### Incident name Joint Information Center Established

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Incident name joint information center established Location, State**

A Joint Information Center has been established at location to disseminate response information for the incident name.

The media is requested to use the phone numbers listed below for incident response inquiries and interviews.

(###) ###-####

(###) ###-####

(###) ###-####

A website with incident response information can be found at the following URL: [www.incidentwebsite.com](http://www.incidentwebsite.com), @twitter, other social media tools

Members of the Unified Command are responding to a type spill near location, today. The ---- was reportedly carrying nearly max capacity gallons of type of product, but it is not known how much of the product was discharged.

The cause of the incident is under investigation.

###

### Incident Media Briefing

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Incident name media briefing location, State**

The incident name unified command is holding a media briefing at the location today to discuss response topic.

WHEN: time, day

WHERE: building name, room number, exact location, street address, city, state

WHO: (name, agency), Federal On Scene Coordinator

(name, agency), State On Scene Coordinator

(name, agency), Local On Scene Coordinator

(name, representing) Tribal On Scene Coordinator

(name, agency), Responsible Party

BACKGROUND: Incident summary, something happened at some place some day. Typically can be the lead paragraph from previous release.

Please visit [www.incidentwebsite.com](http://www.incidentwebsite.com/) for incident response information. @twitter, other social media tools

###

### Response Continues

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Incident name spill response continues location, State**

Members of the unified command continue to coordinate product type spill recovery operations in the location, dateline.

Responders have recovered more than ----- gallons of oily water mixture and -- yards of solid soiled waste. More than ----- feet of containment boom and -- responders have been deployed to conduct shoreline assessments and recover as much product as possible.

Shipping traffic is still required to maintain minimum safe speed from ------ to ------ to minimize the impact to clean-up operations. The unified command will continue to closely monitor the situation and will adjust commercial traffic accordingly.

The unified command consists of representatives from the who.

What happened, where at approximately --: a.m. dateline.

[Statement about public health warnings, air, water etc..., wildlife impacts] There have been no reports of impacted wildlife. Air monitoring is being conducted by [agency] and results are at safe levels.

[Statement about use of volunteers needed?] The use of volunteers is not requested at this time. However, if you would like to register as a volunteer, go to [www.oilspills101.wa.gov](http://www.oilspills101.wa.gov).

The cause of the incident is under investigation. Drug and alcohol tests will be performed.

Please visit [www.incidentwebsite.com](http://www.incidentwebsite.com/) for incident response information. @twitter, other social media tools

###

### Unified Command Approves Dispersants

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Unified Command has approved the use of dispersants for the Incident name, location, State**

The Unified Command has approved the use of the chemical dispersant name in order to break up the oil slick and protect shoreline habitat, seabirds and marine mammals from becoming oiled due to the fuel spill recovery operations in the location, dateline.

Dispersants break down oil into smaller particles helping it to disperse and sink below the surface. Before dispersants are used a range of criteria must be met:

* The application of dispersants must be within a pre-authorized dispersant use zone, as designated by the Northwest Area Contingency Plan, or it must be authorized on a case-by-case basis by the Region X, Regional Response Team.
* The application of dispersants must provide an environmental benefit for species at risk and/or species of special concern.
* The application of dispersants must be done safely and in accordance with standard marine and aviation practices.

Federal and state trustee agencies identified the list species of special concern in which dispersant use will potentially benefit as species of special concern and of significant risk of injury from this oil spill, especially if the spill were allowed to spread and hit sensitive habitats and shorelines.

Wildlife and resource agencies believe that these species will be benefited by the use of dispersants and will monitor the operations as appropriate for these species.

(Provide any information, as necessary on fisheries and plans for any seafood tainting panels)

The unified command consists of representatives from the who.

[Statement about public health warnings, air, water etc..., wildlife impacts] There have been no reports of impacted wildlife. Air monitoring is being conducted by [agency] and results are at safe levels.

[Statement about use of volunteers needed?] The use of volunteers is not requested at this time. However, if you would like to register as a volunteer, go to [www.oilspills101.wa.gov](http://www.oilspills101.wa.gov).

The cause of the incident is under investigation. Drug and alcohol tests will be performed.

Please visit [www.incidentwebsite.com](http://www.incidentwebsite.com/) for incident response information. @twitter, other social media tools

###

### Fishing Activity Suspended

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Fishing activity suspended due to incident name spill response location, Washington**

Members of the unified command have suspended all fishing for human consumption in the areas affected by the oil until at least date, or when state health officials have determined that fishing can safely be reopened.

Unified Command is working local health departments and other agencies to conduct the fish safety evaluation.

