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BOILEX 2011 training plan

Baltic Oil Spill Exercise 27-29 September 2011,
Nynäshamn



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013



EUROPEAN UNION
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1. Background

1.1 EnSaCo project

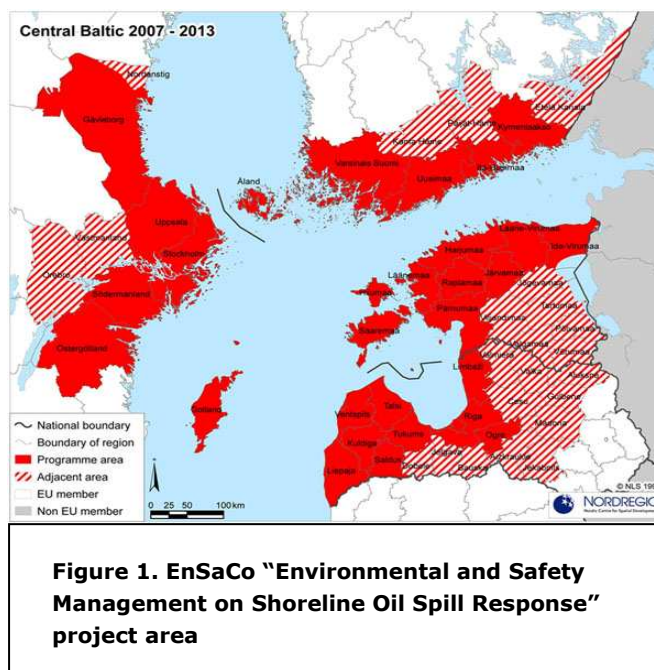
All countries in the Baltic Sea Region (BSR) have different prerequisites when it comes to managing a large oil spill affecting the shores. There are differences in available resources, carrying legislations organisational structures. Only one thing is common for all – no country alone is capable of protecting all their valuable coastlines in case of a major oil spill. International offshore cooperation is established within the BSR both within Helcom and the Copenhagen Agreement. However, regarding shoreline oil spills response there is less cooperation and a common platform for exchanging experiences and knowledge is missing. This is the background to the EnSaCo project.

Universities, rescue services, governmental authorities and NGOs from three countries in the Central Baltic Region are represented among the partners of the EnSaCo project. The combination of practical and theoretical knowledge creates a broader platform of knowledge as well as a multi-focal understanding that stretches from local, to regional, national and international perspective.

The EnSaCo project was initiated in December 2009 and is ongoing until spring of 2012. At the end of the project we have together created a foundation for well functioning cross-border cooperation in the shoreline oil spill response. Among the final products of EnSaCo are a manual for regular oil spill exercises and a joint manual for handling of oiled wildlife. Furthermore the countries' separate Environmental Atlas systems will be harmonized and oil combating resources will be easily accessible in the Environmental Atlas web tools.

1.2 Copenhagen agreement

The Nordic countries are committed by the Copenhagen agreement to cooperate in an environmentally threatening situation offshore, regardless of which country is threatened. The cooperation includes surveillance, monitoring, reporting, securing evidence, oil combating and general exchange of information. Information is exchanged on matters such as the organisational structures of preparedness, the chain of action and responsibility, surveillance results and



information regarding technical developments. The cooperation is characterized by the use of Nordic languages; Swedish, Norwegian and Danish. Another important element in the agreement is that the operative staff meets and shares experiences.

1.3 Documentation and communication

Notes are taken from each meeting. Each decision is forwarded to the PM BOILEX 2011. Short versions of the meeting memos are posted on Moodle for external use and project reporting.

1.5 Organisation

An international liaison group in EnSaCo WP4: Kenneth Kumenius (Fin), Madli Kopti (Est), Alexandra Zhukova (Ru) and Karl-Erik Kulander (Swe). Participating organisations are described in the appendix 10.

Focus of the BOILEX (Baltic Oil Spill Exercise) is on cross-border cooperation in the shoreline and is implemented jointly with an oil spill exercise within the Copenhagen agreement (CEX). CEX is taking place offshore while BOILEX is performed on and near the shore. In the shoreline a cooperation between operative units of Swedish Coast Guard, municipal rescue services, national depots and NGOs are working together.

A preparatory table top exercise, Olivia, was held in Nynäshamn in April 2011 where Swedish authorities on national, regional and local levels, experts and NGOs worked together to minimize the socio-economic and environmental effects of a major oil spill.

The prerequisite of the exercise is that local resources are insufficient and international resources are needed to manage a major oil spill. For that reason, recourses from Finland and Estonia are taking part during day 2 in BOILEX.

The aim for cross-border exercise within the EnSaCo project is to improve cooperation between the various participating stakeholders so that they will find it easier to assist each other in case of a major oil spill threatening the shores of one or several of the countries. In order to increase the ability to act in such a situation it is necessary to exercise regularly, which the exercise series BOILEX 2011 (Baltic Oil Spill Exercise) will contribute to. The international exercise BOILEX 2011 will be held from 27-29 September 2011 at conference hotel Utsikten Meetings in Nynäshamn, Sweden.

2. Cross-border oil spill exercise

2.1. Overall purpose and program

BOILEX 2011 is a learning exercise with some testing elements. The overall purpose is to increase the knowledge about managing an oil spill that is affecting the shoreline. Furthermore, the purpose is to achieve well functioning international cross-border cooperation concerning management,

assessments and decision making in the early stage of the oil spill. The exercise also aims to identify future needs for development.

The overall goal for the exercise concerning the participating countries is to increase the ability, both for the personnel and materiel, to receive or give help to another country during a major oil spill. The participating individuals should achieve increased knowledge about management of an oil spill that is affecting the shoreline and an increased ability to cooperate in the following areas: management, assessments and decision making in an early stage of the oil spill.

Date	Day 0 26 sept	Day 1 27 sept			Day 2 28 sept			Day 3 29 sept		
Focus	Prep day	Observers		Table Top exercise	Observers		Field exercise	Conclusions and evaluation		
PM	Arrival of participants and exercising units Preperation of exercise	Panel discussion			12 different groups, both on land and at sea exercise	-	Large field exercise with units from different organisation and nationality	Evaluation Field exercise		
		Seminars for observers	-	National groups		Special program		Lecture ICS and Revenue of Incident Commanders from Field exercise		
			Special program						Closure	
		Lunch		Lunch			Lunch			-
		AM		Seminars for observers	Special program	Functional groups	As above	Special program	As above	-
Presentation of table top exercise			-					-		
Evening	Pub and exhibition	Open ship			Formell dinner			-		

Table 2. Overview of the week.

2.2. Aim and purpose with table top exercise day 1

The theoretical exercise day 1 has two purposes – to test the ability of the exercised individuals on management at normative and strategic levels in their ability to use evaluation tools. Secondly, all exercised will be given a possibility to learn more on management, international cooperation, communication, alarm and agreements concerning oil spills affecting the shoreline.

The goal for all the exercised is to increase their knowledge in the following areas connected to a major oil spill:

- Management
- Alarm according to Nordred-agreement and MIC-function (EU)
- Need for communication
- Need for international cooperation
- Cooperation with NGOs

2.3. Aim and purpose with the field exercise day 2

The practical field exercise day 2 has two elements

- 1) Offshore exercise according to Copenhagen Agreement
- 2) Practical exercise in the shoreline

The purpose of the field exercise according to the Copenhagen agreement (CEX) is that the participants from the Swedish Coast Guard together with participants from other countries will practice oil spill recovery at sea in the archipelago. The Coast Guard is responsible of and implements this part of the exercise parallel to the BOILEX exercise in the shoreline.

The goal of CEX is to test the alarm routines with POLREP, as well as liaison functions between incident commanders, SOSC, NOSC and all participating units, as well as laying booms and recovering simulated oil at sea.

The purpose of the shoreline exercise is to increase the knowledge and ability among the exercised on cooperation of management. Besides handling of equipments from the national depots and rescue services, management of oiled wildlife is also tested. An international oiled wildlife manual is under construction within the EnSaCo project, and will be tested.

The goal for the practical field exercise in the shoreline is that the operational resources that are available from the different countries' national depots will be tested practically together. NGOs within oiled wildlife will test and display the manual that is being developed for Helcom. All participants will get increased knowledge about available resources for oil recovery, logistics and management of waste connected to a oil spill in the shoreline.

2.4. Aim and purpose of the seminar day 3

Purpose of day 3 is to provide the participants with possibility to discuss the experiences and lessons learnt from the previous days, together with a panel of experts discuss and immerse the knowledge regarding oil spill recovery in the shoreline. Future needs for development will also be identified.

The goal of day 3 is that all participants will take part of the panel discussion and are given possibilities to discuss and immerse the knowledge regarding oil spill recovery in the shoreline, as well as identify future needs for development.

2.5. Limitations and conditions

Due to practical reasons all the units and management functions will be present already on the first day. The transport and logistics is not included in the exercise. There will not be a role-play, the real world should be contacted. It is essential that every contact is begun with the words "exercise, exercise"/"ÖVNING, ÖVNING". The main language used will be the Nordic languages (CEX) and English. A Russian interpreter will be provided, if needed. Only due to practical reasons the Swedish Rescue Services will be independent from the municipal administration and Swedish Coast Guard independent from the government.

Each country is attending with participants according to their specific conditions. This can mean that persons who participate may have to take on other or more responsibilities than in a real situation. Furthermore, alarm via POLREP will be executed during day 1 despite that it will be noted as occurring day 2 in the PM.

The details of the field exercise are described in the implementation plans made by KBV and RS respectively. These include eg. The liaison plan, practical arrangements and what weather conditions are limiting the exercise, and the what the alternative plans are in these cases. Contact Tommy Carlsson, KBV and Bo Björklund, SBFF, for more information.

KFV who is planning the bird rehabilitation exercise has got their own implementation plan.

It is up to the command to implement concrete contact lists and require radio groups. Exercise manager initiates a liaison test during day 1.

2.6. Security, game management and working conditions

Ordinary working insurances- and employment protection are valid during the exercise. The exercise management will inform all participants about safety regulations in advance.

Responsible Day 1	Eva Ljungkvist
Responsible Day 2	Tommy Carlsson
Responsible Day 3	Eva Ljungkvist

Table 3. Exercise managers on the different days.

Responsible of security on land is Bo Björklund, SBFF and at sea Tommy Carlsson, Swedish Coast Guard. They are responsible for the working conditions during the exercise.

Any damages to the environment must be reported to BB. Any damages on equipment on vessels/vehicles/material must be reported to MSB (land) and KBV (sea). A very limited obstruction may be made around the stab room. The rest of the exercise area will be open, both at land at sea. Safety routines will be adjusted accordingly by the responsible of security.

2.7. Exercise outlines

The whole exercise is divided into 5 phases. Phase 1-4 occurs during day 1, phase 4 during day 2 and phase 5 during day 3. See appendix 11.

2.7.1. Prehistory

The vessel M/S Goose Sleep Town is located in Gävle port. Time is 16.42 on the 26th of September. The 1st mate is shrivelling the unloading and discharging of containers. This has been ongoing since 07.15 am.

M/S Goose Sleep Town leaves the harbour at 20.09 and two hours later the captain leaves the responsibility to the 1st mate. At 00.00 the 2nd mate goes on duty. Four hours later the 1st mate goes back on duty, time is now 04.00. The vessel is heading south - yellow line.

On the 25th of September the oil tanker Shu Shing Shi crosses Bornholmsgattet on her way to Nynäshamn. The day after, at 05.10 she rounds the island Gotska Sandön and turns west.

