

NATIONAL PARK SERVICE

St. Croix National Scenic Riverway

INITIAL INCIDENT ACTION PLAN (IAP)



This Initial Incident Action Plan is developed to aid in initiating a timely and effective response to spills of oil and other hazardous materials in the St. Croix National Scenic Riverway. It is intended to be used during Operational Period #1 of response only at the discretion of the Incident Commander. It is not intended to supersede the direction of the Incident Commander or eliminate the need for ongoing communication during a response.

IAP Approved by Incident Commander(s):

ORG	NAME	DATE/TIME
_____	_____	First Local IC (911, Fire Dept., County Emergency Mgr.)
_____	_____	First Responding State (MPCA or WI DNR)
_____	_____	FOSC; USCG (Vessel or facility), EPA (facility, train or other)
_____	_____	NPS Lead Representative
_____	_____	MN DNR /WI DNR Lead Representative

NPS St. Croix National Scenic Riverway INITIAL INCIDENT ACTION PLAN

EXECUTIVE SUMMARY

In order to best prepare for oil and hazardous material spills in the Saint Croix and Namekagon Rivers, an interagency team comprised of representatives from the National Park Service (NPS), the states of Minnesota and Wisconsin, other federal and local agencies, and the private sector, identified the need for a specialized planning document that would: 1) describe the roles that agencies and other entities would likely play in an incident, and 2) give responders a mechanism to help organize both in advance and during a response. This planning tool would also help multiple agencies to coordinate their operations and resources and make effective and efficient use of their personnel, supplies and time.

To help meet these needs, the enclosed Incident Action Plan (IAP) document was created. The plan has been tailored to identify the forms most likely to be used in a St. Croix National Scenic Riverway response and includes potential objectives for the Riverway as well as a detailed emergency contact list. The plan provides a concise and coherent means of capturing and communicating the overall incident priorities, objectives and strategies in the context of both operational and support activities.

The IAP was developed to aid the implementation of the Incident Command System (ICS). During an incident, the ICS emphasizes orderly and systematic planning and this document is intended to be the central tool for planning during the Operational Period #1 of response at the discretion of the Incident Commander (IC). The plan is not intended to supersede the direction or authority of the IC, or to preclude communication or flexibility in response. Incidents vary in their kind, complexity, size and requirements for detailed or written plans. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response. After the operational period #1 of an incident, it is expected that this IAP will be superseded by a response-specific IAP as needed.

The IAP was developed to be consistent with, and support, existing plans and procedures including the EPA Region 5 RCP/ACP, NPS St. Croix National Scenic Riverway Spill Response Plan, state response plans and local response plans.

TABLE OF CONTENTS

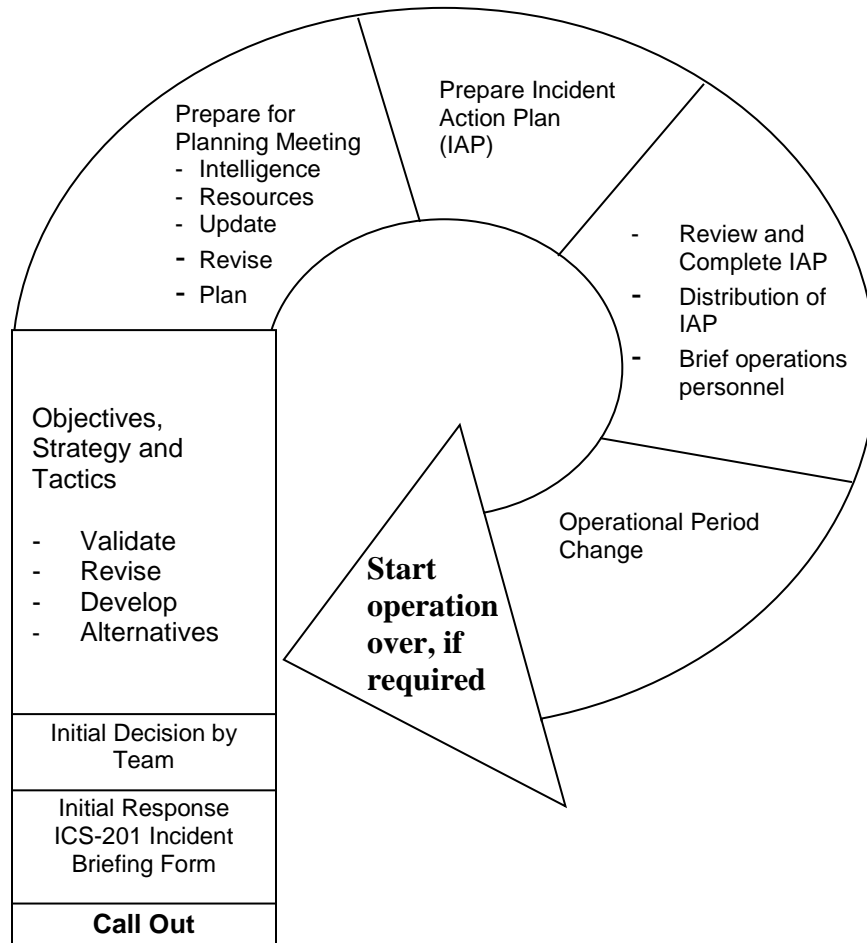
<u>Background IAP Planning “P”</u> -----	IAP-2
<u>Agency General Spill Roles and Responsibilities for the Riverway</u> -----	IAP-3
IAP Template Forms	
1. <u>Action Plan Cover Sheet</u> ----- (ICS Form 200)	IAP-6
2. <u>Incident Objectives</u> ----- (ICS Form 202)	IAP-7
3. <u>Work Analysis Matrix</u> ----- (ICS Form 234)	IAP-8
4. <u>Incident Organization Chart</u> ----- (ICS Form 207)	IAP-12
5. <u>Assignment List</u> ----- (ICS Form 204)	IAP-14
6. <u>Incident Communication Plan</u> ----- (ICS Form 205)	IAP-24
7. <u>Emergency Contact List</u> -----	IAP-25
8. <u>Medical Plan</u> ----- (ICS Form 206)	IAP-26
9. <u>Health and Safety Message</u> ----- (ICS Form 223)	IAP-27
10. <u>Unit Activity Log</u> ----- (ICS Form 214)	IAP-28

Incident Action Planning Process

In the Incident Command System (ICS), considerable emphasis is placed on developing effective Incident Action Plans (IAP). A planning process has been developed as a part of the ICS to assist planners in the development of a plan in an orderly and systematic manner. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps, which are generally appropriate for use in any incident situation. The determination of the need for written IAPs and attachments/forms is based on the requirements of the incident, and the judgment of the Incident Commander. The Planning Section Chief prepares the Incident Action Plan with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually throughout the response.