These agencies are collecting samples of fish and shellfish from the area impacted by the spill. Samples of fish are being collected from various locations in water body and along the coast. The samples will be tested for toxic chemicals that are found in the oil, which can accumulate to dangerous levels in fish and shellfish. The main toxins of concern in the oil that was released are a group of chemicals called polycyclic aromatic hydrocarbons (PAH). Long-term exposure to high levels of PAHs is associated with an increased risk of developing cancer.

Safety guidelines call for avoiding consumption of any fish or shellfish from water body until analysis of the collected samples is completed. Visible oil or oily smell are obvious indications of contamination, but fish and shellfish from the spill area could still pose a potential risk even if there are no visible signs of contamination.

In addition, health officials are asking people to stay away from shore areas until cleanup efforts are completed. After beaches are reopened, people who find oil deposits along the shore should report them to [phone# for ongoing response information – or the number of the state environmental agency (DOE, ODEQ, IBHS) monitoring the incident.

Safety advice for beaches in the spill area:

* Avoid direct contact with spilled oil, which can cause skin irritation. Prolonged contact can cause rashes.
* If you get oil or tar on your skin, wash it off with soap and water, and be certain to wash your hands before eating.
* If you get oil on your clothing, wash it in the usual way. There is no need to use harsh detergents, solvents or other chemicals to wash oil from skin or clothing.
* Do not burn driftwood or other debris that may be contaminated with oil.
* Use common sense. Do not swim in water with an oil slick and do not swallow water from the area. Oil- contaminated water can cause choking and lead to severe pneumonia if it gets into the lungs.
* There is no risk of adverse health effects from breathing air near spilled oil unless there is prolonged exposure to fumes in closed spaces.
* Fish and shellfish caught from waters outside the spill area remain as safe to eat as before the spill, but marine life from the spill area should be avoided until the evaluation of its safety is completed.

[Statement about public health warnings, air, water etc..., wildlife impacts] There have been no reports of impacted wildlife. Air monitoring is being conducted by [agency] and results are at safe levels.

[Statement about use of volunteers needed?] The use of volunteers is not requested at this time. However, if you would like to register as a volunteer, go to [www.oilspills101.wa.gov](http://www.oilspills101.wa.gov).

The cause of the incident is under investigation.

Please visit [www.incidentwebsite.com](http://www.incidentwebsite.com/) for incident response information. @twitter, other social media tools

###

### Volunteer Hotline Established

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release #?**

Date: Contact:

(XXX) XXX-XXXX

**Incident name volunteer hotline established location, State**

The unified command has activated a Volunteer Hotline at number for people who would like to contribute to the product type spill recovery operations near location, dateline.

The Volunteer Hotline will provide updates on the spill response and will allow potential volunteers to provide their contact information, availability, and applicable skills. You can also register at [www.oilspills101.wa.gov](http://www.oilspills101.wa.gov).

“We appreciate the public’s outpouring of support and their desire to help out in the unfortunate event,” said Name, Public Information Officer for the Incident name Response. “We are doing everything we can to minimize impacts to the environment and protect the wildlife that lives here. At this time, we are evaluating how we may best use volunteers in our response in a way that is both safe for the volunteers and productive.”

Volunteers have been used in previous oil spill responses, with activities coordinated through the unified command. By calling the Volunteer Hotline number or registering on the www.oilspills101.wa.gov, prospective volunteers will get the most up-to-date information on whether their time and skills will be needed.

Volunteers and others should stay away from the spill site and not attempt to rescue oiled wildlife, as this may hamper clean-up efforts and increase the danger to both wildlife and humans. Oil is a toxic substance and only those with hazardous materials training are authorized to clean up oil. For the safety of both the public and the animals, only trained wildlife specialists will handle oiled wildlife.

The public can help at this time by reporting any oiled animals to number. The wildlife response organization name uses modern equipment and facilities and has trained staff to care for the oiled wildlife. Personnel experienced in animal capture and handling will respond at the earliest opportunity, presenting the best chance for wildlife survival.

The public’s cooperation is greatly appreciated.

Please visit [www.incidentwebsite.com](http://www.incidentwebsite.com/) for incident response information. @twitter, other social media tools

###

### Fact Sheet Templates

**Initial Incident Details**

*Joint Information Center*

**(Unified Command logos/names here)**

**Situation Report**

Date: Contact:

(XXX) XXX-XXXX

**FACT SHEET: Incident name spill response near location, State**

Members of the unified command continue to coordinate product type spill recovery operations in the location, dateline.

