

3000 OPERATIONS

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**OPERATIONS SECTION DIAGRAM
FIGURE 3000A**

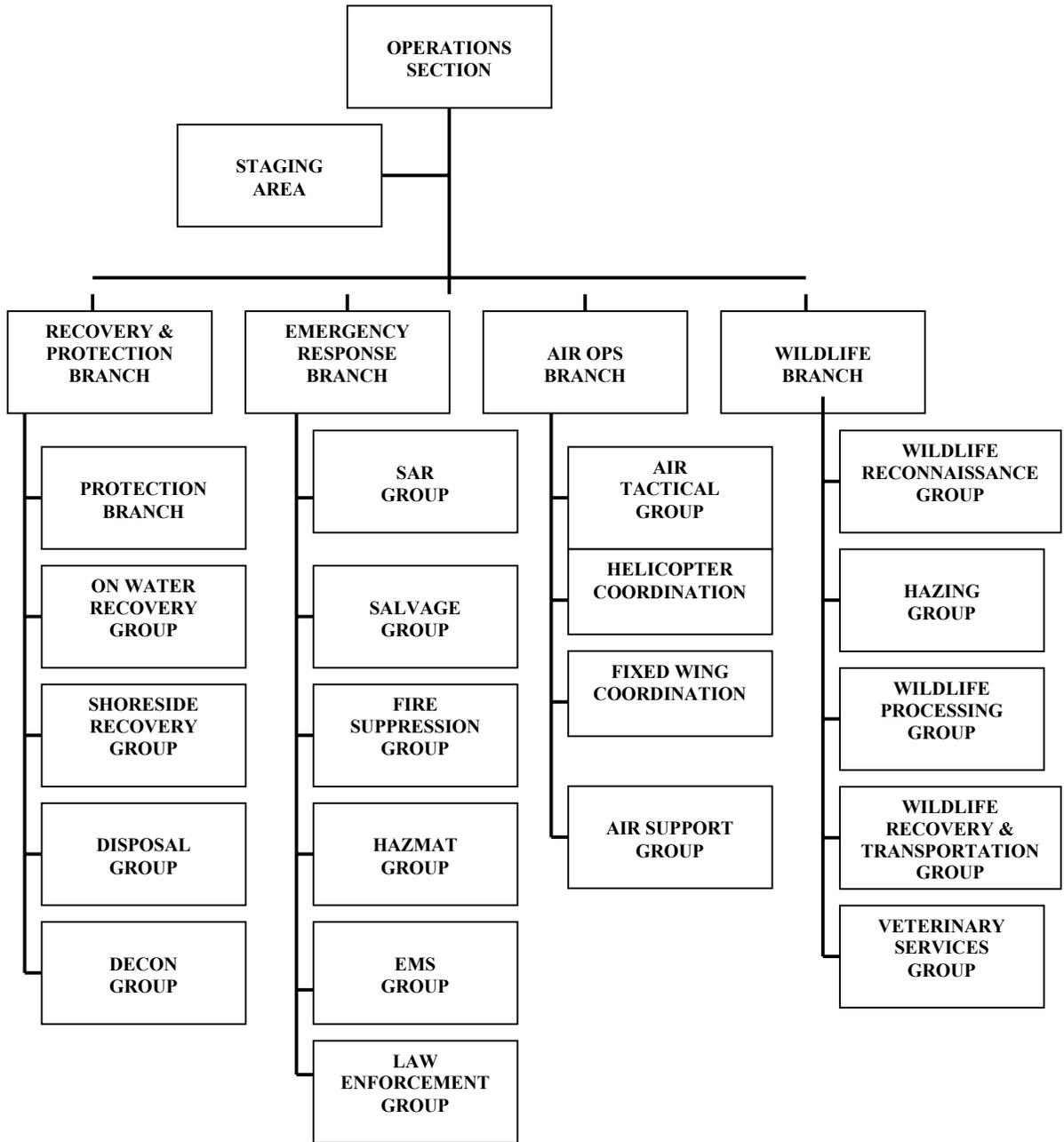
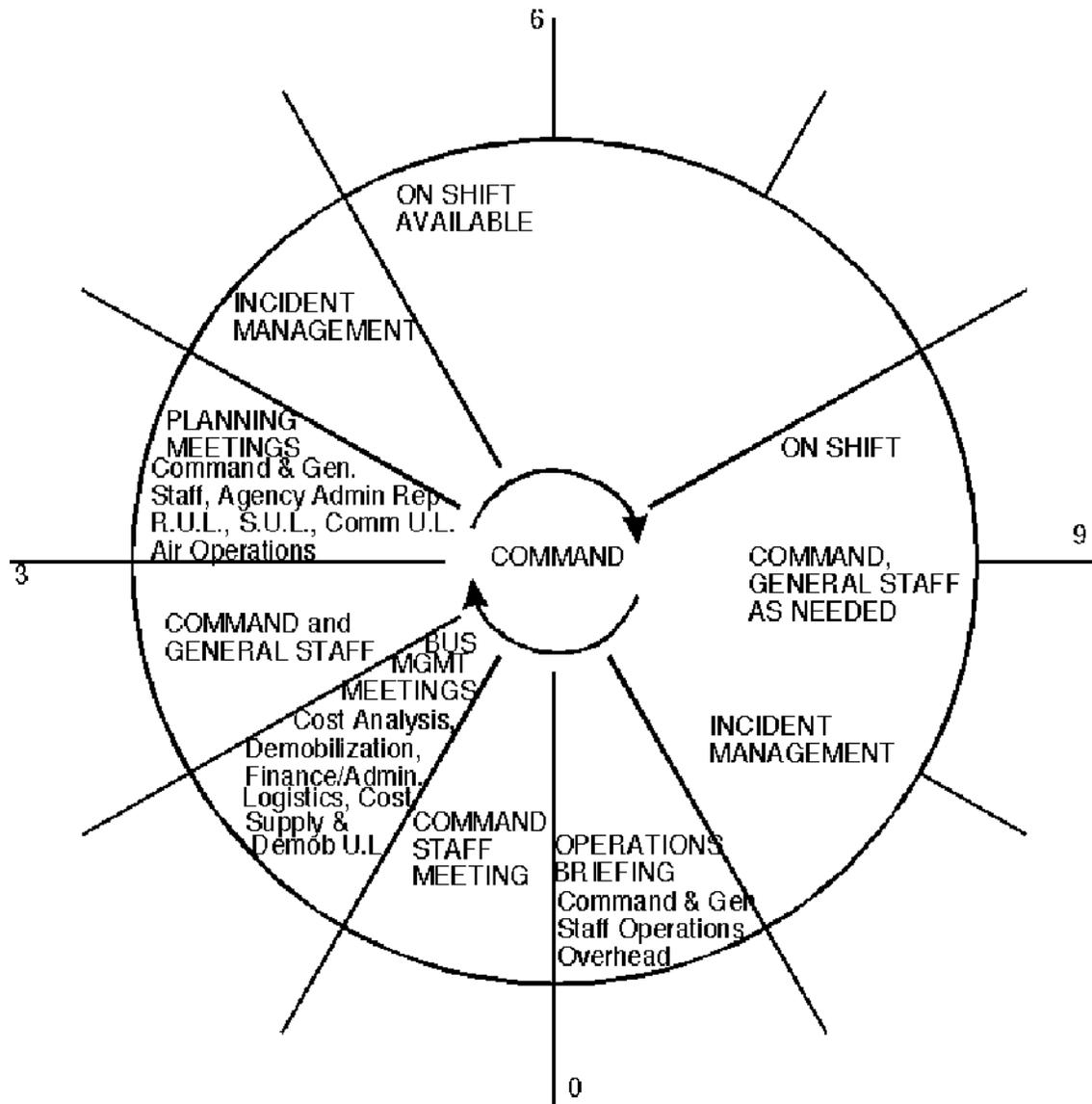