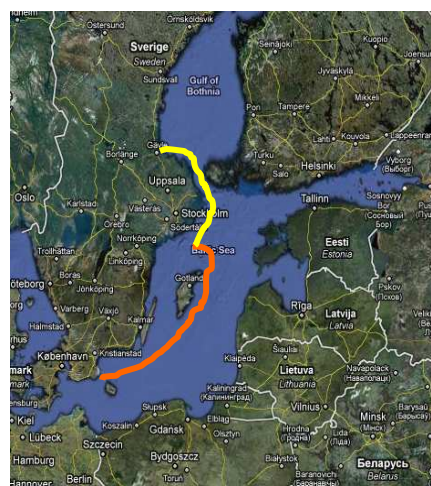


Figure 2. Ships' routes and place of collision.

Technical background data		
	M/S Goose Sleep Town	Shu Shing Shi
Length	97 m	243,2 m
Width	16 m	41,6 m
Depth		14,1 m
Speed	18 kt	14,7 kt
Type	Container vessel	Aframax
Cargo	Paper products	Crude oil
Toxicity profile	Non hazardous	Thick crude oil

Table 4. Technical background data of the vessels

2.7.2. Course of events and immediate consequences

A few details in the scenario have been corrected in order to provide exercise outlines that matches the methods used.




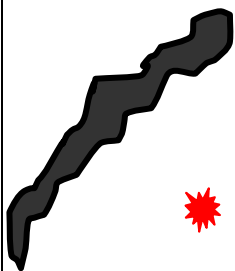
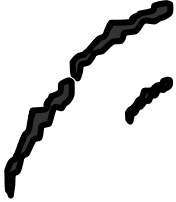
Ph	Phase 1-5 illustration	Time	Description of coarse of events	Scenario presentation
1		05:10	Ship collision between oil tanker M/S Goose Sleep Town and Shu Shing Shi has occurred. The oil tanker's tank is damaged. Weather: clear, light air, shifting wind directions	Film (KBV)
2		06:10	Two spills, and at each occasion spill is detected. Due to weather conditions it is difficult to make a reliable forecast. Oil stays near the accident. Prognosis: leakage for 12 hours from 2 wing tanks, each holding 10 000 tonnes. The initial diameter of the spill is 500 m and after 3 hours the diameter is 1 km. Weather: high pressure. Temp 14°C in the water, 18°C in the air.	Seatrack still (MSB) Flight photos (KBV)
3		11:10	Prognosis: 20 000 tonnes of oil is leaking to the sea. Risk of serious emergency; shipwreck. Weather: increasing SE winds	Seatrack animation (MSB) Flight photos (KBV)
4		+ 56 hours	Oil reaches the shores, more oil is still at sea. Offshore recovery by KBV with assistance from international units. Amount of recovered oil equals to 5 000 tonnes. Predicted amount still at sea 15 000 tonnes. KBV is able to recover 60% at current weather conditions. Weather: SE winds 9 m/s	Seatrack animation (MSB) Flight photos (KBV)
5		+3 months	Ships are gone. No oil left in the water. Swedish coast has a lot of oil on the shores. Focus has moved from the national to local level. Other events are becoming more prioritized. The organisations that first were committed are showing signs of exhaustion. Weather: The winter is approaching, ice sludge reported at sea.	Seatrack (MSB)

Table 5. Coarse of events

2.8. Table top exercise day 1

2.8.1. Program

A panel is formed in the morning with national representation. After this, national working groups are formed followed by functional groups. Joint reviews are held between the different group formations. This is done according to STEP method to ensure a sustainable flow (include VIP and all moderators). See appendix 3, detailed program of day 1.

Group	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Spec.									
Media									

	Light grey	Coffee/Lunch/pause
	Medium grey	In function/own work
	Dark grey	Plenum
	white	irrelevant/not in function

Table 6. Schematic overview of Day 1.

2.8.2. The panel

First information to panellists was sent in July and the second 16th August. Teleconference with LU, EL and panellists was held at MSB, Stockholm 23/8.

Name	Organisation	Nation
Igor Berezin ²	Committee for nature use, environmental protection and ecological safety, St Petersburg	RUS
Nicolay Federov	State Unitary Enterprise, St Petersburg emergency service (SUE "Pilarn")	RUS
Allar Leppind	Environmental Inspectorate	EST
Alo Tammsalu	Estonian Rescue Board	EST
Jari Rintamaa	Finnish Environmental Institute (SYKE)	FIN
Peter Johansson	Eastern Uusimaa regional rescue services	FIN
Bernt Stedt ²	Swedish Coast Guard	SWE
Christer Ängehov	Greater Stockholm Fire Brigade (SSBF)	SWE
Hans Spets	County Administrative Board of Stockholm	SWE
Bo Jensen	Haninge municipality	SWE
Nils Svartz	Swedish Civil Contingencies Agency (MSB)	SWE

² Berezin and Stedt will have multiple roles during day 1 (panel and evaluators). It is considered manageable.

Table 7. Presentation of panellists. For more information of the organisations, see appendix 10

2.8.3. Distribution of rooms

Internet and projectors are available in all rooms, as well as white boards and flipcharts. Each group is connected to a moderator; see Appendix 6. Secretariat and exercise management rooms are booked from day 0-3, other group rooms only during day 1. Event room is booked day 1 and 3.

Group	Amount	Moderator	AM 1	AM 2	PM	Phase	Room
1. Panel	11	LU	X			1-2	Event room
2. Observers	117/198	JF		X	X	3-4	Event room
3. Finland	17	CÄ		X		3	Elmor
4. Estonia	15	EL		X		3	Buddy
5. Russia	3	LU		X		3	Viken 6
6. Sweden (SSBF) ³	8 (+14)	HN		X		3	Warwick
7. Sweden (SBFF) ³	23 (+14)	HN		X		3	Cyndee
8. System command	13	LU			X	3-4	Warwick
9. Incident command	22	HN			X	3-4	Cyndee
10. Environment and waste	24	SD			X	3-4	Elmor
11. Resources	17	PP			X	3-4	Buddy
12. Info	13	EL	X	X	X	1-4	Viken 7
Ex. management Spec. program	-	EM/VIP programme	X	X	X	1-4	Fender Lesly
Secretariat	-		X	X	X		Viken 3

³ Group 12 will walk between the group rooms. Those who belong both to group 6 and 7 will walk between the rooms and will not have their own room. Christer Ängehov supports group 10 and 11. If time permits, the moderators can also be herders day 1 and 3.

Table 8. Distribution of rooms

2.8.4. Working tasks for group 12

The group will work both with native languages and English. The perspective is international and the exercise purpose for the group is:

*Continue on the result from prep exercise Olivia and expand with an international aspect.
Learning is the key word.*

1. Presentation
2. Inform (recap) group members on the preparatory exercise Olivia
3. Form group structure and a common picture of exercise and tasks
4. Pick out the delegates for press conference on Day 1
5. Chose group representative for and joint preparation for:
 - 5.1. Special program day 1 (reflections on communication for a complexed cross boarder incident)
 - 5.2. Presentation day 1 (conclusions given by functional groups to group 12, group 12 presents the conclusions for plenum)
6. Prepare with media coordinator the breakfast note day 1, 2 and 3
7. Prepare with media coordinator the press release (photo release) day 1, 2 and 3
8. Prepare with media coordinator and head moderators the slideshow for Day 3 plenum
9. Prepare with media coordinator the 3 media tours
10. Enjoy day 1 open ship, day 2 field exercise and day 3 closure as ordinary observers

The detailed schedule for group 12 can be found in "Detailed program for BOILEX 2011", www.msb.se/boilex

10.1. Field exercise Day 2

Units from all participating nations are divided into 3-4 groups. It is unnecessary to use popcorn to simulate the oil. Focus is on cooperation and synchronizing the equipments to succeed with the

task. Each unit is unable and inadequate for the task which requires a close cooperation to succeed. Orders given target oriented. The locations are very important for succeeding

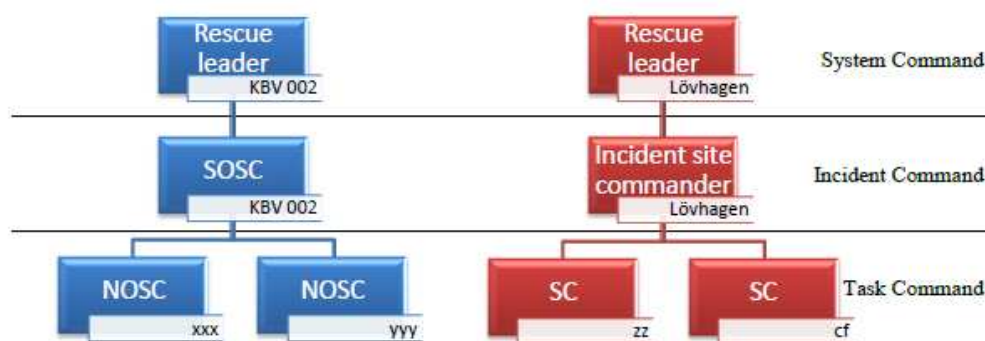


Figure 3. Organisation tree

with the exercise. Observers' stations are pointed out. All commands have a joint review the day before. The mission is to:

Exercise cooperation to solve crisis situation of the dignity that an oil spill can create:

- a) Through good practical operation and cooperation
- b) Through good and present management, coordinate and communicate both nationally and internationally

Shore (EnSaCo)	Intermediate	Offshore (CEX)
Prevention Limitation Recovery	Sacrificed area Shallow water oil recovery	Limitation Emergency lightering Emergency towing Oil recovery offshore

Table 9. Key elements of the field exercise

Tasks/facts for the exercised units at KBV and RS one week before the exercise:

1. Maps with prioritized areas
2. Resources (what is available at the exercise)
3. Liaison plan
4. Participating actors
5. Locations for placing resources
6. Prerequisite (electricity, water, exercise leaders, security)
7. Prerequisite (road blocks, etc.)

10.1.1. Programme day 2

During the morning the observers are offered a boat tour to observe the CEX exercise at Mysingen. Observers will have the option of walking to the harbour or take the arranged bus from the Hotel Utsikten. Lunch (pasta salad) is served onboard. Group 1-8 consists of 148 persons (observers), units of 50 persons (rescue services/volunteers/experts) and VIP of 10 persons. Number of persons excluding CEX, exercise management, evaluators, media will be in total 250 persons.

Group	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	
Accident	Oil spill							Cont.			
Units	Run-up	Operation						Hot wash			
Silverpilen				Offshore							
Bus x2			Trp				Trp		Trp		
1.			<div>Two different programmes: Land+Sea or Land only</div> <div>Land+Sea<ul style="list-style-type: none">AM: Silverpilen observers' vesselPM: land groups: Sprinter, Bird, Technical, tactical</div> <div>Land only<ul style="list-style-type: none">Visit to all 6 field stations</div>								
2.											
3.											
4.											
5.											
6.											
7.											
8.											
VIP			Trp	Lövhagen		SSRS/KBV	Lunch	Offshore			
Media											

Table 10. Schematic overview of Day 2. (Trp = transport).

Deadline for second "oil spill" is 14.30. Field exercise ends promptly at 15.00.

10.1.2. Map

At each station there will be a guide stationed who describes the sequence of events and is able to answer the observers' questions. Group leaders for each group are needed to help the group navigate and keep track of time. A special program is available for media and VIP. Observers are not able to bring own cars to the field exercise.



