

## Section 2420 - Volunteer Program

For the purpose of the Area Contingency Plan, volunteers will be referred to as "uncompensated workers" or "volunteers". There should be no distinction made between an uncompensated worker, or volunteer, and a compensated worker for purposes of health and safety, however, the utilization of uncompensated workers must be approved by the Unified Command. To the greatest extent possible, uncompensated workers should have limited roles in spill response. They should not be utilized in any situation that could potentially result in the person's exposure to contaminants without specific training in accordance with the approved Site Safety Plan and the specific endorsement of the Unified Command.

If the Unified Command approves a request to utilize uncompensated workers, they may participate in the following activities, or other specific activities they may approve, including, but not limited to:

- Operating phone networks designed to address public input and concern.
- Helping to mobilize and inventory equipment (Non-Contaminated)
- Beach patrol to monitor/support operations and identify equipment needs and/or conduct reconnaissance of response efforts..
- Construction/operation/monitoring of first aid/refreshment/support stations for workers.
- Pre-impact response operations including ephemeral (existing) debris removal/relocation, response operations.
- Post-emergency response operations including shoreline clean up operations in accordance with the approved Site Safety and Health Plan.
- Assisting in wildlife rehabilitation.
- Public Information and Outreach assistance as may be appropriate.

If Unified Command approves the use of uncompensated workers, the responsible party or FOSC shall:

- Establish and make known a phone number to be used for managing incoming requests to volunteer.
- Designate an individual to act as the Volunteer Unit Leader (VOLL) to develop and implement, under the guidance provided in this Section of the Hawaii Area Plan, a written, Incident Specific Volunteer Program. This Volunteer Program shall detail the volunteer safety training program and the work environments in which the volunteer workers will be working. This Volunteer Program, as well as any material changes to the Program, must be approved by the Unified Command.
- Direct the VOLL to develop, and submit to Unified Command for approval, Volunteer Plans as part of the Incident Action Plans developed for the incident, to direct and coordinate volunteer response activities.

## **Volunteer Exclusions**

Unless an individual is specifically approved by the Unified Command, the Site Safety Plan may restrict certain volunteers from certain jobs. Specifically, but not exclusively, jobs that require special or specific skills and those jobs that may pose an extraordinary potential risk to the individual or other individuals in an operation.

## **Volunteer Policy**

The Volunteer Program described within this Area Plan is meant to provide an opportunity for convergent volunteers and contractors of opportunity to safely support post emergency response efforts. Using volunteers can provide response benefits as well as resource distractions during an incident. The Unified Command has the responsibility to determine resource priorities during an incident. At a minimum there should be a mechanism for volunteers to apply for an opportunity to assist in the response. This Section provides a systematic process for augmenting resources for a post emergency response should the Unified Command decide there would be value added. If the Unified Command approves the use of volunteers, they shall institute a Volunteer Program. A Volunteer Unit Leader (VOLL), within the Planning Section, shall be designated. A Volunteer Unit Leader is a person or representative of an agency responsible for managing and overseeing all aspects of uncompensated worker participation, including recruitment, induction, integration and deployment. The scope of a Volunteer Unit Leader is extremely vast as uncompensated workers can be assigned to numerous tasks, including wildlife rehabilitation and beach clean-up, at any time or location during an oil spill response. The VOLL may designate, as needed, one or more Volunteer Coordinators to work directly with Operations to smooth the integration of volunteer resources with response activities.

The State of Hawaii has multiple islands that may be impacted by a significant incident. The overall geographic area presents certain benefits and challenges. It is recognized in this policy that volunteer programs may not be able to deal with/take advantage of volunteer potentials for all incidents or operational areas.

