

Savannah Spill Response Corporation
OPA 90 NPREP Tabletop Exercise

PARTICIPANT MANUAL
October 1st & 2nd 2024

Preface

The 2024 Savannah Spill Response Corporation OPA 90 NPREP Tabletop Exercise is sponsored by the members of the Savannah Spill Response Corporation. This Participant Manual was produced with input, advice, and assistance from the 2024 Exercise Planning Team, which included members of the Savannah Spill Response Corporation, Gallagher Marine Systems, and United States Coast Guard MSU Savannah.

This manual provides officials, observers, and participants from participating organizations information they need to observe or participate in the NPREP Functional Tabletop Exercise. The purpose of this exercise is to focus on participants' emergency response plans, policies, and procedures, as they pertain to a pollution discharge scenario. Information in this manual is current and subject to change as directed by the Exercise Design Team.

On behalf of the Exercise Design Team, we thank you for your time and participation during this exercise and remind you to maintain safety awareness throughout this exercise to ensure everyone arrives home safely.

Participant's Responsibilities

Safety

The experience and knowledge gained in this exercise is not worth risking the safety of those involved.

- ***Safety is our first priority!***
- Every individual is responsible for his or her safety.
- Announce any threat and/or actual emergency by announcing: ***STOP EXERCISE, REAL EMERGENCY!***
- **In the event of an actual emergency, all participants will follow the direction of the Safety Officer.**
- Take appropriate immediate action to eliminate all safety hazards.
- Section Chiefs and Unit Leaders are responsible for the safety of those working with them.
- If you think that a planned activity is unsafe, immediately stop all work and consult your Unit Leader or an Exercise Controller before acting.
- If you do not know how to perform an assigned duty safely, consult your Unit Leader or an Exercise Controller before acting.

Injuries and Emergencies

For emergency services:

Phone: 912-651-6756 (Local)

911

- **In the event of an actual emergency, all participants will follow the direction of the Safety Officer.**
- Any actual injury/emergency will also be reported to Exercise Control.
- Report all mishaps or “near misses,” to your immediate supervisor or an Exercise Controller.

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Exercise Events and Locations

Location: Embassy Suites
605 West Oglethorpe Avenue
Savannah, Georgia 31401

Tuesday October 1st (times are subject to change)

- 1000 – Arrive and check in
- 1100 – GMS Team Intro
- 1130 – Lunch / Meet and Greet
- 1230 – Team Training (ICS Process, ICS-201, ICS-214)
- 1330 - Section Training (Command, Safety, Ops, Plans, Logistics, Finance)
- 1500 – ICP Set-up and daily wrap-up

Wednesday October 2nd, 2024

- 0730 – Team Arrival and check in (This year we will be using QR codes to check-in)
- 0800 – Exercise Framework / Scenario Introduction / Ground Rules
- 0825 – Team Assignments (Projected based off check in)
- 0830 – Exercise kick-off
- 0900 – ICS-201 Briefing
- Rest of Schedule TBD by IMT play
- 1330 – Press Conference
- 1500 – End Ex / Hotwash

Exercise Overview

INTRODUCTION

The National Preparedness for Response Exercise Program (NPREP) was created to satisfy the intent of section 4202(a) of the Oil Pollution Act of 1990 (OPA 90). The NPREP provides a framework and guiding principles for conducting oil pollution response exercises as outlined in the Federal Water Pollution Control Act. NPREP completion timelines range from once per quarter (small-scale, limited scope) to once every three years (large-scale, industry participation). To ensure that the area maritime community remains prepared for oil pollution response, NPREP exercises are documented and evaluated to reinforce best practices and identify opportunities for improvement. The exercise scenario will require a Unified Command based response organization comprised of responders from local, state, federal and industry response organizations, as well as community representatives and other stakeholders. The Savannah Spill Response Corporation Training and NPREP Functional Tabletop Exercise will consist of two training modules with practical exercises on October 1st, 2024, starting at 11.00 AM and ending around 14.30 PM with the exercise starting immediately thereafter; the exercise will then resume on October 2nd, starting at 08.10 AM and ending at approximately 15.00 PM. The entire training evolution will take place at the Embassy Suites.

