



**Bureau of Safety and
Environmental
Enforcement (BSEE)**

Incident Command System

**Source Control
Support Coordinator**

- SCSC -

Job Aid



January 2015

BSEE SCSC Job Aid

Common Incident Command System (ICS) Organization

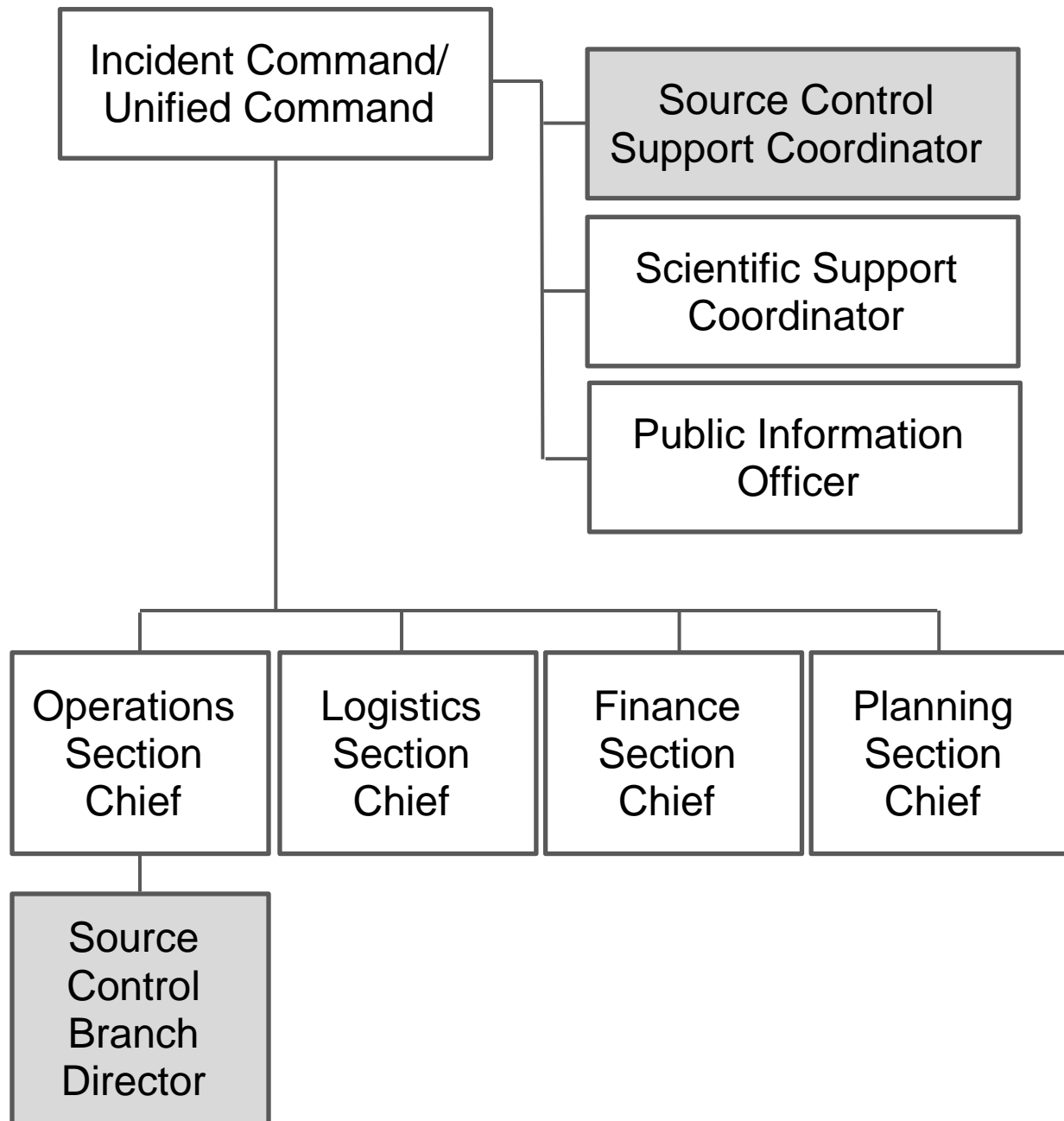


Figure 1 Common ICS Organization with Source Control

Personnel may be moved from their initial placement to another within the organization to meet the needs of an evolving incident. Be flexible.

BSEE SCSC Job Aid

Sample Source Control Organization within ICS

A source control organization could vary depending on the incident needs. The dashed lines between the Operations Section Chief, Source Control Branch Director, and Source Control Support Coordinator represent ongoing technical source control communications.

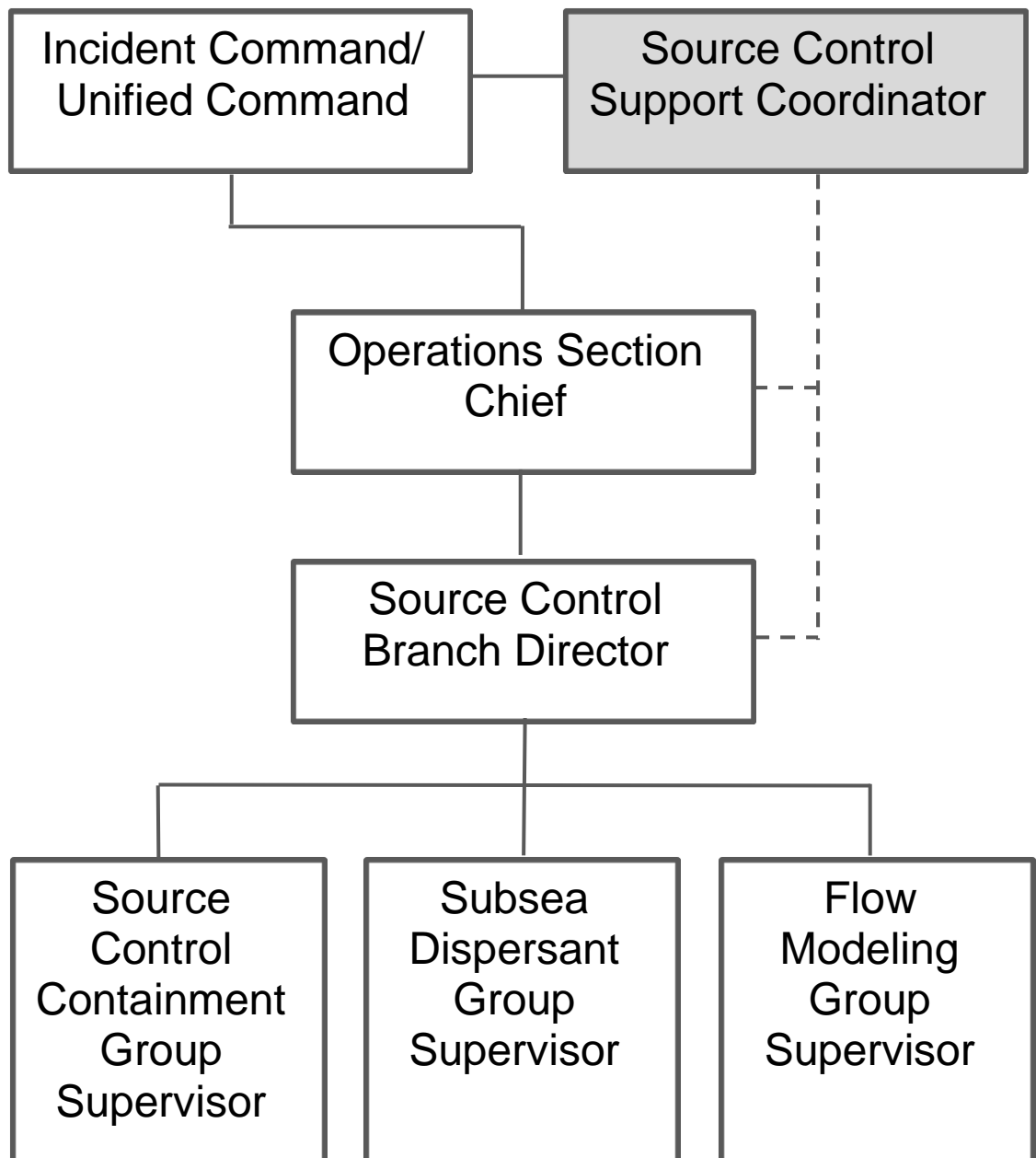


Figure 2 Sample Source Control Organization

This page intentionally left blank.

Table of Contents

1.0 Source Control Support Coordinator	
Overview	1
1.1 User	1
1.2 When to Use	3
1.3 How to Use	4
1.4 Major Tasks for the Source Control Support Coordinator Position	7
1.5 References	8
1.6 ICS Forms	9
2.0 Checklists	10
2.1. Ready for Deployment	10
2.1.1 Pre-Incident Actions (Individual Readiness)	10
2.1.2 Deployment Preparations	10
2.2 Ready for Operations	11
2.2.1 Check In to the Incident	11
2.2.2 Obtain Situational Awareness	11
2.2.3 Initial FOSC Meeting	12
2.3 Initial Response & Assessment	13
2.3.1 Initial Incident Brief	14
2.3.2 Initial Unified Command Meeting	14
2.4 Manage People and the Source Control Organization	15
2.4.1 Activate SCSC Support Personnel	15

BSEE SCSC Job Aid

2.4.2 Establish/assess source control organization and communication practices	15
2.5 Oversee Source Control Operations ...	16
2.5.1 Execute Source Control and Incident Action Plans and Assess Progress	16
2.5.2 Consult with Partners/Stakeholders.....	17
2.5.3 Seek consensus among partners and stakeholders.....	18
2.6. Support the Operational Planning Process.....	19
2.6.1 Prepare for UC Objectives Meeting	19
2.6.2 UC Objectives Meeting	19
2.6.3 Command and General Staff Meeting .	20
2.6.4 Prepare for the Tactics Meeting.....	20
2.6.5 Tactics Meeting.....	20
2.6.6 Prepare for the Planning Meeting	21
2.6.7 Planning Meeting	21
2.6.8 Preparation and Approval of IAP	22
2.6.9 Operations Briefing	22
2.7 Transition and Demobilization	23
2.7.1 Transition to On-Going Operations Phase	23
2.7.2 Complete relief process	24
2.7.3 Demobilization	24

BSEE SCSC Job Aid

2.7.4 Complete Return Travel	25
3.0 Detailed Instructions for Checklist Items.....	26
3.1. Ready for Deployment	26
3.1.1 Pre-Incident Actions (Individual Readiness)	26
3.1.2 Deployment Preparations.....	27
3.2. Ready for Operations.....	28
3.2.1 Check in to the Incident.....	28
3.2.2 Obtain Situational Awareness	30
3.2.3 Initial FOSC Meeting	32
3.3 Initial Response and Assessment	33
3.3.1 Initial Incident Brief	35
3.3.2 Initial Unified Command Meeting	36
3.4 Manage People and the Source Control Organization	37
3.4.1 Activate/Assess SCSC Support Personnel	37
3.4.2 Establish Source Control Organization and Communication Practices.....	38
3.5 Oversee Source Control Operations ...	39
3.5.1 Execute Source Control and Incident Action Plans and Assess Progress	39
3.5.2 Consult with partners/stakeholders	41

BSEE SCSC Job Aid

3.5.3 Seek consensus among partners/stakeholders	43
3.6 Support the Operational Planning Process.....	44
3.6.1 Prepare for UC Objectives Meeting	44
3.6.2 UC Objectives Meeting	44
3.6.3 Command and General Staff Meeting	45
3.6.4 Prepare for the Tactics Meeting.....	46
3.6.5 Tactics Meeting.....	48
3.6.6 Prepare for the Planning Meeting	49
3.6.7 Planning Meeting	50
3.6.8 IAP Preparation and Approval	51
3.6.9 Operations Briefing	51
3.7 Transition and Demobilization	52
3.7.1 Transition to On-Going Operations Phase	52
3.7.2 Complete Relief Process	53
3.7.3 Demobilization	54
3.7.4 Complete Return Travel.....	54

BSEE SCSC Job Aid

4.0 Appendices	55
4.1 Functional Interactions	55
4.2 ICS Map/Chart Display Symbology	61
4.3 Sample Well Containment Activities	62
4.4 Acronym List.....	65
4.5 Glossary	70

Table of Figures

Figure 1 Common ICS Organization	ii
Figure 2 Sample Source Control Organization.....	iii
Figure 3 Organization and Flow of Checklist Items....	5
Figure 4 ICS Operational Planning "P" Process	6

1.0 Source Control Support Coordinator Overview

1.1 User

The user of this job aid will be anyone assigned as a Source Control Support Coordinator (SCSC) within the National Incident Management System (NIMS) Incident Command System (ICS).

