

THE REPUBLIC OF LEBANON

**National Oil Spill Contingency Plan
in the Lebanese Waters**

VOLUME C:

ROLES AND RESPONSIBILITIES

Version 1

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Abbreviations

CNRS	National Council for Scientific Research
DG Oil	Directorate General of Oil
EEZ	Exclusive Economic Zone
IAP	Incident Action Plan
ICAG	Incident Command Advisory Group
ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
ITOPF	International Tanker Owners Pollution Federation
JMOC	Joint Maritime Operations Centre
LAF	Lebanese Armed Forces
LIC	Local Incident Commander
LOI	Lebanese Oil Installations
LPA	Lebanese Petroleum Administration
MOA	Ministry of Agriculture
MOC	Ministry of Culture
MOE	Ministry of Environment
MOEW	Ministry of Energy and Water
MOF	Ministry of Finance
MOFA	Ministry of Foreign Affairs
MOI	Ministry of Industry
MOIM	Ministry of Interior and Municipalities
MOL	Ministry of Labour
MOPH	Ministry of Public Health
MOPWT	Ministry of Public Works and Transport
MOPWT-DGLMT	Ministry of Public Works and Transport – Directorate General of Land and Maritime Transport
MOT	Ministry of Telecommunications
NCA	National Competent Authority
NOSIC	National Oil Spill Incident Commander
NOR	National Operations Room
NOSCP	National Oil Spill Contingency Plan
OPRC	Oil Pollution Preparedness Response and Cooperation Convention 1990
OSCP	Oil Spill Contingency Plan
OSRL	Oil Spill Response Ltd
POLREP	Marine Pollution Report
P&I Clubs	Protection and Indemnity Clubs

REMPEC	Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea
SITREP	Situation Report
SOF	Syndicate of Fishermen
UNDP	United National Development Program
UNEP	United Nations Environment Program

Definitions

Activate – To place a unit on an active status, to begin a process or procedure to respond to an incident.

Affected Ministry – Ministry under whose jurisdiction a spill occurs

Alert – to make another party aware.

Contingency – A resource or process put in place as part of a plan to respond to an incident which has not yet occurred.

Dispersant – a product, comprising a surfactant and solvent, designed for the purpose of promoting the dispersion of oil in water and preventing re-coalescence.

Exclusive Economic Zone – The exclusive economic zone (EEZ) extends seaward to a distance of no more than 200 nautical miles (370 km) out from its coastal baseline. The exception to this rule occurs when exclusive economic zones would overlap; that is, state coastal baselines are less than 400 nautical miles (740 km) apart. When an overlap occurs, it is up to the states to delineate the actual maritime boundary. In the EEZ, the coastal State has sovereign rights for the purpose of exploring and exploiting, conserving and managing the natural resources; for the economic exploitation and exploration of the zone, such as the production of energy from the water, currents and winds. It has jurisdiction with regard to the establishment and use of artificial islands, installations and structures; marine scientific research; the protection and preservation of the marine environment;

Flashpoint – the temperature at which oil vapors will ignite, given a source of ignition.

Governorate Shoreline Response Plan – a plan put in place by coastal governorates to support shoreline protection and clean-up activities. These plans will be in support of the Disaster Response Framework, the National Oil Spill Contingency Plan (this plan) and other local facility oil spill response plans. They will focus on logistical support, manpower, transport and waste management resources.

Lead – The entity within a Unit with primary responsibility for the Unit's functions

Lead Agency - The authority within the national government designated under this plan as having responsibility for response to oil spill emergencies within their jurisdiction.

Leak – any release of hydrocarbon products from damage to a vessel, pipeline, valve, tank or another oil handling infrastructure.

Maritime Public Domain of the Republic of Lebanon – this is all marine waters within Lebanese jurisdiction including the Territorial Sea and the Exclusive Economic Zone (EEZ)

Mobilize – To assemble and move people or resources to a new purpose or location in response to an incident.

Net Environmental Benefit Analysis – the assessment of the advantages and disadvantages of different oil spill clean-up responses, including comparison with each other and with natural clean-up.

National Operations Room – the National Operations Room (NOR) is a response room established at the presidency of the Council of Ministers (COM) to respond to National Disasters and Crisis according to a defined National Response Framework (NRF) for management crisis and disasters.

Oil - means petroleum in any form including crude oil, fuel oil, sludge, oil refuse and refined products.

Oil pollution incident (oil spill) - means an occurrence or series of occurrences having the same origin, which results or may result in a discharge of oil and which poses or may pose a threat to the marine environment, or to the coastline or related interests of one or more States, and which requires emergency action or other immediate response.

Offshore unit - Any fixed or floating offshore installation or structure engaged in gas or oil exploration, exploitation or production activities, or loading or unloading of oil.

Petroleum Activities - The planning, preparation, installation and execution of activities associated with a subsea Reservoir, such as Reconnaissance, Exploration, Production and exploitation, laying pipelines, Development of Facilities, Production from Reservoirs, Transportation, as well as cessation of any such activities and decommissioning of a Facility. Transportation of Petroleum in bulk by vessel and vehicle shall not be included.

Plan Custodian – the agency or ministry with responsibility for implementation and management of the National Oil Spill Contingency Plan.

Preparedness – action taken by a state, or private company to prepare for an oil spill

Public Maritime Domain – shoreline until furthest distance that the waves reach in the winter in addition to sandy and pebbly beaches, streams and lakes that are connected directly to the sea.

Response - Any actions taken to prevent, reduce, monitor or combat oil pollution

Sea ports and oil handling facilities - Those facilities which present a risk of an oil pollution incident and includes, inter alia, sea ports, oil terminals, pipelines and other oil handling facilities.

Sectoral Center – A response center established by the Affected Ministry to support any emergency response including oil spills.

Shall – a requirement of an agency, ministry or other entity to carry out an action or task to support the contingency planning process of response actions.

Ship - A vessel of any type whatsoever operating in the marine environment and includes hydrofoil boats, air-cushion vehicles, submersibles, and floating craft of any type

Support Agency - The entity assigned to provide assistance to the Unit Lead in support of the response

Territorial Sea – The area, also known as territorial waters, includes all waters from the national baseline out to 12 nautical miles from the baseline

Tier – refers to the level of response required to combat a spill.

1 INTRODUCTION

Oil spill incidents may start with an onsite response managed by a local or regional Incident Commander, Tier 1 / 2. However, these incidents can soon escalate into a multiagency event requiring significant additional resources and lasting for a protracted period of time, hence Tier 3.

Volume C of the Lebanon National Oil Spill Contingency Plan describes the response organization required to deal with a Tier 3 oil spill. It begins with a functional overview of the command structure and a description of the key features of the Incident Command Structure (ICS), followed by a table of assigned roles under the plan, and a final listing of roles and responsibilities by stakeholders. Detailed guidance on key responsibilities and section level tasking are presented in the last section.

These roles and responsibilities represent high level management functions. As the plan is implemented, all entities will be required to develop standard operational procedures (SOPs). In addition, developing roles for both the plan and internally within ministries will also be required to assist the process of implementation.

2 INCIDENT COMMAND STRUCTURE

2.1 Overview

The response organization required to deal with a Tier 3 incident in this plan is based upon an internationally recognized Incident Command Structure System (ICS) used widely by oil companies and some national governments (Figure 2.1). The ICS approach provides a structured and flexible response organization which can be matched appropriately to the scale of the incident. It is underpinned by the following major elements:

- **Modular Structure:** The ICS can be applied to a wide range of incident types involving diverse agencies. It can be expanded or contracted to match the size and complexity of the incident. The organization reflects the requirements of the situation.
- **Management by objectives:** Key objectives set by the Incident Commander (IC) and communicated to all members of the response organization, ensure that the organization is pulling in the same direction.
- **Incident Planning:** An Incident Action Plan clearly communicates the IC's priorities, objectives and strategies to the organization.
- **Unity of Command:** There is a clearly defined chain of command which employs the principle that individual responders report to a single supervisor.
- **Common terminology:** There is a standardized terminology which aids communication across the organization.
- **Span of Control:** This is a key factor in effective incident management. One supervisor should be responsible for no more than 5 to 7 subordinates.

A key advantage of the system is that it is based on function and role and therefore with a suitable rotation of personnel the response can be maintained over many weeks and months.

