Approval Letter

Letter of Transmittal

U.S. Department of Homeland Security
United States Coast Guard

Commander
Eighth Coast Guard District

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10 July 2009

One Gulf Plan Partners:

Pursuant to the provisions of the Clean Water Act and the National Contingency Plan (NCP), Area Contingency Plans (ACP) were written for each respective Captain of the Port zone throughout the United States to assure pre-planning of joint response efforts for Federal, State, Local and non-governmental agencies. These plans were designed to not only provide for a well coordinated response to oil discharges and hazardous substance releases, but to also be compatible with other non-federal response plans; to this end, these plans have been a great success.

To help advance the unity of policy and effort during a pollution response, the One Gulf Plan has been developed to take advantage of the common attributes found in each of the Gulf Coast ACPs. The One Gulf Plan is comprised of a base plan that details common roles, responsibilities, incident response planning processes, and resources. The base plan is coupled with individual Geographic Response Plans (GRP) which has relevant local information unique to each geographic area.

The NCP requires that ACPs be made available to the public. The inclusion of these plans on the Texas General Land Office (TGLO) Oil Spill Planning and Response Toolkit CD/DVD and USCG Homeport website satisfy this requirement and help ensure the widest dissemination across the six Captain of the Port zones found on the Gulf Coast. I encourage you to regularly review, update, and use the One Gulf Plan and its GRPs within your area of responsibility. Please direct any inquiries to the Coast Guard District Eight Incident Management Branch at (504) 671-2234.

Sincerely,

Mary E. Landry

MARY E. LANDRY
Rear Admiral, U.S. Coast Guard
Commander, Eighth Coast Guard District

Record of Changes

Change Number	Date of Change	Date Entered	By Whom Entered
1	July 2005	July 2005	USCG D8
2	August 2006	August 2006	USCG D8
3	August 2007	August 2007	USCG D8
4	May 2007	May 2007	
5	May 2008	May 2008	
6	August 2009	August 2009	

ONE GULF PLAN

Record of Review

Date of Review	Reviewed By
July 2005	USCG D8 MER
June 2006	USCG D8
July 2007	USCG D8
August 2008	
August 2009	

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1000 Introduction

1100 Introduction/Authority

Section 4202 of the Oil Pollution Act of 1990 (OPA '90) amended Subsection (j) of Section 311 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C. 1321 (j)) to address the development of a national planning and response system. As part of this system, area committees were established for each area designated by the President.

The functions of designating areas, appointing area committee members, determining the information to be included in area contingency plans, and reviewing and approving area contingency plans have been delegated by Executive Order 12777 of 22 October 1991, to the Commandant of the U.S. Coast Guard (USCG) (through the Secretary of Transportation) for the coastal zone and to the Administrator of the Environmental Protection Agency for the inland zone.

The term "coastal zone" is defined in the current NCP (40 CFR 300.5) to mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The USCG has designated those portions of the Captain of the Port (COTP) zones which are within the coastal zone as areas for which area committees will prepare ACPs. The COTP zones are described in the Code of Federal Regulations (CFRs), specifically in 33 CFR Part 3.

1200 Geographic Boundaries

The information in this section defines the response boundary between the USCG District Eight and EPA Region Six based on a MOU finalized in September 2009.

Inland Zone Boundary Designation

The U.S. Environmental Protection Agency (EPA) Region 6, provides the pre-designated OSC for pollution response in the Inland Zone. All discharges or releases, or a substantial threat of such discharges or releases of oil or hazardous substances originating within the Inland Zone are the responsibility of the EPA. Included are discharges and releases from unknown sources or those classified as "mystery spills." EPA Region 6 responsibilities for the Mississippi and Pearl Rivers are shared with EPA Region 4 as described in a Memorandum of Understanding between the two regions.

The EPA OSC is the pre-designated OSC for all areas or pollution incidents within Region 6 that are not specifically addressed by the following Coastal Zone boundary designation descriptions, the general response provisions delineated within this document, or the EPA Region 4 MOU.

Coastal Zone Boundary Designations

The cognizant USCG COTP is the pre-designated OSC for pollution response in the Coastal Zone. All discharges or releases, or a substantial threat of such discharges or releases of oil or hazardous substances originating within the Coastal Zone are the responsibility of the USCG OSC. Included are discharges and releases from unknown sources or those classified as "mystery spills."

The Coastal Zone description for the USCG OSCs located within Federal Region 6 includes everything coastal of a line:

- Commencing at the intersection of U.S. 90 and the Mississippi state line, westerly along U.S. 90. Continuing along U.S. 90 southwesterly to the intersection with I-510. Then south on I-510 and primary State Road 47 to the levee on the Left Descending Bank (LDB) of the Mississippi River. Then continuing upriver on the LDB to the U.S. 90 Highway Bridge (Crescent City Connection). Then across the U.S. 90 bridge to the levee on the Right Descending Bank (RDB) of the Mississippi River. Then upriver on the RDB to the Harvey Locks on the Gulf Intracoastal Waterway (GIWW).

- Then south and westerly along the GIWW to Morgan City, Louisiana including the Atchafalaya River Basin from the East Atchafalaya Basin Protection Levee north to its intersection Highway 190. Then west to Krotz Springs, Louisiana. Then south following the levee along the right descending bank of the main channel of the Atchafalaya until it ends at Lake La Rose. Then south westerly until the West Atchafalaya Basin Protection Levee at Catahoula, Louisiana, then south to Morgan City.

- Continuing westerly from the junction of the GIWW and the Atchafalya River at Morgan City to the Calcasieu River, into and including Sabine Lake, and the Neches River to its intersection with I-10 in Beaumont, Texas. Then along the GIWW towards Port Arthur, Texas including Taylors Bayou south of Highway 73. From Port Arthur, Texas, along the GIWW to, and including, East Bay, Galveston Bay, Trinity Bay, Double Bayou to Eagle Ferry Road, Clear Lake including its tributaries North to Highway 528, West to Highway 270, South to Highway 518, Dickinson Bay to Highway 3, Moses Lake, Swan Lake, Jones Lake, and the Houston Ship Channel, to the turning basin in Houston, Texas. The Houston Ship Channel includes: Buffalo Bayou to Highway 59, Brays Bayou to the Broadway Street Bridge, Sims Bayou to Highway 225, Vince Bayou to North Ritchie Street, Cotton Patch Bayou to the first county outfall, Hunting Bayou to I-10, Greens Bayou to I-10, Boggy Bayou to Highway 225, Tucker Bayou to Old Battleground Road, Carpenter's Bayou to Sheldon Road, San Jacinto River to I-10, Spring Bayou, Goose Creek to Highway 146, and Cedar Bayou to Spur 55. Continuing at the junction of West Bay and the GIWW in Galveston, Texas, westerly along the GIWW to the Port of Freeport, Texas, including: Chocolate Bay, the Old Brazos River, and the New Brazos River up to the Missouri-Pacific Railroad Bridge in Brazoria, Texas.

- Then southerly along the GIWW through and including: the Colorado River to 28-52N Latitude, Lavaca River to 28-50N Latitude, Chocolate Bay to 96-40W Longitude, Cox Bay, Keller Bay, Lavaca Bay to 96-40W Longitude, Turtle Bay, Culver Cut (West Branch Colorado River to 28-42N Latitude and entire Middle Branch), Robinsons Lake, Crab Lake, Mad Island Lake, Salt Lake, Carancahua Bay, Tres Palacios Bay to 28-47N Latitude, Oyster Lake, Blind Bayou, Powderhorn Lake, La Salle Bayou, Broad Bayou, Boggy Bayou, and Matagorda Bay.

- Continuing southerly through San Antonio Bay including: Corey Bay, Victoria Barge Canal, Guadalupe River to 28-30N Latitude, Goff Bayou, Hog Bayou, Green Lake, Buffalo Lake, Alligator Slide Lake, Mission Lake, Guadalupe Bay, Hynes Bay, Twin Lake, Mustang Lake, and Jones Lake.

- Then, continuing through Mesquite Bay including: Dunham Bay, Long Lake, and Sundown Bay.

- Continuing southerly through St. Charles Bay including: Burgentine Creek to 28-17N Latitude, Salt Creek to 28-16N Latitude, and Cavaso Creek to 97-01W Longitude.
- Then, through Copano Bay including: Mission River, Mission Bay, Chiltipin Creek to 97-18W Longitude, Aransas River to 97-18W Longitude, Swan Lake, Copano Creek, Port Bay, and Salt Lake. Then southerly including: Little Bay, Aransas Bay, Conn Brown Harbor, Redfish Cove, Redfish Bay, LaQuinta Channel, Nueces River to U.S. 77, Rincon Industrial Channel, Rincon Bayou, Nueces Bay, Tule Lake, Corpus Christi Inner Harbor, Oso Creek, Oso Bay, and Corpus Christi Bay.
- Continuing southerly, through and including: Packery Channel, Cayo Del Grullo, Cayo Del Infiernillo, Laguna De Los Olmos, Laguna Salada, Petrolina Creek, Comitas Lake, Alazan Bay, Baffin Bay, Port Mansfield Harbor, Four Mile Slough, Arroyo Colorado River to 26-12N Latitude, Callo Atascosa, Arroyo Colorado Cutoff, Laguna Vista Cove, South Bay, Vadia Ancha, Bahia Grande, San Martin Lake, and the Brownsville Ship Channel.
- Where the Coastal Area is defined by a body of water such as a bay or lake, it includes small bays or lakes encompassed therein, but does not include waters tributary thereto unless specifically named.

The Coastal Zone also includes the Lower Mississippi River, commencing from mile marker (MM) 303 south to the Coastal boundary at New Orleans (down-river of which will be considered USCG jurisdiction entirely), encompassing the area riverward between the levee on the RDB and the LDB, and including Lake Pontchartrain.

1210 Memorandum of Agreements

1210.1 EPA Region 6 and USCG District 8 Memorandum of Agreement

The signed version of the “Memorandum of Agreement Between U. S. Environmental Protection Agency, Region 6 and U. S. Coast Guard Eighth Coast Guard District, New Orleans, La Regarding Response Boundaries For Oil and Hazardous Substances Pollution Incidents and Federal on Scene Coordinator Responsibilities” can be accessed here.

1210.2 Director of Military Support and USCG Memorandum of Agreement

The signed version of the “Memorandum of Agreement (MOA) Between The Director of Military Support (DOMS) and The United States Coast Guard for Aerial Application of Dispersants During Oil Spill Cleanup and Recovery Operations” can be accessed here.

1300 Area Committee

1310 Purpose

The Area Committee is a spill preparedness and planning body made up of federal, state, and local agency representatives. Each area committee, under the direction of the FOSC for the area, is responsible for developing an ACP which, when implemented in conjunction with the NCP, will be adequate to remove a worst case discharge of oil or a hazardous substance and to mitigate or prevent a substantial threat of such a discharge from a vessel, offshore facility, or onshore facility operating in or near the geographic area.

Each area committee is also responsible for working with state and local officials to pre-plan for joint response efforts, including appropriate procedures for mechanical recovery, dispersant use, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife. The area committee is also required to work with state and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices.

1320 Organization

See Geographic Response Plans

1330 Charter Members

See Geographic Response Plans

1400 National Response System

1410 National Response Structure

The NRS was developed to coordinate all government agencies with the immediate and effective clean up response strategy for environmental protection in a focused response strategy for the immediate and effective clean up of oil or hazardous substance discharge. The NRS is a three tiered response and preparedness mechanism that supports the predesignated FOSC in coordinating national, regional, state, and local government agencies, industry and the RP during responses.

The United States Coast Guard (USCG) provides the National Response Team (NRT) vice-chair, co-chairs the RRTs, and serves as predesignated FOSC for the coastal zone, as described in 40 CFR 300.120 (a) (1). The USCG is tasked with responding to all oil and hazardous substance releases into, or threatens to go into, navigable waters within the coastal zone. Additionally, offers expertise in domestic and international fields of port safety and security, maritime law enforcement, ship navigation and construction, and the manning, operation, and safety of vessels and marine facilities.

The Environmental Protection Agency (EPA) vice-chairs the NRT and co-chairs the RRTs with the USCG and serves as predesignated FOSC for the inland zone, as described in 40 CFR 300.120 (a) (1). EPA provides expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants, and environmental pollution control techniques.

The Federal Emergency Management Agency (FEMA): Provides guidance, policy, and program advice, technical assistance in hazardous materials, chemical and radiological emergency preparedness activities (including planning, training, and exercising). FEMA is a primary point of contact for administering financial and technical assistance to state and local governments to support their efforts to develop and maintain an effective emergency management and response capability. In the event of a declaration of a major disaster or emergency by the President, FEMA will activate the Federal Response Plan. The Federal Coordinating Officer, designated by the President, will implement the Federal Response Plan and coordinate and direct emergency assistance and disaster relief efforts. At a hazardous materials response site, FEMA's Federal Coordinating Officer will coordinate all disaster or emergency actions with the FOSC. FEMA shall also provide relocation of residents and community facilities or temporary evacuation and housing of threatened individuals not otherwise provided for under Section 104 (a) of CERCLA.

Department of Defense (DOD): Plans and handles all spills and releases from any facility or vessel under DOD control. In addition, DOD may also, upon request of the FOSC, provide locally deployed U.S. Navy oil spill equipment and provide assistance to the FOSC. The following two branches of DOD have particularly relevant expertise.

1. The U.S. Navy is the federal agency most knowledgeable and experienced in ship salvage, shipboard damage control, and diving. The Superintendent of Salvage (SUPSALV) has an extensive array of specialized equipment and personnel available for use in these areas, as well as specialized containment, collection, and removal equipment specifically designed for salvage-related and open sea pollution incidents.
2. The U.S. Army Corps of Engineers (USACOE) has specialized equipment and personnel for maintaining navigation channels, removing navigation obstructions, accomplishing structural repairs, and performing maintenance to hydropower electric generating equipment.

Department of Energy (DOE): Generally provides advice and assistance for emergency actions essential for the control of immediate radiological hazards.

Department of Agriculture (DOA): Is the federal resource manager. Several agencies within this department may play an important role during certain spills.

1. Forest Service
2. Soil Conservation Service
3. Food and Safety Inspection Service
4. Animal and Plant Health Inspection Service

Department of Commerce (DOC): Through National Oceanographic Atmospheric Administration (NOAA), DOC has jurisdiction over and provides scientific support for response and contingency planning in coastal and marine areas, including assessment of hazards that may be involved, predictions of movement and

dispersion of oil and hazardous substances through trajectory modeling, and information on the sensitivity of coastal environments to oil and hazardous substances. NOAA provides expertise on and has jurisdiction over living marine resources and their habitats, including endangered species. NOAA also provides information on actual and predicted meteorological, hydrological, and oceanographic conditions for marine, coastal, and inland waters. NOAA is a federal trustee for living and non-living natural resources in coastal and marine areas. Natural resources of concern to NOAA include:

1. All life stages, wherever they occur, of fishery resources of the EEZ and continental shelf,
2. Anadromous and catadromous species throughout their ranges, rivers and tributaries to rivers that historically or presently support anadromous species,
3. Federally "endangered" or "threatened" species including designated critical habitat and marine mammals for which NOAA has assigned responsibility,
4. Tidal wetlands, salt marshes, estuaries, and other important habitat supporting fishery and marine resources, and
5. Living and non-living resources of the National Marine Sanctuaries and National Estuarine Research Reserves.

Department of Health and Human Services (HHS): Provides health risk assessment support, including field response personnel. This support is provided through the Agency for Toxic Substances and Disease Registry (ATSDR). Their emergency response personnel are available 24 hours a day throughout the week to provide this support. Questions related to suspected acute overexposures can be addressed by the ATSDR in order to determine facilities which are properly staffed and equipped to evaluate such cases and to coordinate medical evaluation procedures with local health care facilities.

Department of the Interior (DOI): Of particular interest to community response organizations is DOI who has expertise on (and jurisdiction over) a variety of natural resources, federal lands, federal waters, certain aspects related to Native American lands, and certain jurisdictions related to United States territories. The following bureaus and offices have relevant expertise as listed.

1. Fish and Wildlife Service – anadromous and certain fish and wildlife, including endangered and threatened species; migratory birds; certain marine mammals; waters and wetlands; contaminants affecting habitat resources; and laboratory research facilities.
2. Geological Survey – geology, hydrology (ground water and surface water), and natural hazards.
3. Bureau of Indian Affairs – coordination of activities affecting Indian lands and assistance in identifying Indian tribal government officials.
4. Bureau of Land Management – minerals, soils, vegetation, wildlife, habitat, archaeology, wilderness, and hazardous materials.
5. The Minerals Management Service (MMS) is headquartered in Washington DC with 3 regional offices. MMS is the Federal agency that manages the nation's natural gas, oil and other mineral resources on the outer continental shelf (OCS). The agency also collects, accounts for and disburses more than

$8 billion per year in revenues from Federal offshore mineral leases and from onshore mineral leases on Federal and Indian lands.

6. National Park Service – provides biological and general natural resources expert personnel at park units.
7. Bureau of Reclamation – operation and maintenance of water projects in the west, engineering, and hydrology.

Department of Justice (DOJ): Can provide expert advice on complicated legal questions arising from discharges or releases and federal agency responses. In addition, the DOJ represents the federal government in litigation relating to such discharges or releases.

Department of Labor (DOL): Through OSHA, DOL has authority to conduct safety and health inspections of hazardous waste sites to assure that employees are being protected and to determine if the site is in compliance with OSHA regulations. OSHA regulations related to spill response can be found in Title 29 CFR 1910.120 (Hazardous Waste Operator (HAZWOPER) regulations).

Department of Transportation (DOT): Provides response expertise pertaining to transportation of oil, or hazardous substances, by all modes of transportation. Through the Research and Special Programs Administration (RSPA), DOT offers expertise in the requirements for packaging, handling, and transporting regulated hazardous materials.

Department of State (DOS): Leads in development of international joint contingency plans. DOS will also help to coordinate an international response when discharges or releases cross international boundaries or involve foreign flag vessels. Additionally, DOS will coordinate requests for assistance from foreign governments and proposals from the United States for conducting research at incidents that occur in waters of other countries.

Nuclear Regulatory Commission (NRC): Responds as appropriate to releases of radioactive materials and is the key agency in dealing with radiological pollution.

General Service Administration (GSA): Plays an essential role in providing facility and related logistical support for the response organization.

Federal On-Scene Coordinator (FOSC): The NRS supports the responsibilities of the FOSC under the CWA's federal removal authority. The FOSC plans and coordinates response strategy on scene, using the support of the NRT, RRT, and responsible party, to supply the needed trained personnel, equipment and scientific support to complete an immediate and effective response to any oil or hazardous substance discharge.

Unified Command (UC): The NRS is designated to support the FOSC and facilitate responses to a discharge or threatened discharge of oil or a hazardous substance. The NRS is used for all spills, including a Spill of National Significance (SONS). When appropriate, the NRS is designated to incorporate a UC and control support mechanism consisting of FOSC, SOSC, and the RP's IC. The UC structure allows for a coordinated response effort, which takes into account the federal, state, local, and RP concerns and interests when implementing the response strategy. A UC establishes a forum for open, frank discussions on problems that must be addressed by the parties with primary responsibility for oil and not usually who interface with the command structure through the Liaison Officer (LNO) or the state representative. When a UC is used, the Joint Operations Center and Joint Information Center (JIC) is established. The Joint Operations Center should be located near and convenient to the site of the discharge. All responders (federal, state, local, and private) should be incorporated into the FOSC's response organization at the appropriate level.

Spill of National Significance (SONS): If a discharge occurs in the coastal zone and is classified as a substantial threat to the public health or welfare of the United States (40 CFR 300.320 (a)(2)), or the necessary response effort is so complex that is requires extraordinary coordination of federal, state, local, and responsible party resources to contain and clean up the discharge, the Commandant of the Coast Guard may classify the incident as a Spill of National Significance (SONS) under the National Oil and Hazardous Substance Contingency Plan (NCP) 40 CFR 300.5. For more information on the SONS concept see COMDTINST M3121.15.

1410.1 SONS

A Spill of National Significance (SONS) is defined as a spill which greatly exceeds the response capability at the local and regional levels and which, due to its size, location, and actual or potential for adverse impact on the environment is so complex, it requires extraordinary coordination to contain and clean up. Only the Commandant of the Coast Guard or the Administrator of the EPA can declare a SONS taking into account environmental risks, weather conditions, response capabilities, and the amount, or potential amount, of product spilled.

The response to a SONS event must be a coordinated response that integrates the OSCs response organization with the SONS response organization.

A Coast Guard Area or District Commander may recommend to the Commandant that a SONS be declared. Factors to be considered in declaring a SONS might include:

- Multiple OSC zones, districts, or international borders;
- Significant impact or threat to the public health and welfare, wildlife, economy and/or property over a broad geographic area;
- Protracted period of discharge and/or expected cleanup;
- Significant public concern and demand for action; and,
- The existence of, or the potential for, a high level of political and media interest.

1420 RRT Structure

There are 13 RRTs, one for each of the ten federal regions and Alaska, the Caribbean and the Pacific Basin. Each RRT has Federal and State representation. EPA and the Coast Guard co-chair the RRTs. The One Gulf Plan encompasses Coast Guard FOSC areas of responsibility within RRT 6 and a section of RRT 4 from the Louisiana coast eastward to the Ecofina River.

Like the NRT, RRTs are planning, policy and coordinating bodies, and do not respond directly to incidents. The RRTs develop Regional Contingency Plans for their regions. These plans address region specific issues and provide guidance to the OSCs for developing their area plans. The RRTs also provide one level of review for the Area Contingency Plans. The RRTs may be activated for specific incidents when requested by the OSC. If the assistance requested by an OSC exceeds an RRT's capability, the RRT may request assistance from the NRT. During an incident the RRT may either be alerted by telephone or convened. The cognizant RRTs will also be consulted by the OSC on the approval/disapproval of the use of chemical countermeasures when that decision has not been pre-approved.

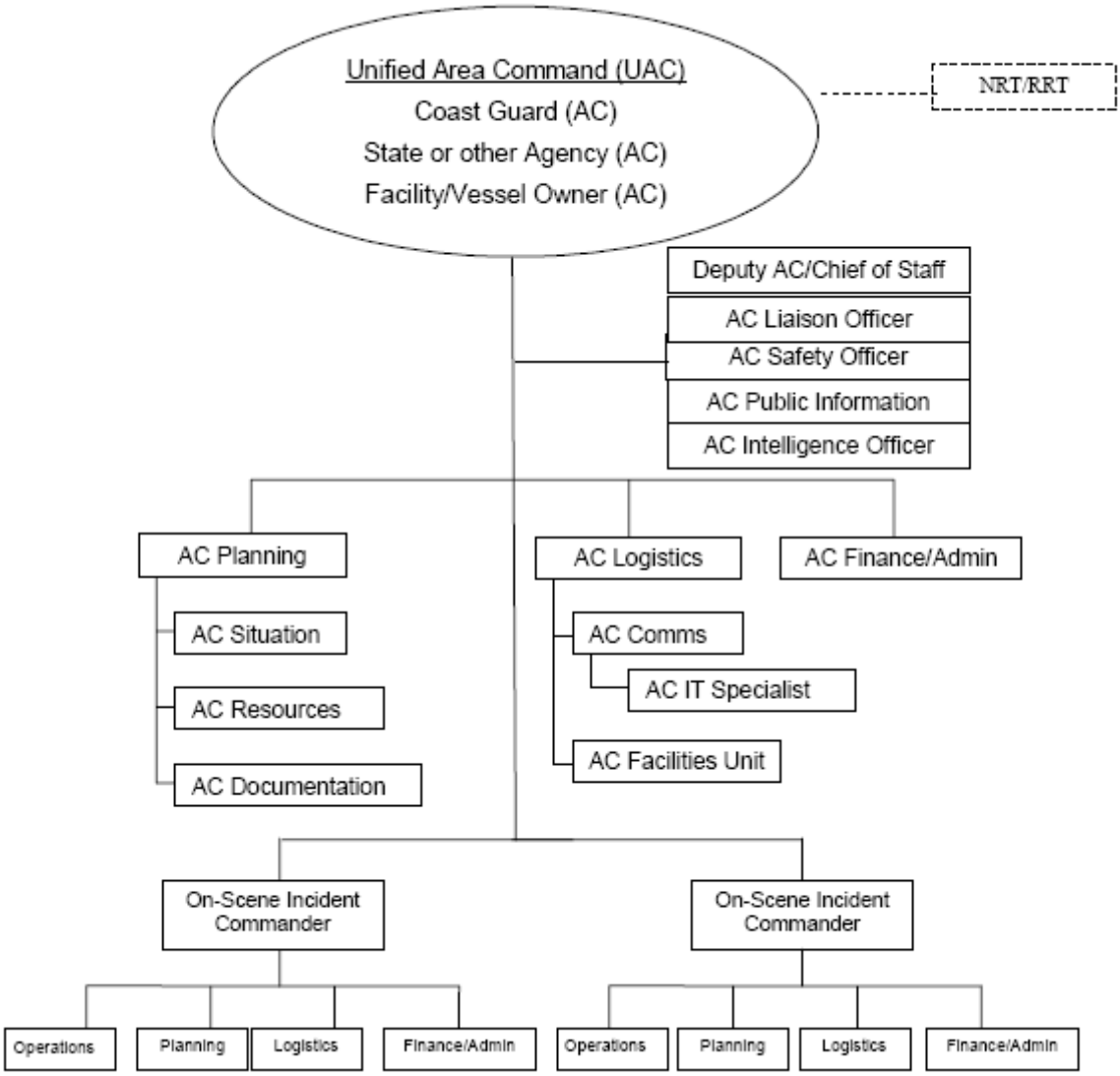
1430 Area Response Structure

An Area Command is established when the complexity of the incident and incident management span-of-control considerations so dictate. Generally, the administrator(s) of the agency having jurisdictional responsibility for the incident makes the decision to establish an Area Command.

The purpose of an Area Command is either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged.

This type of command is generally used when there are a number of incidents in the same area and of the same type, such as two or more oil spills. These are usually the kinds of incidents that may compete for the same resources. When incidents are of different types and/or do not have similar resource demands, they are usually handled as separate incidents or are coordinated through an EOC. If the incidents under the authority of the Area Command span multiple jurisdictions, a Unified Area Command should be established. This allows each jurisdiction involved to have appropriate representation in the Area Command.

The structure of the Area Command follows standard ICS organization except there is no operations section. An example is provided below:



1430.1 Federal/State Role in Incident Response

A basic premise of the ACP is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at the local level.

In some instances, a Federal agency in the local area may act as a first responder and may provide direction or assistance consistent with its specific statutory authorities and responsibilities. In the vast majority of incidents, State and local resources and interstate mutual aid normally provide the first line of emergency response and incident management support.

When an incident or potential incident is of such severity, magnitude, and/or complexity that it is considered an Incident of National Significance according to the criteria established in National Response Plan, the Secretary of Homeland Security, in coordination with other Federal departments and agencies, initiates actions to prevent, prepare for, respond to, and recover from the incident.

These actions are taken in conjunction with State, local, tribal, non-governmental, and private-sector entities as appropriate to the threat or incident. In the context of Stafford Act disasters or emergencies, DHS coordinates supplemental Federal assistance when the consequences of the incident exceed State, local, or tribal capabilities.

1440 Incident Command System

The U.S. Coast Guard Incident Management Handbook (IMH) is designed to assist Coast Guard personnel in the use of the Incident Command System (ICS) during response operations. The IMH is intended to be used as an easy reference job aid for responders. It is not a policy document, but rather guidance for response personnel. During development of the IMH, it was recognized that eighty-percent of all response operations share common principles, procedures and processes. The other twenty-percent of response operations are unique to the type of incident, such as a search and rescue case or an oil spill. The handbook is laid out so that the generic information applicable to all responses is presented up-front. For example, the duties and responsibilities of the Planning Section Chief (PSC) are found in the generic section since a PSC's job description under ICS does not change from one type of incident to another. The remainder of the IMH is divided into nine types of incidents the Coast Guard is most likely to respond to.

They are:

1. Terrorism
2. Maritime Security/Antiterrorism
3. Law Enforcement
4. Search and Rescue
5. Oil Spills
6. Hazardous Substance
7. Marine Fire
8. Multi-Casualty
9. Event Management

With the exception of the chapters on Terrorism, Maritime Security/Antiterrorism and Event Management (further development pending) each of the chapters that deal with a specific type of incident provides a scenario from which to illustrate how an incident starts off with only initial responders and then escalates to a large multi-agency response organization. The organization charts in each of the chapters are only **examples** of how an ICS organization may be developed to respond to that type of incident. Also, in each chapter are incident-specific job descriptions that have proven valuable in past response operations. An example of an incident-specific position would be the Vessel Disposition Group Supervisor located in the Law Enforcement chapter. Coast Guard response personnel can come from any component of the Coast Guard (Active Duty, Reserve, Auxiliary, or Civilian Employees). Responders should have a basic understanding of ICS to ensure they can effectively operate within the ICS organization and properly use and understand this IMH.

National Incident Management System (NIMS) ICS standard forms can be found on the Internet at:

http://www.uscg.mil/forms/ics.asp

1450 Area Exercise Mechanism

The FOSC shall periodically conduct drills of removal capability, without prior notice, in areas for which ACPs are required. This action will allow effectiveness assessment of such plans and relevant vessel, and facility response plans. These drills may include participation by federal, state, local agencies, owners and operators of vessels and facilities in the area, and private industry.

The National Strike Force Coordination Center (NSFCC) will act as a clearinghouse for exercises, participating in the development, execution, and evaluation to the fullest extent practicable, with the cognizant program managers of the USCG and EPA. The NSFCC may, in conjunction with the cognizant program managers of the USCG and EPA, impose unannounced area or multi-area exercises.

[NOTE: The NSFCC is responsible for executing the National Preparedness for Response Exercise Program (PREP). All USCG participation in exercises will be coordinated with and/or through the NSFCC.]

1460 Federal Radiological Emergency Response Plan

The FRERP covers any peacetime radiological emergency that has actual, potential, or perceived radiological consequences within the United States, its Territories, possessions, or territorial waters and that could require a response by the Federal Government. The level of the Federal response to a specific emergency will be based on the type and/or amount of radioactive material involved, the location of the emergency, the impact on or the potential for impact on the public and environment, and the size of the affected area. Emergencies occurring at fixed nuclear facilities or during the transportation of radioactive materials, including nuclear weapons, fall within the scope of the Plan regardless of whether the facility or radioactive materials are publicly or privately owned, Federally regulated, regulated by an Agreement State, or not regulated at all. (Under the Atomic Energy Act of 1954 [Subsection 274.b.], the NRC has relinquished to certain States its regulatory authority for licensing the use of source, byproduct, and small quantities of special nuclear material.)

1500 State/Local Response System

1510 State of Texas Response Structure

Upon notification of a spill, each designated respective response agency may act as the SOSC and ensure that response activities are consistent with the NCP, the State Contingency Plan, the ACP, and any other applicable plans.

1510.1 Texas General Land Office (TGLO)

The TGLO is the lead state agency for response to oil spills that enter or threaten to enter the coastal waters of Texas. TGLO also coordinates the activities of other state agencies and provides scientific support for response and contingency planning in coastal and marine areas, including predictions of movement and dispersion of oil through trajectory and hydrologic modeling, and information on the sensitivity of coastal environments to oil and hazardous substances.

1510.2 Texas Commission of Environmental Quality (TCEQ)

The TCEQ is the state's lead agency in spill response to certain inland oil spills (crude oil spills emanating from oil or gas exploration, development, or production facilities are Railroad Commission jurisdiction), all hazardous substance spills (except those from exploration and production facilities), and spills of other substances which may cause pollution or adversely impact air quality in Texas.

The TCEQ and the Texas Department of Transportation (TXDOT), as provided in 25.264 (f) of the Texas Water Code, have developed a contractual agreement whereby TXDOT personnel, equipment, and materials may be used in state-funded cleanup actions. All expenses and costs resulting from cleanup activities are subject to reimbursement from the Texas Spill Response Fund.

1510.3 Railroad Commission of Texas (TRRC)

Until September 1, 2003, a spill of crude oil into the coastal waters of Texas may involve both the TRRC and the TGLO, depending on the volume and origin of the spill. After September 1, 2003, the TGLO is the lead agency for all spills of oil, including crude oil, into coastal waters or that pose an imminent threat to coastal waters as per amendments to Texas Natural Resource Code 40.008. These amendments will not change the current TRRC requirement to report spills in accordance with Statewide Rule 20.

TRRC has jurisdiction over waste generated by oil and gas exploration and production activities, permits the drilling of oil and gas wells in Texas, including bay and offshore wells, and is responsible for protecting surface and subsurface water from pollution caused by exploration and production activities. Spills or discharges, whether hazardous or non-hazardous from crude oil or natural gas pipelines, are also within the jurisdiction of the TRRC; but spills from refined petroleum product pipelines are not. Products not under the jurisdiction of the TRRC include gasoline, diesel, and other fuel oil.

1510.4 Texas State Support Structure

The Governor's Division of Emergency Management (DEM) will ensure that all state resources are available for use by the lead agency. When required, DEM will ensure the staffing and activation of the State Emergency Operation Center in Austin. This operation center will serve as the primary support network for the SOSC. The SOSC in turn can provide the support necessary to assist the FOSC and the spiller. Within the emergency operations center structure, the disaster districts will be utilized as a conduit to and from the local community. Examples of the support that can be provided are: meteorological information provided by the TNRCC, legal and criminal enforcement assistance provided by the Attorney General's office, heavy equipment provided by the Texas Department of Highways, and aerial assistance provided by the Aircraft Pooling Board.

1520 State of Louisiana Response Structure

1520.1 Louisiana Oil Spill Coordinator's Office/Office of the Governor (LOSCO)

The Louisiana OSPRA of 1991, L.R.S. 30:2475 created the LOSCO within the Office of the Governor to provide a centralized authority for all matters related to

oil spill response and prevention. The Act designated LOSCO as the lead State agency for the prevention of and response to unauthorized discharges of oil in the State of Louisiana.

LOSCO's primary function is to ensure effective coordination and representation of the state interests in all matters related to spill response and prevention. Principal goals are:

1. Minimize unauthorized discharges of oil,
2. Provide for an effective spill response,
3. Compensate the public for damages to the natural resources, and
4. Assist the public through education, service, and public outreach.

The Louisiana Department of Environmental Quality, under the direction and control of the Oil Spill Coordinator, is lead technical agency of the state for response to actual or threatened unauthorized discharges of oil and for cleanup of pollution from unauthorized discharges of oil. However, under L.R.S. 30:2462, "in the event of an unauthorized discharge of oil, nothing in the OSPRA shall preclude the Department of Environmental Quality from, at the earliest time practicable, assuming response and cleanup duties for the discharge of oil pursuant to L.R.S. 30:2001 et seq., provided, however, the Oil Spill Coordinator is notified within 24 hours."

Other response agencies include:

1. Louisiana Department of Agriculture and Forestry
2. Louisiana Department of Culture, Recreation and Tourism
3. Louisiana Department of Health and Hospitals
4. Louisiana Department of Natural Resources
5. Louisiana Department of Public Safety and Corrections
6. Louisiana Department of Wildlife and Fisheries
7. Louisiana Office of Emergency Preparedness

For more information regarding the State of Louisiana response structure, see the State of Louisiana Oil Spill Contingency Plan. To obtain a copy of the Plan, contact LOSCO at (225) 219-5800.

1520.2 Louisiana Department of Environmental Quality (LDEQ)

The LDEQ is the primary state agency that responds to reports of discharges of oil and chemicals into the waterways, wetlands, and natural drainages of the state. LDEQ conducts investigations and field analyses of potentially harmful effects of a spill. LDEQ maintains a staff of field biologists and chemists with expertise in water quality analysis. LDEQ sets water quality standards for the state, determines admissible discharges from agriculture and industry, and is responsible for collection of damages in the event of a spill. The first agency on scene for spills functions as the SOSC until and unless the LOSCO takes over the role or designates another agency as SOSC.

1520.3 Louisiana Department of Natural Resources/Office of Conservation (LDNR/OC)

LDNR/OC enforces state regulations concerning oil and gas exploration, both inshore and offshore. LDNR/OC also regulates production and transportation of crude oil and natural gas.

1520.4 Louisiana Office of Emergency Preparedness (LOEP)

1. Operates the state emergency operation center.
2. Coordinates and provides logistic support during disaster emergencies including communications in air and on ground, water transportation support, equipment and supplies, facilities, fuel and food, and assists with these functions for smaller spills at the request of the SOSC.
3. Establishes, maintains, and staffs emergency equipment depots.
4. Establishes and trains a volunteer response corps.
5. Maintains the Louisiana Emergency Operation Plan.
6. Participates and oversees the development of local and inter-jurisdictional disaster plans.
7. Maintains a roster of trained personnel skilled in disaster prevention, preparedness, response, and recovery.
8. Provides direct support to local communities in declared emergencies including spills.

1520.5 Louisiana Department of Health and Hospitals (LDHH)

The Department of Health and Hospitals (LDHH) directs and coordinates the State's emergency medical and health services. The authority of LDHH is found in the Sanitary Code of the State of Louisiana at L.R.S. 40:4 et seq. LDHH.

1. Evaluates incident implication for public health.
2. Recommends public health protection methods.
3. Determines status of medical services.
4. Determines availability and condition of health facilities.
5. Coordinates public health information.
6. Issues public health news releases and advisories.
7. Advises on response activities as they relate to public health.
8. Collects and analyzes samples to identify human health problems in coordination with LDEQ, LDWF, LDAF, as well as other state and federal agencies.
9. Assesses damages to human health.
10. Responds to disease and sanitation problems caused by overcrowding and stress on facilities and systems.
11. Provides disaster mental health systems.

1530 State of Alabama Response Structure

1530.1 Alabama Department of Environmental Management (ADEM)

The state of Alabama has an Emergency Operations Plan that outlines responsibilities for oil and hazmat. ADEM is the lead state agency and coordinator of state response activities. They act as the technical advisory agency in identifying and directing containment, treatment and removal of oil or hazardous materials threatening or affecting water or air quality. They are also the authority on the use of chemical dispersants in combating an oil or hazmat incident in the state.

1540 State of Mississippi Response Structure

1540.1 Mississippi Department of Environmental Quality (MSDEQ)

MSDEQ, as directed by Title 49 of the Mississippi Code, is the lead state agency for response to oil discharges or hazardous substance releases. The Office of Pollution control, a department within MSDEQ, has various responsibilities during a pollution incident. The Office of Pollution Control's duties include spill notification, initial response actions, evacuations, cleanup activities, and waste disposal. The Office of Pollution Control can also obtain pollution cleanup funding from the State Pollution Abatement Fund.

1550 State of Florida Response Structure

1550.1 Florida Department of Environmental Protection (FDEP)

Personnel from the FDEP Bureau of Emergency Response (BER) serve as State On-Scene Coordinators for oil and hazardous material incidents occurring anywhere within Florida, including coastal waters that extend nine miles from the coast in the Gulf of Mexico.

Chapter 376, Florida Statutes, describes the state's response program designating DEP as the lead state agency for spill response in coastal waters. Under state law, State On-Scene Coordinator's can call upon the various state agencies to support the response. The state is NIMS compliant and capable of functioning under the Incident Command System used by the Coast Guard.

The Florida Division of Emergency Management operates and leads the State Emergency Response Team (SERT) from the State Emergency Operations Center in Tallahassee, Florida. The SEOC would be activated for a major coastal spill event and would serve to coordinate the deployment of all needed state resources in support of the response. Other state agencies providing assistance in the state response effort include the following:

- Florida Fish & Wildlife Conservation Commission
- Florida Department of Agriculture & Consumer Services
- Florida Division of Emergency Management
- Florida Department of Law Enforcement
- Florida Department of Health
- Florida Attorney General
- Florida Department of Financial Services

Members of the Florida Fish & Wildlife Conservation Commission housed in St. Petersburg, Florida provide scientific support to the SOSC. This includes information related to resources at risk and environmental sensitivity. The State SSC maintains a close working relationship with the Federal SSC and both function within the Environmental Unit under Unified Command when established.

Florida has worked jointly with the Coast Guard in the development of regional area plans. These plans serve as the state Pollutant Spill Contingency Plan as outlined in Chapter 376, F.S. BER also maintains an Emergency Response Plan that outlines Bureau procedures for responding to various events.

1560 Local Response Structure

The local response structure consists of the agencies below the state level, including counties and cities. When their representatives respond to an oil spill they should coordinate their activities through the Liaison Officer in an ICS response.

1600 National Policy and Doctrine

Section 4201 of OPA 90 amended Subsection I of Section 311 of the FWPCA, to require the Federal OSC to "in accordance with the National Contingency Plan and any appropriate Area Contingency Plan, ensure effective and immediate removal of a discharge, and mitigation or prevention of a substantial threat of a discharge, of oil or a hazardous substance – (i) into or on the navigable waters; (ii) on the adjoining shorelines to the navigable waters; (iii) into or on the waters of the exclusive economic zone; or (iv) that may affect natural resources belonging to, appertaining to, or under the exclusive management authority of the United States." "In carrying out these functions, the OSC may: (i) remove or arrange for the removal of a discharge, and mitigate or prevent a substantial threat of a discharge, at any time; (ii) direct or monitor all Federal, State, and private actions to remove a discharge; and (iii) recommend to the Commandant that a vessel discharging or threatening to discharge, be removed and, if necessary, destroyed." If the discharge or substantial threat of discharge of oil or hazardous substance is of such size or character as to be a substantial threat to the public health or welfare of the United States (including but not limited to fish, shellfish, wildlife, other natural resources, and the public and private beaches and shorelines of the United States), the OSC shall direct all Federal, State, and private actions to remove the discharge or to mitigate or prevent the threat of the discharge.

1610 Public vs. Private Resource Utilization

While it is the policy of the Commandant to mount an aggressive, timely, efficient response, the FOSC must be mindful that the use of government-owned equipment and resources is not to compete with the use of commercial resources.

Government resource should only be used under specific circumstances:

- For "first aid" spill response until contracted commercial resources arrive on-scene and are operating.
- When commercial resources are not available. This assumes that the RP, Qualified Individual, Incident Commander, or cleanup contractor has sought commercial resources but they are not available.
- Government resources can supplement commercial resources. Government resources are not to be used for the convenience of the responsible party.

1620 Best Response Concept

Best Response depends on the best efforts of the three components of the National Response System.

- Companies – those responsible for producing, handling, storing, and transporting oil and hazardous materials, and for arranging for mitigation of an accidental discharge or release;
- Contractors – those who carry out response and cleanup in the event of a discharge or release; and
- Government – those Federal, state, and local agencies with oversight responsibility for the safe handling of oil and hazardous materials and for

ensuring protection of the public and the environment in the event of a discharge or release.

Best Response protects our national interests. Each component must act responsibly, effectively, and cooperatively to accomplish the shared goal of minimizing the consequences of pollution incidents. Finally, Best Response demands that a response community build an ability to measure its own capability to achieve success. To do this kind of self-assessment the community must be able to recognize success.

Key Business Drivers are the major categories within a Best Response model of things that have to be done if we are to accomplish the goal of Best Response – minimize the consequence of pollution incidents – and to be perceived as successful.

Critical Success Factors are the specific things that a response must accomplish to be considered successful. The critical success factors suggested here were compiled from expert-based surveys, which generated lists of things in a response that must go right. (Harrald, 1993; Walker, 1995). There are a number of critical success factors for each Key Business Driver. An oil spill response that achieves all or most of these factors will, according to the Best Response precepts, be judged as a success.

1630 Cleanup Assessment Protocol (How Clean is Clean)

When spilled oil contaminates shoreline habitats, responders must survey the affected areas to determine the appropriate response. Although general approvals or decision tools for using shoreline cleanup methods can be developed during planning stages, responders' specific cleanup recommendations must utilize field data on shoreline habitats, type and degree of shoreline contamination, and spill-specific physical processes. Cleanup endpoints must be established early so that appropriate cleanup methods can be selected to meet the cleanup objectives. Shoreline surveys must be conducted systematically because they are crucial components of effective decisions. Also, repeated surveys are needed to monitor the effectiveness and effects of ongoing treatment methods (changes in shoreline oiling conditions, as well as natural recovery), so that the need for changes in methodology, additional treatment, or constraints can be evaluated.

The Shoreline Assessment Manual, August 2000, NOAA/HAZMAT outlines methods for conducting shoreline assessments. Shoreline assessment is a function conducted under the Planning Section of the Incident Command System (ICS).

NOAA's Shoreline Assessment Manual outlines methods you can use to plan and conduct shoreline assessment after an oil spill; you then can incorporate your assessment results into your decision-making process for shoreline cleanup. The Shoreline Assessment Job Aid is a supplement to the manual. It contains visual examples of many of the terms you would use during shoreline assessments.

1640 Dispersant Pre-Approval/Monitoring/Decision Protocol

The dispersant pre-approval is designed to provide for the timely use of dispersants along with mechanical techniques and in-situ burning for offshore oil spill response. No single response method is 100% effective, thereby establishing a need to consider the use of all available methods from the start of the spill response. Initially, the assumption needs to be made that all three methods (mechanical, in-situ burn, and dispersants) may be used and then adjustments are made to that assumption as information concerning the spill is received by the Federal On-Scene Coordinator (FOSC). The objective of the Regional Response Team VI (RRT 6) FOSC Dispersant Pre-approval Guidelines and Checklist is to provide for meaningful, environmentally safe, and effective dispersant operation. The programmed checklist approach allows the FOSC to quickly arrive at a logical "GO/NO GO" decision. This gives the dispersant operation the opportunity to begin in a timely manner that is consistent with attempting to maximize the effectiveness of dispersant use as a countermeasure to reduce the impact of oil spills. In this document the RRT 6 Dispersant Pre-approval Overview, the FOSC Dispersant Use Checklist and the FOSC Dispersant Use Flowchart define the dispersant pre-approval requirements. If the dispersant pre-approval requirements are not met, the request for use of dispersant must follow the approval process as specified in the RRT 6 Regional Contingency Plan Subpart H Authorization. VI (RRT 6) FOSC Dispersant Pre-approval Guidelines and Checklist is to provide for meaningful, environmentally safe, and effective dispersant operation. The programmed checklist approach allows the FOSC to quickly arrive at a logical "GO/NO GO" decision. This gives the dispersant operation the opportunity to begin in a timely manner that is consistent with attempting to maximize the effectiveness of dispersant use as a countermeasure to reduce the impact of oil spills. In this document the RRT 6 Dispersant Pre-approval Overview, the FOSC Dispersant Use Checklist and the FOSC Dispersant Use Flowchart define the dispersant pre-approval requirements. If the dispersant pre-approval requirements are not met, the request for use of dispersant must follow the approval process as specified in the RRT 6 Regional Contingency Plan Subpart H Authorization. The RRT VI FOSC Dispersant Pre-Approval Guidelines and Checklist are found at http://www.glo.state.tx.us/oilspill/

1650 Insitu Burn Approval/Monitoring/Decision Protocol

RRT VI In-Situ Burn Preapproval Guidelines are only available in hardcopy at this time. A checklist can be found at http://www.glo.state.tx.us/oilspill/

1660 Bioremediation Approval/Monitoring/Decision Protocol

RRT 6 Position Paper on Bioremediation (Adopted January 24-25, 2001) can be found at http://www.glo.state.tx.us/oilspill/

1670 Fish and Wildlife Acts Compliance (Migratory Bird Act, Marine Mammal Act, Endangered Species Act, etc)

1670.1 Essential Fish Habitat Protection

This document is intended to assist Federal On-Scene Coordinators (FOSCs) in areas where the pre-spill planning activities called for under the Magnuson-Stevens Fishery Conservation and Management Act have not yet been completed. However, this document is not intended to be an all-inclusive technical reference for reducing or eliminating all possible adverse effects to Essential Fish Habitat (EFH). It should also not be used to replace existing Area Contingency Plan (ACP) provisions developed pursuant to the protection of EFH.

1670.11 Magnuson-Stevens Fishery Conservation and Management Act

In 1996 the Magnuson Fisheries Conservation Act was amended by the Sustainable Fisheries Act to include a number of new mandates, and was subsequently renamed the Magnuson-Stevens Fishery Conservation Act (MSA) (16 USC 1801 et seq). The MSA established procedures designed to identify, conserve, and enhance EFH for those species regulated under a Federal fisheries management plan (FMP). EFH is defined as "those waters and substrate necessary to fish for spawning, breeding, feeding, or growth to maturity" and can include rivers, estuaries, bays and open ocean (out to 200 miles).

Under Section 305(b)(2) of the MSA, Federal action agencies are required to consult with NOAA's National Marine Fisheries Service (NOAA Fisheries) on all actions, or proposed actions, authorized, funded, or undertaken by the agency that may adversely affect EFH. Consultation involves the submission of an EFH assessment to NOAA Fisheries for actions including emergency responses to oil discharges and hazardous substance releases. Reference Section 300 for guidance on the identification of EFH in your FOSC's area of responsibility.

1670.12 EFH Consultation Process and How It Applies to USCG FOSC

The EFH consultation process is in place to ensure that Federal agencies consider the effects of their actions on EFH, with the goal of "maintain[ing] fish production consistent with a sustainable fishery and the managed species contribution to a healthy ecosystem" (50 CFR 600.815(a)(2)(i)(C)(4)). The process as outlined in this FOSC guide satisfies the Federal agency consultation and response requirements of Sections 305(b)(2) and 305(b)(4)(B) of the MSA, as well as the EFH conservation recommendation requirement of MSA Section 305(b)(4)(A).

As with the Endangered Species Act, FOSCs determine when an action "may adversely affect" EFH. Once the FOSC has identified an action that may adversely affect EFH, the FOSC must notify NOAA Fisheries and provide an EFH Assessment. Once NOAA Fisheries receives the Assessment, it provides recommendations to the FOSC within 30 days regarding the actions taken or to be taken. The FOSC is then required to provide a detailed response in writing to NOAA Fisheries within 30 days of receiving the recommendation.

Alternatively, if the FOSC determines that there are "no adverse affects," the FOSC is not required to notify NOAA Fisheries of its findings and actions related to the spill response. However, NOAA Fisheries on their own may decide that an action may adversely affect EFH and send their recommendations to the FOSC. In this case, the FOSC must respond to NOAA Fisheries in writing within 30 days.

The FOSC's response to NOAA Fisheries shall include a description of measures proposed to avoid, mitigate, or offset the impact of the activity on EFH. In cases where the FOSC is not in agreement with the recommendations by NOAA Fisheries, the FOSC should at a minimum explain the reasons for not following the recommendations.

The FOSC should contact NOAA Fisheries early in emergency response planning, but may consult after-the-fact if consultation on an expedited basis is not practicable before taking action (50 CFR 600.920(a)(1)). To the extent practicable, the Scientific Support Coordinator (SSC) or FOSC should notify NOAA Fisheries of the activities being taken and whether or not time allows for upfront consultation. Additionally, the FOSC and NOAA Fisheries may agree to combine an EFH consultation into an already established consultation process, such as those for the ESA or the National Environmental Protection Act (NEPA), for the same incident, provided all the information required for EFH is documented.

In the development of an Incident Action Plan, refer to the ***Emergency Response Checklist for EFH during Oil Discharges and Releases of Hazardous Substances***. FOSCs are also encouraged to work with applicable Regional Response Teams and Area Committees before an oil discharge or a hazardous substance release to update their ACPs with methods on how to minimize, mitigate, or avoid adverse effects to EFH.

1670.13 What is required for an EFH Assessment?

For the consultation process, the EFH Assessment *must* include the following (50 CFR 600.920(e)(3)):

(1) Description of the action (level of detail must correspond to magnitude and complexity of potential effects);
(2) Analysis of the potential adverse effects of the action on EFH and the managed species;
(3) Federal agency's conclusions regarding the effects of the action on EFH; and
(4) Proposed mitigation, if applicable.