The SCSC is the principal advisor to the FOSC for source control issues and a member of the command staff. The SCSC is a Technical Specialist (THSP) responsible for providing source control support for operational decisions and for providing oversight of source control efforts during an event involving the loss of well control on the Outer Continental Shelf.

Personnel assigned to this position should have an extensive source control technical and operational background, as well as a leadership background and experience working with people in other organizations or agencies. BSEE has final responsibility for monitoring and directing all efforts related to securing the source of a discharge and reestablishing source control.

This job aid assumes the SCSC has a working knowledge of the ICS, fundamental skills in Unified Command, and extensive source control qualifications and experience.

This job aid does not cover other important traits of an effective SCSC, such as:

- Effective communication skills
- Professional demeanor in contentious situations
- Experience in resolving issues or conflicts
- A solid grasp of public affairs and governmental affairs, organizational goals, objectives, and missions
- Experience in risk-based decision making
- A solid grasp of political, social, environmental, and economic issues
- Adaptability and flexibility to the needs of the incident
- An in-depth knowledge of substantive aspects of the incident at hand
- Excellent situational awareness to be able to quickly develop a perspective on the scope, scale, and long-term consequences of the response
- Ability to facilitate organizational success in terms of developing processes that bring together participating organizations and stakeholders to meet shared goals and objectives as the response effort evolves

A high-performing SCSC exhibits these traits and many more in addition to properly executing the ICS.

1.2 When to Use

This job aid focuses on the role of the Source Control Support Coordinator in executing duties under the Incident Command System (ICS) to ensure effective coordination throughout the Incident Management Team (IMT) during a response to an incident requiring source control. The job aid should be used to assist the SCSC whenever an incident has occurred or during training or a planned drill or exercise that requires an Incident Command System organization. Use it as a supplement to the *U.S. Coast Guard Incident Management Handbook (IMH)*.

1.3 How to Use

This job aid will help the user integrate source control into an ICS organization and effectively engage with the Incident Management Team (IMT). This job aid will provide the user with a perspective on how source control fits into the larger ICS organization, what the SCSC will be expected to provide, and how to be optimally prepared for and support the ICS operational planning process.

This job aid is comprised of the following sections:

- **Checklists**
 - Ready for Deployment: Individual Readiness
 - Initial Response & Assessment
 - Ready for Operations: Actions completed upon activation that enable you to begin your assigned duties
 - Manage People and the Source Control Organization: Set up and maintenance of the source control organization
 - Oversee Source Control Operations
 - Support Operational Planning: Guidance for integrating source control activities into the ICS Operational Planning "P" sequence
 - Transition and Demobilization
- **Detailed Guidance for Checklist Items**
 - Supporting detail for each of the Checklist Categories Above
- **Appendices**

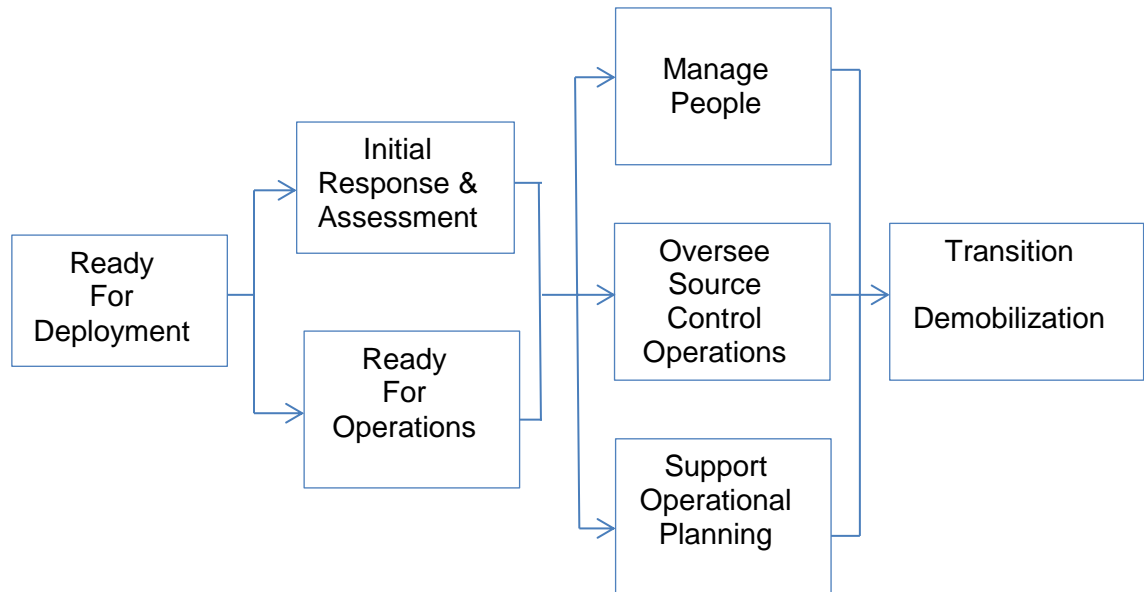


Figure 3 Organization and Flow of Checklist Items

The checklists present steps in the most probable sequence, but in practice the user may reference multiple checklists simultaneously. Additionally, where you enter the incident evolution will determine which steps are required of you; for example, first-on-scene personnel must perform different tasks than personnel arriving after an initial response.

Supporting detail for the checklist items can be found in the *Detailed Guidance for Checklist Items* section. Use the checklists to plan and track your actions; refer to the supporting detail section for explanations and additional information.

The initial actions to an incident are taken rapidly and a situational summary is generated quickly thereafter which is usually referred to as an initial “201 incident brief”. This brief serves as the initial incident action plan (IAP) until a more comprehensive document can be developed for the next operational period.

Following the 201 brief, simultaneous activities occur to manage operations while planning for the next operational period through a process known as the ICS operational planning cycle. For more detailed guidance on the ICS operational planning cycle, refer to Chapter Three of the USCG IMH.

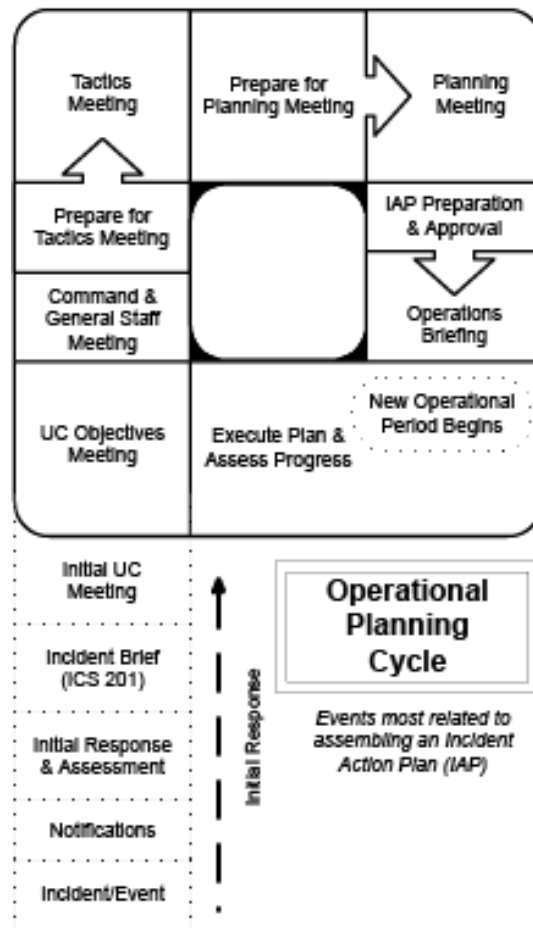


Figure 4 ICS Operational Planning "P" Process

1.4 Major Tasks for the Source Control Support Coordinator Position

- SCSC is deployment ready
- SCSC is ready for operational tasking
- SCSC is ready for operation execution
- SCSC functions are complete
 - Advise the FOSC on all source control activity
 - Provide official government well intervention expertise, engineering support and inspection resources
 - Provide worst case discharge forecasting and flow rate modeling
 - Provide source control analysis for operational decisions
 - Approve source control contribution to Incident Action Plan (IAP)
 - Oversee source control activity
 - Engage partners and stakeholders and integrate knowledge in evaluating hazards, strategies, and outcomes for source control activities
 - Advise the PIO on source control information and messaging
 - Provide information to BSEE leadership
- SCSC is demobilized

Information on the SCSC role and common responsibilities can also be found on page 20-8 of the USCG IMH.

1.5 References

Below is a list of references that may be required while using this job aid:

- USCG Incident Management Handbook (IMH) COMDTPUB P3120.17 is the key reference for executing Incident Command System processes. The IMH is available on the Coast Guard ICS website at <http://homeport.uscg.mil/ics/>.
- Helix Well Containment Group IMH for Deepwater Well Control Operations
- BSEE/USCG MOA: OCS-03, April 3, 2012

1.6 ICS Forms

ICS Forms can be found on the Coast Guard ICS website at <http://homeport.uscg.mil/ics/>.

Generally, the SCSC will have some level of responsibility for information on the following forms that may be found within NIMS ICS incident management software:

- Incident Briefing (ICS 201)
- Incident Objectives (ICS 202)
- Organization Assignment List (ICS 203)
- Assignment List (ICS 204)
- Assignment List Attachment (ICS 204a)
- Communications List (ICS 205a)
- Incident Organization Chart (ICS 207)
- Site Safety Plan (ICS 208)
- Incident Summary Status (ICS 209)
- Check-In List (ICS 211)
- General Message (ICS 213)
- Resource Request Message (ICS 213RR)
- Activity Log (ICS 214)
- Incident Action Plan Safety Analysis (ICS 215a)
- Demobilization Check-Out (ICS 221)
- Incident Personnel Performance Rating (ICS 225)
- Daily Meeting Schedule (ICS 230)
- Incident Open Action Tracker (ICS 233)
- Work Analysis Tracking (ICS 234)
- Incident Mishap Reporting Record (ICS 237)

2.0 Checklists

2.1. Ready for Deployment

2.1.1 Pre-Incident Actions (Individual Readiness)

<input type="checkbox"/>	Assemble position deployment kit. (See detail on page 26)
<input type="checkbox"/>	Validate personal readiness. (See detail on page 26-27)
<input type="checkbox"/>	Validate SCSC training/certifications. (See detail on page 27)

2.1.2 Deployment Preparations

<input type="checkbox"/>	Receive assignment.
<input type="checkbox"/>	Verify reporting location, date, and time. (See detail on page 27)
<input type="checkbox"/>	Finalize personal readiness for assignment. (See detail on page 27)
<input type="checkbox"/>	Verify/update position deployment kit. (See detail on page 28)
<input type="checkbox"/>	Arrange/verify berthing/lodging/transportation.
<input type="checkbox"/>	Complete agency/company deployment requirements.
<input type="checkbox"/>	Make travel arrangements.

2.2 Ready for Operations

2.2.1 Check In to the Incident

<input type="checkbox"/>	Check-in on the ICS Form 211. (see detail on page 28)
<input type="checkbox"/>	Check in with the Resource Unit for assignment. (see detail on page 28)
<input type="checkbox"/>	Check in with Finance and Logistics. (see detail on page 28)
<input type="checkbox"/>	Review and sign ICS Form 208, Site Safety Plan. (see detail on page 29)

2.2.2 Obtain Situational Awareness

<input type="checkbox"/>	Review ICS Form 201, Incident Briefing OR the Incident Action Plan (IAP). (see detail on page 30)
<input type="checkbox"/>	Review key incident information. (see detail on page 30)
<input type="checkbox"/>	Identify resources on scene. (see detail on page 31)
<input type="checkbox"/>	Review the size and complexity of the incident. (see detail on page 31)
<input type="checkbox"/>	Identify special considerations for the incident. (see detail on page 31)
<input type="checkbox"/>	Review the applicable sections of the Contingency Plan(s).
<input type="checkbox"/>	Review the Common Operational Picture (COP).
<input type="checkbox"/>	Obtain a meeting and briefing schedule. (see detail on page 31)

2.2.3 Initial FOSC Meeting

<input type="checkbox"/>	Meet with Federal On-Scene Commander (FOSC) (see detail on page 32)
<input type="checkbox"/>	Discuss IC/UC expectations for source control
<input type="checkbox"/>	Define your role as SCSC.