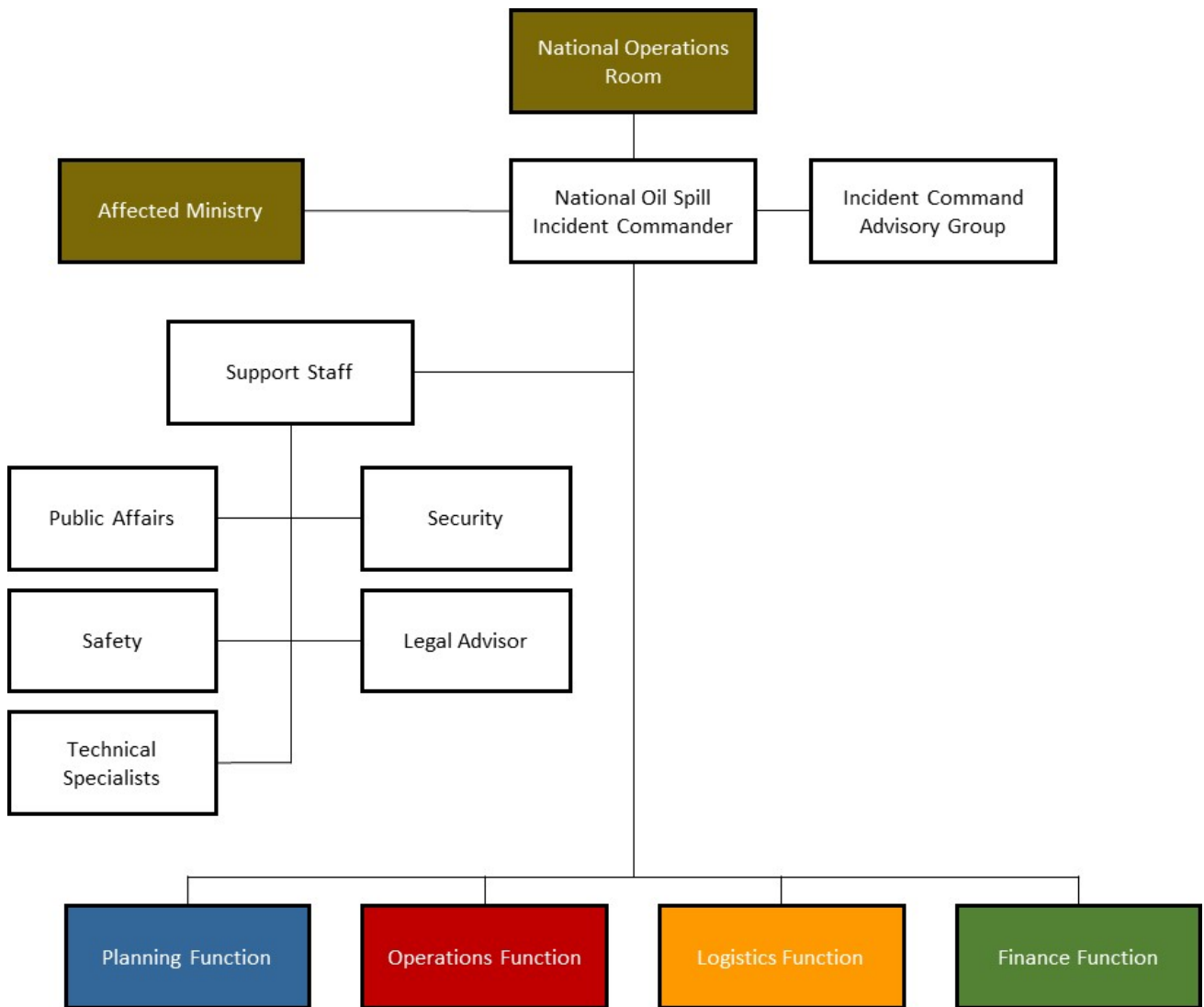


Figure 2.1: Incident Command Structure

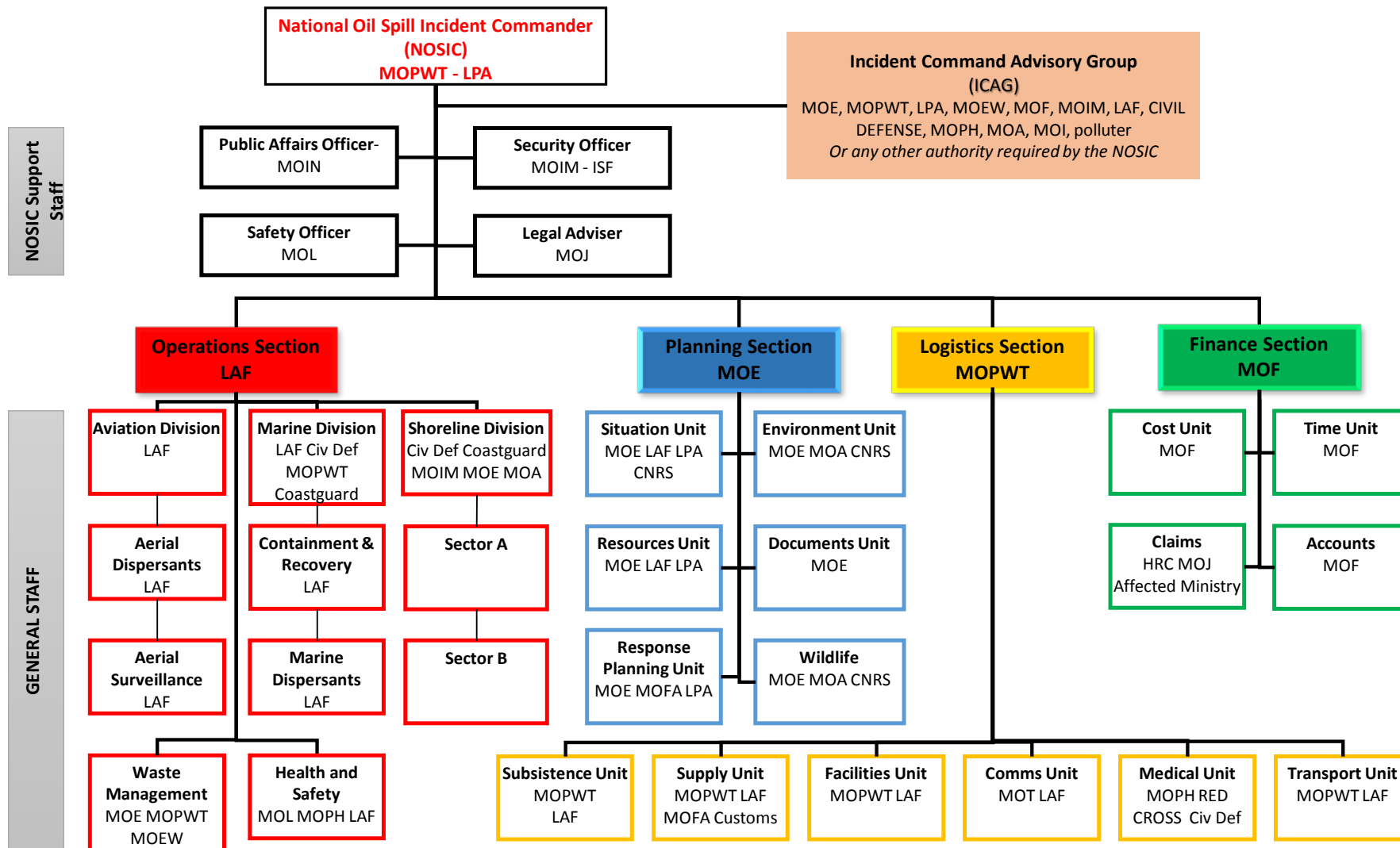
Table 2.1 below shows the lead and supporting entities filling specific roles in the response organization, with the entire response structure shown in Figure 2.2: Organizational Overview.