The EFH Assessment *should* include:

(1) Description of the spill;
(2) Conclusions of the USCG (through the Area Committee and/or FOSC) regarding the effects of the action on EFH; and

EFH Assessments submitted to NOAA Fisheries shall employ one or both of the following formats as necessary:

<u>Use of Existing Environmental Consultation Procedures for EFH Consultation</u>

NOAA Fisheries encourages this procedure to streamline the EFH consultation process. As long as an existing process clearly identifies in a separate section of the document the information required to satisfy an EFH Assessment, and the process will provide NOAA Fisheries with timely notification, the assessment may be incorporated into documents prepared for other purposes. Examples of such documents include Endangered Species Act Biological Assessments pursuant to 40 CFR 402 and the National Environmental Policy Act documents and public notices pursuant to 40 CFR 1500.

Abbreviated and Expanded Consultation

Abbreviated consultation procedures should be used when the adverse effects of an action can be alleviated through minor modifications to the action. However, in cases where Federal actions would result in substantial adverse effects to EFH, expanded consultation procedures must be used. Expanded consultation allows maximum opportunity for NOAA Fisheries and the Federal agency to work together to review the action's impacts on EFH and to develop EFH conservation recommendations. If appropriate, NOAA Fisheries may conduct a site visit.

1670.14 EFH References

EFH Policy Regulations

Procedures for identification of EFH and the consultation process can be found in 50 CFR 600 (published January 17th, 2002):

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/octqtr/pdf/50cfr600.920.pdf

Essential Fish Habitat locations in your region may be found on the web at:

http://www.nmfs.noaa.gov/habitat/habitatprotection/efh/

EFH Consultation Guidance

Includes information on the procedures that have been developed to assist NOAA Fisheries and other Federal agencies in addressing the EFH coordination and consultation requirements established by the MSA and the EFH regulatory guidelines:

http://www.nmfs.noaa.gov/habitat/habitatprotection/efh/consult_index.htm

EFH Assessment Guidance

Intended to assist Federal agencies in developing EFH Assessments. The guide contains EFH definitions, responses to frequently asked questions concerning preparation of EFH Assessments, and gives three examples of completed EFH Assessments:

http://www.nmfs.noaa.gov/habitat/habitatprotection/efh/consultation7.htm

NOAA Fisheries EFH Regional Contacts:

Southeast Region	David Dale	david.dale@noaa.gov	727-570-5736
Northeast Region	Chris Boelke	christopher.boelke@noaa.gov	978-281-9102
Southwest Region	Joe Dillon	joseph.j.dillon@noaa.gov	707-575-6093
Northwest Region	Dale Brege Russ Strach	dale.brege@noaa.gov russ.strach@noaa.gov	208-983-3859 x 222 503-231-6266
Alaska Region	Matt Eagleton	matthew.eagleton@noaa.gov	907-271-6354
Pacific Islands Region	John Naughton	john.naughton@noaa.gov	808-973-2937

1670.15 Emergency Response Checklist for EFH

	FOSC notifies Department of Interior/NOAA representative to the RRT of any actual or potential adverse effects to EFH.
	FOSC notifies NOAA Fisheries regional staff of actual or potential adverse effects to EFH. Notification should occur in writing. *Note*: The National Response Center's (NRC) flash fax notification of a spill to NOAA does not meet this requirement. If consultation during the emergency response phase is not practicable, the FOSC may consult with NOAA Fisheries after-the-fact, as per 50 CFR 600.920(1)(a).
	FOSC may appoint a Technical Specialist within the Planning Section to serve as the Essential Fish Habitat expert to help ensure that the necessary information for the EFH Assessment for NOAA Fisheries, with the proper terminology is gathered and includes: __ Description of discharge or release __ Description of area which may be affected __ Description of spill response actions __ Analysis of the potential adverse effect(s) of the response actions on EFH and the managed species __ USCG recommendations/conclusions regarding the effects of the action on EFH __ Proposed mitigation, if applicable
	Supplemental information, if appropriate, for EFH Assessment: __ Results of on-site inspection evaluating habitat and site-specific effects __ Views of recognized experts on the habitat or species affected __ Review of pertinent literature and related information __ Analysis of alternatives to the response actions taken __ Other relevant information
	FOSC notifies NOAA Fisheries of changes in response operations due to weather,

	extended operations, or some other circumstance.
	FOSC obtains information on seasonal variances or other natural occurrences affecting EFH from NOAA Fisheries.
	FOSC provides a detailed response in writing within 30 days of receiving EFH Conservation Recommendations from NOAA Fisheries, unless otherwise agreed to.
	SSC provides NOAA Fisheries a response regarding EFH Conservation Recommendations after the FOSC determines that removal operations are completed IAW with 40 CFR 300.320(b). If operations are not complete then send an interim response: __ Description of spill response. __ Evaluation of emergency response actions & their impacts on EFH to include documentation of how NOAA Fisheries recommendations were implemented and results of implementation in minimizing adverse effects to EFH. __ A comparison of the emergency response actions with the pre-planned countermeasures from the ACP.

1670.2 Endangered Species Protection

The Interagency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the National Contingency Plan and the Endangered Species Act (MOA), which was signed by the USCG, among others, aligns the consultation requirements with the pollution response responsibilities outlined in the NCP (40 CFR 300). This document is intended to assist Federal On-Scene Coordinators (FOSCs) in areas where the pre-spill planning called for in the MOA has not yet been completed. It should not be used to replace existing Area Contingency Plan (ACP) provisions developed pursuant to the MOA or existing regional guidance on implementation of the MOA. It should also not be used as a substitute for completing the pre-spill planning called for in the MOA.

1670.21 Endangered Species Act of 1973

The Endangered Species Act of 1973 (ESA) (16 USC 1531 et seq) was enacted to conserve and recover threatened and endangered species and the ecosystems upon which they depend. The Act is administered by the U.S. Fish and Wildlife Service (USFWS) in the Department of the Interior and NOAA's National Marine Fisheries Service (NOAA Fisheries) in the Department of Commerce. Under Section 7 of the ESA, federal agencies must consult with USFWS and NOAA Fisheries on actions they carry out, permit, or fund which may affect listed species or designated critical habitat. ESA Section 7 requires that agencies ensure their actions are not likely to jeopardize listed species or destroy or adversely modify their designated critical habitat. During emergencies, such as disasters, casualties, national defense or security emergencies, and response to oil spills, the ESA allows for emergency consultation during the incident, with formal consultation occurring after the incident, if necessary. The emergency consultation procedures are described in the MOA.

1670.22 How the MOA Applies to USCG FOSC

The MOA, signed by the USCG, Environmental Protection Agency (EPA), NOAA, DOI, FWS, and NOAA Fisheries in July 2001, aligns the ESA consultation requirements with the pollution response responsibilities outlined in the NCP (40 CFR 300). The MOA is intended to be used at the Area Committee level primarily to identify and incorporate plans and procedures to protect listed species and designated critical habitat during pre-spill planning and response activities.

In addition, a guidebook addressing the MOA was developed by it's signatory agencies to further facilitate cooperation and understanding between the agencies involved in oil spill planning and response. This cooperation is highly successful when it is established before an incident occurs and needs to continue throughout an incident and the post-incident follow-up and review. By working proactively to identify the potential effects of spill response activities on species and their habitat, and then developing response plans and countermeasures, impacts to listed species and/or critical habitat can be reduced or avoided completely during an incident.

Using the MOA guidebook, the attached appendixes were developed to assist FOSCs during Emergency Response and Post Response activities. In the appendixes, there are additional recommendations that were developed as a result of the April 2003 Bouchard B. No. 120 spill that occurred in Buzzard's Bay, Massachusetts. Pre-spill planning guidance can be found in Chapter 6 of the MOA Guidebook.

1670.23 ESA References

Regulations regarding ESA consultation are found in 50 CFR 402, located at: http://www.access.gpo.gov/nara/cfr/waisidx_04/50cfr402_04.html

The Interagency Memorandum of Agreement Regarding Spill Planning and Response Activities under the Federal Water Pollution Control Act's National Oil and Hazardous Substances Pollution Contingency Plan and the Endangered Species Act available at::

https://www.nrt.org/production/NRT/NRTWeb.nsf/AllAttachmentsByTitle/A-259ESAMOU/$File/ESAMOA.pdf?OpenElement.

The guidebook for the MOU is available at::

https://www.nrt.org/Production/NRT/NRTWeb.nsf/AllAttachmentsByTitle/A-269GuidebookforESAMOU/$File/MOATrainingManualVersion02.pdf?OpenElement.

1670.24 Oil Spill Emergency Response Phase – ESA

	FOSC notifies appropriate representatives of NOAA Fisheries, USFWS, State Natural Resource Trustees, Tribes and/or other agencies and stakeholders once an oil spill has occurred where the potential for impacting environmentally sensitive areas,

	endangered species and/or critical habitats from spill response activities exists. • Use pre-identified points of contact or "Notification List" from ACP to contact the Service regional or field office directly and to notify the RRT representatives of DOI and DOC.
	FOSC gathers information about sensitive areas, endangered species, or critical habitat that may potentially be impacted by a Federal action: • As soon as possible after the spill has occurred, determine data needs and who will be providing or collecting the data. • Use or develop data collection forms to facilitate consistent and precise data compilation.
	If listed species or critical habitats are impacted or could be present in the area affected by response activities, initiate emergency consultation by contacting the USFWS and/or NOAA Fisheries through agreed-upon procedures.
	FOSC may appoint a Technical Specialist within the Planning Section to serve as the Endangered Species expert to help ensure that the necessary information, using terminology understood by USFWS and/or NOAA Fisheries, is gathered. • If appropriate, the NOAA SSC and/or the USFWS rep may coordinate endangered species expertise for the FOSC. • If there is no USFWS or NOAA Fisheries representative in the ICS, but they are aware of the situation, the FOSC must ensure that the NOAA SSC and DOI are apprised of the situation. • Information gathered will be used in the ESA consultation. *Note*: As necessary, the FOSC can make funding available to USFWS and/or NOAA Fisheries for costs incurred in providing any agreed upon assistance such as preparing the Biological Assessment or Biological Evaluation. However, the USFWS and/or NOAA Fisheries are not reimbursed for completing a Biological Opinion. Pollution Removal Funding Authorization guidance can be found: http://www.uscg.mil/ccs/npfc/Response/Cost%20Documentation/prfa.asp
	Implement ACP for initial response actions.
	Develop Incident Action Plan with strategies based on the specifics of the spill situation. This plan will serve as formal documentation of actions directed to minimize the impacts of response actions.
	Emergency consultation continues until the FOSC determines that the spill response is complete. *Recommendation*: Develop/seek alignment on clean-up methodologies and cessation of operations with consensus from resource managers, specialists and responders, and revisit as clean up progresses toward a conclusion.
	USFWS and/or NOAA Fisheries provide the FOSC with timely recommendations to avoid and/or minimize impacts to listed species and critical habitat. If an incidental take is anticipated, USFWS and/or NOAA Fisheries would advise FOSC of ways to minimize this, or, if this is not possible, document the actual take of listed species. A "***take*** is defined in the ESA as: "to harass, harm, pursue, hunt, shoot, wound, kill,

	trap, capture, or collect, or to attempt to engage in any such conduct." The USFWS has defined "harm" as "an act which actually kills or injures wildlife" (50 C.F.R. § 17.3). The regulation further explains that "[s]uch [an] act may include significant habitat modification where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding, or sheltering."
	The FOSC requests USFWS and/or NOAA Fisheries representatives on-scene (or someone else mutually agreed upon) to gather and document the information necessary for post-emergency Formal Consultation, including: • Description of the emergency (the oil spill response) • Evaluation of the emergency response actions and their impacts on listed species and their habitats, including documentation of how USFWS and/or NOAA Fisheries recommendations were implemented, and the results of implementation in minimizing take. • Comparison of the emergency response actions with the pre-planned countermeasures and information in the ACP. **The FOSC should ensure that the above checklist is completed before the case is closed.** *Recommendation*: To obtain timely information on oil spill response impacts, provide a short form for the SCAT team to be completed daily for sites with listed species. The daily site form should contain the following fields (at a minimum): o Staff (numbers) o Actions taken o Equipment used o Time working o Checkboxes for weather (sunny, cloudy, etc) o Wrack (wet seaweed at high tide line) removed? (Y/N) All forms should emphasize the need for more detail when there are extraordinary circumstances, such as nest abandonment, thought to be related to the response.
	Notify/alert Service representatives, NOAA SSC and/or DOI representative of any changes in response operations due to weather, extended operations or some other circumstance.
	Obtain information from Services of seasonal variances (e.g. bird migration), or other natural occurrences affecting the resource.
	FOSC or a representative designated by the FOSC should maintain a record of all written and oral communications during the response (See Appendix B of the ESA MOA for a means for tracking this information), to include recommended response procedures and incidental take.

1670.25 Post Response Phase – ESA

	FOSC determines when removal operations are complete and closes the case ensuring that: • Lessons learned are recorded; • Documentation is filed; and,

	• Area Committee is advised of any necessary changes to the ACP (See pg. 51, ESA MOA Guidebook). *Note:* The Emergency Consultation Checklist from the MOA Guidebook should be compiled BEFORE the FOSC determines that the response operations are completed and the case is closed. Oil Spill Liability Trust Fund (OSLTF) funding is not available AFTER the case is closed.
	FOSC, USFWS and NOAA Fisheries jointly evaluate the impacts of response activities on listed species and critical habitat. *Note*: This is to be based on information gathered during the response, not on any new studies.
	If joint evaluation concludes that listed species and/or critical habitat were not adversely affected by response activities, the consultation process is complete. The FOSC must send a letter to USFWS and/or NOAA Fisheries including: • Report of this agreement; and, • Request a letter of concurrence from USFWS and/or NOAA Fisheries.
	If joint evaluation results in a disagreement between USFWS, NOAA Fisheries, and the FOSC, USFWS and/or NOAA Fisheries will send the FOSC a letter stating why they believe there were adverse effects on listed species or critical habitat. The FOSC may act on the USFWS/NOAA Fisheries reply or simply document the response.
	If impacts have occurred, the FOSC sends a letter to USFWS and/or NOAA Fisheries to initiate *Formal Consultation*. Enclose the information gathered during the response with any modifications that may have been made during the post-response joint evaluation. • This can be done by finalizing the Emergency Consultation Checklist from Appendix B of the MOA and submitting it with a cover letter and a request for formal consultation from Appendix E as an initiation package to the Service(s). • Also see Activity 11: Documenting the Risk Assessment, pg. 65 of the Guidebook. *Note:* If a Service representative assists in preparing the initiation package, the same representative will NOT be responsible for reviewing it or preparing the biological opinion.
	The USFWS and/or NOAA Fisheries have 30 days from receipt of the initiation package to determine if the package is complete. When complete, they normally issue a Biological Opinion within 135 days.

1680 Protection of Historic Properties (National Historic Preservation Act)

1680.1 Protection of Historic Properties

The *Programmatic Agreement on Protection of Historic Properties during Emergency Response under the National Oil and Hazardous Substances Pollution Contingency Plan* (PA), which was signed by the Coast Guard, among others, requires consideration of historic properties in planning for and conduct of emergency response under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). This document is intended to assist Federal On-Scene Coordinators (FOSCs) in areas where the pre-spill planning called for in the PA has not yet been completed. However, it should not be used to replace existing regional Pas developed pursuant to the national PA or existing Area Contingency Plan (ACP) provisions developed pursuant to a regional or the national PA. It should also not be used as a substitute for completing the pre-spill planning called for in the PA.

1680.11 National Historic Preservation Act

On October 15th, 1966, Congress passed 16 USC 470, the National Historic Preservation Act (NHPA), to preserve the historical and cultural foundations of our Nation. Under Section 106 of NHPA, Federal agencies are required to consider the effects of their actions on historic properties and take steps to reduce or eliminate adverse effects. http:/www.achp.gov/nhpp.html.

1680.12 How NHPA Applies to USCG FOSC

The PA, which was signed by the Assistant Commandant for Marine Safety, Security and Environmental Protection on May 13, 1997, provides an alternative to the process in Section 106 of the NHPA to ensure appropriate consideration of historic properties within the context of the NHPA during emergency response to a discharge or a release under the NCP (40 CFR 300). The alternative to following the process in the PA, including the pre-spill planning part of the process, is to follow the complete consultation process in Section 106 of the NHPA.

The PA states that the FOSC is responsible for ensuring that historic properties are appropriately considered in planning and during emergency response. During pre-spill planning activities, the PA calls for identifying: (1) historic properties listed in, or determined to be eligible for listing in, the National Register of Historic Properties (NR) that might be affected by a response to a release or spill; (2) unsurveyed areas where there is a high potential for the presence of historic properties; (3) geographic areas or types of areas where, should a release or spill occur, historic properties are unlikely to be affected; (4) parties that are to be notified in the event of a spill in a non-excluded area; (5) individuals who will be responsible for providing expertise on historic properties to the FOSCs during emergency response; and (6) developing emergency response strategies to help protect historic properties.

Effective consideration of historic properties during emergency response in the absence of this advance planning is extremely difficult and may not be possible, so to take advantage of the benefits of the PA, FOSCs are to make every effort to conduct this planning effort and incorporate it into the ACP in advance. During emergency response, FOSCs are responsible for initiating the agreed upon mechanism for addressing historic properties. This mechanism includes: (1) notifying and consulting with parties identified in pre-incident planning and those applicable entities that are listed in the ACP; (2) assessing the potential effects of emergency response strategies on historic properties; and (3) developing and implementing emergency response activities to help minimize or eliminate potential impacts to historic properties.

1680.13 Obtaining Expertise on Historic Properties

One of the essential pre-spill planning elements is the identification of those who will be responsible for providing reliable and timely expertise on historic properties to the FOSC during emergency response. Some information regarding the locations of historic properties is shared on a need-to-know basis with appropriately qualified individuals, who know how to protect the confidentiality of site information. The PA provides that historic properties expertise and support may be obtained by the FOSC in any one of several ways:

- Implementing an agreement with State or Federal agencies that have historic properties specialists on staff;
- Executing a contract with experts identified in ACPs; or
- Privately hiring historic properties specialists.

The PA specifies the professional qualifications and standards that a Historic Properties Specialist must meet. It should be noted that only the FOSC and not the Responsible Party, may contract with experts to serve as the FOSC's Historic Properties Specialist. An FOSC may utilize a Pollution Removal Funding Authorization (PRFA) for funding the activation of a Historic Properties Specialist only during emergency responses to oil pollution incidents. Oil Spill Liability Trust Fund resources are not available to conduct PA pre-spill planning, including the FOSC paying for contracted historic properties experts.

If FOSCs choose to obtain historic properties expertise through executing contracts with appropriate archaeologists, it is possible to go through a solicitation process that includes technical input and assistance from appropriate State Historic Preservation Officers (SHPOs) and Federal land management agency cultural resources specialists. Blanket Purchase Request Agreements may then be established with one or more companies or with one or more named individuals who may be activated during emergency response to serve as the FOSC's Historic Properties Specialist(s).

1680.14 NHPA References

In the development of an Incident Action Plan (IAP) during a spill response, the FOSC would refer to the pre-spill planning agreements as developed pursuant to the PA and the enclosed appendixes of this document as modified to fit the FOSC's area of responsibility. These appendixes were adapted from the state of Alaska's Implementation Guidelines for the PA and serve as examples that can be adopted in other ACPs.

The PA may be found at: http://www.achp.gov/NCP-PA.html.

For an example of implementation guidelines for the national PA, refer to the Alaska RRT website: http://www.akrrt.org/AK_IPG.pdf

The list of properties in the National Register of Historic Places (NR) may be found at: http://www.cr.nps.gov/nhl/designations/listsofNHLs.htm. For eligibility criteria, refer to: http://www.cr.nps.gov/nr/listing.htm. FOSCs are cautioned that they will need to contact the appropriate State Historic Preservation Officer(s) and follow the NHPA Section 106 process during pre-spill planning activities to determine all of the properties that need to be considered in the ACP. During a spill response, it will be too late to properly follow the NHPA Section 106 process and determine previously unidentified historic properties not included in the NR.

The following web page contains links to SHPOs, Tribal Preservation Officers, and Federal Preservation Officers: http://www.cr.nps.gov/nr/listing.htm. The SHPOs can further guide the FOSC on how to contact the appropriate tribal representative. Attempts at inappropriate tribal consultation regarding historic properties will not meet NHPA Section 106 requirements, and may threaten a cohesive working relationship with tribal representatives.

Information on Indian tribes may be found at:

http://www.nathpo.org/,

http://www.hanksville.org/sand/contacts/tribal/,

http://www.kstrom.net/isk/maps/US.html, and

http://www.kstrom.net/isk/mainmenu.html

1680.15 NHPA Emergency Response Phase Checklist

☐	FOSC receives notification of oil discharge or hazardous substance release and determines whether the exclusions of the PA apply (see Appendix 2). Operate under assumption that any oil discharge or hazardous substance release may impact or has impacted historic properties, unless the release impacts one of the excluded areas. • Excluded areas may be specific geographic areas or types of areas where, should a release or spill occur, historic properties are unlikely to be affected. This includes the information listed in Appendix 2 and any additional exclusions agreed upon by the signatories to a regional PA.
☐	If the incident affects only excluded areas, no further actions are necessary unless: • Previously unidentified historic properties are discovered during the response; and/or • The State Historic Preservation Officer or appropriate Federal, Indian, or Native Hawaiian organizations notifies the Federal OSC that a categorically excluded release or spill may have the potential to affect historic properties; and/or • The FOSC is not sure whether a release or spill fits into one of the categories listed above; and/or • At any time, the specifics of a release or spill change so it no longer fits into one of the categories listed above; and/or

	• The spill or release is greater than 100,000 gallons.
☐	If the area where a release or spill occurs has not been excluded and is likely to affect a historic property, then • Activate the agreed-upon mechanism for addressing historic properties to include: __ Notifying and consulting with the parties identified in the ACP through the PA pre-spill planning process and providing them with incident information (Appendix 3); __ Assessing the potential effects of emergency response strategies on historic properties in consultation with the parties identified in the ACP; and, __ Developing and implementing the FOSC's response actions and policies in consultation with parties identified in the ACP (Appendix 4).
☐	Whenever the FOSC determines that the requirements of the PA cannot be satisfied concurrently with the paramount requirement of protecting public health and the environment, the determination shall be documented in writing including the name and title of the person who made the determination; the date of determination; and a brief description of the competing values between public health and safety and carrying on the provisions of the PA (See Appendix 5). Submit form to State Historic Preservation Officer or appropriate Federal, Indian, or Hawaiian Native organizations and/or public.

1680.16 Spills Excluded From NHPA Section 106 Compliance

Spills/releases onto (which stay on): • Gravel pads • Roads (gravel or paved, not including the undeveloped right-of-way) • Parking areas (graded or paved) • Dock staging areas less than 50 years old • Gravel causeways • Artificial gravel islands • Drilling mats, pads, and/or berms • Airport runways (improved gravel strips and/or paved runways)
Spills/releases into (that stay in): • Lined pits; *e.g.,* drilling mud pits and reserve pits • Water bodies where the release/spill: 1) will not reach land or submerged land; and 2) will not include emergency response activities with land or submerged land-disturbing components • Borrow pits • Concrete containment areas
Spills/releases of: • Vapor (*e.g.,* chlorine gas)

IMPORTANT NOTE TO FOSC:

1) if you are not sure whether a release or spill fits into one of the categories listed above; and/or,

2) if at any time, the specifics of a release or spill change so it no longer fits into one of the categories listed above; and/or,

3) if the spill or release is greater than 100,000 gallons; and/or,

4) if the state historic preservation officer and/or another stateholder notifies you that a categorically excluded release or spill may have the potential to affect historic properties;

Follow the emergency response phase checklist, Appendix 1, or Section vi of the PA.

1680.17 NHPA Emergency Response Strategies

RESPONSE STRATEGY
Mechanical recovery (e.g. use of skimmers, booms, sorbents)
In situ burning
Dispersant use
Protective or diversionary booming
Covering site with protective material
Construction of berms or trenches to divert product away from sites/areas
On-scene inspections by the Federal OSC Historic Properties Specialist or individual(s) authorized by the Federal OSC Historic Properties Specialist
Participation in Shoreline Cleanup Assessment Teams by the Federal OSC Historic Properties Specialist or designee
Participation in Shoreline Cleanup Teams by the Federal OSC Historic Properties Specialist or designee
Provision of information on historic properties protection to response personnel
Provision of information to the Federal OSC on Historic Properties Protection for areas/locations proposed for emergency-response related support activities (e.g. helipads and staging areas)

Note: These response strategies are not listed in order of precedence. In addition, other response strategies for the protection of historic properties may be identified and recommended to the Federal OSC for use during an incident response.

1680.18 NHPA Documentation of Actions

Name of incident:
Date/time of incident:

Location of incident:

Brief description of response action approved (including the date) by the Federal On-Scene Coordinator (OSC) where protecting public health and safety was in conflict with protecting historic properties:

Brief description of why protecting public health and safety could not be accomplished while also protecting historic properties:

Federal OSC Name and Title:

Federal OSC Signature:

Date of Signature:

Faxed to:

SHPO

(Name and fax number of potentially-affected resource managers/trustees):

(Name and fax number of potentially-affected resource managers/trustees):

(Name and fax number of potentially-affected resource managers/trustees):

1690 Alternative Response Technology Evaluation System (ARTES)

During an oil or chemical spill, the On-Scene Coordinator (OSC), who directs the response, may be asked to consider using a non-conventional alternative countermeasure (a method, device, or product that hasn't typically been used for spill response). To assess whether a proposed countermeasure could be a useful response tool, it's necessary to quickly collect and evaluate the available information about it.

To aid in evaluating non-conventional alternative countermeasures in particular, the **Alternative Response Tool Evaluation System (ARTES)** was developed. ARTES can also be used to evaluate proposed conventional countermeasures. It is designed to evaluate potential response tools on their technical merits, rather than on economic factors. Under ARTES, an Alternative Response Tool Team (ARTT) rapidly evaluates a proposed response tool and provides feedback to the OSC in the form of a recommendation. The OSC then can make an informed decision on the use of the proposed tool. A set of forms has been developed for use in the ARTES process.

ARTES was designed by workgroups of Regional Response Teams (RRTs) (these are teams of Federal response specialists).

ARTES is designed for two uses:

- to evaluate a product's appropriateness for use during a specific incident, under specific circumstances.

- as a pre-evaluation to identify conditions under which favorable outcomes are anticipated when a product is used.

An advantage of ARTES is that it provides a management system for addressing the numerous proposals submitted by vendors and others during a spill. Subjecting all proposals to the same degree of evaluation also ensures that vendors are considered on a “level playing field.”

ARTES can be used before an incident as well as during a response. If an OSC would like to consider an alternative response tool during pre-spill planning, he or she can use ARTES to evaluate the tool. Over time, the hope is that having a record of proposals on file will enable an OSC to address alternatives for future needs.

There are two ways that the ARTES process can be initiated, generally speaking:

- When no spill response is in progress, a vendor can approach the OSCs (Federal or State) or Regional Response Team (RRT) members to request that a product be evaluated. It then falls on the OSC or RRT representative to determine the value of performing an ARTES evaluation on the product. In effect, the OSC and RRT representative perform first-line screening. If either the OSC or RRT representative decides that it would be appropriate for a product to be evaluated, he or she then must submit a written request for an ARTES evaluation to the Spill Response Countermeasures Workgroup chairperson at the appropriate RRT.
- During a spill, only the OSC, the Unified Command, the Planning Section Chief, or the Operations Section Chief can initiate an evaluation. They would do so in response to an identified need.

Either before or during a spill, once a proposed response tool passes this initial screening step, it must be thoroughly evaluated. The vendor needs to provide complete and comprehensive information on the product by filling out the Proposal Worksheet (PWS). The information in the PWS is then reviewed by a Response Tool Subcommittee (during the planning phase) or by the Alternative Response Tool Team (during spill response operations). If the PWS is sufficient, the teams evaluate the data, provide recommendations (either to accept or not accept) to the RRT and OSC, and the report is then archived.

16100 Specialized Monitoring of Applied Response Technology (SMART)

Special Monitoring of Applied Response Technologies is a cooperatively designed monitoring program for in-situ burning and dispersants. SMART relies on small, highly mobile teams that collect real-time data using portable, rugged, and easy-to-use instruments during dispersant and in-situ burning operations. Data are channeled to the Unified Command (representatives of the spiller and the State and Federal governments who are in charge of the spill response) to address critical questions:

- Are particulates concentration trends at sensitive locations exceeding the level of concern?
- Are dispersants effective in dispersing the oil?

Having monitoring data can assist the Unified Command with decision-making for dispersant and in-situ burning operations.

1700 National Incident Management System (NIMS)

1710 NIMS

Developed by the Secretary of Homeland Security at the request of the President, the National Incident Management System (NIMS) integrates effective practices in emergency preparedness and response into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity

The benefits of the NIMS system will be significant:

- Standardized organizational structures, processes and procedures;
- Standards for planning, training and exercising, and personnel qualification standards;
- Equipment acquisition and certification standards;
- Interoperable communications processes, procedures and systems;
- Information management systems; and
- Supporting technologies – voice and data communications systems, information systems, data display systems, and specialized technologies.

1720 National Response Framework

The National Response Framework is a guide that details how the Nation conducts all-hazards response– from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response.

In addition to releasing the NRF base document, the Emergency Support Function Annexes and Support Annexes are available on-line at the NRF Resource Center (www.fema.gov/nrf). The annexes are a total of 23 individual documents designed to provide concept of operations, procedures and structures for achieving response directives for all partners in fulfilling their roles under the NRF.

The NRF retains the same core principles of the National Incident Management System (NIMS) in which first responders from different jurisdictions and disciplines can work together more closely to effectively respond to natural disasters and emergencies, including acts of terrorism.

Effective preparedness is a critical precondition for successful response. The NRF encourages a higher level of readiness by drawing a sharper focus on the value of the following preparedness activities: planning, organizing, training, equipping, exercising, and applying lessons learned. Mastery of these key

functions supports unity of effort, and thus our ability to save lives, protect property, and meet basic human needs.

Through engaged partnerships with elected and appointed officials, dedicated emergency management practitioners, nongovernmental organizations, and the private sector, and by applying common NIMS principles and response doctrine, government at all levels can respond more effectively to incidents and better serve our communities and the nation.

The NRF is built on the following five principles:

- **Engaged Partnership.** Leaders at all levels must communicate and actively support engaged partnerships by developing shared goals and aligning capabilities so that no one is overwhelmed in times of crisis.
- **Tiered Response.** Incidents must be managed at the lowest possible jurisdictional level and supported by additional capabilities when needed.
- **Scalable, Flexible, and Adaptable Operational Capabilities.** As incidents change in size, scope, and complexity, the response must adapt to meet requirements.
- **Unity of Effort Through Unified Command.** Effective unified command is indispensable to response activities and requires a clear understanding of the roles and responsibilities of each participating organization.
- **Readiness To Act.** Effective response requires readiness to act balanced with an understanding of risk. From individuals, households, and communities to local, tribal, State, and Federal governments, national response depends on the instinct and ability to act.

1720.1 Incident of National Significance (IONS)

Pursuant to HSPD-5, as the principal Federal official for domestic incident management, the Secretary of Homeland Security declares Incidents of National Significance (in consultation with other departments and agencies as appropriate) and provides coordination for Federal operations and/or resources, establishes reporting requirements, and conducts ongoing communications with Federal, State, local, tribal, private sector, and nongovernmental organizations to maintain situational awareness, analyze threats, assess national implications of threat and operational response activities, and coordinate threat or incident response activities.

Incidents of National Significance definitions are based on situations related to the following four criteria set forth in HSPD-5:

1. A Federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security.
2. The resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities. Examples include:
   - Major disasters or emergencies as defined under the Stafford Act; and
   - Catastrophic incidents.
3. More than one Federal department or agency has become substantially involved in responding to an incident. Examples include:

- Credible threats, indications or warnings of imminent terrorist attack, or acts of terrorism directed domestically against the people, property, environment, or political or legal institutions of the United States or its territories or possessions; and
- Threats or incidents related to high-profile, large-scale events that present high-probability targets such as National Special Security Events (NSSEs) and other special events as determined by the Secretary of Homeland Security, in coordination with other Federal departments and agencies.

4. The Secretary of Homeland Security has been directed to assume responsibility for managing a domestic incident by the President.

1720.2 Joint Field Office (JFO)

The JFO is a multiagency coordination center established locally. It provides a central location for coordination of Federal, State, local, tribal, nongovernmental, and private-sector organizations with primary responsibility for threat response and incident support. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions.

1800 Response Doctrine

R 191735Z NOV 07 ZUI ASN-A00323000020 ZYB
FM COMDT COGARD WASHINGTON DC//CG-533//
TO ALCOAST
BT
UNCLAS //N16450//
ALCOAST 541/07
COMDTNOTE 16450
SUBJ: COAST GUARD ENVIRONMENTAL INCIDENT RESPONSE DOCTRINE
1. A RECENT CHALLENGING CASE HAS FOCUSED ATTENTION ON COAST GUARD INCIDENT RESPONSE POLICIES AND AUTHORITIES. WHILE WE ARE CONFIDENT OUR POLICIES ARE FUNDAMENTALLY SOUND, WE ARE INITIATING AN INCIDENT SPECIFIC PREPAREDNESS REVIEW (ISPR) TO IDENTIFY ANY AREAS FOR IMPROVEMENT AND ENSURE FULL TRANSPARENCY. PENDING THE RESULTS OF THIS REVIEW, FEDERAL ON SCENE COORDINATORS/INCIDENT COMMANDERS (FOSCS/ICS) SHALL REVIEW THEIR LOCAL PREPAREDNESS AND RESPONSE POLICIES, WITH PARTICULAR ATTENTION TO THE FOLLOWING AREAS:
A. SAFETY: DAMAGED VESSELS, HAZARDOUS MATERIALS, AND OTHER FACTORS WILL POSE UNIQUE SAFETY RISKS THAT MUST BE ACCURATELY AND RAPIDLY COMMUNICATED TO THE PUBLIC, AND ALSO TO ALL RESPONDERS INCLUDING VOLUNTEERS. OPERATIONAL COMMANDERS SHALL INCORPORATE APPROPRIATE SAFETY INFORMATION INTO PUBLIC OUTREACH EFFORTS TO HELP MINIMIZE POTENTIAL EXPOSURE BY UNTRAINED PERSONNEL TO RISKS IN AFFECTED AREAS.
B. PREPAREDNESS: EFFECTIVE RESPONSE OPERATIONS REQUIRE A SOUND PREPAREDNESS SYSTEM. THIS IS FOUNDED ON COMPREHENSIVE PLANS, SUPPORTED BY EXERCISES, TRAINING, AND, MOST IMPORTANTLY, STRONG PARTNERSHIPS AMONG THE AGENCIES, INDUSTRIES, AND ORGANIZATIONS THAT MAKE UP THE LOCAL, REGIONAL AND NATIONAL RESPONSE COMMUNITIES. FOSCS/ICS SHOULD MAKE EVERY EFFORT TO INCLUDE LOCAL GOVERNMENTS AND NON GOVERNMENT ORGANIZATIONS (NGOS) IN AREA COMMITTEE MEETINGS AND INCORPORATE THEIR CONCERNS INTO AREA CONTINGENCY PLANS (ACP). MEDIA REPRESENTATIVES SHOULD BE INVITED TO EXERCISES AND PLANNING ACTIVITIES TO DEVELOP FAMILIARITY WITH THE COMPLEXITIES OF RESPONSE OPERATIONS AND THE INCIDENT COMMAND SYSTEM.
C. INITIAL RESPONSE AND INVESTIGATION ACTIONS: FOSCS/ICS SHOULD PLAN AND EXECUTE THEIR INITIAL RESPONSE ACTIONS BASED ON THE MAXIMUM POTENTIAL SPILL VOLUME. IN THE CASE OF VESSELS, CONSIDER THE ENTIRE CARGO/FUEL CAPACITY OF THE DAMAGED TANK(S), OR IN CASES WHERE THE ENTIRE SHIP IS AT RISK, AS IN A GROUNDING, THE TOTAL CAPACITY ON BOARD. FOSCS/ICS SHOULD BE PARTICULARLY AWARE OF THE DIFFICULTY OF DETECTING OIL IN CONDITIONS OF FOG, DARKNESS, OR RESTRICTED VISIBILITY, AND SHOULD INCORPORATE LOW VISIBILITY RESPONSE CONSIDERATIONS INTO THEIR ACP. FROM THE INCEPTION OF A RESPONSE, AND THROUGHOUT ITS COURSE, THE UNIFIED COMMAND MUST CAREFULLY DOCUMENT ANY NECESSARY ASSUMPTIONS AND ENSURE PROPER RESOURCES HAVE BEEN ASSIGNED AS A CLEARER PICTURE OF THE INCIDENT EMERGES. IT IS BETTER TO OVER ESTIMATE YOUR NEEDS AND MOBILIZE RESPONSE RESOURCES EARLY. FOSCS/ICS ARE STRONGLY ENCOURAGED TO REQUEST THE NATIONAL STRIKE FORCE, PUBLIC INFORMATION ASSIST TEAMS, AND ANY OTHER SPECIAL TEAMS AS EARLY AS POSSIBLE IN ANY CASES WHERE THEY MIGHT BE NEEDED.
D. NOTIFICATIONS AND COMMUNICATIONS: THE FOSC/IC SHALL PROMPTLY NOTIFY ALL RESPONSE PARTNERS AND STAKEHOLDERS AS REQUIRED BY THE AREA CONTINGENCY PLAN. ESTABLISH AN AGGRESSIVE COMMUNICATIONS CAMPAIGN TO ENSURE THAT PARTNER AGENCIES, ELECTED OFFICIALS AND THE PUBLIC ARE PROMPTLY AND REGULARLY INFORMED OF SITUATION STATUS AND ALL SIGNIFICANT DEVELOPMENTS. IT IS ESSENTIAL TO STAND UP A JOINT

INFORMATION CENTER (JIC) AND DESIGNATE LIAISON OFFICERS WITHIN THE UNIFIED COMMAND AS EARLY AS POSSIBLE.

E. VOLUNTEERS: VOLUNTEERS MAKE UP A SPECIAL GROUP OF STAKEHOLDERS WHO SHARE OUR COMMITMENT TO PROTECTING THE ENVIRONMENT. CONSISTENT WITH THE NATIONAL CONTINGENCY PLAN, AREA COMMITTEES MUST PLAN FOR THE USE OF VOLUNTEERS IN RESPONSE OPERATIONS AND ENSURE THEY COMPLY WITH WORKER SAFETY AND HEALTH REQUIREMENTS. FOSCS/ICS AND AREA COMMITTEES SHOULD ENCOURAGE POTENTIAL VOLUNTEERS TO PARTICIPATE IN TRAINING AND EXERCISES IN ADVANCE OF AN INCIDENT. AREA COMMITTEES ARE ALSO STRONGLY ENCOURAGED TO PRE-IDENTIFY A VOLUNTEER COORDINATOR IN THEIR AREA CONTINGENCY PLAN.

F. DOCUMENTATION AND INCIDENT MANAGEMENT: INCIDENT MANAGEMENT REQUIRES THOROUGH, TIMELY DOCUMENTATION AND LOGGING OF ALL NOTIFICATIONS, DECISIONS, AND EVENTS. THIS PROMOTES THE SHARING OF INFORMATION WITHIN THE UNIFIED COMMAND AND WITH EXTERNAL STAKEHOLDERS. THE TRANSPARENCY THAT COMES WITH DILIGENT DOCUMENTATION AND INCIDENT MANAGEMENT BUILDS PUBLIC CONFIDENCE IN UNIFIED COMMAND ACTIONS BOTH DURING AND AFTER AN INCIDENT.

G. DRUG AND ALCOHOL TESTING: DRUG AND ALCOHOL TESTING FOLLOWING A SERIOUS MARINE INCIDENT (SMI) IS REQUIRED BY 46 CFR PART 4. THESE REGULATIONS PLACE A BURDEN ON THE MARINE EMPLOYER TO DECIDE WHEN A SMI HAS OCCURRED, TO DETERMINE WHO MUST BE TESTED, AND TO CONDUCT THE TESTS. NEVERTHELESS, OPERATIONAL COMMANDERS SHOULD ENGAGE WITH THE MARINE EMPLOYER EARLY TO ENSURE THAT THE CORRECT CREW MEMBERS ARE TESTED WITHIN REGULATORY TIME CONSTRAINTS. WHENEVER OPERATIONALLY PRACTICAL TO DO SO, QUALIFIED INVESTIGATING OFFICERS SHOULD CONDUCT AND DOCUMENT TIMELY ALCOHOL TESTS. INVESTIGATING OFFICERS ALSO SHOULD CONTINUE TO COMMUNICATE WITH THE VESSEL CREW AND MARINE EMPLOYER UNTIL IT IS VERIFIED THAT ALL TESTING HAS BEEN PROPERLY COMPLETED.

H. ALL HAZARDS, ALL THREATS: MARINE ENVIRONMENTAL RESPONSES, LIKE MANY COAST GUARD OPERATIONS, ARE COMPLEX, CHALLENGING EVENTS REQUIRING VIGILANCE, DEDICATION, AND SOLID INCIDENT MANAGEMENT SKILLS. WE MUST REMAIN AGGRESSIVE IN ALL OUR RESPONSES, ATTENTIVE TO DETAILS, AND FOCUSED ON THE NEEDS OF THE PUBLIC WE SERVE. THESE QUALITIES ENABLE US TO PERFORM ALL OF OUR MISSIONS WITH EXCELLENCE, AND ENSURE THAT WE REMAIN SEMPER PARATUS FOR ALL HAZARDS AND ALL THREATS.

2. THE RESULTS FROM THE ISPR, AS APPROPRIATE, WILL BE INCORPORATED INTO FUTURE CHANGES TO COAST GUARD DOCTRINE AND POLICY.

3. INTERNET RELEASE AUTHORIZED.

4. RDML BRIAN SALERNO, ASSISTANT COMMANDANT FOR MARINE SAFETY, SECURITY AND STEWARDSHIP, SENDS.

BT

1810 Commandant Instructions

R 222134Z JAN 08
FM COMDT COGARD WASHINGTON DC
TO COMPACAREA COGARD ALAMEDA CA
COMLANTAREA COGARD PORTSMOUTH VA
CCGDONE BOSTON MA
CCGDFIVE PORTSMOUTH VA
CCGDSEVEN MIAMI FL
CCGDEIGHT NEW ORLEANS LA
CCGDNINE CLEVELAND OH
CCGDELEVEN ALAMEDA CA
CCGDTHIRTEEN SEATTLE WA
CCGDFOURTEEN HONOLULU HI
CCGDSEVENTEEN JUNEAU AK
AIG 11923
INFO COMCOGARD MLC LANT NORFOLK VA
COMCOGARD MLC PAC ALAMEDA CA
BT
UNCLAS //N01540//
SUBJ: COAST GUARD NATIONAL RESPONSE FRAMEWORK (NRF) CONCEPT OF OPERATIONS (CONOP)
A. NATIONAL RESPONSE FRAMEWORK 2007, RELEASED 22JAN08
B. COAST GUARD INCIDENT COMMAND SYSTEM IMPLEMENTATION PLAN, COMDTINST M3120.15
C. 2007 USCG JOINT FIELD OFFICE SUPPORT TEAMS STAFFING PLAN, CG-3R MEMO DTD 19APR07
D. DISTRICT RESPONSE GROUPS/DISTRICT RESPONSE ADVISORY TEAMS, COMDTINST 16465.41A
E. NATURAL DISASTER PREPAREDNESS GUIDANCE FOR 2007, MSG DTG 032049Z MAY 07
F. COMMANDANT CONTINGENCY STAFFING PLAN, HQINST 1601.3B, DTD 17MAR06
G. ALIGNMENT WITH THE NATIONAL INCIDENT MANAGEMENT SYSTEM AND NATIONAL RESPONSE PLAN, COMDTINST 16000.27 DTD 30JUN05
1. THE CONCEPT OF OPERATIONS (CONOP) WAS DEVELOPED TO ALIGN THE COAST GUARD RESPONSE MANAGEMENT SYSTEM (CGRMS) WITH THE RECENTLY RELEASED NATIONAL RESPONSE FRAMEWORK (NRF). AS WAS DISCUSSED AT THE RECENT SECTOR COMMANDER CONFERENCE, SECTORS NEED TO FOCUS ON THEIR PREPAREDNESS TO RESPOND. THE CONOP:
A. ENSURES COAST GUARD ALIGNMENT WITH THE NATIONAL RESPONSE FRAMEWORK, REF (A).
B. CLARIFIES CURRENT COAST GUARD POLICIES AND PROCEDURES IN REFS (B) THRU (G) TO STRENGTHEN AND IMPROVE ALL INCIDENT/ALL HAZARD RESPONSE EFFORTS.
C. ACKNOWLEDGES AND REINFORCES SECTOR COMMANDER AUTHORITY TO QUALIFY A SECTOR TYPE 3 INCIDENT MANAGEMENT TEAM (IMT) TO IMPROVE RESPONSE PREPAREDNESS. THE CONOP ALSO DESCRIBES DISTRICT COMMANDER AUTHORITY TO DESIGNATE AND QUALIFY TYPE 2 INCIDENT SUPPORT AND COORDINATION PERSONNEL, AREA COMMANDER AUTHORITY TO QUALIFY AN INCIDENT MANAGEMENT ASSIST TEAM (IMAT), AND THE DEPLOYABLE OPERATIONS GROUP (DOG) COMMANDER AUTHORITY TO QUALIFY TYPE 1 PERSONNEL AS NEEDED.
D. PROVIDES FURTHER EXPLANATION OF COAST GUARD RESPONSE SUPPORT TO DHS AND FEMA.
E. IS A LIVING DOCUMENT AND, AS SUCH, WILL BE UPDATED AND IMPROVED AS NECESSARY.
F. IS POSTED ON CG CENTRAL AND CAN BE ACCESSED AT HTTP://CGCENTRAL.USCG.MIL/MYCG/PORTAL/EP/HOME.DO FOLLOWING THE PATHWAY OUR CG > ORGANIZATIONAL INFORMATION > HQ DIRECTORATES > ASSISTANT

COMMANDANT FOR OPERATIONS (CG-3) > ASSISTANT COMMANDANT FOR RESPONSE (CG-3R) > OFFICE OF INCIDENT MANAGEMENT PREPAREDNESS (CG-3RPP) > U.S. COAST GUARD NATIONAL RESPONSE FRAMEWORK CONCEPT OF OPERATIONS (CONOP).

2. FUTURE PLANS.

A. CG-533 WILL WORK WITH THE AREAS TO REVISE REFS (B) THRU (G), AS APPROPRIATE, PRIOR TO THE START OF HURRICANE SEASON, JUNE 1, 2008. REVISION OF THESE DOCUMENTS MAY INCLUDE ADJUSTMENT OF JFO SUPPORT TEAM AND IMAT NUMBERS.

B. ICS POSITION SPECIFIC COURSES AND ICS FULL SPECTRUM PQS WILL BE COMPLETED OVER THE NEXT YEAR, FOR AN ANTICPATED ROLL-OUT OF FALL 2008.

3. POINT OF CONTACT AT CG-533 (FORMERLY CG-3RPP): LT AARON MEADOWS-HILLS (202) 372-2259 OR AARON.R.MEADOWSHILLS(AT)USCG.MIL.

4. INTERNET RELEASE IS AUTHORIZED.

5. THE COAST GUARDS MANDATE IS TO BE ALWAYS READY FOR ALL RISKS AND ALL HAZARDS. IN A CHANGING WORLD, OUR CONTINUED SUCCESS DEPENDS HEAVILY UPON OUR ABILITY TO BE PREPARED FOR ACTION. CONTINUOUS IMPROVEMENT AND A COMMITMENT TO EXCELLENCE MUST REMAIN PART OF THE COAST GUARDS LEGACY. SEMPER PARATUS.

6. REAR ADMIRAL W. E. JUSTICE, DIRECTOR OF RESPONSE POLICY, U. S. COAST GUARD, SENDS.

BT

1900 Reserved for Area/District

2000 Command

2100 Unified Command Organization

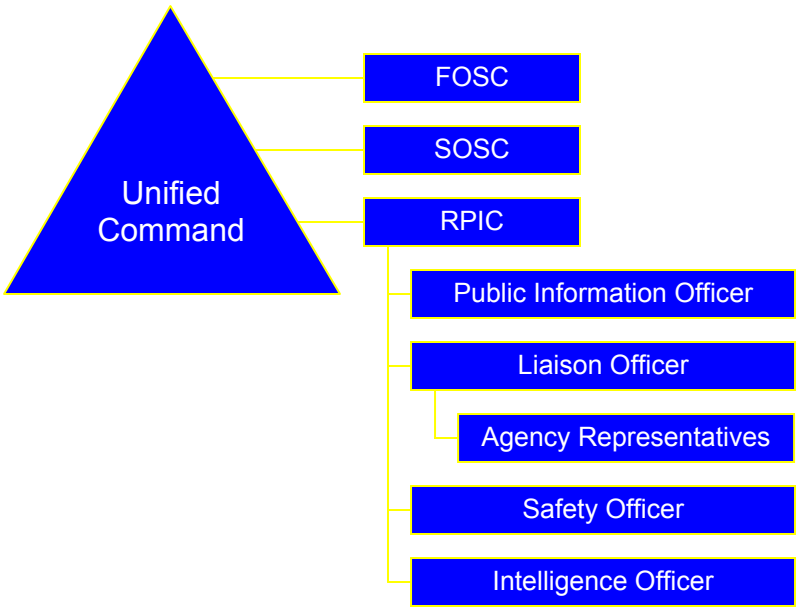


Figure 1 – Command

The National Contingency Plan (NCP), 40 CFR 300, requires Federal On-Scene Coordinators (FOSCs) to direct response efforts and coordinate all other actions at the scene of a spill or release. The NCP further states that the basic format for the response management system is a structure that brings together federal and state agencies, and the RP, to achieve an effective and efficient response. This structure is commonly referred to as the UC. It should be noted that in this structure, the FOSC retains ultimate authority in a response operation for decisions relative to the response.

To standardize response management, the USCG has adopted the National Incident Management System (NIMS) Incident Command System (ICS). While Vessel Response Plans (VRPs) and Facility Response Plans (FRPs) are required to have a management system compatible with the ACP, there is no requirement for VRPs and FRPs to strictly follow.

The ICS organization is built around five major functions that can be applied to any incident, large or small. They are Command, Operations, Planning, Logistics and Finance. A major advantage of the ICS organization is the ability to expand and contract as required by the incident. For some incidents, only a few of the organization's functional elements may be required. For larger or more complicated responses, additional positions exist within the ICS framework to meet virtually any need.