Incident summary, something happened at some place some day. Typically can be the lead paragraph from previous release. **Cleanup operations for product released from the vessel name will continue and are being closely monitored until long term salvage or oil pollution mitigation plans can be finalized.**

**Unified Command:**

* + - Members consist of the who.
    - Agencies contributing to the response include who else.

Current activity:

* + - Responders continue oil/water mixture removal from the -------.
    - Crews continue to tend the hard boom while removing and replacing the sorbent boom used to collect the oil.
    - Responders deployed skimmers.
    - Responders place recovered oil into a temporary storage tank where it will decant, settle and separate, for later quantification.

Quantities:

* + - Vessel name had a max capacity of ------ gallons aboard at the time of the incident.
    - ------ gallons of oil/water mixture recovered to date.
    - The Oil Spill Liability Trust Fund is currently at $--- million. More information on the OSLTF is available at http://www.uscg.mil/npfc/About\_NPFC/osltf.asp.

Equipment and personnel on scene:

* + - ---- skimmers
    - ---- skiffs
    - ---- temporary storage tanks for recovered oil
    - ---- vacuum truck
    - ---- personnel from -------
    - ---- on scene recovery capacity compared to state requirements---- and federal requirements----

\* Note: Only use this metric if the on scene capacity is greater than state and federal requirements.

Safety:

* + - The Coast Guard Vessel Traffic Service has requested vessel and recreational traffic inbound and outbound direction of ----- travel with no wake as a safety measure for responders working in and on the water.

Wildlife:

* + - --wildlife impacts have been reported at this time. Crews will monitor for oiled wildlife for the duration of the spill cleanup. Anyone seeing oiled wildlife should report it to XXX-XX-XXXX.

Fishery Closure:

* + - Location

Ship Facts:

* Built in ----.
* Length -----
* Beam -----
* Draft -----
* ----- Flagged
* Max capacity of the tanks is approximately ------ gallons.

Photo and video resources

###

### Unified Command

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release**

Date: Contact:

(XXX) XXX-XXXX

**FACT SHEET: Unified Command**

An **effective *Unified Command (UC)* is indispensable to response activities and requires a clear understanding of the roles and responsibilities of each participating organization.** Success requires ***unity of effort****,* which respects the chain of command of each participating organization, while harnessing seamless coordination across jurisdictions in support of common objectives.

Use of the Incident Command System (ICS) is an important element across multijurisdictional or multiagency incident management activities. It provides a structure to enable agencies with different legal, jurisdictional, and functional responsibilities to coordinate, plan, and interact effectively on scene. As a team effort, the UC is made up of Incident Commanders (IC) from agencies with jurisdictional authority and/or functional responsibility for the incident. This allows each agency or IC to provide joint support through mutually developed incident objectives and strategies established at the command level. Each participating agency maintains its own authority, responsibility, and accountability, while the UC provides a forum for these agencies to make consensus decisions.

**The need for UC arises when incidents:**

* Cross geographic boundaries (e.g., two states, international boundaries);
* Involve various governmental levels (e.g., federal, state, local);
* Impact functional responsibilities (e.g., Search and Rescue, fire, oil spill, EMS); or
* Some combination of the above.

The UC is responsible for: (1) developing a single set of objectives; (2) using a collective, strategic approach; (3) improving information flow and coordination; (4) creating common understanding of joint priorities and restrictions; (5) ensuring that no agency’s legal authorities are compromised or neglected; and (6) optimizing the combined efforts of all agencies under a single plan.

**UC representatives must be able to:**

* Agree on incident objectives and priorities;
* Have the capability to sustain a 24-hour-7-day-a week commitment to the incident;
* Have the authority to commit agency or company resources to the incident;
* Have the authority to spend agency or company funds;
* Agree on constraints/limitations, priorities, decisions and procedures;
* Agree on an incident response organization;
* Agree on the appropriate Command and General Staff position assignments to ensure clear direction for on-scene tactical resources;
* Commit to speak with “one voice” through the Public Information Officer (PIO) or Joint Information Center (JIC), if established;
* Agree on managing sensitive information and operational security issues;
* Agree on logistical support including resource ordering procedures; and
* Agree on cost-sharing and cost accounting procedures, as appropriate.

In general, a successful UC is a team. A UC is to skillfully use the strengths of each IC and acknowledges each representative’s unique capabilities and authorities. A UC has a shared understanding of the situation and agrees on common objectives to bring the incident to closure. A UC is open to different perspectives and knows that contentious issues may arise, but that ICS inherently relies on the UC framework to provide the forum to resolve problems and find solutions.