Table 2.1: Assigned roles

Role	Lead	Support
National Competent Authority (NCA)	Ministry of Public Works and Transport - Directorate General of Land and Maritime Transport (MOPWT-DGLMT)	
Plan Custodian	MOPWT-DGLMT	
National Oil Spill Incident Commander (Refer to Section 4.1)		
National Oil Spill Incident Commander (NOSIC)	<ul style="list-style-type: none"> MOPWT-DGLMT for spills in the public maritime domain Lebanese Petroleum Administration (LPA) for spills from offshore exploration and production activities 	
Incident Command Advisory Group (ICAG)	Core members: MOE, MOPWT, LPA, MOEW, LAF, MOIM, CIVIL DEFENCE, MOF, MOPH, MOI, MOA	<ul style="list-style-type: none"> Additional entities or affected Ministries as required, for example MOC. Polluter Other entities as deemed needed
NOSIC Support Staff (Refer to Section 4.14.4)		
Public Affairs Officer	Ministry of Information	
Security Officer	Ministry of Interior and Municipalities	Internal Security Forces
Safety Officer	Ministry of Labour	
Legal Advisor	Ministry of Justice	Government Consultative Council
General Staff		
Operations Section (Refer to Section 4.1)		
Operations Commander	Lebanese Armed Forces	
Aviation Division	Lebanese Armed Forces	Specialist Contractor
Marine Division	Lebanese Armed Forces	Civil Defence / MOPWT-DGLMT/ Coastguard
Shoreline Division	Civil Defence	Coastguard/ MOIM/ MOA/ MOE
Health & Safety	Ministry of Labour	MOPH/ LAF
Waste Management	Ministry of Environment	MOPWT-DGLMT/ MOEW
Planning Section (Refer to Section 4.7.1)		
Planning Director	Ministry of Environment	
Situation Unit	Ministry of Environment	LAF/ CNRS/ LPA
Resources Unit	Ministry of Environment	LAF/ LPA
Response Planning Unit	Ministry of Environment	MOFA/ LPA
Documents Unit	Ministry of Environment	
Environment Unit	Ministry of Environment	MOA/ CNRS
Wildlife Unit	Ministry of Environment	MOA/ CNRS

Role	Lead	Support
Logistics Section (Refer to Section 4.8.1)		
Logistics Director	Ministry of Public Works and Transport	LAF
Subsistence Unit	Ministry of Public Works and Transport	LAF
Supply Unit	Ministry of Public Works and Transport	LAF/ MOFA/ Customs
Communications Unit	Ministry of Telecommunications	LAF
Facilities Unit	Ministry of Public Works and Transport	LAF
Transport Unit	Ministry of Public Works and Transport	LAF
Medical Unit	Ministry of Public Health	Lebanese Red Cross, Civil Defence
Finance Section (Refer to Section 4.6.14.7.14.84.9.1)		
Finance Director	Ministry of Finance	
Cost Unit	Ministry of Finance	
Time Unit	Ministry of Finance	
Claims Unit	Higher Relief Council	Ministry of Justice/Affected Ministry
Accounts Unit	Ministry of Finance	

Figure 2.2: Organizational Overview



3 LEBANESE NATIONAL OIL SPILL RESPONSE ORGANIZATION RESPONSIBILITIES BY STAKEHOLDER

The following table, Table 3.1, shows each of the key oil spill response responsibilities for each of the key stakeholders.

Table 3.1: Lebanese national oil spill response organization responsibilities by stakeholder

Stakeholder	Preparedness	Response	Recovery
Joint Maritime Operations Chamber (JMOC)	<ul style="list-style-type: none"> • Maintains a 24-hour point of contact for receiving and forwarding of oil spill pollution reports (POLREPS). • Actively participates in the national oil spill response exercise programme. • Develop SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Forwards POLREPS and updates to MOPWT-DGLMT and MOE. • Notifies relevant stakeholders in the event of an oil spill. • Mobilizes helicopter support to confirm POLREP information. • Provides communications and vessel coordination during a Tier 3 oil spill response 	<ul style="list-style-type: none"> • Maritime monitoring activities. • Participates in post spill inquiry.
Ministry of Public Works and Transport-DGLMT	<p><u>National Competent Authority -</u></p> <ul style="list-style-type: none"> • Holds responsibility for Oil Pollution Preparedness and Response. • Publishes, co-ordinates and ensures the national oil spill response exercise programme. • Ensures, either directly or indirectly through the approval of OSRPs, that oil spill response training is undertaken in Lebanon • Maintains a Sectoral Center and 24-hour point of contact and internal notification system for oil spill response. • Designates, in advance, a NOSIC for response to oil spills under its jurisdiction. <p><u>NOSCP - Plan Custodian</u></p> <ul style="list-style-type: none"> • Produces, maintains and updates the National Oil Spill Contingency Plan. • Co-ordinates input to the plan from all stakeholders. 	<ul style="list-style-type: none"> • On notification by JMOC conducts Tier assessment in conjunction with MOE • Transfers command to a suitable National Oil Spill Incident Commander in consultation with the Affected Ministry • Liaises with the relevant Sectoral Center within the Affected Ministry. • Assumes the role of NOSIC for spills in the public maritime domain, i.e. spills from shipping, from shore side facilities, in ports or harbors, spills from unknown sources, and spills originating from outside Lebanese territorial waters. • NOSIC takes responsibility for the management of Tier 3 oil spill response activities. • Member of ICAG if not acting as NOSIC. 	<ul style="list-style-type: none"> • Heads post spill inquiry and records lessons identified. • Together with the National Oil Spill Planning Committee, modifies the NOSCP in line with results of the inquiry and disseminates to plan holders.

Stakeholder	Preparedness	Response	Recovery
	<ul style="list-style-type: none"> • Distributes the plan. • Acts as Head of National Oil Spill Planning Committee • Approves of Tier 1 and 2 response plans, including OSCPs for ports and harbours, oil importing facilities, oil storage facilities, and Governorate shoreline response plans. • Provides consultation on offshore installation OSCP • Develops SOPs for role implementation in NOSCP • REMPEC - Governmental focal point for OPRC 	<p><u>Logistics Section:</u></p> <ul style="list-style-type: none"> • Logistics Director • Supply Unit • Subsistence Unit • Facilities Unit • Transport Unit <p><u>Operations Section:</u></p> <ul style="list-style-type: none"> • Support to Marine Division • Support to Waste Management 	
Ministry of Environment	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • REMPEC - Governmental focal point for OPRC • Actively participates in the national oil spill response exercise programme. • Provides consultation on OSCPs for ports and harbours, oil importing facilities, oil storage facilities, offshore installation and Governorate shoreline response plans. • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Member of ICAG • When notified by JMOC conducts a Tier assessment in conjunction with MOPWT-DGLMT. • Dispersant use approval process <p><u>Planning Section:</u></p> <ul style="list-style-type: none"> • Planning Director • Situation Unit • Resources Unit • Documentation Unit • Response Planning Unit • Environment Unit • Wildlife Unit <p><u>Operations Section</u></p> <ul style="list-style-type: none"> • Waste Management Unit • Support to the Shoreline Unit. 	<ul style="list-style-type: none"> • Post spill environmental monitoring. • Participates in post spill inquiry. • Assess costs of acceptable environmental restoration and regeneration schemes

Stakeholder	Preparedness	Response	Recovery
Lebanese Petroleum Authority	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise programme. • Designates, in advance, a NOSIC for response to oil spills under its jurisdiction. • Ensures offshore right-holders are meeting their legal requirements regarding emergency preparedness • Approves offshore installation OSCP • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • National Oil Spill Incident commander for offshore spills from oil exploration and production activities. • Assumes responsibility for management of Tier 3 oil spill response. • Member of ICAG if not acting as NOSIC <p><u>Planning Section:</u></p> <ul style="list-style-type: none"> • Situation Unit • Resources Unit • Response Planning Unit 	<ul style="list-style-type: none"> • Ensures offshore right-holders are meeting their legal requirements in working towards full recovery.
Lebanese Armed Forces	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Maintains a state of readiness for contingencies and conduct assistance operations • Actively participates in the national oil spill response exercise programme. • Maintains current national stockpile of pollution control equipment. • Provides consultation on OSCP for ports and harbours, oil importing facilities, oil storage facilities, offshore installation and Governorate shoreline response plans • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Member of ICAG <p><u>Operations Section:</u></p> <ul style="list-style-type: none"> • Operations Director • Aviation Division including Aerial Surveillance and Aerial Dispersants • Marine Division including Containment and Recovery and Marine Dispersants • H&S Unit – support to MOL <p><u>Logistics Section:</u></p> <ul style="list-style-type: none"> • Support to Communications, Subsistence, Supply, Facilities and Transport Units. <p><u>Planning Section</u></p> <ul style="list-style-type: none"> • Support to the Situation Unit and Resources Unit. 	