Figure 4. Map of Lövhagen exercise area

Stations	Station guides
1 Beach (pebble)	Christer Lindau, Karlskrona depot, MSB
2 Bay (sacrificed area)	Froukje Bouius, SBFF
3 Beach (sand)	Per-Anders Zachrisson, Vänersborg depot MSB
4 Bird rehabilitation	KFV/WWF/ELF
5 Equipments for oil combating	Robert Hjalmarsson, Gotland depot MSB
6 Stab room	Anders Attehed, SBFF
7 Guest house (toilets, coffee)	Margaretha Ericsson, MSB
8 Observers vessel	Lars Mattsson, Jessica Andersson, KBV
9 Bird beach	KFV/WWF/ELF

Table 11. Guides at field stations

10.1.3. Settings and logistics

To be solved:

What	Who
Permission for containers; guarding etc. application police, popcorn	BB/TC
Connecting water, sewage, electricity	BB
Filling up small boats (Nynäshamn gas station)	Own responsibility
Berths for vessels at the dock	TC
Receiving popcorn	CN
Receiving units to assigned stations	BB
Transports from vessels to hotel on Thursday morning	Own responsibility
Transports to Stockholm Thursday noon	Own responsibility
Cleanup exercise area	BB
Restoration of nature reserve and final inspection	BB
Target vessel MS Polfors	KBV

Table 12. Tasks that needs to be solved before the exercise

10.2. Seminar day 3

In the seminar for experiences and conclusions phase 5 will be in focus, with a distinct demarcation and focus on:

- Economy
- Legal aspects
- Cross-border cooperation
- Long-term operations

Day 3 starts initially by summing up day 2. After that, a presentation of the “Incident Command System” is followed by a panel discussion. Both rescue leaders from the previous day will present the field exercise. See Appendix 5 for detailed program, and Appendix 6 of questions to the panel.

The breakfast note is an example of how to spread information to a large organisation.

11. Dress codes

		Day 0	Day 1	Day 2	Day 3
Uniformed organisations	Day time	Civilian	Uniform	Uniform	Uniform
	Evening	Civilian	Uniform	Business	-
Civilian organisations	Day time	Casual	Business Casual	Casual*	Casual
	Evening	Casual	Casual	Business	-

***Please note that the field exercises on day 2 are outdoor activities. The weather in Sweden at the end of September can be rainy and cold.**

Table 13. Dress codes during the days and evenings

12. Evaluation

12.1. Methods for analysis and evaluators

Accimap is a method for investigating and analysis of accidents with focus on actors and the connection between these (socio-technical perspectives). The purpose is to get a picture of the system/legislation and describe faults/weaknesses at the different levels. As a result, it is possible to explain which actors/functions have affected or are able to affect the conditions. This can be used as a base for security and quality improvements. More on Accimap can be found for example in “Proactive risk management in a dynamic society” by Rasmussen, J. and Svedung, I. 2007.

Deviation investigation (Avvikelseutredning) proceeds from the concept “man – technique – organisation” and the method means that the interaction between these factors are detected. More on deviation investigation can be found in e.g. ”Safety analysis – Principles and practice in occupational safety” by Harms-Ringdahl, L. 2001. Regarding details in the demarcation see appendix 7.

Both Accimap and deviation investigation are methods originally used for documentation and analysis of already occurred incidents. These methods will be used, with some limitations, during the BOILEX exercise. The participants Day 1 will get a questionnaire with questions regarding management, cooperation and communication. They will also use deviation investigation methods in combination to their respective hot washes.

Further, all evaluators will be able to supplement according their routines. A specific example of this is the two evaluators from USCG who will be using their exercise evaluation guide. The result will complete the Swedish routines. During the different panel discussions and open question rounds notes will be taken that are included in the evaluation report. Each observer will be able to leave their reflections and views by email to the exercise management on ensaco@msb.se. Swedish Coast Guard (KBV) and Swedish Civil Contingencies Agency (MSB) and rescue services (RS) had the main responsibility of the exercise:

Kenneth Neijnes, KBV

Karl-Erik Kulander, MSB

In a real life situation a large part of the societal resources would be activated according to their organisations' respective oil contingency plans. Documentation of the exercise was will be made by evaluators, all participants, (questionnaire), memos from the reviews. See Appendix 7. Responsible for the evaluation was Eva Ljungkvist, MSB/SÖRF, and for the compilation Lennart Jansson and Samuel Andersson. During the days of the exercise particular evaluators are designated.

All questions about transportations during the exercise are directed to Dick Svennefelt.

Table top exercise Day 1		
Learning: <ul style="list-style-type: none"> Tools for assessments Oil contingency- and bird rehabilitation plans Liaison function Command, cooperation and communication Alarming internationally MIC, Nordred NGOs 	Accimap Key for communication Questionnaire to participants Questionnaire to evaluators Questionnaire to moderators Panel discussion	Petri Lyttinen, Finland Anders From, Sweden Igor Berezin, Russia Ivar Frantsuzov, Estonia Sonja Dobo, Sweden
Field exercise, Rescue Services Day 2		
Testing: <ul style="list-style-type: none"> Alarm routines by POLREP (day 1) Limiting oil spills Mechanical recovery Liaison functions Learning: <ul style="list-style-type: none"> Cooperation with international units Waste logistics, resource usage, logistics 	Hot Wash with Deviation investigation MTO: <ol style="list-style-type: none"> Each sep. unit All units on land All units at sea Joint command Designated Evaluators CEX-template	Lars Bäckman, Sweden Peter Johansson, Finland Nicolay Federov, Russia Alo Tammsalu, Estonia Filip Lundgren, Sweden (CEX)
Field exercise Bird rehabilitation Day 2		
Testing: <ul style="list-style-type: none"> First contact (how, when) Communication Preparatory efforts (KFV, SBS) Management, decision making Response by RS, KBV, municipalities 	Hot Wash with Deviation investigation MTO	Magnus Edelius, Sweden

<ul style="list-style-type: none"> International cooperation (on whose initiative) Helcom manual 		
Seminar for experiences and conclusions Day 3		
Identify future developmental needs	Panel discussion	Sonja Dobo, Sweden
Post exercise discussion (PXD)	Hot Wash with Deviation investigation MTO	Eva Ljungkvist, Sweden
BOILEX Day 1-3		
<p>To develop and realize a cross-border learning platform for shoreline oil spill response</p> <p>To develop efficient operative management tools for ecological prioritizing and for the mobilization of technical and human resources in the central Baltic Sea to enable rapid cross-border cooperation.</p> <p>To develop response preparedness and a protocol for oiled wildlife</p>	<p>Questionnaire to Swedish evaluators</p> <p>HSEEP's EEG</p> <p>Questionnaire to moderators</p>	<p>Bernt Stedt, Sweden</p> <p>Thomas Sjödin, Sweden</p> <p>Mark Sawyer, USCG</p> <p>Agneta Dahl USCG</p> <p>Anders From, Sweden, joins USCG day 2</p> <p>Jonas Fejes, Sweden</p> <p>LG Uddholm, Sweden</p>
Observers		
Reflections and views (information in folder and from main moderators)	Email to ensaco@msb.se	Sonja Dobo, Sweden

Table 13. Focal areas for evaluators

12.2. Time plan and evaluation report

Contacts predominately made by phone and email:

When	What
Spring 2011	Preparations and planning of the evaluation
June	Evaluators designated and prepared
August	Last touch of the evaluation plan
September	Kick off meeting day 0, followed by daily meetings during the exercise
October	Compilation and first draft of the report
December	Evaluation report finished
January 2012	"Management and methods on cross-border oil spill response" seminar in Stockholm
April 2012	Presentation of BOILEX at MSB seminar?

Table 14. Time plan for evaluation and post BOILEX work

Target group for the evaluation is EnSaCo partners and participating organizations in the exercise, and in the extension all shoreline organisations such as municipalities, county administrative boards, national authorities and all Helcom countries. The compiled evaluation will be written in English. If needed, translations will be made by MSB and the EnSaCo partners. Headlines in the evaluation report.

1. Preface	5. Results	7. Discussion
2. Summary	5.1 Accimap	7.1 National reflections
3. Background	5.2 Deviation MTO (both day 1 and 2)	7.2 Reflection of effectiveness
3.1 EnSaCo	5.3 Questionnaire	7.3 Cross-border
3.2 Olivia	5.4 Discussion	7.4 Management, cooperation and communication
4. Facts	5.5 PXD	7.5 Operational efforts
4.1 BOILEX exercise	5.6 CEX	7.6 Needs for future development
4.1.1 Purpose and aims	5.7 USCG	
4.1.2 Structure and execution	6. Assessment	
4.1.3 Participants	6.1 Effectiveness	
4.2 BOILEX evaluation	6.2 Day 1	
4.2.1 Purpose and aims	6.3 Day 2	
4.2.2 Structure and execution	6.4 Day 3	
4.2.3 Evaluators	6.5 BOILEX	
4.2.4 Methods		

Table 15. Headlines in the evaluation report

In the future work regarding the description of the exercise methodology it will be useful to include the following headlines:

8. Process evaluation

- 8.1 Exercise planning
- 8.2 Evaluation methods

13. Media and communication

Six areas, connected to BOILEX, have been identified that need to be synchronized with other stakeholders' materials, such as press releases and information. These also are a channel for constructive feedback of the experiences that will come out of the project. Furthermore, the six areas are important for building the network within each respective country as well as between the countries.

Media coordinator is Ewa-Gun Westford, who is responsible for points 3, 5, 6 as well as consultant to MSB on point 4. The Swedish participants in group 12 are supporting the media coordinator. MSB and EnSaCo are responsible for the other points. The media coordinator will also work together with Lotta Brandström/Anna Lundblad (KBV) and a press officer from MSB.

- 1) Internal participating organisations

Information will be sent to the participating organisations both before and after BOILEX. Before the exercise information to prepare participants and to give them the best possible prerequisite is necessary.

- 2) External concerned organisations

A simplified edition is produced that describes both the outlines, exercise, reached goals and areas in need of future improvements

3) Material during the exercise days

For each breakfast (Tuesday, Wednesday, Thursday) there is a goal to have a simple and informative card on what happened the day before, and possible changes in the programme. The text will be in English and if possible with a photo from the previous day. Purpose of this is:

- Increase each participants knowledge about the exercise
- Show an simple example of how information can be spread in a large organisation
- Function as a simple way to communicate possible changes I the program

4) Press release

Before, and during BOILEX, two press releases will be sent. These are synchronized between MSB, KBV, prime ministers office, Haaga-Helia and concerned municipalities. MSB is responsible for creating the press release and will send for comments from i.e. the media coordinator. Target groups are many and different:

- Domestic (local and national)
- Foreign (national)
- Specialist press

5) Press conference and media tour

During the exercise a press conference will be held (see appendix 3). Connected to this there will be a possibility for three (3) different media tours:

- 1) Table top (system command with LU),
- 2) Open ship (002 with foto opp LU, CÄ and Kenneth Neijnes)
- 3) Field exercise (foto opp/focus on shore line, unified command and stations on land). Media coordinator is responsible. If a boat is needed primarily SSBF is consulted, second SBFF

6) Press centre

Press centre (table, chairs, electricity, and internet) will be set connected to the secretariat. Media coordinator arranges the press centre, signs etc for the media programme.

14. Special programme

14.1. Day 1

Focus: Inter-sartorial cooperation between both countries and functions at a large scale, complex management operation. There will be a possibility to discuss with exercise participants. The group is using the exercise management's meeting room (Fender Lesly). The group consists of 6-12 persons.