OBJECTIVES

The following objectives were developed by SSRC and in addition to the PREP Objectives listed below:

- Conduct exercise in accordance with required NPREP guidelines to obtain credit for the exercise.
- Develop and test the Incident Command System (ICS) incident action planning using a realistic simulated incident.
- Test Inter-agency teamwork, communications, and interaction through the implementation of the Incident Command System during a realistic simulated incident
- Demonstrate how to properly facilitate ICS meetings, keeping an approved agenda and time schedule.
- Train participants on ICS best practices and implementation through exercise position assignments and interactions
- Develop and prepare press releases and conduct press conferences to keep both stakeholders and the public informed.

This 2024 exercise is designed to meet the following PREP Objectives:

1. Notifications
2. Staff Mobilization
3. Response Management System
4. Source Control
5. Assessment
6. Containment
7. Mitigation
8. Protection
9. Disposal
10. Communications
11. Transportation
12. Personnel Support
13. Equipment Maintenance and Support
14. Procurement
15. Documentation

Exercise Scenario

Date – September 30th, 2024

On scene weather – Rain and Fog

At approximately 2330 an automobile was transiting through a parking lot adjacent to the Fuji Vegetable Oil tank farm at a high rate of speed. The car lost control and careened into a ditch subsequently flipping end over end eventually impacting an 8” pipeline.

The driver fled the scene and is still at large.

Product is currently spilling from the severed 8” pipeline. The source cannot be secured.

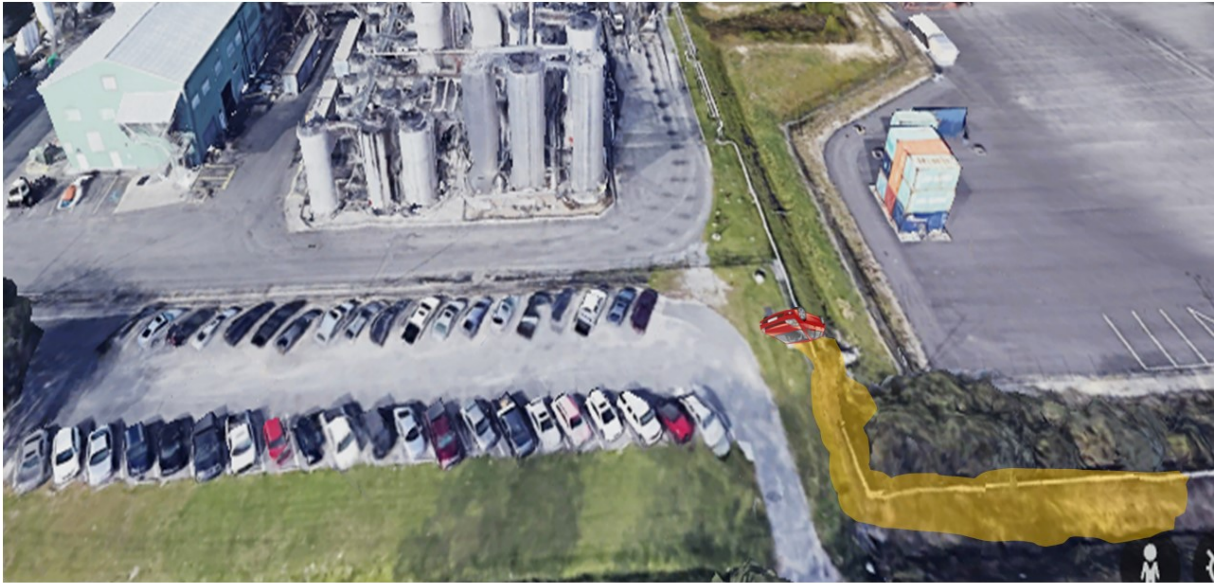
Approximately 10,000 gallons of Vegetable Oil has been discharged into the creek bed and is currently flowing towards the river. Due to all the rain the creek bed is full and this additional product is causing some overflowing

- Initial Tasking for the SSRC team is: Develop an ICS-201 for your initial response and be prepared to brief out the night crew coming in.

Based on the ICS-201s created by the SSRC team the GMS staff will create an enhanced ICS-201 covering the night shift activities with the additional injects; (GMS IC will brief out evening activities to the day crew of SSRC when Oct 2nd activities begin)

Red Circle with X is the pipeline that has been compromised by the car crash.