Stakeholder	Preparedness	Response	Recovery
Civil Defense	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise programme. • Maintains current national stockpile of pollution control equipment. • Provides consultation on OSCPs for ports and harbours, oil importing facilities, oil storage facilities, offshore installation and Governorate shoreline response plans. • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Member of ICAG <u>Operations Section:</u> <ul style="list-style-type: none"> • Shoreline Division • Support to LAF in Marine Division <u>Logistics Section</u> <ul style="list-style-type: none"> • Support to MOPH in Medical Unit 	
CNRS	<ul style="list-style-type: none"> • Participates in the national oil spill response exercise programme. • Participates in work to survey, assess and monitor baseline environmental conditions. • Develop SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Offers scientific expertise to aid spill assessment and monitoring as well as the assessment of environmental impacts, through the Situation, Environment and Wildlife units under the Planning Section 	<ul style="list-style-type: none"> • Offers scientific expertise to aid monitoring of long term spill impacts.
Coast Guard	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise programme. • Develops SOPs for role implementation in NOSCP 	<u>Operations Section:</u> <ul style="list-style-type: none"> • Support to Civil Defense in Shoreline Division • Support to LAF in Marine Division 	
Lebanese Red Cross	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in training and exercising for casualty evacuation (casevac) from operational sites. • Develops SOPs for role implementation in NOSCP 	<u>Logistics Section:</u> <ul style="list-style-type: none"> • Medical Unit with MOPH • Responder life support • Casualty care and transport, field stations 	

Stakeholder	Preparedness	Response	Recovery
Ministry of Finance	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Actively participates in the national oil spill response exercise programme. Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> Member of ICAG Financial oversight Customs issues <u>Finance Section:</u> <ul style="list-style-type: none"> Finance Director Cost Unit Time Unit Accounts Unit 	<ul style="list-style-type: none"> Produce post operations financial report for NOSIC
Ministry of Energy and Water (with DG Oil and Lebanese Oil Terminals)	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Actively participates in the national oil spill response exercise programme. Provides consultation on OSCPs for oil importing facilities and oil storage facilities. Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> Member of ICAG <u>Operations Section</u> <ul style="list-style-type: none"> Support to Waste Management Unit Provision of tankage to contain waste oil 	<ul style="list-style-type: none"> Storage of waste oil prior to final disposal. Participates in post spill inquiry.
Ministry of Foreign Affairs	<ul style="list-style-type: none"> Actively participates in the national oil spill response exercise programme. Develops SOPs for role implementation in NOSCP 	<p>Command Staff Technical Adviser - Foreign affairs, cross boundary incidents.</p> <u>Planning Section</u> <ul style="list-style-type: none"> Support to Response Planning Unit <u>Logistics Section</u> <ul style="list-style-type: none"> Support to Supply Unit regarding immigration & customs 	<ul style="list-style-type: none"> Follow up on claims if other countries are involved
Ministry of Interior and Municipalities	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee. Actively participates in the national oil spill response exercise programme. Together with the MOPWT-DGLMT, ensure Governorate local contingency plans are prepared. Governorates to provide consultation on OSCPs for ports and harbours, oil importing facilities, oil storage facilities and Governorate shoreline response plans. 	<ul style="list-style-type: none"> Member of ICAG <u>NOSIC Support Staff:</u> <ul style="list-style-type: none"> Security Officer <u>Operations Section:</u> <ul style="list-style-type: none"> Support to Civil Defense in Shoreline Unit 	

Stakeholder	Preparedness	Response	Recovery
	<ul style="list-style-type: none"> Develops SOPs for role implementation in NOSCP 		
Ministry of Labor	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Actively participates in the national oil spill response exercise programme. Develop SOPs for role implementation in NOSCP 	<u>NOSIC Support Staff:</u> <ul style="list-style-type: none"> Safety Officer <u>Operations Section:</u> <ul style="list-style-type: none"> Health and Safety Unit 	<ul style="list-style-type: none"> Participates in post spill inquiry and advises on H&S aspects. Recommends occupational safety improvements.
Ministry of Justice	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Actively participates in the national oil spill response exercise programme. Develop SOPs for role implementation in NOSCP 	<u>NOSIC Support Staff:</u> <ul style="list-style-type: none"> Legal Advisor (Government Consultative Council) <u>Finance Section:</u> <ul style="list-style-type: none"> Claims Unit 	<ul style="list-style-type: none"> Manage claims and compensation process following response activities in conjunction with Higher Relief Council
Ministry of Public Health	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Produce overall medical plan for Tier 3 response Actively participates in the national oil spill response exercise programme. Develop SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> Member of ICAG <u>Operations Section</u> <ul style="list-style-type: none"> Support to MOL, H&S Unit <u>Logistics Section:</u> <ul style="list-style-type: none"> Medical Unit with Red Cross 	<ul style="list-style-type: none"> Health monitoring of responders
Higher Relief Council	<ul style="list-style-type: none"> Participates in the national oil spill response exercise programme Develops SOPs for role implementation in NOSCP 	<u>Finance Section:</u> <ul style="list-style-type: none"> Compensation and Claims Unit 	<ul style="list-style-type: none"> Manage claims and compensation process following response activities.
Ministry of Telecommunications	<ul style="list-style-type: none"> Member of National Oil Spill Planning Committee Produce integrated communications plan for oil spill response Ensure Communications equipment and networks are tested and available Actively participates in the national oil spill response exercise programme. Develops SOPs for role implementation in NOSCP 	<u>Logistics Section:</u> <ul style="list-style-type: none"> Communications Unit Communications networks 	

Stakeholder	Preparedness	Response	Recovery
Ministry of Information	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise program. • Develops SOPs for role implementation in NOSCP 	<p>Command Staff Public Affairs Officer</p> <ul style="list-style-type: none"> • Single point of contact for dissemination of incident information. Advises the NOSIC on any public affairs issues and prepares releasable information for press releases • Monitors press and media 	
Ministry of Agriculture	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise program. • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Member of ICAG <p><u>Planning Section:</u></p> <ul style="list-style-type: none"> • Support to MOE in Wildlife Division and Environment Unit <p><u>Operations Section</u></p> <ul style="list-style-type: none"> • Role in Shoreline Division to facilitate implementation of fishing bans and the mobilization of fishermen equipment 	<ul style="list-style-type: none"> • Post spill monitoring of fisheries, etc.
Ministry of Culture – Directorate General of Antiquities	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise program as required • Provides consultation on Governorate shoreline response plans. • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Role within ICAG as required to advise on specific sites of cultural importance. 	
Ministry of Industry	<ul style="list-style-type: none"> • Member of National Oil Spill Planning Committee • Actively participates in the national oil spill response exercise program as required • Provides consultation on OSCPs for oil importing facilities and oil storage facilities • Develops SOPs for role implementation in NOSCP 	<ul style="list-style-type: none"> • Role within ICAG as required to advise on potential impact on shoreline industries. 	

4 KEY RESPONSIBILITIES AND TASKS

This section provides a detailed description of the key roles and responsibilities of stakeholders in the Lebanese NOSCP, outlined above.

4.1 National Oil Spill Incident Commander

Applicability: National Oil Spill Incident Commander and Deputy.

Lead: Ministry of Public Works and Transport – Directorate General for Land and Maritime Transport for oil spills in the public maritime domain or Lebanese Petroleum Agency for oil spills from offshore installations.

Role: The National Oil Spill Incident Commander has overall incident management responsibility as delegated by the appropriate jurisdictional authority.

Key Responsibilities:

- Take tactical command of the incident
- Agree the name of the incident for use in all correspondence and documentation
- Establish the Incident Command Centre
- Mobilize the ICAG, NOSIC Support Staff and the General Staff
- Identify the response objectives, priorities and strategies to be followed
- Co-ordinate the work of the Command and General Staffs
- Ensure planning meetings are scheduled as required
- Ensure that all adequate safety measures are in place.
- Approve the Incident Action Plan (IAP)
- Facilitate de-mobilization when appropriate
- Informing and liaising with NOR

Table 4.1: Incident Command Tasks

Ser	Task	Description
1	Assess the incident	Start to consider: <ul style="list-style-type: none"> • What is the problem? • How is the situation likely to develop? • What resources will be required?
2	Assume command	Authority needs to be clearly handed over when assuming this position and all involved need to be aware of this. The incident command center should be activated.
3	Appoint staff	Mobilize staff according to the size and complexity of the incident. Anticipate management requirements and make appointments as early as possible. Be careful not to underestimate the management needs of an incident. At the outset, it is better to have too many rather than not enough.