###

### Boom

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release**

Date: Contact:

(XXX) XXX-XXXX

**FACT SHEET: Boom**

Spilled oil may be contained by using a floating physical barrier called boom. Boom floats on the surface, but parts may extend above and below it. Because oil floats on water, the boom needs only to prevent surface movement at the top of the water to be effective.

Boom length is measured in feet, and it is not unusual for thousands of feet of boom to be deployed for even a modest spill. Boom sizes are described in inches of freeboard and skirt. A 6-by-12 boom has a six-inch-high freeboard and 12-inch-deep skirt. Boom typically is manufactured in high-visibility colors, such as white, yellow or orange, for easy tracking by response teams and for the safety of vessels operating nearby.

Boom is not a perfect containment device. Waves can carry oil over a boom and a current may force oil under it. Boom is more effective directing oil which moves at a slight angle to the line of boom than as a barrier blocking the slick's movement. Such circumstances may require replacing light boom with boom having higher freeboard and deeper skirt. Multiple lines of boom are more effective at containing oil than a single line.

Limitations on the use of boom include the time required to get it to the scene, load it on boats, carry it to the spill and deploy it. Boom also has to be stored within reasonable traveling distance of a potential spill. Once used, boom has to be de-contaminated of the waste oil or chemical before it can be stored. If sorbent boom is used, it has to be disposed of safely once it has been contaminated with oil or chemical waste. Some types of boom have operational limitations, such as the loss of ballast or buoyancy if the water- or air-filled sections are breached by abrasion or handling.

A single string of boom often will serve several purposes simultaneously. Typical tasks for boom include:

* Encirclement – laying one or more barriers of boom around the source of the spill to keep it from spreading or around a section of slick to hold it in place for recovery. Tankers transferring cargo may be encircled by boom as a precaution, even though there is no spill.
* Diversion – setting one or more lines of boom at angles into or across a moving slick’s path to guide it toward an area where it can be confined and recovered, or to let it safely pass a sensitive area. Diversion is primarily used near shore on rivers. It is most effective where currents are weak and there is little wave action.
* Collection – towing boom in a “V,” “U,” “J,” or teardrop configuration through or around a slick to gather oil together for recovery or burning.
* Recovery – placing sorbent boom where it will contact floating oil and absorb or adsorb some of it for later recovery, or similarly using weir boom to catch oil and transport it to a skimmer.
* Exclusion – stringing boom around un-oiled areas to keep oil out. The exclusion booming may also divert moving oil away from a sensitive area.

Although different types of boom may look different, virtually all boom has five common components:

* Flotation device – keeps the boom at the water's surface, where floating pollutants are.
* Freeboard – the part that rises above the water's surface and prevents waves from washing pollutants over the top.
* Skirt – similar to freeboard but below the surface, the skirt prevents the current from washing floating pollutants under the boom.
* Ballast – this is the weight at the bottom of the skirt that keeps it hanging vertically against a current.
* Tension line or strength member – cables, chains or lines extending the length of the skirt or freeboard and, like the main boom cable, chain or boom, attached at the end.

In general, boom with a high freeboard and short skirt is called fence boom, because it prevents the pollutant from moving across the surface. A boom with a longer skirt and shorter freeboard is a curtain boom, and is good to prevent pollutants from moving just below the surface. Some boom includes both characteristics.

Similar to fence and curtain boom is tubular containment boom. Tubular boom has at least two sections…one or more air-filled tubes above the water, for flotation and to keep oil from crossing the boom on waves, and one or more water-filled tubes below the water for ballast and to keep oil from passing beneath the boom.

Sorbent boom made of absorbent or adsorbent material to collect and hold oil within the boom itself. It's most effective with thin layers of pollutants and light winds or currents. Once soaked to capacity, the boom can be recovered and the collected oil squeezed out. Sorbent boom requires strong supporting lines, chains or cables because of its tendency to break under pressure of wind or current. Once soaked, it is heavier than simple barrier boom and so needs extra effort to remove from the water.

Recovery boom, such as three-weir boom, has four sections. An air-filled tube extending above the water for buoyancy and to keep oil from passing over the boom. A water-filled tube extending below the surface for ballast and to keep oil from passing beneath the boom. A discharge tube which collects oil from inlets between the air- and water-filled tubes and moves it the length of the boom to a recovery device. A smaller air-filled tube to keep the discharge tube afloat. Recovery boom not only holds floating pollutants in place, but is an active part in recovering pollutants from the water.

