>Plan holder assisted state/federal agency staff with the following core Environmental Unit activities, as appropriate to the drill design.</p> <ul style="list-style-type: none"> <li>• Identify sensitive areas and recommended response priorities.</li> </ul>	<p>Evaluates the assistance provided by the plan holder for the Environmental Unit. The list of bullet items show typical EU activities and the plan holder should provide enough trained staff to accomplish as many of these as appropriate to the drill design.</p>

Drill Components	Ecology evaluation criteria
<ul style="list-style-type: none"> <li>●Determined the extent, fate, and effects of contamination.</li> <li>●Acquired, distributed, and provided analysis of weather forecasts.</li> <li>●Monitored the environmental consequences of cleanup actions.</li> <li>●Developed shoreline cleanup and assessment plans.</li> <li>●Identified the need for, and prepare, any special advisories or orders.</li> <li>●Identified the need for, and obtain, permits, consultations, and other authorizations.</li> <li>●Identified and developed plans for protection of affected historical/ cultural resources.</li> <li>●Evaluated the opportunities to use various Response Technologies.</li> <li>●Developed disposal plans with operations.</li> <li>●Developed plan for collecting, transporting, and analyzing samples.</li> </ul>	
<b>4.1 Logistics Section</b>	
<p><b>4.11</b></p> <p>Logistics Section was established following the contingency plan.</p> <p><input type="checkbox"/> Logistics Section staffed appropriately for scope of drill.</p> <p><input type="checkbox"/> Logistics Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's.</p>	<p>Evaluators observe the establishment and function of the Logistics Section. The section should be a sufficient number of staff to deal with the scope of the response, as dictated by the spill scenario. The section chief should be trained in the incident command system, local area plan policies, and the appropriate GRP's in order to lead the section.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.12</b></p> <p>Resource ordering process established.</p> <p><input type="checkbox"/> Informed the Command and General staff on the process.</p> <p><input type="checkbox"/> Established signature authority.</p>	<p>Evaluators observe and evaluate the resource ordering process. All personnel who need to order resources should be informed on the process using announcements, or posting the information or general messages. Establishing signature authority for the ordering process is a best practice.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.13</b></p> <p>Developed, maintained, and posted an incident Radio Communications Plan (ICS Form 205) and Communications List (ICS Form 205a).</p>	<p>Evaluators observe whether an ICS Form 205 and/or 205a, containing the pertinent information, is developed, updated and maintained throughout the drill, and posted.</p>
<p><b>4.14</b></p> <p>Developed a Medical Plan that encompasses all areas of the response.</p>	<p>Evaluators observe that a thorough Medical Plan (ICS Form 206) is developed.</p>
<p><b>4.15</b></p> <p>Developed or described a plan, and ordered</p>	<p>Evaluators observe and evaluate whether all personnel needs are being meet. This would include food, water, sanitary arrangements, and lodging for field and command post</p>

Drill Components	Ecology evaluation criteria
<p>all resources necessary, to ensure sufficient feeding, potable water, sanitary arrangements, and berthing was available to meet incident needs.</p>	<p>workers. All necessary resources need to be ordered. Key parts of a plan could include feeding locations and schedules, accommodations for field workers.</p>
<p><b>4.16</b></p> <p>Provided personnel for all elements of the response, as applicable.</p> <p><input type="checkbox"/> Command post staffing, day and night shift.</p> <p><input type="checkbox"/> Field staffing, day and night shift.</p>	<p>Evaluators observe and evaluate whether enough personnel are present to staff all shifts in the field and in the command post.</p> <p>Both sub-boxes need to be checked in order to get credit for the main box.</p>
<p><b>4.17</b></p> <p>Established a command post that accommodated the needs of the response organization.</p> <p><input type="checkbox"/> Command post/facility was appropriate for the scope of the drill <u>OR</u></p> <p><input type="checkbox"/> Plan was in place to move command post to more appropriate location as drill/spill ramps up.</p>	<p>Evaluators determine the suitability of the command post in meeting the needs of the response organization. As the organization gets larger a plan should be developed to move to a more appropriate location.</p> <p>Only one of the two sub-boxes needs to be checked in order to get credit for the main box.</p>
<p><b>4.18</b></p> <p>Identified and planned for staging areas and other areas as needed.</p> <ul style="list-style-type: none"> <li>•All staging areas were listed on the ICS Form 215.</li> <li>•Ensured situation unit and operations identified the same staging areas.</li> </ul>	<p>Evaluators observe and evaluate the process of identifying and establishing staging areas. This should be well communicated among the sections and displayed on the situation unit maps and listed on the ICS Form 215 (Operational Planning Worksheet) Forms. The two bullet items show typical staging area activities and the plan holder should provide enough trained staff to accomplish as many of these as appropriate to the drill design.</p>
<p><b>4.19</b></p> <p>Developed a plan to provide ground support/traffic plan including vehicle maintenance, fueling, and parking.</p>	<p>Evaluators observe and evaluate whether support is provided for all vehicles used in the response. Fueling, parking, and maintenance should be provided as well as a traffic plan.</p>
<p><b>4.110</b></p> <p>Developed a plan to provide support for all response vessels including vessel maintenance, fueling, and berthing.</p>	<p>Evaluators observe and evaluate whether support is provided for all vessels used in the response. Fueling, berthing, and maintenance should be provided.</p>
<p><b>4.111</b></p> <p>Logistics Section Chief (LSC) attended meetings as appropriate.</p>	<p>Evaluators observe whether the Logistics Section Chief was present at the appropriate meetings. Ecology evaluators observe that the LSC was present at the appropriate meetings. LSC should frequently check the meeting schedule to ensure this box can be achieved.</p>