Command Activities

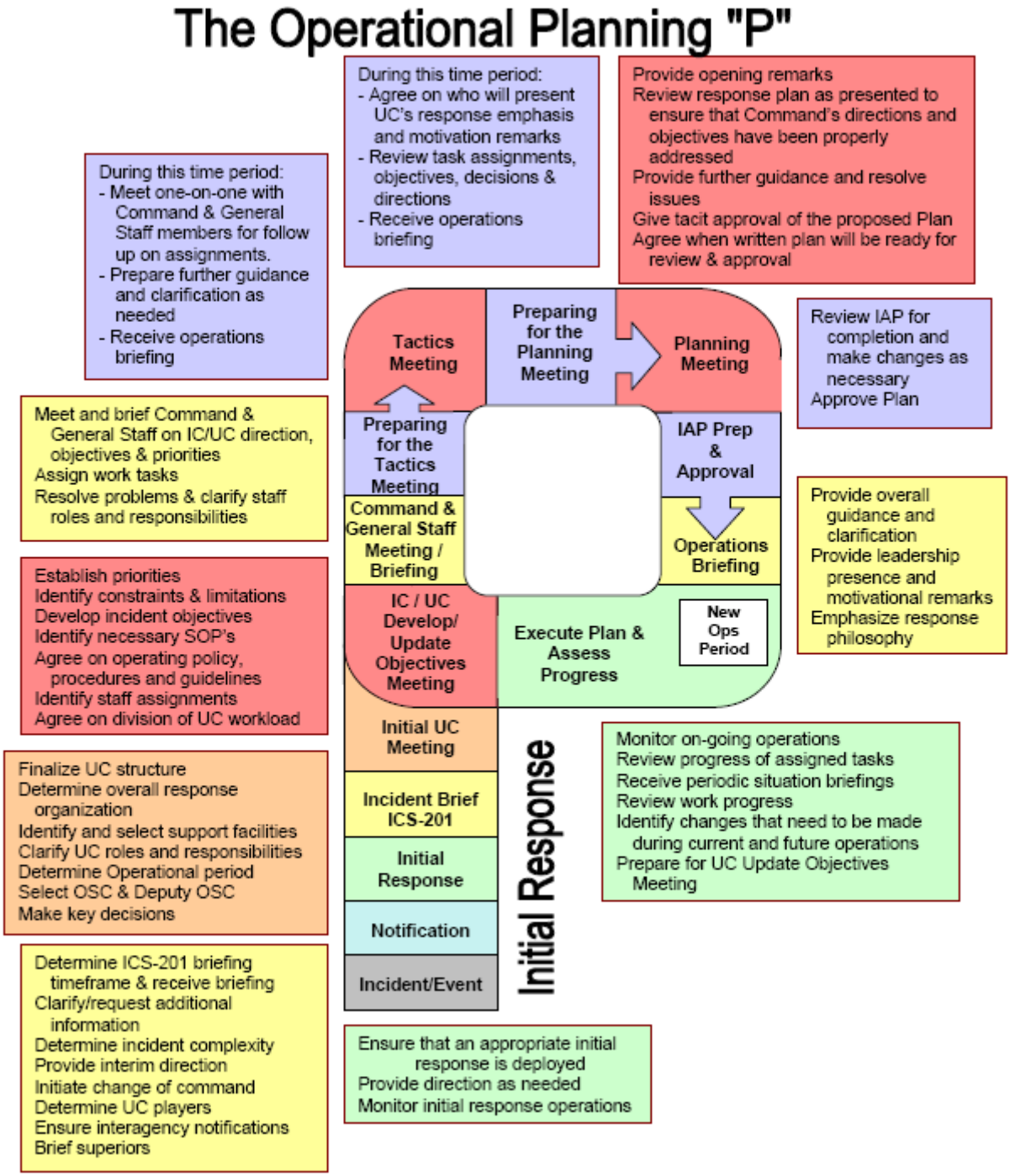


Figure 2 – Planning Cycle

2110 Command Representatives

In ICS, Unified Command (UC) is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, and the RP to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

2110.1 Federal Representative

The Federal On-Scene Commander (FOSC) is the pre-designated federal official responsible for ensuring immediate and effective response to a discharge or threatened discharge of oil or a hazardous substance. The USCG designates FOSCs for the coastal zone, while the United States EPA designates FOSCs for the inland zone.

The first federal official affiliated with an NRT member agency to arrive at the scene of a discharge should coordinate activities under the NCP and is authorized to initiate, in consultation with the FOSC, any necessary actions normally carried out by the FOSC until the arrival of the pre-designated FOSC. This official may initiate federal fund-financed actions only as authorized by the FOSC.

Where appropriate, the FOSC shall establish a UC consisting of the FOSC, the State On-Scene Coordinator (SOSC), and the Responsible Party Incident Commander (RPIC). The FOSC is responsible for assigning individuals from within the response community (federal, state, local, or private), as necessary, to fill the designated positions in the response organization. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the nature of the spill and the need for extensive manning.

The FOSC shall, to the extent practicable and as soon as possible after the incident occurs, collect pertinent facts about the discharge such as its source and cause; the identification of RPs; the nature, amount, and location of discharged materials; the trajectory of discharged materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, safety, and the environment; whether the discharge poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate resource documentation.

The FOSC's efforts shall be coordinated with other appropriate federal, state, local, and private response agencies. An FOSC may designate capable individuals from federal, state, or local agencies to act as her/his on scene representatives. State and local governments, however, are not authorized to take actions under Subpart D of the NCP that involve expenditures of the OSLTF unless an appropriate contract or cooperative agreement has been established.

The FOSC should consult with the RRT, when necessary, in carrying out the requirements of the NCP and keep the RRT informed of activities under the NCP. The FOSC is responsible for addressing worker health and safety concerns at a response scene.

In those instances where a possible public health emergency exists, the FOSC should notify the Health and Human Services (HHS) representative to the RRT. Throughout response actions, the FOSC may call upon the HHS representative for assistance in determining public health threats and call upon OSHA and HHS for advice on worker health and safety problems. The FOSC shall ensure that the trustees for natural resources are promptly notified of discharges. The FOSC shall coordinate all response activities with the affected natural resource trustees and shall consult with the affected trustees on the appropriate removal action to be taken. Where the FOSC becomes aware that a discharge may affect any endangered or threatened species, or their habitat, the FOSC shall consult with the appropriate Natural Resource Trustee.

The FOSC shall submit pollution reports to the RRT and other appropriate agencies as significant developments occur during response actions through communication networks or procedures agreed to by the RRT and covered in the RCP.

FOSCs should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response to the extent practicable.

2110.2 State Representative

2110.21 Texas

The Texas Oil Spill Prevention and Response Act of 1991 has pre-designated a SOSC who will direct the State's response for oil spills in coastal waters. For hazardous materials spills, the Texas Commission on Environmental Quality (TCEQ) serves as lead agency.

2110.22 Louisiana

The Louisiana Oil Spill Prevention and Response Act of 1991 has pre-designated the Louisiana Oil Spill Coordinator's Office (LOSCO) of the Governor to act as the lead agency (SOSC) for the state for all oil spills or threatened oil spill affecting the land, coastal waters, or any other waters of Louisiana. For hazardous materials spills, the state police serves as lead agency.

2110.23 Alabama

The State of Alabama Emergency Operations Plan Emergency Support Function #10 and Annex F designate Alabama Department of Environmental Management (ADEM) as the lead state agency (SOSC) for oil and hazmat incidents.

2110.24 Mississippi

The Mississippi Emergency Operations Plan and a Governors order issued in 2003 designate Mississippi Department of Environmental Quality (MSDEQ) as the lead state agency (SOSC) for all oil and hazmat incidents effecting or threatening to effect state waters.

2110.25 Florida

Personnel from the Florida Department of Environmental Protection (FDEP) Bureau of Emergency Response (BER) serve as State On-Scene Coordinators for oil and hazardous material incidents occurring anywhere within Florida, including coastal waters that extend nine miles from the coast in the Gulf of Mexico.

Chapter 376, Florida Statutes, describes the state's response program designating DEP as the lead state agency for spill response in coastal waters.

2110.3 Responsible Party (RP) Representative

The RP shall designate a Responsible Party Incident Commander (RPIC) to join the FOSC and SOSC in a UC. The organizations required to have Vessel Response Plans (VRP) and Facility Response Plans (FRP) must designate a Qualified Individual (QI) to initiate spill response activity and serve as the initial RPIC.

1. Obtain a briefing from the prior IC (201 Briefing).
2. Determine Incident Objectives and general direction for managing the incident.
3. Establish priorities.
4. Establish an ICP.
5. Brief Command Staff and Section Chiefs.
6. Establish an appropriate organization.
7. Ensure planning meetings are scheduled as required.
8. Approve and authorize the implementation of an IAP.
9. Ensure that adequate safety measures are in place.
10. Coordinate activity for all Command and General Staff.
11. Coordinate with key people and officials.
12. Approve requests for additional resources or for the release of resources.
13. Keep agency administrator informed of incident status.
14. Approve the use of trainees, volunteers, and auxiliary personnel.
15. Authorize release of information to the news media.
16. Ensure Incident Status Summary (ICS 209-CG) is completed and forwarded to appropriate higher authority.
17. Order the demobilization of the incident when appropriate.
18. Maintain Unit Log (ICS 214-CG).

2120 Guidance for Setting Response Objectives

The typical response objectives for an oil spill response are:

- Ensure the safety of citizens and response personnel
- Control the source of the spill
- Manage a coordinated response effort
- Maximize protection of environmentally sensitive areas including wildlife and historic properties
- Contain and recover spilled material
- Recover and rehabilitate injured wildlife
- Remove oil from impacted areas
- Minimize economic impacts
- Keep stakeholders informed of response activities

- Keep the public formed of response activities

2130 General Response Priorities

Response objectives, in general, are in the following order:

- Protecting the safety and health of responders and the public
- Reducing the impact to the environment
- Protecting property

2200 Public Information

The Public Information Officer (PIO) is responsible for developing and releasing public information about the incident to the news media and public, to incident personnel, and to other appropriate agencies and organizations. Only one PIO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The PIO may have as many assistants as necessary. The assistants may also represent jurisdictional agencies, the Responsible Party, or other Response Partners responding to the incident. Major responsibilities of the PIO include:

1. Establish a NIMS-compatible Joint Information System (JIS) and, if needed, a physical and/or virtual Joint Information Center (JIC).
2. Contact the jurisdictional agencies and Responsible Party to coordinate public information activities.
3. Gather incident information from Command, Planning's Situation Unit, other Sections and sources as needed.
4. Prepare initial information summary as soon as possible after arrival.
5. Observe constraints on the release of information imposed by Command.
6. Obtain approval for release of information from Command. Prepare and disseminate news releases, photos, videos and other public information.
7. Attend Command meetings to obtain the latest incident information and brief Command on public information strategies, rumors and public concerns.
8. Arrange for media interviews and briefings by Command and incident personnel.
9. Escort any media or public visitors authorized to tour incident sites.
10. Respond to special requests for information.
11. Obtain media information that may be useful to incident planning.
12. Maintain current information summaries and/or displays of the incident and provide information on the incident's status to incident personnel.
13. Resolve conflicting information and correct any factual errors as soon as possible.
14. Maintain Unit/Activity Log (ICS 214).

2210 Pubic Information Officer Checklist

____1. Command designates the PIO for the incident. This position should be filled by the most qualified public affairs representative from the FOSC, SOSC, LOSC or Responsible Party. Ensure all pertinent media outlets know who the PIO is and understand that the PIO reports to Command.

____2. Establish a NIMS-compatible Joint Information System (JIS), and if needed, a physical and/or virtual Joint Information Center (JIC).

____3. Complete a Fact Sheet and prepare a 30-second Media Statement consisting of about 150 words maximum.

____4. Distribute the Fact Sheet and Media Statement to the USCG's online media database and other appropriate stakeholders, and post to the JIC website and/or USCG D8 External Affairs website.

____5. Use phone screening system such as watch standers or automated system to direct news media to the appropriate website or JIC phone number.

____6. Have at least three dedicated phone lines available for JIC or public affairs use: incoming (published), outgoing (unpublished), and facsimile. Publication of personal cell phone numbers for JIC or public affairs use is not recommended.

____7. Contact USCG D8 External Affairs at the outset of any major spill or incident to request any additional public affairs personnel and assistance.

____8. If more public affairs personnel and assistance are needed, alert the National Strike Force Coordination Center (or after hours, the National Response Center) to request the Public Information Assist Team (PIAT). The FOSC may request PIAT assistance at any time regardless of spill size.

____9. Update Fact Sheet and Media Statement at least daily and disseminate by email or fax major media outlets.

____10. Schedule a Media Briefing with the PIO (or a formal News Conference with the UC) at least daily when media interest is high. If unsure of media interest, ask reporters; they will tell you whether the story is newsworthy enough to schedule a Media Briefing with the PIO (or formal News Conference with the UC).

____11. The primary purpose of the Media Briefing or News Conference is to provide the UC's assessment of the progress of the response; its secondary purpose is to answer media questions.

____12. Coordinate with Liaison Officer to escort and brief any VIP visitors (such as elected officials, agency directors, and celebrities). The PIO is responsible for handling media coverage of the VIP visits.

____13. Coordinate with Liaison Officer to establish a Volunteer program administered by appropriate volunteer organizations. The PIO is responsible for issuing news releases or public service announcements about Volunteer opportunities, recruitment and training.

____14. During major spills or incidents, recommend that Command designate an Aide to coordinate their schedule of meetings, briefings, tours and interviews. Their accessibility and time are critical in such incidents and must be scheduled carefully.

____15. Schedule the PIO to brief Command at least once a day regarding media coverage of the incident and the specific public information messages and strategies for that day and the next Operational Period

2220 Joint Information Center (JIC)

The Public Information Officer (PIO) should establish a Joint Information System (JIS) and, if necessary, a physical and virtual Joint Information Center (JIC) compatible with the National Incident Management System (NIMS). NIMS-compatible JIC models include the National Response Team's JIC Model, the FEMA 517 JIC model, and the NIMS IS-702 JIC model.

During a major incident where media activity is expected to last several days, the PIO will establish a JIC to coordinate the public affairs activities of participating agencies and parties. The role of the JIC is to:

1. Provide multiple phone lines and email access for incoming inquiries, staffed by knowledgeable individuals.
2. Ensure designated public information representatives and spokespersons from Local, State, Federal and Responsible Party organizations responding to the incident are available to the media and public.
3. Develop and produce joint news releases and other documents which must be approved by the FOSC, SOSC, LOSC, and RPIC prior to distribution; once approved, provide copies internally to Command and other incident personnel, and externally to the media, public and other stakeholders.
4. Schedule, organize, and facilitate media briefings, community meetings, and other opportunities to provide public information.

It is recommended that the JIC be in the same building as the Command Post, but in a room separate from other sections. The PIO needs to be close to Command and other sections for effective communication flow, but not so close as to disturb response operations.

Equipment needs for the JIC vary and are dependent on the size and impact of the incident as well as media and public interest levels.

If possible, designate a separate Media Room for use by reporters covering the story. The room should ideally be equipped with several phone lines, electrical outlets, desks or tables, and chairs. Display maps, status boards, and other visual aids that can be used on-camera. Set up a table near the door for the latest news releases, fact sheets, and advisories.

If possible, the Media Room should be large enough to provide a podium, head table, and seating for all reporters attending a formal media briefing or news conference. This allows TV news crews to set-up cameras in advance and reporters to do stand-ups and call-ins from the same location near the JIC. See the NRT JIC Model for more information about JIC facilities, equipment and supply needs.

2230 Media Contacts

Public affairs specialists from USCG PADET Houston, Sector Houston-Galveston, MSU Galveston, or USCG District 8 External Affairs will email or fax the latest news releases and other public information to its online database of media outlets, city/county government agencies, and other stakeholders. Because this online database of names, phone, fax and email addresses is continually being updated,

the database is no longer stored in individual Geographic Response Plans or the One Gulf Plan.

2300 Liaison

Incidents that are multi-jurisdictional, or have several agencies involved, may require Command to appoint a Liaison Officer (LNO) on the Command Staff. Responsibilities are outlined as follows:

1. Provide a point of contact for assisting and cooperating agencies responding to the incident.
2. Identify the Agency Representatives from each agency including their telephone, radio, email, and other contact information
3. Maintain a list of coordinating and interagency contacts.
4. Assist in establishing and coordinating interagency contacts.
5. Keep agencies supporting the incident aware of the incident's status.
6. Monitor incident operations to identify current or potential inter-organizational issues and advise Command as appropriate.
7. Participate in planning meetings and provide current resource status information, including limitations and capabilities of assisting agency resources.
8. Coordinate activities, briefings and tours of visiting dignitaries
9. Coordinate the recruitment, registration, training, and assignment of Volunteers supervised by appropriate volunteer organizations
10. Maintain Unit/Activity Log (ICS 214).

2310 Investigators

2320 Federal/State/Local Trustees

2330 Agency Reps

An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency representatives report to the LO or to the Unified Commander in the absence of the LO. Responsibilities include:

1. Ensure all agency resources are properly checked in at the incident.
2. Obtain briefing from LO or Unified Commander.
3. Inform assisting or cooperating agency personnel at the incident that the agency representative position for that agency has been filled.
4. Attend briefing and planning meetings as required.
5. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
6. Cooperate fully with the Unified Commander and General Staff on agency involvement at the incident.
7. Ensure the well being of agency personnel assigned to the incident.

8. Advise the LO of any special agency needs or requirements.
9. Report to home agency dispatch or headquarters on a prearranged schedule.
10. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
11. Ensure that all required agency forms, reports, and documents are complete prior to departure.
12. Have a debriefing session with the LO or Unified Commander prior to departure.

2340 Stakeholders

2340.1 Environmental

2340.2 Economic

2340.3 Political

2400 Safety Officer (SOFR)

All spill responses pose varying dangers to responders. An important consideration in any response activity is to protect the health and safety of the responders and the general public. To do this requires that the chemical and physical hazard associated with each operation be assessed and methods implemented to prevent or reduce harm to responders. Safety considerations are an input to every activity that is undertaken and are an outcome of each response activity. For example, an outcome of identifying a specific chemical may cause changes in safety requirements. Each response organization must have an effective health and safety program including medical surveillance and health monitoring, appropriate safety equipment, standardized safety procedures, and an active training program.

Exposure to the health and safety of the public sector must be identified and controlled through early countermeasures to prevent additional emergency situations from compounding the incident.

The SOFR function is to develop and recommend measures for assuring personnel safety and to assess and/or anticipate hazardous and unsafe situations. Only one primary SOFR will be assigned for each incident.

The SOFR may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as air operations, hazardous materials, etc.

The major responsibilities of the SOFR are:

1. Participate in tactics and planning meetings, and other meetings and briefings as required.
2. Identify hazardous situations associated with the incident.
3. Review the IAP for safety implications.
4. Provide safety advice in the IAP for assigned responders.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within the incident area.
7. Assign assistants, as needed.
8. Review and approve the Medical Plan (ICS 206-CG).

9. Develop the Site Safety Plan and publish Site Safety Plan Summary (ICS 208-CG) as required.
10. Develop the Work Safety Analysis Worksheet (ICS-215a-CG) as required.
11. Ensure that all required agency forms, reports and documents are completed prior to demobilization.
12. Brief Command on safety issues and concerns.
13. Have debriefing session with the IC prior to demobilization.
14. Maintain Unit/Activity Log (ICS 214).

2410 Site Characterization

As per ICS Compatible Site Safety and Health Plan in the 2004 Toolkit.

2420 Site Safety Plan Development

As per ICS Compatible Site Safety and Health Plan in the 2004 Toolkit.

2500 Intelligence Officer (INTO)

The responsibility of the INTO is to provide Command intelligence information that can have a direct impact on the safety of response personnel and influence the disposition of maritime security assets involved in the response.

1. The major responsibilities of the INTO are:
2. Participate in meetings and briefings as required.
3. Collect and analyze incoming intelligence information from all sources.
4. Determine the applicability, significance, and reliability of incoming intelligence information.
5. As requested, provide intelligence briefings to the IC/UC.
6. Provide intelligence briefings in support of the ICS Planning Cycle.
7. Provide Situation Unit with periodic updates of intelligence issues that impact the incident response.
8. Review the IAP for intelligence implications.
9. Answer intelligence questions and advise Command and General Staff as appropriate.
10. Supervise, coordinate, and participate in the collection, analysis, processing, and dissemination of intelligence.
11. Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
12. Establish liaison with all participating law enforcement agencies including the CGIS, FBI/JTTF, State and Local police departments.
13. Conduct first order analysis on all incoming intelligence and fuse all applicable incoming intelligence with current intelligence holdings in preparation for briefings.
14. Prepare all required intelligence reports and plans.
15. As the incident dictates, determine need to implant Intelligence Technical Specialists in the Planning and Operations Sections.
16. Ensure that all required agency forms, reports and documents are completed prior to demobilization.
17. Have debriefing session with the IC prior to demobilization.
18. Maintain Unit Log (ICS 214-CG).

2600 **Reserved**

2700 **Reserved**

2800 **Reserved**

2900 **Reserved for Area/District**

3000 Operations

3100 Operations Section Organization

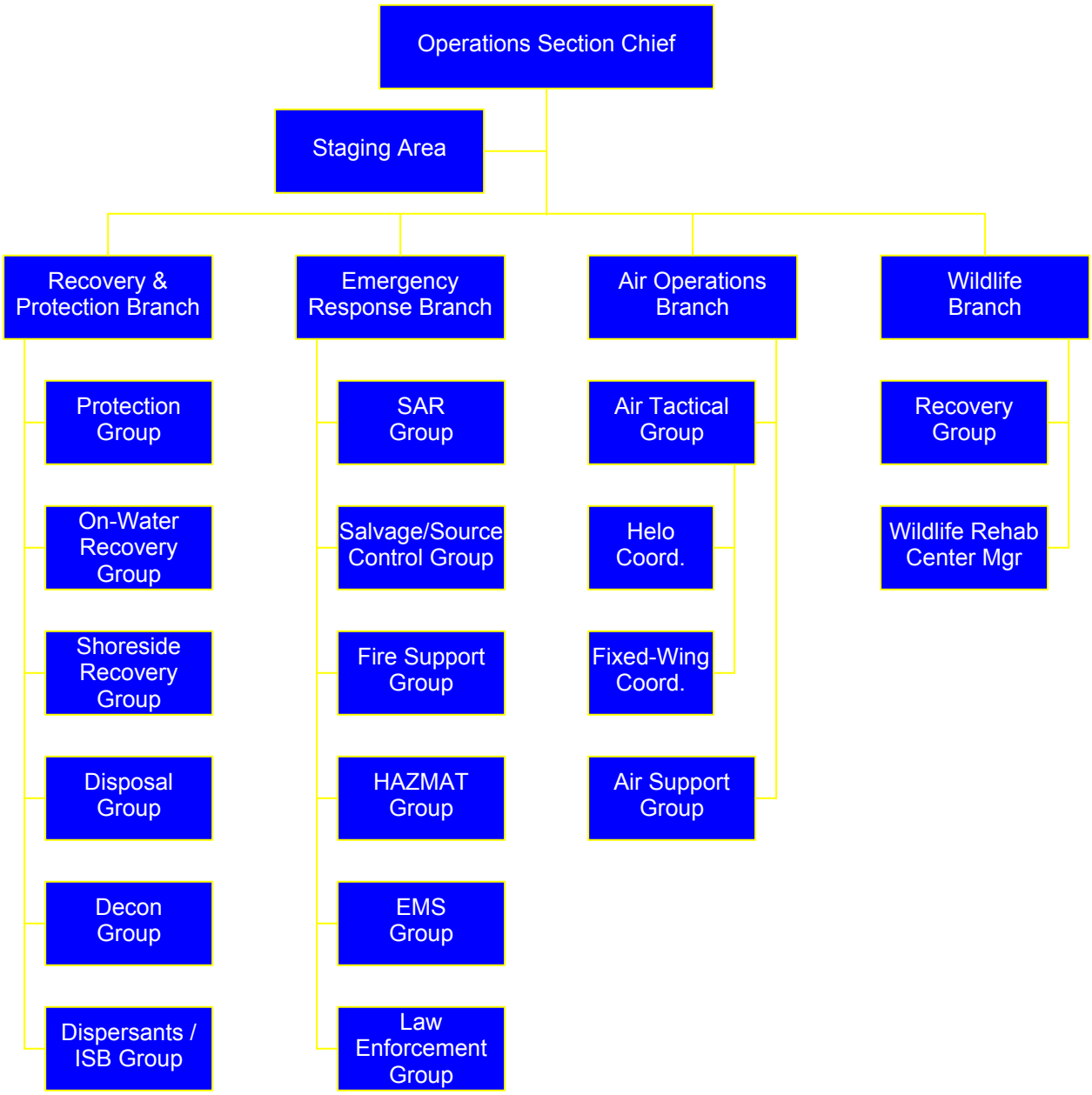


Figure 3 – Operations Section

3110 Organization Options

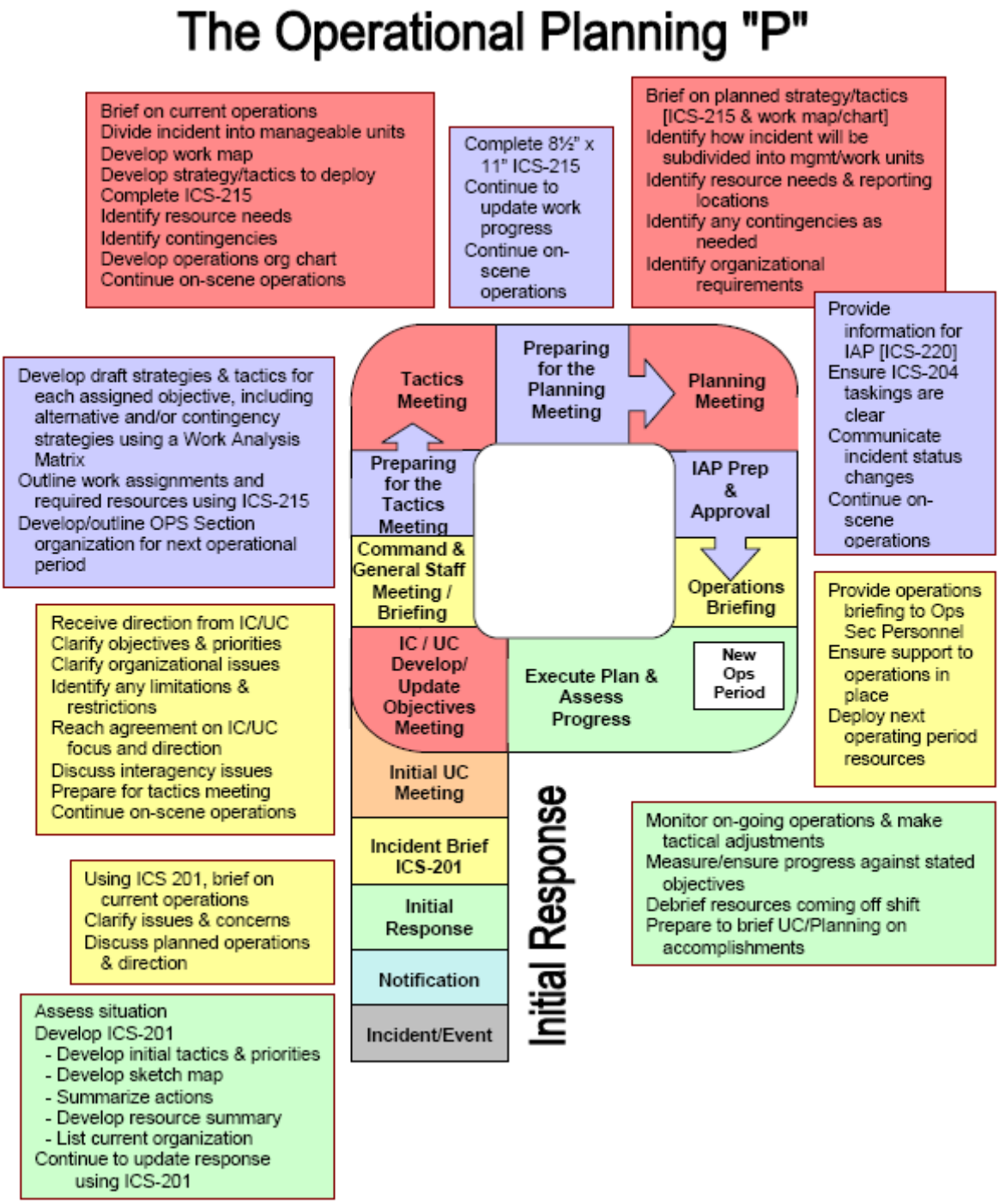


Figure 4 – Operations Planning Cycle

3120 Operations Section Chief (OSC)

The OSC, a member of the General Staff, is responsible for the management of all tactical operations directly applicable to the primary mission. The OSC will normally be selected from the organization/agency with the most jurisdictional responsibility for the incident.

The OSC activates and supervises organization elements in accordance with the IAP and directs its execution. The OSC also directs the preparation of operational plans; requests or releases resources, monitors operational progress and makes expedient changes to the IAP, as necessary; and reports such to the IC.

1. Obtain briefing from IC.
2. Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.
3. Supervise Operations Section field personnel.
4. Implement the IAP for the Operations Section.
5. Evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources as necessary.
6. Ensure the Resources Unit is advised of changes in the status of resources assigned to the section.
7. Ensure that Operations Section personnel execute work assignments following approved safety practices.
8. Monitor need for and request additional resources to support operations as necessary.
9. Assemble/dissemble task force/strike teams as appropriate.
10. Identify/utilize staging areas.
11. Evaluate and monitor current situation for use in next operational period planning.
12. Convert operational incident objectives into strategic and tactical options. These options may be documented on a Work Analysis Matrix (ICS-234-CG).
13. Coordinate and consult with the PSC, SOFR technical specialists, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.
14. Identify kind and number of resources required to support selected strategies.
15. Subdivide work areas into manageable units.
16. Develop work assignments and allocate tactical resources based on strategic requirements (i.e. develop the ICS-215-CG).
17. Coordinate planned activities with the SOFR to ensure compliance with safety practices.
18. Participate in the planning process and the development of the tactical portions (ICS 204-CG and ICS 220-CG) of the IAP.
19. Assist with development of long-range strategic, contingency, and demobilization plans.
20. Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
21. Receive and implement applicable portions of the incident Demobilization Plan.
22. Participate in operational briefings to IMT members as well as briefings to media, and visiting dignitaries.
23. Maintain Unit Log (ICS 214-CG).

3130 Branch Director (OPBD)

The OPBD's when activated, are under the direction of the OSC and are responsible for the implementation of the portion of the IAP appropriate to the Branches.

1. Receive briefing from the OSC.
2. Identify Divisions, Groups, and resources assigned to the Branch.
3. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
4. Implement IAP for the Branch.
5. Develop with subordinates alternatives for Branch control operations.
6. Review Division/Group Assignment Lists (ICS 204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
7. Assign specific work tasks to DIVS.
8. Supervise Branch operations.
9. Resolve logistic problems reported by subordinates.
10. Attend planning meetings as requested by the OSC.
11. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
12. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
13. Approve accident and medical reports (home agency forms) originating within the Branch.
14. Consider demobilization well in advance.
15. Debrief with OSC and/or as directed at the end of each shift.
16. Maintain Unit Log (ICS 214-CG).

3140 Division/Group Supervisor (DIVS)

The DIVS reports to the OSC (or OPBD when activated). The DIVS is responsible for the implementation of the assigned portion of the IAP, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division/Group.

1. Receive briefing from supervisor.
2. Identify resources assigned to the Division/Group.
3. Provide the IAP to subordinates, as needed.
4. Review Division/Group assigned tasks and incident activities with subordinates.
5. Implement IAP for Division/Group.
6. Supervise Division/Group resources and make changes as appropriate.
7. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
8. Coordinate activities with adjacent Division/Group.
9. Determine need for assistance on assigned tasks.
10. Submit situation and resources status information to the Branch Director or the OSC as directed.
11. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to
12. the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.

14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Maintain Unit Log (ICS 214-CG).

3150 Strike Team/Task Force Leader (STCR/TFLD)

The STCR/TFLD reports to an OPBD or DIVS and is responsible for performing tactical assignments assigned. The Leader reports work progress, resources status, and other important information and maintains work records on assigned personnel.

1. Obtain briefing from person you are relieving.
2. Obtain briefing from supervisor.
3. Review assignments with subordinates and assign tasks.
4. Monitor work progress and make changes when necessary.
5. Keep supervisor informed of progress and any changes.
6. Coordinate activities with adjacent Strike Teams, Task Forces and single resources.
7. Travel to and from active assignment area with assigned resources.
8. Retain control of assigned resources while in available or out-of-service status.
9. Submit situation and resource status information through chain of command DIVS/OPBD/OSC as appropriate.
10. Debrief as directed at the end of each shift.
11. Maintain Unit Log (ICS 214-CG).

3160 Single Resource

The person in charge of a single tactical resource.

1. Obtain briefing from person you are relieving.
2. Obtain necessary equipment and supplies.
3. Review weather/environmental conditions for assignment area.
4. Brief subordinates on safety measures.
5. Monitor work progress.
6. Ensure adequate communications with supervisor and subordinates.
7. Keep supervisor informed of progress and any changes.
8. Inform supervisor of problems with assigned resources.
9. Brief relief personnel, and advise them of any change in conditions.
10. Return equipment and supplies to appropriate unit.
11. Complete and turn in all time and use records on personnel and equipment.
12. Debrief as directed at the end of each shift.
13. Maintain Unit Log (ICS 214-CG).

3200 Staging Areas

The Staging Aream Manager (STAM) is under the direction of the OSC and is responsible for managing all activities within a Staging Area.

The major responsibilities of the STAM are:

1. Proceed to Staging Area.
2. Obtain briefing from person you are relieving.
3. Establish Staging Area layout.

4. Determine any support needs for equipment, feeding, sanitation and security.
5. Establish check-in function as appropriate.
6. Ensure security of staged resources.
7. Post areas for identification and traffic control.
8. Request maintenance service for equipment at Staging Area as appropriate.
9. Respond to request for resource assignments. (Note: This may be direct from the OSC or via the Incident Communications Center.)
10. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
11. Determine required resource levels from the OSC.
12. Advise the OSC when reserve levels reach minimums.
13. Maintain and provide status to Resource Unit of all resources in Staging Area.
14. Maintain Staging Area in orderly condition.
15. Demobilize Staging Area in accordance with the Incident Demobilization Plan.
16. Debrief with OSC or as directed at the end of each shift.
17. Maintain Unit Log (ICS 214-CG).

3210 Pre-Identified Staging Areas

Staging areas are locations where incident personnel and equipment are assigned awaiting tactical assignment. Pre-identified staging areas should be established prior to an incident to allow for a smoother transition going into a response and to minimize downtime while trying to get a staging area established.

Can be found in the appropriate Geographic Response Plan.

3220 Security

Operations is responsible to provide safe guards needed to protect personnel and property from loss or damage.

3300 Recovery and Protection

The Recovery and Protection Branch Director is responsible for overseeing and implementing the protection, containment, and cleanup activities established in the Incident Action Plan. The Recovery and Protection Branch Director reports to the Operations Section Chief.

1. Obtain briefing from person relieving.
2. Receive briefing from the OSC.
3. Identify Divisions, Groups, and resources assigned to the Branch.
4. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
5. Implement IAP for the Branch.
6. Develop with subordinates alternatives for Branch control operations.
7. Review Division/Group Assignment Lists (ICS 204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
8. Assign specific work tasks to DIVS.
9. Supervise Branch operations.
10. Resolve logistic problems reported by subordinates.
11. Attend planning meetings as requested by the OSC.
12. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
13. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.

14. Approve accident and medical reports (home agency forms) originating within the Branch.
15. Consider demobilization well in advance.
16. Debrief with OSC and/or as directed at the end of each shift.
17. Maintain Unit/Activity Log (ICS 214).

3310 Protection Group Supervisor

Under the Recovery and Protection Branch Director, the Protection Group Supervisor is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces and single resources.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement Protection Strategies in Incident Action Plan.
19. Direct, coordinate and assess effectiveness of protective actions.
20. Modify protective actions as needed.
21. Maintain Unit/Activity Log (ICS 214).

3310.1 Containment and Protection Options

1. Evaluate level of response needed for incident (ref RP's VRP or FRP)
   a. Most probable discharge ☐
   b. Maximum most probable discharge ☐
   c. Worst case discharge ☐
2. Evaluate if special circumstances exist requiring special action.
   a. Fire/explosion ☐
   b. Vessel grounding ☐

c. Lightering operations ☐
d. Salvage operations ☐

3. Implement support infrastructure.
Determine response structure that will be used, and from there determine level of support needed to fill positions in the structure. Forward needs to Resource Unit Leader. ☐

4. Mobilization of personnel
Determine personnel needed for response, and identify source of personnel. Ensure personnel are properly trained, and health and safety issues are addressed. ☐
   a. Special Teams ☐
   b. Reserve augmentation ☐
   c. District Response Group (DRG) support ☐
   d. Spills of National Significance (SONS) augmentation ☐

5. Mobilization of equipment
   a. Type of equipment needed ☐
   b. Quantity ☐
   c. Location – staging area ☐
   d. Support needed ☐
      (1) Boats for hauling and positioning boom ☐
      (2) Aircraft support for transporting equipment ☐
   e. Additional requirements ☐
   f. Contact list ☐
   g. Forward equipment needs to Resource Unit Leader ☐

6. Logistics
   a. Logistics needed to support personnel
      (1) Food ☐
      (2) Lodging ☐
      (3) Additional clothing ☐
      (4) Transportation ☐
   b. Logistics needed to support response
      (1) Adequate communications ☐
      (2) Command post – Establish command post in location to support response. Command post must be adequate in size to support the anticipated number of personnel. ☐
      (3) Air support (overflights)
         (a) Coast Guard and Auxiliary ☐
         (b) Other agencies ☐
         (c) Private sources

7. Local impacts
   a. Impact on water intakes ☐
      (1) Drinking water ☐
      (2) Industrial ☐
   b. Transportation of fresh water supply ☐

8. Funding issues
   a. On Scene Coordinator (OSC) access to the fund ☐
   b. State access to the fund ☐

c. Vendors – Basic Ordering Agreement (BOA) policy

9. Volunteers
10. Fish, wildlife and habitat protection and mitigation of damage
11. Ensure coordination with natural resource damage assessment personnel

3320 On-Water Recovery Group Supervisor

Under the Recovery and Protection Branch Director, the On Water Recovery Group Supervisor is responsible for managing on water recovery operations in compliance with the Incident Action Plan. The Group may be further divided into Teams, Task Forces, and Single Resources.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement Recovery Strategies in Incident Action Plan.
19. Direct, coordinate, and assess effectiveness of on water recovery actions.
20. Modify protective actions as needed.
21. Maintain Unit/Activity Log (ICS 214).

3320.1 Recovery Options

Prime consideration for all countermeasures is safety of personnel and the environment. A number of cleanup techniques are available for response to an oil spill. Single or multiple techniques may be utilized in abating the spill. The determining factors in method selection usually depend on the type of product spilled, current state of product, size of the incident, location, weather, political considerations, and site impacts.

In general, spill cleanup techniques fall into six categories including, but not limited to: mechanical/physical recovery, in situ burning, bioremediation, dispersant, natural remediation, and additives such as herding agents and polymers, etc.

Some volatile materials may create hazards if a containment boom is utilized. Other defensive countermeasures may be more appropriate as conditions warrant. Each spill of hazardous/volatile product should be assessed individually and due consideration given to the most suitable actions for a given situation.

Weather and other circumstances permitting, every effort should be made to collect oil as close as possible to the source of the spill (in the case of a grounded tanker, for instance, lighter the vessel). Even when oil is spreading on a water surface, collection is preferable to beach cleanup. If the weather conditions at the beginning of the spill control activity are unfavorable for lightering or pumping ashore operations, this solution may still become feasible at a later time.

It should be kept in mind that lightering a stricken tanker or pumping its remaining cargo ashore requires a salvage plan, qualified personnel, and the installation and deployment of specialized equipment ranging from self-contained high performance pumps, heating equipment, heavy duty hoses, flotation aids, barges, work boats, etc., to adequate storage facilities on shore.

No universal guidance exists as to what control measures will succeed in a given situation. However, past experience indicates that where massive slicks of weathered oil have reached the coastline, as little as 10 % of the spilled volume has been collected from shores and coastal waters. The rest evaporated or was dispersed by natural means or penetrated into the seabed, etc., and therefore could not be collected. Since part or all of the remaining oil was emulsified, the volume of the oily debris to be handled has been roughly equivalent to the original volume spilled. All this material must, on average, be handled several times. For instance, it must be lifted from the collection point, put into trailers or plastic bags, taken to and unloaded at an intermediate storage point, and then transferred by other means of transportation to a longer term storage area and eventual disposal.

The location of a spill and the speed of the response action will determine whether all, or at least some of the spilled oil, can be collected before it reaches the shore. The history of past large spills indicates that often massive quantities of oil will reach the shore. The possibility of retrieval and disposal of oil close to the spill source should always be considered, even under apparently unfavorable conditions.

3320.2 Storage

3330 Shoreside Recovery

Under the Recovery and Protection Branch Director, the Shoreside Recovery Group Supervisor is responsible for managing shoreside cleanup operations in compliance with the Incident Action Plan. The group may be further divided into strike teams, task forces, and single resources.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.

3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement recovery strategies in Incident Action Plan.
19. Direct, coordinate, and assess effectiveness of shoreside recovery actions.
20. Modify protective actions as needed.
21. Brief the Recovery and Protection Branch Director on activities.
22. Maintain Unit/Activity Log (ICS 214).

3330.1 Shoreline Cleanup Options

3330.2 Pre-Beach Cleanup

3330.3 Storage

3340 Disposal

Under the Recovery and Protection Branch Director, the Disposal Group Supervisor is responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials. Depending on the size and location of the spill, the Disposal Group may be further divided into strike teams, task forces, and single resources.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.

11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement disposal portion of Incident Action Plan.
19. Ensure compliance with all hazardous waste laws and regulations.
20. Maintain accurate records of recovered material.
21. Brief Recovery and Protection Branch Director on activities.
22. Maintain Unit/Activity Log (ICS 214).

3340.1 Waste Management and Temporary Storage Options

1. Has the RP determined if the material being recovered is a waste or a reusable product?
2. Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?
3. Has the RP identified each of the discrete waste streams?
4. Has a representative sample of each waste stream been collected?
5. Has the sample been sent to an approved laboratory for the appropriate analysis; i.e., hazardous waste determination?
6. Has the RP received an appropriate waste classification and waste code number for the individual waste streams?
7. Has the RP received a temporary EPA identification number and generator number, if they are not already registered with EPA?
8. Has the RP obtained pre-approval for the temporary storage locations?
9. Has the RP retained the services of a registered hazardous waste transporter, if waste is hazardous?
10. If the waste is nonhazardous, is the transporter registered?
11. Is the waste being taken to an approved disposal site?
12. Is the waste hazardous or Class I nonhazardous?
13. If the waste is hazardous or Class I nonhazardous, is a manifest being used?
14. Is the manifest properly completed?
15. Are all federal, state, and local laws/regulations being followed?
16. Are all necessary permits being obtained?
17. Has the RP submitted a disposal plan for approval/review?

3340.2 Decanting Policy

Decanting is a vital part of the recovery process. The inability to decant water from recovered oil/water mixtures and return the excess water into the recovery area significantly reduces the volume of available temporary storage capacity; thus, reducing the effectiveness of the on-water skimming and recovery operations. The inability to return the excess water containing some amount of oil will delay recovery operations and possibly lead to a complete cessation of recovery operations until additional temporary storage can be arranged.

It is essential that the return of oil and oily water associated with the mechanical recovery process be clearly authorized so that responders are not placed at legal risk when carrying out recovery operations.

Although no pre-approval for decanting exists within the One Gulf Plan area, decanting will be considered on a case-by-case basis by Unified Command.

In considering whether to permit decanting, criteria to be addressed will, at a minimum, include:

1. Availability of additional storage;
2. Resources at risk;
3. Toxicity of proposed discharge; and
4. Other incident specific considerations.

3340.3 Sample Waste Management Plan

3350 Decon

Under the Recovery and Protection Branch Director, the Decontamination Group Supervisor is responsible for decontamination of personnel and response equipment in compliance with approved statutes.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement Decontamination Plan.
19. Determine resource needs.
20. Direct and coordinate decontamination activities.
21. Brief SOFR on conditions.
22. Maintain Unit (ICS 214-CG).

3350.1 Sample Decon Plan

3360 Dispersants

3360.1 Dispersant Operations Group Supervisor

3360.2 The Dispersant Operations Group Supervisor is responsible for coordinating all aspects of a dispersant operation. For aerial applications, the Group works closely with the Air Tactical Group Supervisor.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Determine resource needs.
19. Assist the Planning Section in the development of dispersant operations and monitoring plans.
20. Implement approved dispersant operations and monitoring plans.
21. Manage dedicated dispersant resources.
22. Coordinate required monitoring.
23. Maintain Unit Log (ICS 214-CG).

3360.3 Dispersant Options

1. General

    a. The use of dispersants to mitigate offshore oil spills has become a proven and accepted technology and, under certain conditions, more effective than mechanical response. Within the Gulf region, an operational dispersant capability has been developed.
    b. Minerals Management Service's regulations require operators of offshore facilities to maintain a dispersant plan.

c. RRT VI guidelines for dispersant use must be consulted. To obtain a copy of the latest policy contact the USCG District Eight Marine Safety Division at (504) 589-6255 during the day or (504) 589-6225 after hours.

2. Pre-authorization:

   a. The Federal On-Scene-Coordinator (FOSC) must utilize the decision making process as defined in the FOSC Pre-approved Dispersant Use Manual to determine the applicability of dispersants as a response option for a specific spill response. The RRT will be notified by the FOSC of an approval to initiate dispersant operations within three hours after the approval has been given to the RP.
   b. For all dispersant operations, the FOSC must activate the Special Monitoring of Applied Response Technologies Monitoring Program (SMART) monitoring team.

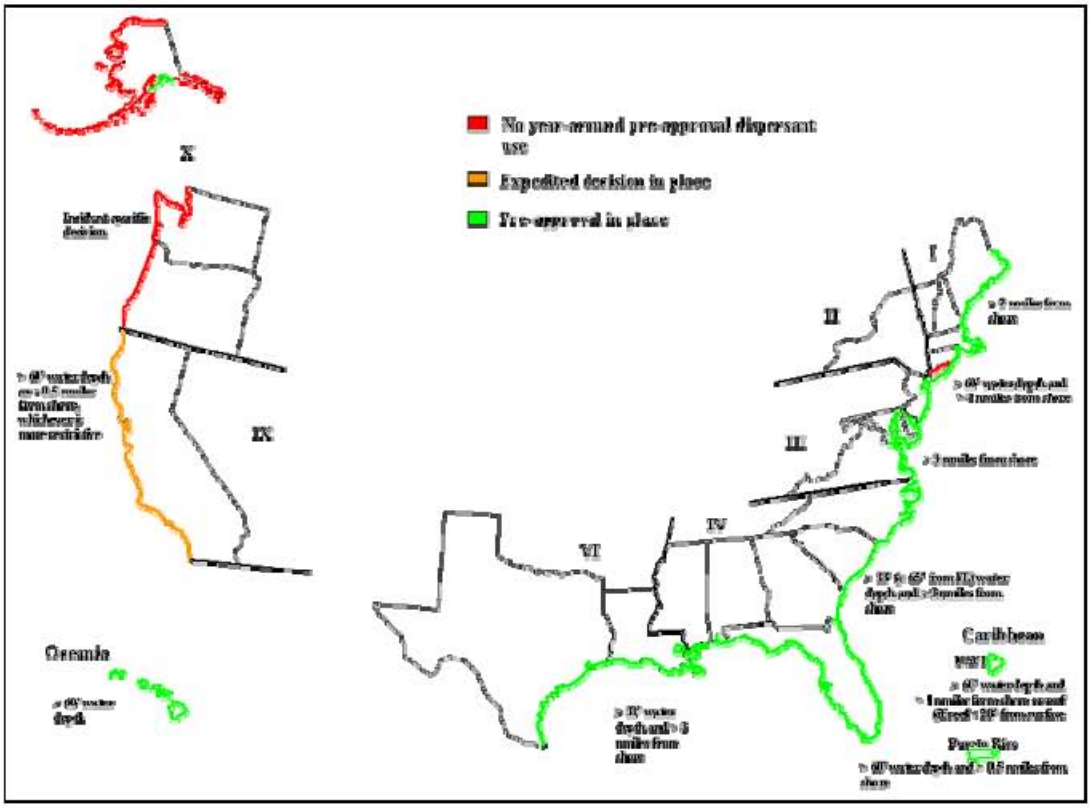
3. Consultants – See GRP.
4. Dispersant Stockpile – See GRP.
5. Air Force Memorandum of Agreement. COMDTNOTE 16465 dated September 30, 1996 distributed a Memorandum of Agreement (MOA) between the Coast Guard and the United States Air Force (USAF) which provides for the use of USAF resources 910th Airlift Wing located at Youngstown Air Reserve Station, Ohio.

3360.4 Dispersant Checklists

See Region VI FOSC Pre-Approval Guidelines

3360.5 Preauthorized Zones – Region VI

The pre-approved area includes offshore waters “from the ten-meter isobath or three nautical miles”, whichever is farthest from the shore, to 200 nautical miles offshore (Exclusive Economic Zone boundary), beginning from the Texas-Mexico border and extending through the states of Texas and Louisiana to the boundary between federal Regions IV and VI.


No year-around pre-approval dispersant use
Expedited decision in place
Pre-approval in place
X
IX
VI
IV
III
II
I
Oceania
Caribbean
Puerto Rico

3360.6 Dispersant Response Plan Worksheet

DISPERSANT OPERATION PLAN CHECKLIST

(Completed by Dispersant Operations Group Supervisor)

GENERAL

- ☐ Incident Name: _____
- ☐ Vessel or Facility Name: _____
- ☐ Date/Time Spill Occurred: _____
- ☐ Location of the Spill: _____LAT_____LONG_____
- ☐ Amount/Type of Oil Spilled: _____/_____
- ☐ Dispersant Type: _____

WEATHER ON SCENE

- ☐ Wind Speed and Direction: _____
- ☐ Visibility & Precipitation: _____
- ☐ Sea State: _____
- ☐ Ceiling: _____

DISPERSANT USE PRE-BRIEF - PLATFORM ASSIGNMENTS:

	TITLE	PLATFORM/PERSONNEL NAMES	TACTICAL CALL SIGN	ETD TO SITE	ETA TO SITE
☐	Spotter(s)	_____	_____	_____	_____
☐	Sprayer(s)	_____	_____	_____	_____
☐	Observer(s)	_____	_____	_____	_____
☐	Monitor(s)	_____	_____	_____	_____

PLATFORM ASSIGNMENTS / IDENTIFICATION OF OPERATIONAL AREA BOUNDARIES :

	TITLE	AIRCRAFT DESIGNATOR	LAT	LONG	ALTITUDE
☐	ENTRY:	_____	_____	_____	_____
☐	EXIT:	_____	_____	_____	_____
☐	SPILL SITE:	_____	_____	_____	_____

☐ LOCATION OF OPERATIONAL AREA: _____
(Attach Map, GPS Coordinates, etc.)

DISPERSANT OPERATION PLAN CHECKLIST

(Completed by Dispersant Operations Group Supervisor)

AIRCRAFT SEPARATION ALTITUDES:

	AIRCRAFT/CALL SIGN	SPRAY ALTITUDE	OPERATIONS ALTITUDE
Spotter	_____	_____N/A_____	_____
Sprayer	_____	_____	_____
Observer	_____	_____N/A_____	_____
Sprayer	_____	_____	_____

DISPERSANT INFORMATION:

Dispersant Name: _____

Source of Dispersant: _____

Application Rate per Sortie: _____gal/acre Number of Sorties Planned: _____

Total Amount of Dispersant to be Used per Sortie: _____

Sprayer Platform: _____ _____ _____

Swath Width: _____(ft) _____(ft) _____(ft)

COMMUNICATIONS (complete only as needed; primary/secondary):

Air to Air:	VHF_____	UHF_____	Other_____
Air to Vessel:	VHF_____	UHF_____	Other_____
Air to Ground:	VHF_____	UHF_____	Other_____
Ground to Vessel:	VHF_____	UHF_____	Other_____
Vessel to Vessel:	VHF_____	UHF_____	Other_____

POST DISPERSANT USE INFORMATION (Fill Out For Each Sortie)

	SORTIE 1	SORTIE 2	SORTIE 3
Total Amount of Dispersant Used:	_____	_____	_____
Time Dispersant Application Began:	_____	_____	_____
Time Dispersant Application Ended:	_____	_____	_____
Number of Passes Per Sortie:	_____	_____	_____

DISPERSANT OPERATION PLAN CHECKLIST

(Completed or used by all personnel within Dispersant Group if applicable)

OBSERVATIONS:

What happened when the dispersant contacted the spill? (Describe any apparent change in visible concentration, color, etc.)