Ser	Task	Description
4	Ensure incident action plan is developed.	Note that the Incident Action Plan (IAP) is prepared by the General Staff (the 4 Section Heads) and their teams, coordinated by the Planning Section Chief through the planning meetings. It must then be approved by the Command function and ultimately the NOSIC. The objectives, strategies and tactics should reflect the policy and aims of the response.
5	Allocate tasks	The IAP will identify critical tasks for the incident. Tasks should be assigned with clear expectations, time constraints, and adequate resources. Request and specify timing of status reports, monitor progress and review as required.
6	Liaison Needs	Supporting organizations need clear directions on their allocated role and how they fit into the IAP. Ensure that they are kept informed as to the latest developments. Potential areas of conflict should be identified and addressed. Liaison officers may be appointed.
7	Report	The lead agency will be kept informed through regular reports to the Sectoral Center. Keep relevant authorities well informed and consult as appropriate. Report to the NOR/Prime Minister as appropriate to the level of the response.
8	Conduct briefings	Regular meetings with the incident management team should focus on the critical success factors for the incident and assess effectiveness of the strategies and tactics in place. The Incident Commander determines the frequency of each meeting, its location and duration. If activated, planning provides assistance and advice.
9	Organize changeovers	The changeover and briefing of the incoming replacement personnel is one of the most critical times of the incident and needs to be managed effectively and systematically.
10	Manage the media at this incident.	Ensure that authority is given and any statements made are consistent with the overall aims of the effort. There may be the need to establish a joint information center. However, Media statements for a major Tier 3 spill will be conducted by the NOR with advice from the response organization.
11	Maintain safe practices	NOSIC is ultimately responsible for the safety of all combating crews, support personnel and the public who may be involved at the incident.
12	Maintain a log of activities	Planning Section to maintain a log of all activities, issues and decisions.

4.2 Incident Command Advisory Group (ICAG)

The ICAG is an advisory body, mobilized by the NOSIC, that considers the strategic guidance, limitations and priorities against which the NOSIC will set incident objectives.

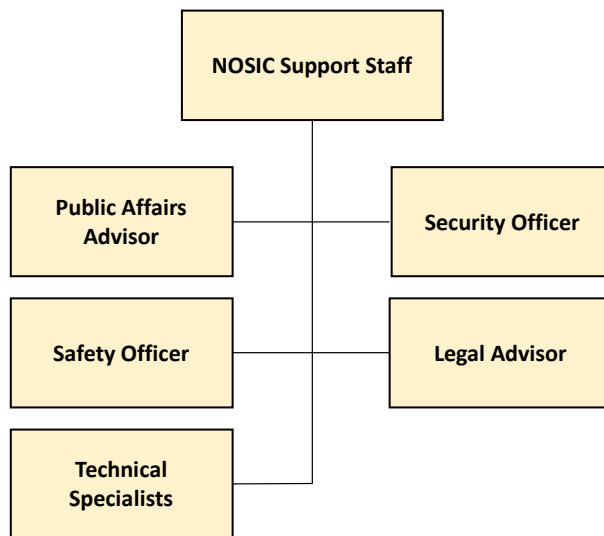
Table 4.2 Composition of ICAG

Composition	Core Task
Permanent Members: MOE, MOPWT, LPA, MOEW, LAF, MOF, MOPH, MOIM, Civil Defense, MOA, MOI + Polluter Additional members will be co-opted as required by the circumstances of the incident or where specialist advice is needed	<ul style="list-style-type: none"> • Support the NOSIC in his decision making • Provide specialist advice regarding their own areas of jurisdiction • Advise the NOSIC on any limitations or constraints when the NOSIC develops the initial response objectives

4.3 NOSIC Support Staff

NOSIC support staff assist the National Oil Spill Incident Commander in the management of an incident (Figure 4.1). Tasks are usually concerned with the provision of liaison officers to manage the interface with members of the ICAG and management of the media and public affairs interest in the incident, ensure the incident is managed safely, ensure the security of the incidents staff, facilities and resources as well as provision of legal and technical advice to the command.

Figure 4.1: NOSIC Support Staff



4.4 NOSIC

4.5 Support Staff Roles and Responsibilities

Table 4.3 below outlines the key tasks that should be carried out by the NOSIC support staff.

Table 4.3: NOSIC Support staff roles and responsibilities

Ser	NOSIC Support Staff	Task	Ministry/ Agency	Reference/ Remarks
1	PUBLIC AFFAIRS OFFICER	<ul style="list-style-type: none"> • Single point for dissemination of incident information. • Responsible for developing and releasing information about the incident to the media and the public. • Obtains criteria for release from NOSIC. Develops material for use in media briefings. • Maintains current information summaries. Briefs NOSIC on any public affairs issues or concerns. • Monitors the press and social media • Liaises with NOR as appropriate 	Ministry of Information	All public relations and media must be passed through the MOI.
2	SECURITY OFFICER	<ul style="list-style-type: none"> • Security of Incident Control Center, shoreline areas, equipment laydown areas, etc. • Provides physical security for responders and locations. • Protects personnel, property and information from loss or damage. • Develop security plan for incident facilities. • Documents all complaints and suspicious occurrences. • Liaises with NOR as appropriate 	Ministry of Interior and Municipalities supported by Internal Security Forces (Police)	All security will be managed through the Lebanese Police (Internal Security Forces).

Ser	NOSIC Support Staff	Task	Ministry/ Agency	Reference/ Remarks
3	SAFETY OFFICER	<ul style="list-style-type: none"> • Responsible for developing and recommending strategies to maintain the safety of responders and all response activities. • Attend briefings, tactics and planning meetings. • Identify and monitor all hazardous situations relevant to the incident. • Review the Incident Action Plan (IAP) for safety aspects and write the safety introduction of the IAP • Develop and publish the site safety plan • Provide safety advice to all responders • Brief NOSIC on safety issues or concerns 	Ministry of Labor to lead.	There is a strong link between the Safety Adviser of the NOSIC Support Staff and Safety Advisers working for Operations Division at site level.
4	LEGAL ADVISOR	<ul style="list-style-type: none"> • Compliance with statutory legislation • Compensation and claims unit • Advice on media releases • Establishes links with the vessel, facility or installation owners and their legal representatives. • Liaises with NOR as appropriate 	Ministry of Justice	
5	TECHNICAL SPECIALISTS	<ul style="list-style-type: none"> • This role is dependent on the needs of the operation. 	No defined lead agency, it could be filled by a technical specialist contractor or a member of academia.	Could be a number of different organizations involved to inform on technical aspects of the response

4.6 Operations Section

The Operations Section is responsible for the management of all activities that are undertaken to resolve the incident and the management of all resources deployed in the field.

