

Cascading Response Personnel Training Guidance Document

Informal Guidance for Certified Spill Management Teams

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Guidance Document Purpose and Scope

The Office of Spill Prevention and Response (OSPR) is adopting new regulations (14 CCR § 830.1-11) establishing a program to certify spill management teams (SMTs) listed in industry contingency plans. In accordance with legislative direction, the regulations establish standards for SMT response capacities, including training and qualifications for SMT personnel. A full SMT consists of initial response personnel who can arrive within 8 hours, as well as cascading response personnel who can arrive within 24 hours to manage an oil spill response. This document provides guidance regarding the qualifications of cascading response personnel on a certified SMT. For additional guidance and summary documents, please visit OSPR's [SMT web site](#).

The regulations establish a set of requirements that applies to all cascading response personnel, as well as requirements that are specific to each incident command system (ICS) position and scaled by tier (§ 830.5(j)-(l); see § 830.3(c) for tier descriptions). The requirements for all cascading response personnel include ICS-300 and its prerequisites¹, familiarity with applicable agency and industry contingency plans, annual refreshers, triennial participation in California², and the ability to independently demonstrate the competencies, behaviors, and tasks associated with their designated ICS positions (see § 830.5(i)). Additional requirements are included for each position and tier, and requirements for cascading personnel on Tier I and II certified SMTs include position-specific training courses. Experience managing real incidents may substitute for the required courses, and the equivalent experience is quantified separately for each ICS position and tier.

In response to requests from the regulated community for greater detail and clarification regarding training requirements for cascading response personnel, this document provides summaries of the tiered requirements for each ICS position, as well as details about position-specific training courses that are equivalent to agency-administered National Incident Management System (NIMS) courses. It also lists the major responsibilities that personnel filling each ICS position must be able to independently demonstrate. This document does not establish novel standards for either the position-specific training courses or the major responsibilities of qualified personnel. Instead, the descriptions of training courses and major responsibilities are derived directly from the Federal Emergency Management Administration's [National Preparedness Course Catalog](#) and the United States Coast Guard's [Incident Management Handbook](#), respectively. The information from these documents has been abridged for brevity and ease of review. This document is intended to provide general guidance only.

¹ Prerequisites to ICS-300 are: IS-100 Introduction to Incident Command System; IS-200 Basic Incident Command System for Initial Response; IS-700 An Introduction to the National Incident Management System; IS-800 An Introduction to the National Response Framework

² This requirement applies only to the minimum number of personnel required on a team (12, 20, and 8 personnel for Tiers I, II, and III, respectively; see § 830.4(a)(1)(D), (a)(2)(D), and (a)(3)(D)) to avoid undue burdens on teams that maintain large reserves of personnel.

Incident Commander Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Incident Commanders (IC) for each tier. The training track includes formal ICS courses and participation as IC in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Deputy IC during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none">ICS-300 and prerequisitesICS-400ICS-410 Advanced IC, E/L 950 NIMS ICS All-Hazards Position Specific IC, or equivalentParticipation as IC in RWCS exercise or 12 hours as IC or Deputy IC in Type 3 incidents	<ul style="list-style-type: none">IC or Deputy IC for 120 hours in Type 3 incidents OR150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none">ICS-300 and prerequisitesICS-410 Advanced IC, E/L 950 NIMS ICS All-Hazards Position Specific IC, or equivalentParticipation as IC in RWCS exercise or 12 hours as IC or Deputy IC in Type 4 incidents	<ul style="list-style-type: none">IC or Deputy IC for 84 hours of Type 4 incidents OR120 hours of Type 4 and 5 incidents combined
III	<ul style="list-style-type: none">ICS-300 and prerequisitesParticipation as IC in RWCS exercise or 12 hours as IC or Deputy IC in Type 4 or 5 incidents	<ul style="list-style-type: none">IC or Deputy IC for 60 hours of Type 4 or 5 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of an effective Incident Commander. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 30 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify position-specific resource materials for the position of Incident Commander.
- Describe how to lead and manage an Incident Management Team (IMT) through an understanding of the interactions between the Incident Commander and the individual members of the IMT.