Drill Components	Ecology evaluation criteria
<b>4.J Finance Section</b>	
<b>4.J1</b> Finance section established following contingency plan.	Evaluators observe the Finance Section and determine if it is established as outlined in the contingency plan. The section should have a sufficient number of staff to deal with the scope of the response, as dictated by the spill scenario.
<b>4.J2</b> Finance is able to provide a cost estimate (burn rate) if requested.	Evaluators observe whether or not the Finance Section keeps track of the cost of the response and can provide an estimate if requested.
<b>Box 5. Response Operations</b>	
Note: Not all of the boxes are applicable for each plan holder. If the box is not appropriate for a plan holder, Ecology will gray out that checklist item on the evaluation and matrix and add a comment that the item is not applicable for their plan.	
<b>5.A. Site Safety Assessment</b>	
<b>5.A1</b> Initial Site Safety equipment deployed and Safety Officer designated.  <input type="checkbox"/> Site safety assessed before deployment (list resources used, including home base or staging area) <input type="checkbox"/> Assessed environmental conditions and determined that equipment is appropriate before deployment <input type="checkbox"/> Air monitoring documented <input type="checkbox"/> Documentation developed (hazard worksheet) <input type="checkbox"/> Deployed limited visibility tracking devices <input type="checkbox"/> Briefing observed	<b>Site safety assessed before deployment (list resources used, including home base or staging area.)</b>  This is an assessment of any additional factors, beyond air monitoring, as described in the hazard assessment worksheet. For example using a boat to check out an area, driving to a location to see if the area is safe.  <b>Assessed environmental conditions and determined that equipment is appropriate before deployment</b>  This check item means the plan holder has checked environmental conditions (wind, current, tides, visibility, etc.) and determined that their response equipment can safely and appropriately operate under those conditions. This varies depending on the location and circumstances of the deployment. Environmental conditions should be recorded on the hazard assessment worksheet. On the day of the exercise the environmental conditions may change the intended deployment.  <b>Air monitoring documented</b>  Air monitoring should be conducted using the proper instruments and procedures. If the contingency plan calls for air monitoring to be done in Level C or B, then the proper Personal Protective Equipment should be worn while conducting the air monitoring. Readings need to be documented on the appropriate form. Ecology evaluators record the instruments used and review the documentation.  <b>Documentation developed (hazard worksheet)</b>  An initial site safety plan is developed. This should be the same

Drill Components	Ecology evaluation criteria
	<p>form as contained in the contingency plan, and is often a plan holder- specific hazard worksheet or an ICS Form 201-5. This may also be called 'Authorization to Work or Job Safety Analysis.' Ecology calls this document a Hazard Assessment Worksheet or HAW.</p> <p><b>Deployed or discussed use of tracking methods/devices</b></p> <p>The plan holder should physically deploy or discuss the use of limited visibility tracking devices, as outlined in the contingency plan.</p> <p>This is not an item where credit can be achieved cumulatively over numerous drills. In order to get credit for 5.A1 all sub boxes need to be exercised in one drill.</p> <p><b>Briefing observed</b></p> <p>An Ecology evaluator must be present to observe the Safety Officer complete a site safety briefing to field responders prior to response operations. The initial site safety plan should be used during this briefing.</p>
<p><b>5.A2</b></p> <p>The local/internal response team members identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.</p>	<p>Evaluators document the number and affiliation of internal response team members present at the drill. For facility and pipeline plans this generally means employees of the plan holder. In some cases the plan holder's local/internal team members can be PRC employees or others under contract to that plan holder.</p>
<p><b>5.A3</b></p> <p>The number of personnel appropriate for the environmental conditions and the scope of the drill were mobilized (include the number and affiliation of the personnel).</p>	<p>Evaluators determine if the number of personnel necessary for the scope of the drill were present. The contingency plan should show that these personnel can be accessed by the plan holder. This means that enough trained personnel were available to deploy all components without delay or impact to safety considerations.</p>
<p><b>5.A4</b></p> <p>Walk through of emergency shutdown procedures for each type of transfer identified in the contingency plan, by the appropriate trained personnel (at least once a three-year drill cycle).</p> <p><input type="checkbox"/> Pipeline to/from facility</p> <p><input type="checkbox"/> Facility pipeline to/from vessel</p> <p><input type="checkbox"/> Vessel to vessel</p> <p><input type="checkbox"/> Truck racks</p> <p><input type="checkbox"/> Train racks</p> <p><input type="checkbox"/> Internal Transfer</p>	<p>Evaluators observe the emergency shutdown procedures for each type of transfer operation identified in the plan. A walk through means physically demonstrating how shutdown would occur at that location. This check item will be modified for each plan holder dependent on operations covered in the plan.</p> <p>This is an item where credit can be achieved cumulatively over numerous drills throughout the three-year cycle.</p> <p><b>Pipeline to/from facility</b>—where a pipeline transports product to/from a facility</p> <p><b>Facility pipeline to/from vessel</b>—where a pipeline is transporting product to/from a facility out to a vessel</p>