_____
_____
_____
_____

Did the oil reappear after the application? (Refer to Observer's Log)

_____
_____
_____
_____

DEBRIEF (To be facilitated by the Dispersant Operations Group Supervisor with input from dispersant group elements):

Did the dispersant operation follow the approved Dispersant Operations Plan?

_____
_____
_____
_____

What problems were encountered?

_____
_____
_____
_____

What recommendations would you make?

_____
_____
_____
_____

OTHER:

_____
_____
_____
_____
_____
_____
_____

DISPERSANT GROUP PERSONNEL SHOULD PROVIDE FEEDBACK TO THE DISPERSANT OPERATION GROUP SUPERVISOR

3360.7 SMART Protocol

When dispersants are used during spill response, the Unified Command needs to know whether the operation is effective in dispersing the oil. The SMART dispersant monitoring module is designed to provide the Unified Command with real-time feedback on the efficacy of dispersant application. Data collected in Tier III of the SMART dispersant protocol may be useful for evaluating the dilution and transport of the dispersed oil. **SMART does not monitor the fate, effects, or impacts of dispersed oil.**

Dispersant operations and the need to monitor them vary greatly. Therefore, SMART recommends three levels (or tiers) of monitoring.

1. Tier I employs the simplest operation, visual monitoring.
2. Tier II combines visual monitoring with on-site water column monitoring teams that use fluorometry at a single depth with water-sample collection for later analysis.
3. Tier III expands fluorometry monitoring to several water depths, may use a portable water laboratory, and calls for additional water samples for lab analysis.

3360.8 Types of Equipment Required

1. Aerial Application
   a. Air Tractor
   b. Spray Equipped Aircraft (DC-3, DC-4, C-130)
   c. Helicopter
2. Vessel Application
   a. Fire monitor arrangement

3370 In-Situ Burn (ISB)

3370.1 In-Situ Burn Operations Group Supervisor

3370.2 The In-Situ Burn Operations Group Supervisor is responsible for coordinating all aspects of an in-situ burn operation.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.

13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Determine resource needs.
19. Assist the Planning Section in the development of in-situ burn operations and monitoring plans.
20. Implement approved in-situ burn operations and monitoring plans.
21. Manage dedicated in-situ burning resources.
22. Coordinate required monitoring.
23. Maintain Unit Log (ICS 214-CG).

3370.3 ISB Options

"In-Situ" burning has been successfully used as a viable technique for mitigating oil spills off shore and in a marsh type environment. This is especially true of areas that have mostly grassy vegetation with little or no woody vegetation. In a grassy marshland environment, an "In-Situ" burn may produce less long-term damage to the environment than traditional mechanical cleanup methods.

RRT VI guidelines for "In-Situ" burn use must be consulted. To obtain a copy of the latest policy, contact the USCG District Eight Marine Safety Division at (504) 589-6255 during the day or (504) 589-6225 after hours.

3370.4 ISB Checklists

IN-SITU BURNING OIL SPILL RESPONSE CHECKLIST

The following checklist is provided as a summary of important information to be considered by the Federal On-Scene Coordinator (FOSC) in reviewing any request to conduct in-situ burning in response to an offshore oil spill in the Gulf of Mexico.

1. **SPILL DATA** (To be completed by Responding Party and submitted to FOSC)

   A. Name of incident: _____

   B. Date and time of incident: Month/Day/Year _____ Time _____

   C. Incident: Grounding _____ Transfer Operation _____ Collision _____
   Blowout _____ Pipeline Rupture _____ Explosion _____ Other _____

   D. Did spill source ignite? Yes _____ No _____
   Is source still burning? Yes _____ No _____

   E. Spill Location: Latitude _____ Longitude _____

   F. Distance (in miles) and direction to nearest land: _____

   G. Product(s) released: _____

   H. Product(s) Easily Emulsified? Yes _____ No _____ Uncertain _____

   I. Product(s) already emulsified upon release? No _____
   Light emulsion (0-20%) _____ Moderate emulsion (21-50%) _____
   Heavy emulsion (>51%) _____ Unknown _____

   J. Estimated volume(s) of product(s) released: _____ Gals/Bbls
   _____ Gals/Bbls

   K. Estimated volumes of product that could still be released:
   Name _____ Gals _____ Bbls _____
   Name _____ Gals _____ Bbls _____

   L. Release status: Continuous _____ Estimated rate _____
   Intermittent _____ Estimated rate _____
   One time only ("batch" spill), flow now stopped _____

   M. Estimate area of spill:
   Approximate date/time _____ Surface area _____ sq. mi. (Stat __Naut ___)
   Approximate date/time _____ Surface area _____ sq. mi. (Stat __Naut ___)
   Approximate date/time _____ Surface area _____ sq. mi. (Stat __Naut ___)

2. **WEATHER AND WATER CONDITIONS AT TIME & LOCATION OF SPILL**
   (To be completed by responding party and submitted to FOSC)

   A. Temperature: Air _____(°F) Water _____(°F)

   B. Weather: Clear _____ Partly Cloudy _____ Heavy Overcast _____
   Rain _____(heavy _____ Moderate _____ light _____)
   Fog _____ (type & amount at spill source _____)
   (type & amount at burn site _____)

   C. Tidal Condition: Slack Tide _____ Flood _____ Ebb _____

IN-SITU BURNING OIL SPILL RESPONSE CHECKLIST

D. Dominant Surface Current (net drift): Speed _____ (knots)
Direction (to) _____(True compass heading)

E. Wind Speed: _____knots Wind Direction (from): _____

F. Expected transition time between onshore and offshore breeze: _____

G. Sea State: Flat calm _____ Light wind-chop _____
Wind-Waves: <1 ft. _____ 1-3 ft. _____ > 3 ft. _____
Swell (est. height in ft.) _____

H. Water Depth (in feet): _____

I. Other Considerations:
General visibility _____
Rip Tides/Eddies _____
Floating Debris _____
Submerged Hazards _____

Notes: See Section II PART I of RRT 6 *In-Situ* Burn Plan for weather and water conditions forecast (to be completed by NOAA Scientific Support Coordinator (SSC)).

See Section III PART II of RRT 6 *In-Situ* Burn Plan for predicted oil behavior (to be completed by NOAA SCC).

Responding party has option of submitting information on predicted oil behavior to FOSC.

3. **PROPOSED BURNING PLAN** (To be completed by party responding to spill)

A. Location of proposed burn with respect to spill source: _____

B. Location of proposed burn with respect to nearest ignitable oil slick(s): _____

_____

C. Location of proposed burn with respect to nearest land: _____

D. Location of proposed burn with respect to commercial fishing activity, vessel traffic lanes, drilling rigs and/or other marine activities/facilities: _____

_____

_____

_____

_____

E. Risk of accidental (secondary) fires: _____

F. Risk of reducing visibility at nearby airstrip(s) or airports(s): _____

G. Distance to, location and type of nearest population centers (e.g., recreational site, town, city, etc.)._____

IN-SITU BURNING OIL SPILL RESPONSE CHECKLIST

H. Methods that will be used (prior to ignition) to notify residents in areas where smoke could conceivably drift into or over such areas: _____

I. Type of igniter proposed for use: _____

J. Helicopter(s) needed to deploy igniters? No _____ Yes _____
Name of company and type of helicopter to be used: _____

FAA approval already granted to company for use of igniter: Yes _____ No _____

Awaiting FAA approval or verification of prior approval: _____

K. Burning promoters or wicking agent proposed for use? Yes _____ No _____
If yes, give type and amount: _____

L. Describe proposed method of deployment for Igniter(s): _____

Burning Promoter(s): _____

Wicking Agent(s): _____

M. Describe method for oil containment, if any: _____

N. Proposed location of oil containment relative to spill source: _____

O. Proposed burning strategy:
_____ Immediate ignition at or near source
_____ Ignition away from source after containment and movement to safe location
_____ Ignition of uncontained slick(s) at a safe distance
_____ Controlled burning in boom or natural collection site at/near shore
_____ Possible need for multiple ignition attempts

P. Estimated amount of oil to be burned: _____

Q. Estimate duration of each burn; _____
Total possible burn period _____

R. Estimated smoke plume trajectory: _____

S. Method for collecting burned oil residue: _____

T. Proposed storage & disposal of burned oil residue: _____

4. **WEATHER AND WATER CONDITIONS FORECAST FROM TIME OF SPILL** (to be completed by NOAA SSC)

A. Wind Speed (knots):24-hour projection _____ 48-hour projection _____

B. Wind Direction (from): 24-hour projection _____ 48-hour projection _____

C. Sea Conditions: 24-hour projection: Flat calm _____ Light wind-chop _____
Wind-Waves: <1 ft. _____ 1-3 ft. _____ > 3 ft. _____
Swell (est. height in ft.) _____

48-hour projection: Flat calm _____ Light wind-chop _____
Wind-Waves: <1 ft. _____ 1-3 ft. _____ > 3 ft. _____
Swell (est. height in ft.) _____

IN-SITU BURNING OIL SPILL RESPONSE CHECKLIST

D. Tidal Information:

Date _____ High (time/height) _____/_____
Low (time/height) _____/_____

Date _____ High (time/height) _____/_____
Low (time/height) _____/_____

Date _____ High (time/height) _____/_____
Low (time/height) _____/_____

Date _____ High (time/height) _____/_____
Low (time/height) _____/_____

E. Predicted Dominant Current (net drift): Speed _____ Direction (to) _____

5. **PREDICTED OIL BEHAVIOR** (to be completed by NOAA SSC)

A. Unburned Oil Forecast: Estimated trajectory (attach sketch if necessary): _____

B. Expected area(s) and time(s) of land fall:
Location _____ Date/Time _____
Location _____ Date/Time _____
Location _____ Date/Time _____
Location _____ Date/Time _____

C. Estimated percent naturally dispersed and evaporated:
Within first 12 hours: _____
Within first 24 hours: _____
Within first 48 hours: _____

6. **RESOURCES AT RISK** (to be completed by resource agencies)

A. Habitats:
Sheltered Tidal Flats _____
Coastal Marshes _____
Etc. _____

B. Biololgical Resources: Are marine mammals, turtles or concentrations of birds noted in the burn area? Yes _____ No _____
Endangered/Threatened Species _____
Non-Endangered/Treatened Species _____

C. Historic and Archaeological Resources:

D. Commercial Harvest Areas:

7. **FEDERAL ON-SCENE COORDINATOR'S EVALUATION OF RESPONSE OPTIONS** (to be completed by FOSC)

A. Is *in-situ* burning likely to result in the elimination of significant volumes of spilled oil?
Yes _____ No _____

B. Will the use of *in-situ* burning interfere with (or in any way reduce the effectiveness of) mechanical recovery and/or dispersant application? Yes _____ No _____

IN-SITU BURNING OIL SPILL RESPONSE CHECKLIST

If yes, do the potential benefits of burning outweigh the potential reductions in effectiveness of mechanical/dispersant use? Yes _____ No _____

C. Can *in-situ* burning be used safely, and with an anticipated overall reduction in environmental impact (compared with the decision not to burn)? Yes _____ No _____

_____

_____

_____

8. **FEDERAL ON-SCENE COORDINATOR'S DECISION REGARDING *IN-SITU* BURINING** (to be completed by FOSC)

A. _____Do Not Conduct *In-Situ* burn.

B. _____*In-Situ* burn may be conducted in limited or selected areas

C. _____*In-Situ* burn may be conducted as requested.

Note: If the FOSC approves of *in-situ* burning, local media and residents in areas within the potential smoke plume trajectory must be notified prior to initiating the burn.

Signature of FOSC: _____

Printed Name of FOSC: _____

Time and Date of Decision: _____

3370.5 Preauthorized Zones

3370.6 Types of Equipment Required

3380 Bioremediation

3400 Emergency Response

The Emergency Response Branch Director is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.

1. Obtain briefing from person relieving.
2. Receive briefing from the OSC.
3. Identify Divisions, Groups, and resources assigned to the Branch.
4. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
5. Implement IAP for the Branch.
6. Develop with subordinates alternatives for Branch control operations.
7. Review Division/Group Assignment Lists (ICS 204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
8. Assign specific work tasks to DIVS.
9. Supervise Branch operations.
10. Resolve logistic problems reported by subordinates.
11. Attend planning meetings as requested by the OSC.
12. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
13. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
14. Approve accident and medical reports (home agency forms) originating within the Branch.
15. Consider demobilization well in advance.
16. Debrief with OSC and/or as directed at the end of each shift.
17. Maintain Unit Log (ICS 214-CG)

3410 Search and Rescue (SAR)

1. Under the direction of the Emergency Response Branch Director, the SAR Group Supervisor is responsible for prioritization and coordination of all SAR missions directly related to a specific incident.
2. Prioritize SAR missions.
3. Determine resource needs.
4. Direct and coordinate SAR missions.
5. Manage dedicated SAR resources.
6. Brief Emergency Response Branch Director on activities.
7. Maintain Unit/Activity Log (ICS 214).

3410.1 SAR Area Resources

3420 Salvage/Source Control

Under the direction of the Emergency Response Branch Director, the Salvage Group Supervisor is responsible for coordinating and directing all salvage activities related to the incident.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.
8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Coordinate development of Salvage/Source Control Plan.
19. Determine Salvage/Source Control resource needs.
20. Direct and coordinate implementation of the Salvage/Source Control Plan.
21. Manage dedicated Salvage/Source Control resources.
22. Maintain Unit/Activity Log (ICS 214).

3420.1 Assessment and Survey

Vessels Name: _____Official Number:_____

Vessel Type: _____Flag: _____

Owner/Operator: _____ Ph. _____Builder:_____
Class Society: _____Year:_____

L _____ B _____ D_____

Brief description of casualty:

a. Date/Time of casualty: _____

b. Extent of damage: _____

c. Hazardous Cargo Spill? _____

d. Structural details (double bottom):_____

e. Number of Tanks/Holds (tank soundings): _____

f. Drafts (strandings) before Fwd: ____ Aft: _____

g. Drafts (strandings) after Fwd: ____ Aft: _____

h. Tides at time of casualty: _____

i. Type of bottom (mud, sand): _____

j. Condition of vessel's propulsion: _____

Aim/Intent of salvage operation: _____

- If vessel is foreign flag, then USCG will need plans such as Lines Plan, General Arrangement, Tank Tables, T&S Booklet, etc… for detailed calculations.

3420.2 Stabilization

3420.3 Specialized Salvage Operations

3420.4 Types of Equipment

3420.41 Navy Supervisory of Salvage Assistance (SUPSALV):

In the event that the Responsible Party does not respond to the casualty, the federal Government may respond to the salvage requirement, utilizing the services of Navy Supervisor of Salvage. However, financial responsibility remains with the responsible party. Navy Supervisor of Salvage services may be obtained by telephoning Supervisor of Salvage Operations at (703) 607-2758, after hours and weekends call the NAVSEA Duty Officer at (703) 602-7527.

SUPSALV can provide the services of Naval architects, may provide the services of Naval salvage vessels, and has access to contracts that will provide the services of commercial salvors and equipment. SUPSALV developed and has available software for rapid analysis of longitudinal strength and intact/damaged stability. The software is known as Program of Ship Salvage Engineering (POSSE).

3420.42 U. S. Coast Guard Marine Safety Center Support:

Technical support is also available from the Marine Safety Center (MSC). This group can evaluate vessel stability, hull strength and salvage plans, and may be available for on-scene assistance. The MSC may be able to provide vessel plans if the ship is U.S. flag. The FOSC may obtain services of MSC by calling (202) 366-6481 during business hours, by calling the Headquarters Command Center at (202) 267-2100, or calling the Salvage Duty pager (202) 214-7474, after hours. The Marine Safety Center fax number is (202) 366-3877.

3420.43 U. S. Coast Guard Gulf Strike Team:

The Gulf Strike Team can be on the scene quickly to provide initial response assistance with pumps, personnel, pollution control equipment, and miscellaneous salvage hardware. The Strike Team can be contacted 24 hrs a day at (334) 441-6601. The National Strike Force Coordination Center in North Carolina can also be notified at (252) 331-6000.

3420.5 Salvage Guidelines

This section describes marine salvage. Note: The CG COTP has jurisdiction over vessel salvage situations occurring within his/her zone; this does not preclude any other agencies' interests with respect to spill response.

Vessel casualty and oil spill, or potential oil spill, may require the following responses:

1. Search and rescue
2. Oil spill containment/clean-up
3. Fire fighting
4. Vessel salvage

The first priority in a vessel casualty is the safety of the crew and any other personnel in the area. Secondary concerns are for environmental protection and vessel salvage. Responders aboard the vessel should complete the casualty scene information that will become essential to the early efforts of salvage.

Salvage is a term used to describe all services rendered to save property from marine peril. This broad definition encompasses not only actions undertaken to save a vessel or cargo, but also includes wreck removal, harbor clearance, and deep water search and recovery. Salvage includes:

1. Providing firefighting assistance.
2. Refloating a vessel.
3. Offloading cargo or water to prevent foundering or removing sound cargo from impending peril.
4. Shoring, patching and making temporary repairs to correct structural, stability, or mechanical problems.
5. Rescue towing of an incapacitated vessel to a safe haven.
6. Preventing pollution.

3420.6 Vessel Salvage and Lightering Guide

This document is a Federal On-Scene Coordinator's (FOSC) guide to salvage and lightering evolutions. This document is designed to work in concert with the Incident Command System Operational Period Planning Cycle and should be used as a reference before or *during* an incident in order to assist with initial actions when preparing an Incident Action Plan for a salvage and/or lightering evolution. This document is *not* intended to be an all-inclusive technical guide to vessel salvage or lightering.

3420.61 Notification of Marine Casualties

Regulations contained in 46 Part 4 of the Code of Federal Regulations require owners, agents, masters, operators, or persons in charge, immediately after addressing resultant safety concerns, to notify the nearest Sector Office, Marine Inspections Office, or Coast Guard Group Office whenever a vessel is involved in a marine casualty. These casualties include:

1. An unintended grounding or an unintended strike of, or allision, with a bridge;
2. An intended grounding, or an intended strike of a bridge, that creates a hazard to navigation, the environment, or the safety of a vessel;
3. Loss of main propulsion, primary steering, or any associated component or control system that reduces the maneuverability of the vessel;
4. An occurrence that adversely affects the vessel's seaworthiness or fitness for service or route, including fire, flooding, or failure of or damage to fixed fire extinguishing systems, life saving equipment, auxiliary power generating equipment, or bilge pumping systems;
5. Loss of life;
6. An injury that requires professional medical treatment;
7. Any occurrence resulting in more than $25,000 of property damage, not including salvage cost.

The regulation 33 Part 160.215 requires vessels carrying hazardous materials to notify the nearest Coast Guard Marine Safety Office whenever a hazardous condition exists, either aboard a vessel or caused by a vessel or its operation.

3420.62 Responsibilities of Responsible Party and FOSC

In the case of an incident, the Responsible Party (RP) must take adequate measures to mitigate and/or remove damage, or risk of damage, caused by the vessel or the release of any materials from the vessel. The RP will pay for all legitimate response measures, up to their limit of liability. If an RP cannot be identified, or the acting RP fails to adequately respond, it is the responsibility of the Captain of the Port or FOSC to take over control of a particular aspect of, or the entire response. In this case, funding will be provided by the federal government until an RP is identified and charged for the response.

3420.63 Types of Marine Casualties

The primary objective in any salvage scenario, whether a single event casualty or combination of casualties, is to minimize the risk to human health, the environment, and property. The following six types of casualties are listed in order of frequency:

3420.63.1 Hull or Machinery Damage

A vessel's hull or machinery may be damaged by shifting cargo, storm damage, or other causes, and may render a vessel unable to maneuver. The greatest threats to the vessel, cargo, and environment exist when loss of maneuverability happens close to shore or hazards to navigation. Use of anchors or towing vessels may be the best defense in slowing the unintended movement of a vessel drifting towards a hazard.

3420.63.2 Stranding or Grounding

Unintentional groundings may result from navigational error, anchor drag, loss of maneuverability, or for other reasons. Ground reaction, which is usually measured in long tons or metric tons, is the weight of the vessel that is being supported by the ocean bottom instead of the water. Ground reaction can cause a vessel to capsize, become holed, break apart, or become difficult to remove from ground. A salvor or naval architect can make a good estimate of ground reaction using the information gathered by the crew or response personnel including pre-casualty drafts, post-casualty drafts, tide cycle, location/depth of ground (usually determined with soundings), type of bottom and from underwater survey. Once ground reaction is determined, it is fairly simple to estimate the force-to-free, which is the measure of the force needed to pull the vessel off the ground. Force-to-free is usually listed in short tons, which is equivalent to tug bollard pull. In order to float a vessel free or pull it off with tugs/ground tackle, ground reaction must usually be reduced in a controlled manner by deballasting, lightering, and/or tidal lifting.

3420.63.3 Collision

The most common result of a collision at sea is hull damage and flooding. Collisions are sometimes accompanied by fire and explosions, as many ship's systems and/or cargo may be damaged upon impact. The general priorities after a collision usually include damage assessment, flooding control, and firefighting. Typically, a vessel is not well-equipped to handle rapid flooding, and, when left unchecked, can lead to capsizing and foundering. Often vessel crews are not well-versed in damage control, requiring a prompt response to ensure professional salvors and marine inspectors are on scene as soon as possible.

3420.63.4 Fire and Explosion

Fires of any size onboard a vessel should be treated with extreme caution as they may quickly turn into a conflagration. Most commercial vessels will be equipped with fixed fire fighting systems to contain fires started in the engine room (the most common source of shipboard fires). Large commercial vessel crews are generally trained to combat fires that originate in the engine room or accommodation spaces. Crews are generally not trained to fight fires originating in or spreading to the cargo. Most professional salvors offer shipboard firefighting capability – either with in-house resources or via subcontractor capabilities. Shore based fire fighters often do not have an appreciation for the special considerations for shipboard firefighting, especially fixed fire fighting systems or vessel stability, and therefore should be monitored closely when employed to extinguish a fire in port. Reference Volume VI – Ports and Waterways Activities – Marine Safety Manual, COMDTINST M16000.11, Chapter 8, Coast Guard Fire Fighting Activities.

3420.63.5 Allision

Allisions occur when a vessel strikes a fixed object. Most of the considerations are the same as a collision, with the addition of assessing the damage sustained by the object, especially if the object was a bridge or critical piece of infrastructure. Immediate notification should be made to the Army Corp of Engineers and Federal and State Departments of Transportation. Appropriate actions should be taken to ensure the object does not pose a risk to future transportation onshore or to other vessels.

3420.63.6 Stress Fractures

Stress fractures are failures in the construction of the vessel and may be due to stresses imposed on a vessel because of a heavy seaway, improper loading or ballasting, or construction material fatigue. Cracks can lead to pollution or flooding incidents and, under extreme circumstances, total ship loss. Therefore, it is important to quickly assess the size, location, and orientation of the crack. Surveyors, shipyards, and Coast Guard Marine Inspectors are familiar with methods to arrest or repair cracks.

3420.64 Initial Response and Casualty Assessment

Many casualties require a quick and substantial allotment of response resources. The Unified Command will set the objectives of a vessel casualty response. Early dissemination of an accurate assessment of the vessel's condition and deployment of appropriate response resources is essential.

3420.64.1 Actions Taken by Crew

A prudent vessel captain will take certain actions to mitigate the threat to the crew and vessel. Upon receiving notification of a marine casualty, the Incident Commander should verify that the vessel master, if possible and appropriate, has taken the following actions listed to the right:

Actions to be taken by vessel's crew	
	Have ship's personnel report to emergency stations
	Secure watertight fittings
	Take appropriate fire fighting actions
	Notify the ship's operations controller
	Obtain an accurate cargo storage plan
	Request shore personnel request salvage assistance
	Display day shapes & sound appropriate signals

3420.64.2 Critical Information

There is certain information that is critical to planning a successful salvage operation. This information, essential to the response planning process, should be gathered from the vessel master or on-scene response personnel, as appropriate to the situation. For incidents involving a stranded vessel, information gathered should be used to determine the "window of opportunity" – i.e., when the most factors align for a successful operation. Appendix 1 is provided to assist responders in basic calculations for determining if and when a towing vessel should be employed. Several major marine disasters over the past 30 years could have been avoided if owners or persons in authority to deploy assistance knew what assets were available and deployed them in time to be effective. A table for tracking the resources is provided in Appendix 3. Refer to Appendix 2, for additional incident specific critical information that should be gathered and shared with all interested parties.

3420.64.3 Identify Response and Salvage Assets

The RP should immediately contract and set into motion adequate response and salvage resources. Historically, there has been reluctance on behalf of the vessel's representatives to engage a professional salvor. A decision to attempt operations without a professional salvor should be examined critically by the FOSC. To assist the RP in contracting a professional salvor, the FOSC may share information of proven response and salvage resources as listed in Appendix 4. In addition to ensuring that the RP has contracted adequate response resources, the FOSC should identify and deploy appropriate Coast Guard resources to respond to the incident. These response teams should include unit Pollution Investigators, Casualty Investigators, and Vessel Inspectors. Furthermore, the SERT team at the Marine Safety Center should be engaged and, potentially, the Navy SUPSALV.

3420.65 Setting the First Operational Objectives

Once enough information has been gathered to proceed with a decisive action plan, the USCG Operational Commander, IC or UC will set forth the operational period objectives. These objectives *may* include but are not limited to:

1. Evacuate crew
2. Control vessel movement
3. Get response personnel and equipment on-scene
4. Extinguish shipboard fire
5. Stop/slow flooding
6. Stop/slow vessel movement toward potential hazards
7. Contain pollution
8. Identify suitable place of refuge
9. Create a salvage plan
10. Mitigate potential impacts of the casualty on other vessel traffic and port activities
11. Evaluate risk to public- i.e., hazardous material release, air quality, etc.
12. Prepare and approve press release
13. Establish a safety zone
14. Contact all appropriate Federal, State and local agencies, as well as foreign governments
15. Evaluate/mitigate the environmental impacts of incident
16. Identify an appropriate lightering vessel
17. Develop/implement the vessel's security plan as appropriate

3420.66 Oil/Hazardous Material Release Mitigation and Lightering

Oil spills or hazardous material releases are of the greatest potential during groundings and almost a certainty during a major collision or other event when there is a breach in the hull. There are several ways to establish if there is an oil spill or hazardous material release. The primary method may be observation of a sheen emanating from the damaged vessel. However, this method may be of limited usefulness at night and is not indicative of damages inboard of the hull structure. Bunker and cargo tanks should be immediately sounded and monitored closely for changes that would indicate a breach. Given the high correlation between major marine casualties and pollution incidents, it is prudent to provide, at a minimum, a containment boom to surround the vessel(s).

3420.66.1 Lightering

One of the most effective ways to mitigate or prevent an oil spill or hazardous material release is to remove or conduct internal transfer of cargo and unnecessary bunker fuel from the vessel. This is particularly useful when the risk of a hull breach is increasing due to changing environmental or physical conditions on the vessel. Vessels may be lightered to another vessel, or lightered to mobile facilities ashore. Choosing which is most appropriate will depend on the location of the vessel and availability of each. Whichever is chosen, it is important to ensure the receiving vessel or facility is qualified to handle the lightered material and that any cargo/residue in hoses and holding tanks are compatible with lightered material. Furthermore, the effects on the stability of the vessel should be taken into account when lightering a vessel.

Whenever possible, lightering operations should be conducted when the vessel is in protected waters. While lightering may present benefits when attempting to re-float a vessel, it may also present additional structural stresses upon the vessel. It is important to work with naval architects as well as the person in charge of loading/offloading the vessel, who is frequently the Chief Officer or First Mate of the vessel.

3420.67 Vessel/Cargo Salvage Plan Review

A plan is essential to any successful salvage operation. Depending on the urgency and complexity of the operation, the quality of the plan may vary from a bound document approved by engineers to a sketch on a cocktail napkin. All involved parties must ensure that the plan provided is appropriate given the constraints of the operation.

When evaluating a salvage plan, it is essential to rely upon the resources available to an IC or UC for these particular incidents. The two major public resources are the Coast Guard's SERT and the Navy's SUPSALV.

3420.68 Resources

In addition to mobilizing unit investigators, inspectors, and responders, the first calls of a response should include contact with these resources. The missions of these resources are explicitly to assist Incident Commanders and on-scene response personnel in addressing matters of vessel salvage. In the table provided below, a number one indicates the best suited resource, while a two indicates a capable, though secondary resource. It is important to note that employing either a commercial salvor or Navy SUPSALV will require a funding source.

	Commercial Salvor	SERT Team	Strike Team	Navy SUPSALV
Vessel Assessment	1	2		2
Pollution Assessment	2		1	
Salvor Equipment	1		2	1
Salvage Plan Assessment		1		2

3420.68.1 Marine Safety Center Salvage Emergency Response Team (SERT)

(202) 327-3985/3987 (24 hours) or via the Coast Guard Command Center at (800) 323-7233 (24 hours)

http://homeport.uscg.mil/mycg/portal/ep/channelView.do?channelId=-24502&channelPage=%2Fep%2Fchannel%2Fdefault.jsp

The Marine Safety Center Salvage Emergency Response Team (SERT) is on call to provide immediate salvage engineering support to the Coast Guard Captains of the Port (COTP) and Federal On-Scene Coordinators (FOSC) in response to a variety of vessel casualties. Specifically, SERT can assist the COTP and FOSC manage and minimize the risk to people, the environment, and property when responding to vessels that have experienced a casualty. SERT provides this assistance by performing numerous technical evaluations including: assessment and analysis of intact and damaged stability, hull stress and strength, grounding and freeing forces, prediction of oil/hazardous substance outflow, and expertise on passenger vessel construction, fire protection, and safety.

SERT has mobile computing capability for on-scene deployment. The MSC maintains a database containing over 5,000 hull files that can be used to generate computer models of vessels used in salvage engineering. External relationships with organizations like the Navy Supervisor of Salvage (SUPSALV), Coast Guard Intel Coordination Center, and the Office of Naval Intelligence (ONI), as well as all major class societies, also enable the salvage team to quickly locate and transfer information about a damaged vessel that would otherwise be difficult to access.

When requesting SERT assistance, the Rapid Salvage Survey Form, which contains the minimum essential casualty details, should be utilized. The Survey form and the information required for the creation of a salvage plan are available at *http://homeport.uscg.mil/mycg/portal/ep/home.do*.

3420.68.2 Coast Guard Strike Team

National Strike Force Coordination Center: 252-331-6000 (24 hours)

The National Strike Force (NSF) was established in 1973 as a direct result of the Federal Water Pollution Control Act of 1972. The NSF's mission is to provide highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness and response to oil and hazardous substance pollution incidents in order to protect public health and the environment. The NSF's area of responsibility covers all Coast Guard Districts and Federal Response Regions.

The Strike Teams provide rapid response support in incident management, site safety, contractor performance monitoring, resource documentation, response strategies, hazard assessment, oil spill dispersant and operational effectiveness monitoring, and high capacity lightering and offshore skimming capabilities.

3420.68.3 SUPSALV – Supervisor of Salvage and Diving

(202) 781-3889 (24 hours)

The Office of the Director of Ocean Engineering, Supervisor of Salvage and Diving (SUPSALV), is a component of the Naval Sea Systems Command (NAVSEA). SUPSALV is located at the Washington Navy Yard in Washington, DC. SUPSALV is responsible for all aspects of ocean engineering, including salvage, in-water ship repair, contracting, towing, diving safety, and equipment maintenance and procurement.

The Salvage Operations Division maintains standing worldwide commercial contracts for salvage, emergency towing, deep ocean search and recovery operations, and oil pollution abatement. Additionally, they own, maintain and operate the worldwide Emergency Ship Salvage Material (ESSM) system, which incorporates the world's largest standby inventory of salvage and pollution abatement equipment. They also own, maintain, and operate a large number of deep ocean search and recovery systems, with depth capabilities up to 20,000 feet. They also routinely provide salvage technical assistance to fleet salvors, as well as to other federal agencies.

Within the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), SUPSALV has been assigned as 1 of 7 "Special Teams" available to the Federal On-Scene Coordinator (FOSC). Thus, they provide assistance (personnel and/or equipment) for oil or hazardous substance spills, or potential spills (i.e., salvage operations), as requested by any FOSC. Support ranges from technical salvage, operational assistance to full mobilization of SUPSALV and other Navy resources to support a response to a marine casualty. These services are provided on a reimbursable basis only.

3420.68.4 American Salvage Association

(703) 373-2267

Leading U.S. salvors have formed the American Salvage Association (ASA). Created in response to the need for providing an identity and assisting in the professionalizing of the U.S. marine salvage and firefighting response, the intention of the ASA is to professionalize and improve marine casualty response in U.S. coastal and inland waters.

The American Salvage Association meets with various federal and state agencies to exchange views on the improvement of salvage and firefighting response in the U.S.

3420.69 References

American Salvage Association (ASA) Safety Standards, March 2003.

Available at: http://www.americansalvage.org/

Cook Inlet Subarea Contingency Plan, July 1997.

Available at: http://akrrt.org/CIplan/CookInletSCP.shtml

George, W. E., 1983. Stability and Trim for the Ship's Officer. Cornell Maritime Press, Centreville, Maryland.

Milwee, W. I. Jr., 1996. Modern Marine Salvage. Cornell Maritime Press, Centreville, Maryland.

NAVSEA Instruction 4740.8 (series), Salvage, Recovery and Open Sea Spill Response Programs.

Naval Sea Systems Command letter dated October 28, 2004. Emergency Response Resources Available to Navy and Other Federal Agencies Through the Navy Supervisor of Salvage. Available at: http://www.supsalv.org/.

OPNAV Instruction 4740.2 (series), Salvage and Recovery Program.

SeaRiver Emergency Response Plan, West Coast Notifications Field Manual, September 1997.

U.S. Coast Guard Marine Safety Center available at: http://homeport.uscg.mil/mycg/portal/ep/channelView.do?channelId=-24502&channelPage=%2Fep%2Fchannel%2Fdefault.jsp

40 CFR Part 300 National Oil and Hazardous Substances Pollution Contingency Plan

International Maritime Organization Resolution A.949(23) Guidelines on Places of Refuge for Ships in Need of Assistance dtd 5 March 2004

3420.69.1 Stranded Vessel Quick Response Card (QRC)

Establishing a quick and effective towing arrangement on a stranded vessel or one that has simply lost its ability to maneuver may mean the difference between a simple maneuvering evolution and disaster. The following QRC is provided to ensure that RPs are taking appropriate and adequate actions to mitigate risk to the vessel and further impact of the casualty.

Vessels Adrift – Risk identification

	Vessel position	*°Latitude, °Longitude*	
	Current vessel set and drift	*degrees True*	*knots*
	Predicted set and drift due to weather/tide/current*	*degrees True*	*knots*
	Nearest shoal, hazard, or shipping lane	*identification*	
	Distance to nearest shoal, hazard or shipping lane	*nautical mile (nm)*	
	Time to reach nearest shoal, hazard or shipping lane (*nm/knots of drift*) / Estimated time	** *hours*	*hh:mm*

*Vessels adrift may slow their set and drift with the use of a drogue or by lowering their ground tackle, even if it does not reach the sea floor. Slowing set and drift increases critical available response time.

Towing Vessels – Time to rig tow

	Time to recall vessel crew / Estimated time	*hours*	*hh:mm*
	Time to get towing vessel underway en route to stranded vessel position / Estimated time	*hours*	*hh:mm*
	Distance from towing vessel to stranded vessel	*nm*	
	Cruising speed of towing vessel	*knots*	
	Time til towing vessel on scene (*nm/knots)* / Estimated time	*hours*	*hh:mm*
	Time to rig tow / Estimated time	*hours*	*hh:mm*
	Time to re-setup for tow if first attempt fails	*hours*	
	Total time to take control of vessel *(hours til on scene + hours to rig tow)*/ Estimated time	** *hours*	*hh:mm*

** Time to take control of vessel must not exceed the time to reach the nearest shoal or hazard.

Towing assets should be called upon in the following priority while ensuring adequate response time: (1) Commercial towing vessels (2) U.S. Coast Guard assets (3) DOD assets (4) U.S. vessels in the vicinity (5) Foreign vessels in the vicinity.

3420.69.2 Incident Specific, Critical Information

Following the report of an incident, certain initial information must be gained to mount a successful response and salvage operation. This list is not all-inclusive, but may be used to ensure certain critical information is gathered from on-scene personnel as well as from response resources. Many of the ship design particulars may be retrieved from the vessel's Shipboard Oil Pollution Emergency Plan (SOPEP) and Vessel Response Plan (VRP).

Incident		Critical Information
All Incidents		
	Safety status of crew	
	Proximity to navigation hazard	
	On-scene weather conditions	
	Forecasted weather conditions	
	Contracted resources	
	Potential damage / breaches in hull	
	Potential for spill or plume	
	Status of ground tackle	
	Communications nature and schedule	
	Quantity/nature of cargo/fuel/ballast	
	Status of propulsion & steering	
Grounding		
	Pre-casualty drafts	
	Post-casualty drafts	
	Tide height at grounding	
	Location/depth of soundings	
	Time/Height of next high tide	
	Tank soundings	
	Availability of salvage resources	
	Bottom type	
Fire		
	Status of shipboard fire pumps	
	Status of fixed firefighting systems	
	Risk of further damage to vessel	
	Status of emergency electrical systems	
	Availability of fire fighting resources	
Collision/Allision/Flooding		
	Relative stability of each vessel	
	Status of ships dewatering systems	
	DOT, ACOE, State notified (allisions)	

3420.69.3 Elements of a Salvage Plan

All Incidents	
	Pre-incident drafts fore and aft
	Cargo listing / volume
	Fuel volume
	Status of vessel propulsion and steering systems
	Post casualty drafts
	Contingency planning identifying possible failure points
	Lightering considerations
	Clear understanding or contractual agreement of responsibility for control of vessel
	Strength of hull girder, damaged areas, attachment points, and rigging
	Booming considerations
	Means for controlling interference between pollution response and salvage efforts
	Potential pollution risks and precautions to avoid or minimize impact
	Communications plan
	Anticipated start time and predicted tides, currents, weather
Grounding	
	Post casualty drafts/locations/soundings
	Bottom type
	Estimated ground reaction
	Force-to-free
	Towing assets available/utilized and horse power of each
	Predicted stability when re-floated
	A summary of the engineering rationale for retraction & refloating techniques
	Tow/rigging plan including attachment points
Lightering	
	Volume of cargo/fuel to be lightered
	Type of cargo to be lightered
	Identification of compatible receiving facilities
	Special procedures to handle hazardous cargo/materials
Flooding	
	Identification and listing of all dewatering systems to be employed
	Order of dewatering to ensure satisfactory stability of vessel
Transit Plan	
	Identification of transit route and final destination
	Means for controlling the vessel as it is freed
	Route identified, with special attention to increased draft and beaching areas
	Vessel escorts, if any, to be employed and horse power of each
	Any preparation of vessel necessary to gain permission for entry into destination

3420.69.4 Area Specific Commercial Salvage Resources

Areas should keep a current listing and contact information for professional salvor resources located within their zone. This list may be referred to or provided to an RP when ensuring a time allocation of tug and salvage assistance. These are all commercial resources that require funding.

When populating this list with salvors, consider company's 24-hour capabilities, employee training, response history, and ability to create an acceptable salvage plan.

If zone involves international border, consider including international assets in this list.

Resource	24-hour phone number	Internet address
Towing / Salvage		
Oil Spill Response		
HazMat Response		
Fire Response		

3420.69.5 Sample SUPSALV Request Message

P _____Z JAN 05

FM COGARD MSO CHICAGO IL

TO CNO WASHINGTON DC//N3N5/N311/N312//

INFO CCGDNINE CLEVELAND OH//M//

COMCOGARDGRU MILWAUKEE WI//OPS//

JCS NMCC WASHINGTON DC

COMNAVSEASYSCOM WASHINGTON DC//00C//

COMLANTAREA COGARD PORTSMOUTH VA//M//

COMDT COGARD WASHINGTON DC//MOR/OPD//

JOINT STAFF WASHINGTON DC//J3/DDATHD/JDOMS//

USNORTHCOM

BT

UNCLAS

SUBJ: REQUEST FOR USN SUPSALV ASSISTANCE ISO RESPONSE TO SUNKEN TANK BARGE (TB) EMC423 ON CHICAGO SANITARY AND SHIP CANAL

REF/A/IAA/USCG-USN/15SEP1980//

REF/B//40 CFR PART 300//

NARR/REF A IS THE INTER-AGENCY AGREEMENT BETWEEN NAVY AND COAST GUARD FOR OIL SPILL CLEAN UP AND SALVAGE OPS. REF B IS THE NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN, FEDERAL REGULATIONS PROVIDING FOR INTER-AGENCY POLLUTION RESPONSE COORDINATION.//

1. IN ACCORDANCE WITH REFS A AND B, THE COAST GUARD FEDERAL ON-SCENE COORDINATOR, MSO CHICAGO, REQUESTS IMMEDIATE NAVSEA-00C, USN SUPERVISOR OF SALVAGE (SUPSALV), SUPPORT IN RESPONSE TO SINKING OF TB EMC423 ON THE CHICAGO SANITARY AND SHIP CANAL, STICKNEY, IL. SINKING OF TB EMC423 HAS CAUSED LIMITED CLOSURE OF CHICAGO SANITARY AND SHIP CANAL DUE TO NAVIGATION HAZARDS AND OIL SPILL CLEAN-UP OPS. REQUEST SUPPORT IN THE FOLLOWING AREAS: SALVAGE, DIVING, AND OIL SPILL CONTROL CONSULTATION, EVALUATION, PLANNING, AND OPERATIONAL SERVICES. SALVAGE EQUIPMENT AND SPECIALIZED OIL SPILL CONTROL EQUIPMENT MAY BE REQUESTED AT A LATER DATE. ANTICIPATED DURATION OF DEPLOYMENT IS 14 DAYS. FUNDING FOR PERSONNEL WILL BE UNDER THE OIL SPILL LIABILITY TRUST FUND, FPN G05002.

2. POC IS CAPTAIN TERRENCE CARTER: 630-986-2155.

BT

3430 Marine Fire Fighting

The Fire Suppression Branch Director, when activated, is under the direction of the OSC. The Fire Department's initial Operations Section Chief at a maritime fire is often re-designated the Fire Suppression Branch Director under a UC. The Director is responsible for the assigned portion of the IAP that deals with fire suppression activities, assignment of resources within the branch, and reporting progress of control activities, and status of resources within the branch.

1. Obtain briefing from person relieving.
2. Receive briefing from the OSC.
3. Identify Divisions, Groups, and resources assigned to the Branch.
4. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
5. Implement IAP for the Branch.
6. Develop with subordinates alternatives for Branch control operations.
7. Review Division/Group Assignment Lists (ICS204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
8. Assign specific work tasks to DIVS.
9. Supervise Branch operations.
10. Resolve logistic problems reported by subordinates.
11. Attend planning meetings as requested by the OSC.
12. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
13. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
14. Approve accident and medical reports (home agency forms) originating within the Branch.
15. Consider demobilization well in advance.
16. Debrief with OSC and/or as directed at the end of each shift.
17. Prioritize responses to fires related to the incident
18. Determine resource needs.
19. Direct and coordinate fire fighting mission.
20. Manage dedicated fire fighting resources.
21. Brief Emergency Response Branch Director on activities.
22. Maintain Unit/Activity Log (ICS 214).

3440 Hazmat

The Hazardous Substance/Material Group Supervisor is responsible for the implementation of the phases of the IAP dealing with the Hazardous Material Group operations. The Hazardous Substance/Material Group Supervisor is responsible for the assignment of resources within the Hazardous Substance/Material Group, reporting on the progress of control operations and the status of resources within the Group. The Hazardous Substance/Material Group Supervisor directs the overall operations of the Hazardous Substance/Materials Group; Additional tasks include:

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor. Identify resources assigned to the Division/Group.
3. Provide the IAP to subordinates, as needed.

4. Review Division/Group assigned tasks and incident activities with subordinates.
5. Implement IAP for Division/Group.
6. Supervise Division/Group resources and make changes as appropriate.
7. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
8. Coordinate activities with adjacent Division/Group.
9. Determine need for assistance on assigned tasks.
10. Submit situation and resources status information to the Branch Director or the OSC as directed.
11. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
12. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
13. Resolve logistics problems within the Division/Group.
14. Participate in the development of Branch plans for the next operational period, as requested.
15. Consider demobilization well in advance.
16. Debrief as directed at the end of each shift.
17. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
18. Evaluate and recommend public protection action options to the OSC or Branch Director (if activated).
19. Ensure that current weather data and future weather predictions are obtained.
20. Establish environmental monitoring of the hazard site for contaminants.
21. Ensure that a Site Safety and Control Plan (ICS Form 208-HM) is developed and implemented.
22. Conduct safety meetings with the Hazardous Substance/Material Group.
23. Participate, when requested, in the development of the IAP.
24. Ensure that recommended safe operational procedures are followed.
25. Ensure that the proper Personal Protective Equipment is selected and used.
26. Ensure that the appropriate agencies are notified through the Incident Commander.
27. Maintain Unit Log (ICS Form 214-CG).

3440.1 Entry Leader

Reports to the Hazardous Substance/Material Group Supervisor. The Entry Leader is responsible for the overall entry operations of assigned personnel within the Exclusion Zone.

1. Supervise entry operations.
2. Recommend actions to mitigate the situation within the Exclusion Zone.
3. Carry out actions, as directed by the Hazardous Substance/Material Group Supervisor.
4. Maintain communications and coordinate operations with the Decontamination Leader. Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).

5. Maintain communications and coordinate operations with the Technical Specialist Hazardous Substance/Material Reference.
6. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
7. Direct rescue operations, as needed, in the Exclusion Zone.
8. Maintain Unit Log (ICS 214-CG).

3440.2 Initial Emergency Response Procedures

3440.3 Evacuation Procedures

3440.4 Hazmat POC's

3440.5 Types of Equipment Required

3450 EMS

3450.1 Emergency Medical Services

Under the direction of the Emergency Response Branch Director, the EMS Group Supervisor is responsible for coordinating and directing all emergency medical services related to the incident.

1. Prioritize EMS responses related to the incident.
2. Determine resource requirements.
3. Direct and coordinate EMS responses.
4. Manage dedicated EMS resources.
5. Brief Emergency Response Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3460 Law Enforcement

Under the direction of the Emergency Response Branch Director, the Law Enforcement Group Supervisor is responsible for coordinating and directing all law enforcement activities, related to the incident, which may include, but not limited to, isolating the incident, crowd control, traffic control, evacuations, beach closures, and/or perimeter security.

1. Determine resource needs.
2. Direct and coordinate law enforcement response.
3. Manage dedicated law enforcement resources.
4. Manage public protection action; e.g., evacuations, beach closures, etc.
5. Brief Emergency Response Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

3460.1 Perimeter/Crowd/Traffic/Beach Control

3460.2 Safety/Security Zones

3500 Air Ops

The Air Operations Branch Director (AOBD) is ground-based and is primarily responsible for preparing the Air Operations Summary Worksheet (ICS 220-CG), the air operations portion of the IAP and for providing logistical support to incident aircraft. The Air Operations Summary Worksheet (ICS 220-CG) serves the same purpose as the Work Assignment (ICS 204-CG) does for other operational resources, by assigning and managing aviation resources on the incident. The Air Operations Summary Worksheet (ICS-220-CG) may or may not be completed depending on the needs of the incident. The AOBD will ensure that agency directives, to include Coast Guard Air Operations Manual, COMDTINST M3710.1(series), flight manuals, unit restrictions, and other agency directives will not be violated by incident aircraft, e.g., flight hours, hoist limitations, night flying, etc. Individual aircrews retain primary responsibility to ensure their aircraft are operated in accordance with their own agency's restrictions and directives. It is also the responsibility of individual aircrews to keep the AOBD informed of their agency's restrictions and directives that may affect their ability to execute incident assignments. After the IAP is approved, the AOBD is responsible for overseeing the tactical and logistical assignments of the Air Operations Branch. In coordination with the Logistics Section, the AOBD is responsible for providing logistical support to aircraft operating on the incident.

1. Organize preliminary air operations.
2. Coordinate airspace use with the FAA. Request declaration (or cancellation) of Temporary Flight Restriction (TFR) IAW FAR 91.173 and post Notice to Airmen (NOTAM) as required.
3. Attend the tactics meeting and planning meeting to obtain information for completing the Air Operations Summary Worksheet (ICS 220-CG), if needed.
4. Participate in preparation of the IAP through the OSC. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.
5. Coordinate with the COML to designate air tactical and support frequencies.
6. Perform operational planning for air operations.
7. Prepare and provide Air Operations Summary Worksheet (ICS 220-CG), if completed, to the Air Support Group and Fixed-Wing Bases.
8. Supervise all air operations activities associated with the incident.
9. Evaluate helibase and helispot locations.
10. Establish procedures for emergency reassignment of aircraft.
11. Coordinate approved flights of non-incident aircraft in the TFR.
12. Coordinate Coast Guard air assets with the appropriate Command Center(s) through normal channels on incident air operations activities.
13. Consider requests for logistical use of incident aircraft.
14. Report to the OSC on air operations activities.
15. Report special incidents/accidents.
16. Develop Aviation Site Safety Plan in concert with SOFR.
17. Arrange for an accident investigation team when warranted.
18. Debrief with OSC as directed at the end of each shift.
19. Maintain Unit Log (ICS 214-CG).

3510 Air Tactical Group Supervisor (ATGS)

The ATGS is primarily responsible for tactical operations of aircraft and aircrews. This includes: 1) providing fuel and other supplies; 2) providing maintenance and repair of aircraft; 3) keeping records of aircraft activity, and 4) providing enforcement of safety regulations. The ATGS reports to the AOBD.

The major responsibilities of the ATGS are:

1. Obtain a copy of the IAP from the AOBD, including Air Operations Summary Worksheet (ICS 220-CG), if completed.
2. Participate in AOBD planning activities.
3. Inform AOBD of group activities.
4. Identify resources/supplies dispatched for the Air Tactical Group.
5. Request special air tactical items from appropriate sources through Logistics Section.
6. Coordinate activities with AOBD.
7. Obtain assigned ground-to-air frequency for airbase operations from the Communications Unit Leader (COML) or Incident Radio Communications Plan (ICS 205-CG).
8. Inform AOBD of capability to provide night flying service.
9. Ensure compliance with each agency's operations checklist for day and night operations.
10. Debrief as directed at the end of each shift.
11. Determine what aircraft (fixed wing and helicopters) are operating within the area of assignments.
12. Obtain briefing from the Air Operations Branch Director or Operations Section Chief.
13. Manage air tactical activities based upon the Incident Action Plan.
4. Establish and maintain communications with Air Operations, Fixed Wing Aircraft and Helicopter Coordinators, Air Support Group Supervisor, and Fixed-Wing Bases.
5. Coordinate approved flights on non-incident aircraft or non-tactical flights in restricted air space area.
6. Coordinate dispersant, in-situ burning, and bioremediation application through the Air Operations Branch Director.
7. Obtain information about air traffic external to the incident.
8. Receive reports of non-incident aircraft violating restricted air space area.
9. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division Supervisor).
10. Inform the Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
11. Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.
12. Identify remote sensing technology that may enhance surveillance capabilities.
13. Coordinate air surveillance observations and provide reports by the most direct methods available.
14. Report on air surveillance and operations activities to Air Operations Branch Director.
15. Coordinate application monitoring requirements with the Helicopter and Fixed Wing Coordinators and the Situation Unit.