- Describe the Incident Commander's responsibilities in IMT administration and readiness.
- Identify the components of a typical Incident Commander Go-Kit.
- Describe the purpose and function of command, agency oversight, support, and coordination as they relate to incident management and the role of the Incident Commander.
- Describe command and coordination structures from the Incident Commander's standpoint.
- Describe the considerations and procedures an Incident Commander should follow to ensure effective and safe transfer of command.
- Describe effective communication practices for addressing audiences internal and external to the management of an incident.
- Define a leader's intent, priorities, incident objectives, strategies, and tactics as they are utilized by the Incident Commander for effective incident management.
- Describe the Incident Commander's responsibilities for the various plans and meetings in which he or she participates.
- Describe the staffing responsibilities and considerations of the Incident Commander.
- Describe how the Incident Commander can identify and manage a special situation that occurs within an incident.
- Describe the agreements that the Incident Commander may encounter while managing incidents.
- Describe effective personal documentation practices for the position of Incident Commander.
- Describe the role and responsibilities of the Incident Commander as they pertain to the demobilization process.

Incident Commander Major Responsibilities

An Incident Commander on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Obtain a briefing from the prior IC (ICS 201).
- Determine incident objectives and general direction for managing the incident.
- Establish priorities.
- Establish an appropriate ICS organization.
- Establish an ICP.
- Brief Command Staff and Section Chiefs.
- Ensure planning meetings are scheduled as required.

- Approve and authorize the implementation of an Incident Action Plan.
- Approve the Site Safety and Health Plan (ICS 208).
- Ensure that adequate safety measures are in place.
- Establish the incident specific Critical Information Requirements (CIR) and time criticality of the information.
- Coordinate activity for all Command and General Staff.
- Identify and coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees and volunteers.
- Authorize release of information to the news media.
- Ensure Incident Status Summary (ICS 209) is completed and forwarded to appropriate higher authority.
- Order the demobilization of the incident when appropriate.
- Maintain Unit Log (ICS 214) and forward to Documentation Unit Leader (DOCL) for disposition.

Safety Officer Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Safety Officers (SOFR) for each tier. The training track includes formal ICS courses and participation as SOFR in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Assistant SOFR during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-404 SOFR, E/L 954 NIMS ICS All-Hazards Position Specific SOFR, or equivalent • Participation as SOFR in RWCS exercise or 12 hours as SOFR or ASOFR in Type 3 incident 	<ul style="list-style-type: none"> • SOFR or Assistant SOFR for 120 hours in Type 3 incidents OR • 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-404 SOFR, E/L 954 NIMS ICS All-Hazards Position Specific SOFR, or equivalent • Participation as SOFR in RWCS exercise or 12 hours as SOFR or ASOFR in Type 4 incident 	<ul style="list-style-type: none"> • SOFR or Assistant SOFR for 84 hours of Type 4 incidents
III	<ul style="list-style-type: none"> • ICS-300 and prerequisites • Participation as SOFR in RWCS exercise or 12 hours as SOFR or ASOFR in Type 4 incident 	<ul style="list-style-type: none"> • SOFR or Assistant SOFR for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of a Safety Officer. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 28.75 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Demonstrate the duties, responsibilities, and capabilities of an effective Safety Officer.
- Identify the position-specific resource materials for the position of Safety Officer.
- Explain the Occupational Safety & Health Administration (OSHA) regulations as they relate to response operations.

- Explain the role and responsibilities of the Safety Officer in assuming the position and creating an attitude of safety on an incident.
- Identify the information that the Safety Officer must obtain when beginning work on an incident and potential source for obtaining that information.
- Contrast between a hazard and a safety risk.
- Identify techniques used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention.
- Develop an ICS Form 215A, Incident Action Plan Safety Analysis, given a scenario.
- Create an ICS Form 208, Site Safety and Control Plan.
- Apply multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and Safety Briefings.
- Explain the Safety Officer's interactions with the Logistics Section (and its various units) to ensure that personnel needs are safely met.
- Identify common unsafe actions, operations, situations, and safety risks during an incident.
- Explain the Safety Officer's responsibility in managing accidents and special situations that may occur during an incident.
- Explain the Safety Officer's role in disbanding the Safety Unit during incident demobilization and closeout.

