

# Ecology Spill Drill Evaluation Checklist

**Put Plan Holder Name Here**

**Spill Management Team**

**Out of State Tabletop Drill**

**Exercise Overview**

**Drill ID Number:**

**Date:**

**Time started:**

**Time completed:**

**Location: actual:**

**County: \*Out of State\***

**Actual conditions of the day: include weather, tides/current and any other pertinent environmental conditions of the day.**

**Scenario:**

**Estimated size of spill to water:**

## Guidance for Out of State Drills:

We developed this guidancel to help you provide records for our review and assigning drill credit after your drill. To help us produce a quick and through review, documentation should be clearly labeled and well organized indicating which credit item they are associated with (letter and number label, i.e. 2.1, or 5B.1). Together we can reach for the highest standards through thorough documentation of drills:

* Return this Evaluation Checklist with your packet to tell us the credit you are seeking by checking credit item boxes. This will make our review much faster and more thorough.
* Please tell us the overall number and names of personnel participating in the drill.
* Provide all ICS documents and other plans created, especially those found in your plan (notifications or safety forms, for example).
* Some checklist items are best documented or can only be documented using photographs, such as shut off valves, deploying tracking buoys, or interactions between command/general staff members. Use pictures and remember to label them with the credit item number/letter combination they are associated with.
* Only documents developed during the drill count toward credit. Documents created before or after the drill are not a demonstration of your plan and cannot be used for drill credit; for example, a pre-canned 201 form.
* Blocking out personal information such as phone numbers and email addresses is acceptable.
* If it is handwritten and is not legible, we may have to call you about it.
* Documentation should be scanned copies or photographs of documents, not originals. Electronic copies are preferred to reduce waste.
* A minimum of three lessons learned is required – this is to improve your plan.

**Note:** Not all credits in the Evaluation Checklist can be obtained through out of state drills. The credit explaination will identify which credits are available and gives brief description of the credit item. A credit availability cross reference table can be found on the last page of this document.

##

## 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.

**Credit:** Yes. Vessel plan holders will differ from facility plan holders; both must follow contingency plans for Washington State. Pictures or documents are necessary for credit. Please label pictures. Include a copy of the notification form from your contingency plan, including times and who was notified. An ICS 214 form may also be used to document notificaitons.

### [ ]  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.

**Credit**: No. Primary contractors are different persons than those in Washington State.

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

[ ]  Observed OR [ ]  Verified documentation and [ ]  Verified with EMD.

**Credit**: No. For an out of state spill, notifications to Washington government agencies would likely not occur.

## [ ]  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.

**Credit**: Yes. The Incident Command Staff and Primary Response Contractors must be the same as those listed in the Washington State section of the Contingency Plan. Documentation is required (ICS 203). *Provide the overall number and source of personnel participating in the drill. Include drill sign in sheet (ICS Form 211) or ICS Form 205A Communications List, with positions.* *A completed ICS 201 may also be submitted in leiu of the other documents.*

### [ ]  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.

**Credit:**  No. The Regional/National “Away” teams should be familiar with Washington geography, response considerations, facilities, and local response team members.

## [ ]  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.**

***Credit:*** *Yes. As long as the field document follow Washington State appendices in the plan holder’s contingency plan. Photo or electronic copy preferred.*

### [ ]  3.2 Initial Site Safety addressed following plan procedures.

**[ ]**  Air monitoring documented.

**[ ]** Documentation developed (hazard worksheet).

[ ]  Briefing observed.

**Credit:** Yes. Include initial Site Safety form from the contingency plan, filled out completely with air monitoring documentation and pictures of the safety briefing. All documentation and pictures are required. (Plan specific safety documents, ICS 208). Please label pictures.

### [ ]  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.

**Credit:** Yes. Include ICS Form 201, (could include an ICS Form 214), calling out initial incident assessment, initial spill trajectory and spill calculation forms. Documentation and pictures are required. (ICS 201, 209, 214, initial spill trajectory forms, initial incident assessment form). Please label pictures.

### [ ]  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.

**Credit:** No. These are specific to Washington State.

### [ ]  3.5 Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan, a Geographic Response Plan, or developed a plan for use.

**[ ]** Identified intakes in vicinity of spill/trajectory and started notifications.

**OR**

[ ]  Not applicable.

