

FACILITY RESPONSE PLAN

CORE PLAN

Prepared for
Holly Energy Partners – Operating, L.P.
1602 West Main Street
Artesia, New Mexico 88210

Prepared by



Austin, Texas

January 2014

Certification

I certify that the National Oil and Hazardous Substances Pollution Contingency Plan (National Contingency Plan, or NCP) and each applicable Area Contingency Plan (ACP) have been reviewed and that this FRP is consistent with these contingency plans. The following ACPs are applicable for this FRP:

- EPA Region 6 Regional Integrated Contingency Plan
- EPA Region 7 Regional Integrated Contingency Plan
- EPA Region 8 Regional Contingency Plan
- EPA Region 9 Regional Contingency Plan
- EPA Region 10 Northwest Area Contingency Plan

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete.

Signature: _____



Name: Mark Cunningham

Title: Senior Vice President, Pipeline Operations

Date: _____



Regulatory Cross Reference Table – 40 CFR §112 (Non-Transportation-Related)

Regulatory Citation	Description of Rule	Report Section
§112 App. F 1.1	Emergency Response Action Plan	ERAP FSP Section A.1.0
§112 App. F 1.2	Facility Information	FSP Section A.2.0
§112 App. F 1.3	Emergency Response Information	FSP Section A.3.0
§112 App. F 1.3.1	Notification	FSP Section A.3.1
§112 App. F 1.3.2	Response Equipment List	FSP Section A.3.2
§112 App. F 1.3.3	Response Equipment Testing/Deployment	FSP Section A.3.3
§112 App. F 1.3.4	Personnel	FSP Section A.3.4
§112 App. F 1.3.5	Evacuation Plans	FSP Section A.3.5
§112 App. F 1.3.6	Qualified individual's Duties	FSP Section A.3.6
§112 App. F 1.4	Hazard Evaluation	FSP Section A.4.0
§112 App. F 1.4.1	Hazard Identification	FSP Section A.4.1
§112 App. F 1.4.2	Vulnerability Analysis	FSP Section A.4.2
§112 App. F 1.4.3	Analysis of the Potential for an Oil Spill	FSP Section A.4.3
§112 App. F 1.4.4	Facility Reportable Oil Spill History	FSP Section A.4.4
§112 App. F 1.5	Discharge Scenarios	FSP Section A.5.0
§112 App. F 1.5.1	Small and Medium Discharges	FSP Section A.5.1
§112 App. F 1.5.2	Worst Case Discharge	FSP Section A.5.2
§112 App. F 1.6	Discharge Detection Systems	FSP Section A.6.0
§112 App. F 1.6.1	Discharge Detection by Personnel	FSP Section A.6.1
§112 App. F 1.6.2	Automated Discharge Detection	FSP Section A.6.2
§112 App. F 1.7	Plan Implementation	FSP Section A.7.0
§112 App. F 1.7.1	Response Resources for Small, Medium, and Worst Case Spills	FSP Section A.7.1
§112 App. F 1.7.2	Disposal Plans	FSP Section A.7.2
§112 App. F 1.7.3	Containment and Drainage Planning	FSP Section A.7.3
§112 App. F 1.8	Self-Inspection, Drills/Exercises, and Response Training	FSP Section A.8.0
§112 App. F 1.8.1	Facility Self-Inspection	FSP Section A.8.1
§112 App. F 1.8.2	Facility Drills/Exercises	FSP Section A.8.2
§112 App. F 1.8.3	Response Training	FSP Section A.8.3
§112 App. F 1.9	Diagrams	FSP Section A.9.0
§112 App. F 1.10	Security	FSP Section A.10.0

Regulatory Cross Reference Table – 49 CFR §194 (Transportation-Related)

Regulatory Citation	Description of Rule	Report Section
§194.1	Purpose	N/A
§194.3	Applicability	CP Introduction
§194.5	Definitions	N/A
§194.7	Response plan required to operate	CP Introduction
§194.101(a)	Operators required to submit response plans	FSP Section B.1.0 CP Introduction
§194.101(b)	Exceptions	FSP Section B.1.0
§194.103	Identification of significant and substantial harm line sections	FSP Section B.1.0
§194.105	Worst case discharge	FSP Section B.5.6.3
§194.107	General response plan requirements	ERAP, FSP, and CP
§194.107(a)	Procedures for responding to worst case discharge	FSP Section B.5.9 CP Section 5.0
§194.107(b)	Certify consistency with NCP and ACPs	CP Introduction
§194.107(c)	Response plan requirements	ERAP, FSP, and CP
§194.107(c)(1)	Core plan requirements	CP
§194.107(c)(1)(i)	Information summary	CP Section 1.0
§194.107(c)(1)(ii)	Immediate notification procedures	CP Section 2.0
§194.107(c)(1)(iii)	Spill detection and mitigation procedures	CP Section 3.0
§194.107(c)(1)(iv)	OSRO information	CP Section 4.0
§194.107(c)(1)(v)	Response activities and response resources	CP Section 5.0
§194.107(c)(1)(vi)	Federal, State, and Local agency information	CP Section 6.0
§194.107(c)(1)(vii)	Training procedures	CP Section 7.0
§194.107(c)(1)(viii)	Equipment testing	CP Section 8.0
§194.107(c)(1)(ix)	Drill program	CP Section 9.0
§194.107(c)(1)(x)	Plan review and update procedures	CP Section 10.0
§194.107(c)(2)	Response zone appendices	FSP Part B
§194.107(c)(3)	Response management system description	CP Section 5.1
§194.109	Submission of state response plans	N/A
§194.111	Response plan retention	CP Introduction
§194.113(a)	Core plan information summary requirements	CP Section 1.0
§194.113(b)	Response zone appendix information summary requirements	FSP Section B.1.0
§194.115	Response resources	FSP Section B.5.0 CP Section 5.0
§194.117	Training	FSP Sections B.7.0 and 9.0 CP Sections 7.0 and 9.0
§194.119	Submission and approval procedures	CP Section 10.0
§194.121	Response plan review and update procedures	CP Section 10.0

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- Appendix A – Crisis Management Policy
- Appendix B – Spill Response Form
- Appendix C – Tank and Secondary Containment Inspection Forms
- Appendix D – Response Drill Logs
- Appendix E – Incident Command System Forms

Acronyms

ACP	Area Contingency Plan
bbbl	Barrel (42 gallons)
CFR	Code of Federal Regulations
CP	Core Plan
DOT	United States Department of Transportation
EOC	Emergency Operations Center
EPA	United States Environmental Protection Agency
ERAP	Emergency Response Action Plan
FRP	Facility Response Plan
FSP	Facility Specific Plan
HAZWOPER	Hazardous Waste Operations and Emergency Response
HEP	Holly Energy Partners – Operating, LP
HMSP	Hazardous Materials Security Plan
IC	Incident Commander
ICS	Incident Command System
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LFL	Lower Flammable Limit
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NRC	National Response Center
NRDA	Natural Resource Damage Assessment
OSC	On-Scene Coordinator
OSRO	Oil Spill Removal Organization
PHMSA	Pipeline and Hazardous Materials Safety Administration
QI	Qualified Individual
SERC	State Emergency Response Commission
SPCC	Spill Prevention, Control, and Countermeasure
UCS	Unified Command Structure

Introduction

This Facility Response Plan (FRP) has been produced for Holly Energy Partners (HEP) to fulfill United States Environmental Protection Agency (EPA) requirements outlined in 40 CFR §112.20 and United States Department of Transportation (DOT) requirements outlined in 49 CFR §194, for non-transportation-related and transportation-related facilities, respectively. 40 CFR §112.20(a) requires the owner or operator of non-transportation-related onshore facilities that could reasonably be expected to cause substantial harm to the environment by discharging oil into or on the navigable waters or adjoining shorelines to prepare and submit an FRP to the Regional Administrator. 49 CFR §194 requires the operator of an onshore pipeline facility to prepare and submit an FRP to the Pipeline and Hazardous Materials Safety Administration (PHMSA).

HEP operates a system of pipelines and terminals in the Southwest, Rocky Mountain, and Mid-West regions of the United States. Each terminal facility bears responsibility for response activities associated with both the non-transportation-related facilities associated with the terminal and the transportation-related facilities associated with a portion of the HEP pipeline system. Due to this organizational approach to responding to releases and to the combination of transportation-related and non-transportation-related facilities associated with each terminal facility, this FRP has been formatted to address the requirements of both the EPA and DOT. Each terminal facility has been treated as a "Complex Facility," or a facility that incorporates both transportation-related and non-transportation-related features.

To clearly address the requirements of 40 CFR §112.20 and 49 CFR §194, the FRP has been formatted to include the following components:

- A **Core Plan (CP)** organized to directly address the requirements for a core plan as described by 49 CFR §194.107(c)(1). This plan includes response information pertinent to the pipeline system as a whole. While 49 CFR §194 applies specifically to transportation-related facilities, general information pertaining to non-transportation-related facilities operated by HEP has been incorporated into this framework for completeness.
- **Facility Specific Plans (FSPs)** for each terminal facility organized to clearly address FRP requirements associated with transportation-related (i.e. pipelines, breakout tanks, etc.) and non-transportation-related (i.e. the terminal facility) components of the facility. The FSPs are formatted to follow the format preferred by both EPA and DOT. The FSPs include detailed facility-specific information regarding response activities.
- **Emergency Response Action Plan (ERAP)** for each terminal facility that include a summary of emergency response activities to address either a release from a transportation-related or non-transportation-related features.

The term "Facility Response Plan," or "FRP," is used in this document to refer to the CP, FSPs, and ERAP as a whole.

HEP will retain this CP, and each terminal facility FSP and ERAP at its headquarters located in Artesia, NM. Each terminal facility and each Qualified Individual will receive a copy of the CP, FSP, and ERAP specific to that facility. The documents are accessible electronically through the Channel HFC Flashpoint interface.

Other divisions of HEP involved in emergency response activities, such as Logistics, Finance, or Administration, should proceed directly to Section 5.0 of the CP for a summary of the command structure utilized during emergency response activities and a list of duties specific to each position within the command structure.

1.0 Information Summary

1.1 Owner and Operator Information

Holly Energy Partners
1602 West Main Street
Artesia, New Mexico 88210

1.2 Response Zones Containing Significant and Substantial Harm Line Sections

Line sections within each response zone have been evaluated to determine exemptions as defined in 49 CFR §194.101(b) using the flow charts included as Figure 1 and Figure 2. Line sections were then evaluated to determine the potential to cause significant and substantial harm as defined in 49 CFR §194.103(c) using the flow chart included as Figure 3. Line sections that meet the criteria for significant and substantial harm are identified in the FSPs.

Figure 1: 49 CFR §194.101(b)(1) Pipeline Exemption Flow Chart

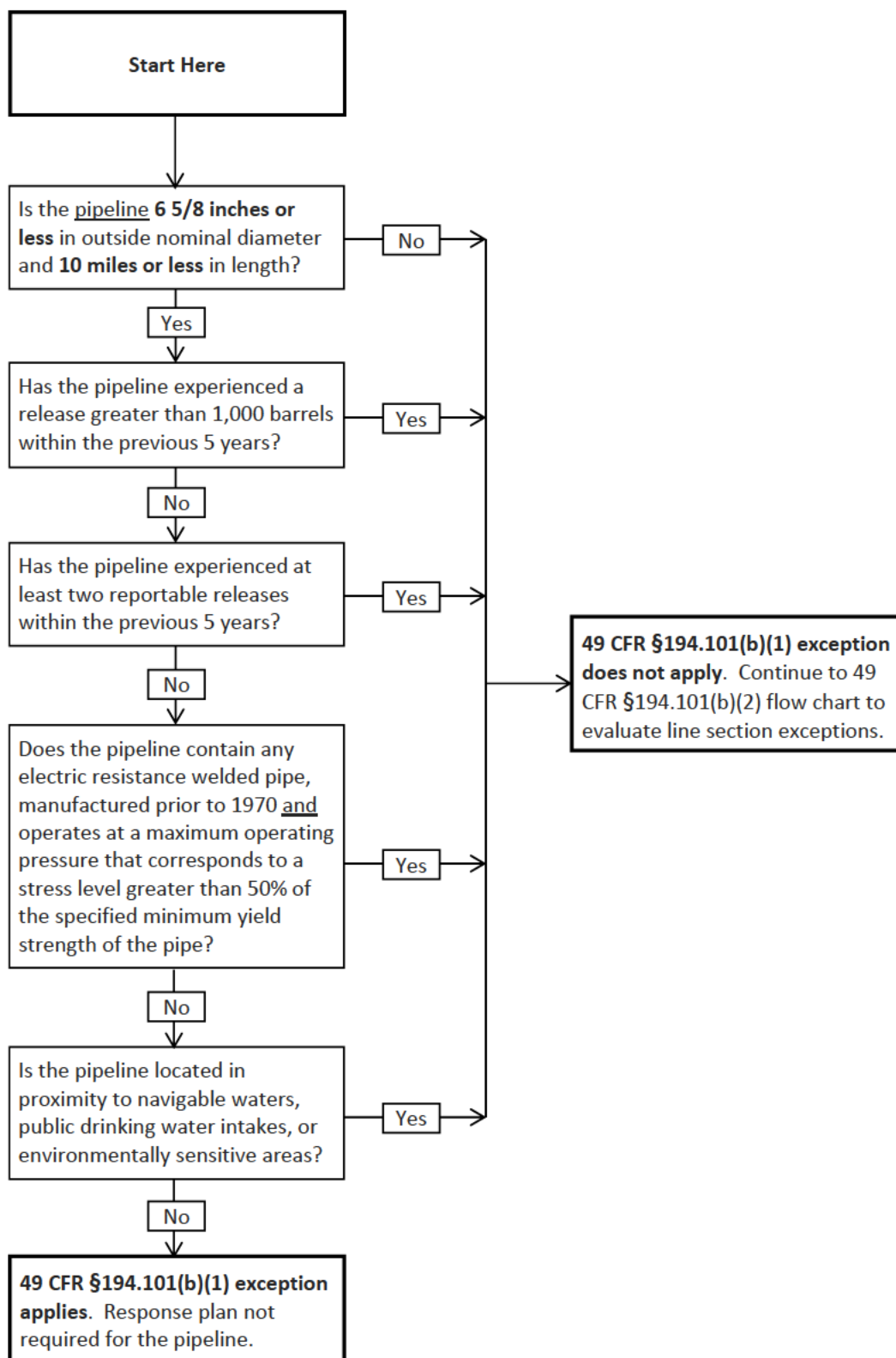


Figure 2: 49 CFR §194.101(b)(2) Line Section Exemption Flow Chart

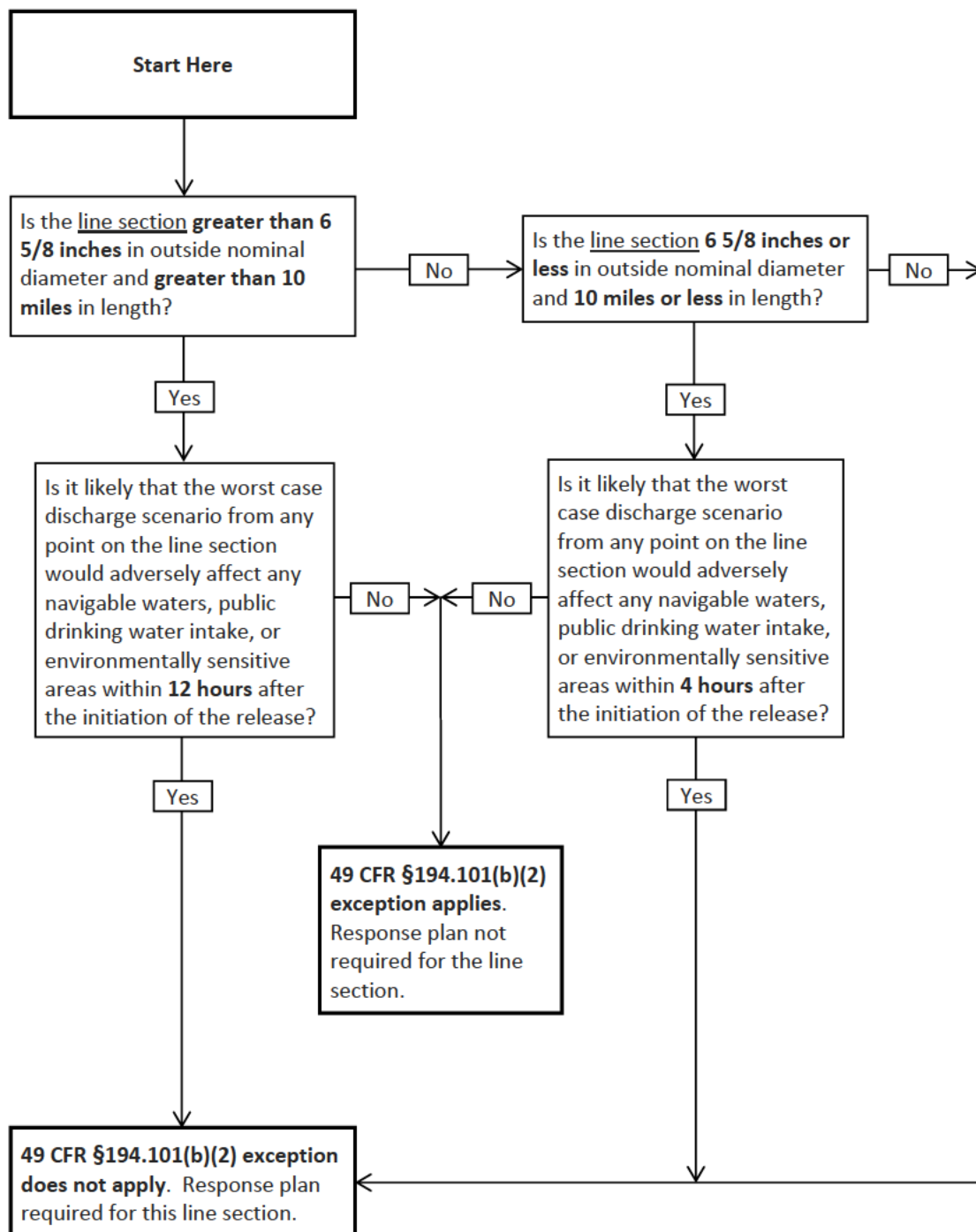
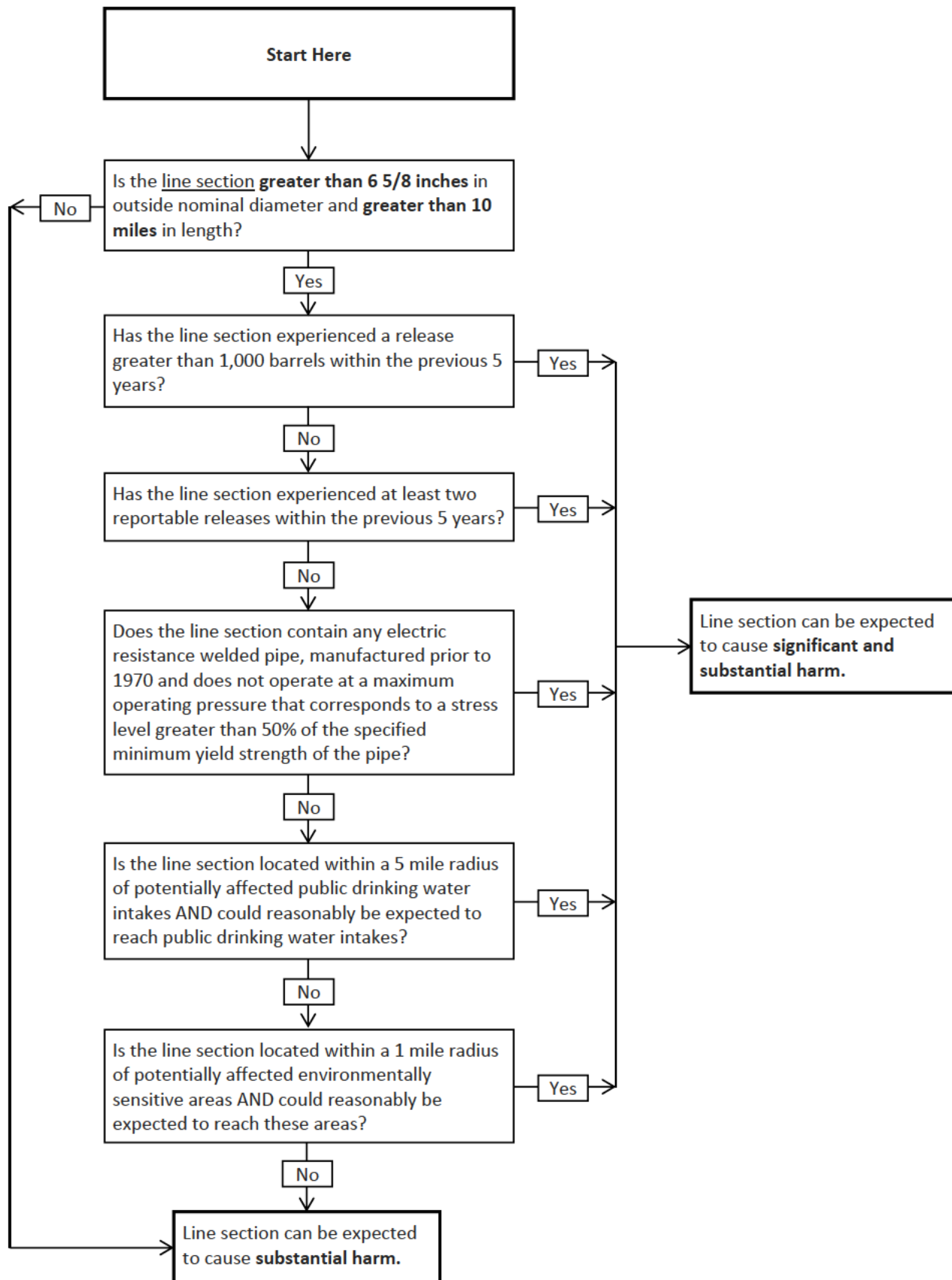


Figure 3: 49 CFR §194.103(c) Line Section Significant and Substantial Harm Flow Chart



2.0 Immediate Notification Procedures

A Spill Response Form is provided as Appendix B of this CP to assist with immediate spill response activities. The Spill Response Form includes immediate spill response activities and general information required for notification purposes.

In the case of a spill of petroleum product, the individual discovering the incident will function as the Incident Commander (IC) until relieved of this duty by a Qualified Individual (QI) or alternate. The IC must instruct personnel in the area to immediately begin emergency response activities, as necessary, and notify:

1. Fire and Police Departments by calling 911 (if emergency situation)
2. QI – and advise of the nature of the incident

The QI functions as the communications coordinator and he or she will assess the situation and determine which agencies, organizations, or individuals will be notified depending upon the nature of the spill, and who will make the notification calls. The determination will depend on the type and size of the spill, the time of day, day of the week, and other circumstances regarding the spill. The sequence of government notifications for a reportable spill is as follows:

1. National Response Center (NRC)
2. EPA Emergency Response Center (see FSPs for applicable EPA region)

Concurrent with these external notifications, other facility personnel or spill response contractors may be called to report to the incident as determined by the QI. In addition, state and local agencies will be notified, as needed.

A reportable spill for DOT-regulated liquid pipeline facilities is one that fits any of the following criteria:

- Causes an explosion or fire
- Causes an escape to the atmosphere of more than five barrels a day of highly volatile liquid
- Causes a death or injury
- Causes property damage exceeding \$50,000
- Causes pollution of any body of water
- Is an incident deemed significant by the operator

A reportable oil spill for EPA-regulated on-shore facilities is one that fits any of the following criteria:

- Causes a violation of applicable water quality standards
- Causes a film or sheen upon, or discoloration of the surface of water or adjoining shorelines
- Causes a sludge or emulsion to be deposited beneath the surface of the water or adjoining shorelines

Emergency Notification Phone Lists providing contact information for organizations and individuals requiring, or potentially requiring notification are included in the FSP and ERAP for each facility.

3.0 Spill Detection and Mitigation Procedures

3.1 Spill Detection

Examples of events and conditions that could pose a threat of a worst case discharge are:

- High or low line pressures
- High or low tank levels
- Abnormal readings on the cathodic protection systems
- Erosion that could affect pipeline foundations and supports

Automated discharge detection equipment aids in identifying potential events that could indicate a discharge. Aerial pilots, Operators, and other HEP personnel are trained to identify situations that indicate potential spills or leaks.

Aerial pilots, Operators, and other HEP personnel visually monitor pipelines and facilities to identify events or conditions that could pose a threat to the surrounding environment. If personnel observe an event or condition, the QI is notified via radio or phone. Examples of such events and conditions are:

- Localized dead vegetation
- Puddles of spilled or leaked material
- Corrosion
- Droplets of material on pipeline
- Discoloration
- Bowing of pipe between supports
- Evidence of material seepage from valves or seals
- Vapor clouds
- Frozen ground

It is the responsibility of Operators to identify and correct any abnormal condition before it becomes an emergency. An abnormal condition exists when:

- There are unexplainable deviations from normal operating conditions
- Operating design limits are exceeded
- Protective devices initiate, such as pressure or temperature shutdown devices
- Supervisory, control, or protective devices for the safe operation of the system are not able to perform their functions. This might be due to:
 - o Communication failure to the control center
 - o Power failure resulting in loss of communication
 - o Malfunction of a piece of critical equipment
- Personnel errors occur such as:
 - o Unintended closure of valves or shutdowns
 - o Other personnel errors which could cause a hazard to persons or property
- Circumstances develop that are likely to cause emergency conditions

Should an abnormal operating condition occur, it is the responsibility of the Operator to respond to, investigate, and correct (with the assistance of technicians as appropriate) the cause of the abnormal condition as follows:

1. Decide the course of action (i.e. whether to continue pumping, slow pumping, or stop part or all operations in the system).
2. Strictly monitor all system facilities to detect any signs of other failures or an indication that an emergency is eminent.

3. Notify the supervisor and the responsible maintenance personnel of the abnormal operations.
4. Provide for correction of malfunctions as necessary.

When the abnormal condition has been addressed, the Operator will:

- Confirm the system is operating safely under normal operating conditions
- Investigate the cause and take corrective action if variations from normal operating conditions again become evident

Operations management is required to review periodically the response of Operator personnel to determine the effectiveness of the Abnormal Operations Procedures and take corrective action where deficiencies are discovered.

3.2 Facility Self-Inspection

Inspections of the system equipment are performed on a continual basis as part of routine operations. Corrective actions are taken as appropriate. Inspection forms located in Appendix C of this Core Plan will be completed on at least a monthly basis. Completed inspection forms are kept at the terminals and at the headquarters office in Artesia, New Mexico. The inspection records are maintained for five years

(b) (7)(F)

3.4 Spill Prevention

3.4.1 Spill Prevention Procedures

The Operations Managers (OM) are the designated persons accountable for refined product and/or crude oil spill prevention. Spill prevention briefings for Operator personnel are conducted to ensure adequate understanding of the spill contingency plan. Spill events, malfunctioning components, and newly developed precautionary measures are discussed during these briefings.

Storage tanks in the system are equipped with secondary containment (e.g. earthen berms, metal containment structures, etc.). The volume within these containment berms is sufficient to contain the capacity of the largest aboveground oil storage tank within each storage area plus sufficient freeboard to contain a 25-year, 24-hour storm event. Accumulated storm water is removed with a vacuum truck.

Buried pipe within the system is coated to inhibit corrosion. In addition, most major sections of the system are also provided with cathodic protection. Pipe supports are properly engineered to reduce corrosion.

3.4.2 Containment and Drainage Planning

Storm water is managed at each facility to minimize the potential for a release of oil to the environment. Refer to the FSP for facility-specific storm water management practices.

3.4.3 Other Spill Prevention Measures

When piping is abandoned in-place or placed out-of-service, it is drained and then sealed at both ends with either caps or blind flanges.

Warning signs are posted, where appropriate, to warn vehicular traffic about the presence of above ground piping and/or tanks.

4.0 Oil Spill Removal Organization (OSRO) Information

HEP maintains current service contracts with three Oil Spill Removal Organizations (OSROs): H2O OSRO, Inc., SWS Environmental Services, LP, and Belfor Environmental, Inc. These contracts are located in the Artesia, New Mexico office. Refer to the FSPs to identify the appropriate OSRO contact information for each facility.

5.0 Response Activities and Resources

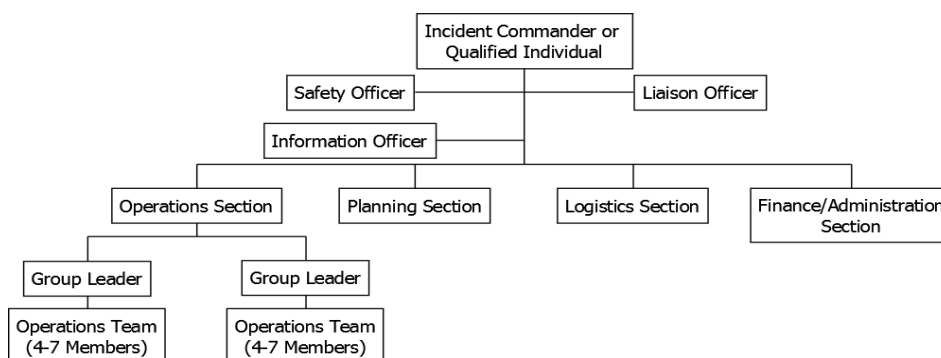
5.1 Response Organization and Role Descriptions

The Incident Command System (ICS) will be used as an emergency management tool to aid in mitigating all types of emergency incidents. The Incident Command System allows for Unified Command where several agencies are involved at the command level.

The ICS is made up of Functional Response Teams who provide expert, specialized services to support a response operation. The teams are prepared to handle any or all of their responsibilities.

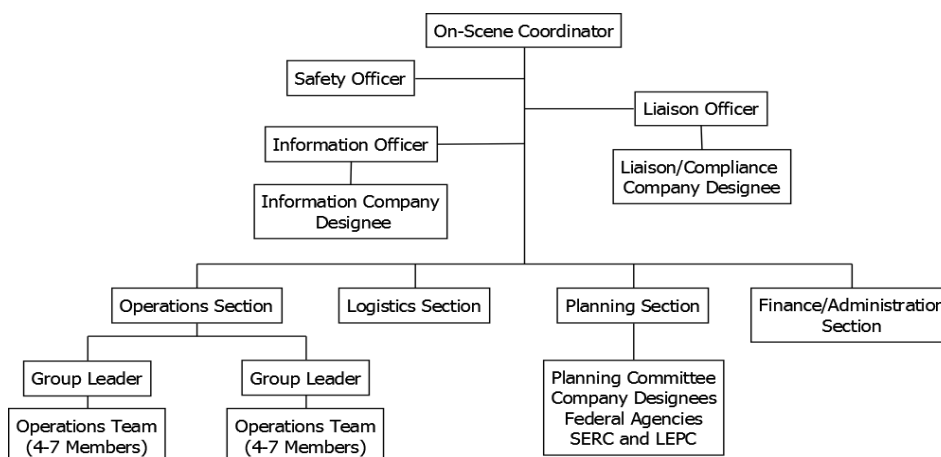
The ICS, depicted in Figure 4, establishes who is in command during emergency incidents. This system is readily adaptable to very small emergency incidents as well as more significant or complex emergencies. This system will be utilized during the initial stages of a spill response and may continue through the entire response unless coordination with community/public emergency response personnel is required making a Unified Command Structure (UCS) necessary. The QI will act as IC, until relieved by the individual listed as IC in the ERAP and FSP. Forms for documentation of ICS response decisions, activities, and costs are located in Appendix E of this CP.

Figure 4: Incident Command System (ICS)



The UCS, depicted in Figure 5, is implemented when multiple regulatory agencies are present and elect to participate in the response effort.

Figure 5: Unified Command Structure (UCS)



5.1.1 On Scene Coordinator (OSC)

- Will serve as IC under the UCS.
- Will coordinate with the QI.

- Will direct federal response as per subpart D of the National Contingency Plan (40 CFR part 300).

5.1.2 Qualified Individual (QI)

- Activate internal alarms and hazard communication systems to notify all system personnel.
- Notify appropriate response personnel, as needed.
- Identify the character, exact source, amount, and extent of the release, as well as other items needed for notification (refer to Spill Response Form included as Appendix B).
- As appropriate, notify and provide necessary information to the Federal, State, and local authorities with designated response roles, including the NRC, the Federal On-Scene Coordinator (OSC), State Emergency Response Commission (SERC), and Local Emergency Planning Committee (LEPC).
- Assess the interaction of the discharged substance with water and/or other substances stored at the facility and notify response personnel at the scene of that assessment.
- Assess the possible hazards to human health and the environment due to the release. This assessment must consider both the direct and indirect effects of the release (i.e., the effects of any toxic, irritating, or asphyxiating gases that may be generated or the effects of any hazardous surface water runoffs from water or chemical agents used to control fire and heat-induced explosion).
- Assess and implement prompt removal actions to contain and remove the substance released.
- Coordinate rescue and response actions as previously arranged with all response personnel.
- Use authority to immediately access HEP funding to initiate cleanup activities.
- Direct cleanup activities until properly relieved of this responsibility.

5.1.3 Incident Commander (IC)

- Assume responsibility of on-scene activities from QI.
- Assess magnitude of emergency, proximity to public and other conditions such as wind, terrain and physical properties of the situation.
- Ensure that all required and necessary public agencies are notified.
- Begin assigning ICS roles as resources become available.
- Assign a Liaison Officer, as necessary.
- Conduct overall supervision of safety and mitigation.
- Communicate with pipeline control center or operations personnel to reroute or shutdown lines as necessary.
- Notify the Pipeline Operator and the One Call Center, as applicable.
- Determine need for evacuation, and establish an Evacuation Plan if necessary.
- Determine need for rescue, and establish a Rescue Plan if necessary.
- Determine safety of rescue operations and whether rescue should be delayed until additional resources can arrive.
- Maintain the cause and event log.
- Establish a Command Post in a safe location and a safe distance from the incident.
- Establish a staging area away from the Command Post, up-wind, up-hill, and away from the incident and identify a Staging Unit Leader as necessary.
- Determine need for confinement.
- Establish control lines.
- Constantly re-evaluate situation.

- Establish an effective system for communication (e.g. establish radio frequency and communicate location of Command Post).
- Re-confirm notification of all necessary public agencies.
- Identify all hazardous substances present.
- Ensure creation of the required site-specific Health and Safety Plan before beginning clean-up operations.
- Evaluate the need for additional resources, and, if needed, request them as soon as possible.
- Ensure that backup personnel are standing by with equipment ready to provide assistance or rescue.
- Ensure that personal protective equipment worn is appropriate for the hazards to be encountered.
- Notify management as required.
- Ensure that safety precautions, FRP, and incident conditions are discussed with crews.

5.1.4 Safety Officer

- **Reports directly to the IC.** The Safety person is the primary safety eyes and ears of the IC.
- Develop the Health and Safety Plan and ensure that all safety procedures are adhered to at the emergency site.
- Report all observations of importance to the IC.
- Assist IC in establishing Evacuation Plan, Rescue Plan, Action Plan and site-specific Health and Safety Plan.
- Aggressively make safety observation needs known to Operations Chief and Group Leaders, as well as the IC.
- Assist Liaison Officer with communications with public agency safety officer.
- Work with the Environmental Department to ensure toxicological monitoring is performed as appropriate and ensure results are properly recorded in the event log.
- Ensure appropriate personal protective equipment and clothing are on site and readily available as needed.
- Establish a general Hazard Zone around the area of the release (or any location exceeding 10% of the lower explosive limit [LEL]). Ensure adequate lighting, approved for use in flammable atmospheres, is used in the Hazard Zone.
- Ensure only radios designed and approved for use in flammable atmospheres are used in the Hazard Zone.
- Ensure proper trenching and shoring safety procedures are adhered to during excavation process.
- Inform personnel that at no time will employees be allowed into the Hazard Zone when the atmosphere is at or greater than 25% of the lower flammable limit (LFL).
- Inform personnel that under no circumstances will any powered equipment or any other part containing any electrical contacts be operated inside the Hazard Zone.
- Inform personnel that excavated soils that may contain hydrocarbon liquids or vapor are to be placed downwind wherever possible, or handled in a manner that prohibits migration of the vapors back into the work area. Soils are to be placed on plastic sheeting whenever possible to prevent further migration of liquids to the ground.
- Confirm that all rectifiers providing cathodic protection at the affected portion of the pipeline system are turned off for at least 30 minutes, if possible, prior to the start of work to allow time for the imposed electrical charge to drain.

5.1.5 Information Officer

- **Reports directly to the IC.**
- Ascertain facts as soon as possible and consult with IC for initial statement.
- Implement any Pre-Communications Plan.
- Maintain communications with the media, public, local politicians and governmental agencies not participating in the response, as necessary.
- Coordinate with ICS staff on providing information to the public and to senior management (Refer to the Crisis Management Policy included as Appendix A).

5.1.6 Liaison Officer

- **Reports directly to the IC.**
- Ensure that all emergency operations are in compliance with local, state and federal laws, regulations and guidelines as well as corporate policy.
- Maintain a detailed activity log.
- As resources arrive, provide interface between on-site response and public and private agencies participating in or with regulatory authority over response activities.
- Assist as liaison with private contractors until relieved of this interaction by a Group Leader.
- Ensure and verify that all persons involved in emergency operations are Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) trained to the required levels.
- Arrange to provide site HAZWOPER or other required training as necessary.
- Ensure that loss reports contain the information required.
- Ensure that no soils with significant hydrocarbons (i.e., those with a concentration of total petroleum hydrocarbons in excess of 5%) are left in place without storm water runoff controls.
- Ensure that spill sites are remediated in accordance with applicable standards with confirmation sampling.

