## PROTECTION AND RECOVERY BRANCH DIRECTOR JOB AID

**Position**: Protection and Recovery Branch Director

**Section**: Operations Section

## Mission:

To prepare and implement the branch's portions of the Incident Action Plan pertaining to protection of an environmental resource at-risk (e.g., coastline before an oil spill reaches shore) or pollutant recovery (e.g., after a spill reaches shore), waste disposal, and decontamination of people and equipment.

## **Duties:**

- Report to the Operations Section Chief (OSC) for situation briefing and assist in identifying equipment, services, and personnel requirements for protection of environmental resources at-risk and for recovery of pollutants.
- Obtain listings of equipment and service contractors and prepare a short list of contractors.
- Identify supervisors for field crews and inform them of their responsibilities.
- □ Review division/group assignment lists (ICS 204).
- □ Assign specific work tasks to division/group supervisors.
- Inform all field crews of reporting relationships, communication procedures and safety requirements.
- Prepare equipment acquisition forms for additional equipment and/or personnel.
- □ Review contracts, resolve issues, and advise the OSC or his/her designee of any changes to action plans.
- Oversee supervisors, hired contractors, and registered auxiliary personnel.
- □ Prepare shift-rotation schedules, de-briefing meetings, and crew logs.
- □ Maintain unit/activity log (ICS form 214).