

# EMERGENCY SPILL RESPONSE

## A Guide to conducting Tests & Drills

<b>Timber Sale/Contract #:</b>
<b>Licensee/Contractor:</b>
<b>Date conducted:</b>
<b>Conducted by:</b>

### DETAILS OF THE DRILL OR TEST

Scope of the Test or Drill		
	<i>Example Scenario</i>	<i>Actual Scenario</i>
	<b>Scenario:</b> A piece of heavy equipment parked on the side of the road has leaked oil into a nearby ditch. Arriving on the scene, workers see the oil heading toward a nearby stream.	
	<b>How to set up for a test:</b> Explain the scene to the participants and let them give feedback on what response steps should be taken to avoid further contamination.	
	<b>How to set up for a drill:</b> Use a pail of water or vegetable oil and dye it black. After explaining the scene, create the spill and let the workers respond accordingly.	
Suggested steps & sequence		
1	<b>Stop</b> the product flow	<ul style="list-style-type: none"> <li>Shut off equipment/nozzles/hydraulic systems</li> <li>Cap the leak or broken hose</li> <li>Set the container upright</li> </ul>
2	<b>Alert</b> your supervisor immediately and warn others in the near vicinity if the spill has created a hazard	<ul style="list-style-type: none"> <li>Toxic fumes</li> <li>Flammable materials creating danger of fire</li> </ul>
3	<b>Contain</b> the spill by blocking the flow (use spill pads, booms, absorbents, snow, or soil to make a berm)	<ul style="list-style-type: none"> <li>Use a shovel to create a soil or snow berm</li> <li>Use spill pads or booms to create a barrier</li> </ul>
4	<b>Commence recovery</b> of the spilled material	<ul style="list-style-type: none"> <li>&lt; 25 liters – <i>low risk</i>: Mop up excess fluids with spill pads or booms and place in container or plastic bag for disposal</li> <li>&gt; 25 liters – <i>high-risk</i>: Do initial mop up with available materials. Contact your BCTS rep for further instructions</li> </ul>
5	<b>Commence cleanup</b> of the residual material	<ul style="list-style-type: none"> <li>&lt; 25 liters – <i>low risk</i>: Use “Oil Gator” or similar remediator and mix into soil. Repeat the process to ensure coverage</li> <li>&gt; 25 liters – <i>high-risk</i>: Remove majority of affected soil. Apply remediator and mix thoroughly. Contact your BCTS rep for further instructions for remediation.</li> </ul>
6	<b>Report the Spill</b> to appropriate personnel	<ul style="list-style-type: none"> <li>Low risk spill (&lt; 25L &amp; not in water): report to your immediate supervisor</li> <li>High risk spill (&gt; 25L or in water): report to supervisor, BCTS rep, &amp; possibly gov’t authorities (such as PEP)</li> </ul>
7	<b>Complete an Incident Report</b>	<ul style="list-style-type: none"> <li>Fill out <u>non-shaded section</u> of EMS CHK-018 Incident Report and give to your BCTS rep for completion</li> </ul>
Actual steps & sequence described or performed		
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### EVALUATION OF THE DRILL OR TEST

Test/Drill Participants	

Evaluation Summary			
Description	Yes	No	Deficiencies/Comments
All essential steps for the test or drill were included			If not, describe what steps were missed:
The sequence of steps were appropriate for the test or drill			If not, describe what steps were out of sequence:
Sufficient emergency equipment was available for response			If not, list what equipment was missing:
Communication equipment was available to allow reporting in a timely manner			If not, describe what was missing or faulty:
The Incident Report was completed properly			If not, describe the deficiency:
Participants in the test or drill demonstrated adequate previous training			If not, list the training that was lacking:

Did the test/drill demonstrate positive results? Yes <input type="checkbox"/> No <input type="checkbox"/>		
(Check the boxes to indicate where improvement can be made)		
√	Opportunities for Improvement	Additional Comments
<input type="checkbox"/>	Participants require further training by the licensee/contractor supervisor or an outside source	
<input type="checkbox"/>	Additional response equipment is required	
<input type="checkbox"/>	Communication capability needs to be upgraded	
<input type="checkbox"/>	Licensee/contractor supervisor needs further training to properly complete forms	
<input type="checkbox"/>	The test/drill should be repeated within a short time to correct the deficiencies	