**Credit:** No. These are specific to Washington State.

### [ ]  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.

**Credit:** Yes. Entire ICS form 201 must be complete and accurate. Team members filling out the form must be the same local/internal team members from checklist item 2.1. Documentation is required.

### [ ]  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.

**Credit:** Yes. Documentation and pictures required. (ICS 201, meeting agenda, attendance roster).

### [ ]  3.8 All plan holders citing supplemental resources in their plans must demonstrate the process for activation of those resources.

* Call out resources according to the process in the plan.
* Integrate and coordinate those resources with other plan resources.

**Credit:** No. These are specific to Washington State.

### [ ]  3.9 All plan holders that cover multiple vessel companies must demonstrate an effective transition from the initial spill management team to the vessel company spill management team.

**Credit:** No. These are specific to Washington State.

## [ ]  4. Response Management: Demonstrate the ability of the response organization to operate within the response management system identified in their respective plans.

Note: Response Management checkbox is checked only after all of the Response Management components (A–K) 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).**

**[ ]**  Responsible Party Incident Commander **[ ]**  Safety Officer **[ ]**  Information Officer

**[ ]**  Liaison Officer **[ ]**  Operations Section **[ ]**  Planning Section

[ ]  Resource Unit [ ]  Situation Unit [ ]  Environmental Unit

[ ]  Documentation Unit [ ]  Logistics Section [ ]  Finance Section

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

[ ]  **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

**Credit:** No (Typically). Ecology staff must be present and observe coordination between ICS positions.

### [ ]  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.

**Credit:** Yes. ICS positions must be outlined in contingency plan and have the same authority as Washington State Unified Command positions. Include pictures and drill sign-in sheet or ICS 211, or the ICS Form 201.

#### [ ]  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.

[ ]  Worked on a unified strategic plan by incorporating input from all members of the UC.

[ ]  A process was discussed to review and sign various plans developed to support the IAP.

**Credit:**  Yes. Documentation and Pictures are required. (ICS 214’s, historian notes, picture of meeting schedule). Please label pictures.

#### [ ]  4.B3 Operational Period discussed and established.

**Credit:** Yes. Documentation is required. Include ICS Form 202, 214 or other forms that document the operational period 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).

**Credit:** Yes. Documentation is required. (include ICS 201, 202, 214’s of Unified Command).

#### [ ]  4.B5 Unified Command prepared for and participated in Press Conference.

**[ ]** Unified command attended pre-press conference meeting with Information Officer.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.B6 Dedicated historian/scribe assigned for Unified Command.

**Credit:** Yes. Documentation is required Include ICS Form 214’s or other documents.

#### [ ]  4.B7 Unified Command approved or authorized news releases and other updates to the news media through the Information Officer.

**[ ]**  Unified Command verified accuracy of press releases.

**[ ]**  Unified Command signatures were on press releases.

**[ ]**  Unified Command approved use of and policies on use of social media, such as:

* Twitter, blogs, or other.
* Videos/Interviews with subject matter experts.
* Live streaming events

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

### [ ]  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 or Incident Commander if applicable, following the NAWCP policy.

**Credit:** Yes. Documentation is required. Include Sign in sheets, ICS Form 203 or 207, and 214’s.

#### [ ]  4.C2 The JIC was established.

**[ ]** JIC prepared a media communication plan.

* JIC developed a cycle for continuing release of information.
* JIC used Northwest Area Contingency plan JIC manual.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.C3 News releases and Social Media Tools

**[ ]**  News releases were published as requested by Unified Command or Incident Commander.

**[ ]** JIC prepared initial unified command news release

**[ ]** JIC requested social media policy approval by UC, if applicable.

[ ]  JIC made effective use of social media and followed UC policies on use of social media:

* Website, Twitter, blogs, Facebook, Flickr, or other.
* Videos/Interviews with subject matter experts.
* Live streaming events
* Information releases were accurate.

**Credit:** Yes. Documentation is required. Include a copy of press releases and social media documentation).

#### [ ]  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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  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.
* Liaison officer or designee.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.C6 Information Officer attended meetings as appropriate.

**Credit:** Yes. Documentation and pictures are required. Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this. Please label pictures.

