

**OIL SPILL TRAINING GUIDELINES**

1. **Registration/Sign In:** Companies are encouraged to send employees and contact personnel to the annual training programs.
  - a) Captains will be assigned to each position: Lake Boats and Motors, Lake Booms, Skimmer & Pumps and Pipeline, Safety Coordinator.
  - b) Employees will sign in and be assigned to a team. Employees will sign in when the exercise starts and out when the exercise is finished.
2. **Commander\Coordinator :** **MEET** at spill site and go over exercise details and procedures to be used for training exercise..
3. **Commander\Coordinator:** **MEET** with captains and safety coordinator to go over details of exercise.  
**Commander\Coordinator:** **REVIEW** safety procedures with safety coordinator.
4. **Commander\Coordinator:** **ANNOUNCE** the captains and teams and relay the details of the exercise to the captains and teams.
6. **Commander\Coordinator:** **ANNOUNCE** the safety coordinator.
5. **Captains:** **TOUR** trailer and equipment one team at a time.
6. **Commander\Coordinator, Captains:** **REMOVE and SET UP** equipment one team at a time and explain what it is used for starting with the :
  1. Boats and Motors
  2. Lake Booms
  3. Skimmer and Pumps
  4. Pipeline
7. **Commander\Coordinator, Captain:** **START** the water exercise.
8. **Commander\Coordinator, Captain:** **RETURN** equipment back to trailer starting with:
  1. Pipeline
  2. Skimmer and Pumps
  3. Lake Booms
  4. Boat and Motors
9. **Commander\Coordinator, Captain:** Coordinate site clean up.
10. **Safety Coordinator:** Look back on what went well and what needs to be improved.