5.1.7 Operations Section Chief

- **Reports directly to the IC.**
- Manage overall spill operations, as well as oversee pipeline repair and environmental.
- Appoint staff as needed.
- Coordinate operation with ICS staff.
- Maintain a detailed activity log.
- Assist in preparing Action Plan with IC and Planning Chief.
- Determine the needs for additional resources and communicate those needs to the Logistics Chief.
- Keep IC apprised of conditions.
- Obtain progress reports from all assigned staff.
- Review the status of control/or response operations with the Operations Team Group Leaders as necessary.
- Continue to evaluate the effectiveness of current actions and order additional resources as needed from Logistics.
- Interface with oil spill cooperative managers as they are activated and request Logistics to implement mutual aid agreements with other entities, if necessary.
- Arrange for the transport of recovered product and oily wastes to the nearest appropriate tank in our system.

- Supervise any post-cleanup inspection and direct remediation.

5.1.8 Planning Section Chief

- **Reports directly to the IC.**
- Track incident status information and develops action and contingency plans with IC and Operations Chief.
- Track use of resources (people and equipment).
- Provide technical assistance.
- Help evaluate situation and conditions (weather, traffic).

5.1.9 Logistics Section Chief

- **Reports directly to the IC.**
- Provide response equipment and material.
- Inform IC of response equipment and personnel needs.
- Direct resources for support and services.

5.1.10 Finance/Administration Section Chief

- **Reports directly to the IC.**
- Manage all cost of response efforts.

5.1.11 Group Leaders

- Report directly to the Functional Response Team (i.e. Operations, Logistics, Planning, Finance/Administration) Chief.
- Implement response actions as directed by the Functional Response Team Chief.
- Direct Functional Response Team members regarding tasks to be completed.
- Communicate material and personnel needs to Functional Response Team Chief.

5.1.12 Contractor Personnel Roles and Responsibilities

- Contractor personnel will assist the Operations Team in overall spill mitigation, necessary repair and clean-up efforts.

5.2 Communications

Effective communication is key to quickly respond to a release. Types of communication used in response activities will include:

- Cell phones.
- Portable hand-held radios.
- Satellite phones.
- Telephone to maintain communication with off-site personnel or outside agencies.
- A fax machine to receive data from off-site that may be useful when responding to a release.
- Pagers may also be available.

Communication will be maintained at all times with personnel in response vehicles via portable two-way radios and/or cellular phones. Portable, hand-held radios are available for communication purposes in the event of failure of the telephone system.

For methods of communication specific to each facility, refer to the FSPs.

The Liaison Officer will coordinate communication between the ICS and government response agencies. The Liaison Officer will maintain ongoing communication with the QI and governmental response agencies.

5.3 Command Post and Staging Areas

The IC, with assistance from the Planning Section, will establish an emergency response communications center at the site to serve as a Command Post. This center will be equipped with radios, weather surveillance equipment, telephones and computer equipment. A facility with sufficient space and equipment to maintain communication with the Command Post will be set up near the spill site to serve as an Emergency Operations Center (EOC). The EOC will also serve as the Joint Information Center where the integration of public information officers from local, state and federal response organizations can be managed.

A site-specific Health and Safety Plan would be developed at the spill site. The Safety Officer will determine the zone areas as follows:

- The “Cold” zone is in an area where no danger to public or surrounding environment is present. This area has unrestricted access and is the only zone in which non-response personnel are authorized.
- The “Warm” zone is an area where staging and decontamination take place. This would be the incident command center where the FRP is implemented and outside communication is established.
- The “Hot” zone is where the emergency response activity takes place. Access is strictly controlled to HAZWOPER trained responders equipped with adequate personal protection equipment, using only equipment safe for the hazards present.

5.4 Evacuation Plans

In the event an evacuation is necessary, the IC will prepare an evacuation plan and routes based on site conditions and circumstance. Evacuees will remain upwind, uphill, and/or upstream of the incident, where possible. Pre-established evacuation routes specific to each facility are included in the FSPs.

5.5 Resource Planning

In addition to on-site response equipment and personnel, HEP can make use of local contractors and off-site HEP equipment and personnel when responding to a release of product. HEP also maintains current service contracts with H2O OSRO, Inc. and SWS Environmental Services, LP. These contracts are located in the Artesia, New Mexico headquarters office. The specified response resources are available in case of the discharge scenarios listed below.

5.6 Response Resources

Refer to the FSPs for detailed information regarding response times for spill response resources. HEP, the OSRO, and additional contract personnel can be available to maintain seven days of operational support. Crews will be rotated every eight hours in order to maintain 24-hour cleanup operations. The QI or Alternate will determine the response activities involving crew rotation, and the level of spill response required. Response resources will be available per the response time requirements listed in 49 CFR §194.115(b) and 40 CFR §112 Appendix E. HEP personnel and area contractors will handle the initial response within 12 hours per the Tier I response resources requirement. Additional personnel, equipment and supplies can be available within 36 hours per Tier II response resources requirement. All equipment and personnel required to contain a worst case discharge are available within 60 hours of discovery per the Tier III response resources requirement.

Specific response resources for the worst-case discharge are determined on a per-facility basis due to the unique characteristics of each facility. Refer to the FSPs for response resources available to each facility.

5.7 Discharge Scenarios

The following sections describe general actions to be taken to respond to a release from HEP facilities:

5.7.1 Minor Spill Scenario (2,100 gallons [50 barrels (bbls)] or less)

Example scenario: A small leak is discovered during a routine inspection of the pipeline. The leak is discovered and stopped before a significant amount of product has spilled.

- Stop product flow
- Call QI who will activate on-site personnel
- Use response resources from the following sources:
 - o On-site equipment and personnel
 - o Local contractors
- QI will ensure all personnel follow safety procedures
- QI will follow notification procedures
- Repair equipment
- Remove free product with vacuum truck
- QI will ensure sorbents, boom, vacuum trucks, pumps, skimmers, etc. are available at the site in the event spill reaches a surface water feature
- Depending on hazardous substance evaluation determine best treatment method, begin remediation on site or remove to an approved site

5.7.2 Medium Spill Scenario (2,100 - 36,000 gallons [50 – 857 bbls])

Example scenario: A pipeline failure occurs. The leak is quickly discovered and measures are taken to stop product flow.

- Stop product flow
- Call QI who will activate on-site personnel, members of Spill Response Team, and external resources, as needed
- Use response resources from the following sources:
 - o On-site equipment and personnel
 - o Local contractors
 - o Off-site HEP equipment and personnel
 - o OSRO
- Begin containment by diking area of spill
- QI will ensure all personnel follow safety procedures
- QI will follow notification procedures
- QI will call local contractor and request earthmoving equipment, as needed
- Remove free product with vacuum trucks
- Begin by using on-site equipment; call for additional resources as needed
- QI will ensure sorbents, boom, vacuum trucks, pumps, skimmers, etc. are available at the site in the event spill reaches a surface water feature
- Depending on hazardous substance evaluation determine best treatment method, begin remediation on site or remove to an approved site

5.7.3 Worst Case Discharge Scenario (Refer to FSPs for volume)

Example scenario: A large tank catastrophically fails while full of oil.

- Stop product flow
- Call QI who will activate on-site personnel, Spill Response Team, OSRO, LEPC, and local contractors, as needed
- Use response resources from the following sources:
 - o On-site equipment and personnel
 - o Local contractors
 - o Off-site HEP equipment and personnel
 - o OSRO
 - o SERC – (can provide support through the Area Committee, Local Response Team, Fire Marshall, and LEPCs)
- Begin containment by diking area of spill
- QI will ensure all personnel follow safety procedures
- QI will follow notification procedures
- QI will call other resources as needed
- QI will activate the spill management Incident Command Structure (ICS)
- Remove free product with vacuum trucks
- QI will ensure sorbents, boom, vacuum trucks, pumps, skimmers, etc. are available at the site in the event spill reaches a surface water feature
- Spill Response Team and contractor personnel will keep spill diverted from environmentally sensitive areas
- Depending on hazardous substance evaluation determine best treatment method, begin remediation on site or remove to an approved site

5.8 Response Strategies

5.8.1 General Response Strategies (Covering all Types of Spills)

First Response to a Spill

Anyone observing a spill should immediately take action or contact the necessary qualified person to take emergency action to stop flow at the source safely. Examples of such action are:

- Stop necessary pumps.
- Close block valves to stop line leaks.
- Stop fuel pumps to minimize leakage from fuel lines.

Upon notification of a spill, the QI will assume command and take control of the response to the incident and will initiate mitigating action and ensure that appropriate government agencies are notified.

Preventing Fire and Explosion

Fire and explosion are potential dangers during petroleum product spills. Although flammability varies dramatically with the type of spilled product and the circumstances of the spill, it is essential that all reasonable steps be taken, as soon as possible, to minimize the chance of accidental ignition of the spilled product(s). Examples of such steps are:

- Extinguish open flames, such as welding torches, immediately.
- Cease all operations involving arc welders, grinders, and other sources of sparks.
- Cease all operations that vent oxygen or enriched oxygen mixtures.
- Shut off electric circuits that might create a fire hazard, if possible. This includes rectifiers. Under some circumstances, even a simple switch or electric motor can cause a dangerous spark.

Remember that fans, blowers, electric lights, and electric pumps all have switches and/or electric motors.

- Extinguish smoking materials.

Removal of Spilled Product

Physical removal of the product is the preferred action in almost all cases. Containment and recovery should be attempted. Spills remaining within the confines of the facility and not reaching the water will be cleaned up using materials such as vacuum trucks, backhoes, and sorbents to contain and pick up any spilled product. Oil soaked absorbents, and other contaminated debris will be disposed of at an approved site.

5.8.2 Specific Response Strategies

The specific strategies taken to control, contain, and clean up a spill will vary with the type of product spilled, the location, the amount, and various other factors. Spill containment strategies initiated vary depending on the location of the spill and the affected environment. Environmentally sensitive areas and endangered/threatened species have been identified in the FSPs. Additional precautions will be taken, as necessary, during the response containment and recovery of spills to protect sensitive species. Potential wetlands are listed in "Basis for Operator's Determination of Significant and Substantial Harm" for each response zone.

All spills are subject to the Natural Resources Damage Assessment (NRDA). This assessment is implemented by federal and state agencies. The NRDA determines the total economic and environmental impacts of the spill. The NRDA process determines final restoration. In the event NRDA is implemented, the company will follow all criteria as dictated by the assessment.

Spills Confined to Land

- If the spill is contained on land and is threatening groundwater, drainage, or populated areas and can be contained or diverted by using heavy equipment, then dispatch heavy equipment and vacuum trucks to divert, contain, and clean up the spill. If it cannot be contained or diverted by using heavy equipment, then dispatch manpower to contain and clean up.
- If the spill is contained on land and not threatening groundwater, drainage, or populated areas, then contain and clean up.

Spills Threatening or Entering Navigable Waters

If the spill has not reached navigable waters, then divert, contain, and clean up. If the spill is threatening to enter or has entered navigable waters, then dispatch boom and heavy equipment to stop flow from spreading. Use skimmers, vacuum trucks, and sorbents to clean up.

Cleanup Key for Shallow Waters and Shorelines

- Deploy boom, skimmers, vacuum trucks, pumps, absorbents, transport trucks, and personnel to begin containment and cleanup. Place boom downstream of spill. Utilize vacuum trucks, pumps, skimmers, and sorbents to remove contaminated water. Continue procedure until analysis determines water to be at pre-spill state. Contaminated water will be pumped into transport trucks and transported to a treatment facility with agency approval.
- If 1) the substrata type is sand, gravel, cobble, mud flat, or mud bank; 2) there is medium to high levels of contamination; and 3) the shoreline sediment can be removed without causing erosion of beaches; then mechanized cleaning techniques may be used. If shoreline sediment removal would cause erosion of beaches but sediment could be replaced if removed, then mechanized cleaning techniques may be used. If the sediment cannot be replaced or removed, then manual recovery will be used.
- If the substrata type is boulder, rock cliff, rock bench, or man-made structures, then methods that will be used for cleanup are high or low temperature high pressure flushing (determined by

presence or non-presence of living animals and algae), manual scraping, steam cleaning, or sandblasting. For large pools of oil on flat surfaces, vacuum trucks and sorbents will be used.

6.0 Federal, State, and Local Agency Information

Federal, State, and local agencies will vary based on the specific facility and jurisdiction of a release. Refer to the FSPs for a comprehensive list of pertinent agencies.

7.0 Training Procedures

7.1 General Employee Training

All personnel are required to complete internet-based training courses that cover hazard response procedures, hazardous material recognition and evaluation including instruction on the United States DOT Emergency Response Guidebook, emergency preparedness, hazardous material characteristics, use of respirators, and use of firefighting equipment. These courses are customized to HEP transportation facilities. To complete a course successfully, personnel must pass an exam at the end of each course with a minimum score of 80%. Personnel are required to take part in ongoing training. Personnel are required annually to take part in field exercises using proper air respirator techniques. In addition, personnel take part in firefighting training and other specialized training courses.

Each new employee is required to undergo on the job training under a trained supervisor. This training includes job-specific training; instruction in hazards and safety issues related to the job; normal and abnormal situations; emergency procedures; facility malfunctions and appropriate corrective actions; and instruction in controlling any discharge to minimize the potential for fire, explosion, toxicity or environmental damage. Annual evaluations are made of the training program to ensure that personnel and supervisors maintain a thorough knowledge of any updates or revisions in operations. A copy of the plan and training records are maintained in the Artesia, New Mexico headquarters office.

Initial and periodic review discussions on FRP procedures for personnel will take place during tabletop drills and cover the following:

- Their responsibilities under the FRP
- The name and the procedure for contacting the QI on a 24-hour basis
- Operator's 24-hour telephone number

Initial and periodic review discussions on FRP procedures will be conducted during the tabletop drill with reporting personnel and will cover the following:

- The content of the information summary of the FRP
- The toll-free telephone number of the NRC
- The notification process

Initial and periodic review discussions on FRP procedures will be conducted during the tabletop drill with personnel engaged in response activities attending and will cover the following:

- The characteristics and hazards of the oil discharged
- The conditions that are likely to worsen emergencies, including the consequences of facility malfunctions and their appropriate corrective actions
- The steps necessary to control any accidental discharge of oil and to minimize the potential for fire, explosion, toxicity, or environmental damage
- The proper fire-fighting procedures and the use of equipment, fire suits, and breathing apparatus

7.2 HAZWOPER Training (29 CFR §1910.120)

Personnel receive HAZWOPER training and certification by going through the training procedure. Personnel shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

Non-United States Coast Guard (USCG) classified OSRO responders are required to complete training per 29 CFR §1910.120 and provide documentation of the training to HEP. The Regulatory Coordinator maintains these records.

7.3 Certification Levels

7.3.1 First Responder Awareness Level

Personnel are certified at the First Responder Awareness level when they complete sufficient training to ensure:

- An understanding of what hazardous substances are, and the risks associated with them in an incident
- An understanding of the potential outcomes associated with an emergency created when hazardous substances are present
- The ability to recognize the presence of hazardous substances in an emergency
- The ability to identify the hazardous substances, if possible
- An understanding of the role of the First Responder Awareness level individual in the ERAP including site security and control and the DOT Emergency Response Guidebook
- The ability to recognize the need for additional resources, and to make appropriate notifications to the communication center

7.3.2 First Responder Operations Level

Personnel are certified at the First Responder Operations level upon completion of at least eight hours of training or have had the sufficient experience to demonstrate objective competency in the following areas in addition to those listed for the First Responder Awareness level:

- Knowledge of the basic hazard and risk assessment techniques
- Know how to select and use proper personal protective equipment provided to the First Responder Operations level
- An understanding of basic hazardous materials terms
- Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit
- Know how to implement basic decontamination procedures
- An understanding of the relevant standard operating procedures and termination procedures

7.3.3 Hazardous Materials Technician

Personnel are certified at the Hazardous Materials Technician level when they have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas:

- Know how to implement the ERAP
- Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment
- Be able to function within an assigned role in the ICS
- Know how to select and use proper specialized chemical personal protective equipment provided to the Hazardous Materials Technician
- Understand hazard and risk assessment techniques
- Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit
- Understand and implement decontamination procedures
- Understand termination procedures
- Understand basic chemical and toxicological terminology and behavior

7.3.4 Hazardous Materials Specialist

Personnel will be certified at the Hazardous Materials Specialist level when they have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas:

- Know how to implement the ERAP
- Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment
- Knowledge of the state emergency response plan
- Be able to select and use proper specialized chemical personal protective equipment provided to the Hazardous Materials Specialist
- Understand in-depth hazard and risk techniques
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available
- Be able to determine and implement decontamination procedures
- Have the ability to develop a site-specific Health and Safety Plan
- Understand chemical, radiological and toxicological terminology and behavior

7.3.5 Incident Commander

Personnel are certified at the Incident Commander level when they have received at least 24 hours of training equal to the first responder operations level and have competency in the following areas:

- Know and be able to implement the ICS
- Know how to implement the ERAP
- Know and understand the hazards and risks associated with employees working in chemical protective clothing
- Know how to implement the local emergency response plan
- Knowledge of the state emergency response plan and of the Federal Regional Response Team
- Know and understand the importance of decontamination procedures

7.4 Training Records Retention

All training records for HEP personnel and contractor personnel listed in the CP, as well as records on instructors and/or training organizations that provide training, are kept at the headquarters office in Artesia, New Mexico and will be maintained as long as individuals are assigned duties under this FSP.

8.0 Equipment Testing

Multiple entities involved with spill response actions are responsible for equipment inspections and testing. Response equipment testing and deployment drill logs for HEP-owned resources are maintained in Appendix B of the FSPs. Certification that OSROs have performed applicable equipment testing and deployment drills are provided in Appendix G of the FSPs.

9.0 Drill Program

9.1 Spill Response Drills

Numerous spill response drills are performed in order to ensure that HEP personnel are familiar with spill response procedures. The following table describes the types and frequency of drills performed. Drill logs have been included in Appendix D of this CP. Copies of completed Drill Logs will be maintained in Appendix D of the FSPs to document drills conducted at each facility. Refer to Appendix D of the FSPs for the latest logs.

Drill/Exercise	Description
Qualified Individual (QI) Notification Drills	Four drills will be conducted annually to exercise communication between facility personnel and QI.
Internal Tabletop Drills	Two drills will be conducted annually with at least one every three years involving a worst case discharge scenario that will demonstrate the Response Team's ability to organize, communicate and make strategic decisions regarding population and environmental protection during a drill. The designated Spill Emergency Response Team members and QI for each area will meet to pose this drill.
Operator Equipment Deployment Drills	Two drills will be conducted annually to demonstrate the deployment and operation of equipment (company-owned and/or OSRO) listed in the plan into its intended operating environment.
Triennial Cycle of Exercising the Entire FRP	Every three years all components of the entire FRP will be exercised to ensure that all components of the plan function adequately for response to an oil or hazardous spill.
Government Unannounced Drills (External)	An Area Exercise will be conducted when scheduled by the government. This exercise will include a full test of the FRP with government involvement. The Unified Command System for the area will be tested. A scenario will be developed by the lead plan holder (HEP), in consultation with the exercise design team (comprised of representatives from Federal, State and local Government, environmentalists and industry). The scenario will involve equipment deployment. The extent of equipment deployment shall be determined by the lead plan holder in consultation with the exercise design team.

9.2 Manned/Unmanned Pipeline Emergency Procedures

In addition to the drills listed above, HEP personnel take part in initial and ongoing training on the procedures for manned and unmanned pipeline emergencies. Operator personnel have the ability to shut down the line from the Operations Control Center. Operator and field personnel go through practice procedures that prepare them to recognize normal and abnormal situations, what constitutes an emergency, emergency shutdown procedures, and proper notification procedures. All pipeline personnel

know where block valves are located in the event manual shutdown is necessary. Manned/unmanned pipeline emergency procedures are conducted quarterly.

9.3 Drill Program Responsibility, Implementation, and Recordkeeping

The Regulatory and Environmental, Health, and Safety Divisions have responsibility for the drill program implementation, execution, monitoring, and recordkeeping. Documentation and records of drills are kept at the office in Artesia, New Mexico for three years and are available to government agencies. Post-drill and post-incident evaluations are completed following the drill or incident. The Regulatory Division incorporates lessons learned and agency recommendations into subsequent FRP revisions.

10.0 Plan Review and Update Procedures

The FRP will be reviewed at least every five years from the last approval date and resubmitted to the DOT and the EPA. In the event of any of the following changes, the plan will be revised within 60 days and submitted to DOT and EPA, (DOT and EPA facility identification will be provided):

- A change in the facility's configuration that materially alters the information included in the FRP
- A change in the type of oil handled, stored, or transferred that materially alters the required response resources
- A material change in capabilities of the OSRO(s) that provides equipment and personnel to respond to discharges of oil
- A material change in the facility's spill prevention and response equipment or emergency response procedures
- Any other changes that materially affect the implementation of the FRP
- Amendments to personnel and telephone number lists included in the FRP and a change in the OSRO(s) that does not result in a material change in support capabilities do not require approval by the EPA Regional Administrator as the revisions occur
- The owner or operator of a facility that submits changes to FRP shall provide the EPA-issued facility identification number (where one has been assigned) with the changes
- The owner or operator shall review relevant portions of the NCP and applicable ACPs annually and, if necessary, revise the FRP to ensure consistency with these plans

This FRP (CP, FSPs, and ERAPs) includes facility operations (and expansions) active as of July 2013. This FRP will be revised when changes in system design, construction, operation, or maintenance are made that affect the systems potential to discharge oil. Such amendments will be implemented no later than six months after such change occurs.

Per 49 CFR §194.119, HEP will submit two electronic copies of this FRP to:

Pipeline and Hazardous Materials Safety Administration
Department of Transportation
PHP 80
1200 New Jersey Avenue, SE
Washington, DC 20590-0001

Per 40 CFR §112.20(d), HEP will submit two electronic copies of this FRP to one of the following, depending on the location of the site and whether a facility is expected to cause substantial harm to the environment:

SPCC/FRP Coordinator
U.S. EPA, Region VI (6SF-RO)
1445 Ross Ave.
Dallas, TX 75202-2733
(214) 665-6489

SPCC/FRP Coordinator
U.S. EPA, Region VII
11201 Renner Blvd.
Lenexa, KS 66219
(913) 551-7647

Oil Program Coordinator
U.S. EPA, Region VIII (8EPR-SA)
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6839

Oil Team/SPCC Coordinator
U.S. EPA, Region IX (SFD1-4)
75 Hawthorne St.
San Francisco, CA 94105
(415) 972-3075

SPCC/FRP Coordinator
U.S. EPA, Region X (ECL-116)
1200 6th Avenue
Seattle, WA 98101
(206) 553-1671

Appendix A:

Crisis Management Policy

	ENVIRONMENTAL HEALTH & SAFETY POLICY MANUAL		
Crisis Management Policy			
Original Issue Date:	3/15/2010	Last Revision Date:	08/15/2011
Revision Nr:	2	Document Nr:	202

1.0 PURPOSE

To ensure that HollyFrontier Corporation (Company) resources are directed effectively and efficiently in response to any crisis that occurs within a business unit in a manner that supports the onsite response. The standard also provides a framework to ensure that crisis events are managed so as to minimize their impact and protect the interests of the Company, its shareholders and the public.

2.0 SCOPE

This policy applies to all Company owned or operated divisions and facilities, including, but not limited to, refining, pipeline/terminals, asphalt, trucking, aviation and corporate offices. This policy is not intended to replace existing business unit site emergency plans, incident response plans, integrated response plans, etc; each such plan should be reviewed against this policy to ensure consistency and conformity.

3.0 DEFINITIONS

- 3.1 Crisis is any significant incident that is likely to harm the Company's reputation or draw media and/or public attention.
- 3.2 Crisis Management includes the immediate response to a crisis where priorities are the preservation of life, property protection, event containment and public relations, as well as addressing the longer term strategic issues potentially generated such as providing business continuity and responding to customer, shareholder and public concerns.
- 3.3 Significant Incidents include any incident that results in:
 - 3.3.1 Death (employee or contractor)
 - 3.3.2 Days-away-from-work injury (employee only)
 - 3.3.3 Fire, explosion spill or release that:
 - 3.3.3.1 Requires a response by any emergency response team (e.g., hazmat, fire department or brigade, oil spill response team, etc.), or
 - 3.3.3.2 Causes >\$25,000 of direct damage cost. or
 - 3.3.3.3 Meets the definition of a Tier 1 Process Safety Event as defined by *API 754 - Process Safety Performance Indicators for the Refining and Petrochemicals Industries*.

4.0 RESPONSIBILITIES

- 4.1 The Vice President of EHS shall develop and maintain a Corporate Crisis Management Plan consistent with this policy. He shall also schedule and coordinate annual exercises to test this plan.
- 4.2 The Chief Operating Officer shall ensure that necessary resources are provided to implement the Company Crisis Management Plan and that it is periodically tested to ensure its efficacy.
- 4.3 The Leadership Council shall review the Company Crisis Management Plan on an annual basis to ensure it is accurate and current.
- 4.4 Local management at each facility or operation impacted by this policy shall develop a site specific crisis management plan that supports this Company policy. Such plans may be part of other facility emergency response and/or contingency plans.

5.0 PROCEDURE

- 5.1 Crisis Management Plans shall include the following elements:
 - Crisis team structure, including specific job titles
 - Specific Roles & Responsibilities for each team member
 - Emergency Contact list
 - Outline of initial actions to be taken during a crisis, including notification protocols
 - Media relations guidelines
 - Procedures to provide support to employees, their families and/or area residents directly impacted by the crisis
 - Periodic drills and exercises to evaluate crisis management capabilities and identify areas for improvement.
 - Provisions to audit and review crisis management plans at least annually.
- 5.2 All press releases shall be approved by the President, General Counsel or Vice President of Investor Relations prior to release.
- 5.3 Each site shall designate a public information officer or spokesperson(s) who will be the only personnel authorized to speak to the media.
- 5.4 All photographs taken on Company property (film or digital) are the property of the Company; employees shall not transmit photographs of any Company incidents to 3rd party sources.

6.0 TRAINING

- 6.1 All personnel who are members of a crisis management team shall be trained on this Company policy as well as general media relations training.
- 6.2 All employees shall be informed of the restrictions on media communications.

7.0 REFERENCES

- 7.1 *Exhibit A: HollyFrontier Corporation Crisis Management Plan*
- 7.2 OSHA Standard 29CFR1910.38 - Emergency Action Plans
- 7.3 OSHA Standard 29CFR1910.120 – Hazardous Waste Operations and Emergency Response
- 7.4 EPA Standard 40CFR355 – Emergency Planning and Notification
- 7.5 EPA Standard 40CFR 68 – Risk Management Plans

8.0 RECORDS

- 8.1 Records shall be maintained of drills and exercises conducted to test the efficacy of such plans including any resultant improvements implemented. Records must also be maintained of all actual incidents that cause site or facility crisis management or emergency management plans to be activated.
- 8.2 Records of training will be created and retained in accordance with the Company records retention policy.

EXHIBIT A

HOLLYFRONTIER CORPORATION

CRISIS MANAGEMENT PLAN

The procedures detailed in this plan should serve as guidelines for handling a crisis situation involving any Company facility. Any crisis will involve circumstances that are inherently unique and unanticipated; therefore, this plan does not attempt to plan for or anticipate every situation, but rather to establish a protocol that can be adapted for any situation.

Crisis Team – Roles & Responsibilities

The Crisis Team Coordinator is responsible for evaluating all information, determining the extent/seriousness of the event, crisis or potential crisis, and choosing appropriate strategies and actions. The specific Coordinator is based on the part of the Company affected by the Crisis, eg, refining, asphalt, etc. The Crisis Team members are Company Officers who will be selected on an as-need basis by the Crisis Team Coordinator.

The Crisis Team Coordinator's responsibilities include:

- assembling team members,
- making notifications, eg, investment community, company officers, etc.
- gathering and assessing information,
- coordinating all immediate actions at the Corporate level,
- providing support to the impacted facility, eg, financial, legal, technical, etc., and
- developing and issuing press releases, including follow-up with the media,

Crisis Team – Structure

One of the following will be the Team Coordinator in the event of a Company crisis:

- Dave Lamp, Chief Operating Officer (COO), : For Navajo and Tulsa Refining issues & matters
- Jim Stump, Sr. Vice President, Refining: For El Dorado, Cheyenne and Woods Cross refining issues & matters
- Mark Cunningham, Vice President, Holly Logistics Services: For all Holly Energy Partners (HEP) issues & matters
- David Blair, Vice President, NK Asphalt Partners: For all NK Asphalt Partners issues & matters
- Tom Creery, Vice President, Crude Supply: For all Holly Transportation issues & matters
- Dave Lamp, COO: For any matters unrelated to the above 3 areas

A Crisis Team will be formed that may include the following, as necessary:

- Dave Lamp, COO
- George Damiris, Sr. Vice President
- Jim Stump, Sr. Vice President
- Mark Cunningham, Vice President, Holly Logistics Services, L.L.C.
- David Blair, Vice President, NK Asphalt Partners
- Tom Creery, Vice President, Crude Supply
- Denise McWatters, General Counsel
- Neale Hickerson, Vice President, Investor Relations
- David Jelmini, Vice President, Environmental, Health & Safety
- Nancy Hartmann, Vice President, Human Relations
- Joele Frank, Wilkinson Brimmer Katcher (“JFWBK”), outside public and investor relations advisor

Additional team members may be added at the discretion of the Team Coordinator.

Responding to a Crisis: Initial Actions

It is anticipated that the initial notification to the Crisis Team Coordinator will come from senior business unit leaders from various facilities and assets. However, notifications may come through other sources, such as news media reporters, customers, governmental officials, local law enforcement, etc. Regardless of origin of the initial notification, it is crucial that the appropriate Crisis Team Coordinator be reached in person – either day or night.

The Coordinator shall contact and assemble the necessary team members to help manage the crisis from the Corporate office. The following initial actions should be considered for each event.

- Collect the facts

Get as much specific information as quickly as possible to help determine the severity of the situation. Identify facts vs. speculation and rumors.

- Determine the strategy before acting

When deciding on a communications strategy, considerations include (but are not limited to):

- Legal and regulatory requirements and employee, customer and shareholder concerns;
- Right to privacy rules and regulations;
- The level of the company's responsibility/involvement;
- The number of individuals affected and/or potentially affected;

- Whether outreach is necessary to correct harmful inaccuracies.

- Reactive Communications Strategy

Discuss a verbal response, prepare a statement, but do not release a statement or make any comments until contacted by the media. There is no reason to make news. Ensure that only designated spokespeople talk to the media. Remember, issuing a press release or statement is irrevocable.

- Proactive Communications Strategy

Consider releasing a statement proactively to the press if:

- the situation affects a great number of people and the Company would be perceived as covering something up if it didn't release a statement;
- a health hazard exists; or
- a message needs to be released immediately to prevent inaccurate or potentially damaging information from being disseminated.

- Communication Dissemination within Company

As information is released to the public, it is important the same information be disseminated across the company to the appropriate extent. This allows employees to note (if contacted) that the company has issued a public communication, and can refer the inquiry to those communications.

- Reach out to appropriate audiences

Identify the audiences and determine how to communicate with them. Address concerns group by group and assign people, by name, to communicate with each audience. Customize responses, but be consistent – remember that messages in media statements, Q&A's, talking points, letters and other support materials must be consistent across all constituencies. Appropriate audiences may include:

- Management
- Employees
- Media
- Shareholders and analysts
- Customers
- Suppliers
- Government agencies and other public officials

- Additional media outreach

It may be necessary to call reporters who have not contacted you if you know they are or will be writing a story to make sure they get the Company's side of the story or alternatively to mitigate interest in a story. Calls can be referred to

JFWBK and JFWBK can be tasked with media outreach on the company's behalf.

- Anticipate and prepare for next day stories

Monitor Day One stories; be prepared to respond to new issues. Continue to emphasize the Day One response and messages. Do not make new news – just because it is another day does not mean you need a brand new statement. Be aware of future events, such as court dates, that could trigger renewed interest in the story.

- Monitor the situation aggressively

Continue to update internal and external audiences in the days following the crisis with new information, as available.

NOTE: *All emails related to a crisis or potential crisis matters should be addressed to Denise McWatters (General Counsel) with cc: to other necessary individuals in order to preserve attorney-client privilege. Emails should NOT include speculation about the crisis situation – just the facts.*

Dealing with the Media

In a crisis, news media are likely to approach employees at Company facilities seeking comment. The following outlines procedures for employees at an affected facility if they are “approached” by a television crew or a reporter.

If a Reporter or Camera Crew Show Up:

- Alert the appropriate Crisis Team Coordinator
- Send the public information officer or designated spokesperson to meet the reporter/camera crew outside the gates of the facility. Remember that the Company’s facilities are not open to the public and reporters should not be granted access to the building/facility.
- Get the full name, title, organization, and phone number of the reporter.
- Only the public information officer or designated spokesperson may comment on behalf of the Company. If a non-authorized employee is asked for a comment, avoid using the term, “no comment”. Instead say, *“I’m not authorized to comment on behalf of the company in matters such as this. It is company policy to direct all press inquiries to [NAME], our Public Information Officer, [if one exists for this asset / location], or Neale Hickerson at our corporate headquarters.”*
- Do not speculate about the incident, state only the basic facts. Never release the names of injured personnel.
- Get as much information as possible about what the camera crew/reporter are covering, including: how the reporter found out about the incident, where it occurred, when it occurred, the name of the person(s) involved in the incident, whether the reporter intends to publish or broadcast something about the incident and whether they will be mentioning the company, and what the deadline is for a response.
- All Press Releases must be approved by the Company COO, Vice President-Investor Relations or General Counsel.
- While not required, JFWKB can provide assistance in preparing press release. (This would not eliminate the above requirement of internal approval for any press release or written public statement.

Template Press Release

FOR IMMEDIATE RELEASE

[HollyFrontier Corporation / Holly Energy Partners, L.P.] Issues Statement

DALLAS, [DATE] – [HollyFrontier Corporation (NYSE: HFC / Holly Energy Partners L.P. (NYSE: HEP))] today issued the following statement regarding the [INSERT INCIDENT DESCRIPTION] that occurred at the company's [NAME] [refinery / facility] located at [STREET ADDRESS] in [CITY, STATE] on [DAY, DATE].

Include details about the incident that have been confirmed. This could include the cause of the incident, how operations are affected, when operations are expected to return to normal. Do not include names of potential injured parties, speculation on cause or optimistic predictions of outcomes.]

[INSERT QUOTE (IF APPROPRIATE)], said DESIGNATED SPOKESPERSON].

Add other specific details if warranted.

[USE IF HFC RELATED]

About HollyFrontier Corporation:

HollyFrontier Corporation, headquartered in Dallas, Texas, is an independent petroleum refiner and marketer that produces high value light products such as gasoline, diesel fuel and jet fuel. HollyFrontier operates through its subsidiaries a 100,000 barrel per stream day ("bpsd") refinery located in Artesia, New Mexico, a 52,000 bpsd refinery located in Cheyenne, Wyoming, a 135,000 bpsd refinery located in El Dorado, Kansas, a 125,000 bpsd refinery located in Tulsa, Oklahoma and a 31,000 bpsd refinery in Woods Cross, Utah. HollyFrontier also owns a 34% interest (including the general partner interest) in Holly Energy Partners, L.P. (NYSE "HEP"), which through subsidiaries owns or leases approximately 2,500 miles of petroleum product pipelines in Texas, New Mexico and Oklahoma and petroleum product terminals in several Southwest and Rocky Mountain states.

[USE IF HEP RELATED]

About Holly Energy Partners, L.P.:

Holly Energy Partners, L.P., headquartered in Dallas, Texas, provides petroleum product and crude oil transportation, tankage and terminal services to the petroleum industry, including HollyFrontier Corporation, which currently owns a 34% interest (which includes a 2% general partner interest) in the Partnership. The Partnership owns and operates petroleum product and crude pipelines, tankage, terminals and loading facilities located in Texas, New Mexico, Arizona, Oklahoma, Washington, Idaho and Utah. In addition, the Partnership owns a 25% interest in SLC Pipeline LLC, a transporter of crude oil in the Salt Lake City area.

