



Incident Commander (IC) Position Guide

Reports to	Senior Management	Reports	Deputy IC, Ops Section Chief, Strike Team Leader(s)
<p>Overview</p> <p>The Incident Commander (IC) plays a critical role in the success of a MassDEP First Responder Exercise. The IC is responsible for the overall management of the incident and for completing the following tasks:</p> <p>General Responsibilities</p> <ul style="list-style-type: none"> • Responsible for the safety of all exercise players with the assistance of the Safety Officer (SO). • Set strategies, and priorities and has overall responsibility for the incident response. • Establish and modify an effective ICS organization based upon changing incident and resource conditions. • Communicate and assure understanding of work expectations within the chain of command and across functional areas. • Direct all operational resources, providing tasking to vessel and shore strike teams to achieve the exercise objectives as established in the Exercise Plan (EXPLAN). • Monitor performance, provide appropriate feedback and ensure completion of assigned actions. • Anticipate, recognize, and mitigate unsafe situations. Ensure the safety, welfare, and accountability of exercise participants. • Review the EXPLAN, the ICS 201 (Appendix B of the EXPLAN) and the GRS that will be tested (if applicable). Be familiar with the exercise scenario and objectives. Know what tactic you will deploy, what resources should be available to you, and put together a preliminary plan for how to use them. • If not outlined already in EXPLAN, establish communications plan and ensure all participants have adequate equipment and can utilize/monitor selected UHF frequency and/or VHF channel. • Conduct an operational briefing using the prepared ICS-201 form. This briefing includes establishing roles and responsibilities for vessels and shore-based teams • Transfer of Command – If transfer command becomes necessary, a formal face-to-face hand-off should take place and include: <ul style="list-style-type: none"> ○ a complete briefing that captures essential information for continuing safe and effective operations, and; ○ a thorough notification of all personnel involved in the incident. <p>If necessary, exercise activity can be suspended until these two things take place.</p> <p>Other Responsibilities</p> <ul style="list-style-type: none"> • <u>Vessel Strike Team Assignments</u>: Most First Responder Exercises employ at least 3 vessels. Two for boom towing and deployment and one as a safety vessel. Additional vessels can be used as necessary. • <u>Shore Strike Team Assignments</u>: Adequate shore personnel must be made available to support equipment preparation and boom deployment at the trailer(s) and for shoreside anchor strike teams as necessary based on the deployment plan. • Take notes on any findings you may have during the exercise for the hot wash. Be prepared to provide detailed exercise observations and feedback during the hot wash. • Complete the Participant Feedback Form. 			

NOTE: Exercise controllers are always available to the IC and SO for direction and advice during the exercise.



Safety Officer (SO) Position Guide

Reports to	Incident Commander	Reports	Assist. Safety Officer(s)
<p>Overview</p> <p>Safety for all exercise participants is the number one priority. The Safety Officer (SO) is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety including adherence to the ICS 208 (Appendix B in Exercise Plan). The SO maintains awareness of active and developing situations and will correct unsafe acts or conditions through the regular line of authority, although <u>the SO may exercise emergency authority to prevent or stop unsafe acts when immediate action is required</u>. Additional SO tasks include:</p> <p>General Responsibilities</p> <ul style="list-style-type: none"> • Review the Exercise Plan and the ICS 201 and become familiar with the risks associated with the specific scenario and objectives. • Ensure adequate levels of Personal Protective Equipment (PPE) are available and used when and where appropriate. MassDEP response trailers contain PPE for use by exercise participants including: <ul style="list-style-type: none"> ○ Personal Flotation Devices (PFD) <ul style="list-style-type: none"> • On-water operations always carry the hazard of drowning. Ensure all responders are wearing proper PFDs when on or near the water. ○ Nitrile and Leather Work gloves ○ Safety Glasses ○ Tyvek Suites • Conduct a safety briefing prior to the beginning of the exercise. • Ensure each strike team has adequate manpower to achieve assigned tasks safely. • Ensure safe access to the exercise staging area and areas where tactics will be deployed. • Ensure decks on vessels are kept as organized as possible. • If applicable, verify the availability and location of Emergency Medical Services and Responders supporting the exercise. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Take notes on any findings you may have during the exercise for the hot wash. Be prepared to provide detailed exercise observations and feedback during the hot wash. • Complete the Participant Feedback Form. 			

NOTE: Exercise controllers are always available to the IC and SO for direction and advice during the exercise.