Safety Officer Major Responsibilities

A Safety Officer on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Ensure an incident-specific Health and Safety Plan, required by 29 CFR 1910.120, is developed specifically for the incident response. The Site Safety and Health Plan (ICS 208) is a tool designed to assist in meeting the requirements of a Health and Safety Plan under 29 CFR 1910.120.
- Participate in Tactics and Planning Meetings, and other meetings and briefings as required.
- Identify hazardous situations associated with the incident.
- Review the IAP for safety and occupational health implications.
- Provide safety and occupational health advice in the IAP for assigned responders.
- Use Risk Based Decision Making methodologies to conduct Operational Risk Management for the incident.
- Develop and implement intervention measures to prevent unsafe acts.

- Stop observed or reported unsafe acts. (Seek guidance and clarity from the IC/UC on the scope and limitation of authority.)
- Investigate accidents that have occurred within the incident area and determine if new safety and occupational health measures are needed.
- Identify, communicate, and document safety, occupational, and environmental health hazards, needs, and concerns.
- Track and report accidents, injuries, and illnesses.
- Support reporting of accidents and mishaps.
- Ensure all contractors and volunteers hired/brought in, meet and are aware of appropriate safety/health training levels, the Incident Health and Safety Plan, and safety/health measures to achieve the response strategies. (A translator may be needed to achieve this goal.)
- Identify the need for and assign deputies, assistants, and Technical Specialists (THSP) as needed.
- Review and provide input to the Medical Plan (ICS 206).
- Review and provide input to the traffic plan, if developed, for both land and vessel traffic.
- Develop the IAP Safety Analysis (ICS 215a) to document hazards as well as mitigation strategies.
- Serve as the IC/UC representative in meetings with federal, state, or local occupational safety and health authorities and stakeholders.
- Brief Command on safety and occupational health issues and concerns.
- Ensure that all required organization forms, reports, and documents are completed prior to demobilization.
- Have debriefing session with the IC prior to demobilization.
- Maintain Unit Log (ICS 214) and forward to DOCL for disposition.

Assistant Public Information Officer Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Assistant Public Information Officers (APIO) for each tier. The training track includes formal ICS courses and participation as PIO or APIO in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation.

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-403 PIO, E/L 952 NIMS ICS All-Hazards Position Specific PIO, or equivalent • Participation as PIO or APIO in RWCS exercise or 12 hours as PIO or APIO in Type 3 incident 	<ul style="list-style-type: none"> • PIO or Assistant PIO for 120 hours in Type 3 incidents OR • 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-403 PIO, E/L 952 NIMS ICS All-Hazards Position Specific PIO, or equivalent • Participation as PIO or APIO in RWCS exercise or 12 hours as PIO or APIO in Type 4 incident 	<ul style="list-style-type: none"> • PIO or Assistant PIO for 84 hours of Type 4 incidents
III	<ul style="list-style-type: none"> • ICS-300 and prerequisites • Participation as PIO or APIO in RWCS exercise or 12 hours as PIO or APIO in Type 4 incident 	<ul style="list-style-type: none"> • PIO or Assistant PIO for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of a Public Information Officer. Although certified spill management teams are required to have personnel to fill the APIO rather than the lead PIO position, a qualified APIO should have a complete understanding of the function and responsibilities of a lead PIO. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 31 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify position-specific resource materials for the position of Public Information Officer.
- Describe the role and importance of the Public Information Officer position in incident operations, especially as it pertains to initial incident operations.

- Describe the fundamentals of information operations during incident management.
- Develop a communications strategy for disseminating incident information.
- Explain the importance of effective media relations, including social media, and the role of the Public Information Officer in developing and maintaining such relationships.
- Describe the roles and responsibilities of Public Information Officers.
- Describe how the Public Information Officer may establish and leverage effective community relations.
- Describe the role of the Public Information Officer as it pertains to handling special situations within incidents.
- Describe how Public Information Officers can keep themselves, and those they escort and work with, safe in the incident environment.
- Define the Public Information Officer's roles and responsibilities during incident transition and demobilization.

Assistant Public Information Officer Major Responsibilities

An Assistant Public Information Officer on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Determine from the IC if there are any limits on information release.
- Assist in developing the media strategy and public information plan.
- Advise the IC/UC on all public information matters relating to the incident.
- Assist in developing material for use in media briefings.
- Assist in obtaining IC/UC approval of media releases.
- Assist in informing media and conducting media briefings.
- Monitor and utilize social media as approved by the IC/UC.
- Assist in arranging tours, interviews, and briefings.
- Assist in coordinating information sharing and distribution with the Liaison Officer (LOFR).
- Assist in the development of the Information Management Plan.
- Assist in managing the Joint Information Center (JIC) if established.
- Assist in evaluating the need to establish JICs at additional site locations.
- Obtain media information that may be useful to incident planning.
- Assist in maintaining current information summaries and/or displays on the incident and provide this information to assigned personnel.
- Assist in briefing Command on PIO issues and concerns.