Drill Components	Ecology evaluation criteria
	<p><b>Vessel to vessel</b>—self explanatory</p> <p><b>Train racks</b>— self explanatory</p> <p><b>Truck racks</b>—self explanatory</p> <p><b>Internal Transfer</b>—any transfer within the vessel or facility</p> <p>The current emergency shutdown table is inserted into the evaluation so that the plan holder can track their progress.</p>
<p><b>5.A5</b></p> <p>Field-tested plan holders initial response communication equipment and systems following plan procedures.</p> <p><input type="checkbox"/> Observed utilization/coordination of all comms equipment (list equipment, system, and channels used).</p>	<p>This check item is a field test of the communications equipment and systems the plan holder has as outlined in the contingency plan. Evaluators observe the systems and include a description of the devices with radio channels if appropriate.</p>
<p><b>5.A6</b></p> <p>Plan holder and response contractor were able to communicate during the deployment, following plan procedures.</p> <p><input type="checkbox"/> Observed utilization/coordination of all comms equipment (include equipment, system, and channels used).</p>	<p>Evaluators observe a field test of the compatibility of PRC and plan holder communications equipment and systems through actual use. Include a description of the devices with radio channels if appropriate. Include a description of who provided the communication equipment for and the process for distribution.</p>
<p><b>5.B. Containment and Recovery</b></p>	
<p><b>5.B1</b></p> <p>Deployment drills are conducted in all operating environments within the scope of the contingency plan during the three-year cycle.</p> <p><input type="checkbox"/> Boom</p> <p><input type="checkbox"/> Recovery</p> <p><input type="checkbox"/> Interim Storage</p>	<p>This is a cumulative checklist item and is evaluated and tracked over the three-year drill cycle. This check item is here to satisfy the need to deploy equipment in all operating environments that could be impacted by a spill from the plan holder. Ecology discusses the details and expectations of this check item with plan holders at the start of each three-year cycle. For vessel plan holders that cover nearly all of the state, credit may be given if a good faith attempt is made to conduct deployments in all areas. Ecology personnel document in detail the equipment used, environmental conditions and operating environment:</p> <p>Enhanced skimming – boom lengths, skimmer, workboats, associated storage if applicable, and direction of skimming.</p> <p>GRPs – boom lengths, anchors, anchor weight, shoreline seal, shoreline anchor points, tidal/current influence, and skimmer/storage if applicable.</p> <p>On-Water Storage – type of storage, capacity of storage, support equipment needed, storage location (anchored)</p> <p>Non-Dedicated Equipment – owner of equipment, type of equipment, what it was used for, deployed with or without notice.</p>

Drill Components	Ecology evaluation criteria
	<p>Command and control –how assets, task forces, and GRPs were assigned. Did the responders communicate if a task was complete and effective?</p> <p>Owner information and WRRIL IDs for all equipment will be included, as appropriate.</p> <p>The sub boxes are checked if they were drilled that day. The box for 5.B1 does not get checked until the plan holder has completed their operating environments table. The current operating environments table is inserted into the evaluation so that the plan holder can track their progress.</p>
<p><b>5.B2</b></p> <p>Plan holder began initial deployment of plan holder owned response equipment on-site.</p> <p><input type="checkbox"/> Deployed pre-boom configuration. <u>OR</u></p> <p><input type="checkbox"/> Deployed other boom configuration.</p>	<p>This item is modified for each plan holder based on if they own response equipment. Evaluators observe whether local/internal response team members deploy response equipment. This item ensures familiarity for on-site responders of deployment conditions at any location where oil could enter waters of the state from the facility or pipeline. Deployment may be an actual pre-booming of a vessel, deployment of boom in the pre-boom configuration, or deployment of boom in another configuration at the potential site of a spill. Evaluators record the operating environment in which the deployment took place and the environmental conditions at the time. They may also check to see that the equipment is being maintained and review maintenance records.</p>
<p><b>5.B3</b></p> <p>Deployed initial mechanical recovery resources identified in the contingency plan.</p>	<p>This item is modified for each plan holder based on if they own response equipment. Evaluators observe that initial mechanical recovery equipment (portable skimmers, vacuum trucks, vessel skimmers, etc.) identified in the plan is deployed. Evaluators record all of the equipment deployed and determine if it would be effective given the conditions of the day. This should vary over time in order to meet the goal of testing all types of equipment</p>
<p><b>5.B4</b></p> <p>Set-up and demonstrated the ability to transfer product from skimmer or interim storage to fixed storage facilities.</p>	<p>When a skimming system is full, the product must be transferred to fixed storage in order to continue skimming. Temporary storage is considered the device the skimming system is offloading to.</p> <p>Evaluators observe the plan holders ability to transfer recovered product from mechanical recovery equipment or interim storage to a fixed (tank) storage facilities. This means that the actual hook-ups are completed, or at a minimum the equipment and methods used are thoroughly discussed and equipment verified. This can cover a wide variety of transfers, ranging from a vac-truck receiving product from a portable</p>