Host: Håkan Axelsson, MSB

11.30 Welcoming speech and short information of the exercise

Lunch

Oil spill management in the Baltic Sea

Håkan Axelsson, MSB

Karl-Erik Kulander, MSB

Kenneth Neijnes, KBV

13.20 BOILEX exercise. Current situation in the exercise, results from panel discussion
Eva Ljungkvist, MSB/SÖRF

13.30 Tour

Visits to the different functional groups (incident command and environment/waste)

14.00 Questions and summary of the preliminary result

Representative from group 12 presents the groups work and reflections

Kenneth Neijnes, KBV

Eva Ljungkvist, MSB/SÖRF

Karl-Erik Kulander, MSB

14.30 Closure

Håkan Axelsson, MSB

Karl-Erik Kulander, MSB

Table 16. Special programme day 1

14.2. Day 2

Focus: Inter-sectorial operative cooperation with views on three different oil spill response strategies: bird rehabilitation, stab room, and a boat ride. A combination is also possible to arrange. Maximum 20 persons in the group.

Place: Lövhagen

Conditions: Clothing according to the weather, food and bus according to particular arrangements, visit KBV 002 and life vests, photo (?)

Transport out: Prio 1 SSRS, prio 2: KBV 302, SSBF 109 (max 12 persons in the boat)

Language: Swedish and English

Hosts: Lars-Göran Uddholm, fire chief, Södertörn rescue services, Kenneth Neijnes, region chief Swedish Coast Guard and Håkan Axelsson, MSB The hosts gives a introduction to the incident actions taken (land, shoreline and sea)

Tommy Carlsson is the liaison officer if any member of the special programme is delayed in the line of duty.

10.00 Transport from Utsikten Meetings to Lövhagen field exercise (KBV)

10.15 Observing of field stations

- Beach (pebble) (station no 1 on the map)
- Bay (sacrificed area) (station no 3 on the map)
- Bird rehabilitation (station no 4 on the map)
- Equipments for oil combating (station no 5 on the map)
- Beach (sand) (station no 3 on the map)
- Stab room (station no 6 on the map)

12.00 Boat transport to KBV 002 (SSRS/KBV)

Lunch onboard KBV 002

14.15 Boat transport to Lövhagen (SSRS/KBV)

14.30 Closure

14.30 Transport from Lövhagen to Utsikten Meetings (KBV)

Table 17. Special programme day 2

Appendix 1– Tasks for exercise management

	Name	General tasks	Secretariat/ Press centre	Herders/ micro stands Day 1 & 3	Photo/film	Bus host Open ship	Group leader	Social programs	Station guide ⁴
AA	Anders Attehed								X (6)
BB	Bo Björklund	Day 2, sec land			X contact				
CH	Carola Hansson		X contact	X		X contact			
CL	Christer Lindau								X (1)
CN	Christer Nord	Logistics shore							
CÅ	Charles Ågren						X?		
CÄ	Christer Ängehov	Eval Day 3					X contact		
DS	Dick Svennefelt	Transport general	X	X			X		
EG	Ewa-Gun Westford	Media coord, eval support day 3							
EL	Eva Ljungkvist	Exercise coord, mod, evaluation general						1	
EM	Exercise management								
FB	Froukje Bouius								X (2)
HN	Henrik Norberg	Moderator, Day 2							
JF	Jonas Fejes	Head mod, toast master					X		
JN	Johan Nordström						X?		
KEK	Karl-Erik Kulander	Head of exercise, closure day 1 and 3						1 contact	
KJ	Karl-Johan Hjertström	BMII			X				

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	Name	General tasks	Secretariat/ Press centre	Herders/ micro stands Day 1 & 3	Photo/film	Bus host Open ship	Group leader	Social programs	Station guide ⁴
LB	Lars Bäckman	Evaluator day 2							
LE	Lars Ericson	Transport CEX							
LH	Lena Hansén		X	X		X			
LJ	Lennart Jansson		X	X contact	X		X		
LM	Lars Mattson		X	X					X (8)
LU	Lars-Göran Uddholm	Head Mod, Host						2	
ME	Margaretha Ericsson		X	X					X (7)
MO	Marcus Ohlsson	Kuli KJ			X				
OA	Ola Andersson	Liasion off Day 2	X	X					
PE	Peter Eriksson								X (6)
PP	Pelle Postgård	Moderator		X	X		X		
PZ	Per-Anders Zachrisson								X (3)
RH	Robert Hjalmarsson								X (5)
SA	Samuel Andersson	Eval support Day 3	X	X			X		
SD	Sonja Dobo	Hotel coordinator			X		X		
TC	Tommy Carlsson	Resp, Day 2, excooord Cex							
TS	Thomas Sjödin	Evaluator							
VK	Vanessa Klötzer	Lecturer, birds day 2							X (4, 9)

Appendix 2- Detailed programme Day 0

When	What	Who
1000	Arrival of exercise management	EM
1000-	Latest bookings to the hotel	ME, SD
1030-1200	Review exercise management	EM
1100-1130	Build up secretariat and reception table, press center	CH, DS, LH, LJ, LM, ME, OA, SA, EG
1300-1530	Obstruction of parking place, check toilets (Lövhagen) Receiving arriving recourses, check depot locations recourses to Lövhagen arrive (KFV+ WWF+ oil depot)	BB
1300-	Preparation for CEX	TC
1300-1400	Check that hosts on land and at sea have vests/flags and sufficient material	LJ, SA, ME
1300-1345	Review with all moderators	EL, KEK, LU, JF, CÄ, HN, SD, PP
1300-1400	Check furnishing in all booked rooms with the hotel, technical systems, booked meals, signs	CH, DS, LH, LJ, LM, ME, OA, SA,
1300-1830	Registration at the hotel for BOILEX participants	CH, DS, LH, LJ, LM, ME, OA, SA,
1400-1530	Review evaluators	EL, LJ, SA
1400-1600	Check with other suppliers (bus, food etc)	SD, HN, ME, DS
1400-1800	Check with hotel regarding the exhibition for companies in the evening	KEK
1500-1600	Review with interpreter, admin, logger, hosts	SD, ME, LJ, SA
1600-1630	Sound check in plenum and interpreting equipments	HN, Tarja
1600-1700	Review with the panel	LU, JF
1600-1700	Review media and photo	EL, EG, BB, SD, LJ, KJ, PP
1600-1700	Preparation for all evaluators. Groups: Day 1, Day 2, BOILEX 1-3	All: EL, JF, LU, Lyttinen, From, Berzin, Frantsuzov, Johansson, Federov. Tammsalu, Lundgren,

When	What	Who
		Edelius, BS, Sawyer, Dahl
		Day 1: Lyttinen, From, Berezin, Frantsuzov
		Day 2: Bäckman, Johansson, Federov, Tammsalu, Lundgren
		Day 1-3: BS, TS, Sawyer, Dahl, From, JF, LU
1700-1800	Review group 12	EL, EG
1830-2100	Exhibition companies/informal evening (at Utsikten)	Hotel's responsibility
2000-2100	Compilation of the day's photo.. Review and preparations for tomorrows breakfast note, press release and media tour	BB, SD, PP, EG, LJ, KJ, Grp 12

Appendix 3- Detailed programme Day 1

When day 1	What	Who
0700-0930	Registration for new participants. Check in at the hotel	CH, DS, LH, , LJ, LM, ME, OA, SA,
0700-1700	Transports for crews on-shore and offshore	KBV, SSBF, SBFF
0800-1500	Preparation for field exercise day 2	BB, TC
0845-0915	Welcoming speeches	Nils Svartz, MSB Kenneth Neijnes, KBV Daniel Ardborn, Nynäshamn Kenneth Kumenius, EnSaCo

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When day 1	What	Who
0915-0945	Phase 1 and discussion (Group 1, 2 and 12)	EL, LU
0945-1015	Coffee (All/Herders)	DS, LJ, LM, ME, OA, PP, SA
1015-1100	Phase 2 and discussion (Group 1, 2 and 12)	EL, LU
1100-1115	Phase 3 (Group 2-7, 12))	EL
1115-1200	Nation groups Phase 3 (Groups 3-7, 12)	CÄ, HN, SD, PP, EL, LU
1115-1200	Threat, background, environmental and socioeconomic effects (Group 2) Oil contingency plans in Sweden ² and in the Central Baltic ³	JF (30 min) J Pålsson ² /MK/KK (15 min)
1130-1320	Welcoming speech and short information of the exercise (spec progr) Purpose of special program, Presentation of group members Lunch Oil spill response in the Baltic Sea	Håkan Axelsson, MSB Kenneth Neijnes, KBV Karl-Erik Kulander, MSB
1130-1330	Secretary open	CH, DS, LH, , LJ, LM, ME, OA, SA,
1200-1300	Lunch group 2, 8-12, herders	DS, LJ, LM, ME, OA, PP, SA
1200-1300	Working lunch EM (excl KEK) and moderators. Place: in EM working room	EL, LU, JF
1200-1300	Working lunch Evaluators	Group work
1300-1430	What happens in the national groups? (Grupp 2) 20 min Bird rehabilitation 20 min Environmental Atlas 20 min Open questions 30 min	CÄ, EL, LU, HN WWF KfV ELF Björn Forsman, SSPA JF
1300-1500	Functional groups Phase 3 (+coffee) (Group 8-12) Moderator presents phase individually for his/her group. Deadline for phase 4 is 1500.	EL, LU, CÄ, HN, SD, PP
1320-1330	BOILEX exercise, current situation. Results from panel discussion (spec progr)	EL

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When day 1	What	Who
1330-1400	Tour. Visits to functional groups (spec progr)	KEK
1400-1430	Questions and summing up of preliminary results (spec progr) Closure	Kenneth Neijnes, EL, KEK and representative from group 12
1415-1515	Secretary open	CH, DS, LH, LJ, LM, ME, OA, SA,
1430-1500	Press conference, synchronize with spec program	EG
1430-1500	Coffee (Group 2)	Hotel, DS, LJ, LM, ME, OA, PP, SA
1500-1515	Phase 4 (Group 2)	EL
1500-1530	Media tour	EG
1515-1600	Presentation of functional groups (Group 2) 15 min, Presentation EnSaCo 30 min	EL, JF Kenneth Kumenius
1515-1600	Functional group Phase 4 (Groups 8-11)	CÄ, HN, SD, PP, EL, LU
1600-1615	Pause (All)	DS, LJ, LM, ME, OA, PP, SA
1615-1700	What happened in the functional groups? (All) Group 12 responsible for presentation	LU EL
1700	Conclusions of the day (All) Information of day 2. Exercise conditions and preferences (1/10 of a real life scenario) Closure	LU, JF EL KEK
1700-1715	Collection of questionnaires (participants, group moderator)	LJ, SA
1715-1800	Compilation of the day's photo. Review and preparations for tomorrows breakfast note, press release and media tour	Group 12, EG, KJ
1715-1800	Review moderators and exercise management	EM
1730-1830	Review evaluators Day 1	Group work 1 (From, Berezin, Lyttinen,