## **Program Description**

The Captain of the Port (COTP) shall develop within the Hawaii Area Plan a Section (this Section) describing the Volunteer Program to be used, when approved by Unified Command, for responding to an oil spill incident. This Section, by Letter of Agreement (LOA) from the Oceania Regional Response Team (ORRT) shall be used by the Captain of the Port, as guidance for pre-authorized and approved development of an Incident Specific Volunteer Program. If the use of uncompensated workers is approved by Unified Command the Volunteer Unit Leader (VOLL) will review this Section 2420 and adjust its' content, including policy, possible limitations and general and job specific training requirements, to address the specific nature of the current incident. Once the Incident Specific Volunteer Program is completed it must be presented to Unified Command for approval. This approved Incident Specific Volunteer Program will be the basis upon which a Volunteer Plan, to be prepared by the VOLL, will be included by reference or attachment to the Incident Action Plans developed. It must be adjusted as necessary to reflect the response activities directed by the Incident Action Plans and referenced in specific 204 work assignments involving volunteers, as well as the Incident Site Safety and Health Plan.

## **Volunteer Program Components**

The Incident Specific Volunteer Program (hereinafter referred to as the Volunteer Program) should include the details sufficient to provide Unified Command an understanding of the policies and procedures that will address volunteer participation, recruitment and induction, training and, integration and deployment. Upon approval, it is meant to provide Unified Command guidance to the Volunteer Unit Leader on how to develop a Volunteer Plan to effectively and safely engage volunteer resources in coordinated support of the Incident Action Plans guiding the response.

## **Recruitment and Induction**

If the Unified Command approves the use of volunteers the VOLL will establish methods to enable persons wanting to assist to apply to volunteer. A "Volunteers" website with an e-mail address will be maintained by the Hawaii Oil Spill Response Center. It will provide basic information on how to apply. It will also provide downloadable forms required to apply. This website, along with a phone number may be advertised as approved by the Unified Command. The Clean Islands Council, an oil spill response organization, will also maintain a link on their website labeled "Volunteers" that will connect to the Volunteers web site. Applicants will be directed to the website to retrieve the forms necessary so they may be filled out and turned in to the VOLL by fax or e-mail. These forms are entitled the "Volunteer Information Form" and "Waiver of Liability Form", and are included herein as Attachments 2420 (A-1) and 2420 (B-1). Once these forms are received the VOLL will arrange to conduct an interview with the prospective volunteer. It is recognized that there may be prospective volunteers that may not be suitable for all jobs, or any jobs. The recruitment process should be designed to determine a prospective volunteers skills, experience, current training and training shortfalls, general health and suitability to contribute to the work being offered to volunteers in the Volunteer Program. Once it has been determined that a person may be suitable to assist in the response, the VOLL will arrange to conduct an orientation to present prospective volunteers with the general policies and procedures, applicable to volunteers, as identified in the Volunteer Program. Including, but not limited to, the following information.

- Opportunities for participation identified in the Volunteer Plan.
- The "Rules of Engagement" under which a volunteer may participate including the fact that they are "uncompensated workers" and must sign a Waiver of Liability form and that they may be released from participation under the same standards as compensated workers.
- Details of the training program including training requirements and work rules and restrictions.
- Organizational awareness information including a presentation on the Volunteer Unit and where and how it fits into the ICS organization. Also, information on who they work for and the role of the Volunteer Coordinators.

Once the induction process is complete, prospective volunteers move into the training phase.

## Training Program

### Program Concept

It is recognized that some uncompensated workers as well as some contractors of opportunity may have inadequate safety training to immediately participate in post emergency response operations. (For post emergency only, below exposure limit responses, OSHA has determined this is 24 hours of HAZWOPER training) No distinction is made between an uncompensated worker, or volunteer, and a compensated worker for purposes of health and safety. All workers with inadequate safety training (under trained workers) will be required to complete, at a minimum, a four-hour safety training course, in compliance with 29 C.F.R.1910.120(q)(11)(II) covering hazardous communications, emergency action plans & respiratory protection, to be sponsored by the responsible party. Under trained workers, tasked to perform post-emergency response operations, as delineated in 29 C.F.R. 1910.120(q)(11) will be required by the FOSC, to receive additional training as prescribed in this Section of the Area Plan, in accordance with the Oceania RRT Volunteer Program Pre-authorization Agreement. The Training Program described and included herein, is designed to be in compliance with OSHA Instruction CPL 2-2.51.

