

**ON-SITE COMMANDER/COORDINATOR**

Team Captain \_\_\_\_\_

DATE \_\_\_\_\_

ITEM	NOTES
<b><u>DRY LAND DEMONSTRATION</u></b>	
MEET at spill site and discuss exercise details and procedures to be used for training exercise.	
REVIEW procedures with captains. - arrange teams for dry land exercise.	
REVIEW safety procedures with safety co-ordinator.	
ANNOUNCE the captains and teams and relay the details of the exercise to the captains and teams.	
Co-ordinator will be responsible for explaining each step of the dry land exercise.	
INTRODUCE the safety co-ordinator...	... safety co-ordinator expresses the importance of safety first.
INTRODUCTION and PURPOSE of the Lake Boats and Motors	... Captain/team of the Lake Boats and Motors will remove the equipment from trailer and demonstrate how to set up.
INTRODUCTION and PURPOSE of the Lake Booms...	...Captain/team of the Lake Booms will remove the equipment from trailer and demonstrate how to set up.
INTRODUCTION and PURPOSE of the SKIMMER AND PUMPS...	...Captain/team of the Skimmer and Pumps will remove the equipment from the trailer and demonstrate how to set up.
INTRODUCTION and PURPOSE of the Pipeline...	...Captain/team of the Pipeline will remove the equipment from the trailer and demonstrate how to set up.

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<b><u>WATER TRAINING EXERCISE:</u></b>	
REVIEW water exercise details and procedures.	
KICK off the training exercise.	<i>... exercise to continue until numerous people have tried the boats while pulling the booms.</i>
<b><u>CLEAN UP</u></b>	
RETURN equipment back to trailer one piece of equipment at a time starting with...	<i>...pipeline, skimmer and pumps, lake booms and boats and motors.</i>
CO-ORDINATE the clean-up.	<i>... announce that you need everyone to gather around after the clean up for the look back meeting.</i>
ANNOUNCE safety coordinator to kick off the look back.	