When day 1	What	Who
		Frantsuzov) 2 (Stedt, TS, AD, Sawyer)
1830-	Dinner	Own responsibility
1830-1915	Review for all evaluators. Day 1 presents their reflections, discussion	EL, SD, KEK, LJ, SA, Stedt, TS, AD, Sawyer, From, Berezin, Lyttinen, Frantsuzov
1930-2030	Media tour	EG + Anna Lindblad
1915-2145	Bus for Open ship, rendez-vous point hotel lobby	LH, CH, DS
1930-2130	Open Ship will be both in the harbour and out on the anchor outside of Nynäshamn.	TC
2000-2100	Review command (KBV 002)	TC, LM

¹ Group 12 Info work independently throughout the program

² Answers to questionnaire made by MSB/BMII during the spring, showing current situation of existing oil contingency plans in Sweden

³ Point out that the central Baltic countries have different level of responsibility, and thus oil contingency plans. Finnish and Estonian speakers

Appendix 4– Detailed programme Day 2

When day 2	What	Who
0730-0900	Secretary open	CH, DS, LH, LJ, LM, ME, OA, SA,
0800-	Phase 4. Last vessel leaves harbour. Alarm to incident command. Decisions regarding MMI, TGI => Order	TC
0830-0900	All vessels and units are at their stated positions	TC
0845-0900	Observer's bus Utsikten to harbour	DS
0915-0930	Observers' bus Utsikten to Lövhagen	DS

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When day 2	What	Who
0915-	Target vessel (MS Polfors) spreads popcorn 30 kbm. Offshore liaison officer	TC
0900	Lunch boxes arrives at Fiskebryggan (both for observers and KBV)	ME
0900	Silverpilen arrives at Fiskebryggan	ME
0915	Observers onboard Silverpilen	DS, LM
0930-1200	Silverpilen takes off Observers will have lunch onboard Silverpilen	LM
1000-	Popcorn shore 5 kbm. Limiting and preventional work on shore	HN
1000-1100	Media tour	EG + Anna Lindblad
1000-1300	Special program	LU, Kenneth Neijnes
1200	Silverpilen arrives to Fiskebryggan, Observers' bus or own transports to Lövhagen shore exercise	LM
1300-1500	Observers are positioned one their stations according to the groups program	CÅ, CÄ, DS, JF, JN, LJ, PP, SSA, SD
1300-1430	Popcorn shore 5 kbm. Limiting and preventional work on shore. Deadline on spill 14.30	HN
1500	Closure of field exercise	TC
1500-1800	Recovery for CEX and return to harbour	Each unit on their own
1530-1600	Hot Wash Land, Evaluators listen in	Each unit on their own Bäckman, Johansson, Federov, Tammsalu, Stedt, AD, Sawyer, TS, From
1600-1630	Joint evaluation land units Evaluators listen in	BB is facilitator Bäckman, Johansson, Federov, Tammsalu, Stedt, AD, Sawyer, TS, From
1630-1700	Review exercise management excl BB, TC, LM	EM

When day 2	What	Who
1700-1800	Review evaluators, collection of questionnaires	EL, LJ, SA, NN, Johansson, Federov, Tammsalu, Stedt, AD, Sawyer, TS, From
1700-1800	Compilation of the day's photo.. Review and preparations for tomorrows breakfast note, pressrelease and Day 3 slideshow	Grupp 12, EG, KJ, LU, JF
1800-1900	Review evaluation offshore units	TC, LM
1800-1900	Champagne reception exercise management and EnSaCo partners (place: Fender Lesly)	Haagia-Helia
1900-2200	Formal dinner Toast master	Haagia-Helia JF

Appendix 5– Detailed programme Day 3

When day 3	What	Who
0730-0815	Secretary open	CH, DS, LH, LJ, LM, ME, OA, SA,
0800-0830	Summing up day 2 with slideshow from the, reflections from audience	LU, JF
0800-0900	Evaluation for incident and task command sea	TC, EL, SA, Lundgren, Stedt, Sawyer
0800-0900	Evaluation for incident and task command land and shore line, cont from day 2	CÄ, BB, EL, LJ, LB, Johansson, Federov, Tammsalu, AD, TS
0830-0900	ICS lecture in English in the plenum. Questions from head moderators about the ICS	AD, JF, LU
0900-0915	Pause (herders)	DS, LJ, LM, ME, OA, PP, SA
0915-0930	Introduction and presentation of the panel exlc CÄ	LU, JF
0915-1000	ICS lecture in Swedish for command (sea and land)	AD

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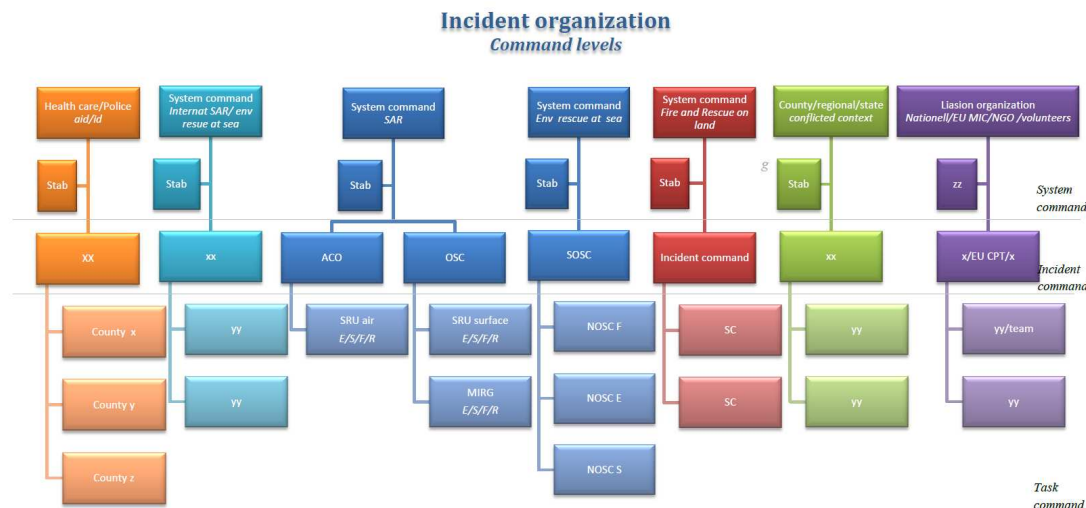
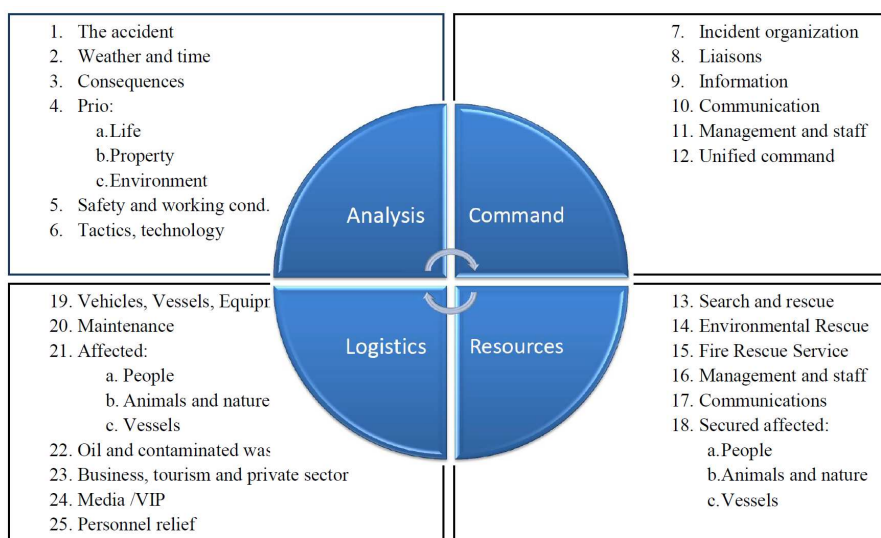
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When day 3	What	Who
0930-1015	Phase 5 Panel discussion and open forum for audience to ask questions (open mic)	EL JF
1015-1045	Coffee (herders)	DS, LJ, LM, ME, OA, PP, SA
1000-1045	Incident command joint evaluation and preparation for a joint presentation of the evaluation	LU, TC, CÄ, EG, SA
1045-1100	Both Incident command on stage with summary from Day 2. Finale question about NIC in Sweden.	EL, LU
1100-1130	Continuation of discussion – summing up day 1, 2, 3	JF
1130	Closure	KEK
1130-1145	Collection of questionnaires	LJ, SA
1130-1200	Secretary open	CH, DS, LH, , LJ, LM, ME, OA, SA,
1200-1300	Lunch	Own responsibility
1300-1400	Review evaluators for BOILEX 1-3	EL, LJ, SA, Stedt, AD, Sawyer, TS
1300-1430	Recovery of materials	EM
1430-1530	Review of BOILEX and look ahead	EM

Appendix 6 - Directives for moderators

Key for communication

Points 1-2 are given by the exercise management in the shape of phases 1-5. The panel discussion will concern points 3, 4, 7, 8 and 10. For the national groups it is essential to focus on points 3-12. Functional groups will take part in the previously mentioned work and will continue with points 13-20. Group 12 will take care of point 24. Panel during day 3 will deal with points 19, 24 and 25. The moderators' role will be to sum up both similarities and differences. They also have the responsibility to adjust the questions and discussions according to the time limit in the schedule.



Main moderators – panel discussion Day 1

Focus will be on the rescue phase of the accident. Questions will be asked according to Accimap.

Phase 1

The authorities' role:

1. What would your country do in this situation?
 - a. Who analyses the accident, damage, threat?
 - b. Who decides about the need for the first action?

Phase 2

The authorities' role:

1. What level of command would be responsible for taking action? Local, regional, state?
2. Who is responsible for international contacts within the country?
3. Is there a national incident commander? If yes, who?
4. On what level are the NGOs and private actors represented?
5. How does the individual municipality react?

NGOs (KFFV/SBS):

1. Media reports about the accident – how does the NGO respond to the information?
2. The NGOs are working on a local level. How will they act on regional and national level?

Entrepreneurs/private actors:

1. Are there any legal agreements?
2. Do many stakeholders have agreements with the same distributor?
3. How are spontaneous actions by private actors managed?

Questions to the slideshow in combination to the panel discussion

1. Who analyses the accident, damage, threat?
2. What tools for analysis are used?
3. Who assesses the need for the first action and the need for international assistance?
4. Who decides about the need for international assistance? Who bares the costs?
5. Is there a national incident commander? If yes, who and from what organization?

Group moderators

A moderator supports and assists the group forward with finesse and care. A variety of methods may be used, depending on the situation. It is important that the group finds its own structure and workflow based on the watched group. The moderator will facilitate the group along the issues noted in appendix 9.2. The group moderator adjusts the questions and discussions in the work group within the

	Role agencies/authorities				NGOs	Entrepreneurs
Legal, coordination and regulations						
Government policy/regulation						
Central and regional authority levels						
	Russia	Estonia	Finland	Sweden	SSRS, WWF, KFFV, Bli Spårman, FRG	
Environment & technical systems	Decision support		Resources		Plans	Liaison and communication

**Central and regional
authority levels**

designated time limit. The group moderator can either bring the group to the phase 4 presentation in the event room or present phase 4 in the group room (Seatrack web animation, Powerpoint). Time for phase 4 is 15.00.

Each functional group will conclude their discussion and decisions for a member from group 12. Group 12 will present the final result in the event room. The members of the functional groups are free to contact other functional groups.

Main moderators - panel discussion Day 3

Introduction and basis for open discussion

The local level in Sweden is responsible of crisis plans and preparedness. What does it look like in the other countries?

According to experiences from previous exercises, representation from the highest political management has been very rewarding. How do we ensure that this level will be involved also in future exercises/projects?

