

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:** **Explain the Oil Spill Coop's mandate.**
ANNOUNCE the captains and teams and relay the details of the exercise to the captains and teams.
4. **Captains:** **TOUR** trailer and equipment one team at a time
5. **Commander\Coordinator:** **MEET** with captains to go over details of exercise.
6. **Commander\Coordinator, Captains:** **REMOVE and SET UP** equipment one team at a time and explain what the equipment 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:** Coordinator site clean up.
10. **COMMANDER\COORDINATOR&SAFETY Coordinator:** Look back on what went well and what needs to be improved.