Contact:

M. Neale Hickerson
Vice President, Investor Relations
HollyFrontier Corporation
(214) 871-3555

OR (If using JFWBK for contact purposes):

Andrew Siegel
Joele Frank, Wilkinson Brimmer Katcher
(212) 355-4449

Emergency Contact List

HollyFrontier Corporation:

- **Dave Lamp, Chief Operating Officer**
Office: 214-871-3531 Cell: 214-738-0321
- **George Damiris, Sr. Vice President**
Office: 214-871-3442 Cell: 214-934-9952
- **Jim Stump, Sr. Vice President**
Office: 303-714-0109 Cell 316-734-9371
- **Tom Creery, Vice President, Crude Supply**
Office: 214-871-3528 Cell: 214-725-4681
- **Denise McWatters, General Counsel**
Office: 214-871-3480 Cell: 214-534-9980
- **Neale Hickerson, Vice President, Investor Relations**
Office: 214-871-3572 Cell: 214-529-6908
- **David Jelmini, Vice President, Environmental, Health & Safety**
Office: 801-294-4569 Cell: 801-554-6036
- **Nancy Hartmann, Vice President, Human Relations**
Office: 214-871-3503 Cell: 214-683-5651

Cheyenne

- **Kevin Burke, Vice President, Refinery Manager**
Office: 307-771-8915 Cell: 307-630-6770
- **Don Finley, Public Information Officer (Back up)**
Office: 307-771-8865 Cell: 307-631-8865

El Dorado:

- **Josh Goodmanson, Vice President, Refinery Manager (Back up PIO)**
Office: 316-321-8467 Cell: 316-734-0629
- **Bill Kloeblen, Public Information Officer**
Office: 316-321-8306 Cell: 316-734-9368

Navajo:

- **Michael McKee, Vice President, Refinery Manager**
Office: 575-748-6743 Cell: 575-308-4028
- **Johnny Lackey, Public Information Officer**
Office: 575-746-5490 Cell: 972-261-8075
- **Doug Price, Public Information Officer (Back up)**
Office: 575-746-5294 Cell: 575-703-5168

Tulsa:

- **Jim Resinger, Vice President, Refinery Manager**

Office: 918-594-6262 Cell: 918-605-2767

- **Kim Little, Public Information Officer**

Office: 918-588-1115 Cell: 918-519-0615

- **Andrew Haar, Public Information Officer (Back up)**

Office: 918-594-6284 Cell: 918-830-1679

Woods Cross:

- **Lynn Keddington, Vice President, Refinery Manager**

Office: 801-299-6605 Cell: 801-554-7324

- **Mike Astin, Public Information Officer**

Office: 801-299-6625 Cell: 801-550-8405

- **Conrad Jensen, Public Information Officer (Back up)**

Office: 801-299-6683 Cell: 801-554-6235

Holly Energy Partners:

- **Mark Cunningham, Vice President, Holly Logistics Services, L.L.C.**

Office: 214-871-3846 Cell: 214-208-1931

NK Asphalt Partners:

- **David Blair, Vice President, NK Asphalt Partners**

Office: 480-256-1999 Cell: 214-206-5826

- **Charlie Rodriguez, Senior Manager, NK Asphalt Partners**

Office: 623-385-3663 Cell: 623-695-6501

Outside Contacts:

- **Andrew Siegel, Corporate Communications Consultant,**

Joele Frank, Wilkinson Brimmer Katcher

Office: 212-355-4449 x127 Cell: 917-885-6010

- **Aaron Palash**

Joele Frank, Wilkinson Brimmer Katcher

Office: (212) 895-8603 Cell: (646) 675-4103

- **Zurich – Insurance claims (24/7)**

Office: 800-987-3373 Email: USZ_CareCenter@zurichna.com

- **Chris Moss, Taylor Risk Consulting (Insurance)**

Office: 972-447-2053 Cell: 214-850-2401

Appendix B:
Spill Response Form

SPILL RESPONSE FORM**Immediate Response Actions**

- Evaluate if an evacuation is needed.
- Prevent flame or spark and do not operate a cell phone.
- If it is safe to do so, extinguish any flames.
- If it is safe to do so, move quickly to stop the discharge by closing any open valves or shutting off pumps, as necessary.
- If it is safe to do so, eliminate any potential ignitions sources (motors or electrical circuits).
- If there are significant injuries notify the local 911 and Company Safety Representative.
- Alert the Control Center (1-877-748-4464) and your Supervisor immediately of the release and system involved within 30 Minutes.

Operational Response Actions

- Seek assistance from other HEP personnel.
- Dike flow path to limit the downhill flow.
- Place Sorbents, Pads and Booms, as necessary.
- Call for a Vacuum Truck to remove fluids, as directed by your Supervisor.
- Call for Excavation Equipment, as directed by your Supervisor.
- Outline impact area with marking paint. Remove as much impacted soil as possible and place on plastic.
- Use safety tape, cones, fencing, or barriers to secure excavation.

1. Reporter Information

Reporter's Last Name: _____ First: _____ M.I.: _____

Position: _____

Phone Numbers: Day (____) ____-____ Evening (____) ____-____

Company: _____

Organization Type: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Incident Description

Date of Incident: _____ Time of Incident: _____ AM/PM

Weather Conditions: _____

Incident Address/Location: _____

Nearest City: _____ State: _____ County: _____ Zip: _____

Distance from City: _____ Units of Measure: _____ Direction from City: _____

Section: _____ Township: _____ Range: _____ Borough: _____

If tank, Container Type: _____

Tank Oil Storage Capacity: _____ Units of Measure: _____

Facility Oil Storage Capacity: _____ Units of Measure: _____

If pipeline, Name of Pipeline: _____

Location (Valve/Sump/Line/Tank/Mile Post): _____

Latitude: _____ Degrees _____ Minutes _____ Seconds

Longitude: _____ Degrees _____ Minutes _____ Seconds

Were Materials Discharged? _____ (Y/N) Confidential? _____ (Y/N)

Source and/or Cause of Incident:

3. Material

CHRIS Code	Discharged Quantity	Unit of Measure	Material Discharged to Water?	Quantity to Water	Unit of Measure

4. Response Action

Actions Taken to Correct, Control or Mitigate Incident:

5. Impact

Number of Injuries: _____ Number of Deaths: _____

Were there Evacuations? _____ (Y/N) Number Evacuated: _____

Was there any Damage? _____ (Y/N)

Damage in Dollars (approximate): _____

Medium Affected: _____

Description: _____

More Information about Medium: _____

6. Caller Notifications (Refer to ERAP or FSP for required notifications)

Entity	Contact Number	Date/Time Contacted
NRC	1-800-424-8802	

7. Disposal Information

Material	Disposal Facility	Location	RCRA Permit/Manifest No.

8. Additional Information

Any information about the incident not recorded elsewhere in the report:

Appendix C:
Tank and Secondary Containment Inspection Forms



HOLLY ENERGY PARTNERS

Tank Berm/Routine Inservice Tank Inspection Checklist

Location:

Date:

The gauger shall immediately report any discrepancy on a gauge verification when the gauge is off by 3 inches or more.

Instructions: Mark an X for any noted deficiencies

Inspector's Signature:

TANK ID

1. CHECK TANK SHELL, ROOF & BOTTOM FOR LEAKS, SPECIFICALLY LOOKING FOR:

- A. DRIP MARKS
- B. DISCOLORATION OF TANKS
- C. PUDDLES CONTAINING SPILLED OR LEAKED MATERIAL
- D. CORROSION
- E. CRACKS
- F. SHELL DISTORTION, BULGES
- G. HIGH LEVEL ALARM
- H. LOCALIZED DEAD VEGETATION
- I. UNDER BOTTOM LEAKS
- J. VISUAL INSPECTION OF UNDER BOTTOM LEAK DETECTION (IF IT EXISTS)

2. CHECK FOUNDATION FOR:

- A. CRACKS
- B. DISCOLORATION
- C. PUDDLES CONTAINING SPILLED OR LEAKED MATERIAL
- D. SETTLING ON ONE SIDE OF THE TANK WITH RESPECT TO THE OTHER SIDE
- E. GAPS BETWEEN TANK AND FOUNDATION
- F. DAMAGE CAUSED BY VEGETATION ROOTS
- G. BUILDUP OR EROSION OF SOIL
- I. WATER ACCUMULATION AROUND THE TANK

3. CHECK PIPING & SHELL CONNECTIONS i.e. NOZZLES, MANWAYS, VALVES, & GROUNDING CONNECTIONS FOR:

- A. DROPLETS OF STORED MATERIAL
- B. DISCOLORATION
- C. CORROSION
- D. BOWING OF PIPE BETWEEN SUPPORTS
- E. EVIDENCE OF STORED MATERIAL SEEPAGE FROM VALVES OR SEALS
- F. LOCALIZED DEAD VEGETATION
- G. CRACKS

4. CHECK LADDERS, STAIRWAYS, PLATFORMS & WALKWAYS FOR:

- A. CORROSION
- B. BROKEN OR MISSING PARTS, SUPPORTS OR ANCHOR BOLTS
- C. CRACKED, SPALLED, OR DETERIORATED PEDESTALS & FOUNDATIONS

5. DIKE OR BERM SYSTEM

- A. LEVEL OF PRECIPITATION IN DIKE/AVAILABLE CAPACITY
- B. OPERATION STATUS OF DRAINAGE VALVES -CARSEALED CLOSED
- C. DIKE OR BERM PERMEABILITY / CRACKS IN STATIONARY FIREWALLS
- D. DEBRIS
- E. EROSION
- F. PERMEABILITY OF DIKE FLOOR
- G. LOCATION/STATUS OF PIPE
- H. ACCESS
- I. HOUSEKEEPING

6. SECONDARY CONTAINMENT

- A. CRACKS
- B. DISCOLORATION
- C. PRESENCE OF SPILLED OR LEAKED MATERIAL
- D. CORROSION
- E. VALVE CONDITIONS

List detail of deficiencies found and action(s) taken:

Appendix D:
Response Drill Logs

QUALIFIED INDIVIDUAL NOTIFICATION DRILL LOG

Date: _____

Company: _____

Qualified Individual(s): _____

Emergency Scenario: _____

Evaluation: _____

Changes to be Implemented: _____

Time Table for Implementation: _____

SPILL MANAGEMENT TEAM TABLETOP EXERCISE LOG

Date: _____

Company: _____

Qualified Individual(s): _____

Emergency Scenario: _____

Evaluation: _____

Changes to be Implemented: _____

Time Table for Implementation: _____

[illegible]

Attendees: _____

[illegible][illegible]

Appendix E:
Incident Command System (ICS) Forms

**NATIONAL INCIDENT MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM**

**ICS FORMS BOOKLET
FEMA 502-2**

September 2010

INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System, and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).

ICS FORMS LIST

This table lists all of the ICS Forms included in this publication.

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (optional 8½" x 14" and 11" x 17")	Resources Unit/Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½" x 14" and 11" x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 8½" x 14" and 11" x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization's particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or "information elements" on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

ICS Form Adaptation

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as "ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program."

Extending ICS Form Fields

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
 - Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
 - Block 29A (adapted): Indicate specific wildland fire fuel model number.

Creating ICS Form Appendixes

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 1	Date/Time: _____	

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
-------------------	---------------------	--

9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Planning Section Chief

Operations Section Chief

Finance/Administration
Section Chief

Logistics Section Chief

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4			Date/Time: _____		

ICS 201

Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Objective(s):		
4. Operational Period Command Emphasis:		
General Situational Awareness		
5. Site Safety Plan Required? Yes ☐ No ☐ Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): ☐ ICS 202 ☐ ICS 206 ☐ ICS 203 ☐ ICS 207 ☐ ICS 204 ☐ ICS 208 ☐ ICS 205 ☐ Map/Chart ☐ ICS 205A ☐ Weather Forecast/Tides/Currents <u>Other Attachments:</u> ☐ _____ ☐ _____ ☐ _____ ☐ _____		
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
8. Approved by Incident Commander: Name: _____ Signature: _____		
ICS 202	IAP Page _____	Date/Time: _____

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u>pecific – Is the wording precise and unambiguous? <u>M</u>easurable – How will achievements be measured? <u>A</u>ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u>ealistic – Is the outcome achievable with given available resources? <u>T</u>ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): ☐ ICS 202 ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 202 – Incident Objectives ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	Prepared by • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Time From: _____		Date To: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:		Division/Group			
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:		Division/Group			
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:		Division/Group			
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 203		IAP Page _____		Date/Time: _____	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section • Chief • Deputy Support Branch • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	Operations Section • Chief • Deputy • Staging Area Branch • Branch Director • Deputy • Division/Group Air Operations Branch • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	Finance/Administration Section • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: Division: Group: Staging Area:	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): <u>Name/Function</u> _____ <u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u> _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204	IAP Page _____	Date/Time: _____			

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel • Name, Contact Number(s) – Operations Section Chief – Branch Director – Division/Group Supervisor	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:			2. Date/Time Prepared: Date: Time:			3. Operational Period: Date From: Time From:			Date To: Time To:		
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks	
5. Special Instructions:											
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____											
ICS 205			IAP Page _____			Date/Time: _____					

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Time From: _____		Date To: _____ Time To: _____			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			☐ Yes ☐ No				
			☐ Yes ☐ No				
			☐ Yes ☐ No				
			☐ Yes ☐ No				
			☐ Yes ☐ No				
			☐ Yes ☐ No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
6. Special Medical Emergency Procedures:							
☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

ICS 206

Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service ☐ ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center ☐ Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:		2. Operational Period: Date From: Date To:		Time From: Time To:	
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3. Organization Chart

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Staging Area Manager

Planning Section Chief

Resources Unit Ldr.

Situation Unit Ldr.

Documentation Unit Ldr.

Demobilization Unit Ldr.

Logistics Section Chief

Support Branch Dir.

Supply Unit Ldr.

Facilities Unit Ldr.

Ground Spt. Unit Ldr.

Service Branch Dir.

Comms Unit Ldr.

Medical Unit Ldr.

Food Unit Ldr.

Finance/Admin Section Chief

Time Unit Ldr.

Procurement Unit Ldr.

Comp./Claims Unit Ldr.

Cost Unit Ldr.

ICS 207	IAP Page	4. Prepared by: Name:	Position/Title:	Signature:	Date/Time:
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ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____ Date To: _____ Time To: _____
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:	
4. Site Safety Plan Required? Yes ☐ No ☐ Approved Site Safety Plan(s) Located At:	
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____	
ICS 208	IAP Page _____
Date/Time: _____	

ICS 208

Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes ☐ No ☐	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # ☐ Update (if used): ☐ Final	*4. Incident Commander(s) & Agency or Organization: 		5. Incident Management Organization:
*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____		7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”): 	
8. Percent (%) Contained Completed 	*9. Incident Definition: 	10. Incident Complexity Level: 	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State: 	*17. County/Parish/Borough: 	*18. City:
19. Unit or Other: 	*20. Incident Jurisdiction: 	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference: 	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point): 		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels): 		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): 				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): 				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.): 	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
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Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		
33. Life, Safety, and Health Status/Threat Remarks:			*34. Life, Safety, and Health Threat Management: A. Check if Active		
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):			A. No Likely Threat	☐	
			B. Potential Future Threat	☐	
			C. Mass Notifications in Progress	☐	
			D. Mass Notifications Completed	☐	
			E. No Evacuation(s) Imminent	☐	
			F. Planning for Evacuation	☐	
			G. Planning for Shelter-in-Place	☐	
			H. Evacuation(s) in Progress	☐	
			I. Shelter-in-Place in Progress	☐	
			J. Repopulation in Progress	☐	
			K. Mass Immunization in Progress	☐	
			L. Mass Immunization Complete	☐	
			M. Quarantine in Progress	☐	
			N. Area Restriction in Effect	☐	
36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:					
12 hours:					
24 hours:					
48 hours:					
72 hours:					
Anticipated after 72 hours:					
37. Strategic Objectives (define planned end-state for incident):					

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
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Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209

Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	REQUIRED BLOCK. • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions
2	Incident Number	- Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. - Examples include: - A computer-aided dispatch (CAD) number. - An accounting number. - A county number. - A disaster declaration number. - A combination of the State, unit/agency ID, and a dispatch system number. - A mission number. - Any other unique number assigned to the incident and derived by means other than those above. - Make sure the number entered is correct. - Do not use the same incident number for two different incidents in the same calendar year. - Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
*3	Report Version (check one box on left)	REQUIRED BLOCK. - This indicates the current version of the ICS 209 form being submitted. - If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	☐ Final	- Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). - Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	Incident Commander(s) & Agency or Organization	REQUIRED BLOCK. - Enter both the first and last name of the Incident Commander. - If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”)	- Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). - Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). - Indicate that the size is an estimate, if a more specific figure is not available. - Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. - If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). - The incident may be one part of a much larger event (refer to introductory instructions under “Preparation”). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	Percent (%) Contained or Completed (circle one)	- Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. - For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	Incident Definition	REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	For Time Period	REQUIRED BLOCK. - Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. - The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	- Enter the start date (month/day/year). - Enter the start time (using the 24-hour clock).
	To Date/Time	- Enter the end date (month/day/year). - Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	Prepared By	REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
• Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.		
*16	State	REQUIRED BLOCK WHEN APPLICABLE. • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE. • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.

Block Number	Block Title	Instructions
*18	City	REQUIRED BLOCK WHEN APPLICABLE. - Enter the city where the incident originated. - If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE. Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	- When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. - This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	- Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. - Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	- Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. - Clearly label the data.
24	Legal Description (township, section, range)	- Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. - Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	REQUIRED BLOCK. - List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). - This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. - Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	• Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	REQUIRED BLOCK. • Describe significant events that occurred during the period being reported in Block 6. Examples include: ○ Road closures. ○ Evacuations. ○ Progress made and accomplishments. ○ Incident command transitions. ○ Repopulation of formerly evacuated areas and specifics. ○ Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status.
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	• When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	• Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
*31	Public Status Summary	- This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. - Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). - Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. NOTE: Do not estimate any fatality information. NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident</i>. - Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. - For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. NOTE: When providing an estimated value, denote in parenthesis: "est." Handling Sensitive Information - Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. - Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. - Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	- Enter the total number of individuals impacted in each category for the entire duration of the incident. - This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	- For lines 31D–M below, enter the number of civilians affected for each category. - Indicate if numbers are estimates, for those blocks where this is an option. - Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	- Enter the number of <i>confirmed</i> civilian/public fatalities. - See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).

Block Number	Block Title	Instructions
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	Responder Status Summary	- This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. - Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. - Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. NOTE: Do not estimate any fatality information or responder status information. NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. Handling Sensitive Information - Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. - Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. - Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	- Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. - This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	- For lines 32D–M below, enter the number of responders relevant for each category. - Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	- Enter the number of <i>confirmed</i> responder fatalities. - See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	- Enter the number of incident responders with serious injuries or illnesses due to the incident. - For responders, <i>serious injuries or illness</i> are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	Life, Safety, and Health Status/Threat Remarks	- Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. - This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. - Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. - Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. - Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	Life, Safety, and Health Threat Management	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	Strategic Objectives (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)		
38	Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

Block Number	Block Title	Instructions
39	Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	- List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> - Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. - If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. - Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. - More than one resource need may be listed for each timeframe. For example, a list could include: <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams <u>48 hrs</u>: Mobile Communications Unit (Law/Fire) <u>After 72 hrs</u>: 1 Type 2 Incident Management Team - Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. - Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. - Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”). - Do not use this block for noncritical resources.
40	Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.	- Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. - Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. - Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. - Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	Planned Actions for Next Operational Period	• Provide a short summary of actions planned for the next operational period. • Examples: ○ "The current Incident Management Team will transition out to a replacement IMT." ○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." ○ "Continue refining mapping of the recovery operations and damaged assets using GPS." ○ "Initiate removal of unauthorized food vendors."
42	Projected Final Incident Size/Area (use unit label – e.g., "sq mi")	• Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	Anticipated Incident Management Completion Date	• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	Projected Significant Resource Demobilization Start Date	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	Estimated Incident Costs to Date	• Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	Projected Final Incident Cost Estimate	• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions
47	Remarks (or continuation of any blocks above – list block number in notation)	• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section.
INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)		
• This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used. • Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have <i>not</i> yet arrived. <u>For summarizing:</u> • When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example, ○ Group State, local, county, city, or Federal responders together under such headings, or ○ Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name). • On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.		

Block Number	Block Title	Instructions
48	Agency or Organization	- List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. - List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. - Agencies or organizations may be listed individually or in groups. - When resources are grouped together, individual agencies or organizations may be listed below in Block 53. - Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. - These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. - For example: <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). - Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	- List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. - Examples: Type 1 Fire Engines, Type 4 Helicopters - Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. - These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. - For example: <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). NOTE: One option is to group similar resources together when it is sensible to do so for the summary. - For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	Total Personnel (includes those associated with resources – e.g., aircraft or engines – and individual overhead)	- Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. WARNING: Do not simply add the numbers across! - The number of Total Personnel for each row should include <u>both</u>: - The total number of personnel assigned to each of the resources listed in Block 49, and - The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating and Assisting Organizations Not Listed Above	• List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

[illegible]

ICS 210**Resource Status Change**

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	New Status (Available, Assigned, Out of Service)	Indicate the current status of the resource: • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 211

Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	Start Date/Time • Date • Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	- For equipment, enter the operator's name. - Enter the Strike Team or Task Force leader's name. - Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213

General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

[illegible]

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:		2. Operational Period:										Date From: Time From:		Date To: Time To:	
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources									7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
		Req. Have Need													
		Req. Have Need													
		Req. Have Need													
		Req. Have Need													
		Req. Have Need													
		Req. Have Need													
		Req. Have Need													
ICS 215			11. Total Resources Required											14. Prepared by:	
			12. Total Resources Have on Hand											Name: _____	
			13. Total Resources Need To Order											Position/Title: _____ Signature: _____ Date/Time: _____	

ICS 215

Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 215A**Incident Action Plan Safety Analysis**

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief) • Name • Signature • Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

1. Incident Name:		2. Incident Number:		3. Date/Time Prepared: Date: Time:		4. Vehicle/Equipment Category:					
5. Vehicle/Equipment Information											
Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time
ICS 218		6. Prepared by: Name: Position/Title: Signature:									

ICS 218

Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	Vehicle/Equipment Information	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system is used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).

Block Number	Block Title	Instructions
5 (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	Prepared by • Name • Position/Title • Signature	Enter the name, ICS position/title, and signature of the person preparing the form.

ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

[illegible][illegible]

ICS 219-1: Header Card

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type			Name/ID #
Front				
Date/Time Checked In:				
Leader Name:				
Primary Contact Information:				
Crew/Team ID #(s) or Name(s):				
Manifest: ☐ Yes ☐ No			Total Weight:	
Method of Travel to Incident: ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other				
Home Base:				
Departure Point:				
ETD:			ETA:	
Transportation Needs at Incident: ☐ Vehicle ☐ Bus ☐ Air ☐ Other				
Date/Time Ordered:				
Remarks:				
Prepared by:				
Date/Time:				
ICS 219-2 CREW/TEAM (GREEN)				

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type			Name/ID #
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-2 CREW/TEAM (GREEN)				

ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest ☐ Yes ☐ No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident ☐ Vehicle ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the crew/team's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Front				
Date/Time Checked In:				
Leader Name:				
Primary Contact Information:				
Resource ID #(s) or Name(s):				
Home Base:				
Departure Point:				
ETD:			ETA:	
Date/Time Ordered:				
Remarks:				
Prepared by:				
Date/Time:				
ICS 219-3 ENGINE (ROSE)				

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type			Name/ID #
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-3 ENGINE (ROSE)				

ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Front				
Date/Time Checked In:				
Pilot Name:				
Home Base:				
Departure Point:				
ETD:		ETA:		
Destination Point:				
Date/Time Ordered:				
Remarks:				
Prepared by:				
Date/Time:				
ICS 219-4 HELICOPTER (BLUE)				

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-4 HELICOPTER (BLUE)				

ICS 219-4: Helicopter Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	Name:	Position/Title:
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Front	
Date/Time Checked In:	
Name:	
Primary Contact Information:	
Manifest: ☐ Yes ☐ No	Total Weight:
Method of Travel to Incident: ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other	
Home Base:	
Departure Point:	
ETD:	ETA:
Transportation Needs at Incident: ☐ Vehicle ☐ Bus ☐ Air ☐ Other	
Date/Time Ordered:	
Remarks:	
Prepared by:	
Date/Time:	
ICS 219-5 PERSONNEL (WHITE CARD)	

ST/Unit:	Name:	Position/Title:
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Back	
Incident Location:	Time:
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: ____	
Notes:	
Incident Location:	Time:
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: ____	
Notes:	
Incident Location:	Time:
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: ____	
Notes:	
Incident Location:	Time:
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: ____	
Notes:	
Prepared by:	
Date/Time:	
ICS 219-5 PERSONNEL (WHITE CARD)	

ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest ☐ Yes ☐ No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident ☐ Vehicle ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the crew's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Front				
Date/Time Checked-In:				
Pilot Name:				
Home Base:				
Departure Point:				
ETD:		ETA:		
Destination Point:				
Date/Time Ordered:				
Manufacturer:				
Remarks:				
Prepared by:				
Date/Time:				
ICS 219-6 FIXED-WING (ORANGE)				

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-6 FIXED-WING (ORANGE)				

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Front				
Date/Time Checked In:				
Leader Name:				
Primary Contact Information:				
Resource ID #(s) or Name(s):				
Home Base:				
Departure Point:				
ETD:		ETA:		
Date/Time Ordered:				
Remarks:				
Prepared by:				
Date/Time:				
ICS 219-7 EQUIPMENT (YELLOW)				

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #	
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-7 EQUIPMENT (YELLOW)				

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

[illegible]

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type			Name/ID #
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:				
Date/Time:				
ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)				

ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

[illegible]

ST/Unit:		LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type			Name/ID #
Back				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Incident Location:			Time:	
Status: ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____				
Notes:				
Prepared by:			Date/Time:	
ICS 219-10 GENERIC (LIGHT PURPLE)				

ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: - Assigned – Assigned to the incident - O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft - O/S Pers – Out-of-service for personnel reasons - Available – Available to be assigned to the incident - O/S Mech – Out-of-service for mechanical reasons - ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period: Date From: Date To: Time From: Time To:		3. Sunrise: Sunset:	
4. Remarks (safety notes, hazards, air operations special equipment, etc.):		5. Ready Alert Aircraft: Medivac: New Incident:		6. Temporary Flight Restriction Number: Altitude: Center Point:	
				9. Fixed-Wing (category/kind/type, make/model, N#, base): Air Tactical Group Supervisor Aircraft:	
		8. Frequencies:		AM	FM
Air/Air Fixed-Wing					
Air/Air Rotary-Wing – Flight Following					
Air/Ground					
Command				Other Fixed-Wing Aircraft:	
Deck Coordinator					
Take-Off & Landing Coordinator					
Air Guard					
10. Helicopters (use additional sheets as necessary):					
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start Remarks
11. Prepared by: Name: Position/Title: Signature: _____					
ICS 220, Page 1					

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period: Date From: Date To: Time From: Time To:		3. Sunrise: Sunset:	
12. Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.):					
Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	Mission Start	Fly From	Fly To	
11. Prepared by: Name:		Position/Title:		Signature:	
ICS 220, Page 2		Date/Time:			

ICS 220

Air Operations Summary

Purpose. The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

Preparation. The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

Distribution. After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

Notes:

- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Sunrise/Sunset	Enter the sunrise and sunset times.
4	Remarks (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
5	Ready Alert Aircraft - Medivac - New Incident	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.
6	Temporary Flight Restriction Number - Altitude - Center Point	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	Personnel - Name - Phone Number	Enter the name and phone number of the individuals in Air Operations.
	Air Operations Branch Director	
	Air Support Group Supervisor	
	Air Tactical Group Supervisor	
	Helicopter Coordinator	
	Helibase Manager	

Block Number	Block Title	Instructions
8	Frequencies • AM • FM	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	Fixed-Wing (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	Helicopters	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released:	
5. Order Request Number:			
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).			
LOGISTICS SECTION			
	Unit/Manager	Remarks	Name Signature
☐	Supply Unit		
☐	Communications Unit		
☐	Facilities Unit		
☐	Ground Support Unit		
☐	Security Manager		
☐			
FINANCE/ADMINISTRATION SECTION			
	Unit/Leader	Remarks	Name Signature
☐	Time Unit		
☐			
☐			
OTHER SECTION/STAFF			
	Unit/Other	Remarks	Name Signature
☐			
☐			
PLANNING SECTION			
	Unit/Leader	Remarks	Name Signature
☐			
☐	Documentation Leader		
☐	Demobilization Leader		
7. Remarks: 			
8. Travel Information: Estimated Time of Departure: _____ Room Overnight: ☐ Yes ☐ No Destination: _____ Actual Release Date/Time: _____ Travel Method: _____ Estimated Time of Arrival: _____ Manifest: ☐ Yes ☐ No Contact Information While Traveling: _____ Number: _____ Area/Agency/Region Notified: _____			
9. Reassignment Information: ☐ Yes ☐ No Incident Name: _____ Incident Number: _____ Location: _____ Order Request Number: _____			
10. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 221		Date/Time: _____	

ICS 221

Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). - Unit/Leader/Manager/Other - Remarks - Name - Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	Finance/Administration Section ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	Reassignment Information ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name:		2. Incident Name:		3. Incident Number:	
4. Home Unit Name and Address:			5. Incident Agency and Address:		
6. Position Held on Incident:		7. Date(s) of Assignment: From: To:		8. Incident Complexity Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
9. Incident Definition:					
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	☐
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	☐
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	☐
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	☐
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	☐
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	☐

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:		2. Incident Name:			3. Incident Number:	
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	☐	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	☐	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	☐	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	☐	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	☐	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	☐	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	☐	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	☐	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	☐	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	☐	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	☐	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	☐	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	☐	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	☐	Failed to adequately identify and protect personnel from safety hazards.	☐	Ensured that safe operating procedures were followed.	☐	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me):						
Signature: _____ Date/Time: _____						
26. Rated by: Name: _____ Signature: _____						
Home Unit: _____ Position Held on This Incident: _____						
ICS 225			Date/Time: _____			

ICS 225

Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	Name	Enter the name of the individual being rated.
2	Incident Name	Enter the name assigned to the incident.
3	Incident Number	Enter the number assigned to the incident.
4	Home Unit Address	Enter the physical address of the home unit for the individual being rated.
5	Incident Agency and Address	Enter the name and address of the authority having jurisdiction for the incident.
6	Position Held on Incident	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	Date(s) of Assignment • From • To	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	Incident Complexity Level ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Indicate the level of complexity for the incident.
9	Incident Definition	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	Knowledge of the Job/ Professional Competence:	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	Ability To Obtain Performance/Results:	Quality, quantity, timeliness, and impact of work.
13	Planning/Preparedness:	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	Using Resources:	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	Adaptability/Attitude:	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	Communication Skills:	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability To Work on a Team:	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	Consideration for Personnel/Team Welfare:	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	Directing Others:	Ability to influence or direct others in accomplishing tasks or missions.
20	Judgment/Decisions Under Stress:	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	Physical Ability for the Job:	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	Adherence to Safety:	Ability to invest in the IMT's future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performance levels.
25	Rated Individual (This rating has been discussed with me) - Signature - Date/Time	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	Rated by - Name - Signature - Home Unit - Position Held on This Incident - Date/Time	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

FACILITY RESPONSE PLAN

FACILITY SPECIFIC PLAN ORLA TERMINAL

Prepared for
Holly Energy Partners – Operating, L.P.
1602 West Main Street
Artesia, New Mexico 88210

Prepared by



Austin, Texas

January 2014

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

January 2014

Response Plan Cover Sheet

General Information

Owner:	Holly Energy Partners 2828 North Harwood, Suite 1300 Dallas, TX 75201
Operator:	Holly Energy Partners 1602 W Main Street Artesia, NM 88210
Facility Name:	Orla Terminal
Facility Address:	3541 South Mile Marker 403, Block 60, Section 23 Orla, TX 79770

(b) (7)(F)

Facility Phone No.:	(432) 273-0025
Dun & Bradstreet No:	048918817
North American Industrial Classification System (NAICS) Code:	424710

(b) (7)(F)

Facility Distance to Navigable Water:	0 - ¼ mile ☐ ¼ - ½ mile ☐ ½ - 1 mile ☐ >1 ☒
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Response Plan Cover Sheet (Cont.)

Applicability of Substantial Harm Criteria

	<u>YES</u>	<u>NO</u>
1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?		X
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?		X
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?		X
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?		X
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil discharge in an amount greater than or equal to 10,000 gallons within the last 5 years?		X

Note: Per EPA guidance, no man-made features that may impede, contain, or prevent an oil spill (e.g., secondary containment structures, levees, berms, structures, etc.) were considered when determining the applicability of substantial harm criteria.

An FRP for EPA-regulated components of the Orla Terminal is not required. This FSP has been generated as a best management practice to prevent water pollution and to ensure consistent oil spill response activities across all HEP facilities.

Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Signature: 
Name: Mark Cunningham
Title: Senior Vice President, Pipeline Operations

Date: 24 Jan 2014

Regulatory Cross Reference Table – 40 CFR §112 (Non-Transportation-Related)

Regulatory Citation	Description of Rule	Report Section
§112 App. F 1.1	Emergency Response Action Plan	ERAP FSP Section 1.0
§112 App. F 1.2	Facility Information	FSP Section 2.0
§112 App. F 1.3	Emergency Response Information	FSP Section 3.0
§112 App. F 1.3.1	Notification	FSP Section 3.1
§112 App. F 1.3.2	Response Equipment List	FSP Section 3.2
§112 App. F 1.3.3	Response Equipment Testing/Deployment	FSP Section 3.3
§112 App. F 1.3.4	Personnel	FSP Section 3.4
§112 App. F 1.3.5	Evacuation Plans	FSP Section 3.5
§112 App. F 1.3.6	Qualified individual's Duties	FSP Section 3.6
§112 App. F 1.4	Hazard Evaluation	FSP Section 4.0
§112 App. F 1.4.1	Hazard Identification	FSP Section 4.1
§112 App. F 1.4.2	Vulnerability Analysis	FSP Section 4.2
§112 App. F 1.4.3	Analysis of the Potential for an Oil Spill	FSP Section 4.3
§112 App. F 1.4.4	Facility Reportable Oil Spill History	FSP Section 4.4
§112 App. F 1.5	Discharge Scenarios	FSP Section 5.0
§112 App. F 1.5.1	Small and Medium Discharges	FSP Section 5.1
§112 App. F 1.5.2	Worst Case Discharge	FSP Section 5.2
§112 App. F 1.6	Discharge Detection Systems	FSP Section 6.0
§112 App. F 1.6.1	Discharge Detection by Personnel	FSP Section 6.1
§112 App. F 1.6.2	Automated Discharge Detection	FSP Section 6.2
§112 App. F 1.7	Plan Implementation	FSP Section 7.0
§112 App. F 1.7.1	Response Resources for Small, Medium, and Worst Case Spills	FSP Section 7.1
§112 App. F 1.7.2	Disposal Plans	FSP Section 7.2
§112 App. F 1.7.3	Containment and Drainage Planning	FSP Section 7.3
§112 App. F 1.8	Self-Inspection, Drills/Exercises, and Response Training	FSP Section 8.0
§112 App. F 1.8.1	Facility Self-Inspection	FSP Section 8.1
§112 App. F 1.8.2	Facility Drills/Exercises	FSP Section 8.2
§112 App. F 1.8.3	Response Training	FSP Section 8.3
§112 App. F 1.9	Diagrams	FSP Section 9.0
§112 App. F 1.10	Security	FSP Section 10.0

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- Figure 3 – Site Evacuation Plan – Orla Terminal

Appendices

- Appendix A – Spill Response Form
- Appendix B – Response Equipment Testing and Deployment Drill Logs
- Appendix C – Inspection Forms
- Appendix D – Response Drill Logs
- Appendix E – Threatened and Endangered Species information
- Appendix F – Spill Response Techniques
- Appendix G – OSRO Information

Acronyms

bbl	Barrel (42 gallons)
BPD	Barrels Per Day
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CP	Core Plan
DOT	United States Department of Transportation
EFR	External Floating Roof
EPA	United States Environmental Protection Agency
ERAP	Emergency Response Action Plan
FRP	Facility Response Plan
FSP	Facility Specific Plan
GPM	Gallons per minute
HAZWOPER	Hazardous Waste Operations and Emergency Response
HEP	Holly Energy Partners – Operating, LP
IC	Incident Commander
IFR	Internal Floating Roof
LEPC	Local Emergency Planning Committee
MP	Mile Post
NRC	National Response Center
NRDA	Natural Resource Damage Assessment
OSC	On-Scene Coordinator
OSRO	Oil Spill Removal Organization
PPE	Personal Protective Equipment
PREP	National Preparedness for Response Exercise Program
QI	Qualified Individual
SERC	State Emergency Response Commission
SPCC	Spill Prevention, Control, and Countermeasure
TLV	Threshold Limit Value
USFWS	United States Fish and Wildlife Service

Introduction

This portion of the Facility Specific Plan has been produced for Holly Energy Partners (HEP) to fulfill United States Environmental Protection Agency (EPA) requirements outlined in 40 CFR §112.20 for non-transportation-related facilities associated with the Orla Terminal. 40 CFR §112.20(a) requires the owner or operator of non-transportation-related onshore facilities that could reasonably be expected to cause substantial harm to the environment by discharging oil into or on the navigable waters or adjoining shorelines to prepare and submit a Facility Response Plan (FRP) to the Regional Administrator. Assuming total failure of man-made features that may impede the flow of oil to navigable waters (the Pecos River in this case), HEP assets at the Orla Terminal may cause substantial harm to the environment in the case of an oil spill. This FSP was created to plan for a worst-case discharge from HEP assets at the Orla Terminal and to ensure consistent response activities across all HEP facilities.

The Orla Terminal is located approximately 21 miles west of Orla, Texas, and approximately 60 miles south of Carlsbad, New Mexico. HEP assets at the Orla Terminal consist of a Truck Loading Rack facility/Light Oil Dock Truck Rack, a Booster Station, and Breakout Tanks.

HEP assets at the Orla Terminal consist of a transmix truck loading rack, five fuel storage tanks, and a booster station and a pump station.

The Orla Terminal receives refined product from the Alon Big Spring Refinery via the Fin-Tex Pipeline which is transferred into storage tanks and then distributed via pipeline to HEP's Phelps Dodge Terminal in El Paso. The Orla Terminal also functions as a booster station for product transmission in a pipeline from Artesia to HEP's Phelps Dodge Terminal in El Paso. The Orla Terminal has a truck loading rack which is connected to the transmix tanks for removing mixed fuel generated during pipeline product changes from the Alon Big Spring Refinery. The transmix is trucked from the Orla Terminal back to the Alon Big Spring Refinery.