There is a large need for prioritization according to the national needs. What is most beneficial for Sweden? Prioritization is made in the municipal contingency plans according to their geographical responsibility.

If an accident occurs at sea it affects other countries. What is most beneficial for the Baltic countries? Would it be possible to send the majority of Swedish capacity to another country? Thus, leaving a lower capacity for the domestic preparedness?

Are there any other important functions that need to be highlighted – communications officers, economists, lawyers?

Last but most important – keep it simple, cross-border and be transparent, even to media!

Phase 5

The authorities' role:

1. Who analyses the ongoing need of inputs? For how long is your country able to support Sweden with personnel and equipments?
2. Who assesses the need to send international assistance to Sweden? Who takes the decision to send international help?
3. Who is the cost barer regarding lent personnell and equipments that are used for a long period of time or if someone/something is injured/damaged?

NGOs (KFV):

For how long can the NGO take part in the operation?

Appendix 7 - Evaluation

Delimitation of chosen methods

Accimap

The method Accimap is used only for the table top Day 1 and only to a very limited extent. The method is originally based on 5 different elements for analysis and at BOILEX only the two first ones will be done. The method has been limited accordingly:

Systems level:

Included in the analysis	Not included in the analysis
International coordination and regulations Government policy/legislation Central and regional authority levels Environmental and technical systems	Local management level Technical and operative management level The sequence of events

Actors: Two roles are defined/limited to:

Authorities	National, regional and local level from the four countries
Entrepreneurs/ private actors	Has any country made any contracts?
NGOs	SSRS, KfV, Svenska Blå Stjärnan, WWF, ELF...

Accimap focuses on identifying the actual decisions taken and the information flow. The starting point is the normal routines for orientation, assessment, decisions and orders.

As a support to Accimap the following questions are asked:

1. What is critical? What is limiting?
2. Why is something done and under whose order?
3. What is done and by whom?
4. What is the result?

Deviation investigation

Deviation investigation is only used on the rescue service's operation regarding humans, technology and organisation as well as interaction between these three.

Human	Technology
Work process, planning of task, problem solving, communication	General and technical function, material, environment, surrounding, safety equipment
Organisation	Interaction
Operational and personnel planning, instruction, information, control and correction, risk management	Human – Machine, interaction between organisations, superior rules, risk management

In this analysis, no assessment of deviation, nor are proposals developed. This work and responsibility is in line with each organisations internal organisational work. Next step in the method is to analyse each point, for example by using the suggested table below.

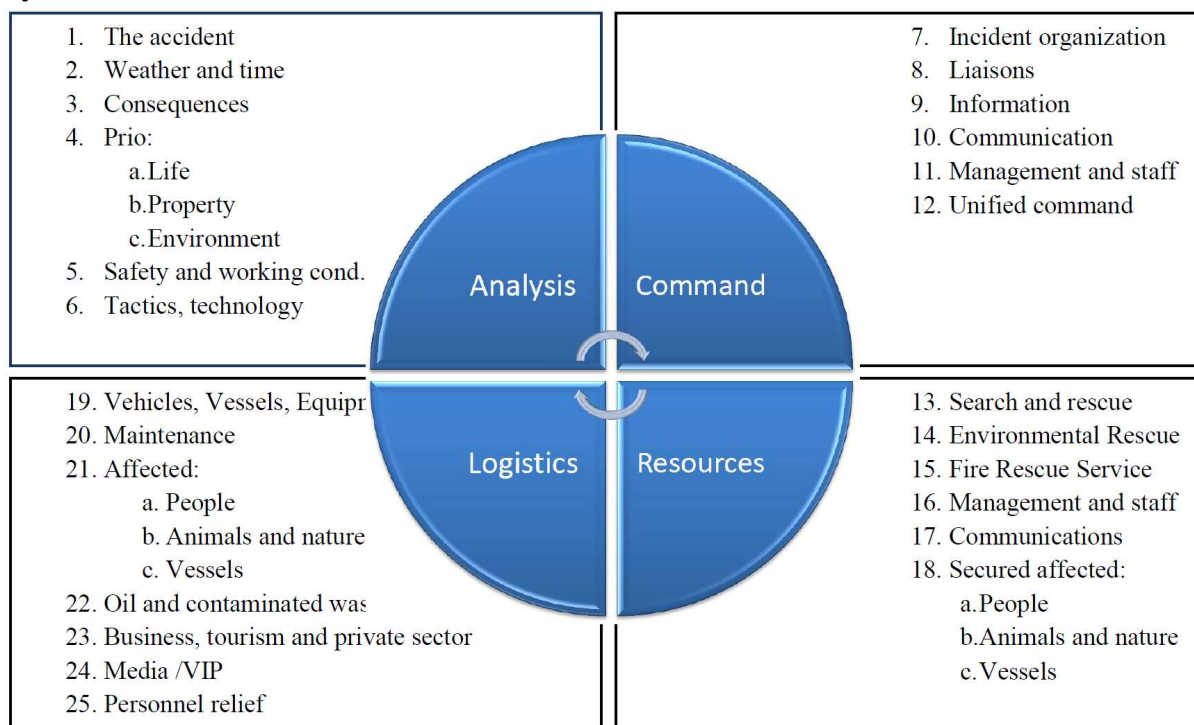
Organisation	Event	Made by	Date		Page
Activity	Deviation	Risk / Comment		Assessment	Suggested action

Evaluators Day 1

Prognosis and consequences

- Prognosis of both weather (both by SMHI and internationally) and the oil coverage has been analysed.
- Consequences of the probable shoreline oil spill is developed (long term and short term) focusing on the society, people and the environment

Key of communication



Command

- Consensus on the accident, and goals

Accimap Day 1

	<i>Role agencies/authorities</i>				<i>NGOs</i>	<i>Entrepreneurs</i>
Intern. coordination and regulations						
Government policy/legislation						
Central and regional authority levels						
	<i>Russia</i>	<i>Estonia</i>	<i>Finland</i>	<i>Sweden</i>	<i>SSRS, WWF, KfV, Blå Stjärnan, FRG</i>	
Environment & technical systems	<i>Decision support</i>	<i>Resources</i>		<i>Plans</i>	<i>Liason and communication</i>	

Questionnaire Field exercise

To be used in four occasions:

1. For each unit (on land) – FRG, shore line, Birds and mammals, Fire and rescue service.
Facilitator:BB
2. For the evaluation with the units on land. Facilitator: BB
3. For the evaluation with the units at sea Facilitator: TC
4. Commander evaluation Facilitator: BB, TC, LU

Technology	Organisation
General and technical function, material, environment, surrounding, safety equipment	Operational and personnel planning, instruction, information, control and correction, risk management
Human	Interaction
Work process, planning of task, problem solving, communication	Human – Machine, interaction between organisations, superior rules, risk management

For the person responsible of the Hot Wash (evaluation) the following questions can be used on the upper table:

1. What went particularly well during the exercise?
2. What could be done better in the future?
3. What are the more difficult issues that need to be solved on long term?

An easy plus or minus in front of the text facilitates the analysis of the evaluation. Aim to get three positive and three negative points.

CEX will be evaluated separately according to routines connected to the Copenhagen Agreement.

Questionnaire Participants Day 1

Nr	Area	Subject	Answer
1	Alarming	Do you feel that your knowledge about the alerting process in connection to oil spill emergency response has increased? (EU MIC function, NORDRED agreement)	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer <input type="checkbox"/> If No: I already had enough
		Comments:	
2	Management	Do you feel that your knowledge about command & control in connection to oil spill emergency response has increased?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer <input type="checkbox"/> If No: I already had enough
		Comments:	
3	Management	In your opinion, have the aims with the assessment been articulated and obvious?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer
		Comments:	
4	Management	Have oil contingency plans been used?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer
		Comments:	
5	Management	Have you learned about other countries' tools for assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer
		Comments:	
6	Cooperation	Has your knowledge increased on other stakeholders' response and actions?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer <input type="checkbox"/> If No: I already had enough

		Comments:	
7	<i>Cooperation</i>	In your opinion, have the decisions been synchronized with other relevant stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer
		Comments:	
8	<i>Cooperation</i>	Have you learned more about NGOs work connected to oil spill response?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No
		Comments:	
9	<i>Cooperation</i>	Were some actors missing in the exercise? If yes, which ones?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer
		Comments:	
10	<i>Communication</i>	Do you feel that your knowledge about communication in connection with oil spill emergency response has increased?	<input type="checkbox"/> Yes <input type="checkbox"/> A lot <input type="checkbox"/> Somewhat <input type="checkbox"/> No <input type="checkbox"/> Can not answer <input type="checkbox"/> If No: I already hade enough
		Comments:	
11	<i>Overall focus</i>	What future development needs have been identified during the day?	
		Comments:	

Questions about the exercise process and performance

Nr	Area	Subject	Answer
12	Process	Is this a good way of exercising?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Comments:	
13	Process	Have you got enough information for being part of the exercise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Comments:	
14	Process	Other comments on the exercise process and performance:	

Questionnaire moderators Day 1

Goal	Reflection
<p>The theoretical exercise day 1 has two purposes – to test the ability of the exercised individuals on management at normative and strategic levels in their ability to use evaluation tools. Secondly, all exercised will be given a possibility to learn more on management, international cooperation, communication, alarm and agreements concerning oil spills affecting the shoreline.</p> <p>The goal for all the exercised is to increase their knowledge in the following areas connected to a major oil spill:</p> <p>Management</p> <p>Alarm according to Nordred-agreement and MIC-function (EU)</p> <p>Need for communication</p> <p>Need for international cooperation</p> <p>Cooperation with NGOs</p>	
What went particularly well during the exercise?	
What could be done better in the future?	
What are the more difficult issues that have to be solved in the long term?	

Questionnaire Swedish evaluators BOILEX 1-3 and head moderators

Goal	Reflection
To develop and realize a cross-border learning platform for shoreline oil spill response.	
To develop efficient operative management tools for ecological prioritizing and for the mobilization of technical and human resources in the central Baltic Sea to enable rapid cross-border cooperation.	
To develop response preparedness and a protocol for oiled wildlife	
What went particularly well during the exercise?	
What could be done better in the future?	
What are the more difficult issues that have to be solved in the long term?	

USCG will be using the applicable parts in HSEEP's EEG (Exercise Evaluation Guide) to evaluate BOILEX. To get more details, reference is made to HSEEP.

Appendix 8- Exercise management

Organisation

BOILEX position	Name	Organisation
FOSC MSB	Karl-Erik Kulander	MSB
FOSC KBV	Kenneth Neijnes	KBV
Exercise coordinator Responsible of evaluation	Eva Ljungkvist	MSB/SÖRF
Photo/film*	BB SD, PP, LJ, ME Marcus Olsson	SBFF MSB BMII (region Skåne)
Documentation/logging	Sonja Dobo	MSB
Media coordinator	Ewa-Gun Westford	Swedish Police (region Skåne)
Interpreter	Tarja Koskinen-Nisula	Haagia-Helia
Food/housing	Sonja Dobo Margaretha Ericsson	MSB MSB
Medicare	112	-
Liaison land + sea	Lars Mattsson Rolf Öman	KBV Södertörn
Responsible of administration (EU/Cphn)	Margaretha Ericsson	MSB
Secretariat, group leaders, VIP hosts, station guides, herders, bus hosts	See details in Appendix 8	See details in Appendix 8
Logistics Day 0-3	Christer Nord	SBFF
Main moderators, moderators, evaluators	See details in paragraph 2 and 4	See details in paragraph 2 and 4

Work descriptions

Secretariat

The group divides their own time among themselves and dedicate someone to have the main responsibility. The group is responsible of ensuring that the folders have the correct contents and that all possible changes reaches all the participants (in writing, verbally, sms). The secretariat will be established in the hotel entrance which is large enough (without limiting the escape routes, hotel's logistics/flow). There will be paper, pens (regular and felt pens), folders, computers, scandisk, USB stick, printer, tape, adhesive etc. etc.