Figure 3000b: Command and General Staff Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period

ABBREVIATIONS & ACRONYMS

Agency Admin Rep:	Agency Administrator Representative
Bus. Mgmt:	Business Management
Comm. U.L.:	Communications Unit Leader
Finance/Admin:	Finance/Administration
R.U.L.:	Resources Unit Leader
S.U.L.:	Situation Unit Leader
Supply & Demob. U.L.	Supply & Demobilization Unit Leader

3100 OPERATIONS SECTION ORGANIZATION

Responsible for all operations directly applicable to the primary mission. Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander (IC/UC). Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch. The IC/UC will determine the need for a separate Operations Section at an incident or event. Until Operations is established as a separate Section, the IC/UC will have direct control of tactical resources.

3200 ROLES AND RESPONSIBILITIES

3210 Operations Section Chief

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plans as necessary, and reports such to the Incident Commander. There is only one Operations Section Chief for each operational period. That person is normally (but not always) from the jurisdictional or agency which has the greatest involvement either in terms of resources assigned or area of concern.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3211 Staging Area Manager

Under the Operations Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging areas.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3212 Branch Director

The Branch Directors when activated, are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3213 Division/Group Supervisor

The Division and/or Group Supervisor reports to the Operations Section Chief or Branch Director when activated. The supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the division/group, and reporting on progress of control operations and status of resources within the division/group.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3220 Air Operations Branch / Director

If established separately at an incident, Air Operations will be activated at the Branch level within the Operations Section. Usually this is done on incidents which may have complex needs for the use of aircraft in both tactical and logistical operations.

The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The Incident Action Plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the Incident Action Plan is approved, air operations is responsible for implementing its strategic aspects, those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection. Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities including target selection, or suggested modifications to specific tactical actions in the Incident Action Plan, are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3221 Air Tactical Group / Supervisor

The Air Tactical Group Supervisor is primarily responsible for the coordination and scheduling of aircraft operations intended to locate, observe, track, survey, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3221.1 Helicopter Coordination / Coordinator

The Helicopter Coordinator is primarily responsible for the coordination of all tactical or logistical helicopter missions while in flight over the mission. The Helicopter Coordinator is also responsible for the coordination and scheduling of helicopter operations intended to locate, observe, track, surveill, or report on the incident situation. The Helicopter Coordinator coordinates the application of dispersants, in-situ burning agents and bio-remediation agents. The Helicopter Coordinator reports to the Air Tactical Group Supervisor.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3221.2 Fixed Wing Coordination / Coordinator

The Fixed Wing Coordinator is primarily responsible for the coordination of assigned airborne fixed-wing aircraft operations at the incident. The Fixed Wing Coordinator is also responsible for the scheduling of fixed wing operations intended to locate, observe, track, surveill, or report on the incident situation. The Fixed Wing Coordinator coordinates the application of dispersants, in-situ burning agents, and bio-remediation agents. The Fixed Wing Coordinator reports to the Air Tactical Group Supervisor.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3222 Air Support/Tactical Group / Supervisor

The Air Tactical Group Supervisor is primarily responsible for the coordination and scheduling of aircraft operations intended to locate, observe, track, surveil, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3230 Recovery and Protection Branch / Director

The Recovery and Protection Branch Director is responsible for overseeing and implementing the protection, containment and cleanup activities established in the Incident Action Plan. The Recovery and Protection Branch Director reports to the Operations Section Chief.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3231 Protection Group / Supervisor

Under the Recovery and Protection Branch Director, the Protection Group Supervisor is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces and single resources.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3232 On Water Recovery Group / Supervisor

Under the Recovery and Protection Branch Director, the On Water Recovery Group Supervisor is responsible for managing on water recovery operations in compliance with the Incident Action Plan. The Group may be further divided into teams, task forces and single resources.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3233 Shore Side Recovery Group / Supervisor

Under the Recovery and Protection Branch Director, the Shore side Recovery Group Supervisor is responsible for managing shore side cleanup operations in compliance with the Incident Action Plan. The group may be further divided into Strike Teams, Task Forces and single resources.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3234 Disposal Group / Supervisor

Under the Recovery and Protection Branch Director, the Supervisor of the Disposal Group Supervisor is responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting,

and disposing of waste materials. Depending on the size and location of the spill, the disposal groups may be further divided into teams, task forces, and single resources.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3235 Decon Group / Supervisor

Under the Recovery and Protection Branch Director, the Decontamination Group Supervisor is responsible for decontamination of personnel and response equipment in compliance with approved statutes.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3240 Emergency Response Branch / Director

The Emergency Response Branch Director is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3241 Emergency Notifications

NOTIFICATION OF SPILL INCIDENT

A substantial spill of oil usually has a responsible party (RP) who is aware that the discharge has occurred (as in the case of a vessel grounding or collision, or a tank or pipeline rupture at a facility, for example). The party responsible for a discharge of oil into the navigable waters of the United States is required by federal law (40 CFR Part 302) to immediately report the discharge to the Coast Guard; and if the discharge occurs within the waters of the state of California, by state law to report it to the state. Responsible parties meet their requirement under federal law by reporting the spill to the National Response Center or to the local Coast Guard Marine Safety Office. State law requires the report to be made to the Office of Emergency Services. However, reports of oil spills (usually smaller ones) are often made by persons other than the responsible party directly to the local Coast Guard MSO or to the NRC. The diagram below depicts the ways that the initial notification of an oil spill can be received, and the notification protocol that exists among the federal and state principals.