2.3 Initial Response & Assessment

<input type="checkbox"/>	Identify incident objectives. (see detail on page 33)
<input type="checkbox"/>	Identify incident strategies and tactics. (see detail on page 33)
<input type="checkbox"/>	Identify incident priorities. (see detail on page 33)
<input type="checkbox"/>	Assess incident reporting and meeting cycle. (see detail on page 33)
<input type="checkbox"/>	Consult well-specific documents.
<input type="checkbox"/>	Consult with source control personnel, if activated.
<input type="checkbox"/>	Conduct a resource needs analysis. (see detail on page 33)
<input type="checkbox"/>	Request resources using ICS Form 213RR. (see detail on page 33)
<input type="checkbox"/>	Identify deputies, as needed.
<input type="checkbox"/>	Establish effective communications. (see detail on page 33-34)

2.3.1 Initial Incident Brief

<input type="checkbox"/>	Receive brief from Federal On-Scene Commander (FOSC) (see detail on page 35)
<input type="checkbox"/>	Obtain IC/UC expectations
<input type="checkbox"/>	Assist in the ICS-201 Brief, if needed. (see detail on page 35)
<input type="checkbox"/>	On-coming SCSC meets with relieved SCSC, if applicable. (see detail on page 35)
<input type="checkbox"/>	Determine the size and complexity of incident.
<input type="checkbox"/>	Determine limitations and constraints. (see detail on page 35)
<input type="checkbox"/>	Explain your role as SCSC. (see detail on page 35)

2.3.2 Initial Unified Command Meeting

<input type="checkbox"/>	Identify agencies and organizations that need to be represented in the UC. (see detail on page 36)
<input type="checkbox"/>	Identify assisting and coordinating agencies and organizations. (see detail on page 36)
<input type="checkbox"/>	Clarify SCSC role and responsibilities.

2.4 Manage People and the Source Control Organization

2.4.1 Activate SCSC Support Personnel

<input type="checkbox"/>	Determine/assess staffing requirements (e.g., deputies or inspectors needed). (see detail on page 37)
<input type="checkbox"/>	Request resources using ICS Form 213RR. (see detail on page 37)
<input type="checkbox"/>	Appoint deputies, as needed. (see detail on page 37)

2.4.2 Establish/assess source control organization and communication practices

<input type="checkbox"/>	Assist the Federal On Scene Commander (FOSC) in determining source control organization. (see detail on page 38)
<input type="checkbox"/>	Communicate source control priorities and objectives. (see detail on page 38)
<input type="checkbox"/>	Define SCSC communication expectations. (see detail on page 38)
<input type="checkbox"/>	Confirm effective communications. (see detail on page 38)
<input type="checkbox"/>	Establish use of common terminology. (see detail on page 38)
<input type="checkbox"/>	Ensure the source control picture is fed to the Common Operational Picture (COP).

2.5 Oversee Source Control Operations

2.5.1 Execute Source Control and Incident Action Plans and Assess Progress

<input type="checkbox"/>	Provide well intervention expertise. (see detail on page 39)
<input type="checkbox"/>	Monitor source control efforts. (see detail on page 39)
<input type="checkbox"/>	Evaluate source control efforts. (see detail on page 39)
<input type="checkbox"/>	Monitor multiple options under development. (see detail on page 39)
<input type="checkbox"/>	Revise efforts as required. (see detail on page 39-40)
<input type="checkbox"/>	Monitor flow rate modeling. (see detail on page 40)
<input type="checkbox"/>	Advocate for the Source Control Branch Director (SCBD), when necessary. (see detail on page 40)
<input type="checkbox"/>	Monitor the approval process for subsea dispersant use.
<input type="checkbox"/>	Consider activating specialty tools and groups.
<input type="checkbox"/>	Authorize release of source control related information. (see detail on page 40)
<input type="checkbox"/>	Ensure safety is a top priority. (see detail on page 39)
<input type="checkbox"/>	Conduct regular Agency briefings for executive leadership.

2.5.2 Consult with Partners/Stakeholders

<input type="checkbox"/>	Delegate tasks to deputies, as needed. (see detail on page 41)
<input type="checkbox"/>	Attend required meetings.
<input type="checkbox"/>	Assess depth of knowledge of partners/stakeholders.(see detail on page 41)
<input type="checkbox"/>	Assess quality of relationships between partners/stakeholders. (see detail on page 42)
<input type="checkbox"/>	Ensure partners/stakeholders use common terminology.
<input type="checkbox"/>	Receive input from partners/stakeholders. (see detail on page 42)
<input type="checkbox"/>	Ensure a recorder is present to record partner/stakeholder concerns/needs.
<input type="checkbox"/>	Document decisions. (see detail on page 42)

2.5.3 Seek consensus among partners and stakeholders

<input type="checkbox"/>	Integrate collective knowledge. (see detail on page 43)
<input type="checkbox"/>	Identify competing interests among partners/stakeholders.
<input type="checkbox"/>	Prioritize issues. (see detail on page 43)
<input type="checkbox"/>	Promote unity of effort.
<input type="checkbox"/>	Increase inter- / intra-agency coordination, when necessary. (see detail on page 43)
<input type="checkbox"/>	Reduce conflict among partners/stakeholders on source control issues.

2.6. Support the Operational Planning Process**2.6.1 Prepare for UC Objectives Meeting**

<input type="checkbox"/>	Prepare source control objectives. (see detail on page 44)
<input type="checkbox"/>	Identify limitations and constraints. (see detail on page 44)

2.6.2 UC Objectives Meeting

<input type="checkbox"/>	Provide source control objectives. (see detail on page 44)
<input type="checkbox"/>	Advise FOSC in establishing source control priorities.

2.6.3 Command and General Staff Meeting

<input type="checkbox"/>	Attend Command and General Staff meeting. (see detail on page 45)
<input type="checkbox"/>	Receive IC/UC direction (see detail on page 45)
<input type="checkbox"/>	Provide source control status brief. (see detail on page 45)
<input type="checkbox"/>	Provide feedback to IC/UC on focus/direction. (see detail on page 46)
<input type="checkbox"/>	Discuss source control issues and needs. (see detail on page 46)
<input type="checkbox"/>	Clarify SCSC authority. (see detail on page 46)

2.6.4 Prepare for the Tactics Meeting

<input type="checkbox"/>	Identify current operations. (see detail on page 46-47)
<input type="checkbox"/>	Consult with Source Control Branch Director (SCBD). (see detail on page 47)

2.6.5 Tactics Meeting

<input type="checkbox"/>	Consider an ICS facilitator or coach. (see detail on page 48)
<input type="checkbox"/>	Oversee source control planning. (see detail on page 48)

2.6.6 Prepare for the Planning Meeting

<input type="checkbox"/>	Review documents from the Tactics Meeting. (see detail on page 49)
<input type="checkbox"/>	Consult with Source Control Branch Director (SCBD) and Operations Section Chief (OSC). (see detail on page 49)

2.6.7 Planning Meeting

<input type="checkbox"/>	Consider an ICS facilitator or coach. (see detail on page 50)
<input type="checkbox"/>	Oversee source control planning. (see detail on page 50)

2.6.8 Preparation and Approval of IAP

<input type="checkbox"/>	Review and verify source control related information in the IAP.
<input type="checkbox"/>	Verify proper distribution of IAP to all necessary elements of the source control organization.

2.6.9 Operations Briefing

<input type="checkbox"/>	Provide information as required on source control objectives, actions, and resource assignments in the IAP for the upcoming operational period to oncoming supervisors
<input type="checkbox"/>	Prepare for shift change (see checklists 2.7.1 or 2.7.2)

2.7 Transition and Demobilization**2.7.1 Transition to On-Going Operations Phase**

<input type="checkbox"/>	Ensure continuity of authority and knowledge. (see detail on page 52)
<input type="checkbox"/>	Ensure continued effective management. (see detail on page 52)
<input type="checkbox"/>	Establish a personnel rotation. (see detail on page 52)
<input type="checkbox"/>	Prioritize issues. (see detail on page 52)
<input type="checkbox"/>	Ensure information is exchanged via prescribed reporting chains. (see detail on page 52)
<input type="checkbox"/>	Support operational planning process and manage current operations simultaneously.
<input type="checkbox"/>	Monitor organization for span of control. (see detail on page 52)
<input type="checkbox"/>	Maintain Unit Activity Log, ICS Form 214 (see detail on page 53)

2.7.2 Complete relief process

<input type="checkbox"/>	Advise relief of any change in conditions.
<input type="checkbox"/>	Ensure accountability for property.
<input type="checkbox"/>	Complete documentation and turn in to Documentation Unit.
<input type="checkbox"/>	Debrief SCBD and FOSC.
<input type="checkbox"/>	Provide input for plan improvement.

2.7.3 Demobilization

<input type="checkbox"/>	Provide input to Demobilization Plan.
<input type="checkbox"/>	Confirm demobilization instructions with FOSC.
<input type="checkbox"/>	Attend to supplies and equipment. (see detail on page 54)
<input type="checkbox"/>	Supervise demobilization of SCSC support personnel. (see detail on page 54)
<input type="checkbox"/>	Complete ICS Form 214, After Action Report.
<input type="checkbox"/>	Complete ICS Form 221, Demobilization Check Out.
<input type="checkbox"/>	Provide documentation to Documentation Unit.
<input type="checkbox"/>	Inform FOSC of departure plans.

2.7.4 Complete Return Travel

<input type="checkbox"/>	Depart incident.
<input type="checkbox"/>	Conduct travel in accordance with Demobilization Plan.
<input type="checkbox"/>	Contact Demobilization Unit Leader upon arrival at home location.

3.0 Detailed Instructions for Checklist Items

3.1. Ready for Deployment

3.1.1 Pre-Incident Actions (Individual Readiness)

1. Assemble position deployment kit.
 - Gather manuals, USCG IMH, ICS forms, software, and technical equipment you will need for running the Source Control Branch.
 - Gather appropriate Personal Protective Equipment (PPE) for the SCSC position.
2. Validate personal readiness. Personal readiness includes: medical, dependent, financial, and legal readiness. Should you deploy without being personally ready, it will affect your ability to respond and cause a burden on the incident management team.
 - Verify medical readiness. Ensure you do not have outstanding issues that would prevent you from being deployed. For example, ensure you have enough medications for the entire period of the deployment.
 - Verify emergency contact information. Ensure you provide current emergency contact information to your agency/company supervisor and on-site supervisor.
 - Verify dependent care. Ensure you have a plan for dependent care/pet care for when you deploy.
 - Verify financial readiness. Ensure your

finances are in order, including agency/company credit card limit, plan for bills to be paid will deployed.

- Verify legal readiness. Ensure your legal documents are current and in order, including but not limited to your will, power(s) of attorney, voting registration, tax requirements, etc. Consult your legal advisor for complete guidance.

3. Validate SCSC training/certifications. Ensure SCSC required/recommended training is current.

- Mandated training
- ICS training, e.g., ICS 100, 200, 300, 400, 700, 800
- (SCSC certification recommendations/requirements are not yet defined or established.)

3.1.2 Deployment Preparations

1. Verify reporting location, date, and time.

- Verify the reporting location, date, and time.
- Verify the check-in location.
- Verify the Incident Command Post (ICP) contact number for assistance with check in.

2. Finalize personal readiness for assignment.

- Review the pre-assignment check list to ensure readiness, including medical, dependent care, financial, and legal readiness.

3. Verify/update position deployment kit.
 - Verify the manuals, forms, technical equipment you will need to perform the functions of the SCSC.
 - Verify appropriate Personal Protective Equipment (PPE) for the SCSC position.
4. Arrange/verify berthing/lodging/transportation.
5. Complete agency/company deployment requirements.

3.2. Ready for Operations

3.2.1 Check in to the Incident

1. Upon arriving to the incident, check in at the designated check-in location.
 - Use ICS Form 211, Check-in List.
2. Check in with the Resource Unit.
 - Receive your position and shift assignment which may be slightly different than when you were called in.
3. Check in with the Finance Section.
4. Check in with the Logistics Section.
 - Obtain berthing assignment, if applicable. Logistics may have contracted with a local hotel for incident personnel. Even if you have made your own arrangements, Logistics should be informed where personnel are berthed.
 - Receive meal schedule.
 - Arrange for transportation.
5. Review ICS Form 208, Site Safety Plan.

6. Sign the worker acknowledgement form – ICS 208, Site Safety Plan. Periodically review the Site Safety Plan to learn of any additions and updates to the Plan.

Additional Information: Check in recorders may request a phone number where you can be reached, the name of the agency/company you deployed from, as well as any additional qualification you may have. Some incidents require credentials (badges) for all assigned personnel. If credentials are issued, you should receive them upon check in.

