

## NRC Plan IC Checklist

### Guide for Use During the Initial Emergency Phase of Response

IC Name \_\_\_\_\_

Spill/ Exercise Name \_\_\_\_\_ Date \_\_\_\_\_

Note: depending on the spill response situations, these steps may not all be needed and may not be in the correct order for that response. Necessary actions and priorities are determined by the IC.

<b>Check</b>	<b>Checklist Item</b>
	<p>Receive call from NRC IOC with initial notification information. IOC to provide:</p> <ul style="list-style-type: none"> <li>• IOC Initial Spill Report form filled out with available information</li> </ul> <p>Notes and Phone Numbers</p> <p>_____</p> <p>_____</p> <p><i>* Note: If NRC IOC receives a spill response notification from a non-Covered Vessel, the NRC Plan will not be activated unless the vessel QI signs a Covered Vessel Agreement</i></p>
	<p>Is the vessel within the NRC coverage area (the Columbia River system is not covered under this plan)?</p> <p>Is the vessel headed to/from a Canadian Port or currently in Canadian waters? If so, contact WCMRC at 604-294-9116</p>
	<p><i>Check with RP to confirm that required notifications are complete.</i></p> <p>Notes</p> <p>_____</p>
	<p>Contact the NRC On Duty Supervisor. Request site safety and environmental conditions information, including tides and currents.</p>
	<p>Begin any applicable ICS forms</p> <ul style="list-style-type: none"> <li>• 201 - (may delegate to Planning Section Chief).</li> <li>• 214</li> <li>• Others as applicable</li> </ul>
	<p>Call the vessel/agent/reporting party/facility/port/local representative at scene for further information if necessary</p> <p>Notes</p> <p>_____</p> <p>_____</p>

	<p>Check with RP to confirm that required notifications are complete.</p> <p>Notes</p> <hr/> <hr/>
	<p>Commence assessment phase</p> <ul style="list-style-type: none"> <li>• Product spilled. SDS available?</li> <li>• Initial size estimate</li> <li>• Sensitive areas</li> <li>• Other observations, i.e. personnel emergencies, ferries, salvage</li> </ul> <p>Notes</p> <hr/> <hr/> <hr/>
	<p>Coordinate with Covered Vessel QI.</p>
	<p>Schedule overflight with NRC trained aerial observer.</p>
	<p>Consider alternate means of assessment, i.e. ferries, tugs, dispatch FRV, etc.</p>
	<p>If conditions and complexity warrant, establish ICP and callout SMT with location of ICP. Notify Sector Seattle and Ecology responder.</p>
	<p>Start preparation of ICS 201 (may use Genwest or other Planning Section Chief).</p>
	<p>Notify Deputy IC of ICP location and depart for ICP when conditions permit.</p>
	<p>Work with NRC on assessment and needs for additional equipment.</p>
	<p>Complete ICS 201, hold Incident Briefing at ICP with Unified Command, section chiefs and command staff. Determine need for joint press release.</p>
	<p>At conclusion of initial 201 Brief, announce the time and location for the Initial Unified Command Meeting.</p>
	<p>Section Chiefs make personnel assignments in their sections and give information to Planning; let UC know of any personnel shortages.</p>
	<p>Initial Unified Command Meeting.</p> <ol style="list-style-type: none"> <li>a. Assess Operational Implications from Initial Brief             <ol style="list-style-type: none"> <li>i. SAR necessary</li> <li>ii. Salvage concerns, salvage master</li> <li>iii. Fire Fighting</li> <li>iv. Navigation concerns, safety zone</li> <li>v. Population safety concerns, evacuations</li> <li>vi. Response operations in right direction</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Clarify roles of UC members</li> <li>c. Agree on basic organization</li> <li>d. Agree on media procedures</li> <li>e. Agree on Safety Procedures</li> <li>f. Considerations, concerns, and issues discussed             <ul style="list-style-type: none"> <li>i. Space and support adequate</li> <li>ii. Any technical specialists needed</li> <li>iii. ICP adequate</li> <li>iv. Staffing needs</li> <li>v. Decanting</li> <li>vi. Decontamination</li> <li>vii. Disposal</li> <li>viii. Pre-clean debris from potentially impacted shoreline</li> <li>ix. Demobilization</li> </ul> </li> </ul>
	<p>Unified Command Objectives Meeting</p> <ul style="list-style-type: none"> <li>a. Adopt an Overall Strategy</li> <li>b. Develop Initial Objectives (Typical below add additional as necessary)             <ul style="list-style-type: none"> <li>i. Ensure safety of citizens and response personnel</li> <li>ii. Control the source of the spill</li> <li>iii. Manage coordinated response effort</li> <li>iv. Maximize Protection of environmentally sensitive areas</li> <li>v. Contain and recover spilled material</li> <li>vi. Recover and rehabilitate injured wildlife</li> <li>vii. Remove oil from impacted areas</li> <li>viii. Minimize economic impacts</li> <li>ix. Keep stakeholders and public informed of response activities.</li> </ul> </li> </ul>
	<p>Command and General Staff Meeting</p> <ul style="list-style-type: none"> <li>a. Deliver Incident Objectives (ICS 202) for current operational period.</li> <li>b. IC Expectations - Let UC know of problems, shortages, recommendations. If actions not following objectives let UC know.</li> <li>c. Policy on outside information dissemination (refer to JIC), all releases through UC.</li> <li>d. Policy on ordering additional equipment. (IC approve all orders for cleanup resources of \$10k or more. Approve all administrative items of \$1000 or more, i.e. copy machines, fax machines, laptop computers or other incidental purchases).</li> <li>e. Safety Officer produce Site Safety Plan ASAP, know of any immediate concerns?</li> <li>f. Liaison-make sure local tribes notified, county commissioners, port representative informed, waterfront businesses affected notified.</li> <li>g. Legal Officer contact RP and inform them of their responsibilities to take over. Get ETA from them, notify UC if hints of non-responsible RP.</li> </ul>
	<p>Ensure Tactics Meeting is held if needed,</p> <ul style="list-style-type: none"> <li>a. Ops identifies current strategies, and tactics, resources</li> <li>b. Resource needs identified</li> <li>c. Alternate strategies discussed</li> </ul> <p>This meeting may be combined with the Planning Meeting during this initial phase of the response.</p>