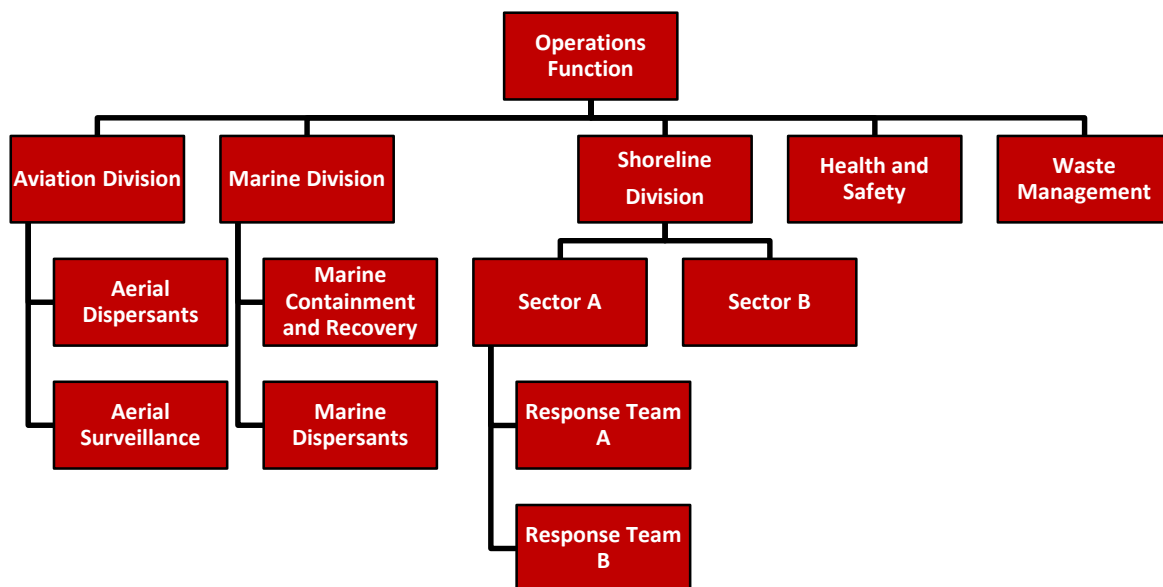
The Operations Section is broken down into divisions. Divisions are major areas of activities which can be further broken down into the type of activity or geographical areas according to the type and demands of the incident. For example:

- Aviation
- Marine
- Shoreline
- Health & Safety
- Waste Management

Divisions can be broken down into sectors or geographical locations, teams or resources dependent upon the management requirements of the incident.

Figure 4.2 below shows the Operations Section Organization Chart. This chart is not exhaustive and additional sections, branches, staging areas or divisions could be added if the situation dictated it.

Figure 4.2: Operations section organization chart



4.6.1 Operations Section Roles and Responsibilities

Lead agency: Lebanese Armed Forces (LAF)

Support: Coastguard, Civil Defense, MOIM, MOE, MOPH, MOL, MOA, MOPWT-DGLMT, MOEW

Applicability: Operations Commander and Deputy

Role: Management of all incident related tactical activities in support of the incident response.

Key Responsibilities

- Manage and ensure the safety of tactical operations
- Set tactical objectives for each operational period
- Develop the Operations Section of the Incident Action plan

Table 4.4 below outlines the tasks to be carried out by the Operations Division Commander and Deputy, with Table 4.5 giving the tasks of each of the Operations subdivisions.

Table 4.4: Operations tasks of Commander and Deputy

Ser	Task	Description
1	Obtain a briefing from the NOSIC	<ul style="list-style-type: none"> • Familiarize yourself with the overall incident and your role. • Obtain a copy of the situation report, logs and a summary of the resources available. • Get clear directions on initial actions to be undertaken.
2	Develop tactics in support of the IAP	<ul style="list-style-type: none"> • Discuss the situation with immediate subordinates: <ul style="list-style-type: none"> - Obtain plans for the next work period • Review operations considering: <ul style="list-style-type: none"> - Resource availability - Situation status - Incident behavior prediction - Environment - Weather - Tides - Communications capability • Develop plans for each division and or sector • Make resource allocations for each division or sector
3	Brief personnel and allocate tasks in accordance with the IAP	<ul style="list-style-type: none"> • Identify key personnel to be appointed to the incident: <ul style="list-style-type: none"> - Conduct a briefing meeting with personnel using the IAP - Make sure that the personnel have copies of the plan relevant to their responsibilities • Establish reporting arrangements concerning implementation of the plan • Provide additional information if requested

Ser	Task	Description
4	Establish and maintain assembly areas	<ul style="list-style-type: none"> Identify required location(s), expected resources to be assembled at each area and anticipated duration of use. Work with logistics, if appointed, to develop staging areas and ensure they are properly supported.
5	Manage and supervise operations at the incident	<ul style="list-style-type: none"> Acquire information on operations activities Provide information on changes to the National Oil Spill Incident Commander and Planning Implement any necessary operational changes within operations.
6	Evaluate operations	<ul style="list-style-type: none"> Assess progress of operational activities and provide reports to Incident Command and Planning, outlining progress, anticipated development of the incident response, and other relevant information.
7	Determine need for and request additional resources	<ul style="list-style-type: none"> If additional resources are required, provide details of: <ul style="list-style-type: none"> Description of problem Level of priority Type and quantity Time and location needed
8	Initiate recommendations for the release of resources	<ul style="list-style-type: none"> Operations is responsible for: <ul style="list-style-type: none"> Evaluating the adequacy of existing operations resources Estimating current and future resource requirements Designating recommendations for the release of resources
9	Report special incidents, accidents and changeovers	<ul style="list-style-type: none"> Indicate the nature of the event using the format of the situation report, specifying additional assistance needed.
10	Maintain a log of activities	<ul style="list-style-type: none"> Maintain a log of all activities, issues and decisions.

Table 4.5: Operations division roles and responsibilities

Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
1	AVIATION DIVISION	Manages aviation assets and co-ordinates spill monitoring overflights and aerial dispersant application	LAF to lead. Contractors may need to be embedded within the unit. There is a close link to the Planning Function Situation Unit, a liaison officer from the situation unit may also be embedded in the aviation division.	If a polluter has an Oil Spill Response Ltd. (OSRL) contract, aviation assets may be available through this means.
2	MARINE DIVISION	Manages marine assets, on water containment and recovery operations at sea and application of marine dispersants.	LAF. Various assets from other entities will need to be embedded within this unit e.g., fishing vessels and contractors.	Civil Defense, Coastguard and MOPWT-DGLMT to support
3	SHORELINE DIVISION	Manages shoreline clean-up operations, collection, storage and disposal of waste materials. Decontamination of personnel and response equipment	Civil Defense to lead	Supported by Governorate, Ministry of Interior and Municipalities, MOIM Coast Guard, Ministry of Environment, Ministry of Agriculture, volunteers, fishermen etc. Decisions on response priorities and areas to be cleaned from planning section (environmental unit).
4	HEALTH & SAFETY	Responsible for the safety of responders and all response activities	Ministry of Labor lead with LAF Safety Brigade And Ministry of Public Health	Supported by MOPH and LAF Will require specialist Health & Safety training in regard to oil spill response activities.
5	WASTE MANAGEMENT	Collection, storage, sorting, handling, transport and disposal of contaminated waste streams.	Lead by the Ministry of Environment.	Supported by Ministry of Public Works and Transport, Ministry of Energy and Water, DG Oil, LOI. Hazardous Waste Contractors and REMPEC (Advisory)

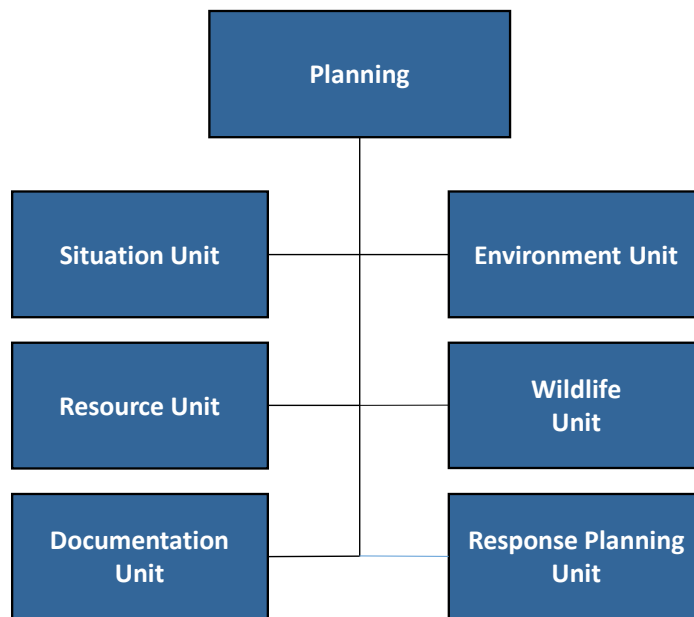
4.7 Planning Section Overview

The planning section is responsible for:

- Information management and the development of the incident action plan.
- Tracking resources, collecting and analyzing information and maintaining documents.
- Distributing information and intelligence provided by the Operations Section

The planning section, Figure 4.3, is responsible for information management and the development of the Incident Action Plan (IAP), for the approval of the National Oil Spill Incident Commander.

Figure 4.3: Planning section organization chart



4.7.1 Planning Section Roles and Responsibilities

Lead agency: Ministry of Environment

Support: LAF, CNRS, LPA, MOA, MOFA

Applicability: Planning Director and Deputy

Role: The Planning Section Director is responsible for development of the Incident Action Plan as well as the collation, analysis, dissemination and recording of all incident information.