Exercise Deliverables

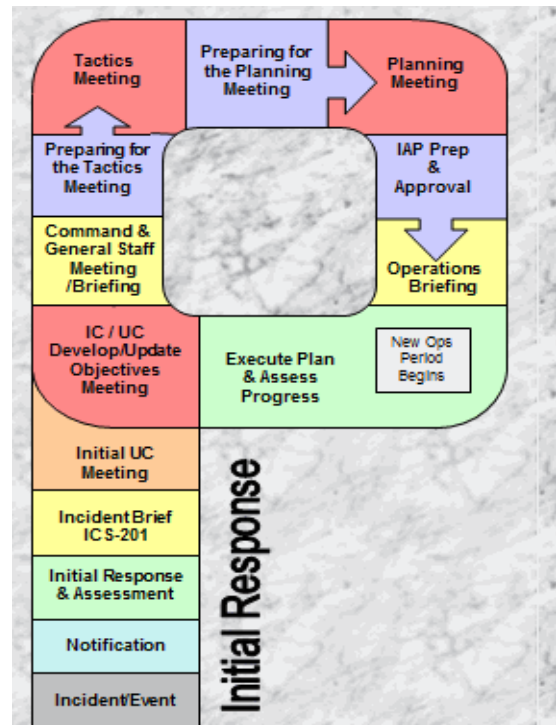
During the Design Process, goals and objectives were established and defined for this exercise.

It is important, depending on the Exercise Scope and Type, to establish deliverables. Too often, the expectations of the participants are unachievable given the time available in the exercise. These deliverables generally will fall into the following categories:

ICS Management of the Incident -- Use of the deliberate Planning Cycle (the Planning P) to establish the operational period and the conduct of meetings identified for each operational period.

Using Planning P, set your expectation for the distance you will travel around the P.

- Incident Brief (ICS 201)
- Initial IC/UC Meeting
- IC/UC Objectives Meeting
- Command/General Staff Meeting/Briefing
- Preparing for the Tactics Meeting
- Tactics Meeting
- Preparing for the Planning Meeting
- Planning Meeting (modified)
- IAP Prep (not finalized)
- Operations Briefing



ICS Forms, Accompanying Plans and Documentation

Use of the appropriate ICS Forms Set and necessary Plans to support/manage the Incident.

Using the Planning P, set your expectation to produce deliverables associated with the distance you will travel around the P.

- ICS 201
- ICS 202
- ICS 203/207

- ICS 204 and ICS 215 (some)
- ICS 205
- ICS 205a
- ICS 206
- ICS 209
- ICS 211p
- ICS 213rr
- ICS 214
- ICS 214a
- ICS 219 T-Cards (or appropriate resource tracking)
- Site Safety Plan (preliminary)
- Other Plans

Exercise Artificialities

Exercise designers attempted to maintain realism for the event while also maximizing training opportunities for the participants. In instances where the two conflicted, realism was sacrificed to maximize the training benefit. Participants should be aware of the associated exercise “artificialities,” and consider potential implications for responding to/planning for future events.