The diagram below shows the process and steps involved to develop an IAP. The IAP included in this document is intended to help guide response through the Operational Period #1 cycle of an incident on the St. Croix National Scenic Riverway.

The Planning Cycle and Daily flow of events:



NOTE: The cycle above assumes the first operational period. It can be adjusted to operational shifts of any duration.

Agency General Spill Roles and Responsibilities for St. Croix National Scenic Riverway

Agencies	General Roles and Responsibilities
Responsible Party/Facility/Industry	<p>The spiller, or responsible party (RP), has the primary responsibility to conduct spill cleanup, following the procedures listed in the facility response plan. The first response action of the RP is making notification of an incident to appropriate other responders of the incident, according to law and the RP's own response plan. The RP conducts whatever response actions are necessary and for which their personnel are trained and equipped. The RP is required to have authorized and qualified individuals available 24 hours a day to respond to a spill. The RP should also have sufficient funds available to cover the cost of pollution response to the limit of liability for the vessel or facility. As the priorities of an incident evolve, they often include off-site and environmental concerns. The RP has the lead role in responding to these concerns, under the oversight of state or federal agencies. The RP is also liable for restoring or replacing natural resources which may be injured or lost due to the spill, and should coordinate with the natural resource trustees (via the NRDAR Liaison in the IC) as part of the Natural Resource Damage Assessment & Restoration process. The RP will be represented at the command level of the response organization to represent their interests and to help coordinate assets and response actions. The RP should conduct inquiries into the cause of an incident. This is often done with the participation or oversight of state or federal agencies such as the Occupational Safety and Health Administration or Department of Transportation. The RP should conduct a critique of their response to an incident and revise prevention, preparedness, and response measures accordingly. If the responsible party does not respond properly, the On-Scene Coordinator shall take appropriate response actions and should notify the responsible party of the potential liability for federal response costs incurred by the On-Scene Coordinator pursuant to the OPA and CWA.</p>
Local Fire, Police, Sheriff & Hazmat Teams	<p>Local units of government typically have the primary role in protecting the public's safety and property from a spill through police and fire department response. During the initial stages of an incident, when life and safety issues are paramount, local officials (Fire/Police/Sheriff) will be "in charge" of the response to an incident until such time that they decide to enter into a unified command. These teams will not perform cleanup work, but will rather stabilize public safety threats during incidents and turn incidents over to responsible parties or to the state agencies (WI DNR, MPCA) for cleanup.</p>
Counties & Emergency Management	<p>During the response and recovery stages of an event, the County Emergency Management acts as a liaison between federal, state, and local units of government to promote speedy access to emergency resources and recovery funding.</p> <p>In Minnesota, Homeland Security and Emergency Management (HSEM) helps to coordinate activities before, during, and after emergencies through partnerships with local, state, federal, and private agencies. The Director of HSEM serves as the state Coordinating Officer and the Governor's Authorized Representative for all presidential declared disasters and emergencies. HSEM also organizes long-term disaster recovery efforts, coordinates local government emergency planning, authorizes use of the CAT teams, and reviews emergency operations plans for compliance. County Emergency managers work directly with HSEM and can provide Emergency Operation Centers (EOCs) and other resources.</p> <p>In Wisconsin, county emergency managers are responsible for coordinating the response and recovery activities of local/county agencies. Counties are organized within regions by Wisconsin Emergency Management (WEM), which is responsible for coordinating the response and recovery activities of state agencies (in support of county emergency managers), to include authoring the Wisconsin Emergency Response Plan (WERP).</p>
Wisconsin Department of Natural Resources (WI DNR)	<p>During a spill response, appropriate DNR staff will be contacted (local biologists, technicians, law enforcement officers, Wildlife Health, Regional Spill Coordinators, and Public Affairs) and establish a response protocol delineating specific roles and responsibilities of each program. Determine what level of response, if any, is necessary to protect and respond to potentially threatened or injured fish, wildlife, and sensitive environments. If appropriate, WDNR personnel will contact the On-Scene Coordinator (OSC) to request participation in the spill response. Local WDNR staff, along with USFWS personnel, ensures that resources at risk are clearly identified and communicated to the OSC. Participate in the ICS command structure, as necessary. The USFWS and WDNR have joint responsibilities for overseeing any activity that involves the handling of wildlife and the WDNR's Wildlife Rehabilitation Liaison will coordinate with area wildlife rehabilitators as necessary. The WDNR's Wildlife Veterinarian will provide veterinary support and expertise as necessary.</p> <p>The Department is the lead coordinating agency for Emergency Support Function 10 (Oil and Hazardous Materials) as part of the Wisconsin Response Plan. The primary responsibility of ESF 10 is to ensure that the State has a coordinated response to releases of oil and other hazardous materials that pose a threat to public health and safety and the environment. State Statute 292.11 is the enabling legislation defining the responsibility of the Department when dealing with hazardous substance release (also known as Spills Law). In order to help implement this law, the DNR spills program was established to provide technical assistance and support within the agency and to those outside the agency. Each DNR region has a spill coordinator specifically trained to help responsible parties, response agencies and other DNR staff when a spill occurs.</p> <p>If a responsible party is unable or unwilling to provide adequate response, the DNR has the authority to identify, locate, monitor, contain, remove or dispose of the hazardous substance or take any other emergency action which it deems appropriate under the circumstances. In addition, the department may enter any property, premises or place at any time for the purpose of taking removal or other emergency action if the entry is necessary to prevent increased damage to the air, land or waters of the state. Notice is not required if the delay would result in imminent risk to public health, safety or the environment. The DNR can then seek cost recovery for costs incurred to providing those services.</p> <p>As a natural resource trustee, the WI DNR works with NPS and other co-trustees to assess damages to restore natural resources (as circumstances allow) lost or injured due to spill. Data acquired would be used to determine the extent of damage to natural resources, to develop restoration or replacement strategies, and to develop and submit a claim for damages to the Responsible Party to implement the most appropriate restoration actions.</p>