NRC USCG 1-800-424-8802

CA OES 1-800-852-7750

If Possible: Local USCG MARINE SAFETY OFFICE

San Francisco Bay 510-437-3073

LA/LB 562-980-4444

San Diego 619-683-6500

Information to be collected and passed as part of the notification procedure is listed on the Incident Information Form. The minimum information required to be passed is indicated by an asterick (*) on the form. The form designates responsibility and ensures accountability for the notification of other federal and state agencies and non-profit/public interest groups. The intent is to show the chain of responsibility for notifications, rather than a specific notification check off list intended for use by all parties. No attempt has been made to represent the complete notification lists used by state and local government emergency contacts.

NOTIFICATION TABLE*

FEDERAL

AGENCY/GROUP

RESPONSIBLE FOR NOTIFYING:

CG MSO (SF, LA, SD)

USCG Pacific Strike Team **415-883-3311(24hr)**

CA OES **800-852-7750 (24hr)**

CA DFG/OSPR **916-323-0716 (24 hr)**

CG PACAREA/D11 OPCEN **510-437-3700 (24hr)**

NOAA SSC **800-759-8888/ PIN 579-8818 (24 hr)**

USCG Public Affairs **510-437-3324**

PIAT **252-331-6000**

USCG Group/Airsta Humboldt Bay **707-839-6116 (24hr)**

USCG Group San Francisco **415-399-3417/3530 (24hr)**

USCG Group/MSO LA/LB **562-980-4444 (24hr)**

USCG Activities San Diego **619-295-3121 (24hr)**

For additional Federal contacts see section 5610

STATE OF CALIFORNIA

AGENCY/GROUP

RESPONSIBLE FOR NOTIFYING:

CA OES

CA EPA, Dept. of Toxic Substance Control
24 hr 800-825-7550

CALTRANS **510-286-0315 (24hr)**

California Highway Patrol (CHP) **707-648-5550 (24hr)**

** Other agencies as prescribed by state notification system

County OES

County Health Department(s) (or designated local emergency contact)

County Fire Department(s)

County & City Police Department(s)

Harbormaster(s)/Port Authority(s)

**** Other agencies and groups as prescribed by county notification system**

**** owners/operators/trustees of property or facilities potentially impacted Harbormaster(s)/Fisherman's Organization(s) Port Authority(s)**

For additional State of California contacts see section 5620

OSPR

International Bird Rescue Research Center
(IBRRC) **510-841-9086 (24hr)**

State Interagency Oil Spill Committee
(SIOSC) Confidential Notification List

U.S. Fish & Wildlife Service
(appropriate field office)

Farallones Nat'l Marine Sanctuary **415-556-3509**

National Park Service/GGNRA **415-556-4462 (24hr)**

IBRRC Marine Mammal Center **415-289-7325 (24hr)**
Regional Water Quality Control Board **800-852-7550**

CA Dept. of Parks & Recreation **800-548-1432 (24hr)**

CA Coastal Commission **415-904-5250**

CA State Lands Commission **800-852-7550 (24hr)**

For additional State of California contacts see section 5620

Wildlife Contacts

Marine Mammal Center **415-289-7325 (24hr)**

Pacific Wildlife Care Center **(805-489-0411)**

Marine Mammal Center Friends of the Sea Otter
408-373-2747 (9am-5pm)
408-726-1750 (after 5pm)

Center for Marine Conservation **408-375-4509**

Friends of the Sea Otter
Save Our Shores **408-462-5560 (day)**
408-423-5063 (after hrs.)