3.2.2 Obtain Situational Awareness

The purpose of this task is to acquire additional background on the incident prior to starting your assignment.

1. Review the current ICS Form 201, Incident Briefing, OR the current Incident Action Plan (IAP).
 - ICS-201 is used during initial response.
 - The IAP is used after initial response. Consider reviewing all of the IAPs that have been generated for the incident.
2. Review key incident information:
 - Identify the agencies, organizations, and personnel that comprise the Incident Command/Unified Command (IC/UC). This may provide insight into the stakeholders and why the Command is setting particular objectives, as well as media issues or concerns.
 - What is the well/oil? This will give you an idea of the resources that should be operating in theatre.
 - When did the incident occur? Assess incident changes over time, including survival rates, weathering of oil, potential contaminants, vessel stability, etc.
 - Where did the incident occur? Are you familiar with the area, the platform, any equipment involved?

3. Identify resources that are on scene and/or enroute, and estimated time of arrival.
4. Review the size and complexity of the incident.
 - Is the incident expanding or contracting? What is the media interest?
5. Identify special considerations for the incident (e.g., political, social, environmental, threats, vulnerabilities).
6. Review applicable sections of the Contingency Plan(s).
 - a. Well containment plan
 - b. Oil spill response plan (OSRP)
 - c. Regional Containment Demonstration (RCD)
7. Review applicable incident documentation.
 - Review the most recent ICS Form 209, Incident Status.
 - Evaluate incident documentation for safety concerns.
 - Review maps/charts/imagery of the incident.
 - Obtain wellbore schematic.
 - Review the organizational chart.
 - Identify source control sites, activities, and personnel.
 - Identify the agencies, organizations, and personnel that comprise the IC/UC.
8. Review the Common Operational Picture (COP).
9. Obtain a meeting and briefing schedule.
 - Obtain a copy of the meetings and briefing schedule (ICS Form 230) from the Planning Section, if developed.

3.2.3 Initial FOSC Meeting

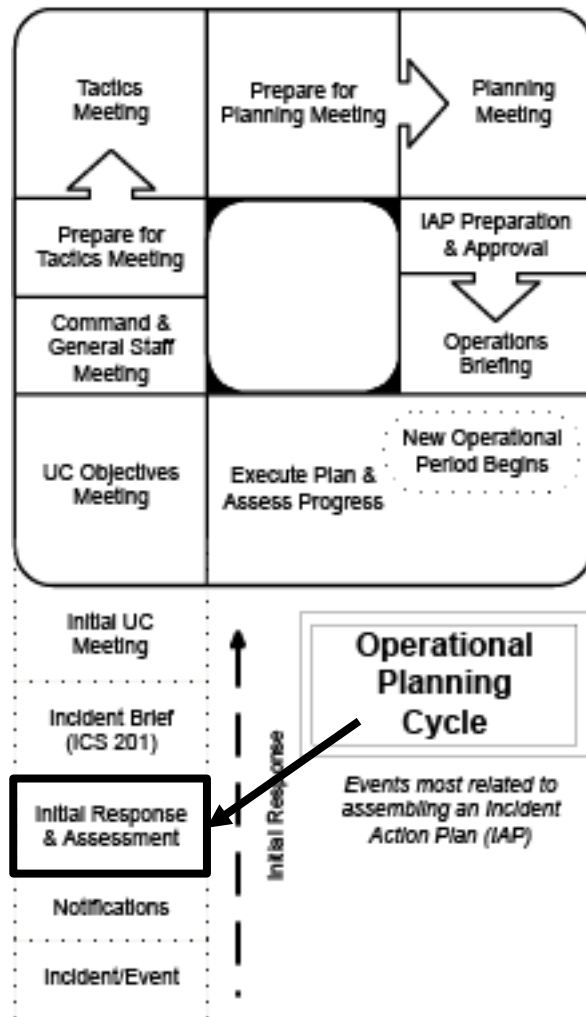
The initial briefing is the opportunity for the SCSC to receive additional details about the incident assignment and discuss their role as the SCSC.

- Receive brief from FOSC.
- Discuss IC/UC expectations for source control operations.
- Discuss the integration of source control and other response operations.
- Discuss the structure and placement of the source control function within the ICS organization.

3.3 Initial Response and Assessment

The purpose of this task is to gain situational awareness, identify initial objectives and take response actions, and assess the emerging needs of the response organization.

1. Identify incident objectives, strategies, tactics and priorities in support of IC/UC stated priorities.
2. Conduct a resource needs analysis.
 - e.g., inspectors, engineers, transportation
3. Request resources using ICS Form 213RR, Resource Request.
 - Request resources from the Logistics Section.
4. Identify deputies, as needed.
5. Assess incident reporting and meeting cycle.
6. Establish effective communications between geographically dispersed source control sites/activities, as required.
 - Coordinate with Logistics Section to engage IT support.

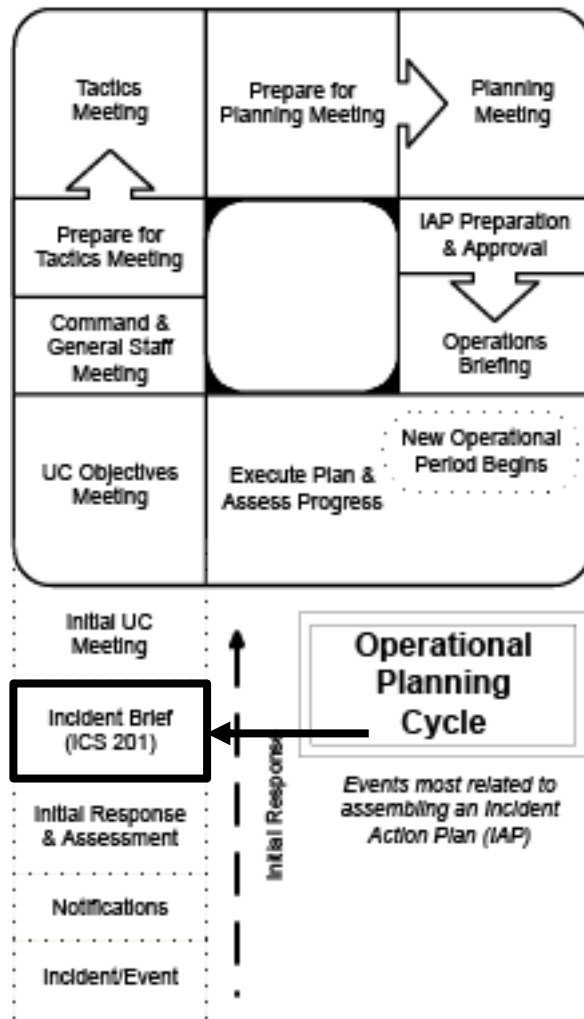


- Engage IT support for set-up and maintenance of communication tools/technology.
- Employ technology necessary to support communication among geographically separated sites.
- Ensure geographically dispersed operations are reflected in the overall incident communications plan

3.3.1 Initial Incident Brief

The initial briefing is the opportunity for the SCSC to receive additional details about the incident assignment.

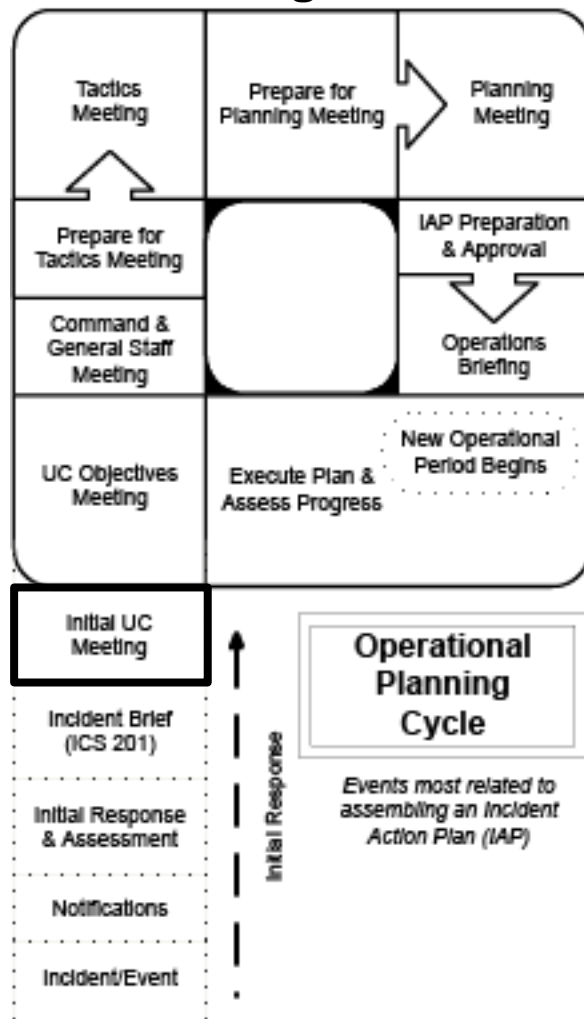
1. Receive brief from FOSC/IC.
2. Obtain IC/UC expectations.
3. Assist in the ICS-201 Brief, provide source control situation, objectives, and current and future actions.
4. If applicable, On-coming SCSC meets with relieved SCSC, if applicable.



- Off-going: Advise relief of the current state of source control activities and concerns.
 - On-coming: Receive brief from off-going SCSC including the current state of source control activities and concerns.
5. Determine size and complexity of incident.
 6. Determine limitations and constraints (i.e. requirement placed on the IC/UC through Agency direction).
 7. Based on your initial meeting with the FOSC, explain your role as SCSC.

3.3.2 Initial Unified Command Meeting

1. Identify agencies and organizations that need to be represented in the UC to accomplish the IC/UC objectives.
2. Identify assisting and coordinating agencies and organizations that are needed to accomplish the IC/UC objectives.
3. Clarify SCSC role and responsibilities.
4. Discuss any key decisions that should be made regarding the source control organization (site locations, organizational construct).



3.4 Manage People and the Source Control Organization

3.4.1 Activate/Assess SCSC Support Personnel

Source control activities and meetings may occur at multiple sites. Additionally, meetings outside the ICS planning “P” may occur at which the SCSC may desire representation. The demands on SCSC time and presence will be great and a support staff will facilitate thorough representation and reporting from diverse locations.

1. Determine/assess staffing requirements (e.g., deputies needed).
 - Evaluate incident size and complexity factors.
 - Consider an ICS facilitator or coach.
2. Request resources using ICS Form 213RR.
 - Request resources from the Logistics Section.
3. Appoint deputies, as needed.
 - Delegate tasks.

3.4.2 Establish Source Control Organization and Communication Practices

Given that source control groups, units, and/or activities take place in multiple, dispersed locations, establishing effective communication practices across all sites is critical. Quality communication ensures relevant information is contributed to the IAP and an accurate common operational picture (COP) is maintained.

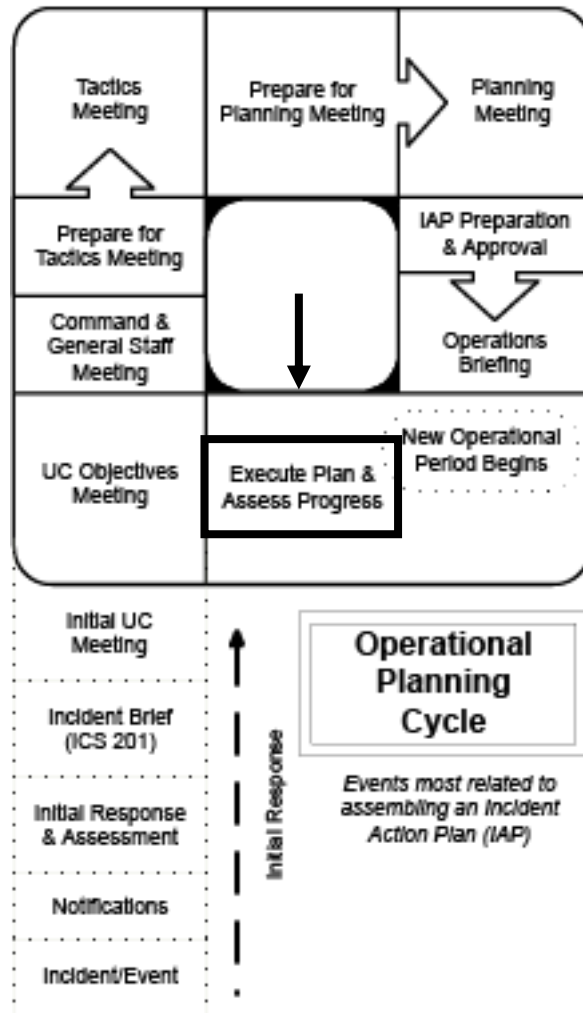
1. Assist the FOSC in determining the source control organization within the ICS for the incident.
2. Communicate source control priorities and objectives to source control personnel.
3. Define SCSC communication expectations.
 - Communicate SCSC expectations to source control personnel.
4. Ensure partners/stakeholders use a common terminology.
 - Reference the Glossary in this job aid and the U.S. Coast Guard IMH.
5. Confirm infrastructure is in place for transmitting information among diverse source control sites.
 - Engage IT support for set-up and maintenance of communication tools/technology.
6. Ensure the source control picture is fed to the Common Operational Picture (COP).

