



Canadian Coast Guard  
United States Coast Guard  
Joint Marine Pollution Contingency Plan



CANUSLAK Annex  
International Coordinating Officer (ICO)  
Virtual ICO Coordinating Call Job Aid

Step	Action	Notes
1	<u>Send/receive initial notification.</u> Per references (a) and (b), the lead federal agency for the primary nation upon receiving initial notification should promptly share notification with lead agency for adjacent/affected nation. Lead virtual ICO representative (usually USCG or Canadian CG ICO, CCG senior response officer (SRO), USCG sector response department head or JRT co-chair) should be identified.	Virtual ICO Coordinating Call Framework is normally used when a physical incident command post (ICP) is not established, but can also supplement communications when an ICP is established. Extent of each ICO's authority will depend on location, nature and extent of each incident, and on preferences of the Incident Commander.
2	<u>Establish incident call.</u> Lead ICO should select appropriate participants and schedule initial call via a telephone conference line. Participants should always include USCG D9 and affected sector and Canadian CG SRO. <u>Additional participants should normally include:</u> state or provincial government; Transport Canada; Canadian Energy Regulator; tribal/first nations; USEPA; port authority; SLSDC/SLSMC; district/sector command centers; responsible party or owner/operator, as appropriate. Additional reps selected on basis of authority, jurisdiction or expected impact.	This virtual framework is designed for incidents where the Incident Command System is activated in support of oil spill response operations along the Canadian/U.S. border of the Great Lakes but may also be useful for marine casualties, transportation incidents, pandemics or other incidents of bi-national interest. Web conferencing may also be used to share visuals.
3	<u>Incident summary.</u> Once call is established, the lead ICO should provide a verbal summary of the incident or solicit verbal incident/situation summary from applicable command center.	Activities of ICO augment IC's ability to coordinate and focus response and deployment of resources
4	<u>State actions &amp; coordinate.</u> Lead agencies should state agency's intended actions. Lead ICO should then solicit actions from other involved agencies. Call participants should consult on intended actions for areas of coordination, requests for additional agency coordination.	<ul style="list-style-type: none"> <li>• Coordinate tactical matters to achieve unity of effort.</li> <li>• Request and/or direct resources to support operational objectives</li> <li>• Request and/or direct scientific support</li> </ul>
5	<u>Solicit concerns.</u> All call participants should identify discrepancies or areas of concern and voice those while on the call. Identify areas where coordination is required.	<ul style="list-style-type: none"> <li>• Ensure understanding of policy guidance and coordination measures to achieve the best possible results.</li> </ul>
6	<u>Address concerns.</u> Lead ICO or appropriate agency representatives should address existing concerns. Identify any concerns that remain unresolved.	<ul style="list-style-type: none"> <li>• Enhance cooperation between ICs and District/Regional staffs of both countries.</li> </ul>
7	<u>Summarize call &amp; situation.</u> Lead ICO should summarize the call and plan of action.	Identify any remaining concerns.
8	<u>Conclude call.</u> Lead ICO should set next call time. Recap any expected deliverables or reporting.	Daily updates unless otherwise specified.

Ref: (a) Canadian Coast Guard – United States Coast Guard Joint Marine Pollution Contingency Plan (JCP) of 2017  
(b) Canadian/U.S. Lakes (CANUSLAK) Annex to Reference (a)