16. Report on air application activities to the Air Operations Director.
17. Report on incidents/accidents.
14. Maintain Unit Log (ICS 214-CG).

3510.2 Aerial Surveillance

3510.3 Aerial Dispersant Application

3510.4 Procedures for Temporary Flight Restrictions

3510.5 Permanent Area Restrictions

3520 Air Support Group Supervisor (ASGS)

The ASGS is primarily responsible for supporting aircraft and aircrews. This includes: 1) providing fuel and other supplies; 2) providing maintenance and repair of aircraft; 3) keeping records of aircraft activity, and 4) providing enforcement of safety regulations. The ASGS reports to the AOBD.

The major responsibilities of the ASGS are:

1. Obtain a copy of the IAP from the AOBD, including Air Operations Summary Worksheet (ICS 220-CG), if completed.
2. Participate in AOBD planning activities.
3. Inform AOBD of group activities.
4. Identify resources/supplies dispatched for the Air Support Group.
5. Request special air support items from appropriate sources through Logistics Section.
6. Determine need for assignment of personnel and equipment at each airbase.
7. Coordinate activities with AOBD.
8. Obtain assigned ground-to-air frequency for airbase operations from the Communications Unit Leader (COML) or Incident Radio Communications Plan (ICS 205-CG).
9. Inform AOBD of capability to provide night flying service.
10. Ensure compliance with each agency's operations checklist for day and night operations.
11. Ensure dust abatement procedures are implemented at helibases and helispots.
12. Provide crash-rescue service for helibases and helispots.
13. Debrief as directed at the end of each shift.
14. Maintain Unit Log (ICS 214-CG).

3520.1 Airports/Helibases

A location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

See appropriate Geographic Response Plan

3520.2 Helispots

A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

See appropriate Geographic Response Plan

3520.3 List of Certified Helos/Aircraft Providers

See appropriate Geographic Response Plan

3520.4 Fuel/Maintenance Sources

See appropriate Geographic Response Plan

3520.5 Air Traffic Control Procedures

Contact nearest local FAA Air Traffic Control Representative to request temporary flight restrictions.

3600 Wildlife

The Wildlife Branch Director is responsible for minimizing wildlife injuries during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the SUL; advising on wildlife protection strategies, including diversionary booming placements, in-situ burning, and chemical countermeasures; removing of oiled carcasses, employing wildlife hazing measures as authorized in the IAP; and recovering and rehabilitating impacted wildlife. A central Wildlife Processing Center should be identified and maintained for, evidence tagging, transportation, veterinary services, treatment and rehabilitation storage, and other support needs. The activities of private wildlife care groups, including those employed by the RP, will be overseen and coordinated by the Wildlife Branch Director.

1. Obtain briefing from person relieving.
2. Receive briefing from the OSC.
3. Identify Divisions, Groups, and resources assigned to the Branch.
4. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
5. Implement IAP for the Branch.
6. Develop with subordinates alternatives for Branch control operations.
7. Review Division/Group Assignment Lists (ICS 204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
8. Assign specific work tasks to DIVS.
9. Supervise Branch operations.
10. Resolve logistic problems reported by subordinates.
11. Attend planning meetings as requested by the OSC.
12. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
13. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
14. Approve accident and medical reports (home agency forms) originating within the Branch.
15. Consider demobilization well in advance.
16. Debrief with OSC and/or as directed at the end of each shift.
17. Develop the Wildlife Branch portion of the IAP.
18. Supervise Wildlife Branch operations.
19. Determine resource needs.
20. Review the suggested list of resources to be released and initiate recommendation for release of resources.
21. Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
22. Report information about special activities, events, and occurrences to the OPS.
23. Assist the Volunteer Coordinator in determining training needs of wildlife recovery volunteers.
24. Maintain Unit Log (ICS 214-CG)

3610 Fish and Wildlife Protection Options

3620 Recovery

Under the direction of the Wildlife Branch Director, the Wildlife Recovery Group Supervisor is responsible for coordinating the search for collection and field tagging of dead and live impacted wildlife and transporting them to the processing center(s). This group should coordinate with the Planning Situation Unit in conducting aerial and group surveys of wildlife population in the vicinity of the spill. They should also deploy acoustic and visual wildlife hazing equipment, as needed.

1. Obtain briefing from person relieving.
2. Receive briefing from the OSC.
3. Identify Divisions, Groups, and resources assigned to the Branch.
4. Ensure that Division and/or Group Supervisors (DIVS) have a copy of the IAP.
5. Implement IAP for the Branch.
6. Develop with subordinates alternatives for Branch control operations.
7. Review Division/Group Assignment Lists (ICS 204-CG) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
8. Assign specific work tasks to DIVS.
9. Supervise Branch operations.
10. Resolve logistic problems reported by subordinates.
11. Attend planning meetings as requested by the OSC.
12. Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
13. Report to OSC when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
14. Approve accident and medical reports (home agency forms) originating within the Branch.
15. Consider demobilization well in advance.
16. Debrief with OSC and/or as directed at the end of each shift.
17. Determine resource needs.
18. Establish and implement protocols for collection and logging of impacted wildlife.
19. Coordinate transportation of wildlife to processing station(s).
20. Brief the Wildlife Branch Director on activities.
21. Maintain Unit/Activity Log (ICS 214).

3620.1 Wildlife Recovery Operations/Procedures

3620.2 Recovery Processing

3620.3 Carcass Retrieval and Processing

3630 Wildlife Rehab

3630.1 Wildlife Rehab Operations

The Wildlife Rehabilitation Center Manager is responsible for the oversight of facility operations, including: receiving oiled wildlife at the processing center, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport and rehabilitation of oiled wildlife. The Wildlife Rehabilitation Center Manager is responsible for assuring appropriate transportation appropriate treatment centers for oiled animals requiring extended care and treatment.

1. Determine resource needs and establish a processing station for impacted wildlife.
2. Process impacted wildlife and maintain logs.
3. Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch Operations Director.
4. Coordinate the transport of wildlife to other facilities.
5. Coordinate release of recovered wildlife.
6. Implement Incident Demobilization Plan.
7. Maintain Unit Log (ICS 214-CG).

3630.2 Rehab Facilities

3630.3 Rehab Procedures

3700 Reserved

3800 Reserved

3900 Reserved for Area/District

4000 Planning

4100 Planning Section Organization

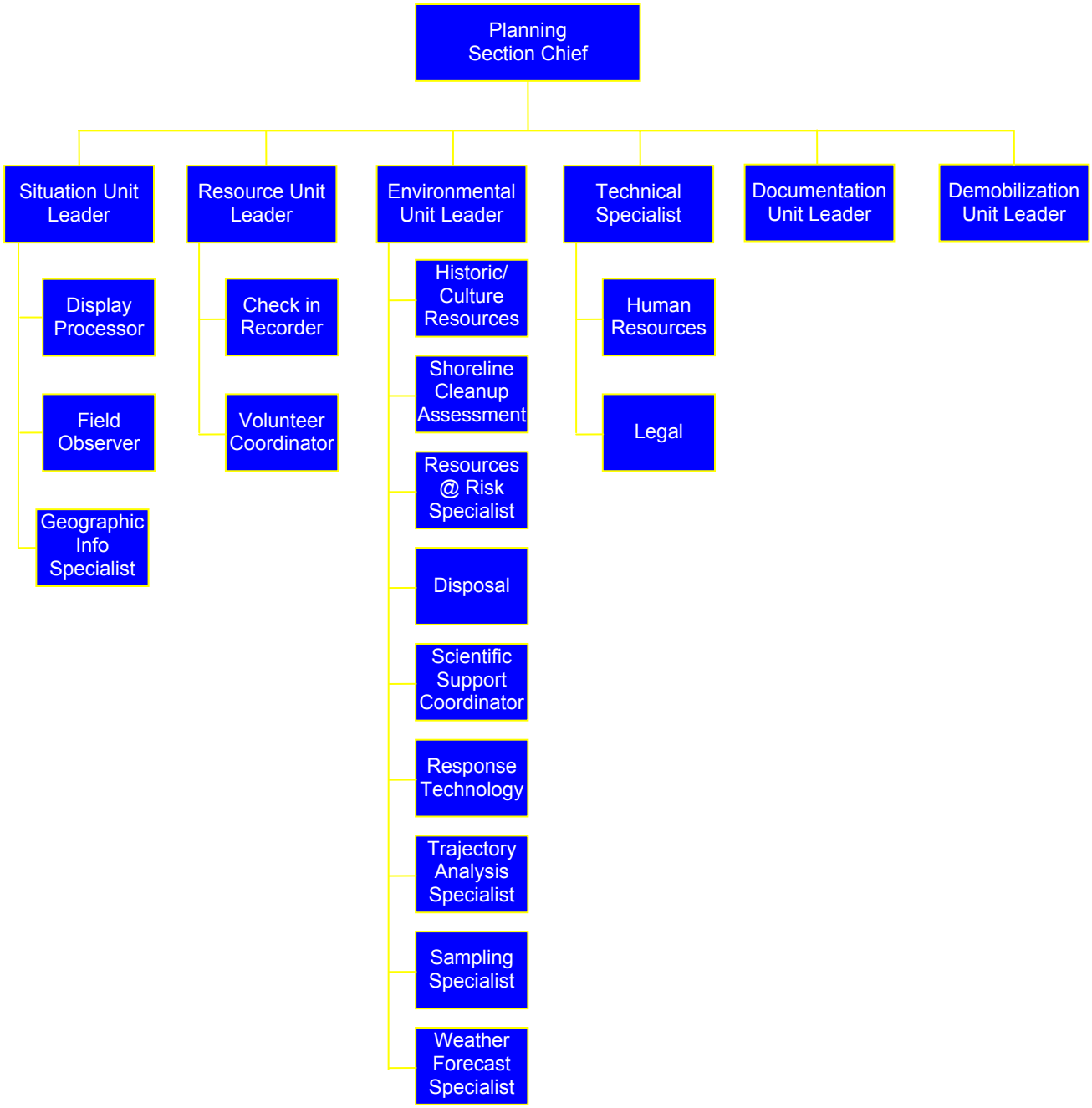


Figure 5 – Planning Section

4110 Planning Section Planning Cycle Guide

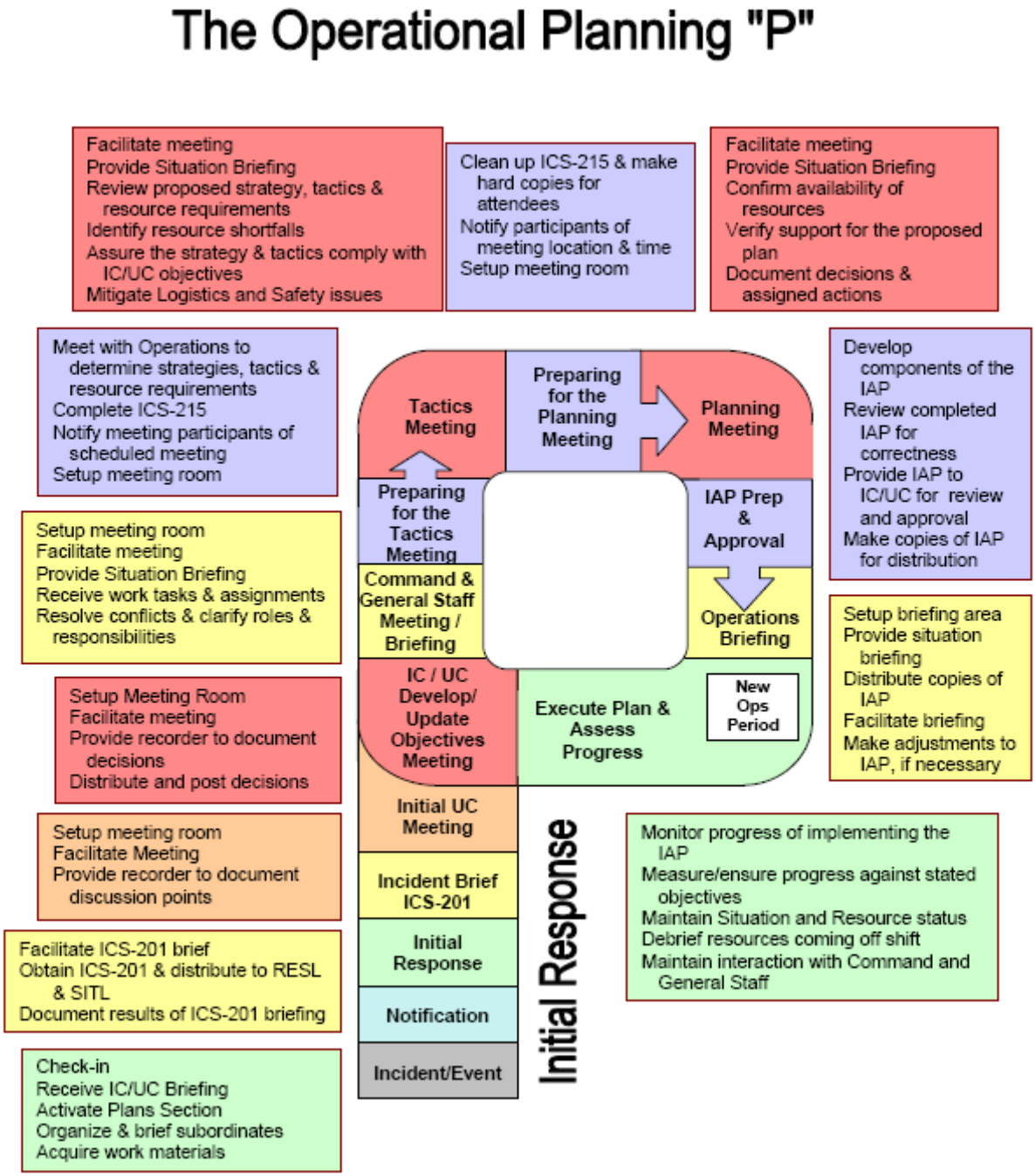


Figure 6 – Planning Cycle

4120 Planning Section Chief

The Planning Section Chief (PSC), a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events, and prepare the IAP for the next operational period.

1. Activate Planning Section units.
2. Assign available personnel already on site to ICS organizational positions as appropriate.
3. Collect and process situation information about the incident.
4. Supervise preparation of the IAP.
5. Provide input to the Incident Commander (IC) and Operations Section Chief in preparing the IAP.
6. Participate in planning and other meetings as required.
7. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.
8. Determine need for any specialized resources in support of the incident.
9. Provide RESL with the Planning Section's organizational structure including names and locations of assigned personnel.
10. Assign Technical Specialists where needed.
11. Assemble information on alternative strategies.
12. Assemble and disassemble Strike Teams or Task Forces as necessary.
13. Provide periodic predictions on incident potential.
14. Compile and display incident status summary information.
15. Provide status reports to appropriate requesters.
16. Advise General Staff of any significant changes in incident status.
17. Incorporate the incident Traffic Plan from Ground Support Unit, Vessel Routing Plan from Vessel Support Unit, and other supporting plans into the IAP.
18. Instruct Planning Section Units in distribution and routing of incident information.
19. Prepare recommendations for release of resources for submission to members of Incident Command.
20. Maintain section records.
21. Maintain Unit/Activity Log (ICS 214).

4200 Situation

The Situation Unit Leader (SITL) is responsible for collecting, processing and organizing incident information relating to the growth, mitigation or intelligence activities taking place on the incident. The SITL may prepare future projections of incident growth, maps and intelligence information. The major responsibilities of the SITL are:

1. Review unit leader responsibilities.
2. Begin collection and analysis of incident data as soon as possible.
3. Prepare, post, or disseminate resource and situation status information as required, including special requests.
4. Prepare periodic predictions or as requested by the PSC.
5. Prepare the Incident Status Summary Form (ICS 209-CG).
6. Provide photographic services and maps if required.
7. Conduct situation briefings at meetings and briefings as required by the PSC.

8. Develop and maintain master chart(s)/map(s) of the incident.
9. Maintain chart/map of incident in the common area of the ICP for all responders to view.
10. Maintain Unit Log (ICS 214-CG).

4210 Chart/Map of Area

See Geographic Response Plans

4220 Weather/Tides/Currents

The Weather Forecast Specialist is responsible for acquiring and reporting incident-specific weather forecasts. The Specialist will interpret and analyze data from NOAA's National Weather Service and other sources. This person will be available to answer specific weather-related response questions and coordinate with the Scientific Support Coordinator and Trajectory Analysis Specialist, as needed. Weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the command post.

1. Gather pertinent weather information from all appropriate sources.
2. Provide incident-specific weather forecasts on an assigned schedule.
3. Provide briefing on weather observations and forecasts to the proper personnel.
4. Maintain Unit/Activity Log (ICS-214).

4230 Situation Unit Displays

The Display Processor (DPRO) is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and other photographs, and infrared data.

1. Determine:
    a. Location of work assignments.
    b. Numbers, types and locations of displays required.
    c. Priorities.
    d. Map requirements for IAP.
    e. Time limits for completion.
2. Obtain necessary equipment and supplies.
3. Obtain copy of IAP for each operational period.
4. Assist SITL in analyzing and evaluating field reports.
5. Develop required displays in accordance with time limits for completion.
6. Maintain Unit Log (ICS 214)

4240 On Scene Command and Control (OSC^2)

A system will be used during an incident to manage on-scene command and control. There are various "systems" available use. The USCG is currently developing OSC^2, which can support and complement the Incident Command System, serving as the platform for the integration, display, and redistribution of real-time, or near real-time, response and planning information for use by the Unified Command and the planning and Operations sections of the ICS.

4250 Required Operational Reports

The Field Observer (FOBS) is responsible for collecting situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

1. Determine:
   a. Location of assignment.
   b. Type of information required.
   c. Priorities.
   d. Time limits for completion.
   e. Method of communication.
   f. Method of transportation.
2. Obtain necessary equipment and supplies.
3. Perform FOSB responsibilities to include, but not limited to, the following:
   a. Perimeters of incident.
   b. Locations of trouble spots.
   c. Weather conditions.
   d. Hazards.
   e. Progress of operation resources.
4. Be prepared to identify all facility locations; e.g., helispots and Division and Branch boundaries.
5. Report information to SITL by established procedure.
6. Report immediately any condition observed which may cause danger and safety hazard to personnel.
7. Gather intelligence that will lead to accurate predictions.
8. Maintain Unit Log (ICS 214).

4300 Resources

The Resource Unit Leader (RESL) is responsible for maintaining the status of all assigned tactical resources and personnel at an incident. This is achieved by overseeing the check-in of all tactical resources and personnel, maintaining a status-keeping system indicating current location and status of all these resources. The RESL Job Aid, Reference (b), should be reviewed regarding the organization and duties of the RESL. The major responsibilities of the RESL are:

1. Review unit leader responsibilities.
2. Establish the check-in function at incident locations.
3. Prepare Organization Assignment List (ICS 203-CG) and Organization Chart (ICS 207-CG).
4. Prepare appropriate parts of Division Assignment Lists (ICS 204-CG).
5. Maintain and post the current status and location of all tactical resources.
6. Maintain master roster of all tactical resources checked in at the incident.
7. Attend meetings and briefings as required by the PSC.
8. Review Resource Unit Leader Job Aid.
9. Maintain Unit Log (ICS 214-CG).

4310 Resource Management Procedures

4310.1 Check-in Procedures

Check-in/Status Recorders (SCKN) are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

1. Obtain required work materials, including Check-in Lists (ICS 211-CG), Resource Status Cards (ICS-219) and status display boards or T-card racks.
2. Post signs so that arriving resources can easily find incident check-in location(s).
3. Record check-in information on Check-in Lists (ICS 211-CG).
4. Transmit check-in information to the RESL.
5. Forward completed ICS 211-CG and Status Change Cards (ICS-210) to the RESL.
6. Receive, record, and maintain resource status information on Resource Status Cards (ICS-219) for incident-assigned tactical resources, and overhead personnel.
7. Maintain files of Check-in Lists (ICS 211-CG).
8. Maintain Unit Log (ICS 214-CG).

4320 Volunteers

In accordance with the National Response Framework, the use of volunteers shall be addressed as follows:

Volunteers are a valuable resource during emergency response events. However, in order to manage them efficiently and effectively, it is important to have an approved process in place prior to the event.

Keep in mind that volunteers are just that – volunteers. They will do what they want, when they want, and when you least expect it, if not guided. Strong leadership within a volunteer organization or agency will be important. Volunteers should be encouraged to contact and register to become a part of a voluntary group because the groups have their own leadership that will have the capability to interface directly with the volunteer coordinator. Their participation in preparedness (including planning, establishing roles and responsibilities, training and participation in exercises) is an important step toward effective use of volunteers.

Appropriate use of volunteers should be incorporated into the Incident Command System. All federal, state, and local regulations regarding the use of volunteers must be strictly adhered to and release of liability documentation may be necessary. Pre-event MOA's should be completed to facilitate ease of incorporating volunteer organizations and agencies into the ICS.

Finally, the use of volunteers during a response will be addressed by the Volunteer Work Group as an ongoing exercise. Recommendations will be provided to Unified Command as needed.

*See Pre-IAP for Form 204's for Volunteers and Coordinator along with Volunteer Checklists.

4320.1 Assistance Options

Volunteers may be used for an oil spill on a case by case basis only under the sponsorship of recognized and reputable local organizations such as those listed below. Any individual contacting the Unified Command concerning volunteer activity shall be referred to a sponsoring organization.

All volunteer activity must be coordinated through the sponsoring organization, who will make recommendations to the FOSC/SOSC concerning volunteer assistance proposals the same as would occur for any other proposed shoreline treatment.

Sponsoring organizations will be responsible for providing proof to the FOSC/SOSC that any necessary federal or state permits have been issued before the FOSC/SOSC will consider any of their requests.

Federal and state agencies will not assume liability for any volunteers traveling to or from a pre cleaning activity, or while engaged in a pre-cleaning activities.

If volunteer cleanup is being used on impacted shoreline, field monitors should ensure that only spilled oil and oiled debris is collected. Non-oiled plastics, bottles, cans, and other common litter are not to be picked up. It is particularly important that volunteer coordinators verify the contents of each bag to ensure dangerous articles are not being recovered. Any bag found to contain a suspicious article should be reported to the field monitor. All bags must be securely fastened and placed in one location for subsequent removal to an approved disposal area.

4320.2 Assignment

1. Beach Pre-cleaning. Volunteers may be used to pre-clean beaches prior to the onshore arrival of oil.
2. Beach Patrol and Surveillance. Volunteers may be used to survey shorelines that have the potential to be impacted by offshore spills.
3. Wildlife Notification/Cleanup/Rescue. As part of the beach control activity, volunteers may be used to notify wildlife services of injured wildlife and, if adequately trained, assist in wildlife cleanup.
4. Administrative/Logistical Work. Volunteers may be used in computer programming, data management, personnel support (providing food, water, messages) and general coordination support.
5. Crowd Control. Volunteers may be used in cooperation with law enforcement officers to setup police barricades, as long as the work does not involve physical contact with onlookers.
6. Operating telephone networks designed to address public input and concern, and other tasks in the Command Post or uncontaminated area as specified by the FOSC/SOSC.

4320.3 Volunteer Coordination

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader.

- Review Common Responsibilities (page 6-2)
- Coordinate with Resources Unit to determine where volunteers are needed.

- Identify any necessary skills and training needs.
- Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required).
- Activate, as necessary, standby contractors for various training needs.
- Coordinate nearby or on-site training as part of the deployment process.
- Identify and secure other equipment, materials, and supplies, as needed.
- Induct convergent (on the scene) volunteers.
- Activate other volunteers if needed (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
- Recruit additional volunteers through news media appeals (if needed).
- Assess, train, and assign volunteers to requesting units.
- Coordinate with Logistics for volunteer housing and meal accommodations.
- Assist volunteers with other special needs.
- Maintain Unit/Activity Log (ICS 214)

4320.4 Training

Workers who receive the task specific or general Safety training must be given a written certification upon successful completion of that training. Because hazards to volunteers vary depending on the task they perform and where they will be assigned during the response, the level of training required varies. Only those volunteers who have been trained will be allowed on site.

4400 Documentation

The DOCL is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: Incident Action Plan(s), incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of the documents may originate in other sections. The DOCL shall ensure each section is maintaining and providing appropriate documents. The DOCL will provide duplication and copying services for all other sections. The Documentation Unit will store incident files for legal, analytical, and historical purposes.

1. Review Unit Leader Responsibilities.
2. Set up work area; begin organization of incident files.
3. Establish duplication service; respond to requests.
4. File all official forms and reports.
5. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
6. Provide incident documentation as requested.
7. Organize files for submitting final incident documentation package.
8. Maintain Unit Log (ICS 214-CG).

4410 Services Provided

The Documentation Unit is responsible for the maintenance and protection of all documents relevant to the incident. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. Incident files will be stored for legal, analytical and historical processes.

- Gather and maintain all relevant and necessary documentation associated with the oil spill

- Legal Section may need to be consulted.
- Ensure each section maintains and provides appropriate documents.
- Provides duplication and copying services.
- Examples of incident documentation include:
  - Incident Action Plan;
  - Incident reports;
  - Communication logs;
  - Injury Claims; and Situation Status Reports.

The Documentation unit responsible for the maintenance of accurate, up-to-date incident files. This unit shall ensure section is maintaining and providing appropriate documents.

4420 Administrative File Organization

Establishing and maintaining an administration filing system is dependent on the complexity of the incident as well as the potential for future litigation. Typically, the person assigned to the Documentation Unit Leader position will be experienced in the management of such a task. Assistants should review the Job Aid.

4500 Demobilization

The Demobilization Unit Leader (DMOB) is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

1. Review Unit Leader Responsibilities.
2. Review incident resource records to determine the likely size and extent of demobilization effort and develop a resource matrix.
3. Coordinate demobilization with Agency Representatives.
4. Monitor the on-going Operations Section resource needs.
5. Identify surplus resources and probable release time.
6. Establish communications with off-incident facilities, as necessary.
7. Develop an Incident Demobilization Plan that should include:
   - General information section
   - Responsibilities section
   - Release priorities
   - Release procedures
   - Demobilization Checkout Form (ICS-221-CG)
   - Directory
8. Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
9. Distribute demobilization plan (on and off-site).
10. Provide status reports to appropriate requestors.
11. Ensure that all Sections/Units understand their specific demobilization responsibilities.
12. Supervise execution of the Incident Demobilization Plan.
13. Brief the PSC on demobilization progress.
14. Maintain Unit Log (ICS 214-CG).

4510 Sample Demob Plan

TO BE DEVELOPED

4600 Environmental

The Environmental Unit Leader (ENVL) is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The ENVL prepares environmental data for the Situation Unit. Technical Specialists frequently assigned to the Environmental Unit may include the Scientific Support Coordinator and Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup Assessment, Historical/ Cultural Resources, and Disposal Technical Specialists.

1. Review Unit Leader Responsibilities.
2. Obtain a briefing and special instructions from the PSC.
3. Identify sensitive areas and recommend response priorities.
4. Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., removing oiled carcasses, preemptive capture, hazing, and/or capture and treatment).
5. Determine the extent, fate, and effects of contamination.
6. Acquire, distribute, and provide analysis of weather forecasts.
7. Monitor the environmental consequences of response actions.
8. Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
9. Identify the need for, and obtain, permits, consultations, and other authorizations, including Endangered Species Act (ESA) provisions.
10. Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for protection of affected historical/cultural resources.
11. Evaluate the opportunities to use various response technologies.
12. Develop disposal plans.
13. Develop a plan for collecting, transporting, and analyzing samples.
14. Review ENVL Job Aid.
15. Maintain Unit Log (ICS 214-CG).

4700 Marine Transportation System Recovery Unit Leader (MTSL)

The MTSL is responsible for planning infrastructure recovery for Transportation Security Incidents (TSI) and other incidents that significantly impact the Marine Transportation System (MTS). The MTSL will track and report on the status of the MTS, understand critical recovery pathways, recommend courses of action, and provide all MTS stakeholders with an avenue of input to the response organization. The MTSL prepares transportation data for the Situation Unit and daily situation briefs applying core Essential Elements of Information (EEIs). Sample EEIs include Deep draft shipping, Aids to Navigation, Bulk liquid facilities, Intermodal connections, Bridges, Vessel Salvage, etc.

1. Obtain a briefing and special instructions from the PSC.
2. Support Operation Section Staff elements that are established for MTS Recovery.
3. Identify, track and report impacts to the MTS in accordance with EEIs.
4. Coordinate and consult with MTS stakeholders. Solicit periodic and standardized feedback from impacted industries/stakeholders.

5. Identify resources, agencies involved, and courses of action for the recovery of public infrastructure such as ATON, communications systems, and federal channels.
6. Prioritize recovery operations (including ATON, dredging, salvage, cleanup, repair, etc), as appropriate.
7. Monitor the economic consequences of recovery actions.
8. Develop traffic management plans. Identify the need for, and prepare any special advisories or orders (i.e. Safety/Security Zone).
9. Assess the need for MTS relief measures outside the impacted area. Implement measures (i.e. redirect cargos, establish alternate transportation modes) as necessary.
10. Liaise with MTS Response Branch Director (TRBD) to execute operational objectives.
11. Maintain Unit Log (ICS 214-CG).

4800 Technical Support

Certain incidents or events may require the use of THSP's who have specialized knowledge and expertise. THSP's may function within the Planning Section or be assigned wherever their services are required.

4810 Hazardous Materials

4810.1 Toxicologist

The person who studied the nature, effects, and detection of poisons and the treatment of poisoning.

4810.2 Product Specialist

A person that has expertise or knowledge in the characterization of a specific product.

4810.3 Certified Marine Chemist

The United States Coast Guard and the Occupational Safety and Health Administration require that a certificate issued by a Marine Chemist must be obtained before hot work or fire producing operations can be carried out in certain spaces aboard a marine vessel. The appropriate U.S. Coast Guard Regulations are contained in 46 CFR 35.01-1l(1), 71.60-1l(1), 91.50-1l(1), 167.30-10l(1), and 189.50-1l(1). The appropriate OSHA regulations are contained in 29 CFR 1915.14.

In complying with both the U.S. Coast Guard and OSHA regulations, the Marine Chemist applies the requirements contained in National Fire Protection Association Standard 306. NFPA 306, Control of Gas Hazards on Vessels, describes conditions that must exist aboard a marine vessel. A survey by the Marine Chemist ensures that these conditions are satisfied.

In addition, a Marine Chemist is able to perform similar evaluations on other than marine vessels where an unsafe environment exists for workers, or hot work is contemplated on a system that might contain residues of a flammable or combustible product or materials.

4810.4 Certified Industrial Hygienist

An Industrial Hygienist (IH) is a professional who is dedicated to the health and well being of the worker. Typically, this would have an IH evaluating the health effects of chemicals or noise in a work place.. The IH professional traditionally has gained knowledge though a combination of education, training, and experience. Ideally, this knowledge is used to anticipate when a hazardous condition could occur to cause an adverse health effect on workers or the environment. Failing that, the IH must be able to recognize conditions that could lead to adverse health effects to workers or a community population.

4810.5 Chemist or Chemical Engineer

The branch of engineering that deals with the technology of large-scale chemical production and the manufacture of products through chemical processes.

4810.6 Sampling

The Sampling Technical Specialist is responsible for providing a sampling plan for the coordinated collection, documentation, storage, transportation, and submittal to appropriate laboratories for analysis or storage.

1. Determine resource needs.
2. Participate in planning meetings as required.
3. Identify and alert appropriate laboratories.
4. Meet with team to develop an initial sampling plan and strategy, and review sampling and labeling procedures.
5. Set up site map to monitor the location of samples collected and coordinate with GIS staff. Coordinate sampling activities with the NRDAR Representative, Investigation Team, and legal advisors.
6. Provide status reports to appropriate requesters.
7. Maintain Unit Log (ICS 214-CG).

4820 Oil

4820.1 Scientific Support Coordinator

The SSC, in accordance with the National Contingency Plan, will provide the FOSC scientific advice with regard to the best course of action during a spill response. The SSC will obtain consensus from the Federal Natural Resource Trustee Agencies and provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC will be the point of contact for the Scientific Support Team from National Oceanic and Atmospheric Administration's (NOAA) Hazardous Material Response and Assessment Division.

1. Represent the FOSC in planning meetings.
2. Determine resource needs.
3. Provide current and forecasted incident status information for the Situation Unit by way of overflight maps and trajectory analysis.
4. Provide weather, tidal, and current information.
5. Obtain consensus from the Federal Natural Resource Trustees regarding response options and report to the FOSC.
6. Develop a prioritized list of the resources at risk.
7. Provide status reports to appropriate requesters.
8. Demobilize in accordance with the Demobilization Plan.

9. Maintain Unit/Activity Log (ICS form 214).

4820.2 Trajectory Analysis Technical Specialist

The Trajectory Analysis Technical Specialist is responsible for providing to the UC, projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote sensing information, and computer modeling, as well as observed and predicted tidal, current, and weather data

to form these analyses.

Additionally, the specialist is responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating these analyses. Trajectory maps, over-flight maps, tides and current data, and weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the ICP.

1. Schedule and conduct spill observations/overflights, as needed.
2. Gather pertinent information on tides, currents and weather from all available sources.
3. Provide a trajectory and over-flight maps, weather forecasts, and tidal and current information.
4. Provide briefing on observations and analyses to the proper personnel.
5. Demobilize in accordance with the Incident Demobilization Plan.

Maintain Unit Log (ICS 214-CG).

4820.3 Resources at Risk (RAR) Technical Specialist

The Resources at Risk (RAR) Technical Specialist is responsible for the identification of resources thought to be at risk from exposure to the spilled oil through the analysis of known and anticipated oil movement, and the location of natural, economic resources, and historic properties. The RAR Technical Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

1. Participate in planning meetings as required.
2. Determine resource needs.
3. Obtain current and forecasted status information from the Situation Unit.
4. Following consultation with Natural Resource Trustee Representatives, identify natural RAR, including threatened and endangered species, and their critical habitat.
5. Following consultation with the FOSC's Historical/Cultural Resources Specialist, identify historic properties at risk.
6. Identify socio-economic resources at risk.
7. In consultation with Natural Resource Trustee Representatives, Land Management Agency Representatives, and the FOSC's Historical/Cultural Resources Specialist, develop a prioritized list of the resources at risk for use by the Planning Section.
8. Provide status reports to appropriate requesters.
9. Maintain Unit Log (ICS 214-CG).

4820.4 Historical/Cultural Resources Technical Specialist

The Historical/Cultural Resources Technical Specialist is responsible for identifying and resolving issues related to any historical or cultural sites that are threatened or impacted during an incident. The Specialist must understand and be able to implement a "Programmatic Agreement on Protection of Historic Properties" (Consult NRT's document "Programmatic Agreement on the Protection of Historic Properties During Emergency Response under the NCP" for guidance) as well as consulting with State Historic Preservation Officers (SHPO), land management agencies, appropriate native tribes and organizations, and other concerned parties. The technical specialist must identify historical/cultural sites and develop strategies for protection and cleanup of those sites in order to minimize damage.

1. Implement the Programmatic Agreement (PA) for the FOSC.
2. If a PA is not used, coordinate Section 106 consultations with the SHPO.
3. Consult and reach consensus with the concerned parties on affected historical/cultural sites.
4. Identify and prioritize threatened or impacted historical/cultural sites.
5. Develop response strategies to protect historical/cultural sites.
6. Participate in the testing and evaluation of cleanup techniques used on historical/cultural sites.
7. Ensure compliance with applicable Federal/State regulations.
8. Maintain Unit Log (ICS 214-CG).

4820.5 Lightering

The act of unloading goods to or from a commercial vessel to a barge. In addition to local, commercial lightering companies, the National Strike Force and Navy SUPSALV own oil-pumping equipment. They have both recently added equipment capable of pumping highly viscous oils.

4820.6 Salvage

When salvage operations are required the UC should activate the salvage experts listed above and have them report to the command post or communicate via telephone. The primary written guide on salvage operations is the U.S. Navy Salvage Manual. All parties involved in a salvage response should refer to the manual for specific information relating to salvage techniques.

Salvage efforts may be divided into three phases: stabilization, refloating, and post-refloating. During the stabilization phase, salvors take steps to limit further damage to the vessel and to keep the ship from being driven harder aground or broaching. Response leaders gather information and formulate a salvage plan; the plan specifies actions to be taken during the refloating and post-refloating phases of the salvage. The refloating phase commences when the salvage plan is executed and ends when the ship begins to move from her strand. During post-refloating, the vessel is secured and delivered to the designated port facility.

4820.7 Shoreline Cleanup Assessment

The Shoreline Cleanup Assessment (SCA) Technical Specialist is responsible for providing appropriate cleanup recommendations as to the types of the various shorelines and the degree to which they have been impacted. This speciliast will recommend the need for, and the numbers of, Shoreline Cleanup Assessment Teams (SCATs) and will be responsible for making cleanup recommendations to the Environmental Unit Leader. Additionally, this specialist will recommend cleanup endpoints that address the question of "How Clean is Clean?"

1. Obtain briefing and special instructions from the Environmental Unit Leader.
2. Participate in Planning Section meetings.
3. Recommend the need for and number of SCATs.
4. Describe shoreline types and oiling conditions.
5. Identify sensitive resources (ecological, recreational, cultural).
6. Recommend need for cleanup and priorities.
7. Monitor cleanup effectiveness.

4820.8 Natural Resource Damage Assessment

After an oil spill or hazardous substance release, response agencies like the U.S. Environmental Protection Agency or the U.S. Coast Guard clean up the substance and eliminate or reduce risks to human health and the environment. But these efforts may not fully restore injured natural resources or address their lost uses by the public. Through the NRDA process and co-trustees conduct studies to identify the extent of resources injuries, the best methods for restoring those resources, and the type and amount of restoration required.

4820.9 Specialized Monitoring of Applied Response Technologies (SMART)

SMART is used to scientifically monitor the use of dispersants, other chemical countermeasures, or in-situ burns. These operations however, because of their time sensitivity shall not be delayed pending the arrival of SMART monitoring equipment or personnel.

SMART is used to collect scientific information for the Unified Command to provide a measurement of success in the operation and to improve the knowledge about non-mechanical recovery procedures.

Documents for SMART can be found at:

http://response.restoration.noaa.gov/oilaids/SMART/SMART.html

4820.10 Response Technologies (Dispersant, ISB, Bioremediation, Mechanical)

The RT Specialist is responsible for evaluating the opportunities to use various Response Technologies (RT), including mechanical containment and recovery, dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required to deploy a specific RT and articulate the environmental tradeoffs of using or not using a specific RT.

1. Participate in planning meetings as required.
2. Participate in Planning meetings, as required.
3. Determine resource needs.

4. Gather data pertaining to the spill including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea conditions, and resources at risk.
5. Identify available RT that can be effective on the specific spilled petroleum.
6. Make initial notification to all agencies that have authority over the use of RT.
7. Keep Planning Section Chief advised of RT issues.
8. Provide status reports to appropriate requesters.
9. Establish communications with Regional Response Team to coordinate RT activities.
10. Maintain Unit/Activity Log (ICS form 214).

4820.11 Decontamination

The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

Trained personnel in accordance with established standard operating procedures will perform decontamination. The Safety Officer will approve all decontamination procedures, equipment and stations. All workers must be decontaminated when leaving a contaminated area. All equipment and clothing from a contaminated area should be stored in a controlled area near the incident site until decontamination or proper disposal can be accomplished.

Contaminated equipment such as containers, brushes, tools, etc., should be placed in labeled containers. Partially decontaminated clothing should be placed in plastic bags pending further decontamination or disposal. Respirators should be dismantled, washed and disinfected after each use.

Suitable containment structures or portable containers will collect water used for tool and vehicle decontamination. Areas used for decontamination will be monitored for residual contamination.

4820.12 Disposal

The Disposal (Waste Management) Technical Specialist is responsible for providing the Planning Section Chief with a Disposal Plan that details the collection, sampling, monitoring, temporary storage, transportation, recycling, and disposal of all anticipated response wastes.

1. Determine resource needs.
2. Participate in planning meetings as required.
3. Develop pre-cleanup plan and monitor pre-cleanup operations, as appropriate.
4. Develop a detailed Waste Management Plan.

4820.13 Dredging

To bring up with various machines equipped with scooping or suction devices.

4820.14 Deepwater Removal

TO BE DEVELOPED

4820.15 Heavy/Non-Floating Oil Response

In the Coast Guard Authorization Act of 1996, the United States Coast Guard (USCG) was directed to assess the risk of spills for oils that may sink or be negatively buoyant, to examine and evaluate existing cleanup technologies, and to identify and appraise technological and financial barriers that could impede a prompt response to such spills. The USCG requested that the National Research Council (NRC) perform these tasks. In response to this request, the NRC established the Committee on the Marine Transportation of Heavy Oils.

Early in the committee's deliberations, it became clear that the statutory definition of Group V oils (oils with a specific gravity greater than 1.0) did not include all of the oils of concern. The first problem with using this definition is that specific gravity is defined as the ratio of the density of oil to the density of freshwater at a fixed temperature. The density of seawater, however, is slightly higher than that of freshwater and increases as salt content increases. Therefore, Group V oils could have lower densities than those of the receiving seawater and float. The second problem is that an oil with a specific gravity of slightly less than 1.0 (e.g., a Group IV oil) might mix into the water column and sink to the seabed after weathering and interaction with sediments. The committee, therefore, decided to use the term "nonfloating oils" to include all of the oils of concern based on their behavior. Nonfloating oils move below the sea surface either because of their initial densities or because of changes in their densities as a result of weathering or interaction with sediments. These oils may be just below the water surface, suspended in the water column, or deposited on the seabed.

In order to carry out the assessment, the committee gathered the available data on the transportation and spills of Group V oils, as well as data on other oils that are known to sink or become suspended in the water column when weathered or mixed with sediment. The data were available for asphalt, coal tar, carbon black, bunker C, and No. 5 and No. 6 fuel oils, (i.e., so-called "heavy oils"). The committee used the USCG's (USCG) database on oil spills, refined with collaborative data from the Minerals Management Service (MMS), to develop estimates of the probability and mean size of oil spills. The U.S. Army Corps of Engineers (USACE) database on waterborne transportation of petroleum products and other cargoes over U.S. waters was used to assess the volumes of oil transported. The committee combined the spill statistics with the data on cargo tonnage to estimate historical rates on a barrel-per-ton-mile basis.

Historical spill rates must be modified for predictions of future spill rates because future rates will be influenced by fluctuations in traffic and trading patterns, as well as by changes in the ways vessels are designed and operated. The committee used the best available data, combined with its own collective judgment, to estimate the effects of these changes on the number and size of spills of nonfloating oils in the future

Since 1991, the volume of oil spilled from vessels in U.S. waters has been reduced dramatically. Losses from tankers since 1990 have been less than one-tenth of the pre-1990 volume, and losses from barges have been less than one-third of the pre-1990 volume. From 1973 to 1990, there were 18 incidents involving spills of more than 25,000 barrels. Since 1991, there has not been a single spill of this magnitude for any category of oil. Nevertheless, very large spills will almost certainly occur some time in the future, although they are likely to be spills of crude oil rather than heavy oils, which tend to be transported in smaller volumes on barges and smaller tankers.

The USCG database includes descriptions of the substance spilled in each event. To estimate the frequency of spills of products with the potential to sink or become suspended in the water column after weathering or mixing with sediment, the committee summarized data for spills of more than 20 barrels for asphalt, coal tar, carbon black, bunker C, and No. 5 and No. 6 fuel oils. From 1991 to 1996, there was an average of 16 spills of these heavy oils per year, with an average volume of 785 barrels per spill. Tank barges were responsible for 28 percent of incidents and 80 percent of the volume of these spills of heavy oils. Most heavy-oil spills between 1991 and 1996 involved oils that were less dense than seawater, which only sink under unfavorable environmental conditions. The committee reviewed these heavy-oil spills with spill responders, who estimated that about 20 percent of these spills exhibited nonfloating behavior.

Most of the larger oil spills from land-based facilities were generally spills of crude oil or gasoline. The largest reported spill of heavy oil from a land-based facility between 1991 and 1996 was a spill of 929 barrels of No. 6 fuel oil into Pearl Harbor, Hawaii. By contrast, there were six tank-barge spills of more than 4,000 barrels involving heavy oil (either No. 6 fuel oil or slurry oil). The average volume of spills of heavy oil from barges was 2,254 barrels, and the largest was about 18,000 barrels. These spills were widely distributed geographically, with the highest frequency in the Gulf of Mexico.

Behavioral models have been developed for spills of nonfloating oils based on their physical and chemical properties. These descriptive, qualitative models predict how oils with densities near or above the density of the receiving water might behave. The models are based primarily on observations of oil spills. The committee described and assessed these models in terms of their effectiveness in predicting the behavior of nonfloating oils.

The environmental concerns associated with responses to spills of nonfloating oils are primarily related to water column and benthic (seabed) habitats. In most spills in open water, oil in the water column is unrecoverable, and response operations are limited to locating and monitoring its movement. However, if the suspended oil approaches shoreline habitats or nearshore benthic habitats in areas where current flow is minimal, the oil will sink and pool on the seabed. In these cases, an effective, but limited, response can be mounted, whereby a significant amount of oil can be removed from the seafloor. An effective response also includes removing oil from the shoreline, if and when it becomes stranded, to prevent its being eroded and sinking in nearshore tidal areas.

The behavior patterns of nonfloating oils can be complex, depending on the density of the oil, the density of the receiving water, and the physical characteristics of the spill site. Current technologies and techniques for locating, tracking, containing, and recovering spills of submerged oils include spill modeling and information systems, tracking and mapping techniques, and oil containment and recovery techniques. Chapter 3 focuses on the current state of practice and identifies systems that have been used or proposed for use in response to spills of nonfloating oils

The containment and recovery of oil dispersed in the water column or deposited on the seabed is constrained by many factors, beginning with the difficulty of locating the oil and determining its condition. The success of current methods varies greatly but is usually limited because of the wide distribution of the oil and the fact that it is mixed with sediments and water. In general, available methods are most successful when the current speeds and wave conditions at the spill site are low (currents less than 10 cm/sec, wave heights less than 0.25 m), the oil is pumpable, the water is relatively shallow (water depths less than 10 m), and the sunken oil is concentrated in natural collection areas. The selection of methods for containment or recovery depends on the location and environmental conditions at the spill site, the characteristics of the oil and its state of weathering and interaction with sediments, and the equipment and logistical support available for the cleanup operation.

The committee identified a variety of barriers to responses to spills of nonfloating oils, including inadequate planning and training drills; lack of experience; lack of knowledge about transport, fate, and impact on the environment; the difficulty of locating and tracking oil suspended in the water column or deposited on the seabed; the limited technology options available for containment and recovery; and insufficient investment in research, development, testing, and evaluation of tracking, containment, and recovery systems.

4830 General

4830.1 Cultural and Historic Properties

4830.2 Legal

The Legal Specialist will act in an advisory capacity during an oil spill response.

1. Participate in planning meetings if requested.
2. Advise Unified Command on legal issues relating to in-situ burning, use of dispersants, and other alternative response technology.
3. Advise Unified Command on legal issues relating to Natural Resource Damage Assessment.
4. Advise UC on legal issues relating to investigation.
5. Calculate and verify the volume of petroleum recovered, including petroleum collected with sediment/sand, etc.
6. Provide status reports to appropriate requesters.
7. Maintain Unit/Activity Log (ICS form 214).

4830.3 Chaplain

The CERT Specialist is responsible for identifying and securing the services of sufficient Chaplains necessary to carry out pastoral care duties to provide for the spiritual and emotional needs of all Coast Guard personnel involved in a major disaster. The CERT Specialist is responsible for making an immediate assessment of how many Chaplains are required to provide adequate pastoral care and make the necessary notifications to ensure their immediate response and presence. The CERT Specialist is the Point Of Contact (POC) for all requests from operational units for Chaplains and their services and is responsible for the appropriate assignments and duties of all Chaplains involved in Coast Guard operations. The CERT Specialist reports directly to the IC.

4830.4 Public Health

Public Health Technical Specialists may be needed to provide public health/worker health and safety technical knowledge and expertise in events involving oil, hazardous substance/materials, radiation, or health and medical issues. Public Health Technical Specialists from the Department of Health and Human Services' Centers for Disease Control and Prevention can provide technological assistance in the following areas:

- Human health threat assessment
- Environmental health threat assessment
- Exposure prevention
- Worker health and safety
- Toxicology and health physics
- Epidemiology
- Public health communications

4830.5 Human Resources

The Human Resources Specialist is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor related laws and regulations. If it is necessary to form a Human Resources Unit, it is normally in the Finance/Admin Section.

1. Review Common Responsibilities.
2. Provide a point of contact for incident personnel to discuss human resource issues and/or concerns.
3. Participate in daily briefings and planning meetings to provide appropriate human resource information.
4. Post human resource information, as appropriate.
5. Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority.
6. Maintain Unit/Activity Log (ICS-214).

4830.6 Critical Incident Stress Management

The CISM Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of all Coast Guard personnel involved in a major incident. The CISM Specialist is the POC for all requests from operational units for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved in the evolution. Due to the importance of the mental well-being of all response personnel and the highly specialized nature of the program, the CISM Specialist would be assigned to the command level of the organization and would report directly to the IC or UC.

4840 Law Enforcement

Many federal, state, and local governmental agencies work together during a law enforcement situation. Federal, state, and local agencies with have both distinct and complementary jurisdictions. Coordination is extremely important.

4850 SAR

Many federal, state, and local governmental agencies work together during a Search and Rescue (SAR) situation. While the U.S. Coast Guard is ultimately responsible for SAR on the navigable waterways of the United States, it relies heavily upon state and local assets to successfully resolve cases, with minimal loss of life.

4860 Marine Fire

Each Geographic Response will provide valuable contact information and additional resources in the event of a marine fire or marine casualty.

4900 Required Correspondence, Permits & Consultation

4910 Administrative Orders

The Administrative Order is a direct extension of the authority vested to the FOSC within CERCLA and the FWPCA (as amended by OPA ‘90). It is a written order from the FOSC to the RP concerning some aspect of a pollution investigation and/or the cleanup operations. Failure to comply with a Administrative Order may result in a civil penalty.

4920 Notice of Federal Interest

A Notice of Federal Interest shall be issued to the responsible party or each suspect in the vicinity of the spill. The notice should be signed by the party to confirm acknowledgment of receipt. It may be necessary to explain to the receiving party that signing the notice is not an admission of guilt. If the party refuses to sign the statement for any reason, it should be noted on a copy of the notice enclosed with the case. In any event, a copy of the notice should be left with the suspect, responsible party, or their representative.

4930 Notice of Federal Assumption

When the identified responsible party does not take appropriate measures to contain and remove the spilled pollutant or their actions are deemed inadequate by the FOSC, a Notice of Federal Assumption shall be issued. This notice informs the responsible party that in order to assure proper abatement measures are being taken, the Federal Government has taken over the cleanup and the alleged responsible party may be liable for cost incurred by the government.

4940 Letter of Designation

The FOSC is responsible for notifying the NPFC of the source of a discharge, actual or potential. The NPFC must also be notified if the source is not identified. Notification may be made by letter, RAPID DRAFT letter, or message (POLREP or SITREP). The NPFC should be contacted for guidance on procedures or with any questions relating to this.

4950 Fish and Wildlife Permits

TO BE DEVELOPED

4960 ESA Consultations

A Memorandum of Agreement (MOA) was established between USCG, EPA, USFWS, and NOAA NMFS to address required consultations under Section 7 of the Endangered Species Act. This MOA outlines the actions to take for completing these consultations prior to and during an incident.