3.5 Oversee Source Control Operations

3.5.1 Execute Source Control and Incident Action Plans and Assess Progress

The IAP will set objectives for each operational period; use these objectives as your reference point for source control efforts.

1. Provide well intervention expertise.
2. Monitor and evaluate source control efforts per the IAP.
3. Ensure safety is a top priority.
4. Monitor multiple options under development. Multiple intervention options may be under development as alternatives to the present source control effort. This development may take place in a variety of locations. The SCSC should be informed of these alternative options and development to draw upon if necessary.
5. Revise efforts as required.
 - Coordinate with the OSC, SCBD, ENVL, and SSC, to revise source control plans/actions.



- Ensure FOSC is advised of revisions.
6. Monitor ongoing flow rate modeling efforts.
 - Encourage a rapid and accurate calculation of real flow rate using one official model recognized by the Incident Command/Unified Command (IC/UC). Adhering to one model will facilitate accurate communication throughout the source control conversation.
 - Advise the FOSC on use/acceptance of different modeling outputs.
 7. Advocate for the Source Control Branch Director (SCBD) in acquiring needed resources, when necessary.
 8. Monitor the approval process for subsea dispersant use.
 9. Consider activating specialty tools and groups.
 10. Authorize the release of source control related information.
 - Coordinate with the FOSC and the Public Information Officer (PIO) to ensure accurate and reliable information.
 11. Conduct regular briefings to Agency leadership.

3.5.2 Consult with partners/stakeholders

The SCSC can expect to liaise with partners and, stakeholders who all have an interest in source control efforts and outcomes. This is an opportunity for you to exercise your personal power (influence that resides within you rather than your position) to facilitate collaboration among diverse, and sometimes competing, people or groups.

Partners and stakeholders include but are not limited to the following:

- Government agencies
- Industry
- Academia
- Community organizations
- Constituents may also fall into these groups

1. Delegate tasks to deputies, as needed. Many meetings may require the skill and technical expertise of the SCSC; identify deputies who can help with this demand.
 - Select a deputy skilled in interpersonal effectiveness and communication.
2. Attend required meetings.
3. Assess depth of knowledge of partners/stakeholders.
 - Are requests, demands, or expectations reasonable? Or, do you need to explain complex technical source control issues in layman's terms?

4. Assess quality of relationships between partners/stakeholders.
 - Do groups or individuals have a history together that can aid the conversation? Is there a history that may hinder the conversation?
5. Ensure partners/stakeholders use a common terminology.
6. Receive input from partners/stakeholders. People need to feel that their interests and concerns have been heard and considered. Some of your partners/stakeholders may contribute valuable knowledge.
7. Ensure a recorder is present to record partner/stakeholder concerns and needs.
8. Document decisions. Hold a long-term view to ensure documentation is memorializing the decisions and data relevant to the incident from a future perspective.

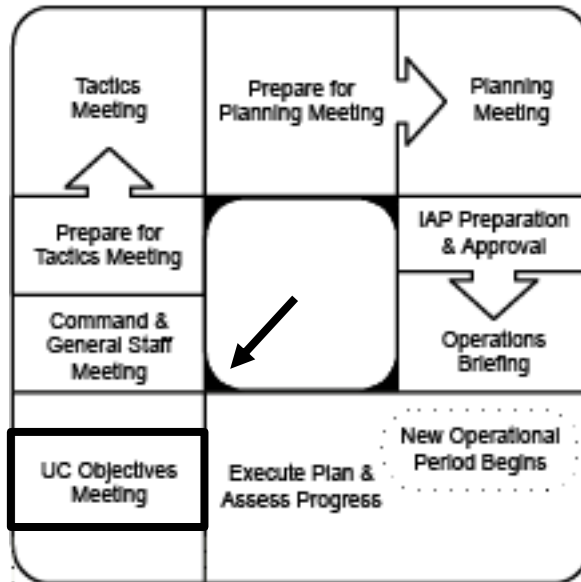
3.5.3 Seek consensus among partners/stakeholders

1. Delegate tasks to deputies, as needed.
2. Attend required meetings.
3. Integrate the collective knowledge of contributing partners and stakeholders.
4. Prioritize issues.
 - Identify game changers, impossibilities, and items that can be done immediately.
5. Promote unity of effort.
6. Increase inter- / intra-agency coordination when necessary to address source control issues that cannot be adequately resolved by one agency, department, or program.
7. Identify competing interests among partners/stakeholders.
8. Reduce conflict among partners/stakeholders on source control issues.
9. Ensure a recorder is present to record partner/stakeholder concerns and needs.
10. Document decisions. Hold a long-term view to ensure documentation is memorializing the decisions and data relevant to the incident from a future perspective.

3.6 Support the Operational Planning Process

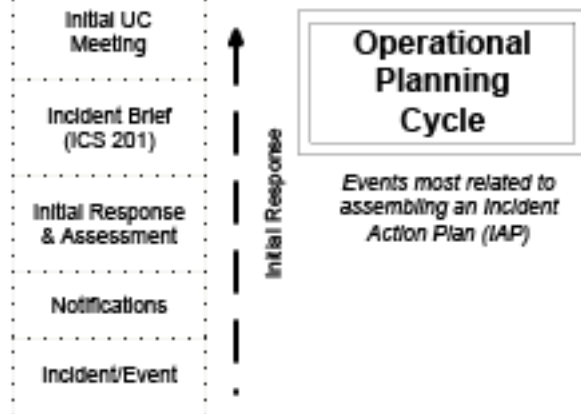
3.6.1 Prepare for UC Objectives Meeting

1. Prepare source control objectives.
 - Consult with SCBD and OSC.
2. Identify limitations and constraints.
 - Limitations and constraints are placed on the IC/UC through Agency direction.



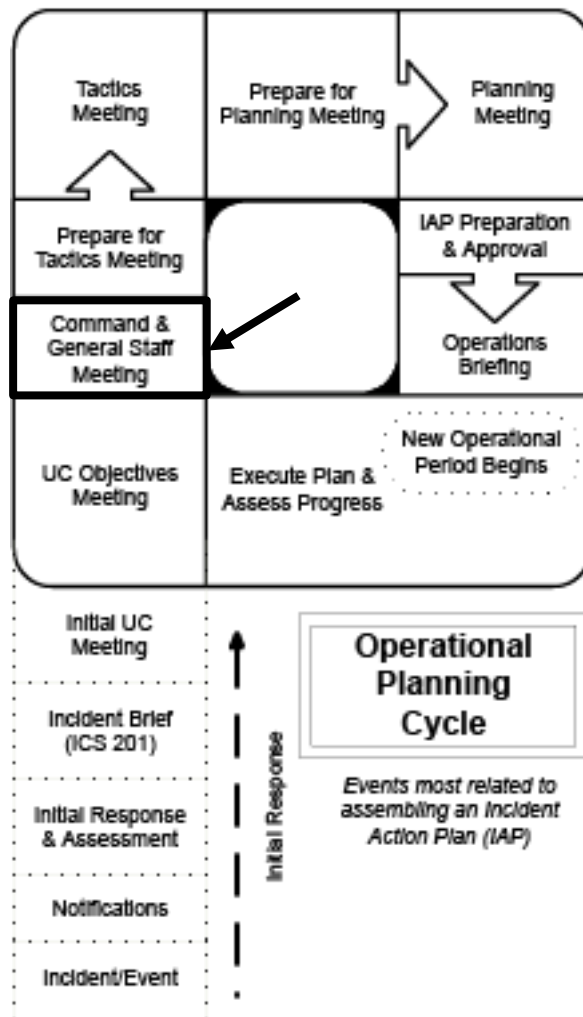
3.6.2 UC Objectives Meeting

1. Provide source control objectives.
2. Advise FOSC in establishing source control priorities.



3.6.3 Command and General Staff Meeting

During the Command and General Staff Meeting (sometimes called the Strategy Meeting) the IC/UC presents decisions and management direction. Decisions, objectives, priorities, procedures, and assignments are discussed and clarified. After the IC/UC provides comments, the Planning Section Chief (PSC) facilitates an open discussion to achieve clarity and address open actions/tasks.

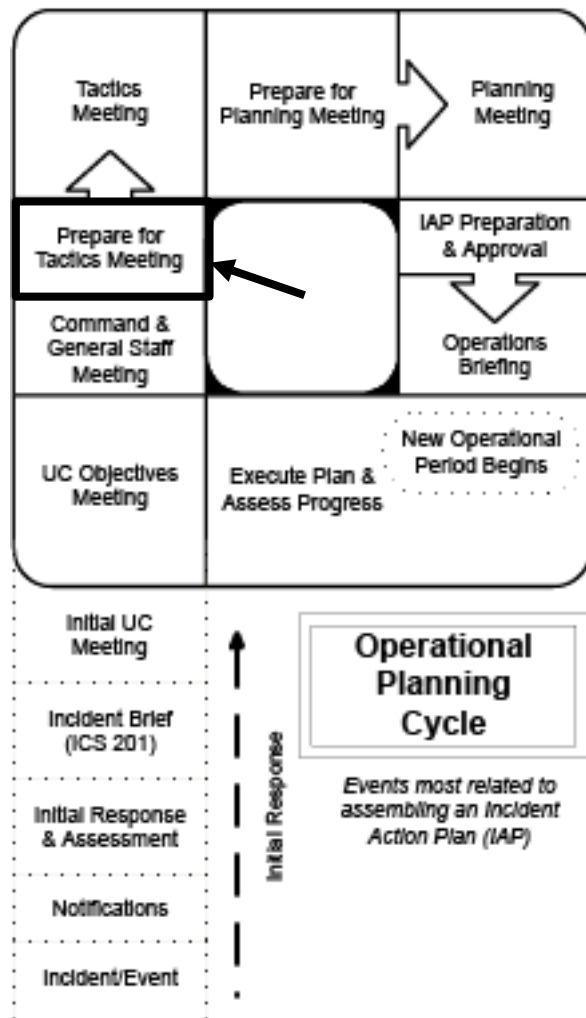


1. Attend Command and General Staff meeting.
2. Receive IC/UC direction.
 - Decisions
 - Objectives
 - Priorities
 - Procedures
 - Assignments
3. Provide source control status brief, as required.
 - Prepare to explain complex technical source control issues in layman's terms.

4. Provide feedback to IC/UC on focus/direction.
 - Explain any concerns or recommendations you may have.
5. Discuss source control issues and needs, as required.
6. Clarify SCSC authority.
 - The FOSC may want to use this meeting to clarify the role and authority of the SCSC in the response effort.

3.6.4 Prepare for the Tactics Meeting

The Source Control Branch Director, if activated, will consult with source control groups and organizations for input to the Operational Planning Worksheet, ICS 215 — the key document for the Tactics Meeting. A Work Analysis Matrix, ICS 234, may also be prepared for the Tactics Meeting. You should be familiar with the content of these documents prior to attending the Tactics Meeting.