Drill Components	Ecology evaluation criteria
	skimmer and then transferring to a storage tank, to a vessel skimmer offloading via a dock pipeline to a facility storage tank. For pipelines this may include a transfer from portable tanks, bladders, and drums to additional storage.
<p><b>5.B5</b></p> <p>Demonstrated and described containment of a land spill from entering water by channeling, diverting, or berming as well as recovery and storage of product.</p> <p><input type="checkbox"/> Demonstrated and described one of the above techniques. <u>OR</u></p> <p><input type="checkbox"/> Deployed resources (list resource used including home base or staging area).</p>	<p>Evaluators observe the plan holders ability to prevent oil from flowing overland into a water body. This applies to facility and pipeline plan holders. Many different techniques are possible. This includes: creating berms, channels and other diversion techniques. Plan holders should determine likely routes of oil to water and vary the drill scenarios over time. This may involve heavy equipment (backhoe, bobcat, etc.), hand tools such as shovels, or visqueen and hay bales. Storage of collected product should also be discussed as part of the drill. Ecology evaluators verify the equipment deployed and described, where it came from, and determine if it would be effective given the scenario and conditions of the day.</p>
<p><b>5.B6</b></p> <p>Demonstrated and described damage control procedures as identified in the contingency plan (such as plugging or patching a leak in a pipeline or storage tank).</p> <p><input type="checkbox"/> Walked through the above procedures. <u>OR</u></p> <p><input type="checkbox"/> Identified resources for damage control.</p>	<p>This item checks the plan holder’s ability to prevent further loss of oil from damaged infrastructure such as a fuel tank, pipeline or storage tank. Many different techniques are possible and dependent on circumstances. This may involve equipment such as clamps, plugs, or patches or simply utilizing the on-site ability to apply suction to a pipeline. With whatever equipment is used, the plan holder will demonstrate and describe how it would be used to prevent further loss of oil. Evaluators record the equipment, the responders knowledge of how to use it and determine if it would be effective given the scenario and conditions of the day. Plan holders may contract out for plugging and patching. At a minimum the vendor should be called for an ETA and list of equipment. Future drills could include mobilizing the vendor with the appropriate equipment.</p>
<b>5.C Protection</b>	
<p><b>5.C1</b></p> <p>Plan Holder deployed GRP or protection strategy identified in the contingency plan and discussed what would be needed to maintain the strategy for 24 hours.</p> <p><input type="checkbox"/> GRP deployed by plan holder as written <u>OR</u></p> <p><input type="checkbox"/> GRP deployed by PRC as written <u>OR</u></p> <p><input type="checkbox"/> Plan Holder or PRC deployed a modified version of the GRP strategy based on environmental conditions.</p>	<p>This check item is a demonstration of the ability to deploy a GRP strategy or if the drill is conducted in an area where GRPs don’t yet exist, a plan approved protection strategy (control point). The deployment can be done by the plan holder or their PRC or a combination of both. It should be deployed as written and in consideration of the day’s environmental conditions. If this is not feasible, a modified version can be deployed. In this case, there should be a discussion with the Evaluator. Evaluators record the equipment and personnel involved, the environmental conditions, the time it takes to complete, if it was deployed as written, and if the strategy is feasible and accomplishes its objectives. Anchors used and</p>

Drill Components	Ecology evaluation criteria
	<p>their weights should also be recorded in the evaluation. Lessons learned and recommendations to modify a strategy should be documented and submitted to the area plan website.</p> <p>The 5.C1 box does not get checked until the two GRP deployment drills, required per cycle, are completed.</p>
<b>5.D. Wildlife Rehabilitation Equipment</b>	
<p><b>5.D1</b></p> <p>Plan Holder deployed oiled-wildlife rehabilitation equipment including all components necessary to set up the system, in various areas that the plan holder operates.</p> <ul style="list-style-type: none"> <li>• Electrical power generation and distribution equipment</li> <li>• Water heating and handling equipment</li> <li>• Air handling equipment</li> <li>• Consumable equipment and medical supplies</li> </ul>	<p>This check item is a demonstration of the ability to physically deploy all oiled-wildlife equipment identified in the associated Mutual Aid Agreement in a single location, once every three years, as necessary to support a Level 3 NWACP oiled bird response.</p>
<b>5.E Emergency Response Towing Vessel</b>	
<p><b>5.E1</b></p> <p>Plan holder deployed Emergency Response Towing Vessel (ERTV) identified in the plan.</p>	<p>This item is modified for each plan holder based on their ability to access the ERTV. Plan Holders may receive drill credit for a deployment of the ERTV if they provide Ecology with a written request within 30 days of an incident, or as part of a scheduled drill to test their contingency plan.</p>

# For More Information

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# Appendix A – Drill Matrix

Put plan name here							
Ecology Drill Matrix (YEAR - YEAR)							
Plan Components	COMPLETE	Tabletop Drill Date					
<b>1. Notifications</b>							
1.1 - Internal spill response team notified (initial first responders)							
1.2 - Entire spill response organization notified including PRC							
1.3 - Timely government notifications made							
<b>2. Staff Mobilization</b>							
2.1 - Local/internal on site appropriate for scope of drill							
2.2 - Away team in state in last 3 years							
<b>3. Initial Response Actions</b>							
3.1 - Checklist(s) and field document used							
3.2 - Initial Site Safety addressed following plan procedures							
3.3 - Initial assessment of spill status performed							
3.4 - Population Protection							
3.5 - Water Intakes Protection							
3.6 - Documented early actions on ICS 201 form							
3.7 - SMT transition through Initial Incident Briefing							
<b>4. Response Management (Cumulative A-J must be checked)</b>							
<b>A. Overall Staffing and Coordination:</b>							
4.A1 - Expanded team plan task assignments followed							
4.A2 - Coordination between ICS Sections							
<b>B. Unified Command and Command Staff</b>							
4.B1 - UC identified and Incident Briefing conducted							
4.B2 - UC meet and discuss key issues							
4.B3 - Operational Period established							
4.B4 - UC established objectives & assessed planned actions							
4.B5 - UC prepared and participates in Press Conference							
4.B6 - Dedicated historian/scribe assigned to UC							
4.B7 - UC approved news releases through Information Officer							