### [ ]  4.D Liaison:

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

#### [ ]  4.D1 Liaison Officer (LOFR) designated.

**[ ]**  Liaison Officer was a government representative.

**OR**

[ ]  Government representative invited but not present.

**OR**

[ ]  Other individual designated by Unified Command or Incident Commander if applicable, following the NWACP policy.

**Credit:** Yes. Documentation and pictures are required. Include sign in sheet, ICS 203 or 207 and 214’s. Please label pictures.

#### [ ]  4.D2 Liaison function was established.

[ ] Coordinated with applicable sections, units, and command staff positions as applicable.

[ ]  Identified Contact Lists for Elected Officials, Agencies, Tribes, Community Leaders.

**Credit:** No (Typically). Ecology staff must be present and observe coordination between ICS positions.

#### [ ]  4.D3 Liaison provided timely information to Elected Officials, Agencies, Tribes, Community Leaders.

**Credit:**  No. Local officials should be from Washington State.

#### [ ]  4.D4 Developed a Liaison Plan.

* Plan provided for continuing release of information to Liaison contacts.
* Liaison used Northwest Area Contingency Plan Liaison manual.

**Credit:** No. Public concern should involve Washington State.

#### [ ]  4.D5 Liaison Officer attended meetings as appropriate.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

### [ ]  4.E Safety: Demonstrate the ability to monitor all field operations and ensure compliance with federal and state safety regulations.

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

#### [ ]  4.E1 Safety Officer (SOFR) designated.

**Credit:** Yes. Documentation and pictures are required. Include sign in sheet, ICS 203 or 207 and 214’s. Please label pictures.

#### [ ]  4.E2 Ensured safety plan was developed in a timely manner in accordance with the contingency plan and meeting federal and state regulatory requirements.

**[ ]** The plan covers all operations of the response, and responding personnel, including as applicable:

* Source control
* Night operations,
* Salvage and marine firefighting
* Containment, recovery, shoreline protection strategies
* Disposal and storage operations
* Mechanical recovery, dispersants and in situ burning,
* Wildlife recovery and rehabilitation
* Responder and community air monitoring
* Advisories for worker and population protection
* Equipment maintenance and decontamination operations.

**[ ]**  Developed in writing, or described during a meeting the plan to ensure proper communication to field staff beyond timeframe of drill.

**[ ]** Coordinated with other Sections on tactics.

**Credit:** No. Washington State WISHA laws and regulations are not applicable in other states.

#### [ ]  4.E3 Safety plan approved by the Unified Command and communicated to appropriate field staff.

* Unified Command signature on Safety Plan
* Plan not completed but detailed appropriate to tactics.(if plan complete but signature not acquired, provide explanation)

**Credit:** No. Washington State WISHA laws and regulations are not applicable in other states.

#### [ ]  4.E4 Safety Officer attended meetings as appropriate.

**Credit:** Yes. Include sign in sheets for the meetings or pictures of each meeting. Please label pictures.

General Staff

### [ ]  4.F Operations Section: Demonstrate the ability to coordinate or direct operations related to the implementation of response and contingency plans developed by the UC.

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.

**Credit**: Partial; first box yes, second box no. Include ICS Form 203 or 207,and 214’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 appropriate for oils that may sink or submerge.

[ ]  Tactics on the ICS 215s covered all operational incident objectives.

**Credit:** Yes. All plans and forms must follow contingency plan. Documentation and pictures are required. Include photos of or scanned copies of ICS 215’s, ICS Form 203 or 207, 209, 234, 204’s and 214’s.

(ICS 203, 207, 209, 234, 204’s, 214’s). Please label pictures.

#### [ ]  4.F3 Operations Section staff developed a plan to provide aircraft support for all elements of the response including operational support, environmental assessments, logistical transports and other UC/JIC/Liaison needs.

**[ ]**  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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.F4 Operations Section staff coordinated with the Planning Section on the following strategies, if appropriate for plan holder and scope of the drill.

* Salvage and firefighting operations.
* Develop division boundaries.
* GRPs and GRP revisions, ad hoc shoreline booming strategies..
* Shoreline Cleanup Assessment Teams and shoreline cleanup teams.
* Disposal and sampling plans and logistics.
* Enhanced mechanical recovery and alternate technologies.