The training approach outlined in this program includes four hours of general HAZWOPER (Hazardous Waste and Emergency Response) safety training. This is more than awareness training and is designed to educate under trained workers in the hazards associated with oil spill response and the safe working practices designed to reduce those hazards. Once the general training is complete the workers will progress to supervised field work in a low risk, post emergency environment. They will work under direct supervision for twenty four (24) hours. This field work will include further site specific, job specific training. Workers will only be allowed to do those jobs and tasks in which they have specific training. This training is meant to be incident specific and is not designed to replace standard HAZWOPER training. The Volunteer Unit Leader will be responsible for the maintenance of a training log to document the training that each under trained worker receives. The log shall be made available to the FOSC upon request, and the FOSC shall ensure each worker is properly trained and placed in work environments consistent with the provisions of this plan. The Unified Command shall approve the training program employed in support of the response.

### Curriculum

#### Four Hour General HAZWOPER Course

At a minimum, the following topics must be covered.

- What constitutes an effective safety program. This is to include the "Risk Control System" and the "Safety Process". Also included are safe work practices including Zone Control and proper use of Personal Protective Equipment and Decontamination procedures.
- The hazards associated with oil spill response including both the chemical risks and the risks of mechanical injury such as slips, trips, and falls. Training in how to recognize risks and assess the potential for injury. Know and be able to recognize the signs and symptoms of overexposure to the hazards present.
- Training on the organization and the coordination between the site safety personnel and operations. Know the emergency procedures for responding to a safety emergency. Train on the contents and structure of the Site Safety Plan.

- The proper selection of Personal Protective Equipment (PPE) as defined in the Hawaii Area Plan as it relates to heat stress and heat stress reduction initiatives. The risks associated with overexposure to the sun.
- The risks associated with marine spills including surfzones and vessel operations.

## **Site Specific Training**

When under trained workers transition to the field for continued supervised on-the-job training they need a site specific orientation. This should include a briefing of site specific risks due to the topography or the nature of the work being performed. Also any special safety procedures such as emergency alarms, escape routes, and places of refuge specific to the location should be discussed. The chain of command and communications procedures should be included. Zone Control features including decontamination and the proper PPE for the work being conducted should be reviewed.

## **Work Specific Training**

When trainee workers conduct on-the-job supervised work they need a work specific briefing on the particular risks associated with the job they are expected to perform. This should include a briefing on the nature of the work, the tools and PPE to be used as well as any special concerns such as lifting over-filled bags. When changes occur such as a change in the environment, personnel or tasking, the supervisor in charge should reconduct as necessary a job specific briefing as part of the continued training which is the nature of this program.

## **Integration and Deployment**

When the time comes for on-the-job trainees to transition to the field they need to be supervised closely for the first twenty four (24) hours. The on-the-job training and the Work Specific training they receive needs to be documented. Even after the initial twenty four (24) hour training period workers under this program need to be given continued Site Specific/Work Specific training as is appropriate to address changes in the response effort. The VOLL should appoint and use Volunteer Coordinators as necessary to facilitate a coordinated integration of trainees with field operations.

# VOLUNTEER INFORMATION FORM

Attachment 2420 (A-1)

Hawaii Area Contingency Plan

**Contact Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Gender: M  F  Age: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone day time \_\_\_\_\_  
 \_\_\_\_\_ Telephone night time \_\_\_\_\_  
 \_\_\_\_\_ Cellular Phone \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Next of Kin:**

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Telephone day time \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone night time \_\_\_\_\_  
 \_\_\_\_\_ Cellular Phone \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Personal Health Insurance Provider:  
 HMO/Physician Contact Information:**

Name: \_\_\_\_\_ Do you have CURRENT HAZWOPER  
 training? (Certificates Required)  
 Address: \_\_\_\_\_ How many hours? 24  40   
 \_\_\_\_\_ Telephone day time \_\_\_\_\_  
 \_\_\_\_\_ Telephone night time \_\_\_\_\_  
 \_\_\_\_\_ Cellular Phone \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_

**Existing Health Limitations/Restrictions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Skills/Experience:** Please put an "E" or a "T" on the line in front of the task areas in which you have "E"xperience or "T"raining.