<p>Minnesota Pollution Control Agency (MPCA)</p>	<p>The Minnesota Pollution Control Agency (MPCA) is the lead agency for state response to most oil and hazardous substance incidents in Minnesota. For agricultural chemical incidents in the state, the Minnesota Department of Agriculture is the lead agency. The MPCA will be in support of local command unless asked to join unified command. The MPCA will monitor cleanup progress by the RP, and evaluate cleanup results for adequacy of environmental protection. If there is no RP known or available, or if the RP is unable or unwilling to complete the cleanup, then the state may take over cleanup using contractors.</p>
<p>Minnesota Department of Natural Resources (MN DNR)</p>	<p>The Minnesota Department of Natural Resources (MNDNR) is co-trustee with the MPCA for the natural resources of the state of Minnesota, as declared by the Governor, and a co-trustee with the USFWS concerning the management of migratory birds and other resources. The MNDNR is charged with control of all state-owned lands, parks, timber, waters, minerals, and wildlife in Minnesota. This includes the protection, preservation, and propagation of the fish and wildlife of the state. In response to a spill event, MNDNR personnel (conservation officers, biologists, and managers) have some of the following responsibilities:</p> <ul style="list-style-type: none"> - Notify all necessary MNDNR personnel and establish a response protocol describing the role of responders. - Coordinate effort with other responding trustees, such as MPCA, NPS, and the USFWS. - Provide responders with specific fish and wildlife habitat information for the St. Croix River. The MNDNR will also consult with the responders as to the best locations for staging and recovery areas as well as access points. - Provide responders with critical habitat information for state-listed threatened and endangered species as well as information on sensitive natural communities and special concern species found in the St. Croix River. - Provide responders with technical assistance and expertise on potential effects of oil and hazardous substances on fish and wildlife and their habitats. - Coordinate wildlife rescue and rehabilitation efforts with the USFWS. <p>As a natural resource trustee, the MNDNR works with NPS and other co-trustees to assess damages to restore natural resources (as circumstances allow) lost or injured due to spill. Data acquired would be used to determine the extent of damage to natural resources, to develop restoration or replacement strategies, and to develop and submit a claim for damages to the Responsible Party to implement the most appropriate restoration actions.</p>
<p>National Park Service (NPS)</p>	<p>NPS has relevant expertise and qualified personnel to assist the Federal On-Scene Coordinator in responding to spills impacting NPS jurisdiction. These capabilities include general biological, natural, and cultural resource managers available to evaluate, measure, monitor, and contain threats to park system lands and resources and to provide technical assistance; archeological and historical expertise in protection, preservation, evaluation, impact mitigation, and restoration of cultural resources; law enforcement and emergency personnel.</p> <p>NPS Managers are responsible for preserving and protecting public lands and, in some instances, surrounding waters and submerged lands. All cleanup and response measures occurring on NPS owned/managed lands require prior authorization of the Superintendent of the Park unit. This includes in-situ burning and use of chemical countermeasures.</p>
<p>US Fish & Wildlife Service (USFWS)</p>	<p>The USFWS is responsible for management of migratory birds, federally-listed threatened and endangered species, inter-jurisdictional fishes, and their habitat. The FWS Region 3 Spill Response Coordinator is the initial point of contact for any spill response in the St. Croix National Scenic Riverway. USFWS spill response is guided by national and regional USFWS response plans. USFWS may initiate a Pollution Fund Response Agreement (PFRA) with USCG to provide funding to support the USFWS response during an oil spill in navigable waters.</p> <p>During a response, USFWS may be involved in the decision-making processes by serving as a resource trustee in Unified Command. USFWS will also provide responders with: information about wildlife and fishery resources in the Riverway, recommendations for preventing/minimizing spill impacts to protected species, and participation in Shoreline Cleanup and Assessment Technique teams (SCAT). USFWS will also fulfill endangered species consultation responsibilities or assist obtaining other required federal wildlife permits, as necessary. USFWS may also assist operations supporting or overseeing reconnaissance, transport, recovery, salvage, deterrent, and rehabilitation of wildlife. USFWS provides this assistance in partnership with the WI DNR, MN DNR, and/or USDA Wildlife Services through the Incident Command System (ICS), as requested by the Incident/Unified Command, within the Wildlife Branch (Operations), Environmental Unit (Planning), and as an Agency Representative (Command). The USFWS will also restore fish and wildlife resources impacted by spills through the Department of the Interior's Natural Resource Damage Assessment (NRDA) trustee authorities. NRDA actions are completed in coordination with, but separately from, response assistance actions.</p>
<p>US Department of Agriculture, Animal Plant Health Inspection Service, Wildlife Services (USDA WS)</p>	<p>USDA APHIS Wildlife Services has no intrinsic authorities of its own that directly apply to wildlife issues in a chemical or oil spill event. It does however, because of its other wildlife expertise, have extensive operational and technical capabilities to assist with proper humane capture, handling, hazing, transport, and other issues that typically arise in oil spill situations. The Agency implements sound and integrated surveillance, deterrence and capture techniques and transport as part of regular day to day work activities. In addition, USDA WS is an emergency response agency that operates under the National Response Framework (NRF) and participates in emergency response in all regions of the United States working closely with other federal, state, tribal and local governments, along with the private sector to provide assistance and coordination during all-hazards emergencies, including oil spills. The Agency has the capability to respond to an incident under the Surveillance and Emergency Response System (SERS). SERS, an essential component of the USDA Wildlife Services National Wildlife Disease Program, serves as the primary emergency response contact point within APHIS Wildlife Services. Incident Response Teams (IRT) are made up of wildlife biologists and specialists that act as first responders. Team members have current medical clearances for personal protective equipment, HAZWOPER training and other specialized training, extensive Incident Command System training and have been deployed to oil spill and other emergency response incidents.</p>

<p>US Environmental Protection Agency (US EPA) Region 5</p>	<p>US Environmental Protection Agency (EPA) Region 5 has jurisdiction throughout the St. Croix National Scenic Riverway. US EPA provides Federal On-Scene Coordinators (FOSC) when an incident is federalized for spills originating from a source other than a vessel or marine transportation facility where:</p> <ul style="list-style-type: none"> • The FOSC is the lead federal official for spill response. • The FOSC is the point of contact for the coordination of federal efforts with those of the local response community. The FOSC will be in support of local command unless asked to assume control. • The FOSC shall, to the extent practicable, collect pertinent facts about the discharge or release, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged or released materials; the probable direction and time of travel of discharged or released materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, and safety and the environment; whether the discharge or release poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate cost documentation. <p>The FOSC shall ensure that the Natural Resource Trustees are promptly notified of discharges or releases and shall coordinate all response actions with the trustees. The FOSC should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response, to the extent practicable.</p>
<p>US Army Corps of Engineers (US ACE)</p>	<p>US Army Corps of Engineers (US ACE) staff are not trained or permitted to take part in spill response activity. Locks and dams may be accessed for use by responders, pending Lockmaster approval.</p>
<p>US Coast Guard (USCG)</p>	<p>The USCG provides Federal On-Scene Coordinators (FOSC) for oil discharges, when an incident is federalized and the source is either a vessel or marine transport related facility where:</p> <ul style="list-style-type: none"> • The FOSC is the lead federal official for spill response. • The FOSC is the point of contact for the coordination of federal efforts with those of the local response community. The FOSC will be in support of local command unless asked to assume control. • The FOSC shall, to the extent practicable, collect pertinent facts about the discharge or release, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged or released materials; the probable direction and time of travel of discharged or released materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, and safety and the environment; whether the discharge or release poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate cost documentation. <p>The FOSC shall ensure that the Natural Resource Trustees that may be impacted are promptly notified of discharges or releases. The FOSC should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response, to the extent practicable.</p>

Incident name: _____	ICS – 202 INCIDENT OBJECTIVES SACN
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Objectives
1. Develop a response structure.
2. Establish Unified Command and establish an Incident Command Post (via State or County Emergency Management).
3. Ensure the health and safety of the public and response personnel.
4. Provide and manage necessary communications.
5. Identify the Responsible Party and determine ability to respond to the spill.
6. Conduct all the appropriate notifications (especially the NPS), including notifications to downstream communities.
7. Inform and update the community and public.
8. Secure the incident scene, restrict river traffic as necessary and secure all evidence.
9. Conduct response operations to control/stop the source of the spill, contain, recover or exclude released material in the Riverway & downstream and minimize response related environmental impacts.
10. Evaluate resources-at-risk and protect downstream sensitive resources and minimize response related environmental impacts.
11. Coordinate wildlife reconnaissance and recovery actions and appropriate rehabilitation procedures with natural resource trustees.
12. Monitor releases to the environment.
13. Use monitoring results to inform and support public safety personnel and the residents including commercial and recreational boating and temporarily moored houseboats.
14. Coordinate response actions and resource information with natural and cultural resource trustees and the Natural Resource Damage Assessment & Restoration (NRDAR) process.
15. Coordinate operations to evaluate impact to the St. Croix National Scenic Riverway, and potentially impacted residents, water intakes and resources downstream.
16.

Objectives <i>Desired Outcome</i>		Recommended Strategies <i>General Plan and Direction</i>	Recommended Tactics or Tasks <i>How, Who, What, Where, When</i>	Status <i>Operational Period # 1</i>	
OPERATIONS SECTION	LAW ENFORCEMENT	Secure the incident scene and secure all evidence	<input type="checkbox"/> Establish river traffic control, river-traffic evacuation, no-boating area. <input type="checkbox"/> Secure scene immediately <input type="checkbox"/> Collect evidence <input type="checkbox"/> Prevent or minimize movement of evidence <input type="checkbox"/> Evacuation / Shelter-in-place and warnings of citizens at risk <input type="checkbox"/> Notify and evacuate if necessary house boats and boat house owners and occupants	<input type="checkbox"/> USCG / Sheriff lead on River Traffic Mgmt. <input type="checkbox"/> Police / Sheriff lead on road and rail traffic control <input type="checkbox"/> Collect photo evidence and document the scene <input type="checkbox"/> Coordinate with NPS law enforcement and state conservation officers and wardens to ensure collection and storage of evidence to enforce federal and state wildlife laws	_____
	LAND-SOURCE OR WATER OPERATIONS	Conduct operations to stop the spill, contain, recover or exclude released material in SACN and downstream	<input type="checkbox"/> Mobilize company responders, local spill Co-op, first responders, county emergency government and hazmat teams, state and federal responders and their contractors <input type="checkbox"/> Utilize company and locally stored equipment such as oil spill boom, sorbents, tanker trucks, vacuum units, oil collection equipment or pre-staged response equipment <input type="checkbox"/> Mobilize local personnel and resources <input type="checkbox"/> Activate Spill Response Contractors (if company response too slow or inadequate) <input type="checkbox"/> Activate oil boom collection and recovery plan	<input type="checkbox"/> Contain and stabilize oil-sources. <input type="checkbox"/> Establish ignition source controls in hot zone <input type="checkbox"/> Safely collect materials without creating nuisance conditions <input type="checkbox"/> Implement an oil recovery plan <input type="checkbox"/> Establish perimeter and hot zone <input type="checkbox"/> Utilize barges to divert or collect spilled material <input type="checkbox"/> Evaluate the control of river level to facilitate spilled product collection and control (note: changing levels can cause larger smear zones)	_____ _____
	WILDLIFE	Reconnaissance for impacted fish and wildlife	<input type="checkbox"/> Establish Wildlife Branch to respond to threats of oiled wildlife <input type="checkbox"/> Prepare to recover and rehabilitate oiled wildlife	<input type="checkbox"/> USFWS, WI DNR and/or MN DNR will implement the following Plans, as necessary: - "Wildlife Reconnaissance and Recovery Plan" to guide the finding and capture of oiled animals - "Wildlife Stabilization and Transport Plan" to provide initial veterinary care for recovered oiled wildlife and to transport animals to rehabilitation areas <input type="checkbox"/> USDA APHIS WS or other resource managers will oversee recovery of oiled wildlife and hazing operations <input type="checkbox"/> USFWS, WI DNR and/or MN DNR will oversee wildlife care and rehabilitation of oiled wildlife, as necessary <input type="checkbox"/> Wildlife Branch Director will ensure the RP contracts with a licensed wildlife rehabilitation organization to provide rehabilitation and other professional services	_____
	RECONNAISSANCE & MONITORING	Conduct operations to monitor releases to the environment to support public safety personnel and the residents including commercial and recreational boating, and temporarily moored houseboats	<input type="checkbox"/> Reconnaissance by IC organization staff, (reminder: need safety plan) <input type="checkbox"/> Reconnaissance by compilation of information by others <input type="checkbox"/> Joint reconnaissance with local authorities <input type="checkbox"/> Air- flight reconnaissance and reporting <input type="checkbox"/> Conduct air monitoring and water sampling <input type="checkbox"/> Coordinate monitoring with the Environmental Unit, the NRDAR Liaison, and Wildlife Branch.	<input type="checkbox"/> Establish & deploy Reconnaissance Team(s) <input type="checkbox"/> Consider variety of resources for reconnaissance such as local, state, federal or private air recon, UASCE resources for reconnaissance, USACE Hydraulics personnel, NOAA, or private resources to provide spill trajectories <input type="checkbox"/> Wildlife Reconnaissance and Recovery Teams provide real time field situational updates on the location of oil and related environmental impacts to the Planning Section Environmental Unit to help direct Shoreline Cleanup Assessment Technique (SCAT) <input type="checkbox"/> Conduct perimeter air sampling, water sampling at scene and down river <input type="checkbox"/> Provide environmental monitoring data and information as part of regular IC briefings, which include the Environmental Unit and the NRDAR Liaison and the Wildlife Branch	_____ _____
			<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____	_____

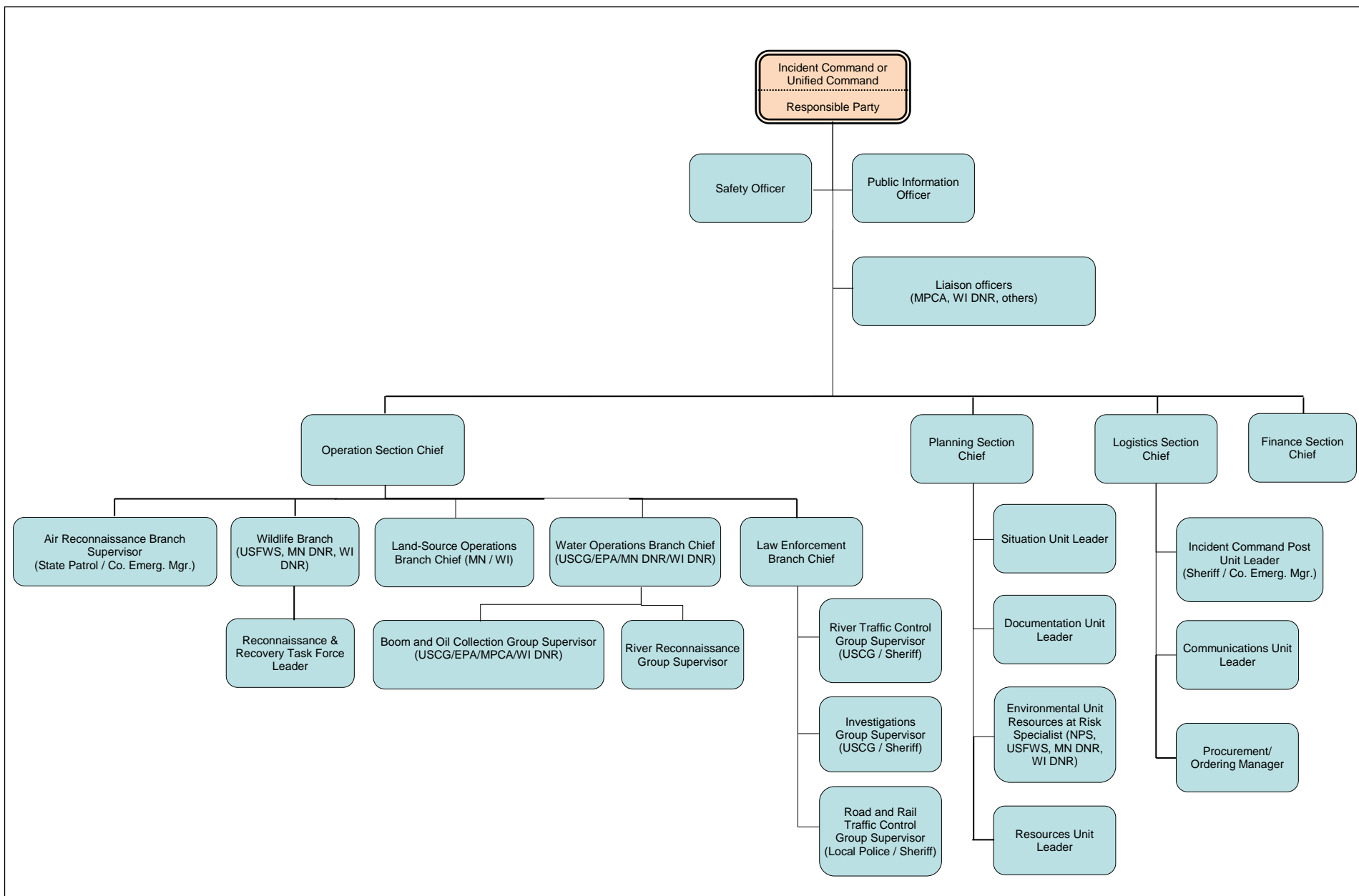
Objectives <i>Desired Outcome</i>		Recommended Strategies <i>General Plan and Direction</i>	Recommended Tactics or Tasks <i>How, Who, What, Where, When</i>	Status <i>Operational Period # 1</i>	
PLANNING SECTION	ENVIRONMENTAL	Evaluate resources at risk and protect sensitive resources in the Riverway and downstream	<input type="checkbox"/> Establish an Environmental Unit to identify and evaluate sensitive resources	<input type="checkbox"/> Request assistance from the NPS, USFWS, MN DNR, WI DNR, or MPCA. <input type="checkbox"/> Open up the Oil Spill Liability Trust Fund (OSLTF) for Pollution Removal Fund Authorization (PRFA). <input type="checkbox"/> Initiate Endangered Species Act Section 7 emergency consultation. <input type="checkbox"/> Establish linkage between Planning Section Environmental Unit and the Operations Sections for technical assistance on methods to avoid and minimize response related injury to natural resources.	_____
			<input type="checkbox"/> Conduct spill modeling and spill trajectories <input type="checkbox"/> Develop a monitoring plan for water quality	<input type="checkbox"/> Provide assessment information to unified command <input type="checkbox"/> Contact air & water experts on agency call back lists (examples include hydraulic personnel, state water division contacts, biologists) <input type="checkbox"/> Conduct spill trajectory and time of travel to predict downstream impacts	_____
			<input type="checkbox"/> Coordinate with Wildlife Branch to identify and evaluate sensitive resources	<input type="checkbox"/> NPS, WI DNR, and MN DNR will identify and evaluate sensitive natural resources, including seasonal and site-specific conditions (see SACN/LOSA Site-Specific Response Strategies (Overview Map) and ISA Maps). <input type="checkbox"/> NPS, WI DNR, and MN DNR will make a preliminary determination of the extent to which planned response actions may affect natural resources and suggest measures to avoid and minimize impacts. <input type="checkbox"/> NPS, WI DNR, and MN DNR will recommend and advise implementation of Response Strategies developed for the Riverway. <input type="checkbox"/> Coordinate with Wildlife Branch to assist with development of plans to recon, haze, recover, and rehabilitate oiled wildlife <input type="checkbox"/> USFWS, USDA WS, and state resource managers will develop: Wildlife Recon & Recovery Plan; Wildlife Hazing Plan; Wildlife Stabilization and Transport Plan; Wildlife Rehabilitation Plan.	_____
				<input type="checkbox"/> Request the NRDAR Liaison to coordinate the natural resource trustees to make a preliminary determination of the need for emergency restoration <input type="checkbox"/> Coordinate collection, analysis, and results (including photo documentation) of environmental media (soils, sediments, water, etc.) and dead or dying fish and wildlife with natural resource trustee law enforcement via the NRDAR Liaison. Trustees may collect ephemeral data.	_____
	DOCUMENTATION	Ensure proper Documentation of the incident	<input type="checkbox"/> Establish a documentation unit to properly document response (at command post)	<input type="checkbox"/> Coordinate collection and documentation of evidence with NPS, USFWS, MPCA, MN DNR, and WI DNR (as applicable) for respective fish and wildlife enforcement actions and potential NRDAR actions <input type="checkbox"/> Collect agency evidence for identified enforcement issues <input type="checkbox"/> Track expenses for cost recovery	_____
			<input type="checkbox"/> Data management for ICS	<input type="checkbox"/> Assign staff to create maps, track personnel, catalog resources, etc.	_____
	RESOURCES	Acquisition and delivery of resources such as equipment, materials etc.	<input type="checkbox"/> Develop a river traffic management plan	<input type="checkbox"/> Provide personnel with adequate safety equipment and initial and daily briefings <input type="checkbox"/> Provide clear guidance that each organization is responsible for safety protocol in first operational period	_____
			<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____	_____