<b>C. Information Officer/JIC</b>							
4.C1 - Information Officer designated							
4.C2 - JIC established							
4.C3 - News releases							
4.C4 - Preparation for press conference							
4.C5 - Ensured appropriate representation at news briefings							
4.C6 - Information Officer attended meetings as appropriate							
<b>D. Liaison Officer</b>							
4.D1 - Liaison Officer designated							
4.D2 - Liaison Officer established contact w/stakeholders as appr.							
4.D3 - Liaison Officer planned/conducted Local Officials Briefing							
4.D4 - Liaison Officer provided information to citizens							
4.D5 - Liaison Officer attended meetings as appropriate							
<b>E. Safety Officer</b>							
4.E1 - Safety Officer Designated							
4.E2 - Safety plan developed in a timely manner							
4.E3 - Site Safety Plan approved & communicated to field staff							
4.E4 - Safety Officer attended meetings as appropriate							
<b>F. Operations Section</b>							
4.F1 - Operations Section established							
4.F2 - Tactical assignments made							
4.F3 - Ops section developed plan to provide aircraft support							
4.F4 - Coordinated with Planning							
4.F5 - Ops Section coordinated on resource orders & tracking							
4.F6 - Ops Section worked with Planning on situation status							
4.F7 - Ops Section worked with Planning on disposal							
4.F8 - Ops Section Chief attended meetings as appropriate							
4.F9 - Coordinated with agencies (If applicable)							
4.F10- Wildlife Branch Leader designated							
4.F11- Plan Holder assisted Wildlife Branch Leader w/activities							
<b>G. Planning Section</b>							
4.G1 - Planning Section established							
4.G2 - Planning Section (PS) used appropriate tools							
4.G3 - Planning Section Chief (PSC) established meeting schedule							
4.G4 - PSC ensured attendance/participation at meetings							
4.G5 - PS prepared meeting room displays or handouts							



Put plan name here							
Ecology Drill Matrix (YEAR - YEAR)							
Plan Components	COMPLETE	Deployment Drill Date					
<b>1. Notifications</b>							
1.1 - Internal spill response team notified (initial first responders)							
1.2 - Entire spill response organization notified including PRC							
1.3 - Timely government notifications made							
<b>5. Response Operations (Cumulative A-C must be checked)</b>							
<b>A. Initial Response Operations</b>							
5.A1 - Initial safety equip deployed & Safety Officer designated							
5.A2 - Local/internal response team mobilized and on-site							
5.A3 - Number of personnel appropriate							
5.A4 - Emergency Shut Down Procedures conducted							
5.A5 - Field tested plan holders communication equipment							
5.A6 - PH & PRC field tested compatability of comms equipment							
<b>B. Containment and Recovery</b>							
5.B1 - Drills conducted in all operating environments per plan							
5.B2 - Initial deployment of plan holder owned equipment on-site							
5.B3 - Deployed initial mechanical recovery resources							
5.B4 - Set up and demonstrated skimmer to storage transfer ability							
5.B5 - Demonstrated and described containment of a land spill							
5.B6 - Demonstrated and described damage control procedures							
<b>C. Protection</b>							
5.C1 - Plan holder deployed GRP strategies							
<b>D. Wildlife Rehabilitation Equipment</b>							
5.D1 - All wildlife equipment deployed in various areas (triennially)							
<b>E. Emergency Response Towing Vessel (ERTV)</b>							
5.E1 - Plan holder deployed ERTV							

# Appendix B – Drill Checklist

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Put Plan Holder Name Here \_\_\_\_\_

Spill Management Team \_\_\_\_\_

Choose one, if not both, Deployment Drill and Tabletop Drill, Worst Case Tabletop

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Exercise Overview

Drill ID Number: ID from the data base

Date:

Time started:

Time completed:

Location (actual):

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

Area (four locations to choose from): Coastal, Inland, Puget Sound and Columbia/Snake River

Actual conditions of the day were (include weather, tides/current and any other pertinent environmental conditions of the day):

Scenario:

Estimated size of spill to water:

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

# Drill Evaluation

## 1. Notifications

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

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

Observed OR  Verified documentation.

1.2 Entire spill response organization (include away team members and other contractors intended to assist with spill management), including Primary Response Contractor, was notified in a timely manner, following plan procedures.

Observed OR  Verified documentation.

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

Observed OR  Verified documentation and  Verified with DEM.

## 2. Staff Mobilization

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

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

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

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

OR

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

OR

Not applicable.

## 3. Initial Response Actions

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

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

3.2 Initial Site Safety addressed following plan procedures.

Air monitoring documented.

Documentation developed (hazard worksheet).

Briefing observed.

3.3 Performed initial assessment of spill status.

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

- Environmental conditions assessed (weather, tides).
- Analyzed where product was going (using trajectory, river speed).
- Deployed or discussed use of limited visibility tracking devices as identified in the plan.
- Product type identified, or provided in scenario and MSDS acquired.
- 3.4 Population Protection: Demonstrated the ability to quickly identify health hazards associated with the discharged product and the population at risk.
  - Acquired knowledge of risks.
  - Notified the public of possible health hazards.