To clearly address the requirements of 40 CFR §112.20 and 49 CFR §194 the FRP has been formatted to include the following components:

- **A Core Plan (CP)** organized to directly address the requirements for a core plan as described by 49 CFR §194.107(c)(1). The CP includes response information pertinent to the pipeline system as a whole. While 49 CFR §194 applies specifically to transportation-related facilities, general information pertaining to non-transportation-related facilities operated by HEP has been incorporated into this framework for completeness.
- **Facility Specific Plans (FSPs)** for each terminal facility organized to clearly address FRP requirements associated with transportation-related (i.e., pipelines, breakout tanks, etc.) and non-transportation-related (i.e., the terminal facility) components of the facility. The FSPs are organized to follow the format preferred by both EPA and DOT. The FSPs include detailed facility-specific information regarding response activities. Only the non-transportation FSP is applicable to the Orla Terminal.
- **Emergency Response Action Plan (ERAP)** for each terminal facility that includes a summary of emergency response activities to address either a release from a transportation-related or a non-transportation-related release.

The term "Facility Response Plan," or "FRP," is used in this document to refer to the CP, FSPs, and ERAP as a whole.

HEP will retain this FSP at its headquarters located in Artesia, NM. The Orla Terminal and each Qualified Individual will receive a copy of the CP, FSP, and ERAP specific to the facility. The documents are accessible electronically through the Channel HFC Flashpoint interface.

Other divisions of HEP involved in emergency response activities, such as Logistics, Finance, or Administration, should proceed directly to Section 5.0 of the CP for a summary of the command structure utilized during emergency response activities and a list of duties specific to each position within the command structure.

1.0 Emergency Response Action Plan

The Emergency Response Action Plan (ERAP) is maintained as a separate document. Please refer to the document titled *Emergency Response Action Plan, Orla Terminal*.

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

January 2014

2.0 Facility Information Form

Facility Name: Orla Terminal
 Facility Location: 3541 South Mile Marker 403,
 Block 60 Section 23 Orla TX 79770 Culberson
 Street Address City State Zip County

(b) (7)(F)

Facility Phone: (432) 273-0025
 Wellhead Protection Area: None
 Owner: Holly Energy Partners
 Owner Location: 2828 North Harwood, Suite 1300 Dallas TX 75201 Dallas
 Street Address City State Zip County
 Owner Phone: (214) 871-3555
 Operator: Holly Energy Partners
 Operator Location: 1602 W Main Street Artesia NM 88210 Eddy
 Street Address City State Zip County
 Operator Phone: (575) 748-8948
 Qualified Individual: Ray Rye
 Position: Pipeline I&E Technician
 Work Phone: (432) 273-0025
 Home Phone: (b) (6)
 Cellular Phone: (432) 466-1233
 Work Address: 3541 South Mile Marker 403
 Orla, TX 79770 Home Address: (b) (6)

1st Alt. Qualified Individual: Buster Smith
 Position: Supervisor
 Work Phone: (325) 692-6722
 Home Phone: (b) (6)
 Cellular Phone: (325) 280-9787
 Work Address: 1000 S. Service Road Home Address:
 Tye, TX 79563

2nd Alt. Qualified Individual: John Osborne
 Position: Pipeline Technician
 Work Phone: (432) 466-1528
 Home Phone: (b) (6)
 Cellular Phone: (432) 466-1528
 Work Address: 1000 S. Service Road Home Address:
 Tye, TX 79563

Oil Storage Start-Up Date: 1998

Current Operations: The HEP facilities at the Orla Terminal include the transmix loading terminal, three fuel holding tanks servicing HEP's El Paso Terminal pipeline, and a pump and booster station servicing the Fin-Tex pipeline. HEP does not operate product loading racks at the Orla Terminal facility. (b) (7)(E)

Date(s) and Type(s) of Substantial Expansion(s): 2008 – Added Unit Pumps 2 & 3, Booster 2, piping, and upgrade on PLC.

3.0 Emergency Response Information

3.1 Emergency Notifications

A Spill Response Form is provided as Appendix A of this FSP to assist with immediate spill response activities. The Spill Response Form includes immediate spill response activities and general information required for notification purposes.

In the case of a spill of petroleum product, the individual discovering the incident will function as the Incident Commander (IC) until relieved of this duty by a Qualified Individual (QI) or alternate. The IC must instruct personnel in the area to immediately begin emergency response activities, as necessary, and notify:

1. Artesia Refinery Emergency Response Team
2. QI – and advise of the nature of the incident

The QI functions as the Communications Coordinator and he or she will assess the situation and determine which agencies, organizations, or individuals will be notified depending upon the nature of the spill, and who will make the notification calls. The determination will depend on the type and size of the spill, the time of day, day of the week, and other circumstances regarding the spill. The sequence of government notifications for a reportable spill is as follows:

1. National Response Center (NRC)
2. EPA Region 6 Emergency Response Center

Concurrent with these external notifications, other facility personnel or spill response contractors may be called to report to the incident as determined by the QI. In addition, state and local agencies will be notified, as needed.

A reportable oil spill for EPA-regulated on-shore facilities is one that fits any of the following criteria:

- Causes a violation of applicable water quality standards
- Causes a film or sheen upon, or discoloration of the surface of water or adjoining shorelines
- Causes a sludge or emulsion to be deposited beneath the surface of the water or adjoining shorelines

3.1.1 Emergency Notification Phone List

In case of an emergency, contact the following organizations, as applicable.

Organization		Phone Number
1. Orla Terminal Emergency Response		(432) 273-0025 (432) 466-1233 (alternate)
2. Orla Terminal Emergency Notification		Internal alarm Hazard Communication Systems
3. HEP Pipeline Control Center (Artesia)		(575) 748-8950 (877) 748-4464 (alternate)
4. Emergency Services (Fire Department, Police, Hospital) – If necessary		911
5. Qualified Individuals	Ray Rye	(432) 466-1233 (cell) (b) (6)
	Buster Smith (1 st Alternate)	(325) 280-9787 (cell) (b) (6)
	John Osborne (2 nd Alternate)	(432) 466-1528 (cell) (b) (6)
6. National Response Center (NRC)		(800) 424-8802 (24 hours)
7. EPA Region 6 Emergency Response Center		(800) 887-6063 (866) 372-7745 (alternate)

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

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Organization	Phone Number
8. Oil Spill Cleanup Contractor (OSRO) – H2O OSRO, Inc.	(866) 426-6770 (866) 426-7745 (alternate)
9. Oil Spill Cleanup Contractor (treat oil contaminated water and disposal of oil contaminated soil) – Alon Big Spring Refinery	(432) 263-9272
10. U.S. Army Corps of Engineers Emergency Management and Security - Ann Hutton Southwest Region Chief	(213) 452-3444
11. Texas Commission on Environmental Quality	(915) 834-4949
12. Texas Railroad Commission	(432) 684-5581
13. Culberson County Sheriff (Van Horn)	(432) 283-2060 (non-emergency)
14. Pecos Fire Department	(432) 445-4444
15. Reeves County, Local Emergency Planning Committee (LEPC)	(432) 447-3542
16. Culberson County, LEPC	(432) 284-0616
17. Texas Department of Public Safety (SERC) - Chase Yarbrough	(512) 424-2447 (512) 424-2008 (alternate)
18. Texas Parks & Wildlife Department	(800) 792-1112
19. Texas Department of State Health Services	(888) 963-7111
20. National Weather Service – Midland/Odessa	(432) 563-5006
21. KGEE Radio Station	(432) 563-5499
22. KCDY Radio Station	(575) 887-7563
23. Reeves County Hospital	(432) 447-3551
24. Carlsbad Medical Center	(575) 887-4100
25. Marsh and McLennan Agency – Insurance Representative	(914) 397-1600

Note there is no water supply company to contact within 50 miles of the Orla Terminal.

3.1.2 Spill Response Notification Form

The Spill Response Form included as Appendix A of this FSP shall be used to collect reporting information in the case of a reportable spill. **Initial notifications should not be delayed pending the collection of all information included on the Spill Response Form.**

3.2 Facility Response Equipment List

Facility response equipment is maintained in multiple locations off-site and is supplemented by H2O OSRO, Inc. Equipment maintained off-site is described in the following sections, and equipment maintained by H2O OSRO, Inc. is included as Appendix G of this FSP.

3.2.1 Skimmers and Pumps

No skimmers and pumps are maintained at the Orla Terminal; however, an Oliific drum skimmer with diaphragm pump and hose kit is available from the Artesia Response Trailer. Skimmers and pumps may also be provided by H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of skimmers and pumps available for spill response efforts.

3.2.2 Boom

Storage Location: Artesia Refinery Terminal, Response Trailer (Response Time: 170 Minutes)

Quantity	Description
1300'	Flotation Boom

Additional boom is available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of additional boom available for spill response efforts.

3.2.3 Chemicals Stored

This section is not applicable to the Orla Terminal. Dispersants listed on the U.S. EPA's National Contingency Plan Product Schedule are not stored at the Orla Terminal and dispersants are not used by H2O OSRO, Inc. Use of dispersants or other chemicals during response actions will require approval from the regulatory authority overseeing response actions.

3.2.4 Dispersant Dispensing Equipment

This section is not applicable to the Orla Terminal. Dispersant dispensing equipment is not stored at Orla Terminal and dispersant dispensing equipment is not used by H2O OSRO, Inc. Use of dispersants or other chemicals during response actions will require approval from the regulatory authority overseeing response actions.

3.2.5 Sorbents

Storage Location: Artesia Refinery, Response Trailer (Response Time: 170 Minutes)

Quantity	Description
80	9" Round Inflatable Buoys
1	65 Gallon Spill Response Kit

Additional sorbents are available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of additional sorbents available for spill response efforts.

3.2.6 Hand Tools

Storage Location: Artesia Refinery, Response Trailer (Response Time: 170 Minutes)

Quantity	Description
2	Squeegees

Additional hand tools are available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of hand tools available for spill response efforts.

3.2.7 Communication Equipment

Storage Location: Various

HEP vehicles are equipped with cellular telephones and/or high frequency radio systems. High frequency radio systems are issued to personnel at the Artesia Refinery. A land-line telephone system is available at the Orla Terminal.

Additional communications equipment is available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of additional communications equipment available for spill response efforts.

3.2.8 Firefighting and Personal Protective Equipment

Storage Location: Artesia Refinery, Response Trailer (Response Time: 170 Minutes)

Quantity	Description
10	3M Half-mask Air-Purifying Respirators
12	Replacement Cartridges for Respirators
2	Boxes N95 Disposable Respirators
4	Scott SCBAs
15	Disposable Coveralls
12	Safety Glasses
6	32 oz. Eye Wash Bottles
15	Pair Neoprene Gloves

Quantity	Description
10	Rubber Overboots
8	Rubber Steel-Toed Boots
2	Wind Socks
2	Rolls Caution Tape
12	Traffic Cones (4 ea. Green, Yellow, Red)
1	Tee Post Driver
12	Tee Posts
1	3 Gallon Portable Sprayer
2	10'x12' Tarps
1	First Aid Kit
6	Non-FR Rated Rain Suits
6000	Rope (ft.)

Additional firefighting and personal protective equipment are in each HEP vehicle, and is available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of additional firefighting and personal protective equipment available for spill response efforts.

3.2.9 Other Equipment (e.g. Heavy Equipment, Boats, and Motors)

Storage Location: Artesia Refinery, Response Trailer (Response Time: 170 Minutes)

Quantity	Description
1	Portable Air Compressor
1	Portable Generator
50	Air Hose for Air Compressor (ft.)

Additional equipment is available from H2O OSRO, Inc. Refer to Appendix G of this FSP for a list of additional equipment available for spill response efforts.

3.3 Response Equipment Testing and Deployment

3.3.1 Response Equipment Testing and Deployment Drill Log

Response equipment testing and deployment drills are conducted semiannually according to the Response Equipment Testing and Deployment Drill Log included in Appendix B of this FSP. Copies of completed Response Equipment Testing and Deployment Drill Logs will be maintained in Appendix B of this FSP to document the response equipment testing and deployment drills conducted at the Orla Terminal. Refer to Appendix B of this FSP for the latest logs.

3.3.2 Oil Spill Removal Organization (OSRO) Certification

Certification that response equipment owned by H2O OSRO, Inc. has been inspected and deployment drills have been performed as outlined in the National Preparedness for Response Exercise Program (PREP) guidelines is provided as Appendix G of this FSP.

3.4 Response Personnel

3.4.1 Emergency Response Personnel – Company Personnel

Name	Home Phone*	Cell Phone*	Response Time (Minutes)	Responsibility During Response Action
Ray Rye (QI)	(b) (6)	(432) 466-1233	34	Incident Commander (IC), Planning Chief, HEP liaison for HRM
Buster Smith (1 st Alt. QI)		(325) 280-9787	494	Operations Chief, Planning Team
John Osborne (2 nd Alt. QI)		(432) 466-1528	494	Operations Chief, Planning Team
Allison Stockweather		(575) 513-9338	170	EHS Officer
Lori Coupland		(214) 208-1260	170	Compliance Officer/Liaison, Planning Team
Mark Cunningham		(214) 208-1931	830	Information Officer, Planning Team
Aaron Mullins		(575) 513-2758	170	Logistics Chief, Finance Chief
CW King		(469) 426-6432	170	Safety Officer
Bill Green		(214) 864-1475	170	Environmental Officer/ Liaison, Planning Team
Brad Thompson		(214) 236-3428	170	SCADA Operations

* Phone number to be used when person is not on-site.

3.4.2 Emergency Response Contractors

Contractor	Phone (Primary / Alternate)	Response Time (Minutes)	Contract Responsibility
H2O OSRO, Inc.	(866) 426-6770 / (866) 426-7745	660	OSRO

3.4.3 Facility Response Team

Team Member	Duties During Response Action	Response Time (Minutes)	Phone (Work / Cell)
Ray Rye	QI, Incident Commander (IC), Planning Chief	34	(432) 273-0025 / (432) 466-1233
Buster Smith	Alt. QI, Operations Chief, Planning Team	494	(325) 692-6722 / (325) 280-9787
John Osborne (2 nd Alternate)	Alt. QI, Operations Chief, Planning Team	494	(432) 466-1528 / (432) 466-1528
Allison Stockweather	EHS Officer, Planning Team	170	(575) 746-5475 / (575) 513-9338
Lori Coupland	Compliance Officer/Liaison, Planning Team	170	(575) 748-4076 / (214) 208-1260
Bill Green	Environmental Officer/ Liaison, Planning Team	170	(575) 748-8968 / (214) 864-1475
Brad Thompson	SCADA Operations	170	(575) 748-8961 / (214) 236-3428
CW King	Safety Officer	170	(575) 748-1512 / (469) 426-6432

3.5 Evacuation Plan

If an evacuation of the facility becomes necessary, the following evacuation plan shall be followed to ensure employee and visitor safety. All personnel will evacuate to assembly points located within the Orla Terminal, unless otherwise directed by the Incident Commander (IC). Personnel will be notified via cellular telephone, radio, or verbal communication. A Site Evacuation Plan Diagram is provided as Figure 3.

3.5.1 Location of Stored Materials

Bulk storage tanks containing stored products, piping, and transfer equipment are located throughout the Orla Terminal. Bulk storage tanks and transfer areas are located within secondary containment. In order to remove the threat posed by these site features, personnel should exit the facility while avoiding any secondary containment structures and spilled product.

3.5.2 Hazard Imposed by Discharged Material

Numerous hazardous materials are stored and transferred at the Orla Terminal, primarily consisting of gasoline, diesel, and transmix. The primary hazards posed by these materials are flammability and toxicity. If it is safe to do so, sources of ignition should be extinguished prior to evacuation. Exposure to discharged materials should be avoided while evacuating. Human health effects of exposure to common materials stored on-site are included below.

Material	Toxic Effects	Toxicity Levels
Diesel	Irritates skin, eyes, and lungs after prolonged exposure. Material aspirated into the lungs may cause pneumonia. Shown to produce tumors in the liver and kidneys of rats (but not other species). Skin tumors have been associated with repeated skin absorption.	100 mg/m ³ TLV
Gasoline	Moderately toxic for acute exposures through inhalation. Harmful if swallowed and/or aspirated into the lungs.	300 ppm TLV
Kerosene		100 mg/m ³ REL

REL NIOSH Recommended Exposure Limits

TLV American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value

3.5.3 Discharge Flow Direction

Discharged materials that remain on-site are expected to accumulate within secondary containment structures, or be captured by Kimbell Draw. If discharged materials reach Kimbell Draw, they will travel to the north until reaching the Delaware River approximately 6 miles away, and then travel to the northeast for approximately 18 miles to the confluence with the Pecos River. The Site Drainage Plan depicting the direction of discharge flow is included as Figure 2. The evacuation route is away from these locations and are generally perpendicular to flow pathways and to the south which is uphill and generally upwind.

3.5.4 Prevailing Wind Direction and Speed

Prevailing wind direction is depicted in the wind rose diagram provided in Figure 3. Generally, wind blows from the south or from the southwest with an average wind speed of 18.3 knots. Winds are calm 5.4% of the time. If an evacuation is ordered, current wind conditions must be evaluated to ensure that the evacuation assembly point is not downwind of the emergency.

3.5.5 Water Currents, Tides, or Wave Conditions

Water currents are not a factor affecting evacuation at the Orla Terminal. Evacuation routes do not cross perennial streams, and storm water runoff is not expected to pose a threat to evacuating personnel. Tides and wave conditions are not applicable to the Orla Terminal.

3.5.6 Arrival Route of Emergency Response Personnel and Response Equipment

Emergency response personnel and equipment will arrive at the Orla Terminal via the gate on the northwest corner of the facility. The point of entry is depicted on Figure 3.

3.5.7 Evacuation Routes

Evacuating personnel should proceed away from hazards present on-site while remaining upwind from the hazard toward designated evacuation assembly points. General evacuation assembly points at the Orla Terminal include:

- Terminal Northwest Gate
- Employee Parking Area

See Figure 3 for a depiction of evacuation routes and assembly points.

3.5.8 Alternative Routes of Evacuation

Multiple routes of evacuation are provided on Figure 3. Site conditions must be evaluated in order to determine an appropriate route of evacuation. Care must be taken to avoid any hazards posed by a release while proceeding to the evacuation assembly points.

3.5.9 Transportation of Injured Personnel to Nearest Emergency Medical Facility

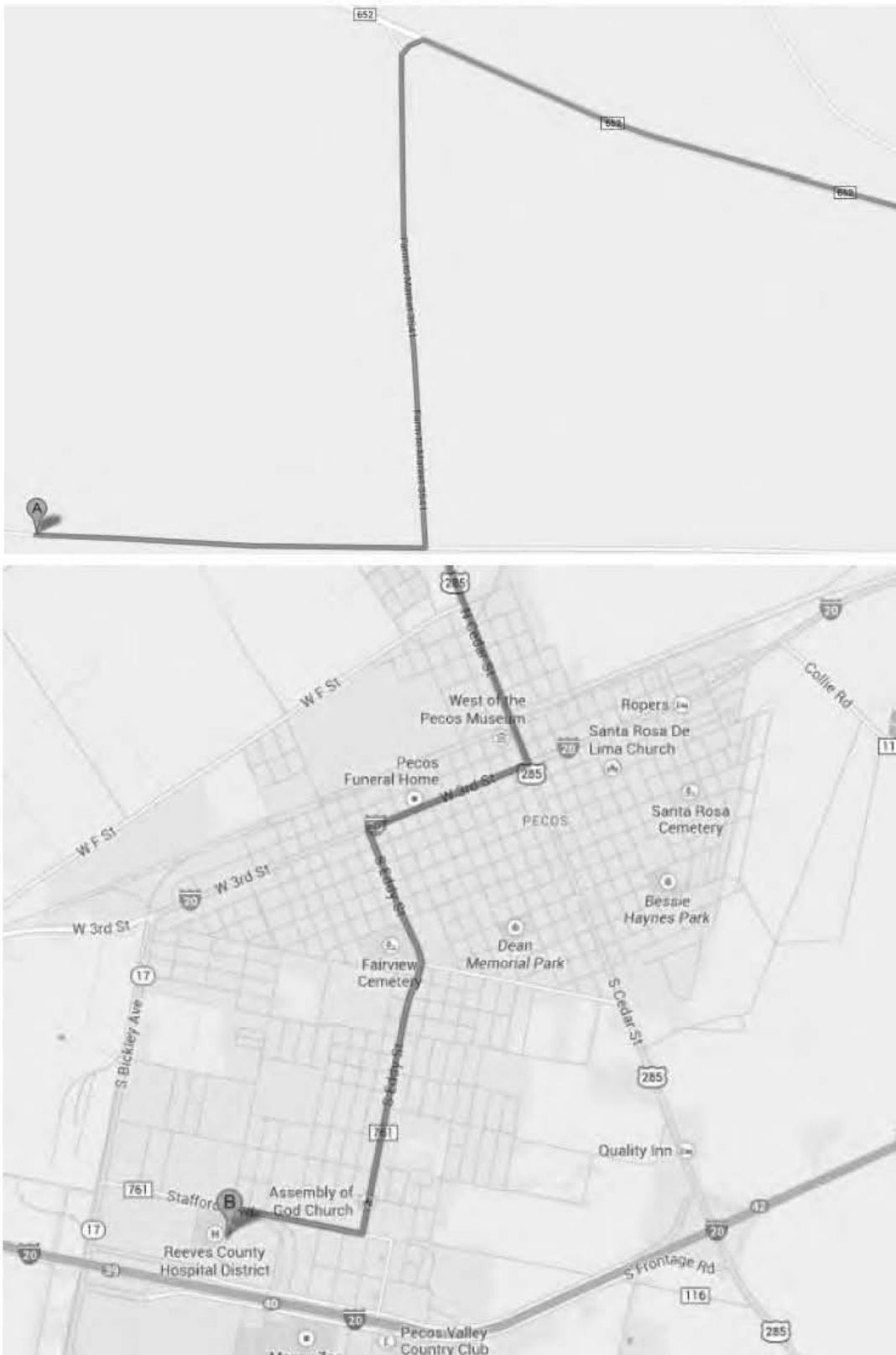
A person who discovers a medical emergency must:

- Notify the QI by radio or by cellular telephone and give pertinent information
- Do not move the injured person except in cases of imminent danger
- Administer first aid, as trained
- Call 911 and request an ambulance, if needed

In the case that immediate medical assistance is required and emergency responders are not available, injured personnel may be taken to Reeves County Hospital, located at 2338 Texas St, Pecos, TX 79772. Driving directions to Reeves County Hospital are provided below:

1. Head east toward Farm to Market Rd 3541 / Ranch Rd 3541. Go 0.8 mi.
2. Take the 1st left (north) onto Farm to Market Rd 3541 / Ranch Rd 3541. Go 1.2 mi.
3. Turn right (east) onto Farm to Market Rd 652 / Ranch Rd 652. Go 18.6 mi.
4. Turn right (southeast) onto US-285 S. Go 38.3 mi.
5. Turn right (west) onto E 3rd St (signs for I-20). Go 0.6 mi.
6. Turn left (south) onto S Eddy St. Go 1.5 mi.
7. Turn right (west) onto Stafford Blvd. Go 0.5 mi.
8. Turn left (south) onto Texas St. Destination will be on the left.





3.5.10 Location of Alarm/Notification Systems

Emergency response personnel may be notified of an emergency by either sounding the appropriate emergency alarm signal or making the appropriate notifications by telephone.

3.5.11 Need for Centralized Check-In Area for Evacuation Validation (Roll Call)

Verification of evacuation of personnel will occur at the evacuation assembly points. Accountability of personnel during an emergency means that all personnel have been contacted, their status verified, and their status reported to the proper personnel. Personnel to be accounted for include employees, visitors, suppliers, and contractors. Accountability is not completed until all personnel that could be within the emergency area have been located.

3.5.12 Selection of a Mitigation Command Center

A Command Post will be established at a safe location on or near the site, depending on the nature of the emergency. Existing structures located on-site will be evaluated for safety with respect to the emergency. The Orla Terminal Control Room will be used as the Incident Command Center. If no suitable structures are located on-site, a temporary Command Post may be transported to the site to manage the situation, such as the HEP Mobile Command Center. The temporary Command Post must be placed in a location that is protected from any hazards encountered on-site.

3.5.13 Location of Shelter at the Facility as an Alternative to Evacuation

Structures on-site may be considered a suitable shelter if conditions outside are too hazardous to allow evacuation. Shelter in place means personnel shall move inside the building until the danger passes. Shelter in place is used when evacuating the public would cause greater risk than staying where they are, or when evacuation cannot be performed. Personnel shall be directed inside, to close all doors and windows and to shut off all ventilation, heating and cooling systems. Shelter in place may not be the best option for the following situations:

- If the vapors are flammable
- If it will take a long time for the gas to clear the area
- If buildings cannot be closed tightly

It is vital that personnel sheltering in place maintain communications with emergency responders so that they can be advised about changing conditions. Personnel sheltering in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments resulting from a fire and/or explosion.

3.6 Description of Qualified Individual's Duties

In the event of a release, the QI will perform the following duties:

- Activate internal alarms and hazard communication systems to notify all system personnel.
- Notify appropriate response personnel, as needed.
- Identify the character, exact source, amount, and extent of the release, as well as other items needed for notification (refer to Spill Response Form included as Appendix B).
- As appropriate, notify and provide necessary information to the Federal, State, and local authorities with designated response roles, including the NRC, the Federal On-Scene Coordinator (OSC), State Emergency Response Commission (SERC), and Local Emergency Planning Committee (LEPC).
- Assess the interaction of the discharged substance with water and/or other substances stored at the facility and notify response personnel at the scene of that assessment.
- Assess the possible hazards to human health and the environment due to the release. This assessment must consider both the direct and indirect effects of the release (i.e., the effects of

any toxic, irritating, or asphyxiating gases that may be generated or the effects of any hazardous surface water runoff from water or chemical agents used to control fire and heat-induced explosion).

- Assess and implement prompt removal actions to contain and remove the substance released.
- Coordinate rescue and response actions as previously arranged with all response personnel.
- Use authority to immediately access HEP funding to initiate cleanup activities.
- Direct cleanup activities until properly relieved of this responsibility.

For a detailed description of response team organization and role descriptions, refer to Section 5.1 of the CP.

4.0 Hazard Evaluation

4.1 Hazard Identification

4.1.1 Tanks

HEP Tank No.	FRP Tank No.	Typical Substance Stored	Average Quantity Stored (gallons)	Tank Type	Year	Maximum Capacity (gallons)	Failure/Cause
100	100	Diesel	(b) (7)(F)	Steel Welded	1998	(b) (7)(F)	None
200	200	Regular Unleaded Gasoline		Steel Welded	1998		None
300	300	Premium Unleaded Gasoline		Steel Welded	1998		None
400	400	Transmix Fuel		Steel Welded	1998		None
500	500	Transmix Fuel		Steel Welded	2001		None

4.1.2 Surface Impoundments

This section is not applicable to the Orla Terminal. Surface impoundments are not located at the facility.

4.1.3 Schematic Drawing

A labeled schematic drawing of the HEP Orla Terminal is provided as Figure 1.

4.1.4 Description of Transfers (Loading and Unloading) and Volume of Material

HEP owns the loading rack at the Orla Terminal. The Orla Terminal only transfers transmix from holding tanks to trucks that transport it to the Alon Big Spring Refinery.

4.1.5 Description of Daily Operations

The Orla Terminal operates a booster station and pump that receives refined product via the Fin-Tex pipeline from the Alon Big Spring Refinery in Big Spring, Texas, and separates diesel and gasoline through the transmix tanks as necessary. The Three tanks (Tank 100 Diesel, Tank 200 Regular Unleaded, and Tank 300 Premium Unleaded) are used for storage and subsequently pumped into the pipeline for transmission to HEP's El Paso Terminal.

The Orla Terminal also receives product from the Artesia Refinery which is routed through a booster station and pump for direct transmission to HEP's El Paso Terminal without intermediate tankage.

Transmix fluids are stored in Tanks 400 and 500. Tank 400 is an intermediate transmix storage tank, and Tank 500 is used as a loading point for trucks that receive the transmix and transport it back to the Alon Big Spring Refinery in Big Spring, Texas, for reprocessing.

During an average day, personnel receive, transfer, and store products. Maintenance activities are also performed periodically. Maintenance activities are performed in a manner that minimizes the occurrence of releases.

4.1.6 Secondary Containment Volumes

HEP Tank No.	FRP Tank No.	Typical Substance Stored	Tank Type	(b) (7)(F)
100	100	Diesel	W-Dome-S	
200	200	Regular Unleaded Gasoline	W-IFR-S	

HEP Tank No.	FRP Tank No.	Typical Substance Stored	Tank Type
300	300	Premium Unleaded Gasoline	W-IFR-S
400	400	Transmix Fuel	W-IFR-S
500	500	Transmix Fuel	W-IFR-S

EFR – External Floating Roof

IFR – Internal Floating Roof

(b) (7)(F)

The Orla Terminal has earthen berm secondary containment structures.

4.1.7 Normal Daily Throughput

The Orla Terminal has an estimated daily pipeline throughput of (b) (7)(F) refined product. The facility has an estimated daily tankage of 36,000 bbls per day.

4.2 Vulnerability Analysis

4.2.1 Planning Distance Calculation

Per EPA guidance, the planning distance was calculated assuming the complete failure of secondary containment systems and ignoring all man-made features that may hinder the flow of an oil discharge. The planning distance represents the farthest extent that oil may travel within a specified response time in the unlikely event that a discharge leaves the boundaries of the site.

The planning distance was calculated for the Orla Terminal using the methods and formulas provided in Attachment C-III of Appendix C to 40 CFR §112. Assuming the failure of secondary containment systems and that a catastrophic spill leaves the facility, a discharge could potentially enter Kimbell Draw immediately east of the facility.

The following calculations are based upon the processes, requirements, and formulae found in 40 CFR §112, Appendix C, Attachment C-III, Section 2 and 5.

Oil Transport Over Land

- The open channel flow for oil transport over land is:
Minimum Velocity = 2 feet per second for open channel flow of storm drain.
- The distance along Kimbell Draw is 6 miles
- The time calculation for overland flow along Kimbell Draw is:
Distance (6 miles = 31,686 feet) / velocity (2 feet per second = 120 feet per minute):
(31,686/120) / 60 = 4.4 hours.

Oil Transport on Moving Navigable Waters

- The formula to calculate the planning distance for oil transport on moving navigable waters is:
 $D = V \times T \times C$, where:
 D = Distance downstream from a facility within which fish and wildlife and sensitive environments could be injured.
 V = Velocity of the river (in ft/sec) as determined by Chezy-Manning's equation.
 T = Time interval specified in Table 3 of Attachment C-III to Appendix C to 40 CFR §112
 C = Conversion factor: 0.68 sec-mile/hr-ft
- The Chezy-Manning equation is used to determine velocity. Its formula is:

$V = 1.5/n \times R^{2/3} \times S^{1/2}$, where:

n = Manning's Roughness Coefficient from Table 1

R = Hydraulic radius, which can be approximated for rectangular channels by multiplying the average mid-channel depth of the river (in feet) by the width divided by 2 times the depth plus the width.

S = Average slope of the river (unitless)

3. The velocity calculation was made for the Delaware River which is assumed would be affected by a worst case discharge from the Orla Terminal.

For the Delaware River, the following calculations are made:

$n = 0.05$

$R = 3 \text{ ft} \times 50 \text{ ft} / (50 \text{ ft} + 2 \times 3 \text{ ft}) = 2.68 \text{ ft}$

$S = (3287 \text{ ft} - 3152 \text{ ft}) / 31,680 \text{ ft} = 0.004261 \text{ ft/ft}$

Therefore, the velocity for the Delaware River is calculated to be:

$V = 1.5/n \times (R)^{2/3} \times (S)^{1/2}$

$V = 1.5/0.05 \times (2.67)^{2/3} \times (0.004261)^{1/2}$

$V = 3.77 \text{ ft/sec}$

4. Per Table 3 in Attachment C-III to Appendix C of 40 CFR §112, the owner shall reference a response time of 24 hours plus a deployment time of 3 hours for a total of 27 hours. Oil transport over land (4.4 hours) is subtracted from 27 hours. The calculated planning distance is:

$D = V (3.77 \text{ ft/sec}) \times T (27-4.4 \text{ hours}) \times C (0.68 \text{ sec-mi/hr-ft})$

$D = 58.05 \text{ miles}$

Therefore, the calculated planning distance to be used in emergency response preparations and evaluations at the Orla Terminal is 58.05 miles.

4.2.2 Vulnerability of Potentially Sensitive Receptors

Water Intakes (Drinking, Cooling, or Other)

Water intakes are used to collect water for public drinking water supplies, use by public utilities, or use by private industry. If a spill enters a body of water on which water intakes are present, the direct effects include potential petroleum contamination of intake water, intake structures, and facility equipment. Indirectly, oiled vegetation or wildlife may be impinged onto the structure or entrained in the intake water resulting in damages to the intake structure or downstream components. In addition to the emergency notifications detailed in this FRP, response efforts may include strategic booming immediately around the spill area (source control), shutting down the water intake, or exclusion (protective) booming around potentially affected intake structures. The shutdown of water intakes as a preventative measure can potentially result in social and economic impacts. Potential effects and specific response actions will depend on the nature of the released material.

There are no water intakes located within the projected pathway of a potential spill.

Schools

Two potential effects from a release from the facility could affect schools: direct contact with spilled material and exposure to flammable or irritating vapors. Direct contact with the spilled material could occur if the school was located in the pathway of the spill. In the event that a spill directly impacts the property of an educational institution, the effects may include: oiling of the school facility, equipment, and property; interruption of traffic flow to and from the facility; and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or

accidental ingestion. If confined in a waterway or low area, vapor impingement may occur on downwind areas. In this event, air monitoring for potential fire hazards and irritating vapors is required, depending on the nature of the released material. In addition to the emergency notifications detailed in this FRP, responses to these effects may include source control, strategic booming immediately around the spill area, evacuation of students and personnel, rerouting of traffic near the affected school, excavation of contaminated soil, monitoring and possible suppression of flammable/irritating vapors, and decontamination of oiled equipment, buildings, and pavement. Potential effects and specific response actions will depend on the nature of the released material.

There are no schools within the planning distance may be affected by a release.

Medical Facilities

Two potential effects from a release from the facility could affect medical facilities: direct contact with spilled material and exposure to flammable or irritating vapors. In the event that a spill impacts the property of a medical facility, the effects may include: oiling of the facility, equipment, and property; interruption of traffic flow to/from the medical facility; and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. Air monitoring for flammable and/or irritating vapors should be considered, depending on the nature of the released material. In addition to the emergency notifications detailed in this FRP, responses to these potential problems might include the following: source control, strategic booming immediately around the spill area, rerouting of traffic near the facility, excavation of contaminated soil, monitoring and possible suppression of flammable/irritating vapors, and decontamination of oiled equipment, buildings, and pavement. Potential effects and specific response actions will depend on the nature of the released material.

There are no medical facilities within the planning distance may be affected by a release.

Residential Areas

A release of oil near a residential area may affect property, structures, and inhabitants. Specific effects may include oiled animals and vegetation, oiled homes and associated structures, and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. If the spill has reached a waterway, or has been confined to a low area, vapor impingement is a potential hazard downwind of the spill path. Vapors can be flammable, irritating, or may only pose an odor problem. Air monitoring should be conducted downwind of the spill path to monitor for vapors, depending on the nature of the released material. Responses to these effects may include strategic booming immediately around the spill area, evacuation of residents, rerouting of traffic, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled buildings, structures, pavement, etc. Potential effects and specific response actions will depend on the nature of the released material.

There are no residential areas within the planning distance may be affected by a release.

Businesses

In the event that a spill impacts the property of a business, the effects may include: oiling of the facility, equipment, inventory, and property; interruption of traffic flow to/from the business; and potential fire hazards. A spill event that results in the closure of roads surrounding a business may also indirectly affect the business by the loss of revenue. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. If the spill has reached a waterway, or has been confined to a low area, vapor impingement is a potential problem downwind of the spill path. Vapors can be flammable, irritating, or may only pose an odor problem. In addition to the emergency notifications detailed in this FSP, responses to these effects may include strategic booming immediately around the spill area, protective booming of docks and marinas, evacuation of business owners, employees, and patrons, rerouting of traffic near the business, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled buildings, structures, pavement, etc. Air monitoring should be conducted downwind of the spill path to monitor for vapors. Potential effects and specific response actions will depend on the nature of the released material.

There are no businesses within the planning distance may be affected by a release.

Wetlands or Other Sensitive Environments

The effects of a release of oil into a wetland area might include oiling of animals, vegetation, and sediment and the creation of an oil slick on areas of open water. Because water movement within a wetland habitat is minimal, oil spilled in these areas can pool and may tend to persist. Swamps and marshes often serve as nurseries for fish and shellfish and exhibit high biodiversity. Due to the typically soft sediments that underlie wetland areas, the use of mechanized equipment for cleanup efforts may cause more harm than the initial oiling. Responses to these effects include strategic booming immediately around the spill area and protective booming around identified sensitive wetland areas, and will depend heavily on the nature of the wetlands and potential routes of access for collection equipment. Potential effects and specific response actions will depend on the nature of the released material.

Based on the U.S. Fish and Wildlife Service National Wetland Inventory Online Mapper, no wetlands are located within the planning distance. The only potential impact is an intermittent stream (Kimbell Draw) that is located adjacent to the Orla Terminal. Kimbell Draw drains to the Delaware River and eventually connects to the Pecos River. Red Bluff Reservoir would be affected.