<u>Wildlife Response</u>	OJT	<u>General Spill Response</u>	OJT
_____ Veterinarian Tech	_____	_____ ICS Training	_____
_____ Search & Collection	_____	_____ Boat Handling	_____
_____ Animal Intake	_____	_____ Physical Labor	_____
_____ Tubing	_____	_____ Equipment Operation	_____
_____ Animal Holder	_____	_____ Volunteer Orientation	_____
_____ Animal Washing	_____	_____ Teaching	_____
_____ Pool Monitoring	_____	_____ Phone Bank	_____
_____ Wildlife Food Prep	_____	_____ Public Relations	_____
_____ Construction	_____	_____ Construction	_____
_____ Electrician	_____	_____ Electrician	_____
_____ Cage Cleaning	_____	_____ Basic Needs/Logistics	_____
_____ Laundry	_____	_____ Swimming	_____
_____ Clerical	_____	_____ Computer Skills	_____
_____ Basic Needs/Logistics	_____	_____ Debris Removal	_____

# WAIVER AND RELEASE of LIABILITY FORM

Attachment 2420 (B-1)

Hawaii Area Contingency Plan

## KNOW ALL PERSONS BY THESE PRESENTS:

That I, \_\_\_\_\_, for and in return for sufficient, good and valuable consideration of my request to participate and join in oil spill remediation activities, the receipt and sufficiency of which is hereby acknowledged, do hereby release and forever discharge the United States Coast Guard, the State of Hawaii, the Clean Islands Council and its' member companies, their agents, servants, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporation: liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all actions, causes of action, lawsuits, claims and demands which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to my participation in the oil spill remediation activities pursuant to my request.

It is understood and agreed that this release is made in full and complete settlement and satisfaction of the aforesaid actions, causes of action, claims and demands; that this Release contains the entire agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his/her respective heirs, executors, administrators, personal representatives, successors and assigns. This Release shall be subject to and governed by the laws of the State of Hawaii.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

# DECLARATION OF THE RISKS INHERENT IN OIL SPILL RESPONSE ACTIVITIES

Attachment 2420 (B-2)

Hawaii Area Contingency Plan

In consideration of the participation of \_\_\_\_\_ in oil spill response and remediation activities the United States Coast Guard, the State of Hawaii and the Clean Islands Council and its' member companies, each and all of them, herein expressly declare that oil spill response activities have inherent risks and may be hazardous to an individuals health and well being.

Even though the health and safety of response personnel is the primary objective of the Unified Command, due to the nature of the work, accidents and injuries have been known to occur. Risks associated with the work include the potential for sun exposure, slips, trips and falls, drowning, cuts and lacerations, blindness, dismemberment and death. To help you to make an informed decision on whether you want to participate in response and remediation activities and wave your legal rights to make claims in any way relating to any and all injuries and damages of any and every kind that may occur as a result of your participation in the response and remediation activities, we want you to read and acknowledge the examples of the type of injuries THAT HAVE ACTUALLY OCCURRED during a response.

\_\_\_\_\_  
Initials In more than one case helicopters carrying surveyance teams have crashed and fatalities have occurred.

\_\_\_\_\_  
Initials In more than one case fatalities have occurred due to "static line failure" when rope or wire line around boats or rigging have parted when under load and snapped back hitting people.

\_\_\_\_\_  
Initials In more than one case fatalities have occurred when responders have fallen out of boats used to deploy and tend boom or other wise work in oiled waters.

\_\_\_\_\_  
Initials In more than one case people have been knocked down by waves and washed around the rocky shoreline suffering large cuts and abrasions. There have been drownings.

\_\_\_\_\_  
Initials In more than one case fires have occurred during response activities.

\_\_\_\_\_  
Initials In more than one case people have suffered heart attacks due to heat stress and work load.

These are just a few examples of the types of injuries that have and may occur during a spill response. Potential injuries are not limited to these examples. Even though injuries are rare and usually minor the potential for serious, even fatal injury does exist. Please consider carefully whether you want to participate in this remediation effort. If you choose to participate you must sign and have notarized the Waiver and Release of Liability Form (2420 (B-1)). You must also sign this Declaration of Risks Form 2420 (B-2). No separate notary is required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature