

Your “Administrative” Duties While Deployed Deepwater Horizon MS-252 Oil Spill

1. Time Keeping
 - a. Fill out and submit your Crew Time Report daily
 - b. Tour of duty is 12 hour operational period
 - c. Must take a Lunch break of one half hour during 12 hour shift
 - d. Must take a Dinner break of one half hour if over 12 hour shift

2. Fill out ICS-214 Unit Log daily (a brief summary of all your daily activities by some time increment (based on activity))

3. **IAP** (Incident Action Plan) – be sure to get a copy EVERY MORNING. It has all the updated general assignments, contact phone numbers, daily weather reports, and daily safety briefing/message

4. All written records related to this incident must be preserved and turned in at Demob. See the “Preservation of Information Memo”

5. Medical Plan -
 - a. Can be found in the daily IAP
 - b. report all injuries to your supervisor
 - c. Read and follow the daily “general safety message” found in the IAP

6. Demobilization
 - a. **Contact Demob 24 hours before your Demob date** (72 hours if you need help with your travel)
 - b. Pick up final time sheet when demobing incident
 - c. Amended timesheets will most likely need to be filed in Quicktime for FWS employees
 - d. Surrender all Unit Logs (ICS-214) at Demob

ICS Resource Center <http://www.training.fema.gov/EMIWeb/IS/ICSResource/Forms.htm>