Fish and Wildlife

Fish and wildlife species may be impacted directly or indirectly by an oil spill. A direct impact on wildlife would include physical contact with the released oil (e.g., oiling of a bird's feathers) and toxic contamination (inhalation of petroleum vapors or ingestion of oil). Indirect impacts on wildlife would include the destruction of a species' habitat or food source or the displacement of the species or food source.

Direct effects of oil on fish populations include fish kills, specifically the egg and larval stages, which are more vulnerable to oil pollution than those in the adult stage. Spills to rivers used for spawning or used for migration to spawning grounds can affect future populations. Fish that have been tainted by an oil spill may not be fit to eat, thus affecting animals higher in the food chain.

Depending on the life cycle, behavior, and physiology of a particular wildlife species, the effects of an oil spill can vary. Birds that utilize the water-surface interface are at risk of contamination. Heavily oiled birds typically die as a result of their contamination. The specific effects on wildlife will depend on the nature of the released material and the wildlife present at the location.

Responses to these effects include strategic booming immediately around the spill area, protective booming around identified fish and wildlife habitat, and cleaning of affected animals by properly trained professionals. The response efforts in the direct vicinity of the impacted habitat depend heavily on the nature of the habitat and potential routes of access for collection equipment. Potential effects and specific response actions will depend on the nature of the released material.

In an oil spill incident, it is possible that birds, aquatic life, and/or other wildlife may come in contact with the spilled material. If wildlife becomes involved in the spilled material, it will be necessary to perform wildlife rescue and rehabilitation operations. The capture and treatment of wildlife, especially endangered species, is highly regulated by the U.S. Department of the Interior. To conduct these operations, it will be necessary to obtain assistance from properly trained, licensed, and permitted organizations and personnel. It is important to ensure that any personnel involved in wildlife rescue and rehabilitation operations, including volunteers, have received the appropriate level of Hazardous Waste Operations and Emergency Response (HAZWOPER) training.

In the event that wildlife is impacted, advice and assistance from trained and experienced persons in the area of wildlife rescue and rehabilitation may need to be requested.

The areas within the planning distance may support wildlife species. Wildlife species are located within the planning distance and may be affected by a release.

Lakes and Streams

Lakes are characterized by generally very low wave and current energy, although the surface may often become choppy. Water levels may fluctuate widely throughout the seasons and over time. Often other

sensitive environments are in close proximity to lakes, such as wetlands, habitat for migratory birds, nesting birds and mammals, and fish nursery grounds. Lakes also often support various recreational activities. Depending on the severity of the spill, the effects may range from shoreline damages to fish and wildlife kills. Wind and tidal exchange will control the distribution of a slick, and can either hold the slick against a lee shore or spread it along shores or even into previously clean areas.

Small rivers and streams are characterized by shallow water (one to two meters in depth) and narrow channels. These systems are highly variable. The flow rates can range from fast-flowing to slow-moving. The channels may be free of debris or choked with log jams, mid-channel sand bars, and islands. The shoreline may have a high slope or a low bank fringed with vegetation or wetlands. Slicks typically contaminate both banks. The oil may mix throughout the entire water column in shallower streams, thus potentially affecting both aquatic and benthic organisms.

Responses to these effects include strategic booming immediately around the spill area and protective booming around vulnerable areas such as the mouths of creeks and inlets, and will depend heavily on the nature of the habitat and potential routes of access for collection equipment. Deflection boom can also be used to direct floating spills from vulnerable areas. Potential effects and specific response actions will depend on the nature of the released material.

Kimbell Draw (intermittent stream) is located within the planning distance may be affected by a release. Kimbell Draw is the primary drainage pathway for a release, and is most likely to be affected by a release. Subsequent movement would affect the Delaware River and then the Pecos River.

Endangered Flora and Fauna

Oil spills affect endangered flora and fauna by either directly impacting the individual or by destroying the habitat in which the species lives. In addition to the emergency notifications detailed in the Action Plan, responses to these effects may include strategic booming immediately around the spill area, excavation of contaminated soil, suppression of flammable vapors, and cleaning of affected animals by properly trained professionals. Protective booming around vulnerable areas, as well as booming the mouths of creeks where sensitive species have been identified, should be conducted. Deflection boom can also be used to direct floating spills from vulnerable areas. Potential effects and specific response actions will depend on the nature of the released material.

According to the USFWS Critical Habitat Portal, no critical habitats for threatened or endangered species was located within the projected pathway of a potential spill. Refer to Appendix E of this FSP for Federal and State-listed threatened and endangered species that may be present within the planning distance.

In the event of a release, HEP will coordinate with the United States Fish and Wildlife Service (USFWS), and state and local wildlife management groups to ensure the protection of all threatened and endangered species within a release area.

Recreational Areas

In the event that a spill impacts a recreational area, the effects may include: oiling of the area, structures, and property; interruption of traffic flow to/from the area; and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. In addition to the emergency notifications detailed in this FSP, responses to these effects may include strategic booming immediately around the spill area, evacuation of visitors and employees of the areas, rerouting of traffic near the recreational area, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled structures, buildings, and pavement. Potential effects and specific response actions will depend on the nature of the released material.

No recreational areas are within the planning distance may be affected by a release.

Transportation Routes (Air, Land, and Water)

Transportation routes are typically indirectly affected by a spill event through the interruption of traffic flow. Other effects may include: oiling of pavement, vegetation, and soil; the creation of an oil slick on areas of open water; and potential fire hazards. Should human contact result from the spill, the potential route of exposure might include skin contamination, inhalation, or accidental ingestion. In addition to the

emergency notifications detailed in the Action Plan, responses to these effects may include strategic booming immediately around the spill area, evacuation of persons traveling the route, rerouting of traffic by authorized personnel, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled structures, buildings, pavement, etc. The halting of river traffic in the case of a spill to a major waterway or rerouting vehicular traffic from business areas would likely result in economic impacts. Potential effects and specific response actions will depend on the nature of the released material.

Transportation routes within the planning distance that may be affected by a release include Ranch Road (RR) 652, RR 520, Granite Street, Farm-To-Market Road 652, County Road (CR) K, CR 447, CR 405, CR 285, CR 153, and CR 139.

Utilities

In the event that a spill impacts a utility line or right-of-way, the effects may include: oiling of pavement, vegetation, and structures; interruption of utility services to homes and businesses; the creation of an electrical hazard; and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. In addition to the emergency notifications detailed in this FSP, responses to these effects may include strategic booming immediately around the spill area, evacuation of persons near the utility line or right-of-way, rerouting of traffic by authorized personnel away from the utility line or right-of-way, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled structures, buildings, pavement, etc. Potential effects and specific response actions will depend on the nature of the released material.

There are no utilities within the planning distance may be affected by a release.

Other Areas of Economic Importance

In the event that a spill impacts an area of economic concern, the effects may include: oiling of vegetation, soil, and structures; interruption of traffic flow to/from the area; and potential fire hazards. Should human contact result from the spill, the potential exposure routes might include skin contamination, inhalation, or accidental ingestion. Responses to these effects depend heavily on the nature of the sensitive area and potential routes of access for collection equipment, but may include strategic booming immediately around the spill area, evacuation, rerouting of traffic, excavation of contaminated soil, suppression of flammable vapors, and decontamination of oiled equipment, buildings, pavement, etc. Potential effects and specific response actions will depend on the nature of the released material.

There are no other areas of economic importance within the planning distance may be affected by a release.

4.3 Analysis of the Potential for an Oil Discharge

4.3.1 Oil Discharge History

To HEP's knowledge, there has never been a reportable spill at the Orla Terminal.

4.3.2 Horizontal Range of a Potential Discharge

Existing secondary containment will most likely contain any release on-site. In the unlikely event that a discharge reaches to the Delaware River, the spill pathway for the Orla Terminal would extend approximately 39.2 miles north by northeast of the Orla Terminal along the Delaware River and eventually to the Pecos River. The horizontal range of a spill that reaches the Pecos River is calculated in Section A.4.2.1. It should be noted that spill trajectory may vary due to numerous variables, including currents, prevailing winds, or other factors.

4.3.3 Vulnerability to Natural Disaster

The primary concerns for natural disasters at the Orla Terminal are severe weather, and to a lesser degree seismic activity. Severe weather conditions observed at the site include tornadoes, heavy rainfall, high winds, lightning, snow, and/or ice conditions. The United States Geological Survey estimates that the Orla Terminal has an approximate peak ground acceleration of 0.08 G with a return period of 2% in 50 years.

4.3.4 Tank Age and Condition

Oil storage tanks at the Orla Terminal range in age from 12 years to 15 years, with the oldest tanks at the Orla Terminal built in 1998 and the most recent one built in 2001. Tanks are designed to the specifications of API 650 (Welded Steel Tanks for Oil Storage) and are subject to periodic integrity testing per API 653 (Tank Inspection, Repair, Alteration, and Reconstruction). The integrity testing and inspection program includes procedures for brittle fracture analysis. Any time a field-constructed aboveground tank undergoes a repair, alteration, reconstruction, or change in service that might affect the risk of a discharge due to brittle fracture or other failure, or has discharged oil due to a brittle fracture or other failure, a brittle fracture analysis will be undertaken.

4.4 Facility Reportable Oil Spill History

To HEP's knowledge, there has never been a reportable spill in the history of the Orla Terminal. If a reportable spill occurs, the following table will be completed to document its occurrence.

Item	Response
Date of Discharge(s):	
List of Discharge Causes:	
Amount of Discharge (gallons):	
Amount that Reached Navigable Waters (if applicable):	
Effectiveness and Capacity of Secondary Containment:	
Clean-Up Actions Taken:	
Steps Taken to Reduce Possibility of Reoccurrence:	
Total Oil Storage Capacity of Tanks(s) or Impoundment(s) from which Material Discharged:	
Enforcement Actions:	
Effectiveness of Monitoring Equipment:	
Spill Detection:	

5.0 Discharge Scenarios

This section describes possible discharge scenarios. The facility is located adjacent to an unnamed tributary to the Delaware River near Orla, Texas. It is protected from flooding by berms that surround the tanks at the facility. These berms act as tertiary containment for the facility and would serve to capture most discharges from the site prior to reaching Kimbell Draw and the Delaware River. In the event that a discharge reaches a water body, oil will travel downstream along Kimbell Draw to the Delaware River and subsequently to the Pecos River.

5.1 Small and Medium Discharges

The volume of a small discharge was calculated according to EPA requirements listed in 40 CFR §112 Appendix E. The EPA small discharge for the Orla Terminal is up to 2,100 gallons.

The volume of a medium discharge was calculated according to EPA requirements listed in 40 CFR §112 Appendix E. The EPA medium discharge for the Orla Terminal is up to 36,000 gallons.

The following sections discuss potential scenarios for both small and medium discharges at the Orla Terminal.

5.1.1 Loading and Unloading of Surface Transportation

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient Wells, Waterways, and Drinking Water Intakes	Kimbell Draw and Delaware River located adjacent to site.	Kimbell Draw and Delaware River located adjacent to site.
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.1.2 Facility Maintenance

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient Wells, Waterways, and Drinking Water Intakes	Kimbell Draw and Delaware River located adjacent to site.	Kimbell Draw and Delaware River located adjacent to site.

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Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.1.3 Facility Piping

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient Wells, Waterways, and Drinking Water Intakes	Kimbell Draw and Delaware River located adjacent to site.	Kimbell Draw and Delaware River located adjacent to site.
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.1.4 Pumping Stations and Sumps

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient	Kimbell Draw and Delaware River	Kimbell Draw and Delaware River

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Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Wells, Waterways, and Drinking Water Intakes	located adjacent to site.	located adjacent to site.
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.1.5 Oil Storage Tanks

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient Wells, Waterways, and Drinking Water Intakes	Kimbell Draw and Delaware River located adjacent to site.	Kimbell Draw and Delaware River located adjacent to site.
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.1.6 Vehicle Refueling

Vehicle refueling is not performed at the Orla Terminal.

5.1.7 Age and Condition of Facility and Components

Response Factor	Small Discharge (2,100 gallons or less)	Medium Discharge (2,100 to 36,000 gallons)
Proximity to Downgradient Wells, Waterways, and Drinking Water Intakes	Kimbell Draw and Delaware River located adjacent to site.	Kimbell Draw and Delaware River located adjacent to site.
Proximity to Fish and Wildlife and Sensitive Environments	Sensitive environments exist downstream of the site.	Sensitive environments exist downstream of the site.
Likelihood that Discharge will Travel Off-Site	Unlikely. Spills would likely pool on-site, or would be captured by levee.	Unlikely. Spills would likely pool on-site, or would be captured by levee.
Location of Material Discharged	Into containment, or possibly onto ground outside containment where spill would pool.	Into containment, or possibly onto ground outside containment where spill would pool.
Material Discharged	Gasoline, diesel, transmix. See Section A.4.1.1.	Gasoline, diesel, transmix. See Section A.4.1.1.
Weather or Aquatic Conditions	Rainfall may increase the potential for movement off-site.	Rainfall may increase the potential for movement off-site.
Available Remediation Equipment	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.	No Equipment is stored at the facility. See Section A.3.2 and Appendix G.
Probability of a Chain Reaction of Failures	Unlikely.	Unlikely.
Direction of Discharge Pathway	Likely to pool on site.	Likely to pool on site. To the north and northeast if spill leaves site.

5.2 Worst Case Discharge

5.2.1 Planning Volume Calculations

Response resources required to respond to a worst case discharge (WCD) must be calculated based on the physical characteristics of the discharged oil. EPA has defined the following five groups of petroleum-based oil based on persistence and specific gravity. Common examples of each oil group are provided in parentheses.

- Group 1 Oil: Non-persistent oils (e.g., naphtha, gasoline)
- Group 2 Oil: Persistent oils with a specific gravity less than 0.85 (e.g., diesel, gas oil)
- Group 3 Oil: Persistent oils with a specific gravity equal to or greater than 0.85 but less than 0.95 (e.g., most crude oils)
- Group 4 Oil: Persistent oils with a specific gravity equal to or greater than 0.95 but less than 1.0 (e.g., No. 6 fuel oil, heavy crude)
- Group 5 Oil: Persistent oils with a specific gravity equal to or greater than 1.0 (e.g., some extra-heavy crude oils, halogenated oils)

Two hypothetical examples of worst case discharges have been selected for consideration in emergency response planning: one scenario for one for each of the Group 1 and Group 2 oils stored at the facility. Response resources for discharges of Group 3, Group 4, or Group 5 oils were not performed for the Orla Terminal, since Group 3, Group 4 and Group 5 oils are not part of the facility's storage. The following facility operations and components were taken into consideration in selection of the example worst case discharge scenarios:

- Loading and unloading of surface transportation
- Facility Maintenance

- Facility piping
- Pumping stations and sumps
- Fuel storage tanks
- Age and condition of the facility and its components

In order to determine the worst case discharge planning volume for the Orla Terminal, calculations were performed according to Part A of 40 CFR §112, Appendix D. Considering the operations listed above applicable to the Orla Terminal, the worst possible discharge scenario for each oil group present is a catastrophic failure of the largest oil storage tank for each oil group. A summary of the calculations for Group 1 and Group 2 oils are provided below.

EPA Worst Case Discharge Planning Volume for Group 1 Oil

A.2 SECONDARY CONTAINMENT—MULTIPLE-TANK FACILITIES

Are all aboveground oil storage tanks or groups of aboveground oil storage tanks at the facility without adequate secondary containment?

No

A.2.1 If the answer is yes, the final worst case discharge planning volume equals the total aboveground oil storage capacity at the facility.

1. FINAL WORST CASE VOLUME: N/A
2. Do not proceed further.

A.2.2 If the answer is no, calculate the total aboveground oil storage capacity of tanks without adequate secondary containment. If all aboveground oil storage tanks or groups of aboveground oil storage tanks at the facility have adequate secondary containment, ENTER "0" (zero).

0 gallons (all tanks have adequate secondary containment)

A.2.3 Calculate the capacity of the largest single aboveground oil storage tank within an adequate secondary containment area or the combined capacity of a group of aboveground oil storage tanks permanently manifolded together, whichever is greater, PLUS THE VOLUME FROM QUESTION A.2.2.

(b) (7)(F)

EPA Worst Case Discharge Planning Volume for Group 2 Oil

A.2 SECONDARY CONTAINMENT—MULTIPLE-TANK FACILITIES

Are all aboveground oil storage tanks or groups of aboveground oil storage tanks at the facility without adequate secondary containment?

No

A.2.1 If the answer is yes, the final worst case discharge planning volume equals the total aboveground oil storage capacity at the facility.

1. FINAL WORST CASE VOLUME: N/A
2. Do not proceed further.

A.2.2 If the answer is no, calculate the total aboveground oil storage capacity of tanks without adequate secondary containment. If all aboveground oil storage tanks or groups of aboveground oil storage tanks at the facility have adequate secondary containment, ENTER "0" (zero).

0 gallons (all tanks have adequate secondary containment)

A.2.3 Calculate the capacity of the largest single aboveground oil storage tank within an adequate secondary containment area or the combined capacity of a group of aboveground oil storage tanks permanently manifolded together, whichever is greater, PLUS THE VOLUME FROM QUESTION A.2.2.

(b) (7)(F)

5.2.2 Permanently Manifolder Oil Storage Tanks

Storage Tanks are manifolded in refined products service.

5.2.3 Planning Factors to be Addressed for a Worst Case Discharge Response

Size of Discharge

Secondary containment dikes are capable of holding the volume of a worst case discharge release plus the storm water volume from a rain event. Even if a worst case discharge event occurs, most of the release would be captured within secondary containment. Thus, a majority of the response would be to remove the product from the diked area. (b) (7)(F)

Proximity to Down Gradient Wells, Waterways, and Drinking Water Intakes

There are no known wells or drinking water intakes in the drainage path.

Proximity to Fish and Wildlife and Sensitive Areas.

Sensitive environments exist downstream of the site.

Location of the Material Discharged

Any spill from the storage tank would be onto soil within the diked area. Any release from the dikes area would also be onto soil.

Material Discharged

The WCD material is gasoline (a Group 1 oil), or diesel (a Group 2 oil)

Weather or Aquatic Conditions

If the release occurred during a rain event, storm water would transport the spill more quickly. If a drainage path was flowing with water, this would spread the spill downstream at a more rapid rate.

Available Remediation Equipment

The facility has does not have response equipment on-site and depends on contracted OSROs for providing personnel and equipment for response. See Section A.3.2 and Appendix G for response equipment available to respond to a worst case discharge.

Probability of a Chain Reaction of Failures

It is unlikely, though possible, that a tank failure could be part of a larger event that would destroy the secondary containment or damage adjacent tanks.

Direction of Discharge Pathway

If a discharge reaches Kimbell Draw, the drainage path is to the north. If a discharge reaches the Delaware River, the drainage path is to the northeast for 18 miles, where the Delaware River enters the Pecos River.

5.2.4 WCD Scenarios:

Vehicle Loading and Unloading Operations

It is unlikely that a loading or unloading operation could result in a worst case discharge. The maximum quantity carried by a tanker truck is approximately (b) (7)(F). In addition, the driver is standing by and can take response measures in the event of a release.

Facility Maintenance Operations

There is a slight possibility of a relatively large release from facility maintenance, especially from the pipeline coming into the station; however it would not likely result in a worst case discharge. Equipment at the facility is drained prior to any maintenance activities.

Facility Piping

There is a possibility of a relatively large release especially during a pipeline transfer. This could amount to several thousand gallons; however it would not likely result in a worst case discharge.

Pumping Stations and Sumps

Pumps at the Orla Terminal are operated continuously. There is a possibility of a release but it would likely be identified and stopped quickly by on-site personnel

Oil Storage Tanks

Oil storage Tank 100 (Group 1 oil), Tank 200 (Group 2 oil), and Tank 400 (Group 3 oil) at the facility are capable of causing a worst case discharge. In the event of a spill of this size, the QI would be notified and this FRP would be activated. Facility personnel would begin control and containment efforts. H2O OSRO, Inc. would be contacted to contain, recover, and clean up the release.

Vehicle Refueling Operations

There is no vehicle refueling point at the Orla Terminal.

Age and Condition of Facility Components

Oil storage tanks at the Orla Terminal range in age from 12 years to 15 years, with the oldest tanks at the Orla Terminal built in 1998 and the most recent one built in 2001. Tanks are operated and maintained in accordance with industry standards in order to mitigate the risk of a worst case discharge due to tank age or condition. The age and condition of facility components are not considered a factor in determining the worst case discharge.

6.0 Discharge Detection Systems

6.1 Discharge Detection by Personnel

The immediate responsibility for taking action resides with the person discovering the spill. Persons discovering a discharge should take all steps possible to immediately alert others in the area, shut down operations (as necessary), notify the QI, and safely initiate steps to control the emergency and reduce its hazard.

6.1.1 Description of Procedures and Personnel for Spill Detection

Aerial pilots, Operators, and other HEP personnel visually monitor the facility to identify events or conditions that could pose a threat to the surrounding environment. If personnel observe an event or condition, the QI is notified via radio or phone. Examples of such events and conditions are:

- Localized dead vegetation
- Puddles of spilled or leaked material
- Corrosion
- Droplets of material on pipeline
- Discoloration
- Bowing of pipe between supports
- Evidence of material seepage from valves or seals
- Vapor clouds
- Frozen ground

Visible oil leaks from tank seams, gaskets, piping, pumps, valves, rivets, and bolts are investigated and promptly repaired. Oil is removed from diked areas and recovered or disposed of, as appropriate.

6.1.2 Description of Facility Inspections

Operators are responsible for conducting routine inspections of the terminal, tank farm, and metering stations twice monthly observing the condition of the tanks, dikes, piping, valves and flanges, and other tank equipment. A comment section on the bottom of these forms will be utilized to denote any of the equipment that is either leaking or in poor condition from the perspective of oil spill potential. This inspection allows the entire tank farm and product line areas to be inspected monthly. The operator records observations from the inspections on a check sheet.

During a tank inspection, personnel specifically look for drip marks, discoloration of tanks, puddles containing spilled or leaked material, corrosion, cracks, and localized dead vegetation. The foundation is inspected for cracks, discoloration, puddles containing spilled or leaked material, settling, gaps between the tank and the foundation, and damage caused by vegetation roots. Piping is checked for droplets of stored material, discoloration, corrosion, bowing of pipe between supports, evidence of stored material seepage from valves or seals, and localized dead vegetation.

Secondary containment inspections include checks for available capacity, level of precipitation, operational status of drainage valves, debris, erosion, status of pipes and other accessories, cracks, discoloration, standing liquid, corrosion, and stressed vegetation.

Integrity testing of tanks is conducted in compliance with API 653 guidelines at a minimum of once every 20 years. The integrity testing includes welding, cathodic protection, lining, steel, and general design inspection.

6.1.3 Description of Initial Response Actions

Persons discovering a discharge should take all steps possible to immediately alert others in the area, shut down operations (as necessary), notify the QI, and safely initiate steps to control the emergency and

reduce its hazard. Actions should only be performed if it is safe to do so. Refer to Section A.7.1.3 for a detailed description of initial response actions to be taken in the event of an emergency.

6.1.4 Emergency Response Information

Refer to Section A.3.0 of this FSP for emergency response information.

6.2 Automated Discharge Detection

(b) (7)(F)



7.0 Plan Implementation

7.1 Response Resources for Small, Medium, and Worst Case Discharges

7.1.1 Initial Response Actions

Securing the source is an extremely important step in oil spill response actions. However, a source should only be secured if it can be performed safely and pose no threat to human health. The actions to take in responding to a spill are (in order of implementation):

1. Stop the Flow of Product.

- a. Shut off pumps feeding leaking equipment.
- b. Isolate leaking equipment by closing appropriate valves.
- c. If possible, pump contents of leaking equipment to another tank.
- d. If possible, repair leak.

Transfer Equipment – If manifold fails, shut down upstream pumps, close upstream valves. If a hose failure is encountered, shut down upstream pumps, close upstream valves, and drain hose in catch basin, if feasible.

Tank Overflow – If the source of the oil spill is identified as a tank leaking or overflowing, divert oil to alternative tank or shut down upstream pump, close fill line valve, and overflow valve (if necessary).

Tank Failure – If the source of the spill is identified as a catastrophic tank failure (i.e., collapse) and safety conditions permit, divert oil to alternative tank and shut all valves associated with the tank. If this is not possible, shut the closest upstream valve where possible and all tandem lines associated with the failed tank to eliminate the possibility of additional product being discharged.

Pipe Rupture – If the source originates from a low pressure pipeline, shut down pumps, close pipeline block valves on both sides of the spill, and drain blocked section of the line to a tank or container. If the source originates from a high pressure pipeline, shut down pumps, close pipeline block valves on both sides of leak, construct or obtain temporary containment, and bleed pressure off of the pipeline into containment. After pressure is totally released, drain blocked section of the line to a tank or container.

Explosion or Fire (Liquids) – Control or disperse vapors. Cool heated structures. Divert or control runoff (berms, absorbents, booms, etc.). Recover products (pumps, vacuum trucks, etc.).

Explosion or Fire (Gases) – Disperse vapors. Isolate source (e.g., turn off valves). Protect exposures. If practical, allow fire to burn itself out.

2. Warn Personnel.

- a. Put personnel in affected spill area on alert.
- b. For a large spill that cannot be contained and/or may endanger people, determine if evacuation is necessary.
- c. Notify QI.

3. Shut Off Ignition Sources.

- a. Remove ignition sources such as motors or electrical circuits.
- b. Remove chemically incompatible material from spill's pathway.
- c. Apply foam if necessary to reduce possibility of ignition.
- d. Perform other actions that will eliminate ignition sources (case-by-case).

4. Initiate Containment.

- a. On-Site – Restrict and contain the flow in as small an area as possible using absorbents, sandbags, shovels, or earth-moving equipment. Pump standing oil to tank, if possible.
- b. Spill Threatening to Enter Nearby Drains – Block flow to ditches using earthen berms. Use sandy or finer grain material to contain spills. Do not use large pore size material such as pea gravel to contain oil spills.
- c. Off-Site – Call the QI and notify local authorities. Construct earthen berms around leading edge of spill. Reroute traffic.

5. Notify NRC.

Contact the National Response Center (NRC) at 1-800-424-8802 (24 hours).

6. Notify OSC.

Request OSC assistance while contacting the NRC (see item 5 above).

7. Notify, as Appropriate.

Notify emergency response personnel regarding the emergency, as appropriate.

7.1.2 Spill Response Resources for Small Spills

The volume of a small discharge was calculated according to EPA requirements listed in 40 CFR §112 Appendix E. The EPA small discharge for the Orla Terminal is up to 2,100 gallons. 40 CFR §112 Appendix E, requires that response resources available for a small spill consist of the following:

- 1,000 feet of containment boom deployable within one hour of the detection of an oil discharge
- Oil recovery devices with an effective daily recovery capacity equal to 2,100 gallons available within two hours of the detection of an oil discharge
- Daily oil storage capacity of 4,200 gallons (twice the effective daily recovery capacity) available for recovered oily material

The Orla Terminal has response equipment available through contractual agreements with H2O OSRO, Inc. Oil recovery devices, containment boom, and oil storage capacity available are listed in Section A.3.2 (on-site) and in Appendix G of this FSP (through H2O OSRO, Inc.).

Generally, response resources for a small spill would consist of on-site personnel, and equipment and personnel from local contractors. Additional resources could be requested from other sources, as needed.

7.1.3 Spill Response Resources for Medium Spills

The volume of a small discharge was calculated according to EPA requirements listed in 40 CFR §112 Appendix E. The EPA medium discharge for this complex is up to 36,000 gallons. 40 CFR §112 Appendix E, requires that response resources available for a medium spill consist of the following:

- Response equipment to address the medium spill planning volume (36,000 gallons) available to arrive within 12 hours
- Oil recovery devices with an effective daily recovery capacity equal to 18,000 gallons (50% of the medium spill planning volume)
- Daily oil storage capacity of 36,000 (twice the effective daily recovery capacity) gallons available for recovered oily material
- A sufficient quantity of containment boom for protection of fish and wildlife and sensitive environments

The Orla Terminal has response equipment available through contractual agreements with H2O OSRO, Inc. Oil recovery devices, containment boom, and oil storage capacity available are listed in Section A.3.2 (on-site) and in Appendix G of this FSP (through H2O OSRO, Inc.).

Generally, response resources for a medium spill would consist of on-site personnel, equipment and personnel from local contractors, off-site HEP equipment and personnel, and H2O OSRO, Inc. Additional resources could be requested from other sources, as needed.

7.1.4 Spill Response Resources for Worst Case Discharge

The worst case discharge planning volume for the Orla Terminal is calculated in Section A.5.2.1. Response resources required to address a worst case discharge were calculated according to Attachment E-1 of 40 CFR §112, Appendix E. A summary of the calculations are provided below.

Worst Case Discharge Scenario Description	Tank 100 (Diesel)	Tank 200 (Gasoline)
Step A: Calculate Worst Case Discharge in Barrels	(b) (7)(F)	
Step B: Oil Group	1	2
Step C: Operating Area	Rivers and Canals	Rivers and Canals
Step D: Percentages of Oil		
Percent Lost to Natural Dissipation	80	40
Percent Recovered Floating Oil	10	15
Percent Oil Onshore	10	45
Step E: Oil Recovery Volumes in Barrels		
On-Water Oil Recovery in Barrels	(b) (7)(F)	
Shoreline Oil Recovery	(b) (7)(F)	
Step F: Emulsification Factor	1.0	1.8
Step G: On-Water Oil Recovery Resource Mobilization Factor		
Tier 1	0.3	0.3
Tier 2	0.4	0.4
Tier 3	0.6	0.6
On-Water Oil Recovery Capacity in Barrels per Day	(b) (7)(F)	
Tier 1	(b) (7)(F)	
Tier 2	(b) (7)(F)	
Tier 3	(b) (7)(F)	
Shoreline Cleanup Volume in Barrels	(b) (7)(F)	
On-Water Response Capacity (Amount to be Contracted For)	(b) (7)(F)	
Tier 1	(b) (7)(F)	
Tier 2	(b) (7)(F)	
Tier 3	(b) (7)(F)	
On-Water Amount to be Identified, but Not Contracted For In Advance		
Tier 1	0	960
Tier 2	0	30
Tier 3	0	0

The Orla Terminal has response equipment available both on-site and through contractual agreements with H2O OSRO, Inc. Oil recovery devices, containment boom, and oil storage capacity available are listed in Section A.3.2 (on-site) and in Appendix G of this FSP (through H2O OSRO, Inc.).

Generally, response resources for a worst case discharge would consist of on-site personnel, equipment and personnel from local contractors, off-site HEP equipment and personnel, H2O OSRO, Inc., and the SERC. Additional resources could be requested from other sources, as needed.

H2O OSRO, Inc. has offices and personnel in locations throughout the western and southern United States. The six nearest locations with approximate response times are provided below. Response times were calculated assuming a 35 mile per hour road speed, per EPA requirements:

- Taos, New Mexico (~11 hours)

- Phoenix, Arizona (~17.8 hours)
- Las Vegas, Nevada (~25.5 hours)
- Boise, Idaho (~36 hours)
- Reno, Nevada (~38.3 hours)

In the event of a worst case discharge, H2O OSRO, Inc. can meet Tier I response requirements using equipment from the Taos, New Mexico location. Equipment from additional locations (including the additional four locations listed) can be used to meet Tier II and Tier III response requirements.

Assistance from H2O OSRO, Inc. may be requested using the contact telephone numbers provided in Section A.3.1.1.

7.2 Disposal Plans

7.2.1 Description of Procedure for Recovering, Reusing, Decontaminating, or Disposing of Material

Waste and contaminated material that results from a release will be handled and disposed in accordance with all applicable local, state, federal regulations, and Orla Terminal permits, if applicable.

Current practices for recovery of large amounts of spilled liquid materials may include initial recovery with a vacuum truck and dewatering in frac tanks, storage tanks, or on-site oil-water separators. Solid materials may be placed into bags, drums, or roll-off containers until final disposal.

All emergency equipment will be cleaned and fit for its intended use before operations are resumed. The equipment will either be cleaned at the spill site in a manner appropriate for the specific type of equipment and contaminating material (i.e., with water, steam, or an appropriate solvent). If necessary, scrub brushes also may be used to remove any waste. The rinse-water will be collected and disposed of in an appropriate manner.

Every effort will be made to reduce the amount of waste-contaminated debris generated during a response. Waste minimization through the use of recycling, recovery, or treatment will be given a high priority.

Liquid material collected during response activities may be recovered or disposed of, as appropriate.

Very small leaks, spills, or residual material from larger releases are removed with absorbent material. Also, residual waste from sumps, floors, tools, etc. may be cleaned up with absorbent material (e.g., absorbent pads). Once used, the absorbent material is placed into a separate drum or other appropriate container for disposal.

7.2.2 Materials Addressed in Disposal Plan

Material	Disposal Facility	Location	RCRA Permit/Manifest
Recovered product	Vacuum truck, dewatering in frac tanks, storage in tanks on-site, recycled in refining process, potential for disposal off-site	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate
Contaminated Soil	Within plastic-lined bermed areas, roll-off bins, in-place for in-situ soil remediation	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate
Contaminated equipment and materials, including drums, tank parts, valves, and shovels	Containers, drums, lined roll-off bins, etc.	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate
Personnel protective equipment	Containers, drums, lined roll-off bins, etc.	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate
Decontamination solutions	Containers, drums, vacuum trucks	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate

Material	Disposal Facility	Location	RCRA Permit/Manifest
Adsorbents	Containers, drums, lined roll-off bins, etc.	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate
Spent Chemicals	Containers, drums, vacuum trucks	Artesia Pipeline Field Office	RCRA Permit and/or manifests, as appropriate

7.2.3 Federal, State, and Local Regulations

All material that has been contaminated as a result of loss of containment or release will be handled and disposed of in accordance with all local, state, and federal regulations. HEP personnel are responsible for:

- Coordinating the handling of contaminated materials
- Ensuring that appropriate manifests are obtained and utilized
- Coordinating the transportation and disposal of contaminated materials

7.2.4 Permits Required to Transport or Dispose of Recovered Materials

All applicable manifests and permits must be obtained prior to transporting any wastes or recovered materials off-site.

7.3 Containment and Drainage Planning

7.3.1 Containment Volume

The facility has dike systems that provide secondary containment for all petroleum storage tanks. Secondary containment volumes are provided in Section A.4.1.6 of this document. Each dike was constructed to have sufficient capacity to contain 100% of the contents of the largest tank within the dike with sufficient freeboard to contain storm water from a rainfall event. Spills which may occur at transfer areas will be contained in underground sumps which subsequently pump to the transmix tanks.

7.3.2 Drainage Route from Oil Storage and Transfer Areas

Surface drainage at the HEP Orla Terminal generally flows to the north side of the facility.

7.3.3 Construction Materials in Drainage Troughs

There are no drainage troughs at the Orla Terminal.

7.3.4 Type and Number of Valves and Separators in the Drainage System

Drainage within the Orla Terminal is generally contained within secondary containment structures, and does not flow off-site.

7.3.5 Sump Pump Capacities

A pump is installed within the sump at the Orla Terminal. The truck loading area sump at the Orla Terminal is emptied using by sump pump to a transmix tank.

7.3.6 Containment Capacities of Weirs and Booms and Their Locations

No weirs are located on-site. The locations, types, and quantities of boom are included in Section A.3.2 and Appendix G of this FSP.

7.3.7 Other Cleanup Materials

The locations, types, and quantities of other cleanup materials are included in Sections A.3.2 and Appendix G of this FSP.

7.4 Spill Response and Cleanup Techniques

Refer to Appendix F of this FSP for summaries of common spill response and cleanup techniques that may be used to mitigate the effects of a release to the environment.

8.0 Self-Inspection, Drills/Exercises, and Response Training

8.1 Self-Inspection

Inspections of facility equipment are performed on a continual basis as a part of routine operations at the Orla Terminal. Corrective actions are taken as appropriate. Inspection forms located in Appendix C of this FSP will be completed twice per month for the tank/berm inspections and annually for the facility inspection. Inspection records will be signed by the terminal operator who performs the inspection and will be retained at the terminal for five years.

8.1.1 Tank Inspection

Inspections of facility tanks are done on a continual basis as a part of routine operations at the Orla Terminal. Corrective actions are taken as appropriate. Inspection reports will be prepared on a twice monthly basis using the Tank and Secondary Containment Inspection Form included in Appendix C of this FSP.

8.1.2 Response Equipment Inspection

Inspections of response equipment are performed on a semiannual basis at the Orla Terminal. Any discrepancies discovered with the Facility Response Equipment List included in Section A.3.2 must be noted and corrected. Inspection reports will be prepared using the Response Equipment Testing and Deployment Drill Log included in Appendix B of this FSP.

8.1.3 Secondary Containment Inspection

Inspections of secondary containment structures are performed in conjunction with tank inspections as a part of routine operations at the Orla Terminal. Corrective actions are taken as appropriate. Inspection reports will be prepared on a twice monthly basis using the Tank and Secondary Containment Inspection Form included in Appendix C of this FSP.

8.2 Facility Drills/Exercises

Numerous spill response drills are performed in order to ensure that HEP personnel are familiar with spill response procedures. The following table describes the types and frequency of drills performed. Drill logs are included in Appendix D of this FSP. Copies of completed Drill Logs will be maintained in Appendix D of this FSP to document drills conducted at the Orla Terminal. Refer to Appendix D of this FSP for the latest logs.