GENERAL ARTIFICIALITIES

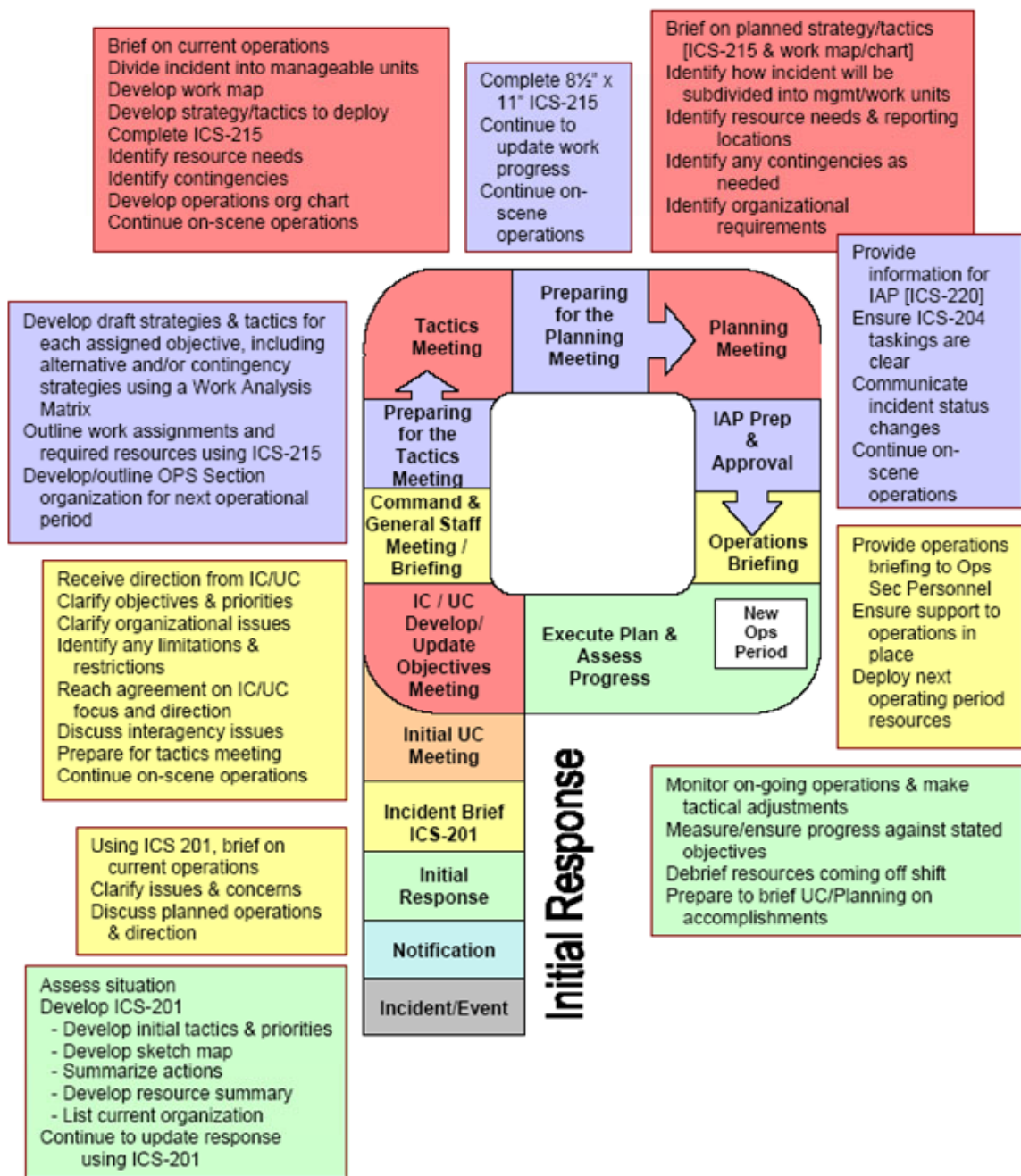
1. The Incident Command Post will be set up on Tuesday but not fully operational until first thing in the morning October 2nd, at the Embassy Suites.
2. The source in reality may have been secured earlier than we are allowing it to be.
3. Gallagher Marine Systems has provided Coaches in each Section to guide all participants in their positions and responsibilities throughout the planning process. If you find you have nothing to do or are not engaged, please reach out to these people who will then provide guidance for you.
4. No actual law enforcement will be engaged regarding the driver of the vehicle.

Exercise Rules

1. All participants shall follow NIMS ICS procedures to guide their activities (including meeting attendance).
2. While in exercise spaces, you must wear your issued exercise credentials and vest, as appropriate, always.
3. For all verbal communications placed to external parties, begin and end with the words, ***"This is a drill."*** All written communications will include the words, ***"This is a drill."***
4. Participants in the exercise should take all actions that would normally be taken in an actual situation (excluding the deployment of response equipment).
5. Contact with people or organizations will be made as it would in a real event. However, **DO NOT** make any real purchases or mobilize any real equipment.
6. Environmental conditions will be real-time observations and forecast. Hazardous material plumes, and monitoring/sampling data shall be based off those conditions.
7. Exercise Control will be implementing injects to add realism to the exercise. Participants will be receiving phone calls, written messages, or verbal messages from the control element. If a Participant determines that they are not the proper person to answer or respond to an inject, it is the Participant's responsibility to advise their controller/evaluator. Ignoring or avoiding injects will not enhance the training opportunities for the response organization. All injects are tracked by the control staff.
8. The scenario was created to facilitate exercising the objectives set forth by the Joint Design team. As such, there is some artificiality. *Focus on the response issues and not the plausibility of the scenario. Arguments/Discussions about the exercise plausibility will be terminated by Exercise Control.*
9. The exercise is intended to be a learning experience and to better prepare response personnel to respond to an actual incident using ICS. Participants should carry out their functions assigned to them from the Incident Commander or Unified Command. Do not hesitate to ask a Controller/Coach if you are uncertain about some element of the exercise that impacts **your** area of responsibility.
10. Resource Ordering Process:

All responders must ensure they keep the Controller/Coach within their respective area informed of all resources (personnel and equipment) deployed and ordered to the response. Standard ICS ordering procedures shall be followed.