Key Responsibilities

- Collecting and managing all relevant incident information and data.
- Conducting and facilitating planning meetings
- Supervising the production of the Incident Action Plan
- Recording all incident documentation

Table 4.6 below outlines the tasks to be carried out by the Planning Division Director and Deputy, with Table 4.7 giving the tasks of each of the planning units.

Table 4.6: Planning section tasks of Director and Deputy

Ser	Task	Description
1	Obtain a briefing from the NOSIC	<ul style="list-style-type: none"> • Planning needs to be aware of the current incident situation and the plan being utilized in the management of an incident. • Planning must also understand NOSIC concerns and priorities in order to continue the planning process. Thus, alternative objectives and strategies can be developed for use in line with predicted incident activity.
2	Process information relating to the current and predicted incident situation	<ul style="list-style-type: none"> • Planning is responsible for maintaining and updating all information relating to the incident including weather forecasts, situation reports, maps and estimate of losses. • Knowledge of the current situation should be used to assist in forecasting incident behavior, response directions and requirements.
3	Maintain records about the location and deployment of personnel and equipment	<ul style="list-style-type: none"> • Planning will develop an effective system to record what personnel and equipment are deployed on the incident and what they are doing at any particular time.
4	Maintain an information service	<ul style="list-style-type: none"> • Planning is responsible for maintaining an information service to provide up to date information relating to incident cause, size, current situation, resources and other matters of general interest. • This information service enables personnel at the incident, other agencies, the media and the public to be kept informed of the latest developments.
5	Liaise with technical specialists	<ul style="list-style-type: none"> • Technical specialists may be employed at major and complex incidents. They assist in the development of plans for combatting the incident as well as help predict the incident behavior. • Planning liaises closely with these technical specialists when developing plans and determining strategies.
6	Conduct planning meetings	<ul style="list-style-type: none"> • Planning meetings form an integral part of the process of incident management. • Planning works with NOSIC to schedule and conduct planning meetings. The degree of involvement will depend on the scale of the incident. In larger incidents, planning will conduct preliminary meetings on behalf of the NOSIC, with the recommended options brought to the NOSIC for approval. Smaller incidents would involve the entire incident management team in the incident action planning process.

Ser	Task	Description
7	Develop alternative control objectives and strategies	<ul style="list-style-type: none"> Planning, in consultation with other members of the Incident Management Team, is responsible for developing alternative strategies in response to changing information or circumstances.
8	Prepare and disseminate IAP	<ul style="list-style-type: none"> Following the final planning meeting, prepares the IAP which must then be approved by the NOSIC. The plan should then be compiled and disseminated to all staff for operational implementation.
9	Organize incident demobilization	<ul style="list-style-type: none"> Planning in conjunction with Logistics prepares plans for demobilization at the incident and the return of all resources to their home locations.
10	Maintain a log of activities	<ul style="list-style-type: none"> Planning maintains a log of all activities, issues and decisions.

Table 4.7: Planning unit's roles and responsibilities

Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
1	SITUATION UNIT	<ul style="list-style-type: none"> Collect, collate, analyze and display incident information at the earliest opportunity. Provide and disseminate intelligence, photographs, mapping, surveillance reports, and modelling and situation briefings. Develop and maintain a master chart of the incident. 	Led by Ministry of Environment, but supported by technical specialists as well as CNRS and LPA	Led by MOE supported by a team of technical specialists, led by CNRS, who are experts in spill modelling, GIS and mapping. The LAF should have a liaison officer embedded in this team so situation status/ intelligence can be effectively gathered from the Operations function and used to inform the unit.

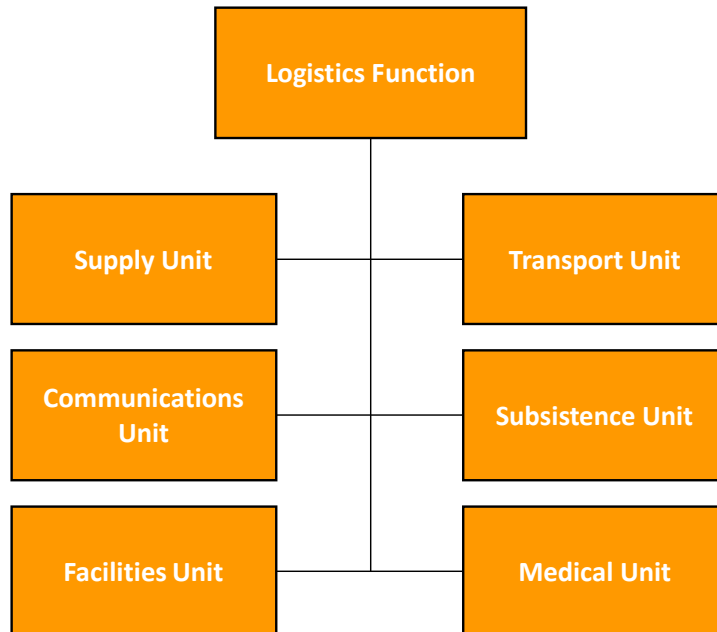
Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
2	ENVIRONMENT UNIT	<ul style="list-style-type: none"> • Responsibility for all associated environmental matters relating to the response. • Identifying sensitive areas at risk and proposing appropriate response strategies. • Environmental assessment, monitoring, modelling, surveillance reports, collation of data for the Situation Unit. • Developing Shoreline Clean Up and Assessment Plans. • Providing environmental advice to the preparation of the IAP. • Identifying the extent and effects of contamination. • Collection, transportation and analysis of samples. 	Led by Ministry of Environment supported by the Ministry of Agriculture, CNRS and Academia.	
3	RESOURCES UNIT	<ul style="list-style-type: none"> • Recording and tracking of all resources personnel and equipment. • Establishing a check-in system at all locations. • Prepare organization master resources list. • Attend meetings and briefings required by the Planning Director. 	Ministry of Environment Supported by LPA and LAF	Depending on the circumstances, staff from industry and other equipment holders may form part of the unit.
4	RESPONSE PLANNING UNIT	<ul style="list-style-type: none"> • Response planning refers to the preparation and dissemination of incident specific plans to be employed in responding to the incident. This unit may coordinate planning meetings. 	Ministry of Environment supported by MOFA, MOF and CNRS as appropriate	MOFA may be required to support regarding international assistance

Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
5	DOCUMENTATION UNIT	<ul style="list-style-type: none"> • Act as the custodian of all incident files and ensure that information is current and accurate. • Provide duplication and copying services to the responders. • Maintain the Incident Open Action Tracker. • File all official forms and reports. 	Ministry of Environment	
6	WILDLIFE DIVISION	<ul style="list-style-type: none"> • Responsible for managing wildlife surveys, protection strategies, collection and removal of dead birds and mammals. Cleaning and rehabilitation. 	Led by Ministry of Environment, supported by Ministry of Agriculture, CNRS, Academia and NGOs.	MOE has access to bird specialists.

4.8 Logistics Section

This is the response function that supports operations through the provision and maintenance of all resources and services.

Figure 4.4: Logistics section organization chart



4.8.1 Logistics Section Roles and Responsibilities

Lead agency: MOPWT-DGLMT

Support: LAF, MOPH, MOFA, Customs, Civil Defense, Lebanese Red Cross, MOT

Applicability: Logistics Director and Deputy

Role: The Logistics Function Supports the Operations Function with the provision and maintenance of all resources and services.

Key responsibilities:

- Provision of Communications, supply, medical, subsistence, facilities and transport.

Table 4.8 below outlines the tasks to be carried out by the Logistics Division Director and Deputy, with Table 4.9 giving the tasks of each of the Logistics units.