Objectives <i>Desired Outcome</i>		Recommended Strategies <i>General Plan and Direction</i>	Recommended Tactics or Tasks <i>How, Who, What, Where, When</i>	Status <i>Operational Period # 1</i>
LOGISTICS SECTION	INCIDENT COMMAND POST	<p>Establish incident facilities including the command post, staging areas & other facilities as incident develops</p> <p><input type="checkbox"/> If HUMAN INJURY occurs- Immediately establish a Medical/EMS section in ICS</p>	<p><input type="checkbox"/> Consider establishing medical/EMS if persons threatened with exposure</p>	_____
	COMMUNICATION	<p>Provide and manage communications</p> <p><input type="checkbox"/> Implement and maintain communications with all incident command posts, emergency operations centers and responders</p>	<p><input type="checkbox"/> Assign a communications coordinator (unit leader), make a phone list, etc. <input type="checkbox"/> Request additional communication resources if needed</p>	_____
	PROCUREMENT	<p>Ensure procurement of materials and supplies & administer accounts receivable and payable to contract and non-contract vendors</p> <p><input type="checkbox"/> Establish a Procurement unit and Ensure procurement of materials and supplies</p>	<p><input type="checkbox"/> Ensure separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan. <input type="checkbox"/> Obtain authorization to initiate and finalize purchases <input type="checkbox"/> Interpret and initiate contracts/agreements to minimize costs <input type="checkbox"/> Maintain log of all purchases related to the incident and initiate the Procurement Summary Report</p>	_____
		<p><input type="checkbox"/> _____ <input type="checkbox"/> _____</p>	<p><input type="checkbox"/> _____ <input type="checkbox"/> _____</p>	_____

Incident name: _____

ICS – 207 INCIDENT ORGANIZATION CHART SACN

Initial Command Structure for the first operational period of an oil spill. [Click here to have a workable and printable version of the Organization Chart](#)



9. Operations Personnel

Title	Name	Affiliation	Emergency Contact #	Contact # (s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Communications: Refer to the [SACN Emergency Contact List](#) provided in this Incident Action Plan

10. Resource Summary

ID	Resource Type	Description/ Location	Quantity	Size	Status	Notes/ Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. Additional Information

Prepared By: (Name/Title) _____ Date/Time: _____

Approved by: (Name/Title) _____ Date/Time: _____

1. Incident name: _____	2. Operational Period # 1		ICS – 204 ASSIGNMENT LIST SACN
	3. Section	Operations	
4. Division/Group	Containment		

5. Agencies Involved in Contain Release Group

Agencies that might play a role in Containment Group:

- Responsible Party/Facility/Industry/Contractors
- Counties & Emergency Management
- Local Fire, Police, Sheriff & Hazmat Teams
- Minnesota Pollution Control Agency (MPCA)
- Wisconsin Department of Natural Resources (WI DNR)
- US Environmental Protection Agency (US EPA) Region 5
- US Coast Guard (USCG)

Agency General Roles and Responsibilities: Refer to the [Roles and Responsibilities](#) Table provided in this Incident Action Plan

6. Recommended Strategies and Tactics

- Mobilize company responders, local spill Co-op, first responders, county emergency government and hazmat teams, state and federal responders and their contractors.
- Utilize company and locally stored equipment such as oil spill boom, sorbents, tanker trucks, vacuum units, oil collection equipment or pre-staged response equipment.
- Mobilize local personnel and resources.
- Activate Spill Response Contractors (if company response too slow or inadequate).
- Activate and implement oil boom collection and recovery plan.
- Contain and stabilize oil-sources.
- Establish ignition source controls in hot zone.
- Safely collect materials without creating nuisance conditions.
- Utilize barges to divert or collect spilled material.
- Evaluate the control of river level to facilitate spilled product collection and control (note: changing levels can cause larger smear zones).

7. Incident-Specific Assignments

8. Special Instructions for Division/Group

9. Operations Personnel						
Title	Name	Affiliation	Emergency Contact #	Contact # (s)		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____		

Communications: Refer to the [SACN Emergency Contact List](#) provided in this Incident Action Plan

10. Resource Summary						
ID	Resource Type	Description/ Location	Quantity	Size	Status	Notes/ Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. Additional Information	

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

1. Incident name: _____	2. Operational Period # 1		ICS – 204 ASSIGNMENT LIST SACN
	3. Section	Operations	
	4. Division/Group	Wildlife Branch	

5. Agencies Involved in Wildlife Recovery & Rehabilitation Group

Agencies that might play a role in the Wildlife Branch:

- Responsible Party/Facility/Industry/Contractors
- Minnesota Department of Natural Resources (MN DNR)
- Wisconsin Department of Natural Resources (WI DNR)
- USDA APHIS Wildlife Services (USDA WS)
- US Fish and Wildlife Service (USFWS)

Agency General Roles and Responsibilities: Refer to the [Roles and Responsibilities](#) Table provided in this Incident Action Plan