Contact person for the secretariat is Carola Hansson, +46 (0)70 304 24 00

First contact for the participants when they arrive:

1. Register to BOILEX
2. Register observers of Day 2 who have not preregistered to the specific program
3. Handing out folders and name plates to all participants
4. Help in all kind of questions and show them the way forward to the next step (check in, coffee, event room)
5. Helps with explaining where, when and how in the detailed program
6. Forwards possible allergies, diseases etc to the hotel kitchen
7. Helps during the meals/pauses during day 1-3:
 - a) Re-bookings/changes in participation of BOILEX
 - b) Obtains lists of who has made pre-bookings of meals not included in the exercise. Forwards changes in the booking to the hotel
 - c) Help with finding the way in and out from Utsikten, Nynäshamn, Lövhagen (tourist maps)
 - d) Is the centre for all types of questions that participants may have regarding BOILEX and forwards them to the right person within the exercise management
 - e) Hands out the breakfast note
 - f) Helps participants in case they need printing, internet access, copying

Supports the media coordinator

1. Work in the press centre connected to the secretariat at the time of the media tour
2. Welcoming media day 1
3. Hands out press material
4. Helps with production of breakfast notes and takes care of the distribution
5. Creates a folder with logical structure for photo collection

Supports the group leaders and bus hosts:

1. Prepares signs, vests, bus tags, etc. for the logistics around day 2 - Field exercise
2. Prepares signs vests, bus tags, etc. for the logistics around day 2 - Open ship
3. Helps with guiding the participants to the right groups, at the right time and right place

Supports evaluators and exercise management:

1. Hands out material to the evaluators (see paragraph 4.2)
2. Hands out material to BB and TC before the Dag 2 Hot Wash (see paragraph 9.4)
3. Storage and sorting of incoming questionnaires Day 1 (see 9.5) and day 2 (see 9.4)
4. Signs to the panel discussion day 1 and day 3, decoration, water, microphones, speakers.
5. Ensure that the lecturers material is given to the hotel's technician and is working prior to the lecture.
6. Compiles a folder with the lecturers material that will later be published on www.ensaco.fi
7. Has got an updated contacts list to the exercise management and other key persons.
8. Supports the main moderators for instance with power point prior to the panel discussions

Herders

The herders work during day 1 and 3. They are synchronized with the main moderators regarding times in the pauses. The herders will, in a pleasant and sympathetic way, ensure that people will be on time to the different events. The group organizes their own work and a recommendation is that a contact person is elected between the group and the main moderators.

Contact person for the herders is Lennart Jansson +46 (0)73 026 13 89

Group leaders/Bus hosts

The group leaders and bus hosts are responsible of:

1. Ensuring that their respective groups area on time (with support from the secretary)
2. Ready for take-off according to the schedule
3. Is able to lead their group/bus both in English and Swedish
4. Gives clear instructions about where and when the gatherings will be
5. Is able to guide to the nearest toilet, coffee, interesting part of the exercise
6. Ensures that the participants feel well taken care of, learn to know each other and are generally satisfied
7. If necessary, helps the participants to find shelter from rough weather

Carola Hansson is the contact person for the bus hosts +46 (0)70 304 24 00

Transportation General

Responsible for transportation CEX is LE. When it comes to all other transportation the General is DS. That includes ie logistics for the evaluators during the field exercise.

Station guide

Each organisation, responsible for a station during day 2 will provide 2-4 station guides. During the day approximately 12 groups will walk between the different stations and thanks to the informative station guides they all will find out what is happening in the exercise, what tactics/techniques are used, experiences from real life situations. The language is English and the station guides need to be prepared for both easy and difficult questions regarding the activities at the station. Depending on the group's individual schedule some stations may need to have several guides.

The station guides also need to pay attention to the working conditions for their colleagues and for the safety of the observers. It may be both crowded and chaotic.

The station guides will have an overall picture of the exercise and the other participating units. The station guides are wearing yellow vests.

Schedule for photographers and filmmakers

All people who are taking photos during the exercise and want to share their copies may send them to ensaco@msb.se alternatively give copies straight to the secretariat. There are officially elected photographers and filmmakers. These go through the schedule during day 0 and synchronize themselves in the group in order to cover as much as possible. The group is free to ask for assistance from others to take pictures. At the end of each day the photos are downloaded at the secretariat and will be the base for both media coordinator's press material, breakfast notes and to the evaluation day 3 as well as to the evaluation report of BOILEX.

Day 0	Preparation work for: Exercise management Group 12 Moderators Evaluators	Companies exhibition Arrival of participants Media coordinator Secretariat Panel
Day 1	Arrival of units Panel discussion* National groups* Functional groups* Lecturer for group 2*	Special program* Group 12* Open Ship Media tour
Day 2	Bus rides Champagne reception Formal dinner Stations*: Beach (pebble) bay (sacrificed area) Beach (Sand) Bird rehabilitation (and beach) Equipments Shore line oil recovery Boat tour Silverpilen, Lövhagen	Stab and management land Stab and management sea Lövhagen hostel Offshore: Booming Emergency lightering Emergency towing Group picture of participating vessels Champagne Mingel Formell dinner
Day 3	Panel discussion Lecture USCG*	Evaluation for command*

* Both in action and group picture

Back up plan for key positions

Singular position	Replacement	Note
LU	EL	See replacement EL
JF	KEK	Spec program no replacement Formal dinner Kjell Wahlbäck
EL	Exercise Coordination SD Evaluation general TS Phase introduction LU Special program KEK Evaluation Day 3 CÄ Group 12 EG	
Evaluators	Covered by the other evaluators	
KEK	Håkan Axelsson	
BB	HN	
TC	LM	
EG	Anna Lindblad KBV	
Film	Not replaced	
SD	CH/ME/LH	
Lecturer	JF	
EM	Covered by the others in the group	
Doubled position		
Secretariat	Covered by the others in the group	
Herders micro stands		
Photo		
Station guide		
Group leader	SBFF can with short notice call in replacement up to 4 persons.	Introduction will be needed

Appendix 9 - Participants' folder

The following material will be in the participants' folder (all set when delivered to the secretary):

Detailed program BOILEX 2011 (includes emergency information, dress codes)

EnSaCo brochure

BOILEX information

CEX/KBV information

Participants day 1

Participants day 2

Nautical charts CEX

Descriptions of participating organisations

Information sheets (WWF, ELF, SBS, KfV)

Appendix 10 - Description of participating organizations

Organisation	About	Country
Attunda Fire Department	A union of six municipal rescue services located in the northern part of Stockholm County. The union has 270 employees	Sweden
Baltic Master II	An international project which aims to improve maritime safety by integrating local and regional perspectives. The focus is on the Baltic Sea Region and issues concerning pollution prevention, coastal zone management and on land response capacity to an oil spill at sea	Sweden
Baltic Sea Action Group	A foundation located in Helsinki that aims to preserve and promote nature and human welfare. Among the actions taken by the foundation are distribution of scientific grants and coordination and facilitation of the financing of related projects. The mission of the group can be summed in as "A holistic overview and well targeted concrete actions"	Finland
Central Baltic INTERREG IV A Programme 2007-2013	A European territorial co-operation programme funding cross-border projects in the central Baltic Sea area consisting of parts of Estonia, Finland (incl. Åland), Latvia and Sweden. The Programme aims at funding projects with a focus on environment, economic growth as well as attractive and dynamic societies	Sweden
Centre for Economic Development, Transport and the Environment in Southeast Finland	One of 15 regional Finnish centres managing the regional implementation and development tasks of the state administration. The centre promotes regional competitiveness, well-being and sustainable development, as well as curbing climate change	Finland
Committee for nature use, Environmental Protection and Ecological Safety	A sectoral body of executive power of Saint-Petersburg, created to execute state administration and to pursue state policy in the sphere of environment protection, use of natural resources, and environmental safety as well as to coordinate the activity in this field of other executive power bodies of the official authority of Saint-Petersburg	Russia
County Adm Board of Västra Götaland	The board coordinates and promotes National Government action in the County and contributes to the protection of the individual citizen. In a region covering 1.5 million inhabitants living in 49 municipalities the board has a wide area of authority, from rural development and biological diversity to the integration of migrants and the protection of the cultural heritage	Sweden
County Administrative Board of Blekinge	Located in southeast Sweden on the shore of the Baltic Sea with a population of more than 150.000 inhabitants	Sweden
County Administrative Board of Stockholm	The most populated county in Sweden, with more than 2 million inhabitants, this county lies on the shores of both the Baltic Sea and Lake Mälaren	Sweden
County Administrative Board of Östergötland	Located between Kalmar and Stockholm counties in east Sweden, with a population of 430.000 inhabitants	Sweden
Emergency Services college	The Emergency Services College provides education and training in its special field under the supervision of the Ministry of the Interior. The College plans and arranges basic and advanced education and training in fire and rescue work, civil defence training and other training in emergency operations	Finland
European Maritime Safety Agency (EMSA)	A European Union agency charged with reducing the risk of maritime accidents, marine pollution from ships and the loss of human lives at sea by helping to enforce EU legislation. It is headquartered in Lisbon	EU
EnSaCo	Environmental and Safety Management on Shoreline Oil Spill Response. Interreg IV A project. Consists of 18 partner organisations in 3 countries; Finland, Estonia and Sweden	Central Baltic

Estonian Academy of Security Sciences	A state institution, providing professional education for civil servants belonging in the area of government under the Estonian Ministry of the Interior. The objective of the academy is to create a secure state and conditions for stable development across the state of Estonia and therewith contribute to the security of the entire European Union. EnSaCo partner	Estonia
Estonian Environmental Inspectorate	The Environmental Inspectorate awaits information about environmental pollution and environmental violations	Estonia
Estonian Fund for Nature	With an aim to preserve the entire Estonian nature and its diversity the voluntary civic association in cooperation with many people and organizations has been the leader of various wildlife conservation projects. Establishing natural parks and wildlife preserves and extensive inventories to map Estonia's natural resources are among the funds' activities. EnSaCo partner	Estonia
Estonian Maritime Academy	The purpose of the Academy is to offer a high quality maritime education, to perform and coordinate the activities of maritime teaching and development as well as to organize applied and scientific maritime research. EnSaCo partner	Estonia
Estonian Rescue Board	A government institution under the jurisdiction of the Ministry of the Interior, which has the leading role in planning preparedness for emergencies and the operational management of Regional Rescue Centers. It is also responsible for the development and implementation of national rescue policies. EnSaCo partner	Estonia
Etelä Savo rescue services		Finland
Finnish Environment Institute (SYKE)	A research institute and a center for environmental expertise. SYKE's research focuses on changes in the environment, and seeks ways to control these changes. The institutions' expertise is based on long-term environmental monitoring and wide-ranging research results	Finland
Freie und Hansestadt Hamburg, BSU		Germany
FRO	A Stockholm based NGO who recruits and trains radio operators to help the armed forces in cases of emergency. FRO Stockholm collaborates with the County Administrative Board of Stockholm and several municipalities within the county	Sweden
Gothenburg Rescue Services	Responsible for rescue missions in the Gotland Island in the Baltic Sea. The service has 10 stations and 170 employees engaged in rescue missions	Sweden
Gotland rescue services	The rescue service deal with emergencies such as fires, traffic accidents, acute illness or other emergencies. There are 10 fire stations on Gotland and there is totally 170 firefighters working at the rescue service. EnSaCo partner	Sweden
Greater Stockholm Fire Brigade (SSBF)	Operates fire and rescue services in 10 municipalities in Stockholm County with the general mission of protecting against accidents related to present and future risks in the region. EnSaCo partner	Sweden
HAAGA-HELIA University of Applied Sciences	Finland's largest business polytechnic institute with about 6000 students. Lead partner in the EnSaCo project	Finland
Hangö fire station	Operating rescue missions on and around the Åland Island in the Baltic Sea. The service is a union of nine local stations	Finland
Haninge municipality	Located within the Stockholm county and housing the southern part of the Stockholm archipelago with over 3600 islands and islets. Total population of around 76.000 inhabitants	Sweden
Havariekommando (Central Command for Maritime Emergencies Germany)	A joint institution of the German Federal Government and the Federal Coastal States. Sets up and carries out a mutual maritime emergency management in the North Sea and in the Baltic Sea	Germany