**Credit:**  No (Typically). Ecology staff must be present and observe coordination between ICS positions.

#### [ ]  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, or contracted vessels of opportunity (if applicable).

**Credit:**  No (Typically). Ecology staff must be present and observe coordination between ICS positions.

#### [ ]  4.F6 Operations Section staff coordinated with the Planning Section to ensure situation status displays were accurate.

**Credit:** No (Typically). Ecology staff must be present and observe coordination between ICS positions.

#### [ ]  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.

**Credit:** No (Typically). Ecology staff must be present and observe coordination between ICS positions.

#### [ ]  4.F8 Operations Section Chief attended meetings as appropriate.

**Credit:** Yes. Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this. Please label pictures.

#### [ ]  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.

**Credit:** No (Typically). Ecology staff must be present and observe coordination between ICS positions.

### [ ]  4.G 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. The Wildlife Branch checkbox (G) is checked only after all of the Wildlife components are obtained.

#### [ ]  4.G1 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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.G2 Plan holder assisted with Wildlife Branch activities, as appropriate to the drill design and following the contingency plan.

* Develop plan for reconnaissance/wildlife surveys.
* Develop an oiled-bird response plan including staging location for equipment.
* Develop an oiled-marine mammal response plan.
* Deploy oiled wildlife response equipment.
* Establish wildlife carcass collection protocols and coordinate with the development of the waste management plan.
* Identify oiled wildlife personnel support needs including permitted handler.
* Coordinate wildlife planning with Safety.
* Coordinate wildlife response information and activities with the JIC and Planning Section including hotline numbers and use of volunteers.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

### [ ]  4.H Planning Section: Demonstrate the ability to consolidate the various concerns of the members of the UC into joint planning recommendations and to develop support for tactical plans for the Operations Section.

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

#### [ ]  4.H1 Planning Section was established following the contingency plan.

**[ ]**  Planning Section staffed appropriately for scope of drill.

**[ ]** Planning Section Chief trained in ICS, Northwest Area ContingencyPlan, and GRP’s.

**[ ]** Worked on a unified strategic plan by incorporating input from all members of the UC.

**Credit:** Partial; first and third box yes, second box no. Include ICS Form 203 or 207, and 214’s.

#### [ ]  4.H2 Planning Section staff utilized the appropriate tools.

* Contingency plan.
* Northwest Area ContingencyPlan.
* Geographic Response Plans, most current version.
* ESI Maps.

**Credit:** No.

#### [ ]  4.H3 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.

**Credit:** Yes - partial. Documentation and pictures are required. No credit on 2nd box. (Pictures of meeting schedule posted, ICS 202, Sign in sheet). Please label pictures.

#### [ ]  4.H4 Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled meetings.

**Credit:** Yes. Documentation and pictures are required. Include sign in sheets for the meetings or pictures of each meeting. ICS 230 or 214 forms could also be used to show this. Please label pictures.

#### [ ]  4.H5 Prepared meeting room displays as needed or handouts 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.

**Credit:** Yes. Documentation and pictures are required. Include sign in sheet, pictures of every meeting, agendas. Please label pictures.

#### [ ]  4.H6 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

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.H7 Developed, maintained, and posted a master list of all resources involved the incident including check-in, status, current location, assignment.

**Credit:** Yes. Documentation and pictures are required. Include pictures of situation status changed throughout the day, IAP software screenshots, resource list posted on situation board and provide master resource list. Please label pictures.

#### [ ]  4.H8 Documented all operational and support aspects of the response and provided detailed records of decisions and actions taken.

**[ ]** Documentation flow and process established and communicated to Sections.

**[ ]** Reviewed all documentation for signature, correct operational period, and incident name.

**Credit:** Yes. Provide all documents for the duration of the drill. If an IAP is developed provide it. All documents will be reviewed for accuracy and completeness. If documents are inaccurate or incomplete, no credit will be given.

### [ ]  4.I 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 (I) is checked only after all of the Environmental components are obtained.

#### *[ ]* 4.I1Unit 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.

**Credit:** No. NWACP procedures are specific and unique to Washington State.

#### [ ]  4.I2 Plan holder assisted state/federal agency staff with the following core Environmental Unit activities, as appropriate to the drill design and following the contingency plan.

* 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.
* Coordinated with Safety, Operations, JIC and Liaison planning for community air monitoring.