6. Recommended Strategies and Tactics

- Establish a Wildlife Branch to respond to threats and reports of oiled wildlife
 - Request assistance from USFWS, WI DNR, MN DNR and/or USDA-WS
 - Conduct wildlife reconnaissance
- Prepare to deter wildlife away from the incident
- Prepare to recover and rehabilitate oiled wildlife
 - Determine the potential need for professional and volunteer rehabilitation
- USFWS, USDA WS, and/or state resource managers will implement the following Plans, as necessary:
- “Wildlife Reconnaissance and Recovery Plan” to guide the finding and capture of oiled animals
- “Wildlife Stabilization and Transport Plan” to provide initial veterinary care for recovered oiled wildlife and to transport animals to rehabilitation areas
- “Wildlife Hazing Plan” if wildlife is attracted to oiled habitats

7. Incident-Specific Assignments

8. Special Instructions for Division/Group

9. Operations Personnel				
Title	Name	Affiliation	Emergency Contact #	Contact # (s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Communications: Refer to the [SACN Emergency Contact List](#) provided in this Incident Action Plan

10. Resource Summary						
ID	Resource Type	Description/ Location	Quantity	Size	Status	Notes/ Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. Additional Information	

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

1. Incident name: _____	2. Operational Period # 1		ICS – 204 ASSIGNMENT LIST SACN
	3. Section	Operations	
4. Division/Group	Reconnaissance & Monitoring		

5. Agencies Involved in Reconnaissance and Monitoring Group

Agencies that might play a role in Reconnaissance and Monitoring Group:

- Responsible Party/Facility/Industry/Contractors
- Minnesota Department of Natural Resources (MN DNR)
- Wisconsin Department of Natural Resources (WI DNR)
- National Park Service (NPS)
- US Fish and Wildlife Service (USFWS)
- US Environmental Protection Agency (US EPA) Region 5
- US Coast Guard (USCG)

Agency General Roles and Responsibilities: Refer to the [Roles and Responsibilities](#) Table provided in this Incident Action Plan

6. Recommended Strategies and Tactics

- Establish & deploy Reconnaissance Team(s)
- Reconnaissance by IC organization staff, (reminder need safety plan)
- Reconnaissance by compilation of information by others
- Joint reconnaissance with local authorities
- Air-flight reconnaissance and reporting
- Consider variety of resources for reconnaissance such as local, state, federal or private air recon, UASCE resources for reconnaissance, USACE Hydraulics personnel, NOAA, or private resources to provide spill trajectory's
- Conduct air monitoring and water sampling. Conduct perimeter air sampling, water sampling at scene and down river
- Conduct monitoring with the Planning Section's Environmental Unit and the NRDAR Liaison.
- Provide environmental monitoring data and information as part of regular IC briefings, which include the Environmental Unit and the NRDAR Liaison

7. Incident-Specific Assignments

8. Special Instructions for Division/Group

9. Operations Personnel				
Title	Name	Affiliation	Emergency Contact #	Contact # (s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Communications: Refer to the [SACN Emergency Contact List](#) provided in this Incident Action Plan

10. Resource Summary						
ID	Resource Type	Description/ Location	Quantity	Size	Status	Notes/ Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. Additional Information	

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

1. Incident name: _____	2. Operational Period # 1		ICS – 204 ASSIGNMENT LIST SACN
	3. Section	Planning	
4. Division/Group	Environmental Unit		

5. Agencies Involved in Reconnaissance and Monitoring Group

Agencies that might play a role in Planning Section Environmental Unit:

- National Park Service (NPS)
- U.S. Fish and Wildlife Service (USFWS)
- Minnesota Department of Natural Resources (MN DNR)
- Wisconsin Department of Natural Resources (WI DNR)
- National Oceanic and Atmospheric Administration (NOAA)
- Minnesota Pollution Control Agency (MPCA)
- Responsible Party/Facility/Industry/Contractors

Agency General Roles and Responsibilities: Refer to the [Roles and Responsibilities](#) Table provided in this Incident Action Plan

6. Recommended Strategies and Tactics

- Establish an Environmental Unit to evaluate resources at risk and protect sensitive resources in the Riverway and downstream
 - Request assistance from NPS, USFWS, MN DNR, WI DNR, and/or MPCA
 - Identify and evaluate sensitive natural resources, including seasonal and site-specific conditions (see SACN Site-Specific Response Strategies)
 - Make a preliminary determination of the extent to which planned response actions may affect natural resources and suggest measures to avoid/minimize impacts
 - Make recommendations on implementation of response strategies, and coordinate closely with the Operations Section to avoid and minimize response related injury to natural resources
 - Initiate Endangered Species Act Section 7 emergency consultation
 - Coordinate with the Wildlife Branch to provide information to assist in the development of the follow plans: Wildlife Reconnaissance, Wildlife Hazing, Wildlife Recovery, Wildlife Transportation, and Wildlife Rehabilitation; and obtaining any necessary wildlife-related permits
- Conduct spill modelling and spill trajectories
 - Provide information to Unified Command
- Develop a monitoring plan for water quality
 - Contact air and water experts on agency call back lists (examples include hydraulic personnel, state water division contacts, biologists)
- Coordinate natural resource information with NRDAR liaison

7. Incident-Specific Assignments

8. Special Instructions for Division/Group

9. Operations Personnel				
Title	Name	Affiliation	Emergency Contact #	Contact # (s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Communications: Refer to the [SACN Emergency Contact List](#) provided in this Incident Action Plan

10. Resource Summary						
ID	Resource Type	Description/ Location	Quantity	Size	Status	Notes/ Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

11. Additional Information	

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

Incident name:	Operational Period# 1			ICS – 205 INCIDENT COMMUNICATION PLAN SACN
	From		To	

Position	Name	Phone	e-mail	Current Location
Incident Commander and Staff				
Incident Commander(s)				
Safety Officer				
Information Officer				
Liaison Officer				
Water Operations Section Chief				
Land-Source Section Chief				
Wildlife Branch Section Chief				
Logistics Section Chief				
Planning Section Chief				
Law Enforcement Section Chief				
Prepared By: (Name/Title)	_____		Date/Time:	_____
Approved By: (Name/Title)	_____		Date/Time:	_____

