



REGIONAL STAKEHOLDER COMMITTEE

FOR THE LIAISON OFFICER: INVITING PARTICIPANTS INTO THE RSC PROCESS

What information would be helpful for the liaison officer to prepare themselves and the stakeholders for the RSC process?

This document contains tips to help a liaison team better navigate the RSC invitation process and prepare participants for their RSC role. Included:

1. List of information to give to stakeholders who will be joining the RSC.
2. Examples of the types of information, questions, and topics stakeholders should address.

What would be helpful for stakeholders to know?

By the time an RSC process is initiated, stakeholders will likely already know about the incident and may have some basic information. Any entity invited to participate in RSC activities should have received notice of the incident as well as any press release/public information available at that point.

Potential RSC members may also need to know the following:

- 1. Explain that an RSC is being stood up for the incident.**

You should explain what an RSC is. Here is a sample definition:

The Regional Stakeholder Committee (RSC) is a group of individuals representing different stakeholder groups. These are groups that may be impacted by the spill. They are invited to share their local knowledge with the agency and company representatives that are managing the response to this incident. The RSC will meet as a group to identify and prioritize issues of local concern, resources needed, and resources available to assist in the response.

- 2. Explain that the RSC should have direct access to the Unified Command during the response, but this time will be limited.** The RSC will need to

This document is part of a series of resources to support community members who may be asked to represent their community during an oil spill. More resources for the Regional Stakeholder Committee can be found at:

www.pwsrccac.org/rsc

coordinate with the liaison to make the most of any meetings with the Unified Command. Set aside time for RSC members to collect information and get answers to most questions before this meeting. Explain that the goal is for the RSC to prioritize issues of an immediate nature related to the response for the meeting with Unified Command.

***** THIS IS A DRILL *****

As with any exercise paperwork, make sure it's clearly stated *this is a drill* with all correspondence. This is especially important to emphasize to stakeholders who may inadvertently mistake a drill for a real event.

3. **RSC members may need to spend time communicating back to their community** or the interest group they are representing to identify key issues and concerns.
4. **Provide a schedule for meetings** or let them know that a schedule will be coming.
5. **Ask that they confirm if they can participate.** Suggest that an alternate representative be identified in case the timing of the meeting(s) does not work for them, something arises, or additional support is needed.
6. **Explain what the time commitment will be** for an RSC member.

Example:

Once an RSC has been convened, the immediate tasks will be to elect a Chair, establish basic procedures, and become familiar with the response situation. The RSC will then meet as a group to compile and prioritize key issues before meeting with the Unified Command. This process is expected to take at least 3 hours per day.

7. **Explain that initial information on the incident will be provided and let them know when they might expect to get more information.** Explain that the RSC will be kept updated throughout the response and there will be opportunities for them to ask questions and request additional information. At a minimum, initial information provided to the RSC should include:
 - Incident status (209)
 - Resources at risk (232)
 - Trajectory maps
 - Organizational Chart (Command Staff)
 - Glossary of common ICS form numbers

- Daily schedule with information regarding the 1st Unified Command Meeting
 - Details on how to connect virtually (for those that cannot attend in person)
 - Travel information (for those that can attend in person)
 - Time commitment details
8. **Make sure they know who to contact** (this is likely the liaison officer) if they have questions about the invitation or the RSC process.

What should stakeholders expect to discuss?

The following are some examples, based on language from the [Prince William Sound Area Contingency Plan](#), of the sort of input/dialogue expected from RSC members. Note that this list is not verbatim, but very closely aligned with language in the [Prince William Sound Area Contingency Plan](#).

Issues of local interest and concern: Of particular concern to the Unified Command are issues of an immediate nature.

Resources available to assist with response activities: Examples might include workers and support personnel; communications equipment or systems; hotel and berthing facilities; heavy equipment; aircraft support; harbor facilities; machine shops and repair facilities for vessels and equipment.

Resources needed in the local area: Examples might include spill response equipment (booms, skimmers, etc.), staples, and food needed to replace lost subsistence sources or support a large influx of workers. Of particular concern to the Unified Command are resource needs of an immediate nature.

Cleanup assistance available to assist with response activities: These include personnel with special expertise and unique spill response equipment. The Unified Command may be particularly interested in contacting personnel with local knowledge to assist with collection tactics, wildlife behavior, and safe navigation.

Cleanup assistance needed in the local area to conduct response operations: Of particular concern to the Unified Command are cleanup needs of an immediate nature and sensitive area identification.

Based on exercised events

This document was based on a guidance document created by ConocoPhillips and Polar Tankers' Liaison and PWSRCAC staff, in the spring of 2020 during a large-scale spill response exercise. Though the language developed around context of exercise play, this guidance is transferrable across events, and is meant to help a liaison team better navigate the RSC invitation process and prepare participants for their RSC role.