- Assist in coordinating with the Environmental Unit Leader (ENVL) and LOFR to address media and stakeholder risk perceptions and obtain technical content for external messages.
- Ensure that all required organization forms, reports, and documents are completed prior to demobilization.
- Have debriefing session with the IC prior to demobilization.
- Maintain Unit Log (ICS 214) and forward to DOCL for disposition.

Assistant Liaison Officer Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Assistant Liaison Officer (ALOFR) for each tier. The training track includes formal ICS courses and participation as LOFR or ALOFR in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation.

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-402 LOFR, E/L 956 NIMS ICS All-Hazards Position Specific LOFR, or equivalent • Participation as LOFR or ALOFR in RWCS exercise or 12 hours as LOFR or ALOFR in Type 3 incident 	<ul style="list-style-type: none"> • LOFR or Assistant LOFR for 120 hours in Type 3 incidents OR • 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-402 LOFR, E/L 956 NIMS ICS All-Hazards Position Specific LOFR, or equivalent • Participation as LOFR or ALOFR in RWCS exercise or 12 hours as LOFR or ALOFR in Type 4 incident 	<ul style="list-style-type: none"> • LOFR or Assistant LOFR for 84 hours of Type 4 incidents
III	<ul style="list-style-type: none"> • ICS-300 and prerequisites • Participation as LOFR or ALOFR in RWCS exercise or 12 hours as LOFR or ALOFR in Type 4 incident 	<ul style="list-style-type: none"> • LOFR or Assistant LOFR for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of a Liaison Officer. Although certified spill management teams are required to have personnel to fill the ALOFR rather than the lead LOFR position, a qualified ALOFR should have a complete understanding of the function and responsibilities of a lead LOFR. The course should include exercises, simulations, and discussions to enable students to process and apply their new

knowledge. It must be at least 13 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify the position-specific resource materials for the position of LOFR.
- Explain the roles and responsibilities of the LOFR as a member of the Command Staff.
- Explain the roles and responsibilities of an Agency Representative.
- Explain the roles and responsibilities of the Liaison Officer with regards to Stakeholders.
- Explain types of communication and work-location requirements for a given incident.
- Identify the process and relevant parties involved in incident information flow, including the role of Assistant Liaison Officers.
- Identify the Liaison Officer's contributions to the NIMS incident action planning process.
- Explain the proper steps to follow in the event of a special situation.
- Identify the demobilization process as it relates to the duties of the LOFR.

Assistant Liaison Officer Major Responsibilities

An Assistant Liaison Officer on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Assist in coordination of the liaison network, including Agency Representatives (AREP) and state, tribal, and local governments.
- Assist in maintaining a list of Assisting and Cooperating AREPs, including name, agency, and contact information. Monitor check-in sheets daily to ensure that AREPs are identified.
- Assist in establishing and coordinating interagency contacts.
- Participate in Command and General Staff Meetings, Planning Meetings, Operations Briefings, and other meetings and briefings as required.
- Assist in the development of the Information Management Plan.
- Assist in developing the stakeholder coordination plan, including periodic public meeting schedules, if needed.
- Implement the Information Management Plan.
- Keep organizations supporting the incident response aware of incident status.
- Assist in arranging consultations with federally recognized tribes as appropriate.

- Monitor incident operations to identify current or potential intra-organizational problems.
- Assist in determining the need for a Volunteer Coordinator (Note: If there are a significant number of volunteers the Volunteer Coordinator will transition to become the Volunteer Unit Leader under the Planning Section Chief.)
- Assist in coordinating response resource needs for Natural Resource Damage Assessment (NRDA) activities with the Operations Section Chief (OSC) during oil spill and hazardous substance release responses.
- Assist in coordinating with PIO on media and stakeholder communications about risk perceptions.
- Assist in coordinating information sharing and distribution with the PIO.
- Assist in coordinating with PIO to develop and implement social media strategy by providing input on social media uses and interface with stakeholders and the public.
- Assist in coordinating with the ENVL to address stakeholder and public risk perceptions by assessing pollutant/hazard situation and obtaining technical content for stakeholder engagement.
- Assist in coordinating activities of visiting dignitaries.
- Ensure that all required organization forms, reports, and documents are completed prior to demobilization.
- Have debriefing session with the IC prior to demobilization.
- Assist in maintaining Unit Log (ICS 214) and forward to DOCL for disposition.