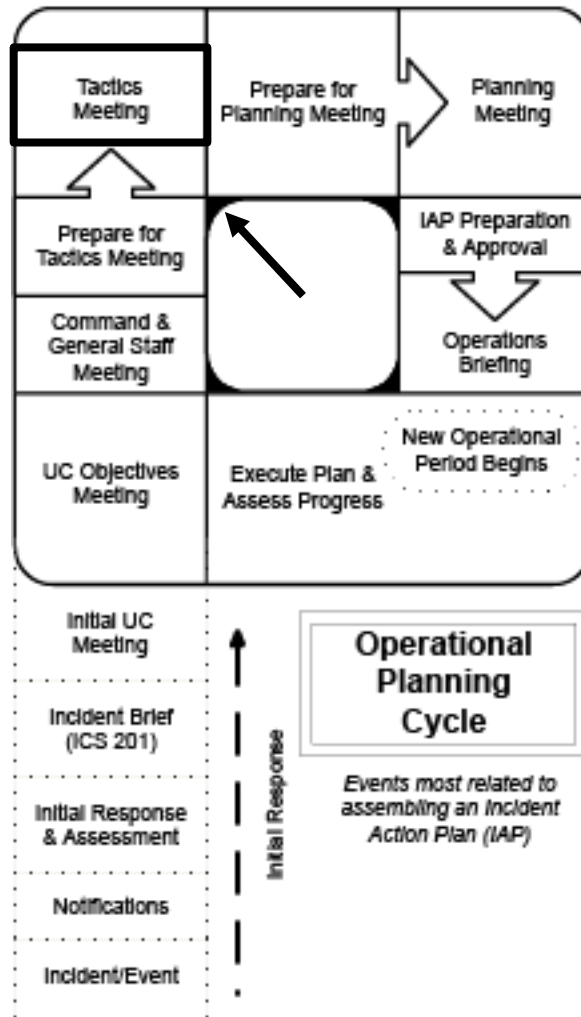


1. Identify current source control operations.
 - Review the Common Operational Picture (COP) and incident status.
2. Consult with Source Control Branch Director (SCBD).
 - Receive brief from Source Control Branch Director (SCBD) and other source control personnel, as needed.
 - Review source control priorities.
 - Review source control objectives for the next operational period.
 - Review strategic plans/tactical plans.
 - Review the source control procedures risk assessment (ICS Form 215a).
 - Review source control resources needed.
 - Review contingency plans.
 - Review source control timeline.

3.6.5 Tactics Meeting

During the Tactics Meeting, draft plans are adjusted in consultation with other attendees to produce operational input to support the Incident Action Plan (IAP).

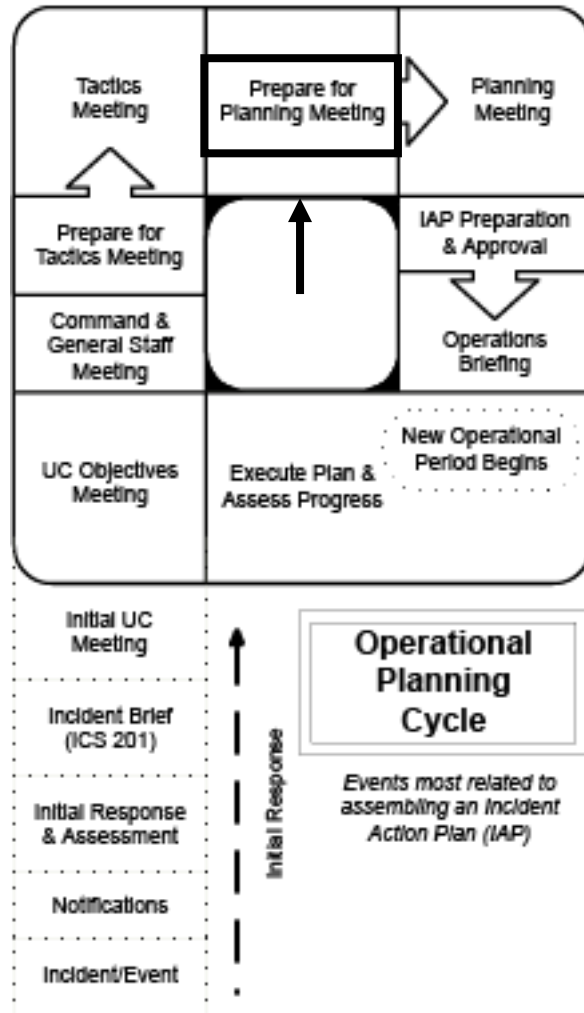
1. Consider an ICS facilitator or coach. An ICS facilitator or coach can assist you in navigating the ICS planning process and meetings.
2. Oversee source control planning.
 - Ensure technical specialist information is effectively communicated.



3.6.6 Prepare for the Planning Meeting

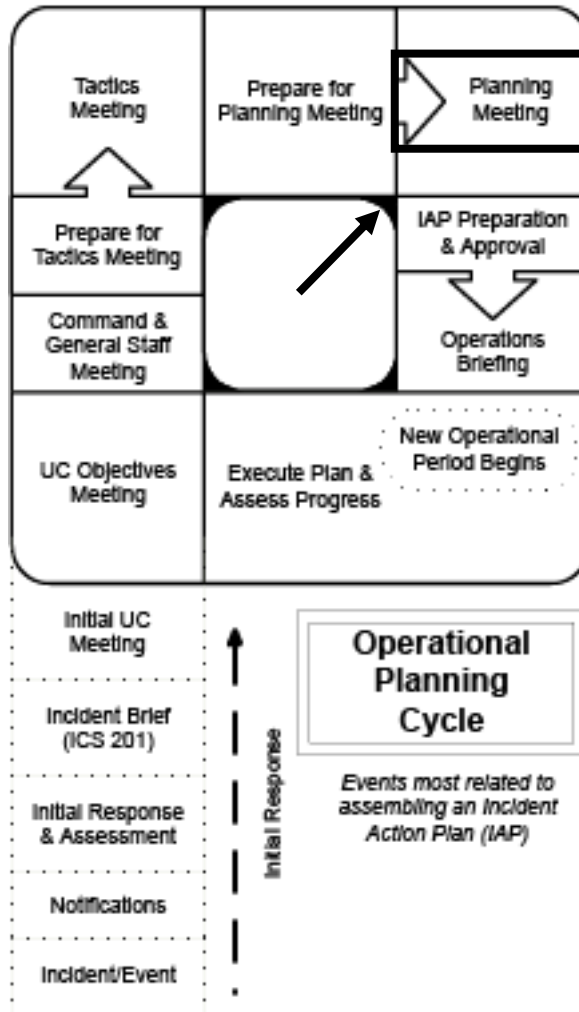
This period of time allows final drafts of operational plans to be prepared for the Planning Meeting where plans will be presented to the Command and General Staff for review and comment.

1. Review documents from the Tactics Meeting to ensure completeness and accuracy.
2. Consult with SCBD and OSC, as needed.



3.6.7 Planning Meeting

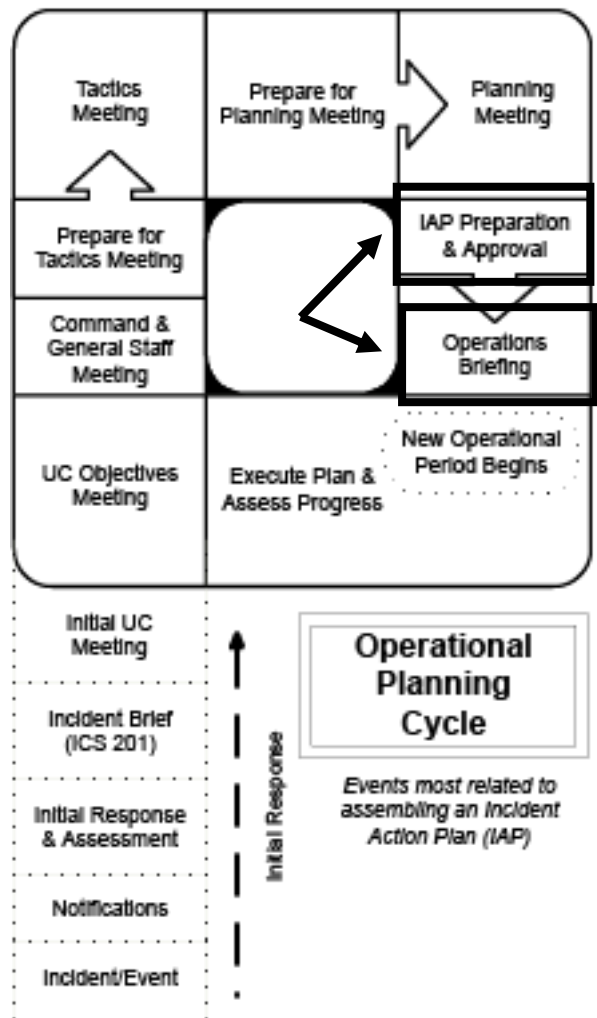
In this meeting the Operations Section Chief (OSC) will present the proposed plan to the Command and General Staff for review and comment. Prepare to explain complex technical source control issues in layman's terms.



1. Consider an ICS facilitator or coach. An ICS facilitator or coach can assist you in navigating the ICS planning process and meetings.
2. Oversee source control planning.
 - Ensure technical specialist information is effectively communicated.

3.6.8 IAP Preparation and Approval

Following the Planning Meeting, Source Control members must complete assigned tasks and/or products required for inclusion in the IAP. The SCSC reviews and verifies source control information for inclusion in the IAP.



3.6.9 Operations Briefing

This briefing presents the IAP for the oncoming shift supervisors. After this briefing, shift changes should occur and relief interviews conducted.

3.7 Transition and Demobilization

3.7.1 Transition to On-Going Operations Phase

Sequential operational periods require a transition to on-going operations.

1. Ensure continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.
2. Ensure continued effective management of current operations during transition.
3. Establish a personnel rotation to sustain the participation of those with the technical background needed.
 - Consider contract personnel.
4. Prioritize issues.
 - Identify game-changers, impossibilities, and items that can be done immediately.
5. Ensure information is exchanged via prescribed reporting chains.
 - Ensure technical specialist information is effectively communicated.
6. Support operational planning process and manage current operations simultaneously.
 - Plan for long-range efforts, as needed.
7. Monitor the organization for an appropriate span of control.
 - Ensure span of control is limited to 5-7 reporting elements. Consider use of additional source control elements, if needed.

8. Maintain a Unit Activity Log, ICS Form 214.
 - Hold a long-term view to ensure documentation is memorializing the decisions and data relevant to the incident from a future perspective.

3.7.2 Complete Relief Process

1. Advise relief of any change in conditions.
2. Ensure accountability for property.
3. Complete documentation and turn in to Documentation Unit.
4. Debrief SCBD and FOSC.
5. Provide input for plan improvement.

3.7.3 Demobilization

1. Provide input to the Demobilization Unit regarding the Demobilization Plan.
2. Confirm demobilization instructions with FOSC.
3. Attend to supplies and equipment.
 - Replenish supplies if incident is ongoing.
 - Provide inventory of equipment to Resources Unit.
 - Turn in/over equipment, as appropriate.
4. Supervise demobilization of SCSC support personnel.
 - Identify SCSC personnel for demobilization. Ensure you have requested replacements, if required.
 - Brief personnel regarding demobilization process.
 - Utilize ICS Form 225 to evaluate and recognize personnel, including requesting an ICS-225 from your supervisor.
5. Complete ICS Form 214, After Action Report.
6. Complete ICS Form 221, Demobilization Check Out.
7. Provide documentation to Documentation Unit.
8. Inform supervisor of departure plans.

3.7.4 Complete Return Travel

1. Conduct travel in accordance with Demobilization Plan.
2. Contact Demobilization Unit Leader upon arrival at home location.

4.0 Appendices

4.1 Functional Interactions

The input/output matrix below provides guidance to the SCSC for obtaining information from other ICS IMT positions and providing information to ICS IMT positions.