**Credit:** No. NWACP procedures are specific and unique to Washington State.

### [ ]  4.J Logistics Section: Demonstrate the ability to provide the necessary support of both the short‐term and long‐term action plans.

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

#### [ ]  4.J1 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.

**Credit:** Partial; first box yes, second box no. Include sign in sheets for the meetings or pictures of each meeting.

#### [ ]  4.J2 Resource ordering process established.

[ ]  Informed the Command and General staff on the process.

[ ]  Established signature authority.

**Credit:** Yes. Documents and pictures are required. Include notes from meetings, command & general staff notes, ICS Form 214, 213’s and command and general staff meeting notes. Include a photo of a document describing the ordering process, if applicable. Please label pictures.

#### [ ]  4.J3 Developed, maintained, and posted an incident Radio Communications Plan (ICS Form 205) and Communications List (ICS Form 205a).

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J4 Developed a Medical Plan that encompasses all areas of the response.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J5 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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J6 Provided personnel for all elements of the response, as applicable.

[ ]  Command post staffing, day and night shift.

[ ]  Field staffing, day and night shift.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J7 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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J8 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.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J9 Developed a plan to provide ground support/traffic plan including vehicle maintenance, fueling, and parking.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J10 Developed a plan to provide support for all response vessels including vessel maintenance, fueling, and berthing.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.J11 Logistics Section Chief attended meetings as appropriate.

**Credit:** Yes. Documentation is required. Include sign in sheets for the meetings or pictures of each meeting. ICS 230, 213 or 214 forms could also be used to show this. (ICS 203, Sign in sheets, 214’s).

### [ ]  4.K Finance Section: Demonstrate the ability to document the daily expenditures of the organization and provide cost estimates for continuing operations.

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

#### [ ]  4.K1 Finance section established following contingency plan.

**Credit:** Yes. Include ICS Form 203 or 207, and 214’s.

[ ]  **4.K2** Finance is able to provide a cost estimate (burn rate) if requested.

**Credit:** No. These credits items (Typically) can only be achieved through a WCD.

#### [ ]  4.K3 Compensation and claims numbers established, and information distributed.

**Credit:** Yes. Documentation is required. Include documentation establishing the claims number, ICS 213’s and how information was distributed.

## Summary:

As always, we appreciate your efforts to protect Washington’s waters.

|  |
| --- |
| **Out of State Drill Credit Cross reference:** **\* indicates partial credit\***-Please refer to each credit item in the checklist for specifics |
| **Credits Available** |  | **Credits NOT Available** |
| 1.1 |  | 1.2 | 4.F7 |
| 2.1 |  | 1.3 | 4.F9 |
| 3.1 |  | 2.2 | 4.G1 |
| 3.2 |  | 3.4 | 4.G2 |
| 3.3 |  | 3.5 | \*4.H1\* |
| 3.6 |  | 3.8 | 4.H2 |
| 3.7 |  | 3.9 | \*4.H3\* |
| 4.B1 |  | 4.A1 | 4.H6 |
| 4.B2 |  | 4.A2 | 4.I1 |
| 4.B3 |  | 4.B5 | 4.I2 |
| 4.B4 |  | 4.B7 | \*4.J1\* |
| 4.B6 |  | 4.C2 | 4.J3 |
| 4.C1 |  | 4.C4 | 4.J4 |
| 4.C3 |  | 4.C5 | 4.J5 |
| 4.C6 |  | 4.D2 | 4.J6 |
| 4.D1 |  | 4.D3 | 4.J7 |
| 4.E1 |  | 4.D4 | 4.J8 |
| \*4.F1\* |  | 4.D5 | 4.J9 |
| 4.F2 |  | 4.E2 | 4.J10 |
| 4.F8 |  | 4.E3 | 4.K2 |
| \*4.H1\* |  | \*4.F1\* |  |
| \*4.H3\* |  | 4.F3 |  |
| 4.H4 |  | 4.F4 |  |
| 4.H5 |  | 4.F5 |  |
| 4.H7 |  | 4.F6 |  |
| 4.H8 |  |  |  |
| \*4.J1\* |  |  |  |
| 4.J2 |  |  |  |
| 4.J11 |  |  |  |
| 4.K1 |  |  |  |
| 4.K3 |  |  |  |