4970 Disposal

TO BE DEVELOPED

4980 Dredging

TO BE DEVELOPED

4990 Decanting

Decanting is a vital part of the recovery process. The inability to decant water from recovered oil/water mixtures and return the excess water into the recovery area significantly reduces the volume of available temporary storage capacity, thus reducing the effectiveness of the on-water skimming and recovery operations. The inability to return the excess water containing some amount of oil will delay recovery operations and possibly lead to a complete cessation of recovery operations until additional temporary storage can be arranged.

41000 Reserved for Area/District

5000 Logistics

5100 Logistics Section Organization

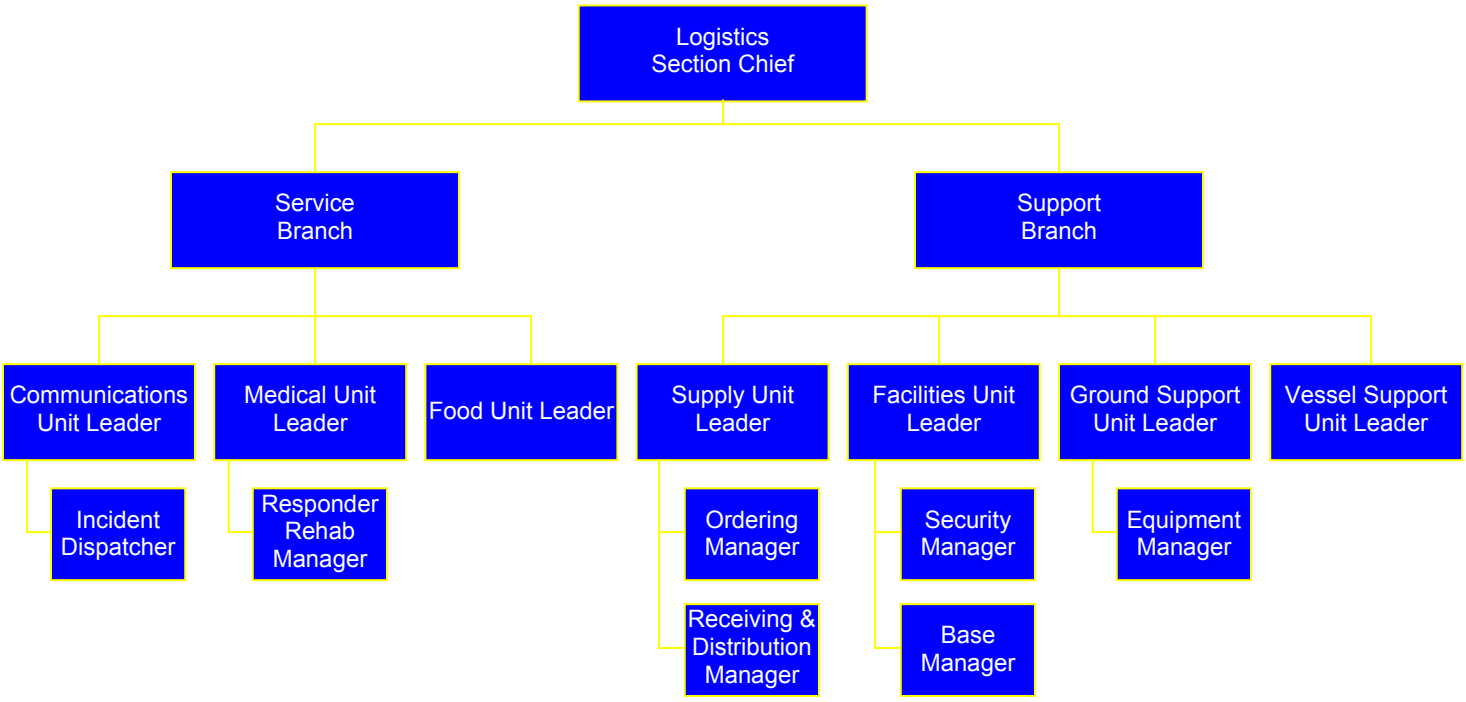


Figure 7 – Logistics Section

5110 Logistics Section Planning Cycle Guide

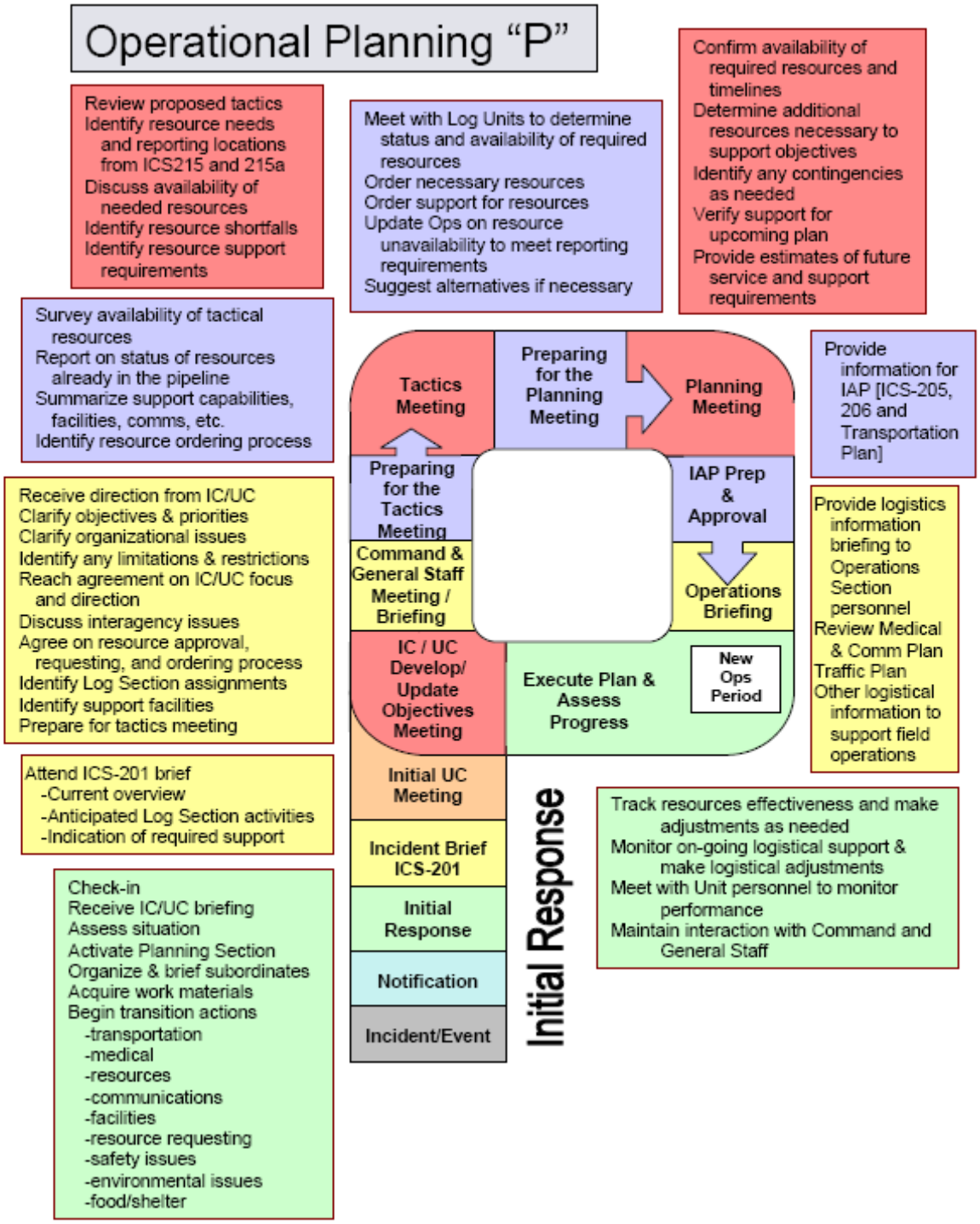


Figure 8 – Logistics Planning Cycle

5120 Logistics Section Chief (LSC)

The LSC, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the IAP and activates and supervises the Branches and Units within the Logistics Section.

1. Plan the organization of the Logistics Section.
2. Assign work locations and preliminary work tasks to Section personnel.
3. Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
4. Assemble and brief Logistics Branch Directors and Unit Leaders.
5. Determine and supply immediate incident resource and facility needs.
6. In conjunction with Command, develop and advise all Sections of the IMT resource approval and requesting process.
7. Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.
8. Identify long-term service and support requirements for planned and expected operations.
9. Advise Command and other Section Chiefs on resource availability to support incident needs.
10. Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
11. Identify resource needs for incident contingencies.
12. Coordinate and process requests for additional resources.
13. Track resource effectiveness and make necessary adjustments.
14. Advise on current service and support capabilities.
15. Request and/or set up expanded ordering processes as appropriate to support incident.
16. Develop recommended list of Section resources to be demobed and initiate recommendation for release when appropriate.
17. Receive and implement applicable portions of the incident Demobilization Plan.
18. Ensure the general welfare and safety of Logistics Section personnel.
19. Maintain Unit Log (ICS 214-CG).

5200 Service Branch Director (SVBD)

The SVBD, when activated, is under the supervision of the LSC and is responsible for the management of all service activities at the incident. The SVBD supervises the operations of the Communications, Medical and Food Units.

1. Review Unit Leader Responsibilities.
2. Obtain working materials.
3. Determine the level of service required to support operations.
4. Confirm dispatch of Branch personnel.
5. Participate in planning meetings of Logistics Section personnel.
6. Review the IAP.
7. Organize and prepare assignments for Service Branch personnel.
8. Coordinate activities of Branch Units.
9. Inform the LSC of Branch activities.
10. Resolve Service Branch problems.
11. Maintain Unit Log (ICS 214-CG).

5210 Communications

The Communications Unit Leader (COML) is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.. Review Unit Leader responsibilities.

1. Review Unit Leader Responsibilities.
2. Determine Unit personnel needs.
3. Prepare and implement the Incident Radio Communications Plan (ICS 205-CG).
4. Ensure the Incident Communications Center and the Message Center is established.
5. Establish appropriate communications distribution/maintenance locations within the Base.
6. Ensure communications systems are installed and tested.
7. Ensure an equipment accountability system is established.
8. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
9. Provide technical information as required on:
   - Adequacy of communications systems currently in operation.
   - Geographic limitation on communications systems.
   - Equipment capabilities/limitations.
   - Amount and types of equipment available.
   - Anticipated problems in the use of communications equipment.
10. Supervise Communications Unit activities.
11. Maintain records on all communications equipment as appropriate.
12. Ensure equipment is tested and repaired.
13. Recover equipment from Units being demobilized.
14. Maintain Unit Log (ICS 214-CG).

5210.1 Incident Dispatcher (INCM)

The INCM is responsible for receiving and transmitting radio and telephone messages among and between personnel and to provide dispatch services at the incident.

a. Ensure adequate staffing.
b. Obtain and review the IAP to determine the incident organization and Incident Radio Communications Plan.
c. Set up Incident Radio Communications Center; check-out equipment.
d. Request service on any inoperable or marginal equipment.
e. Set-up Message Center location, as required.
f. Receive and transmit messages within and external to the incident.
g. Maintain files of ICS-210 and General Messages (ICS 213-CG).
h. Maintain a record of unusual incident occurrences.
i. Provide a briefing to relief personnel on:
   - Current activities.
   - Equipment status.
   - Any unusual communications situations.
j. Turn in appropriate documents to the Communications Unit Leader.

k. Demobilize the Communications Center in accordance with the Incident Demobilization Plan.
l. Maintain Unit Log (ICS 214-CG).

5210.2 Communications Plan

See Geographic Response Plans

5220 Medical

The Medical Unit Leader (MEDL), under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The Medical Unit may also assist Operations in providing medical care and assistance to civilian casualties resulting from the incident but is not intended to provide medical services to the public.

1. Review Unit Leader responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Participate in Logistics Section/Service Branch planning activities.
4. Determine level of emergency medical activities prior to activation of Medical Unit.
5. Activate Medical Unit.
6. Prepare the Medical Emergency Plan (ICS form 206).
7. Prepare procedures for major medical emergencies.
8. Declare major medical emergencies as appropriate.
9. Respond to requests for medical aid.
10. Respond to requests for medical transportation.
11. Respond to requests for medical supplies.
12. Prepare medical reports and submit as directed.
13. Maintain Unit/Activity Log (ICS form 214).

5220.1 Responder Rehabilitation Manager (REHAB)

The REHB reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

1. Designate the responder rehabilitation location and have the location announced on the radio with radio designation "Rehab".
2. Coordinate with MEDL to request necessary medical personnel to evaluate the medical condition of personnel being rehabilitated.
3. Request necessary resources for rehabilitation of personnel, e.g., water, juice, personnel.
4. Request food through the Food Unit or LSC, as necessary, for personnel being rehabilitated.
5. Release rehabilitated personnel for reassignment.
6. Maintain appropriate records and documentation.
7. Maintain Unit Log (ICS 214-CG).

5220.2 Medical Facilities

See Geographic Response Plans

5220.3 Ambulance/EMS Services

See Geographic Response Plans

5230 Food

The Food Unit Leader (FDUL), under the direction of the SVBD or LSC is responsible for determining nutritional feeding requirements for all incident facilities, menu planning, determining cooking facilities required, food preparation and serving, providing potable water, and general maintenance of the food service area.

1. Review Unit Leader responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine location of working assignment and number and location of personnel requiring meals.
4. Determine appropriate menu and service options.
5. Obtain necessary equipment and supplies to operate food service facilities.
6. Set up Food Unit equipment.
7. Prepare menus to ensure incident personnel receive well balanced meals.
8. Ensure that sufficient potable water is available to meet all incident needs.
9. Ensure that all appropriate health and safety measures are taken.
10. Supervise cooks and other Food Unit Personnel.
11. Maintain an inventory of food stock.
12. Coordinate stock deliveries and check-in.
13. Provide Supply Unit Leader food supply orders.
14. Maintain Unit/Activity Log (ICS 214).

5230.1 Catering/Messing Options

See Geographic Response Plans

5300 Support Branch Director (SUBD)

The SUBD, when activated, is under the direction of the LSC, and is responsible for the development and implementation of logistics plans in support of the Incident Action Plan. The SUBD supervises the operations of the Supply, Facilities, Ground Support and Vessel Support Units.

1. Review Unit Leader Responsibilities
2. Obtain work materials.
3. Identify Support Branch personnel dispatched to the incident.
4. Determine initial support operations in coordination with the LSC and SVBD.
5. Prepare initial organization and assignments for support operations.
6. Assemble and brief Support Branch personnel.
7. Determine if assigned Branch resources are sufficient.
8. Maintain surveillance of assigned Units work progress and inform the LSC of their activities.
9. Resolve problems associated with requests from the Operations Section.
10. Maintain Unit Log (ICS 214-CG).

5310 Supply

The Supply Unit Leader (SPUL) is primarily responsible for receiving, storing and distributing all supplies for the incident; maintaining an inventory of supplies; and storing, disbursing and servicing non-expendable supplies and equipment.

1. Review Unit Leader responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine location of working assignment and number and location of personnel requiring meals.

4. Determine appropriate menu and service options.
5. Obtain necessary equipment and supplies to operate food service facilities.
6. Set up Food Unit equipment.
7. Prepare menus to ensure incident personnel receive well balanced meals.
8. Ensure that sufficient potable water is available to meet all incident needs.
9. Ensure that all appropriate health and safety measures are taken.
10. Supervise cooks and other Food Unit Personnel.
11. Maintain an inventory of food stock.
12. Coordinate stock deliveries and check-in.
13. Provide Supply Unit Leader food supply orders.
14. Maintain Unit/Activity Log (ICS 214).

5310.1 Ordering Manager (ORDM)

The ORDM is responsible for placing all orders for supplies and equipment for the incident. The ORDM reports to the SPUL. The major responsibilities of the ORDM are:

1. Obtain necessary agency(s) order forms.
2. Establish ordering procedures.
3. Establish name and telephone numbers of agency(s) personnel receiving orders.
4. Set up filing system.
5. Obtain roster of incident personnel who have ordering authority.
6. Obtain list of previously ordered supplies and equipment.
7. Ensure order forms are filled out correctly.
8. Place orders in a timely manner.
9. Consolidate orders, when possible.
10. Identify times and locations for delivery of supplies and equipment.
11. Keep RCDM informed of orders placed.
12. Submit all ordering documents to the Documentation Control Unit through the SPUL Leader before demobilization.
13. Maintain Unit Log (ICS 214-CG).

5310.2 Receiving and Distribution Manager (RCDM)

The RCDM is responsible for receiving and distributing all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The RCDM reports to the SPUL.

1. Order required personnel to operate supply area.
2. Organize the physical layout of the supply area.
3. Establish procedures for operating the supply area.
4. Set up a filing system for receiving and distributing supplies and equipment.
5. Maintain inventory of supplies and equipment.
6. Develop security requirement for supply area.
7. Establish procedures for receiving supplies and equipment.
8. Submit necessary reports to the SPUL.
9. Notify ORDM of supplies and equipment received.
10. Provide necessary supply records to SPUL Leader.
11. Maintain Unit Log (ICS 214-CG).

5310.3 Oil Response Equipment

See Geographic Response Plans

5310.4 Hazardous Substance Response Equipment

See Geographic Response Plans

5320 Facilities

The Facilities Unit Leader (FACL) is primarily responsible for the set up, maintenance and demobilization of incident facilities, e.g., Base, ICP and Staging Areas, as well as security services required to support incident operations. The FACL provides sleeping and sanitation facilities for incident personnel and manages Base operations. Each facility is assigned a manager who reports to the FACL and is responsible for managing the operation of the facility.

The FACL reports to the SUBD.

1. Review Unit Leader Responsibilities.
2. Obtain a briefing from the SUBD or the LSC.
3. Receive and review a copy of the IAP.
4. Participate in Logistics Section/Support Branch planning activities.
5. In conjunction with the Finance/Admin Section, determine locations suitable for incident support facilities and secure permission to use through appropriate means.
6. Inspect facilities prior to occupation and document conditions and preexisting damage.
7. Determine requirements for each facility, including the ICP.
8. Prepare layouts of incident facilities.
9. Notify Unit Leaders of facility layout.
10. Activate incident facilities.
11. Provide Facility Managers and personnel to operate facilities.
12. Provide sleeping facilities.
13. Provide security services.
14. Provide food and water service.
15. Provide sanitation and shower service, as needed.
16. Provide facility maintenance services, e.g., sanitation, lighting, clean up, trash removal, etc. Inspect all facilities for damage and potential claims.
17. Demobilize incident facilities.
18. Maintain facility records.
19. Maintain Unit Log (ICS 214-CG).

5320.1 Incident Command Post Options

See Geographic Response Plans

5320.2 Incident Command Post Needs

See Geographic Response Plans

5320.3 Berthing

See Geographic Response Plans

5320.4 Port/Dock Facilities/Capacities

See Geographic Response Plans

5320.5 Staging Areas

See Geographic Response Plans

5320.6 Security Providers

The Security Manager (SECM) is responsible for providing safeguards needed to protect personnel and property from loss or damage.

1. Establish contacts with local law enforcement agencies, as required.
2. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements that may affect operations.
3. Request required personnel support to accomplish work assignments.
4. Ensure security of classified material and/or systems.
5. Ensure that support personnel are qualified to manage security problems.
6. Develop Security Plan for incident facilities.
7. Adjust Security Plan for personnel and equipment changes and releases.
8. Coordinate security activities with appropriate incident personnel.
9. Keep the peace, prevent assaults and settle disputes through coordination with Agency Representatives.
10. Prevent theft of all government and personal property.
11. Document all complaints and suspicious occurrences.
12. Maintain Unit Log (ICS 214-CG).

5320.7 Base Managers

The Base Manager (BCMG) is responsible for ensuring that appropriate sanitation, security and facility management services are conducted at the Base.

1. Determine personnel support requirements.
2. Obtain necessary equipment and supplies.
3. Ensure that all facilities and equipment are set up and properly functioning.
4. Supervise the establishment of:
   - Sanitation facilities, including showers, and
   - Sleeping facilities.
5. Make sleeping area assignments.
6. Adhere to all applicable safety and health standards and regulations.
7. Ensure that all facility maintenance services are provided.
8. Maintain Unit Log (ICS 214-CG).

5320.8 Airports/Heliports

See Geographic Response Plans

5320.9 Temporary Storage and Disposal Facilities (TSDs)

See Geographic Response Plans

5320.10 Maintenance and Fueling Facilities (land/water)

See Geographic Response Plans

5320.11 Fish and Wildlife Response Facilities and Resources

See Geographic Response Plans

5330 Ground Support

The Ground Support Unit Leader (GSUL) is primarily responsible for ensuring: repair of primary tactical equipment, vehicles, mobile ground support equipment and fueling services; transportation of personnel, supplies, food and equipment in support of incident operations; recording all ground equipment usage time, including contract equipment assigned to the incident; and implementing the Traffic Plan for the incident.

1. Review Unit Leader Responsibilities in Chapter 2.
2. Participate in Support Branch/Logistics Section planning activities.
3. Develop and implement the Traffic Plan.
4. Support out-of-service resources.
5. Notify the Resources Unit of all status changes on support and transportation vehicles.
6. Arrange for and activate fueling, maintenance and repair of ground resources.
7. Maintain Support Vehicle Inventory and transportation vehicles (ICS-218).
8. Provide transportation services IAW requests from the LSC or SUBD.
9. Collect use information on rented equipment. Requisition maintenance and repair supplies, e.g., fuel, spare parts.
10. Maintain incident roads. Submit reports to SUBD as directed.
11. Maintain Unit Log (ICS 214-CG).

5330.1 Vehicle Sources

Rental companies for short term events and on special occasions through the General Services Administration.

5330.2 Maintenance

5330.3 Equipment Manager

The Equipment Manager (EQPM) provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

1. Obtain the IAP to determine locations for assigned resources, Staging Area locations and fueling and service requirements for all resources.
2. Obtain necessary equipment and supplies.
3. Provide maintenance and fueling according to schedule.
4. Prepare schedules to maximize use of available transportation.
5. Provide transportation and support vehicles for incident use.
6. Coordinate with AREP on service and repair policies, as required.
7. Inspect equipment condition and ensure coverage by equipment agreement.
8. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in an efficient operating condition) and place orders with the Supply Unit.
9. Maintain Support Vehicle Inventory (ICS-218).
10. Maintain equipment rental records.
11. Maintain equipment service and use records.
12. Check all service repair areas to ensure that all appropriate safety measures are being taken.
13. Maintain Unit Log (ICS 214-CG).

5340 Vessel Support

The Vessel Support Unit Leader VESS is responsible for implementing the Vessel Routing Plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels will be supported by their own infrastructure, the vessel Support Unit may be requested to arrange fueling, dockage, maintenance and repair of vessels on a case-by-case basis.

1. Review Unit Leader Responsibilities.
2. Obtain a briefing from the SUBD or the LSC.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of the Vessel Routing Plan.
5. Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
6. Coordinate water-to-land transportation with the Ground Support Unit, as necessary.
7. Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
8. Support out-of-service vessel resources, as requested.
9. Arrange for fueling, dockage, maintenance and repair of vessel resources, as requested.
10. Maintain inventory of support and transportation vessels.
11. Maintain Unit Log (ICS 214-CG).).

5340.1 Boat Ramps/Launching Areas

5340.2 Vessel/Boat Sources

5340.3 Maintenance

See Geographic Response Plans

5400 Reserved

5500 Reserved

5600 Reserved

5700 Reserved

5800 Reserved for Area/District

6000 Finance/Administration

6100 Finance/Administrative Section Organization

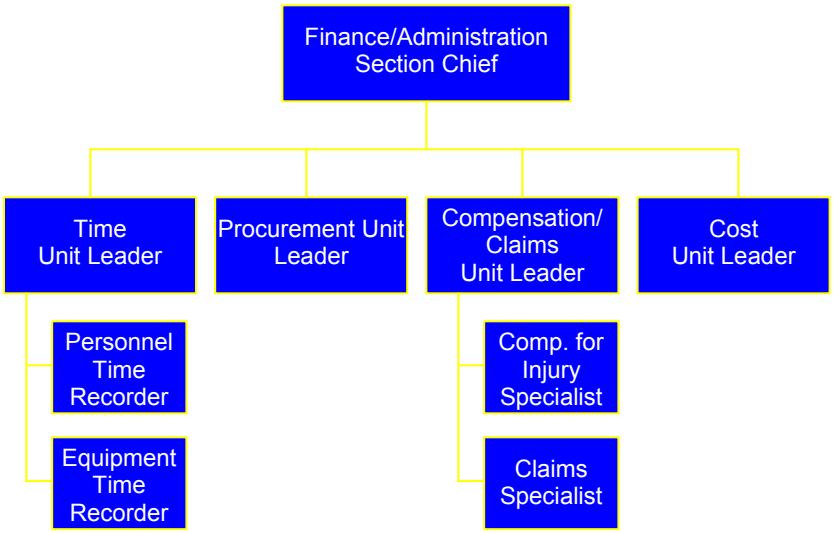


Figure 9 – Finance/Admin Section

6110 Finance/Admin Section Planning Cycle

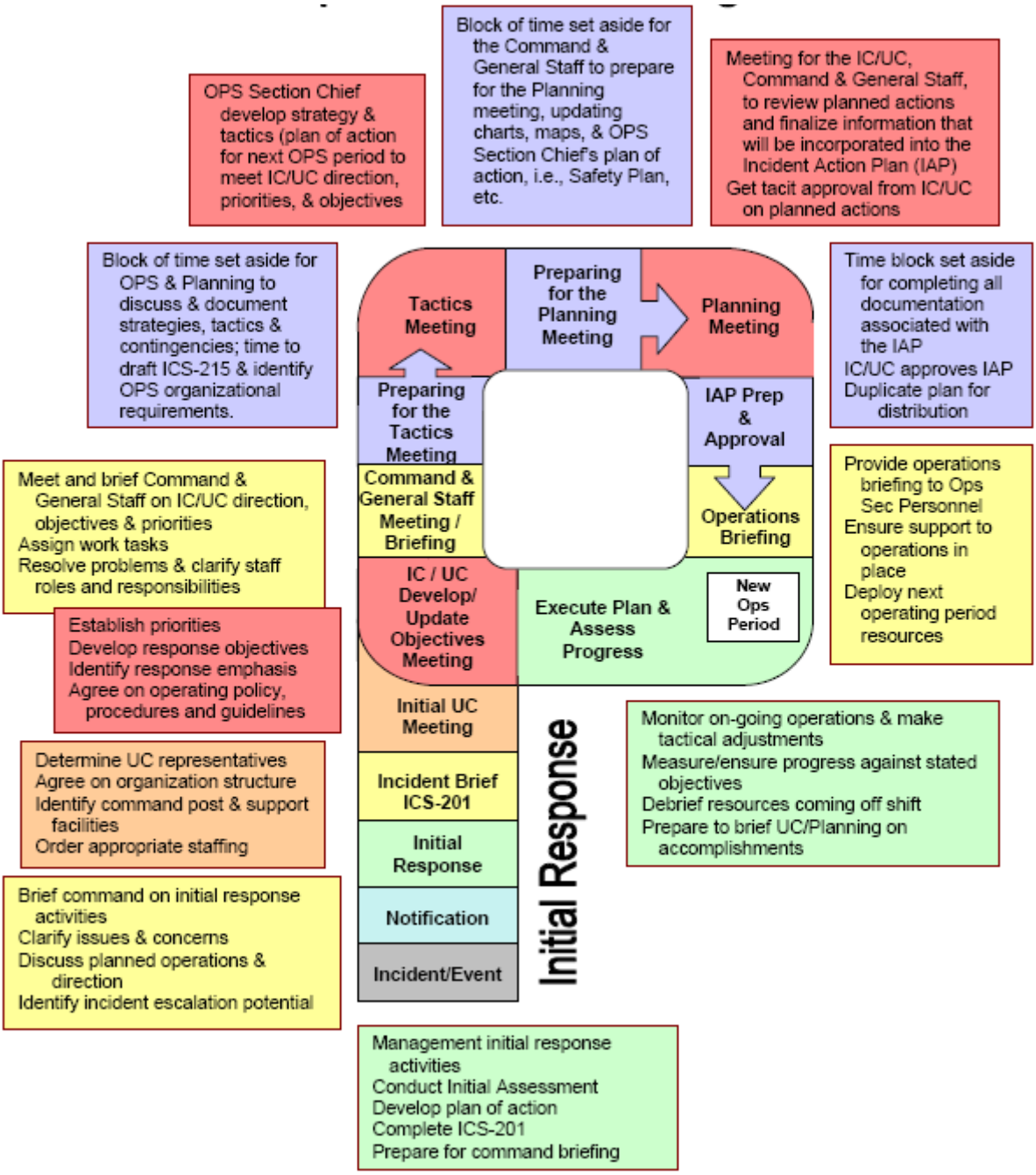


Figure 10 – Planning Cycle

6120 Finance/Admin Section Chief

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration section.

1. Manager all financial aspects of an incident.
2. Attend briefing with responsible agency to gather information.
3. Attend planning meetings to gather information on overall strategy.
4. Determine resource needs.
5. Develop an operating plan for Finance/Administration functions.
6. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
7. Inform members of the Unified Command and General Staff when Section is fully operational.
8. Review operational plans and provide alternatives where financially appropriate.
9. Determine the need to set up and operate an incident commissary.
10. Meet with assisting and cooperating agency representatives as required.
11. Provide input in all planning sessions on financial and cost analysis matters.
12. Provide financial and cost analysis information as requested.
13. Maintain daily contact with agency(s) administrative headquarters on finance matters.
14. Ensure that all personnel time records are transmitted to home agencies according to policy.
15. Participate in all demobilization planning.
16. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
17. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident (ICS 214).
18. Maintain Unit Log (ICS 214-CG).

6200 Fund Access

6210 Oil Pollution Act

The Oil Pollution Act of 1990 (OPA ‘90) became law on 18 August 1990 in response to the need for legislation to govern the discharge of oil into the navigable waters, adjoining shoreline, and “Exclusive Economic Zone” of the United States. The OSLTF was designated as a funding source to carry out the statute and its administration and management was delegated to the USCG. In response to this, the Commandant established the NPFC on 20 February 1991. The NPFC is an independent USCG Headquarters Unit reporting directly to the Chief of Staff.

6210.1 OSC Access

6210.11 Oil Spill Liability Trust Fund

OSLTF was established under provisions of OPA '90. The primary purpose of this fund is to provide a source of financing for the Federal Government's removal and monitoring costs after an oil discharge occurs or when an oil discharge threatens to occur. The OSLTF may be accessed when cleanup is deemed feasible and when any of the following conditions exist:

1. The discharger is unknown,
2. The discharger does not initiate a prompt and/or proper cleanup,
3. The discharger is unwilling to undertake necessary response actions, or
4. USCG monitoring costs (authorized expenses) exceed $500 in incremental costs.

For federally funded cleanups, the USCG will seek cost recovery from the responsible party for payment of all cleanup costs in order to reimburse OLSTF. The OSLTF is available for:

1. All removal costs consistent with the NCP,
2. Cost incurred by trustees for assessing damage to natural resources and developing and implementing restoration, rehabilitation, replacement, and acquisition plans,
3. Economic damages,
4. Immediate removal funds for states up to $250,000 per spill, and
5. Administrative, operational and personnel costs associated with OPA '90.

6210.12 OSLTF Policies

Discovery, assessment, notification, and certain USCG monitoring expenses are considered normal operating expenses of the USCG and are not reimbursable by OLSTF. OLSTF should be used/accessed whenever the incremental costs incurred after the assessment phase exceed $500. In those circumstances, even if the responsible party is conducting the cleanup and no contract costs are anticipated, the FOSC can get a Federal Project Number (FPN) and ceiling. In these cases, the MSU/Sector should document all costs, personnel hours, equipment usage, aircraft overflights, vehicle usage, etc. The OLSTF should not pay for Search and Rescue (SAR), fire fighting, or costs attributable to other USCG mission areas, unless those costs are incidental to a primary objective of response to a pollution incident.

The OLSTF provides for reimbursement for the following out of pocket expenditures in excess of $500, when authorized by the FOSC:

1. Travel and per diem costs,
2. The cost of hiring additional personnel to monitor responsible party cleanup efforts,
3. Expendable items and replacement of equipment used solely for the response effort and then disposed of afterwards,
4. Fuel costs for vehicles, boats, cutters or aircraft, and
5. Additional operating and/or maintenance costs for vehicles, boats, cutters, or aircraft used in the monitoring effort.

When the USCG initiates federal removal operations, all expenses, including those mentioned above, are recoverable from the discharger.

As a general rule, the OLSTF shall not be used for response to hazardous substance material incidents. The CERCLA Trust Fund will be used for hazardous substance response.

To ensure proper use of the OSLTF, the following USCG policies apply:

1. The OSLTF may not be accessed for the removal of pollutants discharged from a vessel or facility owned or operated by the US When the discharge is from an unknown or non-federal source and impacts federal lands or property, the OSLTF may be used. The OSLTF may also be used for damages to natural resources, including the cost of any damage assessment,
2. No agency's expenses are reimbursable unless a federal removal activity has been declared, the OSLTF has been activated, and those agency services have been requested by the FOSC,
3. Salaries of USCG Reserve personnel are reimbursable,
4. The Oil or CERCLA Fund may be used to procure non-expendable equipment when the FOSC determines that it is necessary for the removal,
5. Federal and state agencies are entitled to replacement or repair costs for non-expendable equipment damaged while under the administrative control of the FOSC, provided the damage did not occur as a result of negligence on the part of the parent agency or its appointed agent.

6210.13 Reimbursable Activities

The following types of removal costs incurred by federal or state agencies and authorized by the FOSC may be reimbursed from the Fund:

1. Costs incurred by government industrial facilities, including charges for overhead,
2. Actual costs for which an agency is required or authorized by law to obtain full reimbursement, and
3. Costs incurred during removal activities not normally funded by regular appropriations, including:
    a. Transportation costs incurred in delivering equipment to and from the scene,
    b. Travel and per diem for the FOSC and personnel required to deploy and maintain federally owned equipment,
    c. Replacement costs for expendable materials provided and utilized, including fuel for vessels, aircraft, or vehicles used at the FOSC's request in support of response activities,
    d. Supplies, materials, and minor equipment procured specifically for recovery activities,
    e. Incremental operating and contract costs incurred in providing assistance to the FOSC,
    f. Rental costs, as approved by the parent agency, for non-expendable removal and support equipment including the refurbishment, repair, and replacement costs,

g. Salaries of personnel not routinely part of response efforts but specifically requested by the FOSC (including USCG Reservists called to active duty to assist in supervising federal removal activities), and
h. Travel and per diem for RRT members to attend meetings specifically convened to provide FOSC support during federally funded oil discharge removal.

6210.2 State Access

Provisions of the OPA '90 specify procedures by which the governor of a state can request payments of up to $250,000 from the OSLTF. This money can be used for removal costs of an oil discharge or for the mitigation or prevention of a substantial threat of an oil discharge. Information can be found in 33 CFR 133-OSLTF; State Access.

Procedures for accessing the OSLTF, requirements for documenting expenses, investigation requirements, and how to submit documentation for reimbursement are found in the state access section of Chapter 5 of the NPFC User Reference Guide.

6210.3 Trustee Access

A non-federal trustee such as a state official, may request funding for the immediate removal of a discharge or the mitigation or prevention of a substantial threat of a discharge of oil.

The NPFC administers the OSLTF. 33 CFR 133 implements section 1012(d)(1) of OPA '90 whereby the governor of a state or the designated state official may request funding for removal costs consistent with the National Contingency Plan not to exceed $250,000 per incident.

6220 CERCLA

CERCLA funds may be used when the following conditions exist:

1. The material is a hazardous substance, pollutant, or contaminant that may present an imminent and substantial danger to the public health or welfare,
2. The material is released, or there is a substantial threat of release, into the environment, and

The responsible party is not taking proper removal actions. The FOSC is authorized and responsible for assessing releases of any size and initiating response actions whenever a release requires a federal removal action. The reportable quantity of a substance has no bearing on the USCG's authority to respond under CERCLA. Response authority exists whenever there is a quantity released or threatened to be released into the environment.

6220.1 OSC Access

The FOSC will use CERCLA fund to pay removal costs when the responsible party does not conduct proper removal actions, or is unknown, and immediate removal is necessary. A Notice of Federal Assumption should be issued if the polluter is known. For those incidents involving vessels, the Notice of Federal Assumption should also cite FWPCA 311l if both statutes apply.

Although there are some situations where the OSLTF could also be used to fund removal costs, the USCG and EPA have agreed that, whenever possible, CERCLA will be used for hazardous substance response. In any case, the OSLTF should not be used for response to hazardous substance incidents without prior Commandant (G-MOR) approval.

Upon determining a federal removal is necessary, the FOSC must notify CCGD8(m) and NPFC of the estimated costs and obtain a CERCLA account number(s) and document control number(s). The FOSC must obtain a new document control number for each contract initiated for a response. If the obligated amount for a contract is increased at a later date, another document control number must be obtained to account for the increase.

CERCLA encourages state and local response actions and can be used to provide reimbursement for certain actions described in Section 111 of the law when certified by the FOSC. The EPA established policies that govern what specific costs are reimbursable. Any state that desires to enter into a contract or cooperative agreement to carry out response actions under CERCLA should be referred to the EPA.

6300 Time

The Time Unit Leader (TIME) is responsible for equipment and personnel time recording and for managing the commissary operations.

1. Review Unit Leader Responsibilities in Chapter 2.
2. Determine incident requirements for time recording function.
3. Determine resource needs.
4. Contact appropriate agency personnel/representatives.
5. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
6. Establish time unit objectives.
7. Maintain separate logs for overtime hours.
8. Establish commissary operation on larger or longterm incidents, as needed.
9. Submit cost estimate data forms to the Cost Unit, as required.
10. Maintain records security.
11. Ensure that all records are current and complete prior to demobilization.
12. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
13. Brief the FSC on current problems and recommendations, outstanding issues and follow-up requirements.
14. Maintain Unit Log (ICS 214-CG).

6310 Equipment Time Recorder (EQTR)

Under supervision of the TIME, the EQTR is responsible for overseeing the recording of time for all equipment assigned to an incident.

The major responsibilities of the EQTR are:

1. Set up the EQTR function in location designated by the Time Unit Leader.
2. Advise Ground Support Unit, Vessel Support Unit, Facilities Unit and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
3. Assist Units in establishing a system for collecting equipment time reports.
4. Post all equipment time tickets within 4 hours after the end of each operational period.
5. Prepare a use and summary invoice for equipment, as required, within 12 hours after equipment arrival at the incident.
6. Submit data to TIME for cost effectiveness analysis.
7. Maintain current posting on all charges or credits for fuel, parts and services.
8. Verify all time data and deductions with owner/operator of equipment.
9. Complete all forms according to agency specifications.
10. Close out forms prior to demobilization.
11. Distribute copies per agency and incident policy.
12. Maintain Unit Log (ICS 214-CG).

6320 Personnel Time Recorder (PTRC)

Under supervision of the TIME, the PTRC is responsible for overseeing the recording of time for all personnel assigned to an incident.

The major responsibilities of the PTRC are:

1. Establish and maintain a file for incident personnel time reports within the first operational period.
2. Initiate, gather or update a time report from all applicable personnel assigned to the incident for each operational period.
3. Ensure that all employee identification information is verified to be correct on the time report.
4. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
5. Ensure that time reports are signed.
6. Close-out time documents prior to personnel leaving the incident.
7. Distribute all time documents according to agency policy.
8. Maintain a log of excessive hours worked and give to the TIME daily.
9. Maintain Unit Log (ICS 214-CG).

6400 Procurement

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases and fiscal agreements.

1. Review Unit Leader Responsibilities.
2. Review incident needs and any special procedures with Unit Leaders, as needed.
3. Coordinate with local jurisdiction on plans and supply sources.
4. Obtain the Incident Procurement Plan.
5. Prepare and authorize contracts, building and land-use agreements.
6. Draft memoranda of understanding as necessary.
7. Establish contracts and agreements with supply vendors.
8. Provide for coordination between the ORDM and all other procurement organizations supporting the incident.

9. Ensure that a system is in place that meets agency property management requirements.
10. Ensure proper accounting for all new property. Interpret contracts and agreements; resolve disputes within delegated authority.
11. Coordinate with the Compensation/Claims Unit for processing claims. Complete final processing of contracts and send documents for payment.
12. Coordinate cost data in contracts with the COST.
13. Brief the FSC on current problems and recommendations, outstanding issues and follow-up requirements.
14. Maintain Unit Log (ICS 214-CG).

6410 Contracting Officer Authority

A BOA contractor must be selected over a non-BOA contractor. BOA contractors are initially hired by verbal order followed by a written contract (Optional Form 347) for each incident, which will include the specific number of personnel and equipment needed, estimated cost, and the FPN. The OSC-authorized ceiling for a BOA contractor is set at $25,000 per incident, per BOA contractor selected (two or more BOA contractors can be hired to perform different tasks on one incident at a maximum of $25,000 each). The Contracting Officer must approve contractor services that will exceed the OSC's limit.

Unless the BOA contractor cannot provide a timely and adequate response, selection of a non-BOA contractor by an OSC is not authorized. The Contracting Officer is generally the only person authorized to hire a non-BOA contractor. If the Contracting Officer cannot be reached in a timely manner, the OSC is authorized to issue non-BOA purchase orders, on an emergency basis only, with a limit not to exceed $25,000 per incident. The OSC must contact the Contracting Officer within 24 hours after exercising this emergency authority. If the OSC determines that another agency can assist in a removal effort, the OSC may authorize that agency to perform removal actions, by executing a Pollution Removal Funding Authorization.

Group/MSO Long Island Sound currently has the authority to approve single purchases up to $10,000 for supplies and services up to $2,000 in construction costs. Integrated Support Command (ISC) Boston must approve any purchases above these limits. ISC Boston currently has the authority to make single purchases up to $25,000 for supplies and services. Maintenance and Logistics Command Atlantic (MLCLANT) contracting office would have to approve of any purchase in excess of $25,000.

6500 Compensation/Claims

The Compensation/Claims Unit Leader (COMP) is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities (other than injury) for an incident.

1. Review Unit Leader Responsibilities.
2. Obtain a briefing from the FSC.
3. Establish contact with the incident MEDL, SOFR and LNO (or Agency Representatives if no LNO is assigned).
4. Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
5. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.

6. Review Incident Medical Plan(ICS 206-CG)
7. Ensure that CLMS's have adequate workspace and supplies.
8. Review and coordinate procedures for handling claims with the Procurement Unit.
9. Brief the CLMS's on incident activity.
10. Periodically review logs and forms produced by the CLMS's to ensure that they are complete, entries are timely and accurate, and that they are in compliance with agency requirements and policies.
11. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
12. Keep the FSC briefed on Unit status and activity.
13. Demobilize unit in accordance with the Incident Demobilization Plan.
14. Maintain Unit Log (ICS 214-CG).

6510 Compensation for Injury Specialist (INJR)

Under the supervision of the COMP, the Compensation for Injury Specialist is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit. The major responsibilities of the INJR are:

1. Collocate Compensation for Injury Specialist with the Medical Unit when possible.
2. Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.
3. Obtain a copy of Incident Medical Plan (ICS 206-CG).
4. Provide written authority for persons requiring medical treatment.
5. Ensure that correct agency forms are being used.
6. Provide correct billing forms for transmittal to doctor and/or hospital.
7. Coordinate with MEDL to keep informed on status of injured and/or hospitalized personnel.
8. Obtain all witness statements from SOFR and/or MEDL and review for completeness.
9. Maintain a log of all injuries occurring at the incident.
10. Coordinate/handle all administrative paperwork on serious injuries or fatalities.
11. Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals after demobilization.
12. Maintain Unit Log (ICS 214-CG).

6520 Claims Specialist (CLMS)

Under the supervision of the COMP, the CLMS is responsible for managing all claims-related activities (other than injury) for an incident. The major responsibilities of the CLMS are:

1. Develop and maintain a log of potential claims.
2. Coordinate a claims prevention plan with applicable incident functions.
3. Initiate an investigation on all claims other than personnel injury.
4. Ensure that site and property involved in an investigation are protected.
5. Coordinate with the investigation team as necessary.
6. Obtain witness statements pertaining to claims other than personnel injury.
7. Document any incomplete investigations.

8. Document follow-up action needs by the local agency.
9. Keep the COMP advised on the nature and status of all existing and potential claims.
10. Ensure the use of correct agency forms.
11. Maintain Unit Log (ICS 214-CG).

6600 Cost

The Cost Unit Leader (COST) is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

1. Review Unit Leader responsibilities.
2. Obtain a briefing from the FSC.
3. Coordinate with agency headquarters on cost reporting procedures.
4. Collect and record all cost data.
5. Develop incident cost summaries.
6. Prepare resources-use cost estimates for the Planning Section.
7. Make cost-saving recommendations to the FSC.
8. Ensure all cost documents are accurately prepared.
9. Maintain cumulative incident cost records.
10. Complete all records prior to demobilization.
11. Provide reports to the FSC.
12. Maintain Unit Log (ICS 214-CG).

6610 Cost Documentation Procedures, Forms & Completion Report

During the course of a government led removal operation, the FOSC is required to track expenses and project costs for recovery of expenses to the OSLTF and to facilitate judgments on proposed actions.

Any expenses incurred by a cooperative and responsive RP above their limit of liability may be claimed against the OSLTF for reimbursement. It is important that the Finance Section assure expenditures by the RP as well as by the government are reasonable and justifiable and in alignment with the goals and objectives of the NCP and this area plan. It may be difficult to track the RP's expenditures but lessons learned have shown it to be well worth the effort. The Finance Section Chief is responsible for periodically reporting on the status, nature, and trend of response expenditures to the Unified Command.

Where the response expenditures of the RP are questionable, and there is some probability that the RP's limit of liability will be reached, it is prudent for the FOSC to proactively communicate in writing to the RP their expectation for the scope of reasonable and justifiable response activities and expenditures.

The procedures and instructions for cost documentation, cost recovery, and submittal are found in chapter 3 (Removal Costs – TOPs) of the NPFC Users Reference Guide.

Cost documentation information collected by Coast Guard field units should be delivered to the NPFC in a timely manner. The Completion Report should be submitted by the FOSC within 30 days of the response completion. When unusual circumstances prevent collecting all Coast Guard cost documentation, the FOSC should submit a partial report and forward remaining documentation to the NPFC case officer within an agreed-upon schedule. Refer to Incident Management Handbook (IMH) Finance/Administration section.

6700 **Reserved**

6800 **Reserved**

6900 **Reserved for Area/District**

7000 Hazardous Materials

7100 Introduction

The spill, release or discharge of hazardous substances is unique compared to an oil spill in that hazardous substances have a greater potential to impact human health. In general, oil spills are of great concern due to their potential to cause long term damage to the environment. Oil spills do not routinely pose an immediate threat to human life. On the contrary, hazardous substance spills can pose an immediate danger to humans when discharged in even the smallest quantities. This chapter of the ACP provides general guidelines for initial response actions necessary to abate, contain, control and remove the spilled material and describes some of the unique issues associated with a hazardous material spill.

The definition of hazardous substance is: Any substance designated as such by the administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. Sec. 9601 et seq.), regulated pursuant to Section 311 of the federal Clean Water Act (33 U.S.C. Sec. 1321 et seq.).

The definition of reportable quantity is: A quantity of a hazardous substance, the discharge or spill of which is determined to be harmful to the environment or public health or welfare or may reasonably be anticipated to present an imminent and substantial danger to the public health or welfare by the administrator of the EPA pursuant to federal law.

7200 Government Policy and Response

The basic response organization for a hazardous substance response should be the same as for an oil product. The parties involved in the incident, both potential responsible parties and responders however may be quite different. The lead organization for hazardous substance incidents in many areas will be the local fire department or state hazardous materials team. It is therefore logical that while the COTP/EPA representative is the pre-designated FOSC and is responsible for ensuring that a proper response is mounted; the operational incident command may be handled by a representative of the lead responding agency; i.e., fire or HAZMAT Department or its overseeing authority.

7300 Federal Policy

In accordance with section 311l of the Clean Water Act (CWA), as amended by the Oil Pollution Act of 1990, the FOSC is delegated authority to ensure the effective and immediate removal of a discharge and mitigation or prevention of a substantial threat of discharge of a hazardous substance.

The Coast Guard provides the FOSC for oil discharges and hazardous substance release into or threatening the coastal zone. The EPA provides FOSCs for oil discharges and hazardous substance releases into or threatening the inland zone.

Based on the NCP, the United States Coast Guard COTP has been designated as the local hazardous materials responder for releases into or threatening the coastal zone. The COTP will remain the FOSC and make notifications to the NRC and assist in the coordination of response efforts, if required. If the incident is beyond the capabilities of the local responders, the COTP/FOSC will exercise the ACP and will initiate the formation of the Incident Command System.

For releases of hazardous substances, pollutants, or contaminates, when the release is on, or the sole source of the release is from any facility or vessel under the jurisdiction, custody, or control of the Department of Defense (DoD), the agency is responsible for designating the FOSC.

7400 Incident Command

In executing this portion of the ACP, the senior emergency responder is designated the Incident Commander until relieved by a more senior responder or until such time as a unified command structure is established. At a minimum, the unified command structure will consist of the FOSC, State On-Scene Coordinator (SOSC), and, if available, the Responsible Party Incident Commander (RPIC).

A command post will be established as soon as practicable by the Unified Command.

The primary means of communication will be determined by the principal response organization which has jurisdiction to respond to the hazardous substance event. Refer to Section 5300 of the GRP for additional command, control, and communications procedures.

7410 Operations

Upon execution of this part of the ACP, hazardous substance response resources under the direction of the Incident Commander will respond in an appropriate manner to attempt to control the release.

Initial response operations will be the responsibility of the owner/operator of the vessel or facility. Owners and operators of vessels or facilities must develop contingency plans to respond to hazardous material releases. Facility/vessel owners and operators must take necessary steps to terminate and limit the release from their facility/vessel.

Local hazardous substance response organizations must be prepared to respond within the limits of their training and capabilities. If response resources are not trained or capable of handling a hazardous substance event, they should take appropriate measures to protect life, environment, and property.

The Coast Guard will provide assistance as appropriate. This may include establishing safety zones, re-routing or restricting vessel traffic, assisting with search and rescue or medical evacuation, deployment of Strike Team assets, or conducting pollution response operations.

Other affected organizations, particularly pollution response or salvage organizations, will respond as directed by the unified command.

7410.1 Reporting Requirements

A release or threatened release of a hazardous material must be reported. Hazardous material includes any material that, because of quantity, concentration, or physical or chemical characteristics, poses a significant or potential hazard to human health or safety or to the environment if released. If there is any question as to whether the material poses a threat, a report should be made to the appropriate authorities.

An immediate verbal report of any release or threatened release of hazardous material must be made to:

1. The National Response Center at 1-800-424-8802,

2. The local emergency response agency (such as 911 or the local fire department or health department), and
3. The local State Agency having jurisdiction.

This report should include the following information as applicable:

1. Location of the release or the threatened release,
2. The name of the person reporting the incident,
3. Hazardous material involved,
4. Estimate of the quantity of product involved,
5. Status of the release source (secured, still leaking),
6. Any known injuries, and
7. Any actions taken or being taken to secure the source and/or site.

7410.2 Initial Actions

The following is generic information concerning a hazardous material emergency response. It is intended to supplement not replace the operational procedures as set forth in other parts of this plan.

Safety is the first priority in responding to any accident. Thinking safety is even more important when the accident involves, or might involve, hazardous materials. It is absolutely necessary to know the properties of the materials involved. Some hazardous materials cannot be seen or smelled and yet there may be chemicals leaking in gas, liquid, or solid form. The danger of sudden fires or explosions must be assumed.