**This table is intended to show possible notifications. It is not a detailed notification checklist.*

3242 Search and Rescue Group / Director

Under the direction of the Emergency Response Branch Director, the SAR Group Supervisor is responsible for prioritization and coordination of all Search and Rescue missions directly related to a specific incident.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3243 Salvage Group / Supervisor

Under the direction of the Emergency Response Branch Director, the Salvage Group Supervisor is responsible for coordinating and directing all salvage activities related to the incident.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3244 Fire Suppression Group / Supervisor

Under the direction of the Emergency Response Branch Director, the Fire Suppression Group Supervisor is responsible for coordinating and directing all fire fighting activities related to the incident.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3245 Hazardous Materials Group / Supervisor

The HAZMAT Group Supervisor is responsible for coordinating and directing all hazardous materials activities related to the incident.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3246 Emergency Medical Services Group / Supervisor

Under the direction of the Emergency Response Branch Director, the Medical (EMS) Group Supervisor is responsible for coordinating and directing all emergency medical services related to the incident.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3247 Law Enforcement Group / Supervisor

Under the direction of the Emergency Response Branch Director, the Law Enforcement Group Supervisor is responsible for coordinating and directing all law enforcement activities, related to the incident, which may include, but not limited to isolating the incident, crowd control, traffic control, evacuations, beach closures and/or perimeter security.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3250 Wildlife Branch Director

(Also refer to **Section 9710 Wildlife Plan**)

The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating early aerial, ground, and on-water reconnaissance of the wildlife at the spill; employing wildlife hazing measures; and recovering and rehabilitating impacted wildlife. A wildlife processing center should be established and maintained for: veterinary services, treatment and rehabilitation of oiled wildlife, storage and other support needs. The Branch Director will coordinate operations with the Oiled Wildlife Care Network (OWCN). The activities of private wildlife care groups, including those employed by the responsible party, will be overseen and coordinated by the Wildlife Branch Director.

Refer to the Field Operations Guide (FOG) for position responsibilities.

3251 Wildlife Reconnaissance Group Supervisor

The Wildlife Reconnaissance Group Supervisor, under the direction of the Wildlife Branch Director, is responsible for coordinating reconnaissance surveys of wildlife at the spill site and in areas potentially at risk from the spill. The group supervisor will establish and supervise as many units as necessary to survey the spill area from the air, boat, and shoreline. Operational activities and results will be reported to the Wildlife Branch Director and the Situation Unit Leader (Planning Section).

3251.1 Aerial Survey Unit Leader

The Aerial Survey Unit Leader under the direction of Wildlife Reconnaissance Group Supervisor is responsible for coordinating and conducting aerial reconnaissance surveys of wildlife at the spill site and of those potentially at risk from the spill.

3251.2 Boat Survey Unit Leader

The Boat Survey Unit Leader under the direction of the Wildlife Reconnaissance Group Supervisor is responsible for coordinating and conducting water based reconnaissance surveys of wildlife at the spill site and of those potentially at risk to the spill.

3251.3 Shoreline Survey Unit Leader

The Shoreline Survey Unit Leader under the direction of Wildlife Reconnaissance Group Supervisor is responsible for carrying out shoreline reconnaissance surveys of wildlife at the spill site and of those potentially at risk to the spill..

3252 Hazing Group Supervisor

The Wildlife Hazing Group Supervisor under the direction of the Wildlife Branch Director is responsible for minimizing wildlife impact and losses during spill responses. The deployment of acoustic, visual, or other wildlife hazing measures shall be authorized in the Incident Action Plan. All activities, status and location of wildlife and hazing operations shall be reported regularly to the Wildlife Branch Director and the Situation Unit Leader (Planning Section).

3253 Recovery and Transportation Group Supervisor

Under the direction of the Wildlife Branch Director, the Wildlife Recovery Group Supervisor is responsible for the search and recovery of dead and live impacted wildlife and transporting them to processing/rehabilitation center(s). The supervisor is responsible for arranging transportation of live oiled wildlife to rehabilitation centers and the transportation of dead wildlife to a secure storage facility. This group should coordinate with Situation Unit (Planning Section) in conducting surveys of wildlife in the

vicinity of the spill. The establishment of several strike teams or task forces will likely be necessary to survey the entire spill area.

3254 Processing Group Supervisor

The Wildlife Processing Group Supervisor under the direction of the Wildlife Branch Director is responsible for establishing and maintaining central wildlife processing center(s) for receiving and documenting all impacted wildlife collected, dead or alive. The group supervisor will establish and direct the operations of the Wildlife Intake Unit and the Wildlife Impact Documentation Unit.

3254.1 Intake Unit Leader

The Wildlife Intake Unit Leader under the direction of the Wildlife Processing Group Supervisor is responsible for processing and documenting all impacted wildlife collected whether dead or alive. Duties may include: logging in and handling impacted wildlife; maintaining chain-of-custody; collecting pertinent information regarding an animal's condition and degree of oiling; photographing animals; and evidence tagging. Standardized forms and procedures should be used at all times.