ST. CROIX NATIONAL SCENIC RIVERWAY EMERGENCY CONTACT LIST

NAME	ORGANIZATION	Emergency #	Office Phone	E-Mail	Other (Radio)
Local					
911					
Denise Baran	Pine County EM	911	320-629-8380	denise.baran@co.pine.mn.us	
Scott Sellman	Chisago County EM	911/651-257-4100	651-213-6313	srsellm@co.chisago.mn.us	
Douglas Berglund	Washington County EM	911	651-430-7682	douglas.berglund@co.washington.mn.us	
Pat Sanchez	Sawyer County EM	911	715-634-2004	psanchez@sawyercountygov.org	
Keith Kesler	Douglas County EM	911	715-395-1391	kkesler@douglascountywi.org	
Carol Buck	Washburn County EM	911	715-468-4730	cbuck@co.washburn.wi.us	
Jim Tolbert	Burnett County EM	911	715-349-2171	jtoltbert@burnettcounty.org	
Kathy Poirier	Polk County EM	911	715-485-9280	kathyp@co.polk.wi.us	
Natasha Cardinal	Saint Croix County EM	911	715-381-4912	Natasha.cardinal@sccwi.gov	
Gary Brown	Pierce County EM	911	715-273-6751	gbrown@co.pierce.wi.us	
Private					
Derek Lampkin	BNSF Railroad	612-760-1365	763-782-3350	Derek.Lampkin@bnsf.com	
Joe Eichten	UP Railroad	888-877-7267	651-552-3706	jaeichte@up.com	
Brian Black	Xcel Energy	800-895-1999	612-330-6249	brian.j.black@xcelenergy.com	
Jennifer Smith, PIO	Enbridge Energy	800-858-5253	218-464-5842	jennifer.smith@enbridge.com	
Bob Miller	Magellan Pipeline Co.	800-720-2417	918-574-7393	bob.miller@magellanlp.com	
John Gerkin, VP	Pace Analytical	877-859-7778	913-406-2056	John.gerken@pacelabs.com OR rapidresponse@pacelabs.com	Chemical testing labs
State					
Wisconsin Spill Hotline	WI Duty Officer	800-943-0003	800-943-0003		
Minnesota Duty Officer	MN Duty Officer	651-649-5451	800-422-0798	Duty.officers@state.mn.us	
Dorene Fier-Tucker	MPCA		651-757-2161	Dorene.fier-tucker@state.mn.us	
Joel Stiras, Fisheries Spec.	MN DNR		651-259-5806	Joel.stiras@state.mn.us	
Matt Rahn	WI DNR Northern Reg. Spills Coordinator		715-623-4190 x3110	Matt.rahm@wisconsin.gov	
Pat Collins	WI DNR West Central Spills Coordinator	715-410-8841	715-684-2914 x117	Patrick.collins@wisconsin.gov	
Lisa Olson-McDonald	WI Emergency Mgmt.	608-220-6087	715-839-3825	lisa_olsonmcdonald@wisconsin.gov	
Randy Books	WI Emergency Mgmt.		715-635-8704	Randy.books@wisconsin.gov	
Craig Roberts, Fisheries Biologist	WI DNR	715-416-0351	715-635-4095	Craig.roberts@wisconsin.gov	
Federal and Tribal					
National Response Center	NRC	800-424-8802	800-424-8802		
US Department of the Interior	DOI	215-266-5155	215-266-5155		
US EPA Region 5	EPA	312-353-2318	312-353-2318		
David Morrison, OSC	EPA Region 5		651-706-4116	morrison.david@epa.gov	
Sector Upper Mississippi River	USCG	866-360-3386	314-704-9502		
USCG MSD St. Paul	USCG	866-360-3386	952-806-0021		
Julie Galonska, Superintendent	National Park Service	800-727-5847	715-483-2274	julie_galonska@nps.gov	Primary Contact SACN
Byron Karns, Acting Chief of Natural Resources	National Park Service		715-483-2281	Byron_karns@nps.gov	
Jonathan Moore, Cult. Res. Specialist	National Park Service		715-491-6839	Jonathan_Moore@nps.gov	
Sarah Warner	USFWS, Madison	608-206-4046	608-238-9333 x130	Sarah_Warner@fws.gov	
Annette Trowbridge	USFWS		612-713-5104	Annette_Trowbridge@fws.gov	
Dave Warburton	USFWS, Twin Cities		612-725-3548 x2203	Dave_Warburton@fws.gov	
Gary Nohrenberg	USDA APHIS WS	866-487-3297	651-224-6027	Gary.a.nohrenberg@aphis.usda.gov	
Matthew Riedell, EM Coordinator	Lac Courte Oreilles	715-699-6214	715-634-8934 x7375	matthew.riedell@lco-nsn.gov	
Tribal Historic Preservation Off.	Lac Courte Oreilles		715-634-8934	jsmith@lco-nsn.gov	
Perry Bunting, Dir. of Environmental Programs	Mille Lacs Band		320-532-7446	Perry.bunting@millelacsband.com	
Tribal Historic Preservation Off.	Mille Lacs Band		320-532-7450	Natalie.weyaus@millelacsband.com	

Sarah Slayton, Enviro. Director	St. Croix Chippewa		715-349-2195	Sarah@stcroixtribalcenter.com	
Tribal Historic Preservation Off.	St. Croix Chippewa		715-349-2195 x5238	thpo@stcroixtribalcenter.com	
Mike Popovich, W Dist. LE Supervisor	GLIFWC		715-292-7535	mpopovich@glifwc.org	

1. Incident name:	2. Operational Period# 1			ICS – 206 MEDICAL PLAN SACN
	From		To	

3. First Aid Stations

Name	Location	EMT (On-Site)		Phone	Radio
		Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

4. Transportation (Ground and/or Ambulance Services)

Name	Location	EMT (On-Site)		Phone	Radio
		Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

5. Hospitals

Name	Location	Helipad		Burn Center		Phone	Radio
		Yes	No	Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

6. Special Medical Emergency Procedures

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

1. Incident name: _____	2. Operational Period# 1			ICS – 223 HEALTH AND SAFETY MESSAGE SACN
	From	_____	To	

3. Potential Hazards

4. General Safety Concerns

5. Additional Information

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____

1. Incident name:	2. Operational Period# 1			ICS – 214 UNIT ACTIVITY LOG SACN
	From		To	
3. Unit name:	4. Unit Leader:			

5. Instructions for completing the form

Field #	Field Title	Instructions
1.	Unit Name	For individuals: Enter tactical call (e.g. Checkpoint #, County EOC, etc.) or position name For teams: Enter the name of the organization unit or tactical call sign or resource designator
2.	Unit Leader	For individuals: Enter your name and call sign For teams: Enter the name, call sign and ICS position of the individual in charge of the unit
3.	Personnel Assigned	For individuals: Leave blank For teams: List the name, ICS position and home base/city of each member assigned to the unit during the operation period
4.	Activity Log	Time: Enter the local time 24-hour format Activity: Briefly describe each significant activity or event (e.g. task assignments, task completions, injuries, difficulties encountered, etc.).

6. Personnel Assigned

NAME	ICS POSITION	HOME BASE/ CITY

7. Activity Log

TIME	MAJOR EVENTS

Prepared By: (Name/Title) _____	Date/Time: _____
Approved by: (Name/Title) _____	Date/Time: _____