Operations Section Chief Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Operations Section Chief (OSC) for each tier. The training track includes formal ICS courses and participation as OSC in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Deputy OSC during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-430 OSC, E/L 958 All-Hazards Position Specific OSC, or equivalent • Participation as OSC in RWCS exercise or 12 hours as OSC or Deputy OSC in Type 3 incidents 	<ul style="list-style-type: none"> • OSC or Deputy OSC for 120 hours in Type 3 incidents OR • 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-430 OSC, E/L 958 All-Hazards Position Specific OSC, or equivalent • Participation as OSC in RWCS exercise or 12 hours as OSC or Deputy OSC in Type 4 incidents 	<ul style="list-style-type: none"> • OSC or Deputy OSC for 84 hours of Type 4 incidents OR • 120 hours of Type 4 and 5 incidents combined
III	<ul style="list-style-type: none"> • ICS-300 and prerequisites • Participation as OSC in RWCS exercise or 12 hours as OSC or Deputy OSC in Type 4 incidents 	<ul style="list-style-type: none"> • OSC or Deputy OSC for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of an effective Operations Section Chief. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 22 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify the position-specific resource materials for the position of Operations Section Chief.
- Describe how to gather, organize, communicate, and share information necessary to perform as an Operations Section Chief.

- Describe the purpose of the Strategy, Tactics, and Planning Meetings and the Operations Section Chief's roles and responsibilities in developing the Operational Planning Worksheet (ICS Form 215) and the Incident Action Plan.
- Describe the principles of supervision, delegation, and communication as they relate to the position of the Operations Section Chief.
- Identify key strategies for managing and adjusting the Operations Section.
- Describe the Operations Section Chief's role in developing and maintaining relations with people internal and external to the ICS Team.
- Describe the Operations Section Chief's roles and responsibilities for risk assessment and safety management.
- Describe the need and process for contingency planning for an all-hazards incident.
- Describe the Operations Section Chief's roles and responsibilities for demobilization.

Operations Section Chief Major Responsibilities

An Operations Section Chief on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Obtain briefing from IC.
- Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.
- Supervise Operations Section field personnel.
- Implement the IAP for the Operations Section.
- Evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources as necessary.
- Ensure the Resources Unit Leader (RESL) is advised of changes in the status of resources assigned to the Operations Section.
- In coordination with the SOFR, ensure that Operations Section personnel execute work assignments while following approved safety practices.
- Monitor the need for and request additional resources to support operations as necessary.
- Assemble and/or demobilize Branches, Divisions, Groups, and task force/strike teams as appropriate.
- Identify and use staging areas.
- Evaluate and monitor the current situation for use in next operational planning period.
- Convert operational incident objectives into strategic and tactical options, which may be documented on a Work Analysis Matrix (ICS 234).

- Coordinate and consult with the Planning Section Chief (PSC), SOFR, Marine Transportation System Recovery Unit Leader (MTSL), THSPs, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.
- Identify kind, type, and number of resources required to support selected strategies.
- Determine the need for any specialized resources.
- Divide work areas into manageable units.
- Implement air space de-confliction plans as required.
- Determine the need for an Air Branch Director.
- Request Captain of the Port (COTP) Safety or Security Zone or FAA Temporary Flight Restriction declaration around/over the incident response zone when warranted.
- Develop work assignments and allocate tactical resources based on strategic requirements using the Operational Planning Worksheet (ICS 215).
- Coordinate the development of the Operational Planning Worksheet (ICS 215) with the SOFR to mitigate safety risks.
- Participate in the planning process and the development of the tactical portions of the IAP, including the Assignment List (ICS 204) and Air Operations Summary (ICS 220).
- Review and approve final ICS 204(s) prior to IAP approval.
- Assist with development of long-range strategic, contingency, and demobilization plans.
- Develop recommended list of Operations Section resources to be demobilized and initiate recommendation for release when appropriate.
- Receive and implement applicable portions of the incident Demobilization Plan.
- Participate in operational briefings to incident management team (IMT) members as well as briefings to the media and visiting dignitaries.
- Maintain Unit Log (ICS 214) and forward to DOCL for disposition.