Drill/Exercise	Description
Qualified Individual (QI) Notification Drills	Four drills will be conducted annually to exercise communication between facility personnel and QI.
Internal Tabletop Drills	Two drills will be conducted annually with at least one every three years involving a worst case discharge scenario that will demonstrate the Response Team's ability to organize, communicate and make strategic decisions regarding population and environmental protection during a drill. The designated Spill Emergency Response Team members and QI for each area will meet to pose this drill.
Operator Equipment Deployment Drills	Two drills will be conducted annually to demonstrate the deployment and operation of equipment (company-owned and/or OSRO) listed in the plan into its intended operating environment.
Triennial Cycle of Exercising	Every three years all components of the entire FRP will be exercised to ensure

Drill/Exercise	Description
the Entire FRP	that all components of the plan function adequately for response to an oil or hazardous spill.
Government Unannounced Drills (External)	An Area Exercise will be conducted when scheduled by the government. This exercise will include a full test of the FRP with government involvement. The Unified Command System for the area will be tested. A scenario will be developed by the lead plan holder (HEP), in consultation with the exercise design team (comprised of representatives from Federal, State and local Government, environmentalists and industry). The scenario will involve equipment deployment. The extent of equipment deployment shall be determined by the lead plan holder in consultation with the exercise design team.

8.3 Response Training

8.3.1 General Employee Training

All personnel are required to complete internet-based training courses which cover hazard response procedures, hazardous material recognition and evaluation including instruction on the United States DOT Emergency Response Guidebook, emergency preparedness, hazardous material characteristics, use of respirators, and use of firefighting equipment. These courses are customized to HEP transportation facilities. To complete a course successfully, personnel must pass an exam at the end of each course with a minimum score of 80%. Personnel are required to take part in ongoing training. Personnel are required annually to take part in field exercises using proper air respirator techniques. In addition, personnel take part in firefighting training and other specialized training courses.

Each new employee is required to undergo on the job training under a trained supervisor. This training includes job-specific training; instruction in hazards and safety issues related to the job; normal and abnormal situations; emergency procedures; facility malfunctions and appropriate corrective actions; and instruction in controlling any discharge to minimize the potential for fire, explosion, toxicity or environmental damage. Annual evaluations are made of the training program to ensure that personnel and supervisors maintain a thorough knowledge of any updates or revisions in operations. A copy of the plan and training records are maintained in the Artesia, New Mexico headquarters office.

Initial and periodic review discussions on FRP procedures for personnel will take place during tabletop drills and cover the following:

- Their responsibilities under the FRP
- The name and the procedure for contacting the QI on a 24-hour basis
- Operator's 24-hour telephone number

Initial and periodic review discussions on FRP procedures will be conducted during the tabletop drill with reporting personnel and will cover the following:

- The content of the information summary of the FRP
- The toll-free telephone number of the NRC
- The notification process

Initial and periodic review discussions on FRP procedures will be conducted during the tabletop drill with personnel engaged in response activities attending and will cover the following:

- The characteristics and hazards of the oil discharged
- The conditions that are likely to worsen emergencies, including the consequences of facility malfunctions and their appropriate corrective actions

- The steps necessary to control any accidental discharge of oil and to minimize the potential for fire, explosion, toxicity, or environmental damage
- The proper firefighting procedures and the use of equipment, fire suits, and breathing apparatus

8.3.2 HAZWOPER Training (29 CFR §1910.120)

Personnel receive HAZWOPER training and certification by going through the training procedure. Personnel shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

Non-United States Coast Guard (USCG) classified OSRO responders are required to complete training per 29 CFR §1910.120 and provide documentation of the training to HEP. The Regulatory Coordinator maintains these records.

8.3.3 Certification Levels

First Responder Awareness Level

Personnel are certified at the First Responder Awareness level when they complete sufficient training to ensure:

- An understanding of what hazardous substances are, and the risks associated with them in an incident
- An understanding of the potential outcomes associated with an emergency created when hazardous substances are present
- The ability to recognize the presence of hazardous substances in an emergency
- The ability to identify the hazardous substances, if possible
- An understanding of the role of the First Responder Awareness level individual in the ERAP including site security and control and the DOT Emergency Response Guidebook
- The ability to recognize the need for additional resources, and to make appropriate notifications to the communication center

First Responder Operations Level

Personnel are certified at the First Responder Operations level upon completion of at least eight hours of training or have had the sufficient experience to demonstrate objective competency in the following areas in addition to those listed for the First Responder Awareness level:

- Knowledge of the basic hazard and risk assessment techniques
- Know how to select and use proper personal protective equipment provided to the First Responder Operations level
- An understanding of basic hazardous materials terms
- Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit
- Know how to implement basic decontamination procedures
- An understanding of the relevant standard operating procedures and termination procedures

Hazardous Materials Technician

Personnel are certified at the Hazardous Materials Technician level when they have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas:

- Know how to implement the ERAP
- Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment

- Be able to function within an assigned role in the ICS
- Know how to select and use proper specialized chemical personal protective equipment provided to the Hazardous Materials Technician
- Understand hazard and risk assessment techniques
- Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit
- Understand and implement decontamination procedures
- Understand termination procedures
- Understand basic chemical and toxicological terminology and behavior

Hazardous Materials Specialist

Personnel will be certified at the Hazardous Materials Specialist level when they have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas:

- Know how to implement the ERAP
- Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment
- Knowledge of the state emergency response plan
- Be able to select and use proper specialized chemical personal protective equipment provided to the Hazardous Materials Specialist
- Understand in-depth hazard and risk techniques
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available
- Be able to determine and implement decontamination procedures
- Have the ability to develop a site-specific Health and Safety Plan
- Understand chemical, radiological and toxicological terminology and behavior

Incident Commander

Personnel are certified at the Incident Commander level when they have received at least 24 hours of training equal to the first responder operations level and have competency in the following areas:

- Know and be able to implement the ICS
- Know how to implement the ERAP
- Know and understand the hazards and risks associated with employees working in chemical protective clothing
- Know how to implement the local emergency response plan
- Knowledge of the state emergency response plan and of the Federal Regional Response Team
- Know and understand the importance of decontamination procedures

8.3.4 Training Records Retention

All training records for HEP personnel and contractor personnel, as well as records on instructors and/or training organizations that provide training, are kept at the headquarters office in Artesia, New Mexico, and will be maintained as long as individuals are assigned duties under this FSP.

9.0 Diagrams

9.1 Site Plan Diagram

A Site Plan Diagram is provided as Figure 1, including the following features:

- Entire facility to scale
- Access control (fences, gates)
- Above and below ground bulk oil storage tanks
- Contents and capacities of above and below ground bulk oil storage tanks
- Contents and capacities of drum oil storage areas
- Contents and capacities of surface impoundments
- Process buildings
- Transfer areas
- Secondary containment systems
- Structures where hazardous materials are stored or handles, including materials stored and capacity of storage
- Location of communication and emergency response equipment
- Location of electrical equipment that contains oil (transformers, etc.)

9.2 Site Drainage Plan Diagram

A Site Drainage Plan Diagram is provided as Figure 2, including the following features:

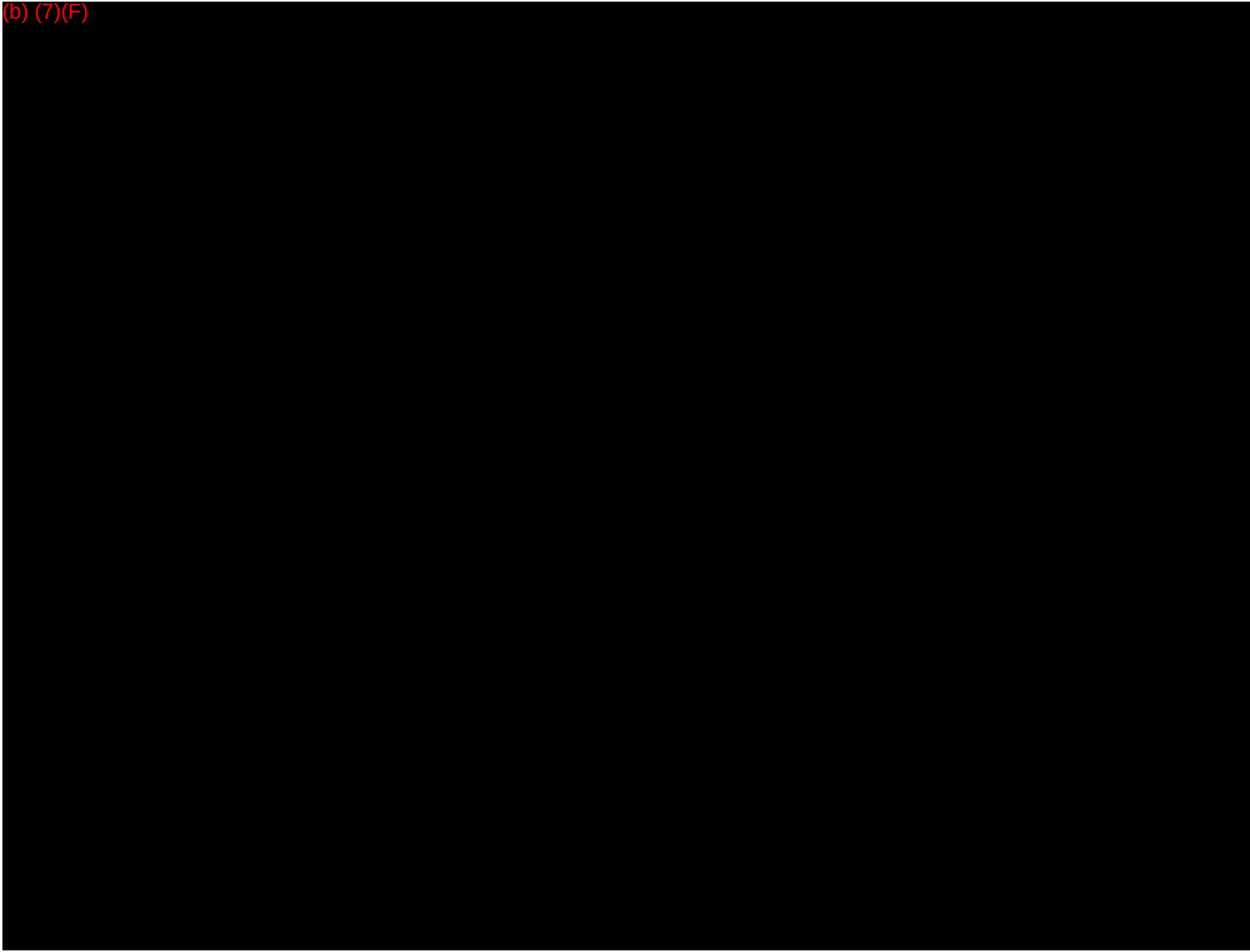
- Major sanitary and storm sewers, manholes, and drains
- Weirs and shut-off valves
- Surface water receiving streams
- Firefighting water sources
- Other utilities
- Response personnel ingress and egress
- Response equipment transportation routes
- Direction of discharge flow from discharge points

9.3 Site Evacuation Plan Diagram

A Site Evacuation Plan Diagram is provided as Figure 3, including the following features:

- Site plan diagram with evacuation routes
- Location of evacuation regrouping areas

(b) (7)(F)



Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

Appendix A:
Spill Response Form

SPILL RESPONSE FORM**Immediate Response Actions**

- Evaluate if an evacuation is needed.
- Prevent flame or spark and do not operate a cell phone.
- If it is safe to do so, extinguish any flames.
- If it is safe to do so, move quickly to stop the discharge by closing any open valves or shutting off pumps, as necessary.
- If it is safe to do so, eliminate any potential ignitions sources (motors or electrical circuits).
- If there are significant injuries notify the local 911 and Company Safety Representative.
- Alert the Control Center (1-877-748-4464) and your Supervisor immediately of the release and system involved within 30 Minutes.

Operational Response Actions

- Seek assistance from other HEP personnel.
- Dike flow path to limit the downhill flow.
- Place Sorbents, Pads and Booms, as necessary.
- Call for a Vacuum Truck to remove fluids, as directed by your Supervisor.
- Call for Excavation Equipment, as directed by your Supervisor.
- Outline impact area with marking paint. Remove as much impacted soil as possible and place on plastic.
- Use safety tape, cones, fencing, or barriers to secure excavation.

1. Reporter Information

Reporter's Last Name: _____ First: _____ M.I.: _____

Position: _____

Phone Numbers: Day (____) ____-____ Evening (____) ____-____

Company: _____

Organization Type: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Incident Description

Date of Incident: _____ Time of Incident: _____ AM/PM

Weather Conditions: _____

Incident Address/Location: _____

Nearest City: _____ State: _____ County: _____ Zip: _____

Distance from City: _____ Units of Measure: _____ Direction from City: _____

Section: _____ Township: _____ Range: _____ Borough: _____

If tank, Container Type: _____

Tank Oil Storage Capacity: _____ Units of Measure: _____

Facility Oil Storage Capacity: _____ Units of Measure: _____

If pipeline, Name of Pipeline: _____

Location (Valve/Sump/Line/Tank/Mile Post): _____

Latitude: _____ Degrees _____ Minutes _____ Seconds

Longitude: _____ Degrees _____ Minutes _____ Seconds

Were Materials Discharged? _____ (Y/N) Confidential? _____ (Y/N)

Source and/or Cause of Incident:

3. Material

CHRIS Code	Discharged Quantity	Unit of Measure	Material Discharged to Water?	Quantity to Water	Unit of Measure

4. Response Action

Actions Taken to Correct, Control or Mitigate Incident:

5. Impact

Number of Injuries: _____ Number of Deaths: _____

Were there Evacuations? _____ (Y/N) Number Evacuated: _____

Was there any Damage? _____ (Y/N)

Damage in Dollars (approximate): _____

Medium Affected: _____

Description: _____

More Information about Medium: _____

6. Caller Notifications (Refer to ERAP or FSP for required notifications)

Entity	Contact Number	Date/Time Contacted
NRC	1-800-424-8802	

7. Disposal Information

Material	Disposal Facility	Location	RCRA Permit/Manifest No.

8. Additional Information

Any information about the incident not recorded elsewhere in the report:

Appendix B:
Response Equipment Testing
and Deployment Drill Logs

RESPONSE EQUIPMENT TESTING AND DEPLOYMENT DRILL LOG

Equipment Description: _____ Year Acquired: _____

Quantity: _____ Storage Location: _____

Last Inspection or Test Date: _____ Inspection Frequency: _____

Last Deployment Drill Date: _____ Deployment Drill Frequency: _____

Action Performed (circle actions that apply):

Inspection/Test

Deployment Drill

Date: _____

Results and Comments: _____

Changes to be Implemented: _____

Time Table for Implementation: _____

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

Appendix C:
Inspection Forms



HOLLY ENERGY PARTNERS

Tank Berm/Routine Inservice Tank Inspection Checklist

Location:

Date:

The gauger shall immediately report any discrepancy on a gauge verification when the gauge is off by 3 inches or more.

Instructions: Mark an X for any noted deficiencies

Inspector's Signature:

TANK ID

1. CHECK TANK SHELL, ROOF & BOTTOM FOR LEAKS, SPECIFICALLY LOOKING FOR:

- A. DRIP MARKS
- B. DISCOLORATION OF TANKS
- C. PUDDLES CONTAINING SPILLED OR LEAKED MATERIAL
- D. CORROSION
- E. CRACKS
- F. SHELL DISTORTION, BULGES
- G. HIGH LEVEL ALARM
- H. LOCALIZED DEAD VEGETATION
- I. UNDER BOTTOM LEAKS
- J. VISUAL INSPECTION OF UNDER BOTTOM LEAK DETECTION (IF IT EXISTS)

2. CHECK FOUNDATION FOR:

- A. CRACKS
- B. DISCOLORATION
- C. PUDDLES CONTAINING SPILLED OR LEAKED MATERIAL
- D. SETTLING ON ONE SIDE OF THE TANK WITH RESPECT TO THE OTHER SIDE
- E. GAPS BETWEEN TANK AND FOUNDATION
- F. DAMAGE CAUSED BY VEGETATION ROOTS
- G. BUILDUP OR EROSION OF SOIL
- I. WATER ACCUMULATION AROUND THE TANK

3. CHECK PIPING & SHELL CONNECTIONS i.e. NOZZLES, MANWAYS, VALVES, & GROUNDING CONNECTIONS FOR:

- A. DROPLETS OF STORED MATERIAL
- B. DISCOLORATION
- C. CORROSION
- D. BOWING OF PIPE BETWEEN SUPPORTS
- E. EVIDENCE OF STORED MATERIAL SEEPAGE FROM VALVES OR SEALS
- F. LOCALIZED DEAD VEGETATION

4. CHECK LADDERS, STAIRWAYS, PLATFORMS & WALKWAYS FOR:

- A. CORROSION
- B. BROKEN OR MISSING PARTS, SUPPORTS OR ANCHOR BOLTS
- C. CRACKED, SPALLED, OR DETERIORATED PEDESTALS & FOUNDATIONS

5. DIKE OR BERM SYSTEM

- A. LEVEL OF PRECIPITATION IN DIKE/AVAILABLE CAPACITY
- B. OPERATION STATUS OF DRAINAGE VALVES -CARSEALED CLOSED
- C. DIKE OR BERM PERMEABILITY / CRACKS IN STATIONARY FIREWALLS
- D. DEBRIS
- E. EROSION
- F. PERMEABILITY OF DIKE FLOOR
- G. LOCATION/STATUS OF PIPE
- H. ACCESS
- I. HOUSEKEEPING

6. SECONDARY CONTAINMENT

- A. CRACKS
- B. DISCOLORATION
- C. PRESENCE OF SPILLED OR LEAKED MATERIAL
- D. CORROSION
- E. VALVE CONDITIONS

List detail of deficiencies found and action(s) taken:

FACILITY INSPECTION FORM



DATE:				
FACILITY NAME:				
INSPECTOR NAME/TITLE:				
Observation Checklist	Yes	No	N/A	Comments
1. Has a facility inspection been conducted and documented on the Facility Inspection Form once per calendar year?	☐	☐	☐	
2. Is the Facility Response Plan updated and located in an accessible location?	☐	☐	☐	
3. Are Fire Extinguisher Inspection and Test Records complete and current?	☐	☐	☐	
4. Have the annual tank/vessel inspections been conducted?	☐	☐	☐	
5. Have the 5-yr. tank integrity tests been performed?	☐	☐	☐	
6. Are Initial O&M Procedure Training Records on location for each employee?	☐	☐	☐	
7. Are refresher O&M Procedure Training Records on location for each employee?	☐	☐	☐	
8. Are all required Department of Labor posters prominently displayed?	☐	☐	☐	
9. Is the emergency contact information posted?	☐	☐	☐	
10. Is the sign "Hearing Protection Required" adequately posted where required?	☐	☐	☐	
11. Are Confined Space signs located on all confined spaces?	☐	☐	☐	
12. Are evacuation routes posted at appropriate locations throughout the facility?	☐	☐	☐	
13. Are all exits free of obstructions?	☐	☐	☐	
14. Are all doors operable and unlocked?	☐	☐	☐	
15. Are exit routes clearly marked and as indicated on evacuation route poster?	☐	☐	☐	
16. Are portable ladder rungs and steps corrugated and in good condition to minimize the possibility of slipping?	☐	☐	☐	
17. Are stable footings in place on portable ladders?	☐	☐	☐	
18. Are portable ladders stowed properly so as to not create additional hazards?	☐	☐	☐	
19. Are ladders in use properly secured with leashes?	☐	☐	☐	
20. Are non-metallic ladders available for electrical work?	☐	☐	☐	
21. Are scaffolds properly guarded with a standard top rail, mid rail, and toe board?	☐	☐	☐	
22. Are working platforms four feet (4') or higher properly guarded?	☐	☐	☐	
23. Are tools inspected and safe to use?	☐	☐	☐	
24. Are locks and tags in place where required?	☐	☐	☐	
25. Is fixed equipment properly grounded?	☐	☐	☐	



FACILITY INSPECTION FORM

DATE:				
FACILITY NAME:				
INSPECTOR NAME/TITLE:				
Observation Checklist	Yes	No	N/A	Comments
26. Are cover plates, switches, and outlets in good condition?	☐	☐	☐	
27. Are switches and panels labeled with voltage/ caution warnings?	☐	☐	☐	
28. Are grounded capabilities available at truck loading docks?	☐	☐	☐	
29. Is equipment marked legibly with voltage and manufacturer's marking?	☐	☐	☐	
30. Does facility contain lighting sufficient for the detail/type of work performed?	☐	☐	☐	
31. Does each person required to drive a motor vehicle maintain a current driver's license?	☐	☐	☐	
32. Are all company vehicles maintained in safe operating condition?	☐	☐	☐	
33. Are a fire extinguisher and first aid kit available and maintained in company vehicle?	☐	☐	☐	
34. Are storage cabinets painted yellow, fire resistant and labeled "Flammable – Keep Fire Away"?	☐	☐	☐	
35. Do tanks and drums have proper grounding and labels?	☐	☐	☐	
36. Are tanks and drums adequately supported?				
37. Are hazardous material containers properly labeled and stored?	☐	☐	☐	
38. Are compressed gas cylinders stored upright, away from heat sources, stairs, elevators, and egress routes? Are they secured and capped?	☐	☐	☐	
39. Is spill containment adequate to contain contents of largest container?	☐	☐	☐	
40. Are there separate waste containers for oily rags, smoking materials, dust, flammable scrap, chemical waste, etc.?	☐	☐	☐	
41. Is chemical waste properly labeled and coded for disposal off-site?	☐	☐	☐	
42. Is proper footwear worn when working in areas where there is a danger of foot injury due to falling or rolling objects?	☐	☐	☐	
43. Is hand protection used to protect employees' hands from skin absorption of harmful substances, severe cuts and harmful temperature extremes?	☐	☐	☐	
44. Is flame-retardant clothing provided and worn in required areas?	☐	☐	☐	
45. Are compressed gas cylinders properly secured?	☐	☐	☐	
46. Are welding cables in good condition, not frayed and not cracked?	☐	☐	☐	
47. Is the truck loading area properly marked and yellow lined?	☐	☐	☐	



FACILITY INSPECTION FORM

DATE:				
FACILITY NAME:				
INSPECTOR NAME/TITLE:				
Observation Checklist	Yes	No	N/A	Comments
48. Are the emergency alarm horns properly located and operational?	☐	☐	☐	
49. Are the sidewalks and drives in good condition?	☐	☐	☐	
50. Is the facility security fence in good condition?	☐	☐	☐	
51. Does the facility have an air permit?	☐	☐	☐	
52. Is the air permit posted?	☐	☐	☐	
53. Do the tanks contain the products specified in the air permit?	☐	☐	☐	
54. Are control equipment shutdowns communicated to the Environmental Specialist and applicable regulatory agency?	☐	☐	☐	
55. Does the facility have an AST/UST permit?	☐	☐	☐	
56. Is the AST/UST permit posted?	☐	☐	☐	
57. Were all spills cleaned up and contained appropriately?	☐	☐	☐	
58. Are welding cables in good condition, not frayed and not cracked?	☐	☐	☐	
59. Are there product stains on the ground?	☐	☐	☐	
60. Are the loading/unloading areas properly contained?	☐	☐	☐	
61. Are empty drums located on site?	☐	☐	☐	
62. Are chemical bottles stored properly?	☐	☐	☐	
63. Are all drains closed to prevent release to water?	☐	☐	☐	
64. Are all tank basin drains closed or the reason documented if open?	☐	☐	☐	
65. Is there proper drainage across the facility?	☐	☐	☐	
66. Are all employees aware of the SPCC Plan?	☐	☐	☐	
67. Are visitors escorted while at the company facility?	☐	☐	☐	
68. Does the facility require Visitor Badges?	☐	☐	☐	
69. Are manned facilities equipped with automated access gates?	☐	☐	☐	
70. Are the locks on buildings, gates, and valves adequate?	☐	☐	☐	
71. Does the facility require all visitors to sign in?	☐	☐	☐	

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

Appendix D:
Response Drill Logs

QUALIFIED INDIVIDUAL NOTIFICATION DRILL LOG

Date: _____

Company: _____

Qualified Individual(s): _____

Emergency Scenario: _____

Evaluation: _____

Changes to be Implemented: _____

Time Table for Implementation: _____

SPILL MANAGEMENT TEAM TABLETOP EXERCISE LOG

Date: _____

Company: _____

Qualified Individual(s): _____

Emergency Scenario: _____

Evaluation: _____

Changes to be Implemented: _____

Time Table for Implementation: _____

[illegible]

Attendees: _____

[illegible][illegible]

Appendix E:
Threatened and Endangered Species Information



Ecological Services

Southwest Region

Home Science Wildlife Refuges Ecological Services Fisheries Migratory Birds Law Enforcement Newsroom Get Involved



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List of species by county for
Texas:

Counties Selected: Culberson, Ector, El Paso, Hudspeth, Loving, Midland,
Reeves, Winkler

Select one or more counties from the following list to view a county list:

Anderson
Andrews
Angelina
Aransas
Archer

View County List

Culberson County

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
Guadalupe fescue	<i>Festuca ligulata</i>	Flowering Plants	C				P
Mexican spotted owl	<i>Strix occidentalis lucida</i>	Birds	T				P
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				P
southwestern willow flycatcher	<i>Empidonax traillii extimus</i>	Birds	E				P
yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Birds	C				P

Ector County

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				P

El Paso County

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
least tern	<i>Sterna antillarum</i>	Birds	E				P
Mexican spotted owl	<i>Strix occidentalis lucida</i>	Birds	T				P
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				P
Sneed pincushion cactus	<i>Coryphantha sneedii var sneedii</i>	Flowering Plants	E				P
southwestern willow flycatcher	<i>Empidonax traillii extimus</i>	Birds	E				P
yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Birds	C				P

Hudspeth County

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
Mexican spotted owl	<i>Strix occidentalis lucida</i>	Birds	T				P

Ecological Services

Contact RO ES

Endangered Species

Electronic Library

Environmental Contaminants

Energy

Partners Program

Texas Coastal Program

National Wetlands Inventory

Field Offices

northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				
southwestern willow flycatcher	<i>Empidonax traillii extimus</i>	Birds	E			P	
yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Birds	C			P	
Loving County							

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				
Reeves County							

Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
Comanche Springs pupfish	<i>Cyprinodon elegans</i>	Fishes	E				P
Diminutive amphipod	<i>Gammarus hyalleloides</i>	Crustaceans	C				P
Mexican spotted owl	<i>Strix occidentalis lucida</i>	Birds	T				P
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				
Pecos (=puzzle, =paradox) sunflower	<i>Helianthus paradoxus</i>	Flowering Plants	T				P
Pecos assiminea snail	<i>Assiminea pecos</i>	Snails	E			Final	P
Pecos gambusia	<i>Gambusia nobilis</i>	Fishes	E				P
Phantom Lake cave Snail	<i>Cochliopa texana</i>	Snails	C	No Image			P
Phantom Springsnail (=Tryonia)	<i>Tryonia cheatumi</i>	Snails	C	No Image			P
Winkler County							
Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				
sand dune Lizard	<i>Sceloporus arenicolus</i>	Reptiles	C				P

Last updated: July 10, 2013

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RD's Corner	Advancing Science	Biology	Aquatic Invasive Species	Staff & Functions	State Agencies	FWS Field Notes	Working w/ Tribes
Student Pathways	Our Stories	Fire Management	Native American Trust	Migratory Bird Partners	Agent Inspector Jobs	Publications	Jobs
Working w/ Tribes	Climate Change	Planning	Education & Outreach	Joint Ventures	Permit Information	Federal Register	Volunteering
FWS Field Notes	Landscape Conservation Cooperatives	Visitor Services	Partners Program	Contact Us	Eagle Permits	CITES Information	Digital Library
Contact Us	Surrogate Species	Volunteering	Texas Coastal Program	Â	Permits	Hunting Information	Â
USFWS Home		Water Resources	National Wetlands Inventory	Â	Â	Â	Â
Â			Field Offices	Â	Â	Â	Let's Go Outside
Â	Â	Â	Â	Â	Â	Â	America's Great Outdoors
							Contact Us
							Â



Ecological Services

Southwest Region

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List of species by county for
New Mexico:

Counties Selected: Eddy

Select one or more counties from the following list to view a county list:

Bernalillo
Catron
Chaves
Cibola
Colfax
View County List

Eddy County

Ecological Services	Common Name	Scientific Name	Species Group	Listing Status	Species Image	Species Distribution Map	Critical Habitat	More Info
Contact RO ES	black-footed ferret	<i>Mustela nigripes</i>	Mammals	E, EXPN				P
Endangered Species	gypsum wild-buckwheat	<i>Eriogonum gypsophilum</i>	Flowering Plants	T			Final	P
Electronic Library	Kuenzler hedgehog cactus	<i>Echinocereus fendleri var kuenzleri</i>	Flowering Plants	E				P
Environmental Contaminants	least tern	<i>Sterna antillarum</i>	Birds	E				P
Energy	Lee pincushion cactus	<i>Coryphantha sneedii var leei</i>	Flowering Plants	T				P
Partners Program	lesser prairie-chicken	<i>Tympanuchus pallidicinctus</i>	Birds	C				P
Texas Coastal Program	northern aplomado falcon	<i>Falco femoralis septentrionalis</i>	Birds	E, EXPN				P
National Wetlands Inventory	Pecos bluntnose shiner	<i>Notropis simus pecosensis</i>	Fishes	T			Final	P
Field Offices	Pecos gambusia	<i>Gambusia nobilis</i>	Fishes	E				P
	sand dune Lizard	<i>Sceloporus arenicolus</i>	Reptiles	C				P
	Sneed pincushion cactus	<i>Coryphantha sneedii var sneedii</i>	Flowering Plants	E				P
	southwestern willow flycatcher	<i>Empidonax traillii extimus</i>	Birds	E				P
	Sprague's pipit	<i>Anthus spragueii</i>	Birds	C	No Image			P
	Texas hornshell (mussel)	<i>Popenaias popei</i>	Clams	C				P
	Wright's marsh thistle	<i>Cirsium wrightii</i>	Plants	C	No Image			P

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CULBERSON COUNTY

ARACHNIDS

Federal Status

State Status

Guadalupe Cave pseudoscorpion

Archeolarca guadalupensis

live in leaf mold or decaying vegetation, in soils, beneath bark and stones, and in some mammals' nests; oviparous and may produce more than one brood per year

BIRDS

Federal Status

State Status

American Peregrine Falcon

Falco peregrinus anatum

DL

T

year-round resident and local breeder in west Texas, nests in tall cliff eyries; also, migrant across state from more northern breeding areas in US and Canada, winters along coast and farther south; occupies wide range of habitats during migration, including urban, concentrations along coast and barrier islands; low-altitude migrant, stopovers at leading landscape edges such as lake shores, coastlines, and barrier islands.

Arctic Peregrine Falcon

Falco peregrinus tundrius

DL

migrant throughout state from subspecies' far northern breeding range, winters along coast and farther south; occupies wide range of habitats during migration, including urban, concentrations along coast and barrier islands; low-altitude migrant, stopovers at leading landscape edges such as lake shores, coastlines, and barrier islands.

Baird's Sparrow

Ammodramus bairdii

shortgrass prairie with scattered low bushes and matted vegetation; mostly migratory in western half of State, though winters in Mexico and just across Rio Grande into Texas from Brewster through Hudspeth counties

Common Black-Hawk

Buteogallus anthracinus

T

cottonwood-lined rivers and streams; willow tree groves on the lower Rio Grande floodplain; formerly bred in south Texas

Ferruginous Hawk

Buteo regalis

open country, primarily prairies, plains, and badlands; nests in tall trees along streams or on steep slopes, cliff ledges, river-cut banks, hillsides, power line towers; year-round resident in northwestern high plains, wintering elsewhere throughout western 2/3 of Texas

Mexican Spotted Owl

Strix occidentalis lucida

LT

T

remote, shaded canyons of coniferous mountain woodlands (pine and fir); nocturnal predator of mostly small rodents and insects; day roosts in densely vegetated trees, rocky areas, or caves

Montezuma Quail

Cyrtonyx montezumae

open pine-oak or juniper-oak with ground cover of bunch grass on flats and slopes of semi-desert mountains and hills; travels in pairs or small groups; eats succulents, acorns, nuts, and weed seeds, as well as various invertebrates

CULBERSON COUNTY

BIRDS

Federal Status

State Status

Mountain Plover

Charadrius montanus

breeding: nests on high plains or shortgrass prairie, on ground in shallow depression; nonbreeding: shortgrass plains and bare, dirt (plowed) fields; primarily insectivorous

Northern Aplomado Falcon

Falco femoralis septentrionalis

LE

E

open country, especially savanna and open woodland, and sometimes in very barren areas; grassy plains and valleys with scattered mesquite, yucca, and cactus; nests in old stick nests of other bird species

Peregrine Falcon

Falco peregrinus

DL

T

both subspecies migrate across the state from more northern breeding areas in US and Canada to winter along coast and farther south; subspecies (F. p. anatum) is also a resident breeder in west Texas; the two subspecies' listing statuses differ, F.p. tundrius is no longer listed in Texas; but because the subspecies are not easily distinguishable at a distance, reference is generally made only to the species level; see subspecies for habitat.

Prairie Falcon

Falco mexicanus

open, mountainous areas, plains and prairie; nests on cliffs

Snowy Plover

Charadrius alexandrinus

formerly an uncommon breeder in the Panhandle; potential migrant; winter along coast

Southwestern Willow Flycatcher

Empidonax traillii extimus

LE

E

thickets of willow, cottonwood, mesquite, and other species along desert streams

Sprague's Pipit

Anthus spragueii

C

only in Texas during migration and winter, mid September to early April; short to medium distance, diurnal migrant; strongly tied to native upland prairie, can be locally common in coastal grasslands, uncommon to rare further west; sensitive to patch size and avoids edges.