A frequent problem in the use of boom is the fact that each end of the boom must be anchored in place. On a small stream, it can be anchored to trees or rocks on land; in a harbor, it may be attached to piers or seawalls. On open water, however, the ends must be literally anchored, using lines attached to weights on the lake or sea bottom, or they must be attached to boats. The use of a boat to anchor one end of a boom means that boat cannot be used for any other assignment, and boats may be in short supply.

Sources: Department of Transportation, US Coast Guard and Research and Special Programs Administration; Environmental Protection Agency; Department of the Interior, Minerals Management Service.

###

### Oil Types

*Joint Information Center*

**(Unified Command logos/names here)**

**News Release**

Date: Contact:

(XXX) XXX-XXXX

**FACT SHEET: Oil Types**

Oil spills along coasts affect many parts of the environment, both non-living - such as water, ocean bottom, and shoreline; and living - like sea birds, marine mammals, shellfish, and people.

Major oil spills most commonly involve oils shipped in large quantities at sea, such as crude petroleum, No. 1 and No. 2 fuel oils, diesel oil, Bunker C oil, kerosene, and jet fuel. Oils are compounds, complex mixtures that vary widely in composition.

Oils can be described as belonging to one of five groups:

* I very light oils (jet fuel, gasoline);
* II light oils (diesel, No. 2 fuel oil, light crude, home heating);
* III medium oils (most crude oils);
* IV heavy oils (heavy crude oils, No. 6 fuel oil, Bunker C);
* V group (very heavy oils).

The different types of oils behave in different ways during a spill, so the response to a spill varies, depending on the type of oil and quantity released.

Other important factors in a spill are:

* Weather and season (for example bird migration, nesting, or fish spawning);
* Type of shoreline (such as sand beach, tidal flat, rocky shore);
* Exposure to wave and tidal energy;
* Types, abundance, and sensitivity of living resources.

Most oil has a density less than water and floats. The natural tendency of oil is to spread in a thin layer on the surface of the water as a sheen or film. Such sheens are extremely difficult to recover and do not remain for long periods; however, they do represent a continued threat to fish and wildlife, particularly nesting birds. Under turbulent conditions, oil is more likely to disperse into the upper layers of the water.

Oil changes rapidly once it is spilled into water. These changes are enhanced by the processes of evaporation, dilution and emulsification (when water incorporates into the oil, forming a stable mixture). Some changes help dissipate spilled oil, but others can make it linger in the water, on the bottom, or on the shore. Evaporation tends to remove the more toxic components and reduces the toxicity of spilled oil. Emulsification, on the other hand, can slow degradation of spilled oil.

Weathering describes the physical, chemical, and biological changes that happen to crude oil and refined petroleum products once they begin to interact with the watery environment. Ultimately, the more toxic elements of oil products spilled in the marine, estuarine, or freshwater environment are broken down. Exposure to air, sunlight, wave and tidal action, and certain microscopic organisms degrades and/or disperses oil. The rate of degradation and dispersion depends on many factors like the type of oil, weather, temperature, and the type of shoreline and bottom.

Very light oils are highly volatile, which means they evaporate quickly, usually completely within one to two days after a spill. These oils are also flammable and contain high concentrations of soluble toxic compounds. Very light oils can mix with water and kill aquatic life that lives in the upper layers. Cleanup is usually not necessary, or possible, with spills of very light oil.

Light oils are moderately volatile, but can leave a residue of up to one-third of the amount spilled after a few days. These oils contain moderate concentrations of soluble toxic compounds. Light oils leave a film or layer on intertidal resources with the potential of long-term contamination. Cleanup can be very effective on spills of light oil.

Medium oils are less volatile, leaving a residue of about two-thirds of the amount spilled after 24 hours. These oils are less likely to mix with water, and oil contamination of intertidal areas can be severe and long-term. The impact of medium oils on waterfowl and fur-bearing mammals can also be severe. Cleanup is most effective with spills of medium oil if conducted quickly.

Heavy oils have far less evaporation or dilution potential, and they weather more slowly. These oils do not readily mix with water. Spills of heavy oils can cause severe contamination of intertidal areas and possible long-term contamination of sediments. Heavy oils have severe impacts on waterfowl and furbearing mammals. Shoreline cleanup in spills of this type is difficult and long-term under most conditions.

Group V oils, mostly very heavy oils, can float, sink, or hang in the water. These oils can become oil drops and mix in the water, or accumulate on the bottom, or mix with sand and then sink. As a rule, these oils are less toxic than lighter oils, however they pose significant problems to responders because they are extremely difficult to track or predict.

Spill response teams of federal, state and local agencies, organizations and industry representatives have prepared contingency plans for oil spill emergencies.

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