It is entirely possible that the scene of an accident involving hazardous materials will represent such a high degree of hazard that the only safe course is to protect the perimeter and evacuate or shelter-in-place those who may become exposed to the dangers of toxic fumes or violent container ruptures. These severe hazards may exist with or without the presence of fire, smoke, or odors.

If an accident involving hazardous materials happens, IMMEDIATELY:

1. Sound the alarm and notify all local emergency response authorities,
2. Isolate the hazard area and restrict entry, as appropriate. Establish an initial isolation perimeter and control points, and
3. Make an initial survey of the scene. Much of this information can be obtained through radio or telephone contact with witnesses. If' it is necessary to dispatch a person to the scene, observations should be made from upwind at a safe distance.

DANGER: Only those individuals directly involved in the emergency response effort, wearing the proper level of personal protection equipment and working in pairs with appropriate backup shall be allowed access into the exclusion/hot zone. Personal protection equipment could include nomex, SCBA, full turnout clothing, or chemical protective clothing, based upon the nature of the emergency.

If safe to do so, determine:

1. The location of threatened or potentially threatened people,
2. The presence of fire, smoke, or fumes,
3. The presence of hazardous substances,
4. The presence of warning or identifying labels or placards,
5. The type of personal protection equipment needed,

6. The overall condition of the vessels and containers, and
7. Wind direction and approximate speed.

Initiate actions for protection of downwind receptors through local emergency management officials (evacuation or shelter-in-place), as appropriate. Rescue the injured, ONLY if safely possible. Once rescue personnel are properly equipped, look for injured in vessel cabins, on deck, and in the general vicinity of the accident. If injuries appear to be due to chemical exposure, attempt to identify which chemicals are involved. In general, remove victims to fresh air and remove all chemical soaked clothing. First aid personnel should protect themselves against direct contact with contaminated clothing or materials.

7410.3 Follow-up Actions

Once emergency measures have been completed such that immediately threatened and injured persons have been attended to and an initial site characterization has been completed to determine the personal protective equipment required, follow-up actions can be undertaken. The immediate goals of this part of the response are to further characterize the site, identify and take steps to protect the public, stop the discharge, and begin to develop strategies to mitigate and clean-up the discharge. In order to do this, responders should accomplish the following actions.

1. If possible, implement countermeasures to control the emergency. If personal health and safety is not assured, do not attempt to re-enter the emergency site.
2. Designate a staging area where the emergency response personnel and equipment can safely report without becoming directly exposed to the emergency release.
3. Identify and confirm the nature of the release incident, materials involved, and extent of the area/unit/process involved.
4. Identify the hazards and assess the level of risk to response personnel, the community, and the environment.
5. Consider shelter-in-place or evacuation (see evacuation considerations). The FOSC may have to make recommendations to the Local Emergency Manager based upon weather conditions and forecasts. High humidity and warm air can force vapors towards the ground. In addition, air ventilation and air conditioning ducts may force toxic vapors into any building. When considering shelter-in-place versus evacuation, compliance with and success of a shelter-in-place program will be dependent upon the following factors:

    a. Receipt of a timely warning and an effective warning message,
    b. Clear rationale for the decision to shelter-in-place, as compared to an evacuation,
    c. An absence of visual clues, such as large vapor clouds, fires and explosions, etc.
    d. Previous training and education by response personnel and the public on the application and use of shelter-in-place.

6. Criteria for shelter-in-place operations are outlined below. Incidents that may require the shelter-in-place of the surrounding community often have the following characteristics:

a. The released material has a moderate to low health hazard,
b. The hazardous material has been totally released from its container and is dissipating,
c. The released material forms a “puff” or migrating plume pattern; e.g., vapor clouds that will quickly disperse and are not from a fixed, continuous point source,
d. A fast-moving toxic vapor cloud that will quickly overrun exposed people,
e. Short duration solid or liquid leaks are present, and
f. Migrating vapor clouds of known low toxicity and quantity are occurring.

7410.4 Obtaining Chemical Information

One of the most important aspects of the initial response activities at a spill incident is identification of the substance involved. The first qualified responder on scene should attempt to make this determination. Under no circumstances should any attempt at substance identification be made without adequate personal protection equipment and without exercising extreme caution.

Direct identification of the substance involved in a transportation incident may be obtained from the following sources:

1. Transporters: Vehicle operators should be able to identify the materials they are carrying. The operator should be located as soon as possible and questioned regarding the contents of their vehicle. Shipping papers identifying the substance(s) involved should be in their possession. They may also be able to provide information regarding the shipper, consignee, and manufacturer.
2. Shipping papers: For highway incidents, shipping papers identifying the vehicle cargo should be in the possession of the driver or located in the cab of the vehicle on the seat or in a holder on the inside of the door. In the event of a railway incident, weigh bill should be in the possession of the conductor or located in the engine and the caboose. Manifests for waterborne vessels should be in the possession of the captain of the vessel, the person in charge of the watch, or located on the bridge or in the pilothouse of the vessel. On barges, the shipping papers are carried in a tube or box on the barge.
3. UN (United Nations) or NA (North-America) material identification number: There may be a black 4 digit identification number directly on warning placards or on individual orange panels on the tank, vehicle, or rail car ends. If not displayed on the vehicle ends, check the sides of the transport. These numbers are hazard category codes that can be identified in the latest North American Emergency Response Guidebook, or by contacting CHEMTREC at 1-800-424-9300. This number identifies generic groups of hazardous materials; e.g., #1203 for gasolines, fuel oils, etc.
4. Information on containers: In certain situations, information on containers will identify their contents. In other situations, the name and address of the shipper or consignee may be found on the containers. These parties may then be contacted directly or through CHEMTREC in an attempt to identify the materials involved.

5. The shipping company: The shipping firm or railway company involved in the incident should be able to identify the contents of their vehicle. Highway and rail vehicles often have unique identification numbers (in addition to the numbers described in (3) above) displayed on the ends and/or sides of each particular vehicle. By contacting the company involved, either directly or through CHEMTREC, and providing the identification numbers when available, the contents of these particular vehicles may be identified.

If direct identification is impossible, or if any of the above methods of identification are prohibitive from a time or safety standpoint, attempt to identify as many of the chemical and physical properties of the substance as possible. Contact CHEMTREC, TNRCC Emergency Response Unit, or the Louisiana State Police, and provide the following information for assistance in identifying the material:

1. Color of the material,
2. Physical state of the material (gas, liquid or solid),
3. Odor (identification of the odor should not be done intentionally, but may be available through unintentional exposure),
4. Noticeable sound,
5. Abnormal or extreme heat,
6. Abnormal or extreme cold (presence of frost),
7. Pressure leaks, and
8. Color of flame (if present).

Under no circumstances should anyone other than a trained responder approach a fire or hazardous substance spill.

7410.5 Site Evaluation

Many factors in addition to substance identification are important when responding to a hazardous substance spill. Responders must take into consideration not only the characteristics of the substance, but also the characteristics of the surrounding area. Each tactic employed must be planned carefully so as to not endanger responders or bystanders. When conducting a site evaluation, responders should note:

1. Locations of low points that act as a natural collection point for vapors or liquids,
2. Existing and potential confined spaces that pose a threat to response personnel,
3. Weather conditions,
4. Proximity to nearest ignitions sources,
5. Proximity to flammable items or chemicals,
6. Concentrations of discharged products,
7. Proximity to residential or other commercial areas,
8. Composition of affected areas (sand, marsh, pavement, bay waters, etc.), and
9. Physical hazards.

Of particular note, when conducting a site evaluation is a determination of the possible cause of and status of the failed container. Knowing that a 250-gallon fertilizer tank has a slow leak might prompt a very different response than if it is reported that a chemical processing storage tank had totally collapsed. In either case, a hazardous substance response is appropriate but will vary depending on the circumstances.

7410.6 Container Damage Assessment

Container damage assessments should be performed by competent structural engineering experts. Damage that appears catastrophic may not in actuality be indicative of imminent failure. Conversely, damage that appears to be benign may actually constitute significant and substantial structural failure. Under no circumstances should a damaged container be moved or contents transferred prior to being inspected by competent authority for structural damage. Expertise is available from the container manufacturers, some transportation companies, and some shippers of dangerous products.

7410.7 Thermal Ruptures

Thermal ruptures and their effects have been researched extensively, especially where they involve pressurized bulk containers. Actual distances traveled by container fragments have been measured and, where specific distances are given for fire related ruptures, they are based on this history, rounded upwards for safety and convenience. Additionally, the estimated distances provided are based on factors such as the violent rupture potential of the product, any secondary or tertiary hazards the product may pose (whether or not they meet the DOT or IMO hazard class definitions) and the kind and size of container authorized for product transportation.

If a violent rupture occurs, the most common pattern of breakage is into several pieces. If there is a violent rupture of a flammable compressed gas tank, it is estimated that the area within a 500 to 660 foot radius of the bulk container will experience a fireball and extreme radiant heat. The next 500 to 600 feet (out to a radius of approximately 1200 feet) will experience extreme heat such that fires may be started. In all cases, responders should exercise extreme caution and recognize that values provided are based on estimated variables and may not be fully representative of every situation.

7420 Planning

For vessels: The presence of responding agencies does not relieve the master of command or transfer the master's responsibility for overall safety of the vessel. The master should not countermand any orders given by the supervisors of responding organizations in the performance of their activities unless the action taken or planned clearly endangers the safety of the vessel, crew, or passengers. The master of the vessel will utilize his resources to control the release until such time as he is relieved of response activities by the designated Incident Commander.

For facilities: Refer to the facility emergency plan. The first responding agencies will respond in accordance with their standard operating procedures.

The designated Incident Commander will direct employment of responding resources. Resources will be employed based on:

1. Location and extent of the release,

2. Class and extent of cargo involved,
3. Possibility of explosion,
4. Hazards to personnel and resources,
5. Weather forecast, and
6. Alternatives if the vessel is not allowed entry or movement.

7420.1 Response Considerations

Once a site evaluation has been conducted that identifies the particulars and hazards of the spill site, the FOSC can begin to respond. Tactical plans for responding to hazardous substances differ from an oil spill response in that the methods for cleaning a hazardous chemical spill will largely depend on the hazards the field personnel will face. In addition, conventional spill response and fire-fighting techniques are not always appropriate. The fact that a substance is on fire does not necessarily indicate that the fire should be put out or suppressed with water or any other material. If flammable liquids or gases are leaking and on fire, it may be better to let the product burn unless the leak(s) can be stopped or unless the fire poses a threat to other tanks or structures. For instance, water is not generally effective against hydrocarbon liquids, gases, or cryogenic liquids. Large amounts of water combined with spilled chemicals may do more to spread a hazard than to eliminate it. In such instances, foams added to water may be more appropriate.

Escaping and spreading vapors or liquids may present a much greater hazard than fire. Water intakes and highly congested areas are at risk during periods of migration. The direction that a cloud or pool of hazardous substances is flowing may change suddenly and pose additional problems for responders and emergency personnel. Under periods of calm winds or stagnant water, vapor clouds or pools may be quite persistent especially if the vapor density/specific gravity of the product is greater than that of the ambient medium. For this reason it is imperative to identify the direction of drift of the substance for protection of both public and environment.

Response strategies should conform to incident command procedures. The following incident management procedures are recommended:

1. Site management and control,
2. Identify the materials involved,
3. Evaluate the hazards and risks,
4. Select the proper level of personal protection equipment,
5. Coordinate information and resources,
6. Hazardous materials control, containment, confinement and removal (if appropriate), and
7. Decontamination procedures and incident termination.

7420.2 Response Priorities

1. **Safety**: Ensure safety of responders, victims, and public. If possible, approach from upwind, upgrade, and upstream.

2. **Isolation and Deny Entry**: Attempt to restrict access to incident site. Position barricades or perimeters as available to identify the hot zone.

3. **Notifications**: Ensure proper notifications have been made to all concerned parties.

4. **Command/Management**: Establish command utilizing an appropriate incident management system. The Coast Guard, TNRCC, and LA State Police will utilize the National Interagency Incident Management System (NIMMS). Assign a Safety Officer, with adequate hazardous substance response experience, as soon as practicable.
5. **Identification and Hazard Assessment**: Attempt to determine the nature and extent of the hazard present. Utilize as many sources as are available to assure the most accurate assessment possible. Remember, all further response actions will be based on this identification and hazard assessment. Conduct a risk analysis prior to initiating any response activities.
6. **Action Planning**: Develop a response plan which identifies the specific incident and available resources. Ensure this plan makes the best available use of resources to minimize the impact of the incident on life, environment, and property.
7. **Protective Equipment**: Determine the appropriate level of protective equipment to respond to the incident. Ensure responders are trained in the use of such equipment in accordance with prescribed OSHA requirements found in 29 CFR 1910.
8. **Containment and Control**: Determine the containment and control actions necessary to mitigate the specific incident at hand. Remember that "No Action" may be an appropriate control method.
9. **Protective Actions**: Determine the need to recommend evacuation or shelter-in-place of the local populace which may be affected.
10. **Decontamination and Cleanup**: Conduct decontamination and cleanup of affected areas and response equipment to minimize the spread of contamination.
11. **Disposal**: Dispose of the recovered hazardous substance and any other residue, such as cleaning water or solutions used in the decontamination and cleanup process.
12. **Documentation**: Ensure completion of all necessary documentation as required by individual organizations.

7430 Logistics

Responding agencies and resources will be responsible for their own administrative and logistical support until such time as a Logistics Section is established. The Logistics Section Chief will be appointed by the Unified Command.

7440 Finance/Admin

Responding agencies and resources will be responsible for their own administrative and finance support until such time as a Finance Section is established.

The Finance Section Chief will be appointed by the Unified Command.

7440.1 CERCLA

The FOSC is authorized and responsible for assessing releases of any size and for initiating response action under CERCLA whenever a release requires a federal removal action. FOSCs will monitor the response as necessary, no matter who is carrying it out, to ensure its adequacy. The reportable quantity of a substance has no bearing on the FOSC's authority to respond under CERCLA. Response authority exists for any quantity released or threatened to be released into the environment.

If the responsible party is identified, the FOSC shall make every effort to have them initiate removal actions, including issuing a Notice of Federal Interest and, when appropriate, an Administrative Order. CERCLA differs from the FWPCA in that, under certain conditions, it enables the FOSC to order the responsible party to undertake the corrective measures specified in an Administrative Order. Their use is limited to releases, or threats of releases, that involve a hazardous substance, originate from a facility, and may pose an imminent and substantial endangerment to the public health or welfare or the environment.

The FOSC will use CERCLA funds to pay for removal costs when the responsible party does not conduct proper removal actions, or is unknown, and immediate removal is necessary. A Notice of Federal Assumption of Response Activities should be issued if the polluter is known.

CERCLA encourages state and local response actions and can be used to provide reimbursement for certain actions certified by the FOSC. The EPA establishes policies that govern what specific costs are reimbursable.

CERCLA prohibits response actions in excess of a one-year duration or exceeding one million dollars in response costs unless the following conditions are met:

1. Continued response actions are immediately required to prevent, limit, or mitigate an emergency.
2. An immediate risk to public health, welfare, or the environment exists.
3. Such assistance will not otherwise be provided on a timely basis.

To open the CERCLA fund:

1. Contact the National Pollution Fund Center (NPFC) Regional case Manager at (202) 493-6730 and obtain the appropriate funding cite and authorized ceiling. After hours, weekends, or holidays call the same numbers for recorded instructions to page the managers. If the Regional Manager is unavailable, the duty case officer can be paged by calling (800) 759-7243, PIN 2073906, or may be contacted through the Coast Guard Headquarters Command Center at (202) 267-2100 or (800) 424-8202.
2. The following information will be needed:
    a. Name of incident,
    b. Location of incident (facility name, address, city, state, and zip,
    c. Latitude and Longitude,
    d. Estimate of ceiling requested (contract(s) + CG costs + other agency support costs),
    e. Substances involved (if known) and description of threat,

f. Name of contractor(s),
g. Date incident occurred or was discovered,
h. Estimated duration of response,
i. Other resources activated by FOSC, and
j. Responsible party (if known).

3. Obtain authorized ceiling from EPA Region/FOSC and provide it to NPFC. Advise NPFC and EPA FOSC immediately if costs will exceed estimate.
4. NPFC will contact the EPA and respond to FOSC verbally and confirm by message or fax the funding, citation(s), authorized ceiling, and assigned case officer.
5. Follow guidance from NPFC and MLC for use of funds and to arrange response actions. When contractor services for responses are anticipated above $25K, contact MLC (FCP) for guidance.
6. FOSC may obligate up to $25,000 for response action if unable to contact NPFC. Identify all such obligations clearly and contact NPFC next business day to insure CERCLA funding is provided
7. Use total cost when managing ceiling. Available ceiling must cover contracts, out of pocket expenses, CG personnel and equipment, and other agency costs. Issue pollution removal funding authorizations to supporting government agencies.
8. Pollution Reports (POLREP), include NPFC as information addressee in all POLREPS. Report in each POLREP total ceiling cost authorized and cumulative obligations to date. Immediately contact NPFC if authorized ceiling must be increased. Ceilings in excess of $100,000 require special approval procedures by EPA Headquarters. This approval process usually takes more than one day. If FOSC expects total costs to exceed $100,000, contact NPFC when obligations reach $80,000. NPFC will provide guidance pending EPA approval.
9. Document all costs on a daily basis using the same procedures and forms as for oil cases.
10. Advise NPFC within 30 days of initiation of response operations. NPFC must bill the EPA for reimbursement of CG incurred costs.
11. Certify contractor invoices for receipt of services over $25,000 of IAW STD MLC procedures. Contact appropriate MLC contracting officer if questions arise, or if invoice cannot be certified. For LANTAREA FOSCs, forward invoices within 1 week to MLCLANT (FCP). Forward contracts under $25,000 directly to EPA (EPA, National Contracts Payment Division MD-32, Research Triangle Park, NC 27711). Copies of all invoices must be included in cost documentation package sent to NPFC.

8000 Marine Fire Fighting

8100 Introduction

This plan outlines the USCG responsibilities and provides response guidelines for a marine fire. The Captain of the Port's (COTP) primary concern in responding to vessel or facility fires is to ensure safety of life. Secondary concerns include maintaining vessel traffic, preserving property, and protection of the environment. To accomplish this, the COTP and the Marine Fire fighting sub-committee have created this fire fighting plan for responding to vessel and waterfront casualties. **The guiding policies for this plan is COMDTINST M16000.11, Marine Safety Manual, Volume VI, Chapter 8, and NFPA 1405.**

8110 Policy and Responsibility

The senior fire service officer with jurisdiction over the location in which the shipboard fire occurs will serve as the Incident Commander (IC). For other fires, the master of the affected vessel or another designated representative of the owner/operator will serve as the IC. The USCG shall not assume overall control of fire fighting efforts when appropriate qualified fire service officers are present and able to assume command.

The ports and waterways facilities cover many miles of waterways, transiting numerous local, county, parish, and state jurisdictional boundaries. A unified command (UC) structure for incidents in these areas shall be used when practical. **The COTP should be consulted relative to action that may affect the life or safety of personnel, the navigational channel, or create a pollution hazard.**

8120 Captain of the Port Responsibility

The USCG renders assistance as available, based on the level of training and the adequacy of equipment. The COTP intends to maintain this traditional "assistance as available" posture without conveying the impression that the USCG is prepared to relieve local fire departments of their responsibilities or compromise their authorities. Paramount in preparing for vessel or waterfront fires is the need to integrate USCG planning and training efforts with those of other response agencies, particularly local fire departments and port authorities. The COTP shall provide appropriate assistance to local municipal fire departments, vessel and facility owners and operators, and other interested parties. The COTP will be prepared to assume the role of IC upon conclusion of fire fighting operations if it is appropriate to do so. All USCG fire fighting forces and equipment shall remain under the control of their normal chain of command. Orders for the coordination of USCG personnel shall be passed through the USCG COTP or **designated representative (Marine Firefighting Coordinator)** by the local qualified fire officer. The USCG COTP or designated representative shall be responsible for evaluating the orders of such persons and executing only those orders that will not create unwarranted risk to USCG personnel or equipment.

8130 Vessel Master Responsibility

The **master of a vessel or designated representative** is responsible for the safety of the crew and vessel and should initiate fire fighting response actions in accordance with the vessel's fire plan. The presence of local fire fighters does not relieve the master of command or transfer the master's responsibility for overall safety on the vessel. However, the master should not normally countermand any orders given by the local fire fighters in the performance of fire fighting activities on board the vessel, unless the intended action clearly endangers the safety of the vessel or crew. **As the Master is typically the person most familiar with the vessel in question, then he/she should be integrated into the Unified Command.**

8140 Area of Responsibility

See Geographic Response Plans for your area for more complete details on each Area of Responsibility.

Responsibility extends to:

1. Ships and vessels,
2. Their cargo and crew,
3. Structures in or immediately adjacent to navigable U.S. waters, or
4. Resources within such waters.

8200 Command

8210 Task Organization

In the event of a major shipboard or facility fire, the COTP will request the designation of an IC. The senior fire service person on-scene serves as the IC in the Unified Command for the purpose of responding to the fire and the COTP is responsible for the safety of the waterway and adjacent area.

8220 Multi-Agency Response

In a multi-agency response, a **Unified Command** structure should be established. This ICS structure should consist of the individuals designated by their respective agencies. The members of the Unified ICS must jointly determine objectives, strategy, and priorities. The determination of which agencies or departments the IC/UC uses may be done on the basis of greatest jurisdictional involvement, number of resources involved, existing statutory authority, or by mutual knowledge of the individual's qualifications.

A Unified IC structure is called for under the following conditions:

1. More than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required.
2. The incident involves more than one jurisdiction.

The USCG cannot delegate its statutory authorities and will not delegate mission responsibilities to state or local agencies. However, USCG personnel should be prepared to fully integrate into a Unified ICS response structure and provide assistance as necessary.

8230 Multi-Agency Coordination

Coordination between outside agencies is most essential and must be assured by maintaining a continuous liaison between representatives. The best way to accomplish this is for the COTP to meet with all of the UC representatives at the command post to discuss how the situation will be handled. While each case will present a different set of circumstances, liaison with representatives from some or all of the following groups may be appropriate:

Fire Department(s)	Owner's Representative
U. S. Coast Guard	Appropriate Port Authority
Pilots Association	Appropriate Facility Managers
Master of Vessel	Cargo Representative
Legal Counsel	Naval Architect
Chief Engineer	Marine Surveyor
Chief Mate	Industrial Hygienist/Toxicologist
Ship's Agent	Stevedores
Appropriate Municipal and/or	County and State Officials

8240 Federal Response

1. USCG Special forces:
    a. National Strike Force
    b. Marine Safety Center
    c. Eighth District Support Team
    d. Eighth District Legal
2. Other Federal Agencies:
    a. Environmental Protection Agency
    b. Scientific Support Coordinator provided by NOAA
    c. USN Supervisor Of Salvage (SUPSALV)
    d. Navy or Army Corps of Engineers vessels operating in the vicinity
3. Other Resources: Any commercial ship becomes a valuable resource during an offshore fire to rescue the burning vessel's crew should the fire get out of control. Vessels in the area should be notified of a situation via an Urgent Marine Information Broadcast. Tug companies in the vicinity should be contacted and may assist in fighting the fire, moving a dead ship, or transporting personnel and equipment.

8250 State/Local Response

1. Most local fire departments have limited response capabilities for **marine fires**. Some local fire departments have small watercraft that can be used for search and rescue and spill response. Offshore ship fires are a rescue priority. Land based fire departments will have involvement at their chief's discretion as the situation and location dictates.
2. Local emergency management officials provide response to many different emergencies and serve as a centralized notification point for resources within their local areas.
3. Law enforcement agencies can assist on-scene to:
    a. Control crowd,
    b. Limit access to incident area,
    c. Provide security for staging areas and/or

d. Provide police escort for vehicles carrying fire fighting personnel and resources.

8260 Captain of the Port Role

All USCG fire fighting forces and equipment within a COTP's Area of Responsibility shall be under the control of the COTP. The COTP is responsible for the development of the marine firefighting annex with input from local response organizations. The COTP shall act as the liaison between the USCG and other response organizations and the media. Orders from the IC for USCG responders shall be passed through and evaluated by the COTP or the Marine Firefighting Coordinator. Only those orders that will not create unwarranted risk for USCG personnel and equipment shall be executed. The COTP shall not assume overall control of fire fighting efforts when appropriate qualified fire officers are present and able to take control.

1. The COTP should:
    a. Assume the role of IC if the fire fighting response is inadequate or nonexistent.
    b. Be prepared to assume the role of IC following conclusion of fire fighting operations if the incident involves pollution or is classified as a marine casualty.
    c. Coordinate the use of other USCG resources such as small boats, helicopters, etc. in coordination with request of the IC/UC.
    d. Establish a Marine Fire Fighting Coordination Team to assist the IC in developing response objectives and integrating federal resources into the response.
    e. Initiate a Broadcast Notice to Mariners (BNTM) to inform other vessels of the incident.
    f. Make an assessment of nearby vessels and docks to determine if they might be impacted and notify parties.
    g. Be prepared to establish a safety zone around the incident.
    h. Be prepared to issue COTP orders to direct the movement or deny entry of vessels.
2. Command Post:
    a. The incident command post will be established by the IC.
    b. The USCG Marine Fire Fighting Team Coordinator is stationed at the incident command post and maintains communications with involved USCG resources, fire departments, vessel master, facility operators, owners' representatives, salvage or cleanup companies, port officials, and other key personnel on-scene.
    c. A command post should be established outside of a hazard or decontamination zone. Considerations in choosing a command post site:
        i. Command post location not endangered
        ii. Proximity to fire
        iii. Accessibility

8270 Incident Commander Role

The IC will direct the fire fighting operations of all responding agencies. Safety of responding emergency personnel shall take priority. The operational response will be based on the following tactical priorities.

1. Rescue: The saving of lives and removal of victims to a safe area is paramount and comes before any other consideration.
2. Exposure: The protection from exposure is necessary to prevent damage to nearby structures, equipment, and materials and to prevent the spread of fire to uninvolved areas (including fuel loads) on or off the vessel. Exposures may be shipboard, shore side, or on a nearby vessel.
3. Confinement: Confine the fire to the compartment or area of origin.
4. Extinguishment: Includes those operations that are required to attack and extinguish the main body of fire.
5. Overhaul: Includes those operations required to complete the extinguishment of remaining fire, prevent re-flash, and to place the compartment and ship in a safe condition.
6. Salvage: Includes those operations required to protect compartments and contents from preventable damage due to water, smoke, heat, or other elements.
7. Ventilation: Includes those operations required to displace a heated and contaminated atmosphere within an involved compartment with normal air from the outside atmosphere.

8280 Responsible Party Role

The responsible party (RP), or ship's master or designee, will maintain control over the vessel, crew, and passengers. The RP will assign a representative to the incident command post. His/her designee should be thoroughly familiar with the ship's fire fighting systems and should understand the ICS.

1. The command post will be established upon arrival of the local fire department with command and control for all fire fighting functions falling within its guidelines. The ship's fire fighting crews will provide strategic assistance to the command post through the RP's representative.
2. The RP's first responsibility will be the evacuation of all nonessential personnel and to ensure accountability is taken of the passengers and crew.
3. The ship's fire fighting crew will make every effort to contain and extinguish the fire. Before the situation has progressed beyond their capabilities, every effort will then be made to contain the fire and await assistance from the fire department having jurisdiction.
4. The RP shall deliver the vessel's Fire Control Plan and manifest to the first arriving fire fighting units.

8280.1 Vessel Master Role

The master of the vessel will:

1. Implement the initial response based on the vessel's fire control plan.
2. Ensure proper communications, both internal and external and that proper notifications are made to the appropriate fire department or contractor and the USCG. In addition, notify the facility to which the vessel is docked, the port authority, and any nearby vessels.
3. Control the operation and use of all shipboard fire fighting systems.

4. Coordinate the efforts of shipboard fire teams in responding to the fire.
5. Conduct a muster of the crew and provide a report to the IC/UC.
6. Utilize his/her resources to control the fire until such time as he/she is relieved of fire fighting activities by the designated IC.
7. Decide if it is necessary to abandon ship. If the crew is ordered to abandon ship, the master will ensure that the proper procedures are carried out.
8. Provide the vessel fire control plan and **international shore connection** to IC/UC.
9. Provide a list of crewmembers, the condition of the vessel including status of the fuel and ballast tanks and any other flooding and stability issues, the type and condition of cargoes on board and load plan, and identification of any special equipment hazards, explosions, or damage.

8300 Operations

8310 Vessel Specific Response Operations

Initial response operations will be the responsibility of the operator of the vessel or facility. Operators of vessels must use their own fire control plans to respond to shipboard fires and take any additional steps necessary to limit the spread of fire from the vessel.

Local fire fighting organizations (municipal, industrial, and contractor) must be prepared to respond within the limits of their training and capabilities. If fire fighting resources are not trained or capable of handling a shipboard fire, they should take appropriate measures to prevent the fire from spreading.

In addition to the local fire fighting resources, the hiring of a professional marine fire fighting organization should be considered. These organizations can provide a variety of assistance ranging from technical expertise to trained personnel and specialized equipment for responding to shipboard fires. A contact list for commercial fire fighting resources is provided in the Geographic Response Plan for your area.

The USCG will provide assistance as appropriate. This may include establishing safety zones, rerouting or restricting vessel traffic, assistance with search and rescue or medical evacuation, deployment of the marine fire fighting coordination team, or pollution response operations.

Other affected organizations, particularly pollution response or salvage organizations, will respond as directed by the IC under a UC system.

8320 Priorities

1. Force (responder) Protection
2. Protection of health and human safety
3. Protection of the environment
4. Protection of property
5. Reconstitution

8330 Fire Fighting Response Considerations

1. Establishment of a UC system.
2. A complete scene size-up to determine what is burning (class of fire and materials involved).
3. A review of the vessel's fire control plan with the chief mate, chief engineer, or crew representative.
4. Determining whether the vessel fire fighting systems are operational and locating the international shore connection.
5. Establishment of appropriate staging areas for arriving equipment.
6. A language barrier may exist. The vessel's agent, a vessel's officer, or other interpreter may be required.
7. The stability of the vessel may be affected by the additional equipment and the use of water or foam in combating the fire.

8340 Deployment

The designated IC (normally the senior fire official on-scene) will direct employment of responding resources. Fire fighting resources will be employed based on:

1. Location and extent of fire,

2. Class and extent of cargo involved,
3. Possibility of explosion,
4. Possibility of sinking or capsizing,
5. Hazard to crew or other resources present at location,
6. Weather forecast,
7. Maneuverability of vessel,
8. Effects on bridges which must be transited, and
9. Alternatives if the vessel is not allowed entry or movement.

8350 Vessel Entry or Movement

The authority to deny vessel entry or movement rests solely with the COTP. The guiding policy for the decision is: the port should not be jeopardized to save a single vessel if the risk is too great. Risk evaluation, and cost-benefit analyses where applicable, should be employed during the planning process.

1. Considerations for denying entry or movement:
    a. There is danger of fire spreading to other port facilities or vessels.
    b. The vessel is likely to sink or capsize within the channel, becoming an obstruction to navigation.
    c. The vessel may be abandoned.
    d. Unfavorable weather conditions preclude safe vessel movement or would hamper fire fighting; i.e., high winds, fog, strong currents, etc.
    e. There is risk of a serious pollution incident.
2. Before entry or movement is considered, the vessel should be examined (with other involved agencies, if possible) in order to determine its condition. Permission for entry or movement may be granted when all appropriate parties, if possible, including pilots and port authority officials have been consulted. The COTP will then direct the best course of action for that particular incident.
3. Special considerations of a request for entry into the port by a burning vessel under declaration of “force majeure” should be evaluated under the previously listed criteria.
4. Once the decision to permit entry or movement of the vessel has been made, consideration should be given to:
    a. Issuing a BNTM.
    b. Ordering the movement of other vessels or cargo stored in the area to preclude their involvement.
    c. Positioning the vessel to facilitate fire fighting.
    d. The need for USCG escort of vessel.
    e. Tug assistance as required.

8350.1 Mooring, Anchoring, Grounding and Scuttling

The COTP should coordinate with fire departments, pilots, port officials, and involved agencies to pre-select a mooring, anchoring, or grounding site for fighting the fire. Considerations for these types of movements are:

1. The flammability of wharf structures, contiguous facilities, other vessels, and public risk.
2. Availability of adequate water supplies.
3. Accessibility for response boats and vehicles.

4. The possibility of the vessel sinking or becoming abandoned.
5. Exposure of or damage to underwater pipelines and overhead utilities.
6. The fire's effect on normal channel traffic.
7. Potential marine environmental damage.
8. Whether the bottom material is soft enough that the ship's hull will not be ruptured.
9. A water depth that is shallow enough that the vessel will not sink below the main deck level, yet deep enough that fire boats, salvage barges, and tugs can approach. Tides and other water level fluctuations must be considered.
10. Not choosing an area known to have strong winds or currents that could hamper fire fighting or salvage efforts.

8350.2 Vessel Fire at Pier

1. A UC will be established with the fire department having jurisdiction as the lead agency.
2. The fire department is responsible for fighting the fire; the USCG is responsible for port and waterway safety.
3. Initially, the USCG should set safety zones to ensure public safety. The USCG may assist in requesting resources such as foam, SUPSALV, communications, and scientific support.
4. The fire department IC may request mutual aid assistance locally through the respective local mutual aid association depending on where the incident occurs. Federal assistance should be requested through the USCG. Phone numbers for these resources are located in section 8650.
5. The USCG will provide technical assistance and waterside safety.
6. USCG actions:

    a. Assign marine fire fighting coordinator or Marine Fire Fighting Coordination Team as noted in the appropriate GRP.

    b. Assign a Marine Fire Fighting Coordinator or Marine Inspector as a fire department liaison that will also act as a COTP/OCMI assistant.

    c. Provide USCG and other federal response forces as directed by the COTP.

    d. Coordinate a small boat patrol of safety zone as directed by the COTP.

8350.3 Vessel Fire Underway or at Anchor

In the event of a fire on a vessel that is underway within the COTP area, efforts may be made to moor the vessel to facilitate fire fighting efforts. If after consultation between the USCG, the fire department, and port officials, it is decided that mooring the vessel is not feasible, then the vessel will be directed to a suitable anchorage or grounding site.

If the vessel is unable to enter port or is denied entry, efforts will be made to obtain fire fighting technical support and operational assistance from the local fire departments and companies with marine fire fighting capabilities. The next consideration would be to consult with the RP to determine the need for contracting a commercial fire fighting company.

Subsequent to successful search and rescue operations, the primary concern with offshore vessel fires is prevention of pollution of United States waters, disruption of port functions, and destruction of property.

USCG Actions:

1. Conduct fire fighting with USCG personnel only to the extent required to conduct Search and Rescue (SAR) in a safe manner.
2. Consult the Area Contingency Plan (ACP) for more details on oil spill and hazardous material release response operations.

8350.4 Vessel Stability Considerations

The large volumes of water often used combating fires can have a negative impact on vessel stability, jeopardizing the safety of the vessel and personnel on board. The most important consideration regarding vessel stability is the control of a vessel's list.

Factors affecting stability:

1. The free surface of all liquids on board,
2. The integrity of the hull,
3. Whether the double bottoms are empty or full,
4. Integrity of watertight boundaries during flooding, and
5. Flatness of the hull bottom if the vessel is in contact with the bottom.

Vessel owners and operators of oil tankers and offshore oil barges are required to prearrange prompt access to computerized, shore-based damage stability and residual strength calculation programs, available 24 hours a day, as required by 33 CFR 155. Similarly, owners and operators of inland oil barges are required to have vessel plans necessary to perform salvage, stability, and residual hull strength assessments at a shore based location, available 24 hours a day.

The USCG Marine Safety Center can assist the IC/UC with stability concerns and is available 24 hours a day. **Their phone number is in the Geographic Response Plan (GRP) for your area.**

8360 Fire at a Facility

Initial response operations will be the responsibility of facility personnel. Owners/operators of a facility should develop their own contingency plans to respond to a fire or explosion at their facility.

The response to a facility fire is basically the same as a vessel fire. The organization and responsibilities are listed in the vessel section. Amplifying information can be found in the Facility Response Plan.

8370 Emergencies during Fire Fighting Operations

This section addresses emergencies that develop during marine fire fighting operations; e.g., secondary explosions, injuries, trapped personnel, loss of water supply, vessel drifting or sinking, etc.

No one can predict what is going to happen next during any emergency response operation. The IC/UC can greatly reduce the risk to personnel and property by employing sound IC/UC practices to the operations and control of the incident.

Personnel appointed to the IC/UC system must have intimate knowledge and experience in the area of their assignment. Detailed attention to the areas of personnel safety, accountability, medical monitoring, logistics, and staging, may identify unseen hazards and/or allow the IC/UC to deal with unpredictable events in a safe and timely manor. The IC/UC should be educated in NFPA 1500 and 29 CFR 1910.

8400 Planning

8410 Local

Local fire departments and industry may be participants in mutual aid associations. These associations are intended to provide for the systematic mobilization, organization, and operation of fire-rescue resources from throughout the region in mitigating the effects of a disaster. Shipboard fires outside the local fire department's area of responsibility will fall under the responsibility of the USCG.

8420 Training

Coordinated interagency training exercises should be carried out annually to ensure proper response to fire fighting emergencies. Scenarios should be developed so that a maximum number of resources are exercised. Exercise locations should also be changed from time to time for the same reason.

There are several different fire fighting courses useful to COTP personnel. Texas A & M University, Emergency Services Training Institute, located in College Station, TX, offers various programs aimed at providing personnel in marine industry and transportation with expertise in various phases of shipboard fire fighting and emergency procedures. A schedule of classes and fees, if any, can be obtained directly from the University:

Protection Training Division
Texas Engineering Extension Service
Texas A & M University Service
F. E. Drawer K
College Station, TX 77843
Phone: (979) 845-7641 or (979) 845-7642

Louisiana State University (LSU), Fire and Emergency Training Institute, located in Baton Rouge, LA, offers multiple programs aimed at providing personnel in marine industry and transportation with expertise in various phases of shipboard/marine fire fighting emergency procedures considerations. A schedule of classes and fees, if any, can be obtained directly from the University:

Marine Fire fighting Training Division
LSU Fire & Emergency Training Institute
6868 Nicholson Drive
Baton Rouge, LA 70820
Phone: (800) 256-3473 or (225) 766-0600
POC: Mr. Mike Curtis

The US Maritime Administration in cooperation with Delgado Community College in New Orleans, LA, offers two courses in marine fire fighting for the marine industry. One is a two-day course for barge personnel; the other is a four-day course for ship's personnel. Both courses include field training at the Maritime Administration's fire training facility. For course information and schedules contact:

Mr. Tom Mount, Coordinator
Marine Fire Fighting Program
Delgado Community College
615 Park Ave.
New Orleans, LA 70119
Phone: (504) 483-4038

Great Lakes Region
Marine Fire Training Center
2600 Eber Rd.
Swanton, OH 43558
Phone: (419) 259-6362

Local Fire Department Training:

1. All local fire departments conduct continuous training programs for their personnel. This training covers all phases of fire fighting from prevention to overhaul and investigation. Considerable attention is also focused on logistics and hazardous materials.
2. The importance of cooperation and cross training between USCG units and local industrial and municipal fire departments cannot be overemphasized. Personnel become familiar with various equipment and methods that facilitate rapid response actions and communication during actual fires. The COTP may access the local fire department school for USCG personnel. This will help create an integrated fire fighting system ensuring the best possible protection for the port area.

8500 Logistics

8510 Radio Communications

The following is a list of radio frequencies that may be utilized during a fire response operation:

1. VHF-Channel 81A
2. VHF-Channel 21
3. VHF-Channel 22
4. VHF-Channel 06
5. 800 Megahertz
6. VHF Fire Mutual Aid

The FCC has designated three VHF-High frequencies, 154.126, 154.260, and 154.290 MHz, as the Fire Mutual Aid Radio Systems to provide common communications between fire fighting units from different agencies operating at a common incident. Terminology used during a fire incident should be in common everyday language.

Additional sources of communications equipment:

1. Requesting the use of communication vans/command posts is recommended for all marine response incidents.
2. A wide range of deployable communication equipment is available from USCG Atlantic Area/Maritime Defense Zone Atlantic. To activate this resource call (757) 398-6499 during daytime hours or the USCG Atlantic Area Command Center (757) 398-6231 after hours.

8510.1 International Common Public Safety Channels

800 MHz BAND INTERNATIONAL COMMON PUBLIC SAFETY CHANNELS				
DESIGNATOR	USE	MOBILE/PORT. TRANSMIT FREQUENCY	MOBILE/PORT. RECEIVE FREQUENCY	CTCSS (TONE SQUELCH FREQUENCIES)
ICALL RP	CALLING, ESTABLISHING CONTACT	821.0125 MHZ	866.0125 MHZ	156.7 HZ
ITAC 1 RP	TACTICAL REPEATER	821.5125 MHZ	866.5125 MHZ	156.7 HZ
ITAC 2 RP	TACTICAL REPEATER	822.0125 MHZ	867.0125 MHZ	156.7 HZ
ITAC 3 RP	TACTICAL REPEATER	822.5125 MHZ	867.5125 MHZ	156.7 HZ
ITAC 4 RP	TACTICAL REPEATER	823.0125 MHZ	868.0125 MHZ	156.7 HZ
ICALL TA	CALLING, ESTABLISHING CONTACT	866.0125 MHZ	866.0125 MHZ	156.7 HZ
ITAC 1 TA	TACTICAL SIMPLEX	866.5125 MHZ	866.5125 MHZ	156.7 HZ
ITAC 2 TA	TACTICAL SIMPLEX	867.0125 MHZ	867.0125 MHZ	156.7 HZ
ITAC 3 TA	TACTICAL SIMPLEX	867.5125 MHZ	867.5125 MHZ	156.7 HZ
ITAC 4 TA	TACTICAL SIMPLEX	868.0125 MHZ	868.0125 MHZ	156.7 HZ

8600 Finance/Admin

In general, funding for USCG fire fighting activities must come from USCG Operating Expense funds. Under some limited circumstances, the Oil Spill Liability Trust Fund (OSLTF) or Comprehensive Environmental Response, Compensation, and Liability (CERCLA) Trust Fund of 1980 and OPA '90, P. L. 101-380, may be available to reimburse fire fighting expenses. This is limited only to those situations where the fire is fought specifically to abate the potential for a pollution incident. Fire fighting activities related to the safety of life or property are generally not contracts for responding to discharges that pose substantial threat to public health or welfare.

8610 Financial Responsibility

If there is not a RP, the USCG can open the OSLTF/CERCLA if there is an oil or hazardous chemical spill or threat of one. If there is a RP and Federal funds are used for response expenses, those expenditures WILL be recovered from the RP. The COTP shall generate a Pollution Removal Authorization for other emergency response organizations that have been requested and utilized.

8610.1 Government Liability

An owner/master, charter, or agent who wishes to enter or move within the port to save a vessel or cargo must indemnify (hold harmless) the port, its board, or federal and local governments for damage or injury suffered as a result of fire or vessel movement during a casualty.

8610.2 Response Cost Considerations

Response funding is available through the OSLTF or CERCLA when a substantial threat of pollution or HAZMAT release to the marine environment exists, in which case commercial resources can be contracted for mitigation.

9000 Appendices

9100 Emergency Notification

Any person in charge of a vessel or facility must immediately give notice as soon as they have knowledge of any discharge of oil or hazardous substance. The regulations found in 40 CFR Sections 300.125, 300.300 and 300.405 require that such notifications be made directly to the NRC, which will relay the report to the cognizant USCG or EPA OSC. The OSC's staff must be prepared to receive reports and react accordingly. The more complete the initial information the better, but further notifications should not be held up pending investigation.

A substantial spill of oil usually has a responsible party (RP) who is aware the discharge has occurred; i.e., a vessel grounding or collision, or a tank or pipeline rupture at a facility. The party responsible for a discharge of oil into the navigable waters of the United States is required by federal law to immediately report the discharge to the National Response Center. Time permitting, the parties are recommended to contact the local Coast Guard Sector Office. If the discharge occurs within the jurisdiction of a state, then the RP is required to report it to the appropriate state. The numbers below are provided to help facilitate this process.

NRC USCG	**800-424-8802**
TGLO	**800-832-8224**
TRRC	**512-463-6788**
LOSCO	**877-925-6595**
LA State Police	**877-925-6595**
Sector Houston-Galveston	**713-671-5100**
MSU Galveston	**409-682-1264**
MSU Port Arthur	**409-723-6501**
MSU Lake Charles	**337-437-3765**
Sector Corpus Christi	**361-888-3162**
Sector New Orleans	**504-589-6261**
MSU Morgan City	**985-380-5359**
MSU Houma	**985-857-8507**
MSU Baton Rouge	**225-298-5400**
Sector Mobile	**251-441-5121**

For HAZMAT spills:

NRC USCG	**800-424-8802**
TCEQ:	**409-898-3838 (day)**
	800-832-8224 (after hours)
LA State Police:	**877-925-6596**

9110 Initial Awareness, Assessment & Notification Sequence

9110.1 Initial Assessment Check-off List

The first responders on-scene will attempt to gather as much information as possible to obtain an accurate description of the incident. At a minimum, the team will perform the following actions.

1. Assess personnel safety/site characterization.
2. Determine personnel safety equipment based on potential and existing exposure.
3. Assess hazards to the public and the environment.
4. Assess fire/explosion hazard.
5. Identify source, insure it is secure or isolated, if not secure or isolated, assess attempts for isolating or securing the source.
6. Define nature of the incident:
    a. Determine environmental impact,
    b. Determine status of spill,
    c. Determine movement of spilled product, and
    d. Determine environmental resources and vulnerable areas at risk.
7. Evaluate severity of incident and the need for further resources (Response contractors or Resource Agencies):
    a. Initial assessment of incident severity and
    b. Estimate duration of spill response efforts.
8. Initiate response strategy.

Additionally, the investigation team will gather information required to recommend countermeasures to minimize or mitigate adverse impacts of the spill. The information should be detailed, consistent, and systematic.

9110.2 Initial Action Check-off List

When the FOSC receives a report of a discharge, actions normally should be taken in the following sequence.

1. Investigate the report to determine information such as the threat posed to public health or welfare or the environment, the type of quantity of polluting material and source of discharge. FOSC takes action to protect safety of life and health.
2. The FOSC determines if the responsible party is taking responsibility.
3. Secure the source.
4. Contain the source.
5. Officially classify the size (minor, medium, major) and type i.e., (substantial threat to public health or welfare or worst case discharge) of discharge and determine the course of action to be followed to ensure effective and immediate removal, mitigation, or prevention of discharge:
    a. When the reported discharge is an actual or potential major discharge, the FOSC shall immediately notify the RRT and the NRT and

   b. When the investigation shows that an actual or potential medium discharge exists, the FOSC shall recommend activation of the RRT, if appropriate.
6. Make notifications.
7. Protect sensitive areas.
8. Recover product.

9110.3 Notification Check-off List

Date/Time of Notification _____

Reporters Name: _____ Address: _____

Phone No: _____ City: _____

Company: _____ State: _____ Zip Code: _____

Title: _____

Latitude: _____ Longitude: _____ River Mile: _____

Incident Location:_____

Incident Description:_____

_____

Source and/or Cause:_____

_____

Vessel Name and Number: _____

Facility Name: _____

Date of Incident: _____ Time of Incident: _____

Material Discharged: _____ Quantity: _____

Is the material in the water? _____(Y/N)

Is the Source Secured: _____(Y/N)

Incident Commander: _____

Where is Incident Command Post: _____

Directions: _____

Actions taken to Correct, Control or Mitigate Incident:

Number of Injuries: _____ Number of Fatalities: _____

Were there evacuations?_____(Y/N) Number of Evacuated: _____

Areas Affected: _____

9200 **Personnel and Services Directory (SEE GRPS Section 9730)**

- **9210 Federal Resources/Agencies**
  - **9210.1 Trustees for National Resources**
  - **9210.2 USCG**
    - **9210.21 USCG National Strike Force (NSF)**
    - **9210.22 USCG District Response Assist Team (DRAT)**
    - **9210.23 Public Information Assist Team (PIAT)**
    - **9210.24 USCG Reserve**
    - **9210.25 USCG Auxiliary**
  - **9210.3 NOAA**
    - **9210.31 Scientific Support Coordinator**
    - **9210.32 Discharge and Release Trajectory Modeling**
    - **9210.33 Oceanic and Atmospheric Modeling**
  - **9210.4 US Navy Supervisor Salvage (SUPSALV)**
  - **9210.5 EPA Emergency Response Teams**
  - **9210.6 Agency for Toxic Substance and Diseases (ATSDR)**
  - **9210.7 U.S. Department of Agriculture – Animal and Plant Health Inspection Services (USDA-APHIS) Wildlife Services**
- **9220 State Resources/Agencies**
  - **9220.1 Government Official Liaisons**
  - **9220.2 Trustees for Natural Resources**
  - **9220.3 State Emergency Response Committees (SERC)**
  - **9220.4 State Environmental Agencies**
  - **9220.5 State Historic Preservation Office**
  - **9220.6 Law Enforcement Agencies**
  - **9220.7 Hazardous Substances Response Teams**
- **9230 Local Resources/Agencies**
  - **9230.1 Trustees for National Resources**
  - **9230.2 Local Emergency Planning Committees**
  - **9230.3 Local Environmental Agencies**
  - **9230.4 Law Enforcement Agencies**
  - **9230.5 Port Authority/Harbormaster**
  - **9230.6 Fire Departments**
  - **9230.7 Hazardous Substances Response Teams**
  - **9230.8 Explosive Ordinance Detachments (EOD)**

9230.9 Site Safety Personnel/Health Departments

9240 Private Resources

9240.1 Clean-up Companies (BOA & Non-BOA)

9240.2 Media (Television, Radio, Newspaper)

9240.3 Fire Fighting/Salvage Companies/Divers

9240.4 Fishing Cooperatives and Fleets

9240.5 Wildlife Rescue Organizations

9240.6 Volunteer Organizations

9240.7 Maritime Associations/Organizations/Cooperatives

9240.8 Academic Institutions

9240.9 Laboratories

9240.10 Emergency Medical Services

9250 Stakeholders

9300 Draft Incident Action Plan (IAP)

9400 Area Planning Documentation

9410 Discharge and Release History

See Geographic Response Plans

9420 Risk Assessment

Scenario development should be based on the objectives, and consider vulnerabilities, hazards or weaknesses to the organization, and what probability there is of each occurrence. The depth and quantity of this information could vary depending on the situation the designers wish to create, and the objectives that were developed previously. These considerations will also have an impact on the type of exercise to be conducted: a tabletop, functional or full-scale exercise. And, of course, the style and extent of the scenario developed will depend on the type of a tabletop exercise as it would be for a full-scale exercise. At a minimum, the scenario should contain:

- Date and time of the incident;
- Weather conditions at the time of the incident;
- Tidal and current conditions at the time of the incident;
- Primary cause of the incident;
- Source or sources of the spill;
- Any other pertinent consequences resulting from the incident.

9430 Planning Assumptions – Background Information

See Geographic Response Plans

9440 Planning Scenarios

See Geographic Response Plans

9500 List of Agreements

Several interagency agreements can be found in COMDTINST MI6000.15, Marine Safety Manual, Volume X.