MEET WITH	WHEN	SCSC OBTAINS	SCSC PROVIDES
IC/UC	Initial Brief Command and General Staff Meeting	IC expectations Operational period IC/UC objectives	Recommendations for initial response activity and organization Source Control status brief Feedback on IC/UC objectives

	Planning Meeting	Strategies and Tactics (ICS 215 & ICS 234)	Approval of recommended strategies and tactics
		Strategies and Tactics (ICS 215 & ICS 234)	Approval of strategies and tactics
Planning Section	Preparing for Tactics Meeting	Input for strategies, tactics, and alternatives	Technical expertise
	Tactics Meeting	Input for ICS 215 and ICS 234	

	<p>Planning Meeting</p> <p>IAP Prep</p>	<p>Input for ICS 215 and ICS 234</p>	<p>Approval of strategies and tactics</p> <p>Approval of source control content in IAP</p>
<p>Resource Unit</p>	<p>Upon arrival at incident</p>	<p>Status of current situation</p>	<p>Home base</p> <p>Contact info</p>
<p>Logistics Section</p>	<p>Tactics Meeting</p>	<p>Resource, transportation, comms availability</p>	<p>Support for SCBD and OCS, as needed</p>
<p>Finance Section</p>	<p>Tactics Meeting</p>	<p>Funding update</p>	<p>Support for SCBD and OCS, as needed</p>

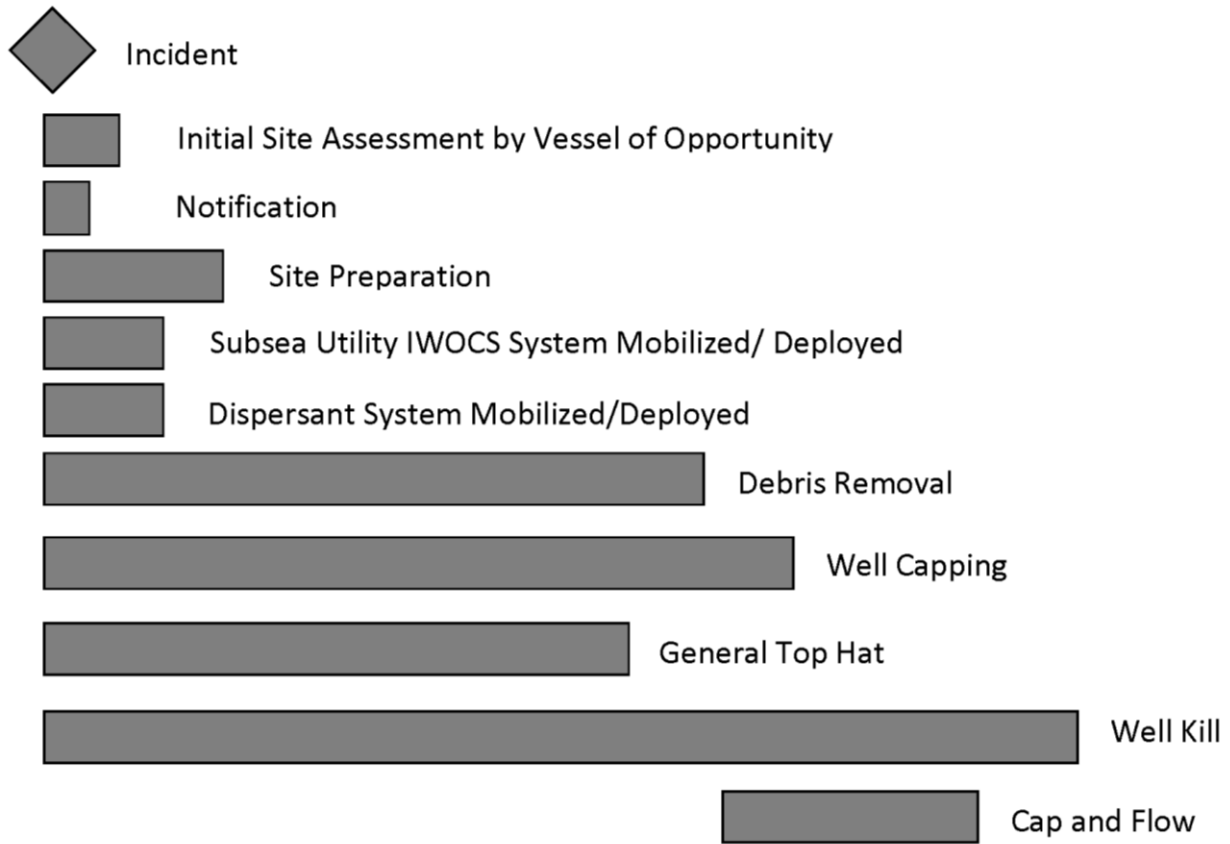
Safety Officer	Tactics Meeting Planning Meeting IAP Prep	Hazard/Risk Analysis (ICS 215A) Hazard/Risk Analysis (ICS 215A) Safety messages	Oversight of source control efforts
Liaison Officer	Planning Meeting	Liaison issues	Feedback on previous encounters with other agencies, organizations, stakeholders

Public Information Officer	Planning Meeting	Incident policy on media encounters	Feedback on previous media encounters
Situation Unit	Continuously	Situational information: weather, projections, SITREPS, displays, briefings	Situational changes in operational status
Technical Specialists	As needed	Technical support	Technical expertise

4.2 ICS Map/Chart Display Symbolology

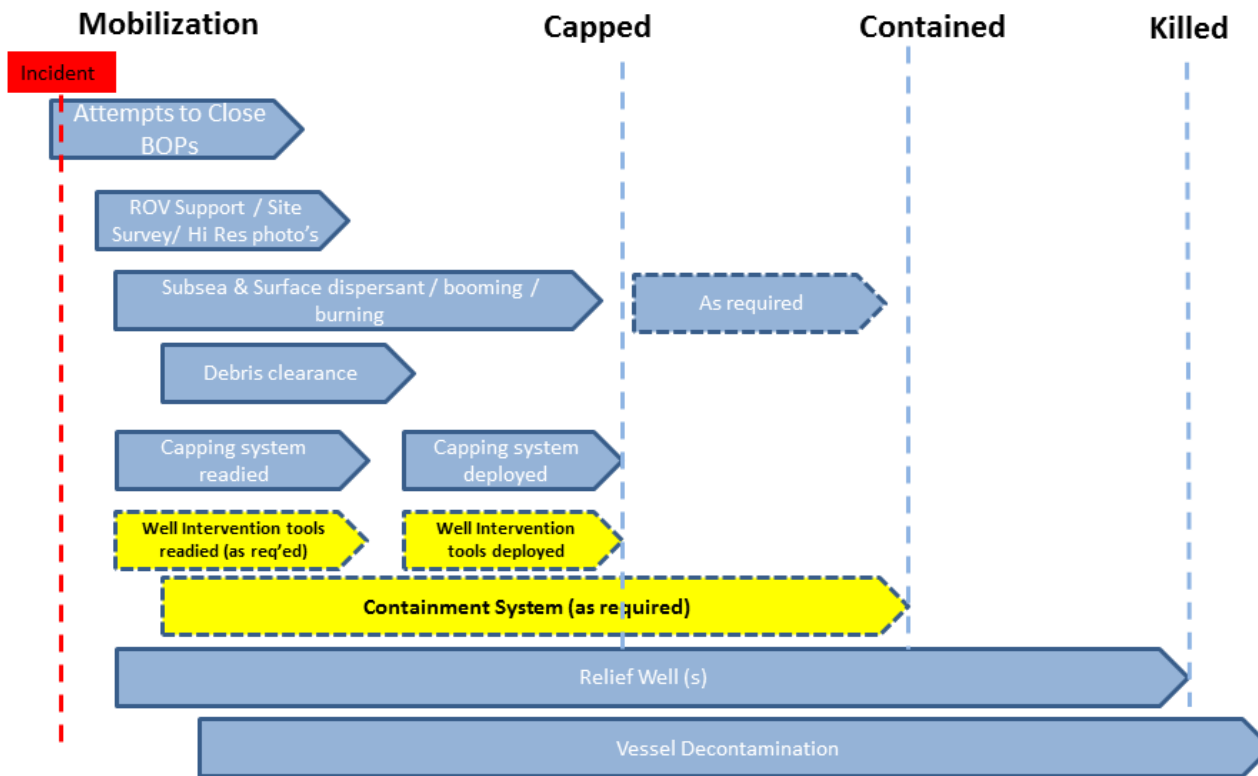
ICS MAP/CHART DISPLAY SYMBOLOGY	
<p>MINIMUM RECOMMENDED</p> <p>BLACK</p> <ul style="list-style-type: none"> Proposed Boom Completed Boom Absorbent Material <p>RED</p> <ul style="list-style-type: none"> 10 Aug ⊗ Hazard Origin 1430 <p>BLUE</p> <ul style="list-style-type: none"> Incident Command Post Incident Base Camp (Identify by Name) Staging Area (Identify by Name) Joint Information Center Helispot (Location & Number) Helibase Mobile Relay <p>OPTIONAL</p> <p>BLUE</p> <ul style="list-style-type: none"> Police Station Telephone Fire Station Mobile Weather Unit Emergency Operations Center Fire Aid Section Hospital 	<p>ORANGE</p> <ul style="list-style-type: none"> Oil Spread Prediction <p>BLACK</p> <ul style="list-style-type: none"> Actual Oil or Chemical Plume <p>BLACK</p> <ul style="list-style-type: none"> [I] [II] Branches (Initially numbered clockwise from Incident origin) (A) (B) Divisions (Initially lettered clockwise from Incident origin) Division Boundary Branch Boundary Wind Speed and Direction Safety/Security Zone Boat Ramp <p>All overlays must contain registration marks. These may consist of identified road intersections township/range coordinates, map corners etc.</p>
<p>TO BE USED ON INCIDENT BRIEFING AND ACTION PLAN MAPS/CHARTS</p>	

4.3 Sample Well Containment Activities

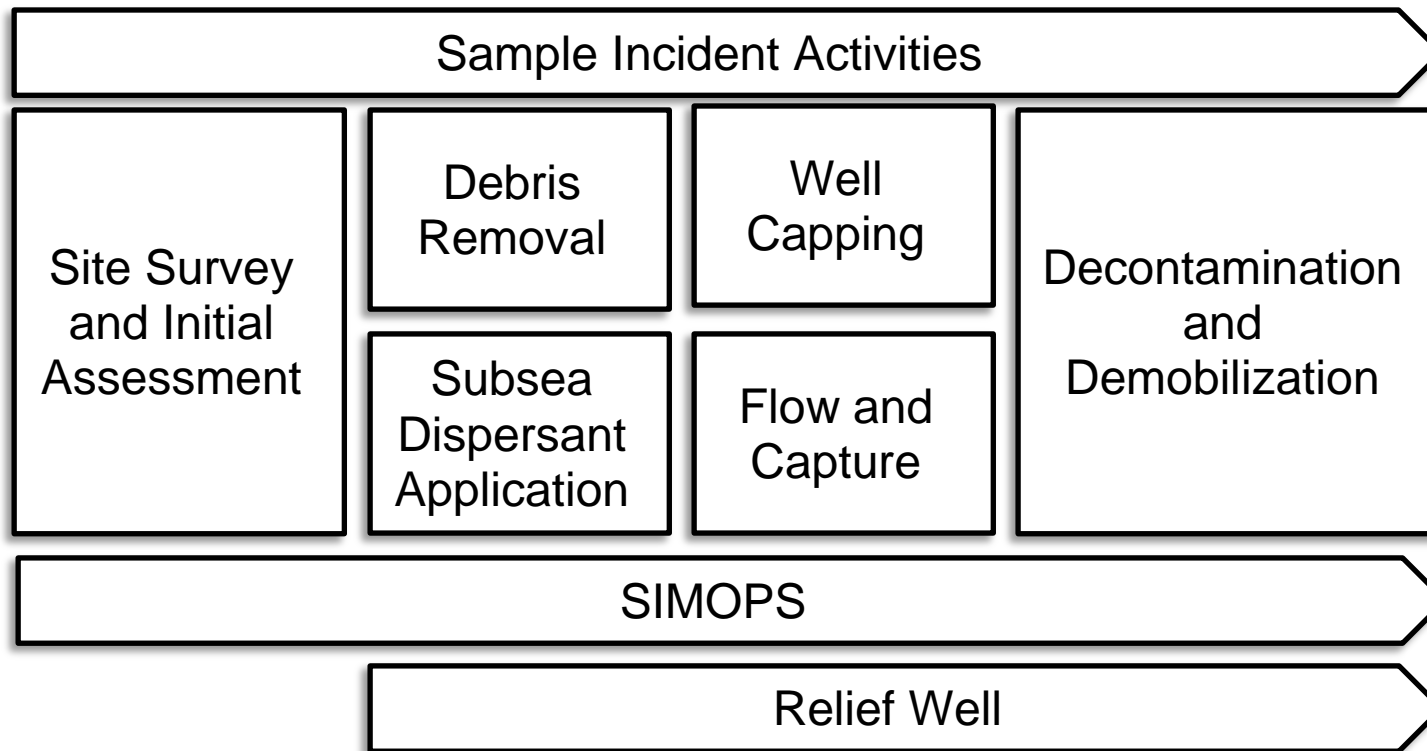


Activity Sample 1

Sample Deep Water Well Emergency Response Activity



Activity Sample 2



Activity Sample 3

4.4 Acronym List

Acronym	Definition
AC	Area Command
AHTV	Anchor Handling Tug Vessel
AIS	Automatic Identification System
APD	Application for Permit to Drill
ARTES	Alternative Response Tool Evaluation System
ASOF	Assistant Safety Officer
BMP	Best Management Practices
BOP	Blowout Preventer
BOPD	Barrels of Oil per day
CFD	Computational Fluid Dynamics
COML	Communications Unit Leader
COMP	Compensation/Claims Unit Leader
COP	Common Operational Picture
COST	Cost Unit Leader
CWA	Covered Well Addendum
DDR	Daily Drilling Report