OR

  - Not applicable.
- 3.5 Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan or developed a plan for use.
  - Identified intakes in vicinity of spill/trajectory and started notifications.

OR

  - Not applicable.
- 3.6 Documented early actions on ICS 201 form.
  - Initial Incident Map is appropriately labeled (for example, scale, time, author, north arrow, date).
  - Objectives developed.
  - Current Actions documented including input from key team members.
  - Initial Organization.
  - Initial Resources ordered documented on ICS 201 form.
- 3.7 Demonstrated smooth transition of the key personnel from initial response team to the spill management team through completion of an Initial Incident Briefing (ICS 201).
  - ICS 201 or equivalent hand out available for Unified Command.
  - Briefing followed ICS 201 format.
  - Objectives identified during briefing.
  - Observed transition from IIC to RPIC and Unified Command, key members present and identified/introduced.

#### 4. **Response Management**

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

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

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

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

Away team was present. OR  Not applicable.

Away team members fill roles as indicated in Contingency Plan.

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Responsible Party Incident Commander | <input type="checkbox"/> Safety Officer     | <input type="checkbox"/> Information Officer |
| <input type="checkbox"/> Liaison Officer                      | <input type="checkbox"/> Operations Section | <input type="checkbox"/> Planning Section    |
| <input type="checkbox"/> Resource Unit                        | <input type="checkbox"/> Situation Unit     | <input type="checkbox"/> Environmental Unit  |
| <input type="checkbox"/> Documentation Unit                   | <input type="checkbox"/> Logistics Section  | <input type="checkbox"/> Finance Section     |

4.A2 Coordination took place between the following ICS sections.

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

- Planning and Operations
- Planning and Logistics
- Operations and Logistics
- Operations and Safety
- Unified Command and Command and General Staff

4.B Unified Command and Command Staff

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

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

- Responsible Party Incident Commander designated.
- Federal On Scene Coordinator present (or invited).
- State On Scene Coordinator present (or invited).
- Local On Scene Coordinator present/consulted (or invited).
- Tribal On Scene Coordinator present/consulted (or invited) or
- Not applicable.

4.B2 Unified Command discussed the following issues.

- Staffing needs were discussed/clarified including the need for night operations or second shift staffing.
- Qualifications of staff were discussed for key positions—Command and General Staff.
- Meeting Schedule was discussed and approved, and included press conferences and other special purpose meetings.
- Role of deputies and others working within unified command discussed, if applicable.

4.B3 Operational Period discussed and established.

- 4.B4 Unified Command developed and prioritized overall incident objectives and assessed if current and planned actions were consistent with those objectives.
  - Updated ICS 201 Objectives or completed ICS 202 for the current operational period.
  - Completed ICS 202 for the next operational period (if applicable).
- 4.B5 Unified Command prepared for and participated in Press Conference.
  - Unified command attended pre-press conference meeting with Information Officer.
- 4.B6 Dedicated historian/scribe assigned for Unified Command.
- 4.B7 Unified Command approved or authorized news releases and updates to the news media through the Information Officer.
  - Unified Command verified accuracy of press releases.
  - Unified Command signatures were on press releases.

4.C Information Officer/Joint Information Center (JIC)

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

- 4.C1 Information Officer designated.
  - Information Officer was a government representative OR
  - Government representative invited but not present OR
  - Other individual designated by Unified Command.
- 4.C2 The JIC was established.
  - JIC manager used Northwest Area Contingency plan JIC manual.
- 4.C3 News releases.
  - News releases were published as requested by Unified Command.
  - New releases were accurate.
  - JIC prepared at least one news release.
- 4.C4 Preparation for press conference.
  - Speakers identified.
  - Questions from the media predicted and draft answers provided to speakers.
  - Outline for the press conference discussed.
  - Displays/Maps developed for press conference match command post maps and information.
- 4.C5 Ensured appropriate representatives and technical specialists were present and utilized at all news briefings.
  - Unified Command.
  - Scientific Support Coordinator.
  - Environmental Unit Leader.
  - Wildlife expert.
- 4.C6 Information Officer attended meetings as appropriate.

4.D Liaison

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

- 4.D1 Liaison Officer (LNO) designated.
  - Liaison Officer was a government representative OR
  - Government representative invited but not present OR
  - Other individual designated by Unified Command.
- 4.D2 Liaison Officer, through coordination with the PIO, established contact and tracked input from stakeholders as appropriate.
- 4.D3 Liaison Officer planned for or conducted Local Official Briefing.
- 4.D4 Liaison Officer provided information regarding the spill cleanup effort to citizens.
  - Public outreach focused press release OR       Public meeting / open house held.
- 4.D5 Liaison Officer attended meetings as appropriate.

4.E Safety:

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

- 4.E1 Safety Officer (SOFR) designated.
- 4.E2 Ensured safety plan was developed in a timely manner in accordance with the contingency plan (covers all operations of the response including command post and night operations).
- 4.E3 Safety plan approved by the Unified Command and communicated to appropriate field staff.
  - Unified Command signature on Safety Plan
  - Developed in writing, or described during a meeting the plan to ensure proper communication to field staff beyond timeframe of drill.
- 4.E4 Safety Officer attended meetings as appropriate.