Western Burrowing Owl

Athene cunicularia hypugaea

open grasslands, especially prairie, plains, and savanna, sometimes in open areas such as vacant lots near human habitation or airports; nests and roosts in abandoned burrows

Western Snowy Plover

Charadrius alexandrinus nivosus

uncommon breeder in the Panhandle; potential migrant; winter along coast

Western Yellow-billed Cuckoo

Coccyzus americanus occidentalis

C;NL

status applies only to western population beyond the Pecos River Drainage; breeds in riparian habitat and associated drainages; springs, developed wells, and earthen ponds supporting mesic vegetation; deciduous woodlands with cottonwoods and willows; dense understory foliage is important for nest site selection; nests in willow, mesquite, cottonwood, and hackberry; forages in similar riparian woodlands; breeding season mid-May-late Sept

CULBERSON COUNTY

BIRDS

Federal Status

State Status

Zone-tailed Hawk

Buteo albonotatus

T

arid open country, including open deciduous or pine-oak woodland, mesa or mountain country, often near watercourses, and wooded canyons and tree-lined rivers along middle-slopes of desert mountains; nests in various habitats and sites, ranging from small trees in lower desert, giant cottonwoods in riparian areas, to mature conifers in high mountain regions

FISHES

Federal Status

State Status

Pecos pupfish

Cyprinodon pecosensis

T

originally Pecos River basin, presently restricted to upper basin only; shallow margins of clear, vegetated spring waters high in calcium carbonate, as well as in sinkhole habitats

INSECTS

Federal Status

State Status

A mayfly

Neochoroterpes kossi

AZ, NM, west TX small streams; mayflies distinguished by aquatic larval stage; adult stage generally found in shoreline vegetation

A Royal moth

Sphingicampa raspa

woodland - hardwood; with oaks, junipers, legumes and other woody trees and shrubs; good density of legume caterpillar foodplants must be present; Prairie acacia (*Acacia augustissima*) is the documented caterpillar foodplant, but there could be a few other woody legumes used

A tiger beetle

Cicindela hornii

grassland/herbaceous; burrowing in or using soil; dry areas on hillside or mesas where soil is rocky or loamy and covered with grasses, invertivore; diurnal, hibernates/aestivates, active mostly for several days after heavy rains. the life cycle probably takes two years so larvae would always be present in burrows in the soil

A tiger beetle

Amblycheila picolominii

bare rock/talus/scree, desert, grassland/herbaceous; burrowing in or using soil; invertivore; crepuscular, nocturnal, hibernates/aestivates; larva always present in burrows in soil

Barbara Ann's tiger beetle

Cicindela politula barbarannae

limestone outcrops in arid treeless environments or in openings within less arid pine-juniper-oak communities; open limestone substrate itself is almost certainly an essential feature; roads and trails

Guadalupe Mountains tiger beetle

Cicindela politula petrophila

open, sunny areas; predaceous and feeds on a variety of small insects; larva lives in vertical burrows in soil of dry paths, fields, or sandy beaches

Poling's hairstreak

Fixsenia polingi

oak woodland with *Quercus grisea* as substantial component, probably also uses *Q. emoryi*; larvae feed on new growth of *Q. grisea*, adults utilize nectar from a variety of flowers including milkweed and catslaw acacia; adults fly mid May - Jun, again mid Aug - early Sept

CULBERSON COUNTY

INSECTS

Federal Status

State Status

Texas minute moss beetle *Limnebius texanus*

adult moss beetles of this genus are aquatic and herbivorous; larvae are semiaquatic and carnivorous; found in vegetation along margins of streams

MAMMALS

Federal Status

State Status

Big free-tailed bat *Nyctinomops macrotis*

habitat data sparse but records indicate that species prefers to roost in crevices and cracks in high canyon walls, but will use buildings, as well; reproduction data sparse, gives birth to single offspring late June-early July; females gather in nursery colonies; winter habits undetermined, but may hibernate in the Trans-Pecos; opportunistic insectivore

Black bear *Ursus americanus*

T/SA;NL

T

bottomland hardwoods and large tracts of inaccessible forested areas; due to field characteristics similar to Louisiana Black Bear (LT, T), treat all east Texas black bears as federal and state listed Threatened

Black-footed ferret *Mustela nigripes*

LE

extirpated; inhabited prairie dog towns in the general area

Black-tailed prairie dog *Cynomys ludovicianus*

dry, flat, short grasslands with low, relatively sparse vegetation, including areas overgrazed by cattle; live in large family groups

Cave myotis bat *Myotis velifer*

colonial and cave-dwelling; also roosts in rock crevices, old buildings, carports, under bridges, and even in abandoned Cliff Swallow (*Hirundo pyrrhonota*) nests; roosts in clusters of up to thousands of individuals; hibernates in limestone caves of Edwards Plateau and gypsum cave of Panhandle during winter; opportunistic insectivore

Davis Mountains cottontail *Sylvilagus floridanus robustus*

brushy pastures, brushy edges of cultivated fields, and well-drained streamsides; active mostly at twilight and at night, where they may forage in a variety of habitats, including open pastures, meadows, or even lawns; rest during daytime in thickets or in underground burrows and small culverts; feed on grasses, forbs, twigs and bark; not sociable and seldom seen feeding together

Desert bighorn sheep *Ovis canadensis mexicana*

rough, rocky mountainous terrain; bluffs and steep slopes with sparse vegetation

Fringed bat *Myotis thysanodes*

habitat variable, ranging from mountainous pine, oak, and pinyon-juniper to desert-scrub, but prefers grasslands at intermediate elevations; highly migratory species that arrives in Trans-Pecos by May to form nursery colonies; single offspring born June-July; roosts colonially in caves, mine tunnels, rock crevices, and old buildings

CULBERSON COUNTY

MAMMALS

Federal Status

State Status

Ghost-faced bat

Mormoops megalophylla

colonially roosts in caves, crevices, abandoned mines, and buildings; insectivorous; breeds late winter-early spring; single offspring born per year

Gray wolf

Canis lupus

LE

E

extirpated; formerly known throughout the western two-thirds of the state in forests, brushlands, or grasslands

Gray-footed chipmunk

Tamias canipes

forest-dwelling; occur in Texas only in the Sierra Diablo and Guadalupe Mountains in the Trans-Pecos; favorite habitat is downed logs near edges of clearings; also occur in dense stands of mixed timber (oaks, pines, firs) and on brushy hillsides, especially with rock crevices

Guadalupe southern pocket gopher

Thomomys bottae guadalupensis

known from Guadalupe Mountains; habitat variable, ranging from loose sands and silts to tight clays; dry deserts to montane meadows; active year round, mostly underground; diet variable, but mostly roots and tubers; breeds continuously, but main season in spring

Limpia Creek pocket gopher

Thomomys bottae texensis

throughout Davis Mountains; habitat variable, ranging from lower canyons to higher coniferous woodlands; loose sands and silts to tight clays; dry deserts to montane meadows; active year round, mostly underground; diet variable, but mostly roots and tubers; breeds continuously, but main season in spring

Limpia southern pocket gopher

Thomomys bottae limpiae

Limpia Canyon area of Davis Mountains; habitat variable, ranging from loose sands and silts to tight clays; active year round, mostly underground; diet variable, but mostly roots and tubers; breeds continuously, but main season in spring

Long-legged bat

Myotis volans

in Texas, Trans-Pecos region; high, open woods and mountainous terrain; nursery colonies (which may contain several hundred individuals) form in summer in buildings, crevices, and hollow trees; apparently do not use caves as day roosts, but may use such sites at night; single offspring born June-July

Pale Townsend's big-eared bat

Corynorhinus townsendii pallescens

roosts in caves, abandoned mine tunnels, and occasionally old buildings; hibernates in groups during winter; in summer months, males and females separate into solitary roosts and maternity colonies, respectively; single offspring born May-June; opportunistic insectivore

Western red bat

Lasiurus blossevillei

roosts in tree foliage in riparian areas, also inhabits xeric thorn scrub and pine-oak forests; likely winter migrant to Mexico; multiple pups born mid-May - late Jun

CULBERSON COUNTY

MAMMALS

Federal Status

State Status

Western small-footed bat *Myotis ciliolabrum*

mountainous regions of the Trans-Pecos, usually in wooded areas, also found in grassland and desert scrub habitats; roosts beneath slabs of rock, behind loose tree bark, and in buildings; maternity colonies often small and located in abandoned houses, barns, and other similar structures; apparently occurs in Texas only during spring and summer months; insectivorous

Yellow-nosed cotton rat *Sigmodon ochrognathus*

higher elevations in the Chisos Mountains, Davis Mountains, and Sierra Vieja; rocky slopes with scattered bunches of grass; underground dens and aboveground nests in various locations, including at base of agaves or roots of junipers; active in daytime; several litters possible during breeding season of March-October

Yuma myotis bat *Myotis yumanensis*

desert regions; most commonly found in lowland habitats near open water, where forages; roosts in caves, abandoned mine tunnels, and buildings; season of partus is May to early July; usually only one young born to each female

MOLLUSKS

Federal Status

State Status

Northern threeband *Humboldtiana ultima*

leaf litter in mesic canyons of limestone mountains; in soil, under rocks

REPTILES

Federal Status

State Status

Chihuahuan Desert lyre snake *Trimorphodon vilkinsonii*

T

mostly crevice-dwelling in predominantly limestone-surfaced desert northwest of the Rio Grande from Big Bend to the Franklin Mountains, especially in areas with jumbled boulders and rock faults/fissures; secretive; egg-bearing; eats mostly lizards

Mountain short-horned lizard *Phrynosoma hernandesi*

T

diurnal, usually in open, shrubby, or openly wooded areas with sparse vegetation at ground level; soil may vary from rocky to sandy; burrows into soil or occupies rodent burrow when inactive; eats ants, spiders, snails, sowbugs, and other invertebrates; inactive during cold weather; breeds March-September

Texas horned lizard *Phrynosoma cornutum*

T

open, arid and semi-arid regions with sparse vegetation, including grass, cactus, scattered brush or scrubby trees; soil may vary in texture from sandy to rocky; burrows into soil, enters rodent burrows, or hides under rock when inactive; breeds March-September

CULBERSON COUNTY

PLANTS

Federal Status

State Status

Chisos agave

Agave glomeruliflora

gravelly or rocky soils in oak-juniper woodlands and mesquite-creosote bush-invaded grasslands at elevations of about 600-1800 m (1950-5900 ft); flowering mid-spring to early fall

Chisos coral-root

Hexalectris revoluta

in the Chisos and Guadalupe mountains, in humus in oak groves along rocky creekbeds at mid- to high elevations; in the Glass Mountains, it has been found 'among lechuguilla and shinnery oak on the sunny slopes and ridges'; purplish or brownish stem color provides a surprisingly effective camouflage from human observers, aerial stems are not reliably sent up every year; usually flowering May-August,

Foster's rock-daisy

Perityle fosteri

Texas endemic; known only from rock faces on limestone boulders and bluffs in a deep, protected canyon; flowering/fruiting July, other months not yet known

Guadalupe Mountains columbine

Aquilegia chrysantha var chaplinei

perennially moist to wet limestone canyon walls; moist leaf litter and humus among boulders in wooded mesic canyons; flowering April-November (most reliably June-July)

Guadalupe Mountains fescue

Festuca ligulata

C

pine-oak-juniper woodlands on mesic slopes and in creek bottoms above 1800 m (5900 ft); Chisos Mountains substrates are gravelly and sandy loams derived from igneous materials; Guadalupe Mountains substrates are unknown but presumed to be loamy soils over limestone; flowering August-September, occasionally in spring after sufficient rainfall

Guadalupe Mountains mescal bean

Sophora gypsophila var guadalupensis

One-seeded juniper (*Juniperus monosperma*) shrublands on dry slopes above 1,500 m (4,900 ft) elevation in Guadalupe Mountains on slightly gypseous pink sandstone that occurs as lenses within the pervasive limestone of the region; flowering late March-late April or May

Guadalupe Mountains pincushion cactus

Escobaria guadalupensis

on exposed slabs and fractured limestone rock on steep, mostly south-facing slopes in pine-oak-juniper woodlands at (1370-) 1825-2650 m ([4500-] 6000-8700 ft) in the Guadalupe Mountains; flowering April-May; fruiting October-November

Guadalupe Mountains rabbitbrush

Ericameria nauseosa ssp texensis

crevices and solution pits in limestone ledges and boulders, less often in open gravel alluvium of streambeds at elevations between 1490 and 2150 m (4900 and 7050 ft); flowering September-November

Guadalupe Mountains violet

Viola guadalupensis

Texas endemic, Guadalupe Mountains; 'bullet' hole openings in dolomitized limestone rock faces, in the shade of an open Douglas-fir (*Pseudotsuga menziesii*) woodland at about 2,450 m (8,000 ft) elevation; flowering March-May

CULBERSON COUNTY

PLANTS

Federal Status

State Status

Gyp locoweed

Astragalus gypsodes

gypsum or stiff gypseous clay soils on low rolling hills, mostly low elevations in the middle Pecos River valley; many of the known locations are on the Castile Formation (Permian); flowering March-June

Havard's machaeranthera

Xanthisma viscidum

Occurs on calcareous or sandy soils in Chihuahuan Desert shrublands or mesquite grasslands.

Royal red penstemon

Penstemon cardinalis ssp regalis

pine-oak woodlands in canyons at higher elevations in the Davis and Guadalupe mountains; flowering May-June (-August)

Sand sacahuista

Nolina arenicola

Texas endemic; mesquite-sand sage shrublands on windblown Quarternary reddish sand in dune areas; flowering time uncertain May-June, June-September

Smooth-stem skullcap

Scutellaria laevis

Texas endemic; on mountain slopes and in arroyos along dry streambeds of the Sierra Diablo, Beach Mountains, and Guadalupe Mountains; flowering April-September

Sparsely-flowered jewelflower *Streptanthus sparsiflorus*

shaded areas in gravelly limestone canyons and arroyos, often in dry creek beds at elevations ranging 1,200-1,800 m (3,900-5,900 ft); flowering May-June; populations vary widely in size from year to year depending on rainfall

Texas wolf-berry

Lycium texanum

semi-desert grasslands and thorn shrublands on sandy, gravelly, and/or loamy soils, on very gently sloping terrain as well as in rocky areas of canyons, often over limestone at moderate elevations; flowering March-October

Warnock's coral-root

Hexalectris warnockii

in leaf litter and humus in oak-juniper woodlands on shaded slopes and intermittent, rocky creekbeds in canyons; in the Trans Pecos in oak-pinyon-juniper woodlands in higher mesic canyons (to 2000 m [6550 ft]), primarily on igneous substrates; in Terrell County under *Quercus fusiformis* mottes on terraces of spring-fed perennial streams, draining an otherwise rather xeric limestone landscape; on the Callahan Divide (Taylor County), the White Rock Escarpment (Dallas County), and the Edwards Plateau in oak-juniper woodlands on limestone slopes; in Gillespie County on igneous substrates of the Llano Uplift; flowering June-September; individual plants do not usually bloom in successive years

Appendix F:
Spill Response Techniques

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Natural Recovery

Objective: No attempt is made to remove any stranded oil, when there is no effective method for cleanup or to minimize impact to the environment. Oil is left to degrade naturally.

Description: No action is taken, although monitoring of contaminated areas is required.

Applicable Habitat Types: All habitat types.

When To Use: When natural removal rates are fast, when oiling is light, access is severely restricted or dangerous to cleanup crews, or when cleanup actions will do more harm than natural removal.

Biological Constraints: This method may be inappropriate for areas used by high numbers of mobile animals (birds) or endangered species.

Environmental Effects: Same as from the oil alone.

Waste Generation: None.

Barriers or Berms

Objective: To prevent entry of oil into a sensitive area or to divert oil to a collection area.

Description: A physical barrier other than a boom is placed across an area to prevent oil from passing. Barriers can consist of earthen berms or filter fences. When it is necessary for water to pass because of water volume, underflow or overflow dams are used.

Applicable Habitat Types: At the mouths of creeks or streams to prevent oil from entering, or to prevent oil from being released from creek into another body of water.

When To Use: When the oil threatens sensitive habitats and other barriers are not feasible. To protect sensitive areas when cleaning adjacent shorelines.

Biological Constraints: Responders must minimize disturbance to sensitive areas, such as shorebird nesting sites on beaches. Placement of dams and filter fences could cause excessive physical disruptions to the site, particularly in wetlands.

Environmental Effects: May disrupt or contaminate sediments and adjacent vegetation. The natural beach or shoreline should be restored (may take weeks to months on gravel beaches).

Waste Generation: Sediment barriers will become contaminated on the oil side and filter fence materials will have to be disposed of as oily wastes.

Physical Herding

Objective: To free any oil trapped in debris or vegetation on-water; to direct the movement of floating oil towards containment and recovery devices; or to divert oil away from sensitive areas.

Description: Plunging water jets, water or air hoses, and propeller wash can be used to dislodge trapped oil and divert or herd it to containment and recovery areas. May emulsify the oil. Mostly conducted from small boats.

Applicable Habitat Types: In nearshore areas where there are little or no currents, in and around manmade structures, in streams where oil is trapped by debris.

When To Use: In low-current or stagnant water bodies, to herd oil towards recovery devices. In high current situations to divert floating oil away from sensitive areas, or dislodge oil from debris.

Biological Constraints: When used near shore and in shallow water, must be careful to not disrupt bottom sediments or submerged aquatic vegetation.

Environmental Effects: May generate high levels of suspended sediments and mix them with the oil, resulting in deposition of contaminated sediments in benthic habitats.

Waste Generation: None.

Manual Oil Removal or Cleanup

Objective: To remove oil with hand tools and manual labor.

Description: Removal of surface oil with hands, rakes, shovels, buckets, scrapers, sorbents, pitchforks, etc., and placing in containers. No mechanized equipment is used.

Applicable Habitat Types: Can be used on all habitat types.

When To Use: Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses that can be picked up manually. Also can be used in areas where roosting or birthing animals cannot or should not be disturbed.

Biological Constraints: Foot traffic over sensitive areas (wetlands, etc.) should be restricted or prevented. There may be periods when shoreline access should be avoided, such as during bird nesting.

Environmental Effects: Minimal, if surface disturbance by crew movement and waste generation is controlled.

Waste Generation: May generate significant quantities of oil mixed with sediment which must be properly disposed of or treated. Decontamination of hand tools may produce oily wastewater that must be treated properly. Worker personnel protective gear is usually disposed of daily or decontaminated and the resulting oily wastewater treated.

Mechanical Oil Removal

Objective: To remove oil from shorelines and bottom sediments with mechanical equipment.

Description: Oil and oiled sediments are collected and removed using mechanical equipment such as backhoes, graders, bulldozers, dredges, draglines, etc. Requires systems for temporary storage, transportation, and final treatment and disposal.

Applicable Habitat Types: On land, wherever surface sediments are both amenable to and accessible to heavy equipment. For submerged oil, used in sheltered areas where oil accumulates. On water, used on viscous to solid oil.

When To Use: When large amounts of oiled materials must be removed. Care should be taken to remove sediments only to the depth of oil penetration, which can be difficult when using heavy equipment. Should be used carefully where excessive sediment removal may cause erosion.

Biological Constraints: Heavy equipment may be restricted in sensitive habitats (e.g., wetlands, soft substrate) or areas containing endangered species. Will need special permission to use in areas with known cultural resources. Dredging may be prohibited in the areas and note generated by mechanical equipment may also be a constraint.

Environmental Effects: The equipment is heavy, with many support personnel required. May be detrimental if excessive sediments are removed without replacement. All organisms in the sediments will be affected, although the need to remove the oil may make this response method the best overall alternative. Resuspension of exposed oil and fine-grained oily sediments can affect adjacent bodies of water.

Waste Generation: Can generate significant quantities of contaminated sediment that must be cleaned or landfilled. The amount of waste generated by this cleanup option should be given careful consideration by response planners when reviewing potential environmental impacts of the oily wastes, debris, and residues.

Sorbents

Objective: To remove surface oil by absorption onto oleophilic (oil-attracting) material placed in water or at the waterline.

Description: Sorbent material is placed on the floating oil or water surface to allow it to sorb oil, or alternatively, the material can be used to wipe or dab stranded oil. Forms include sausage boom, pads, rolls, sweeps, snares, and loose granules or particles. These products can be either synthetic or natural substances. Efficiency depends on the capacity of the particular sorbent, energy available for lifting oil off the substrate, and stickiness of the oil. Recovery of all sorbent materials is mandatory.

Applicable Habitat Types: Can be used on any habitat or environment type.

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When To Use: When oil is free-floating close to shore or stranded on shore. The oil must be able to be released from the substrate and absorbed by the sorbent. Often used as a secondary treatment method after gross oil removal and in sensitive areas where access is restricted. Selection of sorbent varies by oil type; heavy oils only coat surfaces, requiring a high surface area to be effective, whereas lighter oils can use sorbent material.

Biological Constraints: Access for deploying and retrieving sorbents should not be through soft or sensitive habitats or affect wildlife. Sorbent use should be monitored to prevent overuse and generation of large volumes of waste. Sorbents should not be used in a fashion that would endanger or trap wildlife. Sorbents left in place too long can break apart and present an ingestion hazard to wildlife.

Environmental Effects: Physical disturbance of habitat during deployment and retrieval. Improperly deployed or tended sorbent material can crush or smother sensitive substrates.

Waste Generation: Sorbents must eventually be collected for proper disposal so care should be taken to select and use sorbents properly, and prevent generation of large amounts of lightly-oiled sorbents. Recycling should be emphasized rather than disposal.

Vacuum

Objective: To remove oil pooled on a shoreline substrate or subtidal sediments.

Description: A vacuum unit is attached via a flexible hose to a suction head that recovers free oil. The equipment can range from small, portable units that fill individual 55-gallon drums to large supersuckers that are truck-mounted and can generate enough suction to lift large rocks. Removal rates from substrates can be extremely slow.

Applicable Habitat Types: Any accessible habitat type. May be mounted on boats for water-based operations, on trucks driven to the recovery area, or hand-carried to remote sites.

When To Use: When oil is stranded on the substrate, concentrated in trenches or trapped in vegetation. Usually requires shoreline access points.

Biological Constraints: Special restrictions should be established for areas where foot traffic and equipment may be damaging such as soft substrates. Operations in wetlands need to be very closely monitored, with a site-specific list of restrictions developed to prevent damage to vegetation.

Environmental Effects: Minimal, if foot and vehicular traffic is controlled and minimal substrate is damaged or removed.

Waste Generation: Collected oil and or oil/water mix will need to be stored temporarily prior to recycling or disposal. Oil may be recyclable; if not, it will require proper disposal. Large amounts of water are often recovered, requiring separation and treatment.

Debris Removal

Objective: To remove contaminated debris from the shoreline or water surface.

Description: Manual or mechanical removal of debris from the shore or water surface. Can include cutting and removal of oiled logs.

Applicable Habitat Types: Can be used on any habitat or environment type where access is safe.

When To Use: When driftwood and debris are heavily contaminated and provide a potential source of chronic oil release. When it may create aesthetic problems, be a source of contamination for other resources in the area, cause clogging problems in the skimmer, or create safety problems for responders. Used in areas of debris accumulation on beaches prior to oiling to minimize the amount of oiled debris to be handled.

Biological Constraints: Foot traffic over sensitive areas (wetlands, spawning grounds) needs to be restricted. May be periods when access should be restricted (spawning periods, influx of large numbers of migratory waterbirds).

Environmental Effects: Physical disruption of substrate, especially when mechanized equipment must be deployed to recover a large quantity of debris.

Waste Generation: Will generate contaminated debris (volume depends on what, and how much, is collected, e.g., logs, brush). Unless there is an approved hazardous waste incinerator that will take oily debris, burning will

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seldom be allowed, especially on-site burning. However, this option should still be explored, especially for remote locations, with the appropriate state or federal agencies who must give approvals for burning.

Sediment Reworking/Tilling

Objective: To enhance the rate of degradation, by breaking up oily sediments and surface oil deposits, increasing the surface area, and mixing deep subsurface oil layers to the surface.

Description: The oiled sediments are roto-tilled, disked, or otherwise mixed using mechanical equipment or manual tools. Along beaches, oiled sediments may also be pushed to the water's edge to enhance natural cleanup by wave activity. The process may be aided with high-volume flushing of gravel.

Applicable Habitat Types: On any sedimentary substrate that can support mechanical equipment or foot traffic.

When To Use: On sand to gravel beaches with subsurface oil, where sediment removal is not feasible (due to erosion or disposal problems). On sand beaches where the sediment is stained or lightly oiled. Appropriate where oil is stranded above normal high waterline.

Biological Constraints: Avoid use on shores near sensitive wildlife habitat, such as fish-spawning areas or bird-nesting or concentration areas because of the potential for release of oil and oiled sediments into adjacent bodies of water. Should not be used in shellfish beds.

Environmental Effects: Due to the mixing of oil into sediments, this method could further expose organisms that live below the original layer of oil. Repeated mixing over time could delay reestablishing organisms. Refloated oil from treated sites could contaminate adjacent areas.

Waste Generation: None.

Vegetation Cutting or Removal

Objective: To remove portions of oiled vegetation or oil trapped in vegetation to prevent oiling of wildlife or secondary oil releases.

Description: Oiled vegetation is cut with weed whackers, blades, etc., and picked or raked up and bagged for disposal.

Applicable Habitat Types: Habitats composed of vegetation such as wetlands.

When To Use: When the risk of oiled vegetation contaminating wildlife is greater than the value of the vegetation that is to be cut, and there is no less-destructive method that removes or reduces the risk to acceptable levels.

Biological Constraints: Operations must be strictly monitored to minimize the degree of root destruction and mixing of oil deeper into the sediments. Access in bird-nesting areas should be restricted during nesting seasons. Cutting only the oiled portions of the plants and leaving roots and as much of the stem as possible minimizes impact to plants.

Environmental Effects: Vegetation removal will destroy habitat for many animals. Cut areas will have reduced plant growth, and in some instances, plants may be killed. Cutting at the base of the plant stem may allow oil to penetrate into the substrate, causing subsurface contamination, along exposed sections of the shoreline, the vegetation may not recover, resulting in erosion and habitat loss. Trampled areas will recover much more slowly.

Waste Generation: Cut portions of oiled plants must be collected and disposed.

Flooding

Objective: To wash oil stranded on the land surface to the water's edge for cleanup.

Description: A perforated header pipe or hose is placed above the oiled shore or bank. Ambient-temperature water is pumped through the header pipe at low pressures and flows downslope to the water. On porous sediments, water flows through the substrate, pushing loose oil ahead of it, or floating oil to the water's surface and transporting the oil down the slope for pickup. On saturated fine-grained sediments, the technique becomes more of a flushing of the surface.

Applicable Habitat Types: All shoreline types where the equipment can be effectively deployed.

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When To Use: In heavily oiled areas when the oil is still fluid and adheres loosely to the substrate, and where oil has penetrated into gravel sediments. This method is frequently used with other washing techniques (low-or high-pressure, cold-to-hot-water flushing).

Biological Constraints: Special care should be taken to recover oil where nearshore habitats contain rich biological communities. Not appropriate for muddy substrates.

Environmental Effects: Habitat may be physically disturbed by foot traffic during operations and smothered by sediment washed down the slope. Oiled sediment may be transported to shallow nearshore areas, contaminating them and burying benthic organisms.

Waste Generation: Depends on the effectiveness of the collection method.

Low Pressure, Ambient Water Flushing

Objective: To remove fluid oil that has adhered to the substrate or man-made structures, pooled on the surface, or become trapped in vegetation.

Description: Ambient-temperature water is sprayed at low pressures (<10 psi), usually from hand-held hoses, to lift oil from the substrate and direct it to the water's edge for recovery by skimmers, vacuum, or sorbents. Can be used with a flooding system to prevent released oil from re-adhering to the substrate down-stream of the treatment area.

Applicable Habitat Types: On substrates, and solid man-made structures, where the oil is still fluid. In wetlands and along vegetated banks where oil is trapped in vegetation.

When To Use: Where fluid oil is stranded onshore or floating on shallow areas.

Biological Constraints: May need to restrict use so that the oil-water effluent does not drain across sensitive habitats and mobilized sediments do not affect rich subtidal communities. Use from boats will reduce the need for foot traffic in soft substrates and vegetation. Flushed oil must be recovered to prevent further oiling of adjacent areas.

Environmental Effects: If containment methods are not sufficient, oil and oiled sediments may be flushed into other areas. Some trampling of substrate and attached biota will occur.

Waste Generation: Depends on the effectiveness of the collection method.

High Pressure, Ambient Water Flushing

Objective: To remove oil that has adhered to hard substrates of man-made structures.

Description: Similar to low-pressure flushing except that water pressure is 100-1,000 psi. High-pressure spray will more effectively remove sticky or viscous oils. If low-water volumes are used, sorbents are placed directly below the treatment area to recover oil.

Applicable Habitat Types: On bedrock, man-made structures, and gravel substrates.

When To Use: When low-pressure flushing is not effective at removing adhered oil that must be removed to prevent continued oil release or for aesthetic reasons. When a directed water jet can remove oil from hard-to-reach sites.

Biological Constraints: May have to restrict flushing so that the oil does not drain across sensitive habitats. Flushed oil must be recovered to prevent further oiling of adjacent areas.

Environmental Effects: Attached animals and plants in the direct spray zone will be removed. May drive oil deeper into the substrate or erode shorelines of fine sediments if water jet is improperly applied. If containment methods are not sufficient, oil and oiled sediments may be flushed into other areas, some trampling of substrate and attached biota will occur.

Waste Generation: Depends on the effectiveness of the collection method.

Low-Pressure, Hot-Water Flushing

Objective: To remove non-fluid oil that has adhered to the substrate or man-made structures, or pooled on the surface.

Description: Hot water (90 degrees F up to 170 degrees F) is sprayed with hoses at low pressures (<10 psi) to liquefy and lift oil from the substrate and direct it to the water's edge for recovery by skimmers, vacuums, or sorbents. Used with flooding to prevent released oil from re-adhering to the substrate.

Applicable Habitat Types: On bedrock, sand to gravel substrates, and man-made structures.

When To Use: Where heavy, but relatively fresh oil is stranded onshore. The oil must be heated above its pour point, so it will flow. Less effective on sticky oils.

Biological Constraints: Avoid wetlands so that hot oil/water effluent does not contact sensitive habitats. Operations from boats will help reduce foot traffic in soft substrates and vegetation. Flushed oil must be recovered to prevent further oiling of adjacent areas.

Environmental Effects: Hot-water contact can kill all attached animals and plants. If containment methods are not sufficient, oil may be flushed into downstream areas. Some trampling of substrate and biota will occur.

Waste Generation: Depends on the effectiveness of the collection method.

High-Pressure, Hot-Water Flushing

Objective: To mobilize weathered and viscous oil strongly adhered to surfaces.

Description: Hot water (90 degrees F up to 171 degrees F) is sprayed with hand-held wands at pressures greater than 100 psi. If used without water flooding, this procedure requires immediate use of vacuum or sorbents to recover the oil/water runoff. When used with a flooding system, the oil is flushed to the water surface for collection by skimmers, vacuum, or sorbents.

Applicable Habitat Types: Gravel substrates, bedrock, and man-made structures.

When To Use: When oil has weathered to the point that warm water at low pressure no longer effectively removes oil. To remove viscous oil from man-made structures for aesthetic reasons.

Biological Constraints: Use should be restricted so that the oil/water effluent does not drain across sensitive habitats (damage can result from exposure to oil, oiled sediments, and hot water). Should not be used directly on attached algae. Released oil must be recovered to prevent further oiling of adjacent areas.

Environmental Effects: All attached animals and plants in the direct spray zone will be removed or killed, even when used properly. Oiled sediment may be transported to shallow nearshore areas, contaminating them and burying benthic organisms.

Waste Generation: Depends on the effectiveness of the collection method.

Steam Cleaning

Objective: To remove heavy residual oil from solid substrates or man-made structures.

Description: Steam or very hot water (171 degrees F to 212 degrees F) is sprayed with hand-held wands at high pressure (2000+ psi). Water volumes are very low compared to flushing methods.

Applicable Habitat Types: Man-made structures.

When To Use: When heavy oil residue must be removed for aesthetic reasons, and when hot-water flushing is not effective and no living resources are present.

Biological Constraints: Not to be used in areas of soft substrates, vegetation, or high biological abundance directly on, or below, the structure.

Environmental Effects: Complete destruction of all organisms in the spray zone. Difficult to recover all released oil.

Waste Generation: Depends on the effectiveness of the collection method. Usually sorbents are used, generating significant waste volumes.

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Sand Blasting

Objective: To remove heavy residual oil from solid substrates or man-made structures.

Description: Use of sandblasting equipment to remove oil from the substrate. May include recovery of used (oiled) sand in some cases.

Applicable Habitat Types: On heavily oiled bedrock and artificial structures.

When To Use: When heavy oil residue must be cleaned for aesthetic reasons and even steam-cleaning is not effective.

Biological Constraints: Not to be used in areas of soft substrate, vegetation, or high biological abundance directly below, or adjacent to, the structure.

Environmental Effects: Complete destruction of all organisms in the blast zone. Possible smothering of downstream organisms. Unrecovered, used sand will introduce oiled sediments into the adjacent habitat.

Waste Generation: Will need to recover and dispose of oiled sand used in blasting.

Elasticity Modifiers

Objective: To impart visco-elastic properties to floating oil, thereby increasing skimming rates.

Description: The product is applied as a liquid, slurry, or solid onto the oil. Some mixing is required and is usually provided by the water spray during application. Treated oil is rendered visco-elastic (gelatinous, or semi-solid), but still fluid; there is no chemical change in the oil. The primary purpose is to increase skimmer efficiency removal rates while minimizing water recovery amounts. Increases the efficiency of some skimmers, but may clog other skimmers and pumps.

Applicable Habitat Types: On all water environments where oil can be contained for skimming. Not for use near wetlands nor debris because of increased adhesive properties of the treated oil.

When To Use: When skimmer efficiency is low. Must be used with booming or other physical containment. Not for use on heavy oils, which are already highly viscous.

Biological Constraints: Not suitable for vegetated shores or where there is extensive debris mixed in the oil. Should be avoided when birds or other wildlife cannot be kept away from the treated oil.

Environmental Effects: May increase the smothering effect of oil on organisms; therefore, the treatment should be considered only where recovery of the treated oil is likely.

Waste Generation: If skimming efficiency is increased, will reduce the volume of water in oil/water collections. Effects on recycling of oil treated with elasticity modifiers is unknown.

Herding Agents

Objective: To collect or herd oil into a smaller area and thicker slick in order to increase recovery. Can be used to herd oil away from sensitive areas or to help keep oil contained when it is necessary to move a boom.

Description: These agents, which are insoluble surfactants and have a high spreading pressure, are applied in small quantities (1-2 gallons per lineal mile) to the clean water surrounding the edge of a fresh oil slick. They contain the oil, prevent spreading, but do not hold the spill in place. Hand-held or vessel-mounted systems can be used. Must be applied early in spill, when oil is still fluid.

Applicable Habitat Types: On all still water environments.

When To Use: Potential use for collection and protection. For collection, used to push slicks out from under man-made structures where it has become trapped, or along shorelines where the equipment is readily accessible for use early in the spill. For protection in low-current areas, use to push slicks away from sensitive resources such as wetlands. Not effective in fast currents or rainfall.

Biological Constraints: Not suitable for use in very shallow water or fish-spawning areas.

Environmental Effects: Direct acute toxicity to surface-layer organisms possible, though available products vary greatly in their aquatic toxicity.

Waste Generation: Same as for manual oil recovery.

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Solidifiers

Objective: To change the physical state of spilled oil from a liquid to a solid.

Description: Chemical agents (polymers) are applied to oil at rates of 10-45 percent or more, solidifying the oil in minutes to hours. Various broadcast systems, such as leaf blowers, water cannons, or fire suppression system, can be modified to apply the product over large areas. Can be applied to both floating and stranded oil can be placed in booms, pillows, sausages, etc. and used like sorbents, although this type of solidifier application has not been used operationally.

Applicable Habitat Types: All water environments, bedrock, sediments, and artificial structures.

When To Use: When immobilization of the oil is desired, to prevent refloating from a shoreline, penetration into the substrate, or further spreading. However, the oil may not fully solidify unless the product is mixed well with the oil, and may result in a mix of solid and untreated oil. Generally not used on heavy oil spills which are already viscous.

Biological Constraints: Must be able to recover all treated material.

Environmental Effects: Available products are insoluble and have very low aquatic toxicity. Unrecovered solidified oil may have longer impact because of slow weathering rates. Physical disturbance of habitat is likely during application and recovery.

Waste Generation: If skimming efficiency is increased, solidifiers may reduce the volume of water collected during oil recovery. Effects on recycling oil treated with solidifiers is unknown. Most solidifier producers state that treated oil can pass leachate tests, allowing disposal in landfills.

Shoreline Cleaning Agents (Surface Washing Agents)

Objective: To increase the efficiency of oil removal from contaminated substrates.

Description: Special formulations are applied to the substrate, as a presoak and/or flushing solution, to soften or lift weathered or heavy oils from the substrate to enhance flushing methods. The intent is to lower the water temperature and pressure required to mobilize the oil from the substrate during flushing. Some agents will disperse the oil as it washes off the beach, others will not.

Applicable Habitat Types: On any habitat where water flooding and flushing procedures are applicable.

When To Use: When the oil has weathered to the point where it cannot be removed using ambient water temperatures and low pressures. This approach may be most applicable where flushing effectiveness decreases as the oil weathers. Use of dispersants will require approval from the regulatory authority overseeing response actions.

Biological Constraints: When the product does not disperse the oil into the water column, the released oil must be recovered from the water surface. Use may be restricted where suspended sediment concentrations are high, near wetlands, and near sensitive nearshore resources.

Environmental Effects: The toxicity and effects on dispersability of treated oil vary widely among products. Selection of a product should consider the toxicity of the product.

Waste Generation: Because treated oil must be recovered, waste generation is a function of recovery method, which often includes sorbents.

Nutrient Enrichment (Biostimulation)

Objective: To accelerate the rate of oil hydrocarbon degradation due to natural microbial processes using a form of bioremediation that adds nutrients (generally nitrogen and phosphorus) that stimulate microbial growth.

Description: If nutrients are a limiting factor (as measured using the interstitial pore water) in an area where shoreline oiling has occurred, water-soluble nutrients can be applied by a spray irrigation system. Nutrients should be applied daily if the impacted area gets completely submerged by waves and if maximum biostimulation is desired. Using slow-release granular encapsulated nutrients or oleophilic fertilizer (which adheres to the oil residue on the surface) should require less frequent addition, but time-series monitoring of interstitial pore water

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Holly Energy Partners

nutrient levels is needed to ensure target levels are being maintained, especially throughout the depth of the impacted zone.

Applicable Habitat Types: Any shoreline habitat type where access is allowed and nutrients are deficient.

When To Use: On moderate-to heavily-oiled substrates, after other techniques have been used to remove free product on lightly-oiled shorelines, where other techniques are destructive or ineffective; and where nutrients limit natural attenuation.

Biological Constraints: Avoid using ammonia-based fertilizers at highly elevated concentrations because unionized ammonia is toxic to aquatic life. Nitrate is an equally good nitrogen source, minus the toxicity. Sodium tripolyphosphate is a better phosphorus source than orthophosphates because it is more soluble in water. If nutrients are applied properly with adequate monitoring, eutrophication should not be a problem. Only nutrient additives proven to be nontoxic and effective in either the laboratory or the field should be used.

Environmental Effects: Detrimental effects to shoreline from foot or vehicle traffic caused by workers applying nutrients (unless nutrients are sprayed from a vessel or aircraft).

Waste Generation: None.

In-situ Burning

Objective: To remove oil from the water surface or habitat by burning it in place.

Description: Oil floating on the water surface is collected into slicks at least 2-3mm thick and ignited. The oil can be contained in fire-resistant booms, or by natural barriers. On land, oil can be burned when it is on a combustible substrate (vegetation, debris, etc.).

Applicable Habitat Types: On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat. May increase oil penetration into permeable substrates. Use in marshes should be undertaken using special precautions. Not suitable for woody areas.

When To Use: On land, where there is heavy oil in sites neither amenable nor accessible to physical removal and it is important to remove the stranded oil quickly. In wetlands and mud habitats, a water layer will minimize impacts to sediments and roots. In-situ burning will require approval from the regulatory authority overseeing response actions.

Biological Constraints: The possible effect of smoke on wildlife and populated areas should be evaluated.

Environmental Effects: Temperature and air quality effects are likely to be localized and short-lived. Toxicological impact from burn residues have not been evaluated. On-water, burn residues are likely to sink. On land, removal of residues is often necessary for crude.

Waste Generation: Any residues remaining after burning will need to be collected and landfilled, but with an efficient burn will be a small fraction of the original oil volume.