DIVS	Division/Group Supervisor
DMOB	Demobilization Unit Leader
DOCL	Documentation Unit Leader
DOSC	Deputy Operations Section Chief
DPIC	Deputy Incident Commander
ENSP	Environmental Specialist
ENVL	Environmental Unit Leader
FACL	Facilities Unit Leader
FOSC	Federal On-Scene Coordinator
FPU	Floating Production Unit
FSC	Finance Section Chief
GOR	Gas-Oil Ratio
HPU	Hydraulic Power Unit
HSE	Health, Safety, and Environment
IAP	Incident Action Plan
IASG	Interagency Solutions Group
IATAP	Interagency Alternative Technologies Assessment Program
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team

IRS	Intervention Riser System
LARS	Launch and Recovery System
LMRP	Lower Marine Riser Package
LNO	Liaison Officer
LRP	Lower Rise Package
LSC	Logistics Section Chief
MEDL	Medical Unit Leader
OIM	Offshore installations manager
OPBD	Operations Branch Director
OPS	Operations Section
OSC	Operations Section Chief
OSC	Operations Section Chief
OSRP	Oil Spill Response Plan
PFD	Process Flow Diagram
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSC	Planning Section Chief
RCD	Regional Containment Demonstration
RESL	Resource Unit Leader
ROV	Remotely Operated Vehicle
RP	Responsible Party or Riser Pipe/Package

RRT	Regional Response Team
RRT	See Regional Response Team
S.M.A.R.T.	Special Monitoring of Applied Response Technologies
SCBD	Source Control Branch Director
SCKN	Status/Check-In Recorder
SCSC	Source Control Support Coordinator
SCTL	Scientific Unit Leader
SIMOPS	Simultaneous Operations
SITL	Situation Unit Leader
SITREP	Situation Report
SMT	Spill Management Team
SOFR	Safety Officer
SSC	Scientific Support Coordinator
SSHP	Site Safety and Health Plan
THSP	Technical Specialist
TMS	Tether Management System (for ROV)
UC	Unified Command
WCD	Worst Case Discharge
WCST	Well Containment Screening Tool

4.5 Glossary**Term****Definition**

Alternative Response
Tool Evaluation
System (ARTES)

Program to evaluate offers
of innovative response
technologies from both
domestic and international
entities

Assigned Resources

Resources checked in and
assigned work tasks

Assisting Agency

Agency directly contributing
or providing tactical or
service resources to
another agency

Available Resources

Incident-based resources
that are immediately
available for assignment

Best Management
Practices (BMP)

Techniques, measures, or
structural controls used to
manage the flow of
pollutants

Blowout Preventer
(BOP)

Large, pressurized sealing
device installed at the top of
a wellhead

BOP Organization

Manages and coordinates
operations on the blow-out
well BOP

Branch	The organizational level having functional and/or geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section. Branches are identified by roman numerals or by functional name
Cap and Flow	Integration of flowlines with a containment device to flow hydrocarbons from a subsea release point to the surface for processing, storage, and transportation away from the site
Capping	Installation of a containment device, such as a capping stack or BOP, onto a well for the purposes of shutting in the well to stop the uncontrolled release of hydrocarbons

Capping Organization	Manages capping stack operations to shut in the well or facilitate flowback/surface containment
Capture and Collection Devices	Devices that are deployed subsea to funnel hydrocarbons from a release point to a containment vessel on the surface via drill pipe. Examples include top hats, riser insertion tube tools, and containment chambers or domes.
Chief	The ICS title for individuals responsible for the command of functional sections.
Clear Text	The use of plain English in radio communications. Neither 10 Codes nor agency-specific codes are used when using Clear Text.

Command and Control	The exercise of authority and direction by a properly designated Incident Commander/Unified Command over assigned resources to accomplish a mission.
Command Post	Incident Command Post
Command Staff	Report directly to Incident Commander — Source Control Support Coordinator, Public Information Officer, Safety Officer, Liaison Officer
Common Operational Picture (COP)	Capability for sharing dynamic, geospatially-referenced situational awareness information; data is drawn from authoritative data sources
Constraint	Requirement placed on the IC/UC through Agency direction that dictates an action that must be performed

Containment Chambers or Domes	Encapsulates a parted/broken riser or other hydrocarbon release point to funnel hydrocarbons to the surface via drill pipe
Contingency Plan	Portion of an IAP, or other plan, that identifies possible but unlikely events and the contingency resources needed to mitigate those events
Covered Well Addendum (CWA)	BSEE required permitting tool that covers specific well information
Critical Information Requirements	Comprehensive list of information requirements the IC/UC has identified as critical to facilitating timely decision making
Daily Drilling Report (DDR)	Report on activity at well
Debris Removal Organization	Ensures debris is cleared to allow access for access relief well, installation of capping stack and/or interim containment device

Decontamination	Removal of hazardous materials from personnel, equipment, and vessels
Demobilization	Release of resources from an incident in strict accordance with a detailed plan approved by the IC/UC
Deputy	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors
Director	ICS title for individuals responsible for supervision of a Branch

Division	Organizational level used to divide an incident into geographical areas of operation; established when number of resources exceeds the span-of-control of the OSC; organizationally between Task Force/Team and Branch
Dynamic Positioning (DP)	Computer controlled propulsion capability for drillships and drilling rigs that enables vessels to maintain station/location using thrusters in addition to normal propulsion
Emergency Disconnect Package (EDP)	Allows drilling platform or intervention vessel to disconnect from subsea well
Emergency Support Function (ESF)	Mechanism for grouping support, resources, program implementation, and services

Engineering Organization	Provides technical and engineering support services to the Source Control Branch
Federal On-Scene Coordinator (FOSC)	Primary federal official with authority to direct oil removal operations
Floating Production Unit (FPU)	Floating or semi-submersible unit used for drilling and production operations
Flowback/Surface Containment Organization	Oversees the collection, storage, and processing of hydrocarbons flowing back from subsea well
Gas-Oil Ratio (GOR)	Ratio of gas to oil
General Staff	Section Chiefs — report directly to Incident Commander
Group	Organizational level used to divide an incident into functional areas of operation; composed to perform a special function; organizationally between Branch and Resources

Incident Action Plan (IAP)	Oral or written plan containing objectives reflecting overall strategy for managing an incident; may include resources and assignments
Incident Base	Location at the incident where the primary logistics functions are coordinated and administered; only one base per incident
Incident Command Post (ICP)	Location at which primary tactical-level, on-scene incident command functions are performed
Incident Command System (ICS)	Standardized on-scene emergency management concept; allows user(s) to expand or contract organizational structure to match the complexity and demands of incident(s)
Incident Commander (IC)	Individual responsible for all incident activities, including development of strategies and tactics and ordering and releasing resources

Incident Management Objectives	Guidance and direction necessary for the selection of strategies and the tactical direction of resources
Incident Management Team (IMT)	Incident Commander and Command and General Staff
Incident Situation Display	Status boards maintained by Situation Unit to communicate critical incident information
Intervention Riser System (IRS)	Subsea device providing access to a well
Intervention Workover Control System (IWOCS)	Powers and controls workover operations
Joint Field Office (JFO)	Temporary federal facility established locally for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance

Launch and Recovery System (LARS)	System for deployment and retrieval of remotely operated vehicles
Leader	ICS title for individuals responsible for a Task Force/Strike Team or functional unit
Limitation	Requirement placed on the IC/UC through Agency direction that prohibits an action
Logistics Section	Section responsible for providing facilities, services, and materials in support of incident
Lower Marine Riser Package (LMRP)	Installed on top of BOP during drilling operation as an interface between riser and BOP
National Response Framework (NRF)	A national approach to domestic incident management designed to integrate efforts and resources of Federal, State, local, tribal, private sector, and non-governmental organizations

Objectives	IC/UC desired outcomes
Officer	ICS title for Command Staff positions
Oil Spill Response Plan (OSRP)	Oil industry operator's plan for response to an oil spill
Operational Period	Period of time scheduled for execution of a given set of operational actions as specified in the IAP; usually not over 24 hours; coincides with completion of on planning "P" cycle
Operations Section	Responsible for all operations directly applicable to the primary mission
Personal Protective Equipment (PPE)	Equipment worn for personal protection such as, gloves, safety glasses, etc.

Planning Section	Responsible for collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of the IAP
Process Flow Diagram (PFD)	Visual representation of the steps in a process
Regional Containment Demonstration (RCD)	Response strategy to demonstrate spill response efforts are efficient, coordinated, and effective as required by the National Contingency Plan
Regional Response Team (RRT)	Regional representatives of the Federal agencies on the National Response Team and representatives of each state within the region; provides planning and preparedness before a response; provides coordination and advice during a response

Relief Well Organization	Manages and coordinates relief well design and operations
Remotely Operated Vehicle (ROV)	An unmanned vehicle controlled remotely
Reporting Location	One of six possible facilities/locations where incident assigned resources may check in to the incident
Resources	All personnel and major items of equipment available or potentially available for assignment to incident tasks; status is maintained on resources
Riser Insertion Tube Tool (RITT)	Inserts into the end of a parted or broken riser to capture hydrocarbons and provide a conduit to the surface
Scientific Support Coordinator (SSC)	Special technical advisor to the IC/UC on fate and effects of oil in environment and impacts on natural resources

Section	Organizational level having functional responsibility for primary segments of an incident such as, Operations, Planning, Logistics, Finance; organizationally between Branch and IC
Severe Weather Contingency Plan	Comprehensive plan incorporating strategic, operational, and tactical planning focused on the safety of all response personnel during the transition from, and return to, surface and shore based cleanup operations and subsurface source control operations
Simultaneous Operations (SIMOPS)	Ensures all simultaneous subsea and surface well containment operations are coordinated safely and efficiently

Single Resource	Individual, piece of equipment and personnel complement, or crew/team with an identified work supervisor
Site Safety and Health Plan	Site-specific document; contains health and safety hazard analysis for each site task or operation, comprehensive operations work plan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings, pre-operations commencement health and safety briefing, quality assurance of SSHP effectiveness
Site Survey Organization	Utilizes ROVs to survey the source point to gather data for all other source control effort

Source Control Procedures Risk Assessment	Using the model specified by IC/UC, assess risk of proposed source control procedures
Source Control Support Coordinator (SCSC)	Responsible for the abatement and containment of an uncontrolled oil well in Federal offshore waters; special technical advisor to IC/UC
Span of Control	Number of organizational elements that may be directly managed by one person; may vary from one to seven; five elements is optimum
Stakeholder	Any person, group, or organization affected by and having a vested interest in the incident and/or response operation
Strategy	General plan or direction selected to accomplish incident objectives

Subsea Dispersant Organization	Plans and coordinates the application of dispersants at the source of a subsea discharge
Supervisor	ICS title for individuals responsible for command of a Division or Group
Tactics	Deploying and directing resources during an incident to accomplish objectives designated by strategy
Technical Specialists (THSP)	Personnel with special skills; may be used anywhere within the ICS organization
Top Hat	Non-pressurized, non-sealing device placed over a hydrocarbon release point (e.g. from the LMRP, BOP, or wellhead) and funnels the hydrocarbons to a containment vessel on the surface via drill pipe

Unified Command (UC)	Application of ICS when more than one agency has incident jurisdiction or when incidents cross political jurisdictions.
Unit	Organizational element having functional responsibility for a specific incident activity
Vessel of Opportunity (VOO)	Vessel engaged in spill response activities that is normally and substantially involved in activities other than spill response and not carrying oil as a primary cargo
Volatile Organic Compounds (VOC)	Organic chemicals released as part of the "light ends" or vapors from hydrocarbons, including unrefined crude oils; impose health hazard when exposure is above minimum levels established by incident industrial hygienist or government agencies

Well Containment Organization	Plans, organizes, coordinates well containment operations
Well Containment Plan (WCP)	Document that contains the high-level operational strategy and resources for responding to a subsea, surface or land blowout of a given well. Other common names include Blowout Contingency Plan (BCP), Well Control Emergency Response Plan (WCERP), or Well Control Plan.
Well Containment Screening Tool (WCST)	Program to analyze a well's mechanical and geologic integrity
Well Kill Organization	Manages well kill operations via a relief well or capping stack, concurrently with all other source control efforts
Wet Store	Temporary subsea storage area for equipment or debris

Workover	Well intervention involving invasive techniques
Worst Case Discharge (WCD)	The highest projected oil flow based on specific, given assumptions; ensure assumptions are consistent throughout the IMT

For further information contact
oilspillresponsedivision@bsee.gov

This page intentionally left blank.