Table 4.8: Logistics Section tasks of Director and Deputy

Ser	Task	Description
1	Obtain a briefing from the NOSIC	<ul style="list-style-type: none"> • To be successful, logistics needs information from the NOSIC about the facilities, services and materials required at an incident. It is necessary to identify: <ul style="list-style-type: none"> - Current status of the incident - Resources that are allocated, available and en-route - Unserviceable resources - Geography and topography of the incident area
2	Plan the organization of logistics	<ul style="list-style-type: none"> • Logistics responds to the needs specified in the IAP. The size of logistics will vary in accordance with the numbers of personnel and resources working at the incident. At its largest, logistics may comprise:
3	Logistics Services	<ul style="list-style-type: none"> • Supply unit: Organizing additional personnel, equipment and consumables including specialist equipment imported into Lebanon for the response. • Facilities unit: Preparing and managing locations of work, sleeping, eating and maintenance • Transport unit: Providing transport for personnel, arranging refueling, mechanical maintenance and security of equipment and where necessary managing traffic. • Communications unit: Arranging the installation and maintenance of equipment and providing technical advice • Medical unit: Ensuring that ill or injured personnel receive immediate medical treatment • Subsistence unit: Providing catering, food and water, responder life support

Ser	Task	Description
4	Allocate tasks	<ul style="list-style-type: none"> • After determining the function and structures of logistics, allocate tasks to appropriate personnel. Those with special experience or abilities should be given tasks appropriate to their particular capabilities. Because personnel are extended during major incidents it is important to assign key personnel to their positions quickly.
5	Participate in the preparation of the IAP	<ul style="list-style-type: none"> • Logistics participates in the preparation of the IAP. In particular, logistics seeks to anticipate operations' likely requirements for supplies, services, materials and consumables.
6	Ensure that a Communications plan is prepared	<ul style="list-style-type: none"> • The incident communications plan identifies: <ul style="list-style-type: none"> - Communications needs - Types of equipment required - Personnel needed to establish and operate the equipment
7	Estimate future service and support requirements	<ul style="list-style-type: none"> • Once logistics has gained knowledge about the incident and the servicing and support facilities that are in place at the time, it is possible to plan future logistics requirements. These may be: <ul style="list-style-type: none"> - Structural: Putting into place additional logistics elements. - Managerial: Organizing an appropriate span of control amongst personnel. - Physical: Ordering additional materials and equipment.
8	Provide management support	<ul style="list-style-type: none"> • Management support involves the provision of those administrative and communications services required to assist in the management of large and complex incidents. The logistics Director assumes responsibility for photocopying, typing and record keeping, as well as the operation of radios and telephones, facsimile machines, computers and similar equipment.
9	Maintain a log of activities	<ul style="list-style-type: none"> • Maintain a log of all activities, issues and decisions.

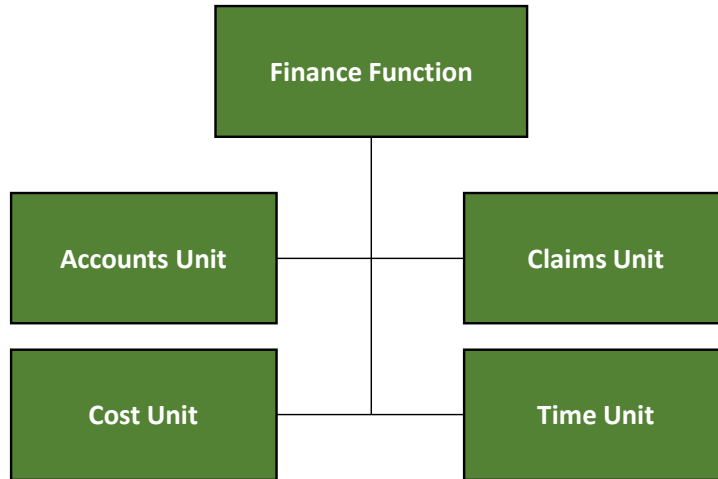
Table 4.9: Logistics units' roles and responsibilities

Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
1	SUPPLY UNIT	<ul style="list-style-type: none"> • Orders, receives, stores and distributes all supplies for the incident. • Maintains an inventory of accountable equipment and resources. • Receives and distributes international equipment 	MOPWT-DGLMT supported by LAF (freight distribution).	Close liaison with Finance Function for the provision of funds for the procurement of equipment. MOFA may be required to support regarding issues with personnel visas and MOF regarding customs/ excise.
2	FACILITIES SUPPORT	<ul style="list-style-type: none"> • Sets up, maintains and de-mobilizes all facilities used in support of incident operations. 	MOPWT-DGLMT supported by LAF	Close liaison with Finance Function for the provision of funds for the procurement of facilities.
3	SUBSISTENCE	<ul style="list-style-type: none"> • Provides all food and water requirements for bases and remote locations. • Maintains and operates all cooking facilities. Plans menus and orders food from the supply unit. 	MOPWT-DGLMT with LAF	Close liaison with Finance Function for the provision of funds for the procurement of subsistence for responders.
4	TRANSPORT	<ul style="list-style-type: none"> • Provides all ground transportation. Maintains and supplies vehicles. • Develops incident traffic plan. Refueling facilities and maintenance. 	MOPWT-DGLMT supported by LAF	Supported by LAF for specialist transport
5	MEDICAL	<ul style="list-style-type: none"> • Provides medical care and oversees health aspects of responders. • Organizes transportation of medical cases. 	MOPH Lebanese Red Cross Civil Defense	Site evacuation plans
6	COMMUNICATIONS	<ul style="list-style-type: none"> • Develops effective communications plan as well as acquiring, setting up, maintaining and accounting for communications equipment. 	Ministry of Telecommunications	Supported by LAF Communications equipment

4.9 Finance Section

This is the response function that monitors and maintains records about costs incurred in responding to the incident, including the provision of accounting, time recording and cost analyses. It is particularly important for the recovery of costs under compensation conventions. It may be used for the handling of claims for damages, loss of use, or inconvenience.

Figure 4.5: Finance section organization chart



4.9.1 Finance Section Roles and Responsibilities

Lead agency: Ministry of Finance

Support: Higher Relief Council, Affected Ministry, Ministry of Justice with support from Environmental Prosecutor's office

Applicability: Finance Director and Deputy

Role: Monitoring of all expenditure throughout the life of the incident and maintaining close liaison with the Planning and Logistics functions. Through governmental financing procedures ensuring adequate funding is available to finance the response during the initial response phase.

Key Responsibilities

- Management of all financial aspects of the incident
- Provision of cost analysis data
- Ensuring that compensation claims are duly processed in accordance with current legislation

Table 4.10 below outlines the tasks to be carried out by the Finance Division Director and Deputy, with Table 4.11 giving the tasks of each of the Finance units.

Table 4.10: Finance Section tasks of Director and Deputy

Ser	Task	Description
1	Obtain a briefing from the NOSIC	To be successful, finance needs information from NOSIC about the decisions taken, direction of the response and expenditure of each response function. It is necessary to identify: <ul style="list-style-type: none"> • Current status of the incident • Resources that have been allocated • Initial contact with insurers etc.
2	Plan the organization of finance	Organize time records of personnel, accounts for purchases of supplies, hiring equipment, compensation and insurance and the collection of cost data. Liaises with NOR as appropriate
3	Participate in the preparation of the IAP	Finance participates in the preparation of the IAP. In particular, finance seeks to estimate likely expenditure incurred by the incident and implement processes for accepting compensation claims.
4	Initiate contact with relevant compensation bodies	Finance should make early contact with compensation bodies, such as P&I Clubs and exchange information about the incident.
5	Maintain a log of activities	Maintain a log of all activities, issues and decisions.

Table 4.11: Finance unit's roles and responsibilities

Ser	Support Staff	Task	Ministry/ Agency	Reference/ Remarks
1	CLAIMS UNIT	<ul style="list-style-type: none"> Responsible for financial concerns resulting property damage, losses, personal injury or fatality. Insurance matters. 	Higher Relief Council Ministry of Finance Affected Ministry	With reference to the Ministry of Justice and support from the Environmental Prosecutor's Office
2	COST UNIT	<ul style="list-style-type: none"> Responsible for tracking costs and analyzing cost data. Developing incident cost summaries. Recommending cost saving measures. 	Ministry of Finance	
3	ACCOUNTS UNIT	<ul style="list-style-type: none"> Responsible for administering all financial matters concerning vendor contracts. Establish an incident procurement plan. Prepare and authorize contracts. Coordinate with the Compensation/Claims Unit for processing claims. Advise the Finance Director on current problems and recommendations. 	Ministry of Finance	
4	TIME UNIT	<ul style="list-style-type: none"> Records time for utilization of personnel and equipment. Liaise with operations, logistics and planning units to gather time reports for utilization of resources. 	Ministry of Finance	