Planning Section Chief Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Planning Section Chief (PSC) for each tier. The training track includes formal ICS courses and participation as PSC in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Deputy PSC during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-440 PSC, E/L 962 All-Hazards Position Specific PSC, or equivalent • Participation as PSC in RWCS exercise or 12 hours as PSC or Deputy PSC in Type 3 incidents 	<ul style="list-style-type: none"> • PSC or Deputy PSC for 120 hours in Type 3 incidents OR • 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> • ICS-300 and prerequisites • ICS-440 PSC, E/L 962 All-Hazards Position Specific PSC, or equivalent • Participation as PSC in RWCS exercise or 12 hours as PSC or Deputy PSC in Type 4 incidents 	<ul style="list-style-type: none"> • PSC or Deputy PSC for 84 hours of Type 4 incidents OR • 120 hours of Type 4 and 5 incidents combined
III	<ul style="list-style-type: none"> • ICS-300 and prerequisites • Participation as PSC in RWCS exercise or 12 hours as PSC or Deputy PSC in Type 4 incidents 	<ul style="list-style-type: none"> • PSC or Deputy PSC for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of an effective Planning Section Chief. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 25 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify position-specific resource materials for the position of Planning Section Chief.
- Describe the function of the Planning Section and the roles and responsibilities of the Planning Section Chief.³
- Describe the function of the Resources Unit and the roles and responsibilities of the Resources Unit Leader (RESL).
- Describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader (SITL).
- Describe the information gathered from the initial meetings, briefings, and documents.
- Describe the purpose, timing, and structure of each of the meetings, briefings, and documents in the Operational Period Planning Cycle.
- Identify key strategies for interacting with members of the Planning Section, members of the IMT, and personnel outside of the IMT.
- Describe the responsibilities of the Documentation Unit and Demobilization Unit Leaders.

Planning Section Chief Major Responsibilities

A Planning Section Chief on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Collect, process, display, and disseminate incident information.
- Assist OSC in the development of response strategies.
- Supervise preparation of the IAP.
- Facilitate planning meetings and briefings.

³ The course objectives listed in this document are drawn directly from the FEMA course catalog, which does not address the roles and responsibilities of the Environmental Unit Leader. A PSC on a certified SMT must be capable of leading a Planning Section that includes all units activated for an oil spill response, including the Environmental Unit.

- Supervise the tracking of incident personnel and resources through the Resources Unit.
- Assign personnel already on-site to ICS organizational positions as appropriate.
- Oversee information management processes and plans, including the development and approval of the Information Management Plan.
- Ensure the accuracy of all information being produced by Planning Section Units with special attention to IC/UC CIRs and their reporting requirements.
- Support information requirements and reporting schedules for Planning Section Units (e.g., Resources Unit and Situation Unit).
- Establish special information collection activities as necessary (e.g., weather, environmental, and toxics).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Keep IMT apprised of any significant changes in incident status.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., traffic, medical, communications, and site safety) into the IAP.
- Develop other incident supporting plans (e.g., salvage, transition, and security).
- Maintain Unit Log (ICS 214) and forward to DOCL for disposition.

Logistics Section Chief Training Guidance

Training and Experience Track Summary

The table below summarizes the training courses for Logistics Section Chief (LSC) for each tier. The training track includes formal ICS courses and participation as LSC in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Deputy LSC during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none"> ICS-300 and prerequisites ICS-450 LSC, E/L 967 All-Hazards Position Specific LSC, or equivalent Participation as LSC in RWCS exercise or 12 hours as LSC or Deputy LSC in Type 3 incidents 	<ul style="list-style-type: none"> LSC or Deputy LSC for 120 hours in Type 3 incidents OR 150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none"> ICS-300 and prerequisites ICS-450 LSC, E/L 967 All-Hazards Position Specific LSC, or equivalent Participation as PSC in RWCS exercise or 12 hours as LSC or Deputy LSC in Type 4 incidents 	<ul style="list-style-type: none"> LSC or Deputy LSC for 84 hours of Type 4 incidents OR 120 hours of Type 4 and 5 incidents combined
III	<ul style="list-style-type: none"> ICS-300 and prerequisites Participation as LSC in RWCS exercise or 12 hours as LSC or Deputy LSC in Type 4 incidents 	<ul style="list-style-type: none"> LSC or Deputy LSC for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of an effective Logistics Section Chief. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 30 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify the position-specific resource materials for the position of Logistics Section Chief.
- Describe the responsibilities of the Logistics Section Chief in relationship to the responsibilities of Unit Leaders within the Section.
- Describe how the responsibilities of the Facilities Unit Leader support the overall goals of unit.