The Operational Planning "P"



Coaches will be supporting the participant's response operations using the National Incident Management System (NIMS) Incident Command System (ICS) during this exercise. The Planning "P" depicts the incident planning process and time frames for conducting meetings and planning actions that culminate in the development and approval of an Incident Action Plan.

Exercise Evaluation

During any Area Exercise most of the 15 PREP core components will be exercised, however, not all will be evaluated. An objective-based evaluation system based on core components will be used. This system focuses on providing data on response processes and the outcome of those processes.

The three methods that will be used to gather evaluation data for this exercise are:

1. Designated evaluators will observe exercise play actions and compare the actions taken to the evaluation criteria.
2. A Participants debrief will occur immediately following the exercise to allow the Participants, by section, to identify those portions of the exercise that went well and those portions that could use improvement.
3. Each Participant will be expected to fill out an exercise critique form that provides another tool for the Participants to communicate with the Joint Evaluation Team.

Preparedness for Response Exercise Program Core Components

1. **Notifications:** Test the notification procedures identified in the Area Contingency Plan and the associated responsible party's response plans.
2. **Staff Mobilization:** Demonstrate the ability to assemble the spill response organization identified in the Area Contingency Plan and the associated responsible party's response plans.
3. **Ability to operate within the Response Management System described in the plan:** Demonstrate the ability of the response organization to work within a UC.
4. **Source Control:** Demonstrate the ability of the spill response organization to control and stop the discharge at the source.
5. **Assessment:** Demonstrate the ability of the spill response organization to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.
6. **Containment:** Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.
7. **Mitigation (formerly Recovery):** Demonstrate the ability of the response organization to mitigate the discharged product using oil spill countermeasures, including, but not limited to, dispersants, in-situ burning, and bioremediation, in addition to mechanical oil recovery

8. **Protection:** Demonstrate the ability of the spill response organization to protect environmentally and economically sensitive areas identified in the Area Contingency Plan and the respective industry response plans.

9. **Disposal:** Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.

10. **Communications:** Demonstrate the ability to establish an effective communications system for the spill response organization.

11. **Transportation:** Demonstrate the ability to provide effective multi-mode transportation both for execution of the discharge and support functions.

12. **Personnel Support:** Demonstrate the ability to provide the necessary support of all personnel associated with the response.

13. **Equipment Maintenance and Support:** Demonstrate the ability to maintain and support all equipment associated with the response.

14. **Procurement:** Demonstrate the ability to establish an effective procurement system.

15. **Documentation:** Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

Participants Debrief Process

PARTICIPANT'S ROLE

1. Report to the ICS Section you were in during the exercise, e.g., Unified Command, Operations, Planning, etc. The Coach of the Section will assign someone to facilitate the group discussion.
2. Brainstorm these areas:
 - a) List things that went well during the exercise.
 - b) List areas that need improvement.
 - c) Make specific recommendations to address each area for improvement identified.
3. Reduce comments to a maximum of three bullets for each category. Prepare a group report using the formatted debrief form provided.

COACH ROLES

1. The Coaches assigned to each section will function as the facilitator for each group. The Coach is required to:
 - a) Explain the debrief process and report expectations.
 - b) Encourage broad participation and limit war stories.
 - c) During brainstorming, keep it moving and avoid evaluating each thought.
 - d) Develop consensus on key comments.
 - e) Ensure each group completes their Participant's Debrief Form within established deadlines.
 - f) Collect all raw materials. This information will be submitted to the Evaluation Director along with Observation/Critique forms immediately following the Participants' Debrief.

DISCUSSION GROUND RULES

1. Group consensus is desired, meaning a work product that group members can "live with and actively support".

DESIRED OUTCOME

1. Develop a list of observations, lessons learned, and recommendations that can be used by Plan Holders to improve plans and responses.

Participant Debrief Form

ICS Section: _____ Role: _____

What went well during the exercise?

What are areas that need improvement?	Recommendations to address each:
•	•
•	•
•	•

1) From the perspective of your role in the exercise, were the exercise objectives met?

2) What unresolved issues remain?

3) Did the conduct of the exercise and construct of the scenario allow you to carry out your IMT role? If not, what kept you from carrying out your role and what were the consequences?

4) Did you experience disruptions to your ICS/IMT response capabilities? If so, specifically what were the interruptions?

5) Miscellaneous Comments:
