



SAFETY CHECKLIST

ICS RESPONSIBILITIES:

Everyone working on a spill response must understand that safety is the number one objective. The Site Safety Officer is responsible for the health and safety of all response personnel in the field, which includes establishing safety zones, personal protective equipment (PPE) requirements, hazard identification, and preparation of Site Safety Plan(s). The Site Safety Officer also supports establishment of site entry criteria and decontamination facilities. The following checklist is a general safety checklist that should be used by all incident personnel.

General Safety Checklist:

- Obtain a safety briefing from your supervisor or the Site Safety Officer before beginning work.
- Read, understand, and follow the Site Safety Plan developed for the incident.
- Read the Material Safety Data Sheet (MSDS) for all products that you will be working to contain or remove.
- In all cases of an unknown chemical, the Site Safety Officer will assist/verify identification prior to any containment or removal actions.
- Wear the appropriate personal protective equipment (PPE) as directed by the Site Safety Plan.
- Assess the safety of the situation on a regular basis. Consider the following types of hazards:
 - Fire and explosion risk
 - Chemical exposure
 - Safety of on-water or on-ice operations
 - Temperature extremes
 - Other physical hazards
- Report any unsafe conditions to your supervisor or the Site Safety Officer.
- Do not attempt any tasks that you are not trained to perform.
- Use the "Buddy System" in all controlled access areas.
- Follow decontamination procedures established for the incident.
- Segregate wastes according to procedure established for the incident, as directed by the Waste Management Plan.
- Participate in an incident safety critique prior to departing the incident.



FIELD TEAM LEADER CHECKLIST

ICS RESPONSIBILITIES:

Everyone working on a spill response must understand their position, duties, and responsibilities in the response organization. All field teams will work under the Operations Section, led by the Operations Section Chief. Depending on the size and complexity of the incident, the Operations Section may be divided into Division, Branches or Groups. A Field Commander will be assigned to supervise one or more field operations. Field response teams will be assigned to carry out specific tasks under the direction of the Field Commander. Field response teams may be designated as Task Forces or Strike Teams and will be supervised by a team leader. The following general checklist has been developed for field team leaders.

General Field Team Leader Checklist:

- Obtain a briefing from your supervisor before beginning work.
- Review your work assignment, as directed by ICS Form 204 Field Assignment.
- Safety is the highest priority; review the General Safety Checklist.
- Muster and account for your team. Make sure all team members are checked-in to the incident and assigned to your team.
- Brief your team on the following prior to beginning work:
 - Safety (see Safety Checklist),
 - Locations of work assignment, Field Command Post, Staging Area and Decontamination Area
 - Weather/Sea conditions,
 - Current incident situation,
 - Operational objective(s) and priorities,
 - Task(s) to be accomplished,
 - Task(s) assignments,
 - Communications procedures (see Communications Checklist),
 - Equipment check-in and check-out procedures,
 - Personal protective equipment (PPE) requirements,
 - Site entry (check-in and check-out) procedures,
 - Decontamination procedures,
 - Waste management procedures (see Waste Management Checklist),
 - Evacuation procedures, and
 - Questions.
- Verify that your team members have the proper training and certifications for the tasks that they are assigned to accomplish.

- Provide regular status reports to your supervisor; including:
 - Time,
 - Location,
 - Current weather conditions,
 - Status (what your are doing), and
 - Additional needs or requirements.
- Ensure that there is an escape route and evacuation plan for your team should the situation deteriorate.
- Ensure that your team has adequate shelter, food, drinking water, first aid, toilet facilities and transportation.
- Ensure that your team follows communications, site-entry, decontamination and waste management procedures.
- Do not disturb or collect any cultural/historic artifacts and report any discovery of artifacts to your supervisor.
- Account for your team members on a regular basis and at the end of your shift.
- Conduct a post-shift debriefing of your team.
- Maintain a Unit Log, ICS Form 214 and turn-in to your supervisor or the Documentation Unit at the end of your shift.



RADIO COMMUNICATIONS CHECKLIST

ICS RESPONSIBILITIES:

Radio communications during a spill response is directed by an Incident Radio Communications Plan (ICS Form 205), which is developed by the Communications Unit. Clear and accurate radio communication is critical to a successful response. The following general radio communications checklist has been developed for all response personnel.