- Describe how the responsibilities of the Ground Support Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Supply Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Food Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Medical Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Communications Unit Leader support the overall goals of unit.
- List the priorities of the Logistics Section Chief upon initial activation, describing how the Logistics Section Chief translates these priorities into action.
- Describe considerations in activating, briefing, and assessing the capabilities of each Unit.
- Identify the Logistics Section Chief's coordination and communication with the Command and General Staff.
- Identify techniques for successfully managing personnel and demobilizing the Logistics Section.

Logistics Section Chief Major Responsibilities

A Logistics Section Chief on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Organize the Logistics Section.
- Assign work locations and work tasks to Section personnel.
- Notify the Planning Section/Resources Unit of activated Logistics Section Units, including names and locations of assigned personnel.
- Assemble and brief Logistics Branch Directors and Unit Leaders.
- Participate in the planning process.
- Determine and supply immediate incident resource and facility needs.
- Coordinate and process requests for additional resources.
- In conjunction with Command, develop and advise all Sections of the IMT resource request process, the resource approval process, and use of Resource Request form (ICS 213-RR).
- Develop resource ordering process with Finance Section Chief (FSC).
- Review proposed tactics for upcoming operational period to ensure ability to provide resources and logistical support.

- Advise Command and other Section Chiefs on resource availability to support incident needs.
- Identify long-term service and support requirements for planned and expected operations.
- Oversee development of the Communications Plan (ICS 205), Medical Plan (ICS 206), Transportation Plan and Traffic Plan, as required.
- Provide input to the Information Management Plan.
- Identify logistical resource needs for incident contingencies.
- Determine the type and amount of resources ordered and en route to include reporting of status/location.
- Advise Section Chiefs on resource limitations, constraints, and appropriateness.
- Advise on current service and support capabilities.
- Participate in Business Management Meeting with the FSC.
- Request and/or set up expanded ordering processes as appropriate to support incident.
- Recommend Logistics Section resources to be demobilized and prioritize release order.
- Provide Logistics Section requirements to be included in the Demobilization Plan to Demobilization Unit Leader (DMOB).
- Receive and implement applicable portions of the incident Demobilization Plan.
- Maintain Unit Log (ICS 214) and forward to DOCL for disposition.

Finance Section Chief

Training and Experience Track Summary

The table below summarizes the training courses for Finance Section Chief (FSC) for each tier. The training track includes formal ICS courses and participation as FSC in a reasonable worst-case spill (RWCS) exercise, or the equivalent experience that may substitute for exercise participation. Note that personnel trained as an alternate may claim credit for participation as Deputy FSC during an exercise (see § 830.5(m)).

Tier	Training Track	Equivalent Experience
I	<ul style="list-style-type: none">ICS-300 and prerequisitesICS-460 FSC, E/L 973 All-Hazards Position Specific FSC, or equivalentParticipation as FSC in RWCS exercise or 12 hours as FSC or Deputy FSC in Type 3 incidents	<ul style="list-style-type: none">FSC or Deputy FSC for 120 hours in Type 3 incidents OR150 hours in Type 3 and 4 incidents combined
II	<ul style="list-style-type: none">ICS-300 and prerequisitesICS-460 FSC, E/L 973 All-Hazards Position Specific FSC, or equivalentParticipation as FSC in RWCS exercise or 12 hours as FSC or Deputy FSC in Type 4 incidents	<ul style="list-style-type: none">FSC or Deputy FSC for 84 hours of Type 4 incidents OR120 hours of Type 4 and 5 incidents combined
III	<ul style="list-style-type: none">ICS-300 and prerequisitesParticipation as FSC in RWCS exercise or 12 hours as FSC or Deputy FSC in Type 4 incidents	<ul style="list-style-type: none">FSC or Deputy FSC for 60 hours of Type 4 incidents

Position-specific Course Overview

The position-specific course should provide students with a robust understanding of the duties, responsibilities, and competencies of an effective Finance Section Chief. The course should include exercises, simulations, and discussions to enable students to process and apply their new knowledge. It must be at least 18 hours in length and be led by an instructor, whether in a classroom or through a virtual platform.

