

Template for Note-taking

Briefings can be very quick. Here are a few things to listen for – and to ask about if they are not clear. Print out if you like to take notes by hand or download and fill in.

Date / Time

Notes by

Briefing delivered by

Others in the meeting:

OVERVIEW OF THE INCIDENT- changes as new information is learned

DATE / TIME OF SPILL

LOCATION OF SPILL

WHAT HAPPENED? *grounding, equipment malfunction, etc.*

KNOWN SUBSTANCE(S) SPILLED *crude oil, vessel fuel (heavy fuel oil?), oil/water mix, etc.*

ONGOING SPILL CONTEXT – changes as spill evolves

ESTIMATED AMOUNT SPILLED (units) *1 barrel = 42 U.S. gallons*

ESTIMATED AMOUNT THAT COULD STILL SPILL (units) *still on board ship, still left in tank(s) etc.*

WHERE IS THE SPILL HEADED? (TRAJECTORY) *based on observations or modeling?*

KNOWN IMPACTS – TO SHORELINE, WILDLIFE

WEATHER ON SCENE

WEATHER FORECAST

WEATHER IMPACTS TO RESPONSE?

RESPONSE OPERATIONS - what is being done so far?

RESPONSE ACTIONS UNDERWAY *What are the response objectives for this operational period?*

What resources are activated, and what is their status

- *activated*
- *mobilized*
- *in transit*
- *on-scene*

What resources at risk (sensitive areas) have been identified for protection?

What is the timeframe for getting protection in place at these sites?

ESTIMATED VOLUME RECOVERED OR TREATED (units) *1 barrel = 42 U.S. gallons*

Recovered oil or oil/water mix?

Dispersed?

Burned?

RESPONSE ACTIVITIES PLANNED FOR THE NEXT OPERATIONAL PERIOD *In addition to oil recovery, where are planned equipment staging areas, vessel decontamination, shoreline protection, or other activities that may occur in or around my community or land?*

PUBLIC SAFETY

INJURY OR LOSS OF LIFE *Accurate information about injuries or loss of life is important to avoid generating and/or spreading rumors*

OTHER IMMEDIATE OR POTENTIAL CONCERNS? *Examples: high levels of vapor concentrations that may affect a nearby community, impacts to drinking water sources, safety of food sources (commercial and/or recreational fishing, subsistence harvesting, etc.)*

COMMUNITY IMPACTS OR CONTACTS

KNOWN OR POTENTIAL IMPACTS TO MY COMMUNITY

ASIDE FROM ME ON THE RSC, HAVE THERE BEEN ANY OTHER CONTACTS WITH MY COMMUNITY?