3254.2 Wildlife Impact Documentation Unit Leader

The Wildlife Impact Documentation Unit Leader under the direction of the Wildlife Processing Group Supervisor is responsible for maintaining and reporting information on wildlife collected. Documentation shall include (at least) date and location of collection, captured live or dead, species, numbers of animals, and disposition. Duties may also include maintaining and reporting information collected by field reconnaissance units.

3255 Veterinary Services Group Supervisor

Under the direction of the Wildlife Branch Director, the Veterinary Services Group Supervisor is responsible for establishing and maintaining the Wildlife Rehabilitation Center(s). The supervisor is responsible for receiving oiled wildlife, processing wildlife into the system by recording essential information on live and dead wildlife intake forms, collecting necessary feather and tissue samples from live animals, conducting triage, stabilization, treatment and rehabilitation of oiled wildlife. The supervisor is responsible for assuring appropriate transportation to established treatment centers for oiled animals requiring extended care and treatment. May be same as OWCN Response Director.

3255.1 OSPR/OWCN Bird Unit Leader

The OSPR/OWCN Bird Unit Leader under the direction of the Veterinary Services Group Supervisor is responsible for receiving live oiled birds requiring extended care and treatment at established treatment centers, recording essential medical information, conducting triage, stabilization, treatment, and rehabilitation of oiled birds.

3255.2 OSPR/OWCN Pinniped Unit Leader

The OSPR/OWCN Pinniped Unit Leader under the direction of the Veterinary Services Group Supervisor is responsible for receiving live oiled pinnipeds requiring extended care and treatment at established treatment centers, recording essential medical information, conducting triage, stabilization, treatment, and rehabilitation of oiled pinnipeds.

3255.3 OSPR/OWCN Sea Otter Unit Leader

The OSPR/OWCN Sea Otter Unit Leader under the direction of the Veterinary Services Group Supervisor is responsible for receiving live oiled sea otters requiring extended care and treatment at an established treatment center, recording essential medical information, conducting triage, stabilization, treatment, and rehabilitation of oiled sea otters.

3300 INITIAL EMERGENCY COMMUNICATION

Initial Emergency Communications should be set up as needed and in accordance with Section 5300 (Communications).

3400 REQUIRED CORRESPONDENCE

3410 Federal Letters and Reports

3411 Notice of Federal Interest (CG-5169)

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.a.

3412 Notice of Federal Assumption

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.d.

3413 Letter of Designation

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.

3414 Situation/Pollution Reports Guidance (SITREP/POLREP)

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.6.b.(1).

The POLREP format can be found in Volume VII of the Marine Safety Manual, Figure 7-7.

3415 OSC Report

OSC Reports will be submitted as required by the RRT or at the discretion of the OSC for a particular incident as stated in 40 CFR 300.165.

3420 State Letters and Reports

3421 Cleanup and Abatement Orders

A Clean Up and Abatement Order can be issued by the State. It would include information such as:

“Any person who discharges oil into marine waters, upon order of the administrator, shall do all of the following:

- (1) Clean up the oil.
- (2) Abate the effects of the discharge.
- (3) In the case of a threatened discharge, take other necessary remedial action.

Upon failure of any person to comply with a cleanup or abatement order, the Attorney General or a district attorney, at the request of the administrator, shall petition the superior court for that county for the issuance of an injunction requiring the person to comply with the order. In any such suit, the court shall

have jurisdiction to grant a prohibitory or mandatory injunction, either preliminary or permanent, as the facts may warrant.” (Government Code Section 8670.62)

3422 Cease and Desist Orders

When the administrator determines that any person has undertaken, or is threatening to undertake, any activity or procedure that (1) requires a permit, certificate, approval, or authorization under this chapter, without securing a permit, or (2) is inconsistent with any of the permits, certificates, rules, regulations, guidelines, or authorizations, previously issued or adopted by the administrator, or (3) threatens to cause or substantially increases the risk of unauthorized discharge of oil into the marine waters of the state, the administrator may issue an order requiring that person to cease and desist. (Government Code Section 8670.69.4)

3500 TACTICAL RESPONSE PRIORITIES Refer to Section 4410

3600 TACTICAL RESPONSE STRATEGIES Refer to Section 4600