Course Objectives

- Identify position-specific resource materials for the position of Finance Section Chief.
- Explain the information collection and distribution methods of an effective Finance Section Chief.
- Explain the roles and responsibilities of a Finance Section Chief as they apply to planning, supervision, and coordination.
- Identify key strategies for interacting with personnel internal and external to the Incident Management Team.

- Explain the Finance Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan.

Finance Section Chief Major Responsibilities

A Finance Section Chief on a certified spill management team must be capable of independently demonstrating the major responsibilities associated with the position. The major responsibilities listed below are drawn from the United States Coast Guard's [Incident Management Handbook](#).

- Review Common Responsibilities (see page 24 of this document).
- Participate in incident planning meetings and briefings as required.
- Review operational plans and provide alternatives where financially appropriate.
- Manage all financial aspects of an incident.
- Identify all funding sources and ceilings for the response operation.
- Provide financial and cost analysis information, as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance Section.
- Fill supply and support needs.
- Meet with Assisting and Cooperating AREPs, as needed.
- Maintain daily contact with each organization(s) administrative headquarters on Finance matters.
- Coordinate with the RESL to ensure that all personnel time records are accurately completed.
- Transmit information to home agencies according to policy.
- Provide financial and administrative input to demobilization planning.
- Brief organization administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.
- Receive and implement applicable portions of the incident Demobilization Plan.
- Participate in Business Management Meeting with the LSC.
- Actively manage incident funds, differentiating between the various funding sources used to carry out response activities.
- Ensure that financial recording software is open and access to the accounting line is established for the incident.
- Ensure that obligations are entered in financial recording software.
- Conduct Finance Section status meetings as required.
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.

Common Responsibilities

- Receive assignment from your organization, which includes the following information:
 - Job assignment (e.g., designation or position)
 - Brief overview of type and magnitude of incident
 - Travel instructions including reporting location and reporting time
 - Communication instructions (e.g., radio frequency)
- Prior to departure:
 - Monitor incident related information from the media, if available.
 - Assess personal Go-Kit and equipment readiness.
 - Review the IMH, applicable job aid(s), standard operating procedures (SOPs), regional and local plans, and other relevant documentation.
- Upon arrival at the incident:
 - Check in at the designated location.
 - Upon check-in, receive briefing from Incident Commander (IC), Section Chief, Unit Leader, or Branch Director as appropriate.
 - Acquire work materials.
 - Participate in IMT meetings as appropriate.
 - Comply with all safety practices and procedures, and report unsafe conditions. to your immediate supervisor and the SOFR.
 - If relieving someone, obtain a briefing from that person.
 - Determine status of unit activities.
 - Determine resource needs.
 - Order additional unit staff as appropriate.
 - Confirm dispatch and estimated time of arrival of staff and supplies.
 - Provide the Supply Unit Leader (SPUL) with a list of supplies to be replenished.
 - Assign duties to and supervise staff.
 - Maintain accountability for assigned personnel with regard to exact location(s), personal safety, and welfare at all times, especially when working in or around incident response operations.
 - Understand assigned communication methods and procedures for area of responsibility (AOR).
 - Support the collection and reporting of situational information.
 - Review and adhere to the information management plan, if developed.
 - Use clear text and ICS terminology in all radio communications – no codes.
 - Complete forms and reports required of assigned position.

- Maintain unit records, including a Unit Log (ICS 214).
- Ensure proper disposition of incident documentation as directed by the Documentation Unit.
- Ensure equipment is operational prior to each work period.
- Report signs and symptoms of extended incident stress, injury, fatigue, or illness for yourself or coworkers to your supervisor.
- Brief shift replacement on operation status.
- Upon notice of demobilization:
 - Respond to demobilization orders.
 - Brief subordinates regarding demobilization.
 - Supervise demobilization of unit, including storage of supplies.
 - Prepare personal belongings for demobilization.
 - Return all assigned equipment.
 - Participate in after action activities – to include sharing lessons learned.
 - Complete demobilization check-out process before returning to home unit.
 - Notify the Demobilization Unit Leader (DMOB) and home unit of your safe return.