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Appendix G:
OSRO Information

Facility Response Plan – Orla Terminal Facility Specific Plan
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H2O OSRO, Inc. Contract



P.O. Box 2638
 Ranchos de Taos, NM 87557
575.751.3688; Fax 575.751.1418
Las Vegas, NV Office
 702.396.4148; Fax 702.643.8635
Reno/Sparks, NV Office
 775.351.2237; Fax 775.351.2219
Boise, ID Office
 208.343.7867; Fax 208.322.2670
Salt Lake City, UT Office
 801.355.3499; Fax 801.355.8485
Phoenix, AZ Office
 602.258.3388; Fax 602.258.3266
1.866.426.6710 - TOLL FREE
www.H2O-OSRO.com
 Email - H2O@LAPLAZA.ORG

June 2, 2012

Ms. Lori Coupland
 Sr. Manager-Regulatory, Security and Training
HOLLY ENERGY PARTNERS - OPERATING, L.P.
 1602 West Main Street
 Artesia, NM 88210

RE: **H2O OSRO** - HEP Operating, L.P.; Pipeline Operations

Dear Ms. Coupland,

As per your request, please find enclosed our signed OSRO Contract for HEP - Operating, LP; Pipeline Operations for you review and consideration.

Please sign and return a signed copy of page 6 of the Emergency Response Agreements for HEP Operating - LP; Pipeline Operations.

If you have any questions, please do not hesitate to call me.

Very truly yours,
H2O OSRO, Inc.

Carl J. Oskins
 President

CJO/me
 Enclosures:

OIL, HAZMAT & ENVIRONMENTAL EMERGENCY RESPONSE SERVICES

H2O OSRD, Inc. EMERGENCY RESPONSE AGREEMENT

The Parties of this Agreement are:

Owner/Responsible Party:

Holly Energy Partners - Operating, L.P.
- Pipeline Operations

1602 West Main Street
Artesia, NM 88210

(575) 748-9743

Contractor:

H2O OSRD, Inc.

P. O. Box 2638
Ranchos de Taos, NM 87557
(866) 426-6770
Fax (575) 751-1418

Owner and Contractor are referred to herein individually as a "Party" and collectively as the "Parties".

EFFECTIVE DATE: This Agreement is effective as of June 2, 2012. This agreement shall remain in effect for a period of three (3) years from the date written above.

TERMINATION: Either party may cancel this work Agreement by giving the other party thirty (30) days written notice of cancellation. Neither party hereto shall, by the termination of this work Agreement, be relieved of such party's respective liabilities arising from, growing out of, or incident to work performed hereunder prior to the time such work Agreement is terminated.

PURPOSE: It is specifically understood that the Contractor intends to commit response resources to the Owner in the event of an emergency spill response, provided that the Contractor has not committed all its resources to another on going spill response. It is further understood that if resources are committed to an on going spill that the response resources may not be immediately available. The types of work contemplated to be done by the Contractor are: Spill Response Control/Cleanup and such other work as is generally performed by the Contractor in its usual line of service.

EMERGENCY RESPONSE TEAM: During the term of this Agreement, the Contractor will make available to the Owner a 24-hour Standby Emergency Response Team for the Response, Containment, Cleanup and Transportation of any Oil/Petroleum Products/Hazardous Materials Waste Spills.

H2O OSRD, Inc. Agreement**THIS 24-HOUR STANDBY EMERGENCY RESPONSE TEAM SHALL INCLUDE:**

- * A 24-hour Monitored Toll Free Telephone Contact Number (866-426-6770) for the Initiation of Emergency Spill Response,
- * A Staff of 24-hour on-call Trained Personnel who can Mobilize to Respond to an Oil/Petroleum Products/Hazardous Materials Waste Spill Incident,
- * Emergency Response Resources, and
- * Containment, Recovery, Waste Minimization, Disposal Assistance, and Other Services and equipment within its rating as may be reasonably requested by the Owner or others (including appropriate government agencies) authorized by the Owner to request such services and equipment.

SCOPE of WORK: This work Agreement being a time and materials work Agreement, the Contractor will begin each part of the work covered by this work Agreement at such time as Owner initiates a request to respond to a spill of a substance by a direct telephone call to Contractor at (866-426-6770). The person initiating the response shall provide the Contractor with:

- * His or Her Name and Title,
- * Owner's Name, Address, and Telephone Number
- * The Location of the Spill,
- * The Nature of the Substances Involved in the Spill Incident,
- * The Approximate Time of the Spill Incident,
- * Any Other Pertinent Information Relating to Spill (*i.e. size, fire involvement, injuries, etc.*)

Upon receiving the call, the Contractor will use due diligence to mobilize resources within the allotted response time.

RETAINER FEE: A fee of \$5,000.00 per Facility and/or Facility Response Plan each year shall be charged to the Owner to cover initial expenses incurred by the Contractor should a response become necessary.

The Retainer Fee is Not Transferable from one year to the next and must be paid on each yearly anniversary of this contract as long as this contract is in effect.

EMERGENCY RESPONSE SERVICE CHARGES: In the event emergency response services are requested by or for the Owner from the Contractor, the Owner shall pay the fees and charges of the Contractor as described in H2O OSRD's Response Rate Schedule and any expenses (including subcontractor's charges) incurred by the Contractor in providing such services.

H2O OSRD, Inc. Agreement

It is understood that the rates and prices set forth in H2O OSRD's Response Rate Schedule are subject to change by the Contractor upon Ten Days written notice to the Owner. Any change shall not apply to work then in progress or on order. The rates to be paid to the Contractor by the Owner shall be for the actual performance of the work and shall be in addition to any charges for materials or supplies furnished by the Contractor for use in the work and any charges for transportation of tools, equipment and labor or time required to transport tools, equipment and labor to and from the job.

INVOICES: The Contractor will submit invoices for services and expenses rendered periodically. These invoices shall be due and payable immediately upon submission to the Owner. Invoices shall clearly describe the project name, services rendered, and any Owner-required data. Invoices must be paid within 15 days of the invoice date and if not paid within such time, shall be subject to a late charge of 1.5% per month on the unpaid balance or the highest rate permitted by law.

Owner agrees to make payment to the Contractor for services rendered in the amounts and the terms specified above, regardless of whether the Owner or another person or entity is legally responsible for remediation or abatement of the environmental conditions involved and, regardless of whether the Owner is entitled to reimbursement for such costs from his or from some other person's entity's insurance carrier.

INDEPENDENT CONTRACTOR RELATIONSHIPS: In the performance of the work herein contemplated the Contractor is an independent contractor, with the authority to control and direct the performance of the details of the work, the Owner being interested only in the results obtained; but the work contemplated herein shall meet the approval of the Owner and be subject to the general right of the Owner to inspect the work to secure the satisfactory completion thereof.

INDEMNIFICATION by the CONTRACTOR: The Contractor agrees to indemnify, defend and hold harmless the Owner from and against any Costs or Claims which the Owner reasonably incurs to the extent such Costs and Claims are caused solely by the gross negligence or willful misconduct of the Contractor in the performance of services under this Agreement.

INDEMNIFICATION by the OWNER: Except as otherwise provided above, the Owner shall indemnify, defend and hold harmless the Contractor, its affiliates, directors, officers, shareholders, employees, agents and subcontractors from and against any costs, liabilities, claims, demands, and causes of action arising from the performance of services under this Agreement.

Owner shall indemnify, defend, and hold Contractor harmless from any claim arising out of Owner's willful misconduct or negligence in connection with the performance of this Agreement, any actual or potential environmental pollution or contamination, including failure to detect or properly evaluate the presence of such substances.

H2O OSRD, Inc. Agreement

LIMITATION of LIABILITY: The Contractor shall not be liable in connection with this Agreement or the services provided under this Agreement for lost profits or any other consequential, incidental or natural resource damages. Owner agrees that the liability of the Contractor and all officers, employees, agents and subcontractors of Contractor for all claims or other proceedings arising from the performance of services under this Agreement, including, but not limited to, Contractor's professional negligence, errors or omissions or other professional acts, shall be limited to actual damages or the fee, whichever is more. Not in any event shall Contractor's liability exceed the insurance coverage carried by the Contractor.

FORCE MAJEUR: It is agreed that in the event of either party being rendered unable wholly or in part by force majeure to carry out its obligations under this work Agreement, other than its obligations to make payments of money due hereunder, then on such party's giving notice and full particulars of such force majeure in writing to the other party immediately after the occurrence of the cause relied on, then the obligation of that party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of any inability so caused, but for no longer period and such cause shall, as far as possible, be remedied with all reasonable dispatch. The term "force majeure" as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other causes not within the reasonable control of the party claiming a suspension which by the exercise of due diligence such party shall not have been able to avoid or overcome. In no event, however, shall the forgoing limit the rights of the Contractor or Owner to terminate this work Agreement of the work as otherwise provided herein.

MISCELLANEOUS:

1. **COMPLIANCE with LAWS:** The Contractor agrees to comply with all laws, rules, and regulations, Federal, State, and Municipal, which are now, or in the future may become, applicable to the Contractor, the Contractor's business, equipment, sub-contractors and personnel engaged in operations covered by this instrument, or accruing out of the performance of such operations.
2. **PROPERTY DAMAGE:** With respect to property damage sustained by the Contractor or Owner or their employees, subcontractors, or invitees or employees of such kind and character, the rights and obligations between the parties to this Agreement shall be determined by law, except as otherwise expressly provided within this Agreement.
3. **BODILY INJURY:** In the event that bodily injury, death or property damage is sustained by a person or entity, the rights and obligations between the parties to this work Agreement shall be determined by law, except as otherwise provided in this work Agreement.

H2O OSRD, Inc. Agreement

4. SAFETY of OTHERS: Contractor shall not be responsible for the health and safety of any person other than its employees and representatives, nor shall it have any responsibility for the operations, procedures, or practices of persons or entities other than the Contractor's.

5. RELATION of PARTIES: The Contractor is not the Owner's employee and shall perform all services under this Agreement as an independent contractor.

6. ASSIGNMENT: The Contractor may, without the Owner's consent, enter into any subcontract(s) for the performance of its obligations under this Agreement, as the Contractor deems necessary or desirable.

7. SEVERABILITY: If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed modified to the extent necessary to render such provision valid and enforceable. In any event, the validity or enforceability of any such provision shall not affect any other provision of this Agreement, and this Agreement shall be construed and enforced as if such provision had not been included.

8. AMENDMENT and WAIVER: No amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom it is asserted. No waiver shall constitute a waiver of any subsequent breach or default.

9. ENTIRE AGREEMENT: This is the entire Agreement of the parties and supersedes any other past or present writing, oral conversation, or understanding.

10. EXECUTION: This Agreement may be executed in counterparts, and when each party hereto has signed and delivered at least one such counterpart, each counterpart shall be deemed an original. When taken together with the other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to both parties hereto. This Agreement is not binding on either party until both parties have executed and delivered one or more counterparts to the other party.

11. ATTORNEY'S FEES: If either party finds it necessary to enforce this Agreement by litigation, arbitration, or mediation, the successful party shall, in addition to any other right conferred in this Agreement, be entitled to reasonable attorneys' fees and costs as may be awarded by any court, arbitrator, or mediator.

H2O OSRO, Inc. Agreement

In Witness whereof, the parties have signed this Agreement as of the date first written above.

OWNER:

Company: Holly Energy Partners - Operating, L.P.
- Pipeline Operations

Name: Mark Cunningham

Title: VP, operations

Signature: 

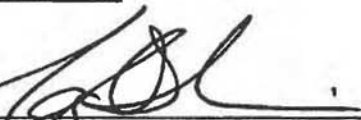
Date: 11 July 2012

CONTRACTOR:

Company: H2O OIL SPILL RESPONSE ORGANIZATION, Inc. (OSRO)

Name: Carl J. Oskins

Title: President

Signature: 

Date: June 2, 2012

H2O OSRO, Inc. Agreement

In Witness whereof, the parties have signed this Agreement as of the date first written above.

OWNER:

Company: Holly Energy Partners - Operating, L.P.
- Pipeline Operations

Name: Mark Cunningham

Title: V.P., Operations

Signature: [Signature]

Date: 11 July 2012

CONTRACTOR:

Company: H2O OIL SPILL RESPONSE ORGANIZATION, Inc. (OSRO)

Name: Carl J. Oskins

Title: President

Signature: [Signature]

Date: June 2, 2012

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

H2O OSRO, Inc. Deployment Certification



P.O. Box 2638
 Rancho de Taos, NM 87557
 575.751.3688: Fax 575.751.1418
 Las Vegas, NV Office
 702.396.4148: Fax 702.643.8635
 Reno/Sparks, NV Office
 775.351.2237: Fax 775.351.2219
 Boise, ID Office
 208.343.7867: Fax 208.322.2670
 Phoenix, AZ Office
 602.258.3388: Fax 602.258.3266
 1.866.426.6710 - TOLL FREE
 www.H2O-OSRO.com
 Email - H2O@LAPLAZA.ORG

April 3, 2013

Ms. Lori Coupland
 Manager - Regulatory/EHS
 Holly Energy Partners
 P.O. Box 1260
 Artesia, NM 88210

**Re: H2O OSRO, Inc. - 2012 PREP OSRO Equipment & Spill Management Team
 Deployment Requirements:**

Dear Ms. Coupland,

As per National Preparedness for Response Exercise Program (PREP) Guidelines, August, 2002 - Section 2: Guiding Principles, Exercise Deployment Exercises Section - OSRO Involvement in Equipment Deployment Exercises, page 2-6 and 2-7, H2O Oil Spill Response Organization, Inc., USCG OSRO Classification No. 147 has participated in the following Spill Management Team and Equipment Deployment Exercises and Oil Spill Response Incidents for 2012.

Date:	Location:	Type of Exercise:
February 16, 2012	Shiprock, NM	Equipment Deployment
February 20-22, 2012	Cut Bank, MT	Equipment Deployments
February 29, 2012	Aneth, UT	Spill Management Team Tabletop
March 8, 2012	Farmington, NM	Equipment Deployment
April 17-19, 2012	Spokane, WA	Equipment Deployments
April, 27, 2012	Sparks, NV	Oil Spill Equipment Deployment
May 10, 2012	Great Falls, MT	Spill Management Team Tabletop
June 19	Boise, ID	Equipment Deployment
June 21	Boise, ID	Spill Management Team Tabletop
July 16-20	Reno, NV	Equipment Deployments
July 23-25	Farmington, NM	Equipment Deployments
August 15, 2012	Great Falls, MT	Equipment Deployment
August 22, 2012	Boise, ID	Oil Spill Equipment Deployment
August 22-23, 2012	Lander, WY	Equipment Deployment
August 23, 2012	Lander, WY	Spill Management Team Tabletop
August 27-31, 2012	Casper, WY	Equipment Deployments
December 5, 2012	Donner, CA	Oil Spill Equipment Deployment
December 9, 2012	Turlock, CA	Oil Spill Equipment Deployment

OIL, HAZMAT & ENVIRONMENTAL EMERGENCY RESPONSE SERVICES

Re: H2O OSRO, Inc. - 2012 PREP OSRO Equipment & Spill Management Team Deployment Requirements:

April 3, 2013

Based upon the above Listed PREP Equipment Deployment Exercises that H2O OSRO, Inc. participated in during 2012, we certify that we have met our PREP Equipment Deployment Exercise Requirement for 2012.



Carl J. Oskins
President



CJO/me

OIL, HAZMAT & ENVIRONMENTAL EMERGENCY RESPONSE SERVICES

Facility Response Plan – Orla Terminal Facility Specific Plan
Holly Energy Partners

H2O OSRO, Inc. Equipment Lists

H2O OSRO EQUIPMENT LISTED BY RESPONSE AREA - LAS VEGAS, NV LAS VEGAS AREA REGION

OIL SPILL CONTAINMENT BOOM:

River Boom (*American Marine, Inc.*)
 4" flotation x 6" skirt,
 1/4" Stainless Steel Top Tension Cable,
 Universeal End Connectors,

Total of 2,100 foot:

"LEO" Bag

**Boom Deployment
 Rope Pulling System**

Ancillary Equipment
(Rope, Buoys, Anchors End-Connectors, etc.)

Various Quantities

OIL RECOVERY SKIMMERS & ANCILLARY EQUIPMENT:

Oleophilic 2 Drum Oil Skimmer

- 1 each

*Elastic/American Marine - Model TDS-118
 Recovery Capacity - 1,200 Barrels per day.*

Oleophilic 1 Drum Oil Skimmer

- 1 each

*Crucial, Inc. - Model 1D19P-24"
 Recovery Capacity - 1,900+ Barrels per day*

Oleophilic Triangular Disc Oil Skimmer

- 1 each

*21 discs (Morris Industries)
 Recovery Capacity - 80+ Barrels per day.*

Oleophilic Rope Mop Skimmer

- 1 each

*(Alden Industries)
 Recovery Capacity - 300 Barrels per day*

Oil Spill Response Weir Skimmers - 2 Total:

Slurp (*Slickbar Products Corp.*)

- 1 each

Manta Ray (*Slickbar Products Corp.*)

- 1 each

Generators (*Various Wattage*)

- 2 each

COMMUNICATIONS EQUIPMENT:

Handheld Multi-channel Radios

- 12 each

Mobile Repeater for Handheld Radios

- 1 each

Worldwide Satellite Phone

- 2 each

H2O OSRD EQUIPMENT LIST - LAS VEGAS AREA REGION

PERSONAL PROTECTIVE SAFETY EQUIPMENT:

SCBA's (<i>MSA - 4400 lbs.</i>)	- 2 each
SAR Units	- 4 each
LEL Meters	- 3 each
Multigas Detector (<i>LEL, O2, CO, H2S</i>)	- 2 each
Tripods for Confined Space Entry	- 2 each
Level A HazMat Suits	- 4 each
Level B/C HazMat Suites	- 50 each
Air Purifying Respirators (<i>APR</i>) - Half Face	- 50 each
Air Purifying Respirators (<i>APR</i>) - Full Face	- 25 each
Decontamination Kit System	- 1 each
ICS Safety Vests	- Various Quantities
Hard Hats, Safety Glasses/Goggles, Steel Toe Calf-High Boots	- Various Quantities

EMERGENCY RESPONSE BOATS:

14' Aluminum Utility Work Boat with Mercury 4 Cycle Engine	- 1 each
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OIL SORBENT MATERIALS:

<u>Sorbent Booms</u> <i>8" Dia. x 10' Length - 40 ft. to Bag</i>	- Various Quantities
<u>Sorbent Pads</u> <i>18" x 18" x 3/8" Pads - 100 to Bag</i>	- Various Quantities

EMERGENCY RESPONSE UNITS/VEHICLES:

10 Ton, Emergency Response Vehicles (<i>fully stocked</i>)	- 4 each
Work Utility Trucks	- 9 each
Mobil Emergency Response Incident Command Center Vehicle	- 1 each
4 Wheel ATV	- 1 each

PUMPING & CLEANING UNITS:

Gapvax Vacuum Truck	3,300 gallon capacity	- 2 each
Peterbilt Vacuum Tanker	5,000 gallon capacity	- 1 each
Stainless Steel Vacuum Tanker	6,000 gallon capacity	- 1 each
Vactor Air Mover (<i>w/Hydro-Jetters</i>)	2,500 gallon capacity	- 1 each

H2O OSRO EQUIPMENT LIST - LAS VEGAS AREA REGION

PUMPING & CLEANING UNITS: *(cont.)*

Vacuum Truck	6,000 gallon capacity	- 1 each
Tanker Trailer	3,000 gallon capacity	- 1 each
Vacuum Tanker <i>(Dark Blue)</i>	3,000 gallon capacity	- 1 each
Vacuum Pup Tanker	3,000 gallon capacity	- 1 each
Pressure Washer w/Lt. Trailer		- 3 each
Pressure Washer/Portable		- 2 each
Steam Cleaner <i>(trailer mounted with 300 gal. water tank)</i>		- 2 each
1-4" Centrifugal High Volume Liquid Pipeline <i>(trailer mounted)</i>		- 1 each
Video Pipeline Inspection Camera & Line Locator		- 1 each
Portable TPH Vapor Extraction Unit <i>(trailer mounted)</i>		- 1 each

EXCAVATION EQUIPMENT:

Cat 330 Excavator <i>(with thumb)</i>	- 1 each
Cat 312 Excavator <i>(w/hydraulic breaker Attachment)</i>	- 1 each
Case 580 Backhoe <i>(4WD, enclosed cab)</i>	- 1 each
Case Uni-Loader	- 2 each
Cat Backhoe <i>(4WD, enclosed cab)</i>	- 1 each
Case Mini Excavator	

ROLL-OFF, TRANSPORTATION:

Kenworth Tractor	- 6 each
Freightliner Truck	- 1 each
Peterbilt Transport Tractor	- 1 each
Pace Trailer - 24 ft.	- 1 each
Autocar Dump Truck	- 1 each
10 Wheel Roll-Off Truck	- 1 each
Roll-Off Bins <i>(18 thru 30 yard capacity)</i>	- 20 each
Roll-Off Trailers <i>(53' Rocket Launcher)</i>	- 4 each
Pup Dump Trailer/Semi-trailer	- 1 each
Trailer Roll Pup/Roll-off Trailer	- 1 each
Side Dump Trailers	- 6 each
Converter Dolly Gear	- 4 each
Converter Dolly Transport Trailer	- 1 each
Lt. Deck Trailer - 24 ft.	- 1 each
Utility Trailer	- 1 each
Trailer Flatbed - Lt.	- 1 each
Equipment Trailer - 24 ft.	- 1 each
Van Trailer	- 1 each
Echo Trailer - Lt.	- 1 each
Bulk Utility Trailer w/Tank - Lt.	- 1 each
Water Truck	- 1 each

H2O OSRD EQUIPMENT LIST - LAS VEGAS AREA REGION

PORTABLE WATER/OIL/WASTE STORAGE CAPACITY

1,000 gallon Portable Poly Tank	- 5 each
3,000 gallons Pup Tank Trailer	- 1 each
24,000 gallon Fixed Oil/Waste Storage Tank	- 4 each
<i>(Total Storage Capacity - 98,000 gallons)</i>	

PRODUCT TRANSFER PUMPS:

2 inch Wilden - HDPE Pump	- 1 each
2 inch Wilden - Poly Pump	- 1 each
2 inch Wilden - Aluminum Pump	- 1 each

H2O OSRD EQUIPMENT LISTED BY RESPONSE AREA - RENO, NV RENO AREA REGION

OIL SPILL CONTAINMENT BOOM:

River Boom (*American Marine, Inc.*)
4" flotation x 6" skirt,
1/4" Stainless Steel Top Tension Cable,
Universeal End Connectors,

"LEO" Bag

Ancillary Equipment
(Rope, Buoys, Anchors End-Connectors, etc.)

Total of 2,000 foot:

Boom Deployment
Rope Pulling System

Various Quantities

OIL RECOVERY SKIMMER:

Oleophilic 1 Drum Oil Skimmer
Crucial, Inc. - Model 1D19P-24"
Recovery Capacity - 1,200 Barrels per day

-1 each

Oil Spill Response Weir Skimmers
Douglas Engineering - Skimpack

- 1 each

EMERGENCY RESPONSE BOATS:

14' Aluminum Utility Work Boat
with Honda 4 Cycle Engine

- 1 each

OIL SORBENT MATERIALS:

Sorbent Booms
8" Dia. x 10' Length - 40 ft. to Bag

- Various Quantities

Sorbent Pads
18" x 18" x 3/8" Pads - 100 to Bag

- Various Quantities

EMERGENCY RESPONSE UNITS/VEHICLES:

Emergency Response Vehicle (*Fully Stocked*)
Hazardous Materials Response Unit (*w/generators & compressors*)
Emergency Response Trailer (*fully stocked with exterior lighting*)
Work Trucks
32' Mobil Emergency Response Van/Command Post

- 1 each
- 1 each
- 1 each
- 2 each
- 1 each

H2O OSRD EQUIPMENT LIST - RENO AREA REGION

PERSONAL PROTECTIVE SAFETY EQUIPMENT:

SCBA's (MSA - 4400 lbs.)	- 2 each
SAR Units	- 4 each
Multigas Detectors (LEL, O2, CO, H2S)	- 2 each
Tripods for Confined Space Entry	- 2 each
Level "A" HazMat Suits	- 2 each
Level "B/C" HazMat Suits	- 20 each
Air Purifying Respirators (APR) - Full Face	- 20 each
Air Purifying Respirators (APR) - Half Face	- 20 each
Personal Protective Flotation Devices	- 60 each
Tripods for Confined Space Entry	- 2 each
Decontamination Kit System	- 1 each
ICS Safety Vests	- Various Quantities
Hard Hats, Safety Glasses/Goggles, Steel Toe Calf-High Boots	- Various Quantities

PUMPING & CLEANING UNITS:

Stainless Steel Vacuum Tanker (6,000 gal. capacity, DOT-407/412)	- 1 each
Vacuum Skid/Roll-off Tank (3,000 gal. capacity, DOT407/412)	- 2 each
Vacuum Tanker (5,000 gal. capacity, self-contained pump, DOT-407/412)	- 1 each
Tanker Trailer (3,000 gal. capacity)	- 1 each
Steam Cleaner	
(3,000 psi./3 gpm, trailer mounted 300 gal. water tank)	- 1 each
24,000 psi Hydro Blaster	- 1 each
Video Pipeline Inspection Camera & Line Locator	- 1 each

EXCAVATION EQUIPMENT:

Cat 315 Excavator	- 1 each
Cat Backhoe (4 WD, enclosed cab)	- 1 each
Cat Skid Steer Loader - Uni Loader (w/hydraulic drum turner)	- 1 each
Side Dump Trailers (20 tons)	- 2 each

ROLL-OFF, TRANSPORTATION:

Semi Tractor (3-axle with hydraulic kits)	- 2 each
48' Semi-Van Trailer (with lift gate)	- 1 each
10 Wheel Roll-Off Truck	- 1 each
Roll-Off Trailer (53' Rocket Launcher)	- 1 each
Roll-Off Bins (18 thru 30 yard capacity)	- 6 each

H2O OSRD EQUIPMENT LIST - RENO AREA REGION

PORTABLE OIL/WASTE STORAGE CAPACITY:

1,000 gallon Portable Poly Tanks - 5 each

PRODUCT TRANSFER PUMPS:

2 inch Wilden - HDPE Pump - 1 each

2 inch Wilden - Poly Pump - 1 each

2 inch Wilden - Aluminum Pump - 1 each

COMMUNICATIONS EQUIPMENT:

Satellite Phone - 1 each

Line of Site Radios with a 2 Mile Range - 10 each

FILTRATION EQUIPMENT:

HEPA Negative Air Machines - 8 each

HEPA Vacuums - 2 each

Mercury Vacuums - 1 each

H2O OSRD EQUIPMENT LISTED BY RESPONSE AREA - TAOS, NM TAOS AREA REGION

OIL SPILL CONTAINMENT BOOM:

River Boom (*American Marine, Inc.*)
4" flotation x 6" skirt,
1/4" Stainless Steel Top Tension Cable,
Universeal End Connectors,

"LEO" Bag

Ancillary Equipment

(Rope, Buoys, Anchors End-Connectors, etc.)

Total of 1,100 foot:

Boom Deployment
Rope Pulling System

Various Quantities

OIL RECOVERY SKIMMER & ANCILLARY EQUIPMENT:

Oleophilic 1 Drum Oil Skimmer

Crucial, Inc. - Model 1D19P-42"

Recovery Capacity - 2,400 Barrels per day

- 1 each

Portable Storage

5'x5'x3' Storage Capacity - 50 Barrels (2,100 gallons)

- 1 each

Generators & Compressors

- 1 each

3 hp Power Winch w/Capstan & Stand

- 1 each

EMERGENCY RESPONSE TRAILERS:

18 foot Open Top Emergency Response Trailer

- 1 each

EMERGENCY RESPONSE VEHICLES:

5 Ton - 4 door Crew Cab Truck

- 1 each

Work Utility Truck/SUV

- 2 each

EMERGENCY RESPONSE BOATS:

14' Utility Work Boat

- 1 each

H2O DSRO EQUIPMENT LIST - TAOS AREA REGION

COMMUNICATIONS EQUIPMENT:

Line of Site Radios with a 2 to 26 Miles Range - 40 each

PERSONAL PROTECTIVE SAFETY EQUIPMENT:

SCBA' - 2,200 Lbs.	- 6 each
Combustible Gas Detector	- 1 each
H ₂ S Meter	- 1 each
Toxic Gas Detector	- 1 each
Multigas Detector (<i>LEL, O2, CO, H2S</i>)	- 1 each
Level "B/C" Suits	- 30 each
Air Purifying Respirators - Half Face	- 20 each
Air Purifying Respirators - Full Face	- 20 each
Decontamination Kit System	- 1 each
Personal Protective Flotation Devices	- 25 each
Level "B" HazMat Suits	- 25 each
Hard Hats	- 25 each
ICS Safety Vests	- 60 each
Steel Toe Rubber Boots - Calf High	- 30 each
Tent, Shelter (<i>10' x 10' - EZ Up</i>)	- 3 each

EXTREME COLD WEATHER OIL SPILL RESPONSE EQUIPMENT:

3 hp Ice Auger - 10" Blade	- 3 each
Chain Saw - 28" Bar (<i>Stihl</i>)	- 2 each
Chain Saw - 24" Bar (<i>Hava</i>)	- 1 each
Chain Saw - 22" Bar (<i>Poulan</i>)	- 2 each
Chain Saw - 20" Bar (<i>Poulan</i>)	- 1 each
Chain Saw Chaps	- 20 each
8'x 7'x 7' - I Beam "A" Frame w/Hoist (<i>3000 Lbs.</i>)	- 1 each
Hoist "T" Bars	- 4 each
Ice Hand Saw - 42"	- 1 each
Ice Hand Saw - 48"	- 1 each
JSG - Ice Slotting Miter Guide	- 1 each
Ice Depth Gauge	- 1 each
6' Spud Bars	- 6 each
Snow Shovels	- 10 each
6' x 3' Snow Sleds	- 1 each
Harness - Full Body	- 20 each

H2O OSRD EQUIPMENT LIST - TAOS AREA REGION

EXTREME COLD WEATHER OIL SPILL RESPONSE EQUIPMENT: (cont.)

Safety Glasses	- 50 each
Hard Hat Liners	- 25 each
Ear-muffs	- 25 each
Hard Hats	- 25 each

H2O OSRD EQUIPMENT LISTED BY AREA REGION - BOISE, ID

BOISE AREA REGION

OIL SPILL CONTAINMENT BOOM:

River Boom (*American Marine, Inc.*)
 4" flotation x 6" skirt,
 1/4" Stainless Steel Top Tension Cable,
 Universeal End Connectors,

"LEO" Bag

Ancillary Equipment

(*Rope, Buoys, Anchors End-Connectors, etc.*)

Total of 2,000 foot:

**2 ea. Boom Deployment
 Rope Pulling System**

Various Quantities

OIL RECOVERY SKIMMER & ANCILLARY EQUIPMENT:

Oleophilic 1 Drum Oil Skimmer

Crucial, Inc. - Model 1D19P-24"

Recovery Capacity – 1,200 Barrels per day

- 2 each

EMERGENCY RESPONSE BOATS:

**14' Aluminum Utility Work Boat
 with Honda 4 Cycle Engine**

- 2 each

EMERGENCY RESPONSE UNITS/VEHICLES:

Emergency Response Trailer (*fully stocked with exterior lighting*)

- 2 each

Emergency Response Vehicle (*fully stocked*)

- 2 each

Hazardous Materials Response Unit (*w/generators and compressors*)

- 2 each

COMMUNICATIONS EQUIPMENT:

**Line of Site Radios with a 2 - 26 Miles Range
 Satellite Phone**

- 24 each

- 1 each

H2O OSRD EQUIPMENT LIST - BOISE AREA REGION

OIL SORBENT MATERIALS:

Sorbent Booms

8" Dia. x 10' Length - 40 ft. to Bag

- Various Quantities

Sorbent Pads

18" x 18" x 3/8" Pads - 100 to Bag

- Various Quantities

PERSONAL PROTECTIVE SAFETY EQUIPMENT:

SCBA - 4,400 Lbs.	- 4 each
Multigas Detector (<i>LEL, O2, CO, H2S</i>)	- 4 each
Ohio Lumex RA915 Light - Mercury Vapor Analyzer	- 2 each
Level "A" HazMat Suits	- 4 each
Level "B/C" HazMat Suits	- 20 each
Air Purifying Respirators - Half Face	- 20 each
Air Purifying Respirators - Full Face	- 20 each
Decontamination Kit System	- 2 each
Personal Protective Flotation Devices	- 20 each
Hard Hats	- 20 each
ICS Safety Vests	- 20 each
Steel Toe Calf-High Rubber Boots	- 20 each

PUMPING and CLEANING UNITS:

Vactor Air Movers (<i>w/Hydro-Jetter - 2,500 gal. capacity</i>)	- 1 each
Vacuum Tanker (<i>Stainless Steel - 5,000 gal. capacity</i>)	- 1 each
Steam Cleaner (<i>3,000 psi./3 gpm, trailer mounted 300 gal. water tank</i>)	- 1 each

EXCAVATION EQUIPMENT:

Cat 322 Excavator	- 1 each
Cat Backhoe (<i>4 WD, enclosed cab</i>)	- 1 each
Cat Skid Steer Loader (<i>w/hydraulic drum turner</i>)	- 1 each
Air Compressor, Concrete Saw, 5K Generator	- 1 each
Side Dump Trailer (<i>20 Tons</i>)	- 1 each

H2O OSRD EQUIPMENT LIST - BOISE AREA REGION

PORTABLE OIL/WASTE STORAGE CAPACITY

Portable Poly Storage Tanks (*500 to 5,000 gal. capacity*) - 3 each

PRODUCT TRANSFER PUMPS:

2 inch Wilden - HDPE Pump - 1 each
 2 inch Wilden - Poly Pump - 1 each
 2 inch Wilden - Aluminum Pump - 1 each

ROLL-OFF, TRANSPORTATION

Semi Tractor (*3-axle with hydraulic kits*) - 1 each
 10 Wheel Roll-Off Truck - 1 each
 Roll-Off Trailer (*53' Rocket Launcher*) - 1 each
 Side Dump Trailer - 1 each
 Roll-Off Bins (18 thru 30 yard capacity) - 6 each

FILTRATION EQUIPMENT:

HEPA Negative Air Machines - 2 each
 HEPA Vacuums - 2 each
 Mercury Vacuum - 1 each

H2O OSRO EQUIPMENT LISTED BY AREA REGION - PHOENIX, AZ

PHOENIX AREA REGION

OIL SPILL CONTAINMENT BOOM:

River Boom (*American Marine, Inc.*)
 4" flotation x 6" skirt,
 1/4" Stainless Steel Top Tension Cable,
 Universeal End Connectors,

Total of 1,000 foot:

Ancillary Equipment
 (Rope, Buoys, Anchors End-Connectors, etc.)

Various Quantities

Oil Spill Response Weir Skimmers - 2 Total:

Slurp (*Slickbar Products Corp.*)

- 1 each

EMERGENCY RESPONSE BOATS:

14' Aluminum Utility Work Boat
 with Honda 4 Cycle Engine

- 1 each

EMERGENCY RESPONSE UNITS/VEHICLES:

Emergency Response Vehicle (fully stocked)
 Emergency Response Trailer (*fully stocked with exterior lighting*)
 Hazardous Materials Response Unit (*w/Generators & Compressor*)

- 1 each

- 1 each

- 1 each

COMMUNICATIONS EQUIPMNENT:

Line of Site Radios with a 2 - 26 Miles Range

- 12 each

OIL SORBENT MATERIALS:

Sorbent Booms

8" Dia. x 10' Length - 40 ft. to Bag

- Various Quantities

Sorbent Pads

18" x 18" x 3/8" Pads - 100 to Bag

- Various Quantitie

H2O OSRD EQUIPMENT LIST - PHOENIX AREA REGION

PERSONAL PROTECTIVE SAFETY EQUIPMENT:

SCBA - 4,400 Lbs.	- 2 each
Multigas Detector (<i>LEL, O2, CO, H2S</i>)	- 2 each
Level "A" HazMat Suits	- 2 each
Level "B/C" HazMat Suits	- 10 each
Air Purifying Respirators - Half Face	- 10 each
Air Purifying Respirators - Full Face	- 10 each
Decontamination Kit System	- 1 each
Personal Protective Flotation Devices	- 10 each
Hard Hats	- 10 each
ICS Safety Vests	- 10 each
Steel Toe Calf-High Rubber Boots	- 10 each

PUMPING and CLEANING UNITS:

Vacuum Tanker (<i>Stainless Steel - 6,000 gal. capacity</i>)	- 1 each
Vactor Air Movers (<i>w/Hydro-Jetters - 2,500 gallon capacity</i>)	- 1 each
GapVax Wet/Dry Industrial Vacuum Truck (<i>3,000 gal. capacity</i>)	
Steam Cleaner	
(<i>3,000 psi./3 gpm, trailer mounted 300 gal. water tank</i>)	- 1 each
Video Pipeline Inspection Camera & Line Locator	- 1 each

EXCAVATION EQUIPMENT:

Cat 322 Excavator	- 1 each
95XT Case Steer Loader (<i>with Hydraulic Drum Turner</i>)	- 1 each
Side Dump Trailer (<i>20 tons</i>)	- 1 each

ROLL-OFF & TRANSPORTATION:

Semi Tractor (<i>3-Axle with Hydraulic Kits</i>)	- 1 each
48' Semi-Van Trailer (<i>with Lift Gate</i>)	- 1 each
Roll-Off Bins (<i>18 thru 30 yard capacity</i>)	- 6 each

FILTRATION EQUIPMENT:

HEPA Negative Air Machines	- 2 each
HEPA Vacuums	- 3 each
Mercury Vacuums	- 1 each