**General Staff**

4.F Operations Section:

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

- 4.F1 Operations Section was established following the contingency plan.
  - Operations Section staffed appropriately for scope of drill
  - Operations Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's
- 4.F2 Tactical assignments were made appropriate to the overall incident objectives developed by the Unified Command.
  - Operations Section Chief worked with the Planning Section Chief prior to the tactics meeting to develop draft ICS Form 215s for the next operational period.

- Contain/recover spilled material.
  - Maximize protection of sensitive areas.
  - Maximize removal of oil from impacted areas.
  - Maximize primary and secondary storage for recovered product.
  - Source control.
  - Salvage.
  - Wildlife recovery and rehabilitation.
- Tactics on the ICS 215s covered all operational incident objectives.
- 4.F3 Operations Section staff developed a plan to provide aircraft support.
- Plan included aircraft for all aspects of the response.
  - Ordered support resources including aircraft maintenance, fueling, and staging.
  - Completed an ICS Form 220.
  - Documentation was submitted or a general message was circulated that detailed the above information.
- 4.F4 Operations Section staff coordinated with the Planning Section on the following, if appropriate for plan holder and scope of the drill.
- Develop division boundaries.
  - GRPs and GRP revisions.
  - Shoreline Cleanup Assessment Teams and shoreline cleanup teams.
  - Disposal plans and logistics.
  - Alternate technology.
- 4.F5 Operations Section staff coordinated with Planning and Logistics to develop resource orders, tracking, and documentation.
- Equipment status change forms submitted.
  - Check-in forms submitted.
  - Identified needs for shoreline cleanup workers (if applicable).
  - Identified needs for non-dedicated workboats (if applicable).
- 4.F6 Operations Section staff coordinated with the Planning Section to ensure situation status displays were accurate.
- 4.F7 Operations Section staff coordinated with the Planning Section to ensure disposal plan is developed and accurate.
- Provided input to Environmental Unit Leader.
  - Coordinated on interim disposal locations.
- 4.F8 Operations Section Chief attended meetings as appropriate.
- 4.F9 Coordinated with local, state and federal operations representatives as appropriate to the scope of the drill.
- Local fire department/police department participated in Operations.
  - Federal (FBI, NOAA, EPA, US F&W) representative participated in Operations.
  - State resource agency representatives participated in Operations.

4.F10 Wildlife Branch

Note: According to the Northwest Area Contingency Plan, the plan holder is not expected to lead the Operations Section's Wildlife Branch. However, the plan holder is expected to assist with the core Wildlife Branch tasks.

Branch Leader designated.

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

Government representative invited but not present OR

Other individual designated by Unified Command.

4.F11 Plan holder assisted with the following core Wildlife Branch activities, as appropriate to the drill design.

- Develop an oiled-bird response plan.
- Develop an oiled-marine mammal response plan
- Deploy oiled wildlife response equipment
- Establish wildlife carcass collection protocols
- Identify oiled wildlife personnel support needs
- Establish wildlife response safety plan
- Coordinate wildlife response information and activities with the JIC and Planning Section.

4.G Planning Section:

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

4.G1 Planning Section was established following the contingency plan.

Planning Section staffed appropriately for scope of drill

Planning Section Chief trained in ICS, Northwest Area Contingency Plan, and GRP's

4.G2 Planning Section staff utilized the appropriate tools.

- Contingency plan.
- Northwest Area Contingency Plan.
- Geographic Response Plans, most current version.
- ESI Maps.

4.G3 Planning Section Chief established an appropriate meeting schedule.

Draft meeting schedule provided to Unified Command.

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

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

4.G4 Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled meetings.

4.G5 Prepared meeting room displays as needed or hand outs available including:

Agenda for the meeting.

- The following displays are developed, if applicable:
  - Weather, tides, and currents for current and next operational period.
  - Trajectory, situation, and planning maps for current and next operational period.
  - Current over flight map.
  - ICS 202 form.
- 4.G6 Prepared and maintained situation displays (this is typically achieved at a worst case drill).
  - Out of date or obsolete information is removed in a timely manner
  - Set-up is well organized and the information is updated on a schedule

Situation displays included the following, as appropriate:

- Weather, tides
  - Resources at risk
  - Trajectory, situation and planning maps
  - Response objectives
  - Master resource list
  - Organization chart
  - Incident status summary (ICS Form 209)
  - Over flight map
  - Meeting schedule
- 4.G7 Developed, maintained, and posted a master list of all resources involved the incident including check-in, status, current location, assignment.
  - 4.G8 Documented the spill response effort.
    - Documentation flow and process established and communicated to Sections.
    - Reviewed all documentation for signature, correct operational period, and incident name.

4.H Environmental Unit:

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

- 4.H1 Unit Leader designated.
  - Environmental Unit Leader was a government natural resource trustee agency representative OR
  - Government representative invited but not present OR
  - Other individual designated by Unified Command.
- 4.H2 Plan holder assisted state/federal agency staff with the following core Environmental Unit activities, as appropriate to the drill design.
  - Identify sensitive areas and recommended response priorities.
  - Determined the extent, fate, and effects of contamination.
  - Acquired, distributed, and provided analysis of weather forecasts.

- Monitored the environmental consequences of cleanup actions.
- Developed shoreline cleanup and assessment plans.
- Identified the need for, and prepare, any special advisories or orders.
- Identified the need for, and obtain, permits, consultations, and other authorizations.
- Identified and develop plans for protection of affected historical/cultural resources.
- Evaluated the opportunities to use various Response Technologies.
- Developed disposal plans with operations.
- Developed plan for collecting, transporting, and analyzing samples.