General Radio Communications Checklist:

- Obtain, review, and follow the Radio Communications Plan (ICS Form 205). In some cases communications channels are specified on the Task Assignment Sheet (ICS Form 204).
- Determine your primary and alternated communications channels.
- If you are assigned to have a radio, check-out a radio and function test it on your assigned channel(s).
- Obtain extra batteries and/or a battery charger.
- Establish a communications schedule with your supervisor or the radio dispatcher.
- Establish a procedure for failed communications with your supervisor or the radio dispatcher.
- Establish a procedure for emergencies with your supervisor or the radio dispatcher.
- Use only assigned channels.
- Monitor your radio.
- Minimize all radio communications to essential information.
- If you are required to use phonetic spelling, use the following system:

A - ALPHA	J - JULIET	S - SIERRA
B - BRAVO	K - KILO	T - TANGO
C - CHARLIE	L - LIMA	U - UNIFORM
D - DELTA	M - MIKE	V - VICTOR
E - ECHO	N - NOVEMBER	W - WHISKY
F - FOXTROT	O - OSCAR	X - X-RAY
G - GOLF	P - PAPA	Y - YANKEE
H - HOTEL	Q - QUEBEC	Z - ZULU
I - INDIA	R - ROMEO	



WILDLIFE CHECKLIST

ICS RESPONSIBILITIES:

The protection of wildlife threatened by an oil spill is always an objective of the Incident Management Team, as is the recovery and treatment of oil wildlife. However, trained responders acting in accordance with an approved wildlife response plan must carry out these objectives.

Response personnel that are not trained and assigned to the task of wildlife response must not attempt to haze, scare or deter, or capture any wildlife.

Responders may recover dead wildlife and should note and report any threatened wildlife to their supervisors. The following checklist is a general wildlife checklist that should be used by all incident personnel.

General Wildlife Checklist:

- Do not attempt haze, scare or deter, or capture wildlife**, unless you are trained and approved to carry out wildlife response tasks.
- Do not approach wildlife.** Exposure to or handling wildlife can cause injury and/or illness to the responder.
- Report the discovery of threatened or oiled wildlife to your supervisor. Note the time, date and location of the observation in your Unit Log - ICS Form 214.
- Report any sightings of bears to your supervisor and request a bear guard if appropriate.
- Collect dead wildlife carcasses, as requested by wildlife agencies. Place them in a plastic bag, and label the bag as follows:

DATA SHEET FOR COLLECTED DEAD, OILED WILDLIFE¹

Date: _____	Oil Spill Incident: _____
Location (specific): _____	
Species Found: _____	
Specimen Obviously Oiled? (circle one) Yes No	
Was Specimen Scavenged? (circle one) Yes No	
Collected By:	
Printed Name: _____	
Signature: _____	
Date: _____	
Telephone #: _____	
Affiliation: _____	
Relinquished to:	
Printed Name: _____	
Signature: _____	
Date: _____	
Telephone #: _____	
Affiliation: _____	

- Separate carcasses from other wastes and recovered products, freeze them (if possible), report them to your supervisor and record all of the information on the label in your Unit Log - ICS Form 214.

¹ Supplies needed for collection and storage of dead, oiled wildlife include: rubber gloves, plastic bags, data sheets, and freezers.



WASTE MANAGEMENT CHECKLIST

ICS RESPONSIBILITIES:

The proper handling and disposal of wastes generated during a spill response is directed by an incident-specific Waste Management Plan, which is developed by the Environmental Unit. A Waste Management and Disposal Group may be formed to collect and dispose of generated wastes, but everyone working on the incident is responsible for the proper management of the wastes that they create or recover. The following general waste management checklist has been developed for all response personnel.

General Waste Management Checklist:

- If you generate or handle waste, obtain, review and follow the Waste Management Plan.
- Minimize all waste where practical. Reuse or recycle as much as possible.
- Identify all wastes. If you cannot identify a particular waste ask for the assistance of your supervisor or a Waste Management Specialist.
- Do not co-mingle wastes. Segregate all wastes into at least the following categories:
 - Recovered Liquid Waste*
 - Recovered Oil
 - Recovered Oily Water
 - Recovered Oily Sludge
 - Recovered Oily Liquids mixed with other chemicals
 - Recovered Solid Wastes*
 - Oily Snow or Ice
 - Oily Sand, Gravel, or Soil
 - Oily Debris or Vegetation
 - Oily Sorbents, Boom or Personal Protective Equipment
 - Non-oily Debris or Vegetation
 - Animal Carcasses
 - Wastes Generated through the Response Effort*
 - Recyclables (corrugated cardboard, newspaper, aluminum cans, glass containers, plastic containers)
 - Sewage or Sanitary Wastes (toilets)
 - Trash (household/office items)
 - Oily water from Decontamination Processes (wash down water)
 - Hazardous Wastes (chemicals)
- Properly store all wastes as directed by the Waste Management Plan.
- Do not decant water from recovered fluids without a permit from ADEC.** If decanting is approved, document the amount of water that is decanted on a form provide with the permit and in your Unit Log – ICS Form 214.
- Dispose of all waste in an approved manner. Necessary permits must be obtained for the transportation or disposal of any wastes. Unauthorized disposal will not be tolerated and may result in disciplinary actions.
- Maintain good housekeeping practices; keep work areas neat and clean.
- Document quantities of all wastes generated and stored or disposed in your Unit Log – ICS Form 214.