Eastern Uusimaa regional rescue services	Regional rescue service and EnSaCo partner located in Porvoo, eastern Gulf of Finland	Finland
IVL (The Swedish Environmental Research Institute)	An independent, non-profit research institute, owned by a foundation jointly established by the Swedish Government and Swedish industry. IVL is involved in the development of solutions to environmental problems, at national and international level. We undertake research projects and contract assignments in the entire environmental field and performs studies of various environmental effects in air, soil and water	Sweden
Jõelähtme Municipality	A rural municipality in Harju County, north-western Estonia, with a population of 5200 inhabitants	Estonia
KFV Riks	A national assembly of around 40 local associations and bird and wildlife rehabilitation experts. The voluntary organization cooperates closely with national Swedish authorities such as the Environmental Protection Agency, the Board of Agriculture and the Coast Guard. KFV is deeply involved in the EnSaCo project	Sweden
Kotka Maritime Research Centre	Kotka Maritime Research Centre (KMRC) is a center of expertise focusing on maritime transport, maritime safety and the marine environment. KMRC was established in 2005 and currently it forms a research unit of 45 persons.	Finland
Lower Saxony Water Management, Coastal Defence and Nature Conservation Agency (NLWKN)	Protect people from the results of floods, storm surges or hazardous radiation, and provide industry, other public authorities and the general public with expert information on the overall situation in our rivers and nature as a whole	Germany
Ministry of defence	The ministries' areas of responsibility are military defence, international operations and emergency preparedness	Sweden
Ministry of the Environment	The Ministry of the Environment leads national efforts and encourages cooperation in safeguarding biodiversity, promoting sustainable development, and securing a good living environment for both current and future generations	Finland
Ministry of the Environment	The function of the Ministry is to establish prerequisites and conditions, which ensure a natural environment rich in species and a clean living environment both for our generation and the future generations as well as guarantee economical use of natural resources	Estonia
MSB (Swedish Civil Contingencies Agency)	A national agency aiming at enhancing and supporting societal capacities for preparedness for and prevention of emergencies and crises. MSB supports the stakeholders involved by taking the right measures to control the situation. MSBs work is conducted in close collaboration with other societal actors and encompasses the entire threat and risk scale, from minor everyday accidents to major disasters. The agency has 5 national oil depots located at Stockholm, Gotland, Karlskrona, Umeå and Vänersborg. MSB is an EnSaCo partner and the coordinator for the other Swedish partners	Sweden
Mälardalen Rescue Service union	Regional rescue service union located in Västerås	Sweden
Nacka municipality	Located in the Stockholm archipelago and within Stockholm County, Nacka municipality has a population of 91.000 inhabitants	Sweden
Nacka Värmdö räddningssällskap	A voluntary organization assisting the police and the municipality with various emergency services. Consists of 240 members	Sweden
Namepa	Voluntary, non-profit and non-governmental organization committed to preserving the marine environment through educating seafarers, port communities and youth about the need, and strategies, for protecting this global resource	USA
Nordupplands Rescue Services	Responsible for rescue services in two municipalities in Uppsala County, Tierp and Östhammar. EnSaCo partner	Sweden
Norrköping municipality	A municipality in Östergötland County with a population of 90.000	Sweden

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Norrtälje municipality	The largest and northernmost municipality in Stockholm County with 56.000 inhabitants	Sweden
Norrtälje rescue services	Responsible for rescue services in Norrtälje municipality. EnSaCo partner	Sweden
Nynäshamn municipality	Located southernmost in the Stockholm County with a population of roughly 26.000 inhabitants	Sweden
Ports of Stockholm	Ports of Stockholm offers quay-berths, facilities and services for ferry, cruise and goods traffic. It is also responsible for the development and maintenance of inner-city quays, as well as services for archipelago and other water-borne local traffic	Sweden
Prime minister's office	The Prime Minister's Office is divided into the Office of the Prime Minister, the Office of the Minister for EU Affairs, the EU Coordination Secretariat, the Coordination Secretariats, the Office of the Permanent Secretary and the Office of the Director-General for Legal Affairs.	Sweden
Sea Alarm Foundation	Sea Alarm advances and coordinates responses to oiled wildlife contingencies, working in collaboration with NGOs, government authorities and the oil and maritime industries. The organization also trains and coordinates a network of European and global wildlife response experts ready to respond to an emergency within hours	Netherlands
Shell	We are a global group of energy and petrochemicals companies with around 93,000 employees in more than 90 countries and territories. Our innovative approach ensures we are ready to help tackle the challenges of the new energy future.	Norway
SMHI	Sweden's Meteorological and Hydrological Institute is a government agency who operates under the Ministry of Sustainable Development. SMHI has expertise within the areas of meteorology, hydrology and oceanography, and has extensive service and business operations within these areas	Sweden
Southwest Finland emergency services	The tasks of the rescue services include rescue of citizens and the environment on land, in water and in the air. Some of the rescue staff participates in international rescue groups. EnSaCo partner	Finland
SSPA	SSPA is an international consulting company, operating within all principal fields of maritime engineering and related sciences	Sweden
State Unitary Enterprise, St Petersburg emergency service (SUE "PILARN")	A governmental enterprise established to prevent and eliminate the consequences of accidental oil spills in the basin of the Neva and Eastern part of the Gulf of Finland. PILARN is the only specialized company of this kind in Russia with five modern oil skimming vessels	Russia
SWECO Environment AB	An international consulting engineering company that provides consulting services such as feasibility studies, strategic planning, engineering and project management. Is responsible of Swedish EPA Oil Emergency Response Advisory Unit	Sweden
Swedish Agency for marine and water management (SwAM)	A recently established national agency with a role of managing issues of conservation, restoration and sustainable use of lakes, rivers and seas. Located in Gothenburg	Sweden
Swedish Armed Forces	Swedish government agency responsible for the operation of the national armed forces. The primary task of the agency is to train, organize and to deploy military forces, domestically and abroad	Sweden
Swedish Civil Defence League FRG	A member-driven organization with a role of increasing security on a daily basis and in crisis. The FRG teaches safety awareness with the help of local clubs and instructors across Sweden	Sweden
Swedish Coast Guard	The Coast Guard is a civilian government agency responsible for maritime surveillance and rescue at sea. With 26 stations, the agency covers the entire Swedish coastline and the large lakes. EnSaCo partner	Sweden
Swedish Maritime Administration	A public enterprise within the transport sector, with a primary role of keeping sea lanes open and safe. The SMA focuses mainly on merchant shipping, but also takes the pleasure boating, fishing and naval interests into account	Sweden



CENTRAL BALTIC
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Swedish Police	The Swedish Police Service is a collection of Government agencies concerned with police matters in Sweden. It is divided to 21 county police authorities with a central National Police Board	Sweden
Swedish Sea Rescue Society (SSRS)	A non-profit NGO working with search and rescue missions along the Swedish coastline and lakes. The Society operates 65 rescue stations and has more than 140 ships manned by 1500 volunteers	Sweden
Svenska Blå Stjärnan	This NGO's purpose is to exercise and disseminate knowledge on good husbandry and to train volunteers for missions from other agencies and organizations. Svenska Blå Stjärnan is deeply involved in the EnSaCo project	Sweden
Söderköping Fire and Rescue Service	Responsible for all efforts to limit injuries and damages to people, property and the environment within Söderköping municipality. EnSaCo partner	Sweden
Söderköping municipality	With 14.000 inhabitants, this municipality is located in the Östergötland County	Sweden
Södertälje municipality	The municipality is located in the southern Stockholm county and has a population of 85000	Sweden
Södertörn Fire and Rescue Service (SBFF)	Provides services to ten municipalities and 540.000 people in the southern area of Stockholm County. EnSaCo partner	Sweden
Södertörn Environment and Health Protection Union	In charge of maintaining and enforcing the Swedish environment and health regulations in three municipalities in Stockholm County, Haninge, Nynäshamn and Tyresö	Sweden
Tyresö municipality	Located in Stockholm County, most of the municipality lies within the Stockholm urban area. It has a population of around 43.000 inhabitants	Sweden
US Coast Guard	Protects USAs' maritime interests and environment around the world. The Coast Guard is a responsive military force whose legal authorities, capable assets, geographic diversity and expansive partnerships provide a persistent presence along rivers, ports, littoral regions and on the high seas	USA
Volunteer Reserve Rescue Team	A non-governmental organization established in 2002 in order to support the professional rescue services in case of extensive natural and civilian disasters and to support the police to finding missing persons	Estonia
West-Estonia Voluntary Reserve Rescue Team	An NGO aiming to support the professional rescue services in case of extensive natural and civilian disasters with help of volunteers as a skilled and organized force	Estonia
WWF Finland	The local branch of the international NGO World Wildlife Foundation, founded in 1972. EnSaCo partner and responsible of work package concerning oiled wildlife	Finland
WWF Poland	The local branch of the international NGO World Wildlife Foundation, founded in 2002	Poland
Värmdö municipality	The municipality has 38000 inhabitants but in the summer the number of people reaches 100 000 due to the large amount of summer guests and tourists. A large and central part of the Stockholm archipelago is located in Värmdö, from the inner parts out to the open sea	Sweden
Västerås municipality	Lies in Västmanland County, north of Stockholm, with a population of over 136.000	Sweden
Västervik rescue services	Located in the Kalmar county.	Sweden
Västra Nyland rescue service	Responsible for supplying fire-fighting, rescue and civil defence services, and for providing information and taking other action aimed at preventing fires and accidents in the region of Länsi-Uusimaa	Finland
Ystad rescue services (SÖRF)	The service operates in Ystad in the southwest area of Skåne County. One of its' responsibilities is to respond to rescue missions along the 40km long shore to the Baltic Sea	Sweden



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Åland rescue service	Operating rescue missions on and around the Åland Island in the Baltic Sea. The service is a union of nine local stations	Sweden
Österåker municipality	Part of the Stockholm County, the municipality is located by the northern Stockholm archipelago, with numerous islands and islets and a population of nearly 40.000	Sweden
Östra Götaland rescue services	A recently formed union between rescue services in Linköping and Norrköping in Sweden. The service supports member municipalities in case of crisis. EnSaCo partner	Sweden

Appendix 11– Maps