4.I Logistics Section

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

- 4.I.1 Logistics Section was established following the contingency plan.
- Logistics Section staffed appropriately for scope of drill.
  - Logistics Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's.
- 4.I.2 Resource ordering process established.
- Informed the Command and General staff on the process.
  - Established signature authority.
- 4.I.3 Developed, maintained, and posted an incident Radio Communications Plan (ICS Form 205) and Communications List (ICS Form 205a).
- 4.I.4 Developed a Medical Plan that encompasses all areas of the response.
- 4.I.5 Developed or described a plan, and ordered all resources necessary, to ensure sufficient feeding, potable water, sanitary arrangements, and berthing was available to meet incident needs.
- 4.I.6 Provided personnel for all elements of the response, as applicable.
- Command post staffing, day and night shift.
  - Field staffing, day and night shift.
- 4.I.7 Established a command post that accommodated the needs of the response organization.
- Command post/facility was appropriate for the scope of the drill OR
  - Plan was in place to move command post to more appropriate location as drill/spill ramps up.
- 4.I.8 Identified and planned for staging areas and other areas as needed.
- All staging areas were listed on the ICS Form 215.
  - Ensured situation unit and operations identified the same staging areas.
- 4.I.9 Developed a plan to provide ground support/traffic plan including vehicle maintenance, fueling, and parking.
- 4.I.10 Developed a plan to provide support for all response vessels including vessel maintenance, fueling, and berthing.

4.I11 Logistics Section Chief attended meetings as appropriate.

4.J Finance Section:

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

4.J1 Finance section established following contingency plan.

4.J2 Finance is able to provide a cost estimate (burn rate) if requested.

4.J3 Compensation and claims numbers established, and information distributed.

**5. Response Operations**

Note: The check items for Response Operations are for deployment drills only. The checkbox for Response Operations is checked only after all of the components of Response Operations are obtained. Where applicable, include WRRIL ID, staging area, home base and owner.

5.A Initial Response Operations:

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

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

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

Assessed environmental conditions and determined that equipment is appropriate before deployment

Air monitoring documented

Documentation developed (hazard worksheet)

Deployed limited visibility tracking devices

Briefing observed

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

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

5.A4 Walk through of emergency shutdown procedures for each type of transfer identified in the contingency plan, by the appropriate trained personnel (at least once a triennial drill cycle). The areas of emergency shutdown are customized for your plan. Credit for testing emergency shutdown is cumulative; all applicable areas do not need to be tested during one drill but they shall be tested during the three year cycle to receive credit for 5.A4.

Pipeline to/from facility

Facility pipeline to/from vessel

Vessel to vessel

Truck racks

Train racks

- Internal Transfer
- 5.A5 Field-tested plan holders initial response communication equipment and systems following plan procedures.
- Observed utilization/coordination of all comms equipment listed in the plan (list equipment, system, and channels used).
- 5.A6 Plan holder and response contractor were able to communicate during the deployment, following plan procedures.
  - Observed utilization/coordination of all comms equipment (include equipment, system, and channels used).

5.B Containment and Recovery:

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

- 5.B1 Deployment drills are conducted in all operating environments within the scope of the contingency plan during the triennial cycle.

Note: This item is cumulative. Progress toward full credit is tracked over the three year cycle. Each operating environment tested will be identified in the evaluation. The 5.B1. box will be checked when a test of boom, storage and recovery has been performed in each of the operating environments covered by the plan.

- Boom
- Recovery
- Interim Storage
- 5.B2 Plan holder began initial boom deployment of plan holder owned response equipment on-site.
  - Deployed pre-boom configuration. OR
  - Deployed other boom configuration.
- 5.B3 Deployed initial mechanical recovery resources identified in the contingency plan and owned by the plan holder.
- 5.B4 Set-up and demonstrated the ability to transfer product from skimmer or interim storage to fixed storage facilities.
- 5.B5 Demonstrated and described containment of a land spill from entering water by channeling, diverting, or berming as well as recovery and storage of product.
  - Demonstrated and described one of the above techniques.
  - Deployed resources (list resource used including home base or staging area).
- 5.B6 Demonstrated and described damage control procedures as identified in the contingency plan (such as plugging or patching a leak in a pipeline or storage tank).
  - Walked through the above procedures.
  - Identified resources for damage control.

5.C Protection

Note: The Protection checkbox (C) is checked only after GRPs are conducted at two deployment drills.

- 5.C1 Plan Holder deployed GRP or protection strategy identified in the contingency plan and discussed what would be needed to maintain the strategy for 24 hours.
- GRP deployed by plan holder as written OR
- GRP deployed by PRC as written OR
- Plan Holder or PRC deployed a modified version of the GRP strategy based on environmental conditions.

5.D Wildlife Rehabilitation Equipment

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

- 5.D1 Plan Holder deployed oiled-wildlife rehabilitation equipment including all components necessary to set up the system, in various areas that the plan holder operates.
- Electrical power generation and distribution equipment
  - Water heating and handling equipment
  - Air handling equipment
  - Consumable equipment and medical supplies

5. E Emergency Response Towing Vessel

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

- 5.E1 Plan Holder deployed Emergency Response Towing Vessel (ERTV) identified in the plan.

**Summary:**