

NEAR-SHORE PROTECTION GROUP SUPERVISOR JOB AID

Position: Near-shore Protection Group Supervisor

Section: Operations Section

Mission:

To implement portions of the Incident Action Plan prepared by the Environmental Unit and Shore Cleanup and Assessment Unit (Planning) pertaining to near-shore protection (pre-oiling) such as booming of sensitive shores and retrieval of mobile oil.

Duties:

- Report to the Protection And Recovery Branch Director for situation briefing and assist in identifying equipment, services, and personnel requirements for shore protection.
 - Identify leaders for field crews and inform them of their responsibilities.
 - Review assignment lists (ICS 204).
 - Coordinate activities with other operational groups.
 - Assign specific work tasks to strike team/task force leaders.
 - Inform all leaders of reporting relationships, communication procedures, and safety requirements.
 - Prepare equipment acquisition forms for additional equipment and/or personnel.
 - Prepare shift-rotation schedules, de-briefing meetings, and crew logs for strike team/task force leaders.
 - Participate in developing branch plans for next operational period.
 - Submit situation and resource status information to branch director.
 - Report special occurrences or events such as accidents or sickness.
 - Address logistics issues for the transportation, feeding, and care of field workers.
 - Maintain unit/activity log (ICS form 214)
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