1. MOU Relating to the Handling and Transport of Materials Used or Recovered During an Oil Spill Between the Department of Fish and Game's Office of Oil Spill Prevention and Response and the Department of Toxic Substances Control, signed 1997.
2. MOU between USCG and the EPA, signed 4 January 1982.
3. MOU between USCG and the EPA, concerning response boundaries of oil and hazardous substance pollution incidents, signed 10 July 1984.
4. MOU between the Departments of Interior and Transportation, Concerning Respective Responsibilities Under the National Oil and Hazardous Substances Pollution Contingency Plan, signed 16 August 1971.
5. Inter Agency Agreement (IAA) between the United States Navy and the USCG for Cooperation in Spill Clean-up Operations and Salvage Operations, signed 15 September 1980.
6. MOU among the National Institute for Occupational Safety and Health, the Occupational Safety and Health Administration, the USCG and the United States Environmental Protection Agency, signed 18 December 1980.
7. MOU between the Minerals Management Service of the Department of the Interior and the USCG of the Department of Homeland Security concerning Regulation Activities and Facilities on the Outer Continental Shelf of the United States signed 30 September 2004.
8. MOA between the Minerals Management Service of the Department of the Interior and the USCG of the Department of Homeland Security to clarify responsibilities for oil discharge planning, preparedness, and response activities for fixed and floating oil and gas facilities, mobile offshore drilling units (MODUS), wind farms, deepwater ports, floating production, storage, and offloading (FPSO) (or similar) vessels, and other alternative/renewable energy projects located in State and Federal offshore waters seaward of the coastline, signed May 23, 2007.
9. MOA between the Minerals Management Service of the Department of the Interior and the USCG of the Department of Homeland Security to provide guidance for the approval of systems and sub-systems for floating offshore facilities. A floating offshore facility is defined as: 1) a buoyant facility that is permanently or temporarily attached to the subsoil of the Outer Continental Shelf (OCS), or 2) that dynamically holds position over the OCS and is attached only via flow-lines, umbilicals or similar connections. Floating offshore facility includes, but is not limited to, tension leg platforms, spars, semi-submersibles and shipshape hulls. This does not include floating offshore facilities covered by the Deepwater Port Act which are the primary responsibility of the USCG and the Maritime Administration, signed February 2008.

10. MOU between the Louisiana Oil Spill Coordinator's Office (LOSCO) and the Minerals Management Service (MMS), Gulf of Mexico OCS Region, for the purpose of coordinating and implementing consistent requirements with respect to oil spill prevention and response for facilities in offshore Louisiana State waters, signed November, 1994.
11. MOU between the Minerals Management Service (MMS) and the Texas General Land Office (GLO) which have similar mineral resource management responsibilities. This Memorandum of Understanding (MOU) will encourage cooperative efforts and promote consistent regulatory practices.
12. MOU between the Environmental Protection Agency and the USCG concerning the Mitigation of Damage to the Public Health or Welfare Caused by a Discharge of a Hazardous Substance under Section 311 of the Clean Water Act (33 USC 1321), signed 3 October 1979.
13. MOU between the Environmental Protection Agency and the USCG on Assessment of Civil Penalties for Discharges of Oil and Designated Hazardous Substances, signed 17 August 1979
14. MOU between the Department of Transportation and the Department of the Interior Regarding Offshore Lines, signed 6 May 1976
15. MOU between the Department of Transportation, Department of Interior, and the Environmental Protection Agency Regarding Jurisdictional Responsibilities for Offshore Facilities, signed 14 December 1993

9600 Conversions

CONVERSIONS AND EQUIVALENTS

AREA- (s=statute, n=nautical)		
Multiply	by	to derive
meters^2	10.76	feet^2
feet^2	0.0929	meters^2
kilometers^2	0.386	s. miles^2
s. miles^2	2.59	kilometers^2
s. miles^2	0.7548	n. miles^2
n. miles^2	1.325	s. miles^2
kilometers^2	0.2916	n. miles^2
n. miles^2	3.430	kilometers^2

TEMPERATURE-	
Calculate	To derive
5/9(°F-32°)	°C
9/5°C+32°	°F

VOLUME		
multiply	by	to derive
barrels	42	gallons
barrels	5.615	feet^3
barrels	158.9	liters
barrels	0.1589	meters^3
feet^3	7.481	gallons
gallons	3.785	liters

WEIGHT-		
multiply	by	to derive
kilograms	2.205	pounds
metric tons	0.984	long tons
metric tons	1,000	kilograms
metric tons	2,205	pounds
long tons	1,016	kilograms
long tons	2240	pounds
short tons	907.2	kilograms
short tons	2,000	pounds

DENSITY ESTIMATIONS-

	Barrels/Long Ton	
	Range	Average
Crude Oils	6.7 - 8.1	7.4
Aviation Gasolines	8.3 - 9.2	8.8
Motor Gasolines	8.2 - 9.1	8.7
Kerosenes	7.7 - 8.3	8.0
Gas Oils	7.2 - 7.9	7.6
Diesel Oils	7.0 - 7.9	7.5
Lubricating Oils	6.8 - 7.6	7.2
Fuel Oils	6.6 - 7.0	6.8
Asphaltic Bitumens	5.9 - 6.5	6.2

Notes:

- 1 Long Ton equals 2,200 lbs.
- As a general approximation, use 7 bbl. (300 U.S. gallons) per metric ton of oil.
- 6.4 barrels/long ton is neutrally buoyant in fresh water. Open ocean neutral buoyancy values are generally in the 6.21-6.25 barrels/long ton range.

Specific Gravity of 1 or an API of 10 equals the density of fresh water.
Specific Gravity < 1 or an API > 10 indicates product is lighter than fresh water.
API Gravity = (141.5/Specific Gravity) – 131.5

Weight of Fresh Water: pounds/gallon	8.3
Weight of Sea Water: pounds/gallon	8.5

Note: Exact weight depends on temperature and salinity.

OIL THICKNESS ESTIMATIONS-

Standard Term	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	Inches	Mm		
Barely Visible	0.0000015	0.00004	25 gals/mile^2	44 liters/km^2
Silvery	0.000003	0.00008	50 gals/mile^2	88 liters/km^2
Slight Color	0.000006	0.00015	100 gals/mile^2	176 liters/km^2
Bright Color	0.000012	0.0003	200 gals/mile^2	351 liters/km^2
Dull	0.00004	0.001	666 gals/mile^2	1,168 liters/km^2
Dark	0.00008	0.002	1,332 gals/mile^2	2,237 liters/km^2

Thickness of light oils: 0.0010 inches to 0.00010 inches.
Thickness of heavy oils: 0.10 inches to 0.010 inches.

COMMONLY-USED EQUATIONS-

Circle:
Area = 3.14 x radius^2
Circumference = 3.14 x diameter

Sphere/Tank
Area = 4 x 3.14 x radius^2
Volume = 1.33 x 3.14 x radius^3

Cylinder/Pipe/Tank
Volume = 3.14 x radius^2 x length

Rectangle/Square
Area = length x width

Cube/Block/Tank
Volume = length x width x height

Figure 11 – Conversion Table

9700 List of Response References

9710 Relevant Statute/Regulations/Authorities List

Federal Water Pollution Control Act (FWPCA), 33 United States Code (USC) 1321, Section 311 is designated to restore and maintain the chemical, physical, and biological integrity of our Nation's waters. To accomplish this, predesignated Federal On-Scene Coordinator's (FOSCs) are provided by the Environmental Protection Agency (EPA) or U.S. Coast Guard (USCG) with full authority to respond to oil and designated hazardous substance spills into or upon navigable waters or adjoining shorelines of the United States. The FOSC is required to initiate enforcement activities for the FWPCA violations. The FWPCA was amended in 1977 and became known as the Clean Water Act (CWA).

The Oil Pollution Act of 1990 (OPA 90), 33 USC 2701 et seq. amended the CWA.

Executive Order 12777, 22 October 1991, 59 FR 54757 has delegated the function of designating areas, appointing Area Committee members, determining the information to be included in the Area Contingency Plans, and reviewing and approving Area Contingency Plans to the Commandant of the U.S. Coast Guard (through the Secretary of Transportation) for the coastal zone, and to the Administrator of the Environmental Protection Agency for the inland zone. The U.S. Coast Guard has designated as areas, those portions of the Captain of the Port zones, which are within the coastal zones described in 33 CFR Part 3.

Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA), 42 USC 9601 et. Seq delegates the response authority.

Resource Conservation and Recovery Act (RCRA), 42 USC 6902 et seq. was established to ensure that hazardous wastes are disposed of properly. It mandates regulations to trace hazardous wastes from the point of generation through final disposal (cradle-to-grave) and to assure that waste disposal practices do not pose a threat to humans or the environment.

9720 Relevant Instructions/Guidelines/Standard Procedures and Practices List

9720.1 Protection of Historic Properties

The Programmatic Agreement on Protection of Historic Properties during Emergency Response under the National Oil and Hazardous Substances Pollution Contingency Plan (PA), which was signed by the Coast Guard, among others, requires consideration of historic properties in planning for and conduct of emergency response under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). (See Section 1680)

9720.2 Endangered Species Protection

The Interagency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the National Contingency Plan and the Endangered Species Act (MOA), which was signed by the USCG, among others, aligns the consultation requirements with the pollution response responsibilities outlined in the NCP. (See Section 1670.2)

9720.3 Essential Fish Habitat Protection

This document is intended to assist Federal On-Scene Coordinators (FOSCs) in areas where the pre-spill planning activities called for under the Magnuson-Stevens Fishery Conservation and Management Act have not yet been completed. (See Section 1670.1)

9720.4 Vessel Salvage and Lightering

This document is a Federal On-Scene Coordinator's (FOSC) guide to salvage and lightering evolutions. This document is designed to work in concert with the Incident Command System Operational Period Planning Cycle and should be used as a reference before or during an incident in order to assist with initial actions when preparing an Incident Action Plan for a salvage and/or lightering evolution. (See Section 3320.6)

9730 Geographic Response Plans

9730.1 Sector Corpus Christi – South Texas Area Committee

9730.2 Sector Houston-Galveston – Central Texas Coastal Area Committee

9730.3 MSU Port Arthur – Southeast Texas/Southwest Louisiana Area Committee

9730.4 MSU Morgan City

9730.5 Sector New Orleans

9730.6 Sector Mobile – Alabama, Mississippi, Northwest Florida Area Committee

9740 Technical References List

9740.1 NCP Product List

http://www.epa.gov/emergencies/docs/oil/ncp/schedule.pdf

Section 311(d)(2) of the Clean Water Act and Section 4201(a) of the Oil Pollution Act of 1990 require the preparation of a "schedule" of dispersants, other chemicals, and other spill mitigating devices and substances, if any, that may be authorized for use on oil discharges. EPA prepares and maintains this schedule, known as the NCP Product Schedule. Vendors, response personnel, other federal agencies, state agencies, and the public request and use Product Schedule information. The listing of a product on the NCP Product Schedule does not constitute approval of the product.

9740.2 Catalog of Crude Oil & Oil Product Properties

http://response.restoration.noaa.gov/software/adios/adios.html

ADIOS2 incorporates a database containing more than a thousand crude oils and refined products, and provides quick estimates of the expected characteristics and behavior of oil spilled into the marine environment. The predictions it makes, presented as both graphics and text, are designed to help answer questions that typically arise during spill response and cleanup.

9740.3 CHRIS Manual

http://www.chrismanual.com/

The Chemical Hazards Response Information System (CHRIS) is designed to provide information needed for decision-making by responsible Coast Guard personnel during emergencies that occur during the water transport of hazardous chemicals. CHRIS also provides much information that can be used by the Coast Guard in its efforts to achieve better safety procedures and to prevent accidents.

9740.4 IMH

Roles and responsibilities of the logistics section can be found in the Incident Management Handbook.

9800 Terrorism and Radiological Annexes

9810 Oil-HAZSUB-WMD Response with Terrorism Component

9810.1 Introduction

As per the National Response Plan, in responding to a potential or actual terrorist incident in the maritime environment the Coast Guard will respond with the Federal Bureau of Investigation and other appropriate Federal, State and Local agencies to establish a Unified Command.

The Unified Command will simultaneously manage incident operations involving law enforcement response and response operations aimed at protecting public health, safety and the environment.

9810.2 Purpose

The purpose of this Annex is to facilitate the effective integration of law enforcement and public health and safety response activities involving potential or actual terrorist incidents that occur in the maritime environment.

This Annex should be used in conjunction with one or more of the other annexes (oil, hazardous materials, radiological, biological) as appropriate.

The guidance in this Annex includes:

- Coast Guard jurisdiction
- Federal Bureau of Investigation jurisdiction
- Unified Command Organization
- Determinations to be made by the Coast Guard Incident Commander (CGIC)
- Unified Command Priorities
- Initial Unified Command objectives
- Unified Command considerations
- Operations Section organization model
  - Operations Section Chief
  - Deputy Operations for Maritime Security
  - Deputy Operations for Law Enforcement and Investigation
  - Deputy Operations for Response and Recovery
- Planning Section

- Deputy Planning Section Chief
- Coordination between the Incident Command Post (ICP) and the Joint Operations Center (JOC)
- Coast Guard Liaison to the JOC
- Special Teams
- Logistics Section
  - Facilities Unit
  - Communications Unit
- Local maritime law enforcement tactical assets

9810.3 Coast Guard Jurisdiction

The Coast Guard Sector Commander is responsible for maritime law enforcement, public safety, environmental protection and safe maritime transportation.

9810.4 Federal Bureau of Investigation Jurisdiction

The Department of Justice through the Federal Bureau of Investigation has the lead responsibility for criminal investigations of terrorist acts or terrorist threats and for coordinating activities of other members of the law enforcement community to detect, prevent, preempt, investigate, and disrupt a terrorist attack.

9810.5 Unified Command Organization

The make-up of the Unified Command organization for a terrorist incident in the maritime environment will be tailored to the type of incident. For example, in a terrorist initiated radiological incident, the Department of Energy (DOE) would be a member of the Unified Command since they are the designated Coordinating Agency for the incident. In addition to the DOE, the Coast Guard, Federal Bureau of Investigation and the state(s) would also have representation in the Unified Command. The following types of incidents would have representation from other entities:

- *Radiological Incident:* Department of Energy (Coordinating Agency)
- *Biological Incident:* Public Health Department
- *Hazardous Material Incident:* Local fire department, Tri-State Maritime Safety Association, “Responsible party”
- *Oil Incident:* “Responsible party”
- *Explosions:* Local fire department, Tri-State Maritime Safety Association

Figure 12 is an illustration of the agencies and/or entities that could serve in the Unified Command and General Staff. The list of agencies is not exclusive.

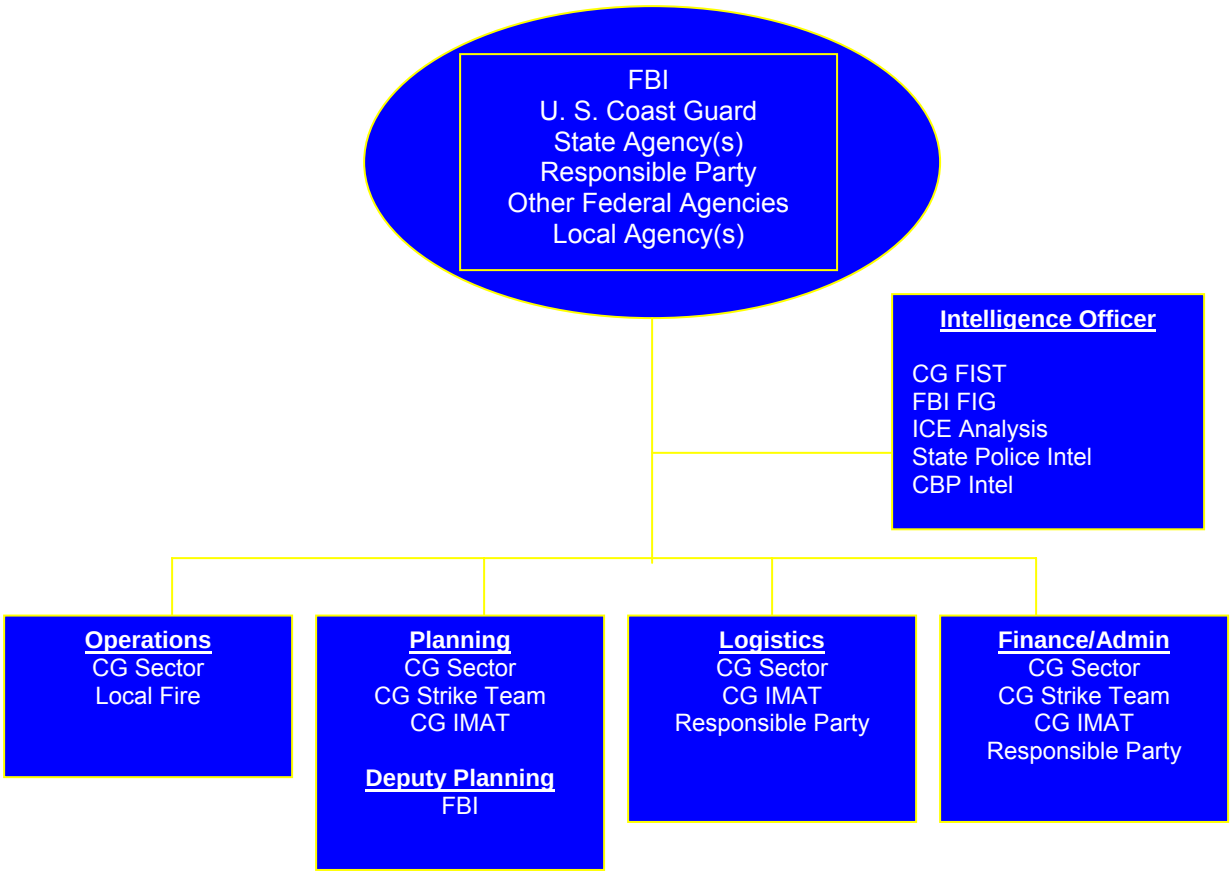


Figure 12 –. The type of incident and incident complexity will determine the actual agencies that make up the Unified Command and Command and General Staff.

9810.6 Determinations to be made by the Coast Guard Incident Commander (CGIC)

- Initiate Critical Incident Communications procedures
- Determine Safe to Respond
  - Work with the Unified Command to determine the control zones (hot, warm, cold)
  - Unified Command communicates location of zones to response personnel
  - Document Safe to Respond determination
- In consultation with the FBI, the CGIC will determine the need to place a Coast Guard liaison in the Joint Operations Center
  - Coast Guard Investigative Service to provide liaison
- In consultation with the FBI, the CGIC will determine the need to raise the Maritime Security (MARSEC) Level?

9810.7 Determinations to be made by the Federal Bureau of Investigation

- Presence of secondary devices
- Extent of the crime scene

9810.8 Unified Command Priorities

- Preserving life and minimizing risk to public health
- Preventing a terrorist act or expansion of an existing terrorist act
- Locating, controlling and disposing of a WMD
- Apprehending and prosecuting terrorists
- Protecting the marine environment
- Minimizing impacts to maritime commerce

9810.9 Unified Command Objectives

- Conduct site assessment to determine presence of a secondary device
- Institute actions to protect the crime scene
- Communicate with port stakeholders
- Ensure the preservation of evidence
- Secure/Protect port infrastructure to prevent further/expanded attack
- Minimize and/or contain the damage caused by the attack

9810.10 Unified Command Considerations

- Determine need to implement responder identification protocols
- Determine need to place law enforcement personnel on board commercial clean up vessels
- Determine the appropriate level of law enforcement protection to protect responders

9810.11 Operations Section Organization Model

The Unified Command and the type of incident to which it is responding, will dictate the agency that will fill the role of Deputy Operations for Response and Recovery. Figure 13 is an illustration of the agencies and/or entities that could serve as the Operations Section Chief and Deputy Operations Section Chiefs. The list of agencies is not exclusive.

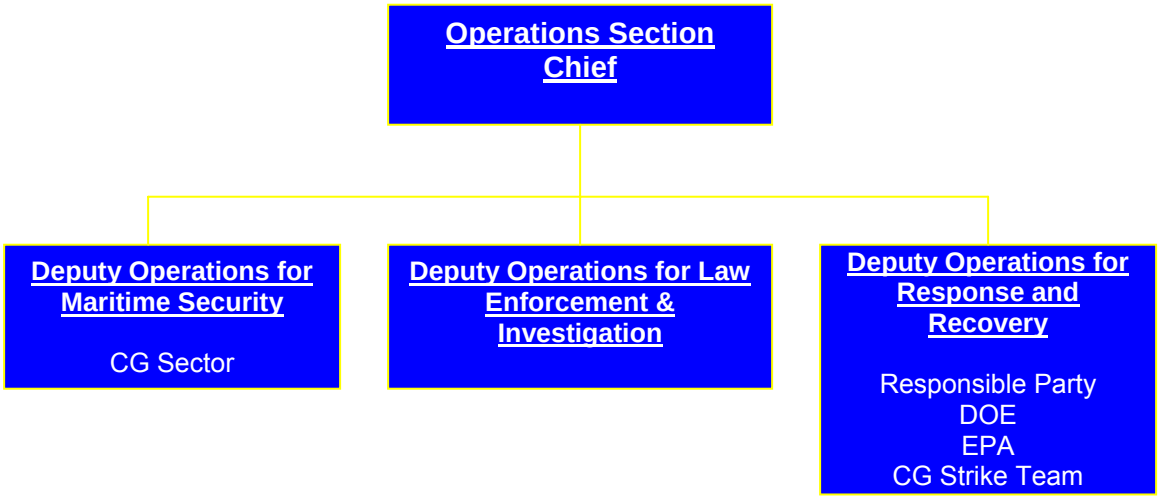


Figure 13 – The Operations Section organization during a terrorist response involving both crisis and consequence management activities.

9810.111 Operations Section Chief

For incidents that involve both law enforcement-investigation and incident management the Operations Section Chief's primary role shifts to one of coordination, ensuring that all tactical activities planned among the Deputy Operations Chiefs result in well coordinated joint operations. In this capacity the Operations Section Chief:

- Ensures that the Unified Command objectives are accomplished
- Minimizes duplication of effort among the Deputies
- Looks for opportunities to share limited resources
- Ensures that Unified Commanders receive comprehensive briefings
- Ensures that Operations fully supports the ICS Planning Process
- Ensures that tactical planning is coordinated among the Deputies

Working closely together, the Deputy Operations Section Chiefs develop tactical plans and manage their respective fields of expertise

9810.112 Deputy Operations for Maritime Security:

A Coast Guard officer serves as the Deputy Operations for Maritime Security and is responsible for the management of all the maritime law enforcement response activities. Responsibilities include but are not limited to:

- Supporting the development of tactical plans
- Coordinating closely with the FBI and other law enforcement agencies
- Coordinating search and rescue operations as necessary
- Establishing and enforcing safety and security zones

9810.113 Deputy Operations for Law Enforcement and Investigation:

An FBI Special Agent will serve as the Deputy Operations Section Chief for Law Enforcement and Investigation. Responsibilities include but are not limited to:

- Managing the deployment and coordination of Federal law enforcement and investigative assets in support of the Incident Action Plan
- Collection and dissemination of intelligence

9810.114 Deputy Operations for Response and Recovery:

The Deputy Operations for Response and Recovery is usually filled by the agency or entity with the legal responsibility for removing the public health and environmental threat. Responsibilities include but are not limited to:

- Support the development of tactical plans that address public health and environmental threats
- Coordinate closely with the FBI and other law enforcement agencies
- Depending on the incident, implement actions outlined in the appropriate consequence management Annex (oil, hazardous materials, radiological, biological)

9810.115 Planning Section

In a terrorist incident response, the FBI will place a special agent in the Planning Section as a Deputy Planning Section Chief. In this capacity the FBI is responsible for:

- Remaining up-to-date on the most current incident situation
- Acting as a conduit for requests for additional crisis assets
- Assisting with the development of the Incident Action Plan

9810.116 Coordination between the Incident Command Post (ICP) and the Joint Operations Center (JOC)

The JOC is an FBI-managed interagency command and control center for managing multi-agency law enforcement and investigative responses to credible terrorist threats or an actual incident. The JOC structure calls for liaison representation to and from the Unified Command to ensure that intelligence of relevance and value to consequence managers is passed to the Unified Commanders. The JOC:

- Is the decision making authority for law enforcement activities
- Manages and retains law enforcement sensitive intelligence

The JOC does not manage consequence management activities, but ensures that law enforcement activities are communicated and coordinated with the Unified Command.

9810.117 Coast Guard Liaison to the JOC

As a maritime law enforcement agency, the Coast Guard would be a participant in the JOC with Coast Guard Investigative Service (CGIS) agents teamed with FBI agents to collect and monitor intelligence and investigative information to determine what is of particular interest to the Coast Guard. In this capacity the Liaison would:

- Monitor intelligence and investigative activity and determine what is of particular interest to the Coast Guard
- Ensure that intelligence information relevant to consequence managers is passed to the Unified Commanders

9810.118 Special Teams

Some of the special teams that can be requested to provide support to both crisis and consequence management operations include:

- Maritime Safety and Security Team
- District Field Intelligence Support Team
- Coast Guard Incident Management Assist Team
- Coast Guard Investigative Service
- Civil Support Team (Refer to phonebook for contact number)
- USCG Public Affairs Information Team
- DOE RAP Team
- CG Strike Team
- Agency for Toxic Substance Disease Registry

9810.119 Logistics Section

The unique nature of a terrorist incident requires the collection and sharing of sensitive or classified information. The establishment of the Incident Command Post must take into consideration the following:

- Facilities Unit
  - Include dedicated private space for law enforcement
- Communications Unit
  - Determine need to request communications support from CAMSLANT
  - Determine need to provide Cellular STU-III support to the Coast Guard Incident Commander

9810.1110 Local Maritime Law Enforcement Tactical Resources

Local law enforcement assets that can support incident operations:

- State Police
- Sheriff/Local (Marine Police)
- State Parks and Wildlife Departments

9820 Radiological Incident Annex

9820.1 Introduction

The Coast Guard's jurisdiction as the Coordinating Agency[1] for a radiological incident is limited in both geographic area and authority and is specified in the National Response Plan.

Figure 14, illustrates the two most important criteria (jurisdiction and terrorism) that determine the Coast Guard's role as either a Coordinating Agency or as a cooperating agency during a radiological incident.

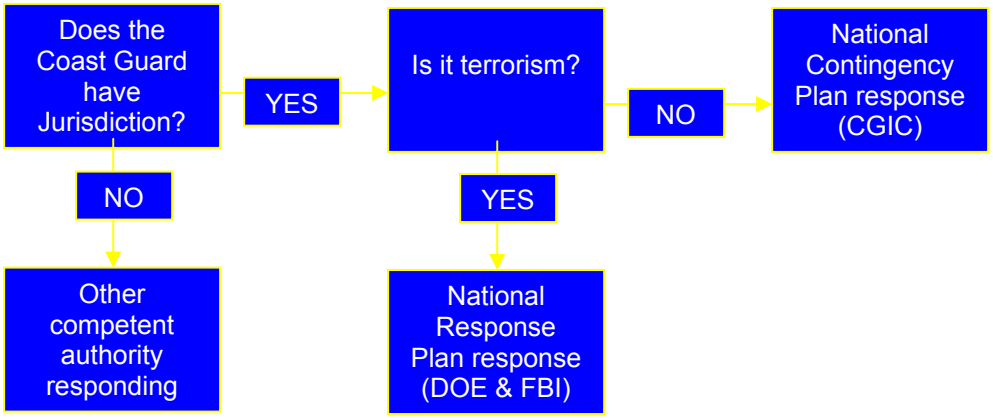


Figure 14 – In radiological incidents where the Coast Guard has jurisdiction and there is no involvement of terrorism the Coast Guard Incident Commander responds under the NCP. For any radiological incidents where terrorism is involved, the Department of Energy is the Coordinating Agency responding under the NRF and the Coast Guard is a cooperating agency.

9820.2

9820.3 Purpose

The purpose of this Annex is to provide guidance to the Coast Guard Incident Commander (CGIC) and their Maritime Security and Area Committee partners in responding to radiological incidents that have actual, potential, or perceived radiological consequences.

A radiological incident involves the release or potential release of radioactive material that poses an actual or perceived hazard to public safety, national security and or the environment.

[1] The Coordinating Agency is that Federal agency which owns, has custody of, authorizes, regulates, or is otherwise deemed responsible for the radiological facility or activity involved in the incident (NRF).

The role of the Coordinating Agency for radiological incidents in the maritime environment can reside with several different federal agencies depending on geographic location, accountability for the radiological source, and the suspected or actual involvement of terrorism.

9820.4 Coast Guard Jurisdiction

The National Response Plan limits the Coast Guard's Coordinating Agency role for radiological incidents to "*certain areas of the coastal zone*" which is defined as radiological incidents that occur on:

- Any type of vessel[2]
- Waters seaward of the shoreline to the outer edge of the Exclusive Economic Zone[3]
- Specified waterfront facilities[4]

The scope of incidents the Coast Guard Incident Commander will respond to are:

- Transportation of radioactive materials
  - Shipment of materials that are not licensed or owned by a Federal agency or Agreement State[5]
- Foreign, unknown or unlicensed material[6]
  - Incidents involving foreign or unknown sources of radioactive material or radioactive material which does not have appropriate licenses
- Space vehicles containing radioactive materials
  - Not managed by DOD or NASA (i.e. commercial satellite)

In addition to geographic limitations, the scope of the Coast Guard's jurisdiction as the Coordinating Agency is limited to those radiological incidents that do not involve a terrorist act.

For any terrorist event involving non-Department of Defense or non-Nuclear Regulatory Committee (NRC) radioactive material, the Department of Energy (DOE) will assume the role of Coordinating Agency to address the radiological aspects of the response

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[2] Vessels as defined in 33 CFR 160.5. Exception: Department of Defense vessels.
[3] Exception: Department of Energy is the Coordinating Agency for radiological material shipped by or for them and for any nuclear weapon in their custody.
[4] Facilities regulated by 33 CFR 105, 126, 127, 128, 140, 154, 155, 156
[5] For non-agreement states the Coast Guard is the Federal Coordinating Agency and will assist the state if necessary.
[6] **Foreign or unlicensed** source may be a reactor, a spacecraft containing radioactive material, imported radioactively contaminated material, or a shipment of foreign-owned radioactive material. **Unknown** sources of radioactive material, also termed "orphan sources" are those materials whose origin and/or radiological nature are not yet established. These types of sources include contaminated scrap metal or abandoned radioactive material. **Licensed material:** The Nuclear Regulatory Committee (NRC) issues licenses to operators and facilities under the Atomic Energy Act of 1954, as amended, and the Energy Reorganization Act of 1974, as amended. "Licensed material" refers to byproduct, source or special nuclear material associated with these facilities regulated by the NRC. It is most likely that the only way to determine if something is a "Licensed Material" is by contacting the NRC or the Responsible Party (Source NRF).

9820.5 Using this Annex

Notification of a possible or actual radiological incident can occur in several ways. To facilitate initial actions to be taken and to determine jurisdiction choose the link that matches your method of notification.

- Passive detection from radiation pagers (Level I)
- Intelligence source(s)
- Notification of a radiological release – NCP response
- Actual terrorist incident involving radiation

9820.6 Passive Detection (Level I)

A radiological incident may be first discovered while conducting routine operations in the port (discovery may be made by Customs and Border Protection) or through intelligence gathering. The guidance in the Unit's Radiological Response SOP will be used when Level I detection indicates the presence of a radiological source. Depending on the method of discovery and whether the incident is on a vessel or facility, the CGIC should make some initial determinations as to which Course of Action to take:

9820.61 On a Vessel:

While on board a vessel (underway or moored), if a Level I Team detects either neutron or gamma radiation and has determined that the source is illegitimate or unknown, the Coast Guard Incident Commander, in consultation with the States, should determine the safest location for the vessel to be located. Safe location options are to:

- If at sea, keep the vessel at sea
- If vessel is transiting in the port or is moored, direct the vessel to a safe location. Options include: if moored remain at moorings, anchorage, or send out to sea. Take into account the following
  - Proximity to population centers
  - Critical infrastructure
  - Vessel traffic in the vicinity of suspect vessel
  - Ability to get teams on and off the vessel
  - Source is emitting neutrons (may indicate the presence of spent nuclear material)
  - Consult Port of Safe Refuge Document

9820.62 On a Facility:

If a Level I Team detects either neutron or gamma radiation and has determined that the source is illegitimate or unknown while at a facility:

- Determine whether to limit facility operations adjacent to the isolation perimeter established by the Level I Team
- If source is emitting neutrons may indicate the presence of spent nuclear material (Note: Neutron sources rarely occur naturally and are usually produced in a reactor. Although they are generally

associated with special nuclear material (SNM), there are some legitimate sources of neutron radiation).

- In conjunction with the Facility Security Officer evaluate the need to limit access into the facility or evacuate the facility

9820.63 For both vessels and facilities:

If radiation source is illegitimate, unknown or exceeds the safe exposure limits for a Level I Team, the Level I Team is to notify the chain of command requesting Level II support. Upon receiving the request, Commander CG Sector should consider the following:

- Deploy Level II Team to localize and characterize the radiation source. Level II resources:
  - CG Strike Team
  - CG Sector
  - Customs and Border Protection
- Notify Field Intelligence Support Team (FIST)
- Contact the Coast Guard Investigative Service (CGIS) Liaison Agent to the Joint Terrorism Task Force (JTTF) to notify the local FBI Office when Level II Team is deployed
- If necessary, Level II Team to coordinate with CBP Laboratory Scientific Support (LSS).
  - LLS radiological officer
- Notify the State(s)
- Determine need to shift to secure communications
- Consider establishing Safety/Security Zones
- Determine Safe to Respond
  - If Level II Team cannot identify the source as legitimate, request assistance from the DOE Radiological Assistance Program (RAP) Team
  - Notify the National Response Center if RAP support requested
- Determine need to initiate Critical Incident Communications procedures

9820.64 Intelligence Sources

When the Coast Guard receives notification of possible intelligence regarding a potential radiological incident it is critical to determine if the intelligence is credible.

- Work with the Philadelphia FIST and CGIS to determine if threat is credible or non-credible
  - If credible, support the Department of Energy, which is the Coordinating Agency and the Federal Bureau of Investigation.

- If not credible,
  - Does the Coast Guard have jurisdiction?
  - If yes, conduct follow-up to determine if there is public health threat

9820.7 Actual terrorist incident involving radiation

In the event of an actual terrorist incident involving radiation the Coast Guard's role is as a cooperating agency using primarily the authorities of the Captain of the Port. Initial actions to be taken

- ❑ Initiate Critical Incident Communications procedures
- ❑ Account for all field deployed teams, individuals and assets
- ❑ If first federal on scene, implement the Terrorism Incident Annex until relieved by the Department of Energy

9820.8 Notification of a Radiological Release responded to under the National Contingency Plan

This section of the Annex discusses non-terrorist radiological incidents where the Coast Guard has jurisdiction and where response operations are conducted under the National Contingency Plan.

9820.9 Unified Command Organization

The actual make-up of the Unified Command in response to a radiological incident conducted under the National Contingency Plan will depend on the incident location and complexity. Figure 15 lists potential agencies and entities that would most likely respond to a non-terrorist radiological incident in the Captain of the Port zone.

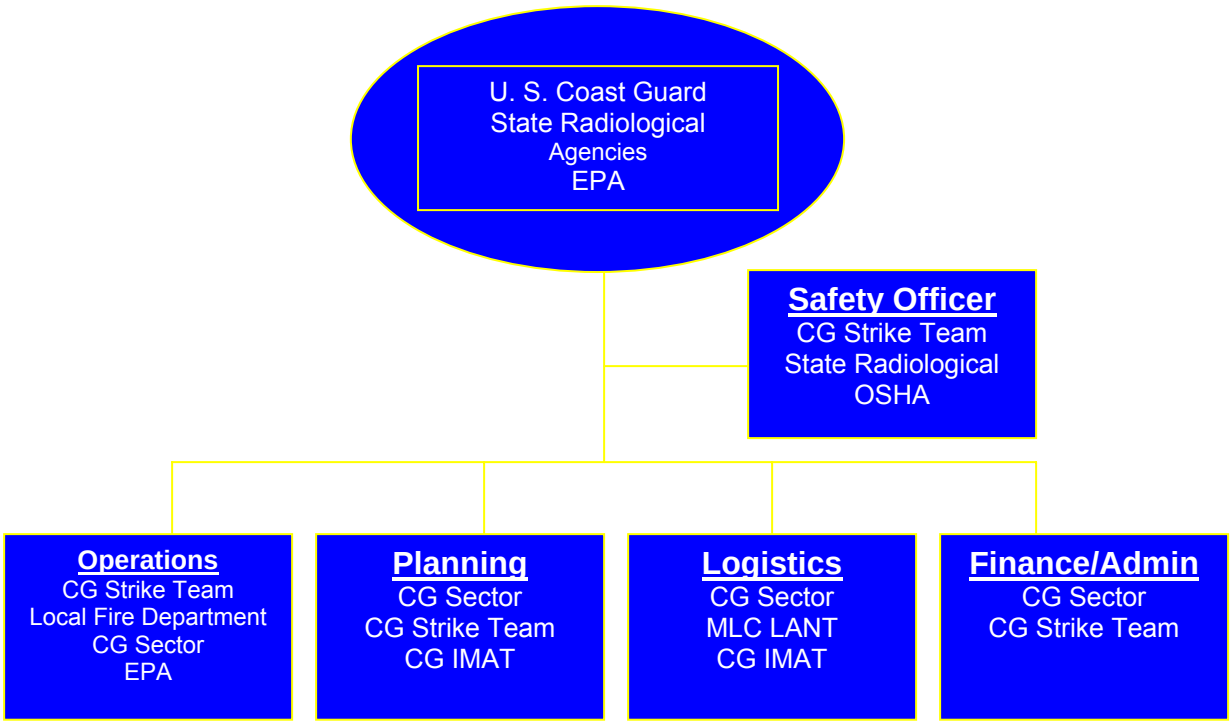

Figure 15 – The actual makeup of the Unified Command organization in response to a radiological incident will depend on incident location and complexity. The agencies and entities listed in the ICS organization chart represent those most likely to respond to a radiological incident under the National Contingency Plan in Captain of the Port Sector zone.

For the Operations Section Chief, consider:

- Complexity of the incident
- Knowledge and experience in responding to radiological incidents
- Agency with the greatest jurisdiction, involvement, and statutory authority

9820.10 Incident Commander/Unified Command Response Objectives

Incident Commanders/Unified Command should use this Annex in conjunction with the Base Plan when responding to a radiological incident in "certain areas of the coastal zone."

- Ensure the safety of responders through the use of radiation detection equipment and monitoring devices
- Establish incident site control zones (exclusion, contamination reduction zone, support zone) based on active surveillance :
- Determine the extent of the contamination
- Minimize the spread of contamination
- Isolate hazard from the public and non-responders

- Determine need to establish public health monitoring
- Stabilize the source
- Prevent the spread of radiological material from the incident site
- Implement effective communications with state Emergency Operations Centers
- Coordinate incident security
- Access Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) funding
- Ensure coordination of technical data (collection, analysis, storage, and dissemination)

9820.11 Safety Officer

The two radiation concerns at an incident are exposure and contamination by radioactive material.

- List of hospitals capable of accepting radiation casualties:
- Conduct active surveillance
  - Air monitoring
  - Visual
  - Ground truthing

Actions that can be taken to minimize exposure involve Time, Distance, and/or Shielding:

- Decrease the amount of TIME spent in close proximity to the radiation source.
- Keep as much DISTANCE away from the source as feasible
  - As a rule of thumb, every time you double the distance away from a radiological source, you reduce the exposure rate by four times.
- Use available means of SHIELDING to lower the amount of exposure to the source.

9820.12 State Radiological Emergency Contacts

See Geographic Response Plans

9820.13 Special Teams

The following special teams are equipped to respond to radiological incidents, and should be considered as potential response resources:

- EPA Radiological Emergency Response Team (RERT)
- USCG Strike Team
- DOE Radiological Assessment Program (RAP) Team
- USACE Rapid Response
- NOAA Scientific Support Coordinator

- Civil Support Team

Additional special teams can be found in the Coast Guard Special Teams Handbook

9900 Reserved for Area/District

9910 U.S. Coast Guard Places of Refuge Policy

9920 District Response Groups/District Response Advisory Teams

9930 U.S. Coast Guard National Response Framework Concept of Operations (CONOP)

10000 ACRONYMS

ACRONYM	DEFINITION
AC	Area Committee
ACP	Area Contingency Plan
ALOHA	Aerial Location of Hazardous Atmosphere
AIRSTA	Coast Guard Air Station
AOR	Area of Responsibility
APHIS	Animal and Plant Health Inspection Service
ART	Alternative Response Technologies
AST	Atlantic Strike Team
ASTDR	Agency for Toxic Substances and Disease Registry
BBLS	Barrels (U. S. 42 Gallons)
BNTM	Broadcast Notice to Mariners
CAMEO	Computer Aided Management of Emergency Operations
CCGD8	Commander, Eighth Coast Guard District
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980
CDC	Center for Disease Control
CFR	Code of Federal Regulations
CG OWOCRS	Coast Guard Open Water Oil Containment and Recovery System
CHEMTREC	Chemical Emergency Transportation Center
CHRIS	Chemical Hazardous Response Information System
CMC	Center for Marine Conservation
COFR	Certificate of Financial Responsibility
COMDT	Commandant of the U. S. Coast Guard
COMDTINST	Commandant Instruction
COTP	Captain of the Port
CWA	Clean Water Act
DHHS	Department of Health and Human Services

ACRONYM	DEFINITION
DOA	Department of Agriculture
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DRAT	District Response Advisory Team
DRG	District Response Group
EEZ	Exclusive Economic Zone
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERT	Environmental Response Team
FEMA	Federal Emergency Management Agency
FDA	Federal Drug Administration
FINCEN	Finance Center
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
FWPCA	Federal Water Pollution Control Act
GIS	Geographic Information System
GRP	Geographic Response Plan
GSA	General Services Administration
GST	Gulf Strike Team
HACS	Hazard Assessment Computer System

ACRONYM	DEFINITION
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response
HHS	Health and Human Services
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Officer
IONS	Incident of National Significance
IMAT	Incident Management Assist Team
IMH	Incident Management Handbook
INS	Immigration and Naturalization Service
JIC	Joint Information Center
JRC	Joint Response Center
LACC	Louisiana Air Control Commission
LDEQ	Louisiana Department of Environmental Quality
LDHH	Louisiana Department of Health and Hospitals
LDNR/OCR&M	Louisiana Department of Natural Resources/Office of Coastal Restoration and Management
LDNR/OC	Louisiana Department of Natural Resources Office of Conservation
LDWF	Louisiana Department of Wildlife and Fisheries
LEPC	Local Emergency Planning Committee
LNO	Liaison Officer
LOOP	Louisiana Offshore Oil Port
LOSCO	Louisiana Oil Spill Coordinator's Office/Office of the Governor
MAC	Multi-Agency Coordination Unit
MACS	Multi-Agency Coordination System
MARAD	Maritime Administration

ACRONYM	DEFINITION
MEXUS	U. S./Mexico Agreement
MLC	Maintenance and Logistics Command
MMC	Marine Mammal Center
MMS	Minerals Management Service
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSD	Marine Safety Detachment
MSM	Marine Safety Manual
MSU	Marine Safety Unit
NCP	National Contingency Plan
NEPA	National Environmental Policy Act
NIC	National Incident Commander
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NPFC	National Pollution Fund Center
NRC	Nuclear Regulatory Commission
NRDA	Natural Resource Damage Assessment
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center
OCMI	Officer in Charge Marine Inspection
OPA 90	Oil Pollution Act of 1990
OPCEN	Operations Center

ACRONYM	DEFINITION
OPS	Office of Pipeline Safety
OSC	On Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSLTF	Oil Spill Liability Trust Fund
OSPRA	Oil Spill Prevention and Response Act (Both Texas and Louisiana passed laws with this name in 1991)
PAO	Public Affairs Officer
PIAT	Public Information Assist Team
PIO	Public Information Officer
POLREP	Pollution Report
QI	Qualified Individual
RCP	Regional Contingency Plan
RCRA	Resource Conservation Recovery Act
RP	Responsible Party
RRT	Regional Response Team
RSPA	Research and Special Projects Administration
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SCAT	Shoreline Cleanup Assessment Team
SITREP	Situation Report
SMART	Special Monitoring of Applied Response Technologies
SMT	Spill Management Team
SO	Safety Officer
SOSC	State On Scene Coordinator
SONS	Spill of National Significance
State IC	State Incident Commander
SSC	Scientific Support Coordinator
START	Superfund Technical Assessment Response Team

ACRONYM	DEFINITION
SUPSALV	Supervisor of Salvage (U.S. Navy)
TCEQ	Texas Commission of Environmental Quality
TDH	Texas Department of Health
TDPS	Texas Department of Public Safety
TFR	Temporary Flight Restrictions
TGLO	Texas General Land Office
TPWD	Texas Parks and Wildlife Department
TRRC	Railroad Commission of Texas
UC	Unified Command
USA	U. S. Army
USACOE	U. S. Army Corps of Engineers
USAF	U. S. Air Force
USC	United States Code
VRP	Vessel Response Plan
VTS	Vessel Traffic Service
WMS	Waste Management Specialist

11000 GLOSSARY

TERM/ACRONYM	DEFINITION
Act of God	An extraordinary interruption of the usual course of events by a natural cause such as a flood or an earthquake that cannot be reasonably foreseen or prevented.
Administrative Order	CERCLA, under certain conditions, enables the FOSC to order the polluter to undertake the corrective measures specified in an Administrative Order. Its use is limited to releases or threats of releases involving hazardous substances originating from a facility and may pose an imminent threat to public health or the environment.
Agency	A division of government with a specific function, or a non-governmental organization; e.g., private contractor, business, etc., that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating.
Agency Representative	Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting their agency's participation at the incident. Agency Representatives report to the Liaison Officer
Air Operations Branch Director	The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.
Allocated Resources	Resources dispatched to an incident
Alternative Response Technologies (ART)	Response methods or techniques other than mechanical containment or recovery. ART may include use of chemical dispersants, in-situ burning, bioremediation, or other alternatives. Application of ART must be authorized and directed by the OSC
Assigned Resources	Resources checked-in and assigned work tasks on the incident
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan
Assistant	Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps
Assisting Agency	An agency directly contributing tactical or service resources to another agency
Available Resources	Incident-based resources which are immediately available for assignment
Base	That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident

TERM/ACRONYM	DEFINITION
Biological Additives	Micro-biological cultures, enzymes, or nutrient additives that are deliberately introduced into an oil discharge for the specific purpose of encouraging bio-degradation to mitigate the effects of a discharge
Branch	That organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.
Bridge	Any structure over, on, or in navigable waters used to facilitate transit of persons, vehicles, or physical matter over such navigable waters and which affects navigation through or under it by the horizontal or vertical clearance it provides.
Burning Agents	Those additives that through physical or chemical means, improve the combustibility of the materials to which they are applied
Cache	A pre-determined complement of tools, equipment and/or supplies stored in a designated location, and available for incident use
Camp	A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel
Captain of the Port (COTP)	That Coast Guard officer designated by the Commandant, U.S. Coast Guard to direct Coast Guard law enforcement activities within a designated area of responsibility. A COTP enforces regulations for the protection and security of vessels, harbors, and waterfront facilities; anchorages; bridges; safety and security zones; and ports and waterways.
Cargo	Supplies, material stores, baggage or equipment transported by land, water, or air.
CERCLA	The Comprehensive Environmental Response, Compensation and Liability Act of 1980 as amended by the Superfund Amendments and Reauthorization Act of 1986
Check-In	The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).
Chemical Agents	Those elements, compounds, or mixtures that coagulate, disperse, dissolve, emulsify, foam, neutralize, precipitate, reduce, solubize, oxidize, concentrate, congeal, entrap, fix, make the pollutant mass more rigid or viscous, or otherwise facilitate the mitigation of deleterious effects or the removal of the pollutant from the water
Chief	The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance
Claim	A request, made in writing for a sum certain, for compensation for damages or removal costs resulting from an incident

TERM/ACRONYM	DEFINITION
Clear Text	The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text
Coastal Waters	The waters of the coastal zone except for the Great Lakes and specified ports and harbors on inland rivers. Used for classifying the size of discharges.
Coastal Zone	Mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term coastal zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/Coast Guard agreements and identified in federal regional contingency plans.
Command	The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command
Command Post	See Incident Command Post
Command Staff	The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Communications Unit	A vehicle (trailer or mobile van) used to provide the major part of an incident Communication Center
Contiguous Zone	The zone established by the United States under Article 24 of the Convention of the Territorial Sea and Contiguous Zone. It is the zone contiguous to the territorial sea which extends nine miles seaward from the territorial sea.
Cooperating Agency	An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc)
Cost Unit	Functional unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures
COTP Order	COTP Orders are issued under the Ports and Waterways Safety Act to direct specific operations from a vessel, facility, or individual to restrict, stop operations, or require specific actions to be taken.
Demobilization Unit	Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident resources
Deputy	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

TERM/ACRONYM	DEFINITION
Director	The ICS title for individuals responsible for supervision of a Branch.
Discharge	Any emission (other than natural seepage), intentional or unintentional, and includes, but is not limited to spilling, leaking, pumping, pouring, emitting, emptying, or dumping.
Dispatch	The implementation of a command decision to move resources from one place to another
Dispersants	Chemical agents that emulsify, disperse, or solubize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.
Dispatch Center	A facility from which resources are directly assigned to an incident.
Division	That organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Team and the Branch. (See also “Group”)
Documentation Unit	Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to the incident.
Emergency Medical Technician (EMT)	A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.
Emergency Operations Center (EOC)	A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.
Environment	The navigable waters, waters of the contiguous zone, and the ocean waters which the natural resources are under the exclusive management of the U. S. under the Magnuson Fishery Conservation and Management Act. Also includes surface water, ground water, drinking water supply, land surface and subsurface strata, or ambient air.
Exclusive Economic Zone	An area of the high seas, parallel to the territorial sea, which extends up to 200 nautical miles from the baseline. In this zone, a country may exercise jurisdiction and control over natural resources (living or nonliving). This includes authority over artificial islands and other structures used for economic exploitation and for the protection and preservation of the marine environment.
Exercise	A maneuver or simulated operation to test and evaluate planning for and execution of a contemplated operation. An exercise is often carried out for the purpose of evaluating the assumptions and requirements of an OPLAN and/or for training personnel in the operation required by an OPLAN. An exercise may be a single service, joint (multi-service) or combined (multi-national) depending on the participating organizations.

TERM/ACRONYM	DEFINITION
Facilities Unit	Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the incident base, feeding areas, sleeping areas, sanitary facilities, etc.
Federal On Scene Coordinator (FOSC)	The Federal Official pre-designated by the EPA or USCG to coordinate and direct removal actions.
Finance Section	The section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.
Food Unit	Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.
Function	In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance. The term function is also used when describing the activity involved; e.g., "the planning function."
FWPCA	Federal Water Pollution Control Act (Public Law 92-500), was amended in 1977 by the Clean Water Act and OPA '90.
General Staff	The group of incident management personnel comprised of the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance Section Chief.
Ground Transportation Unit	Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining and repairing vehicles, and the ground transportation of personnel and supplies.
Group	Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function. Groups are located between Branches and Resources in the Operations Section.
Hazardous Materials	Generally, it refers to dangerous cargo, stores, supplies, or fuels carried aboard vessels, transferred to or from vessels, or stored at waterfront facilities. Specifically, it refers to those dangerous cargos carried in package form and listed in 49 CFR Part 172.101.
Hazardous Substances	Any substance designated under the authority of the following sections: 1. Section 7 of the Toxic Substance Control Act 2. Section 102 of CERCLA 3. Section 112 of the Clean Air Act 4. Section 307(a) of the Clean Water Act 5. Section 311(b) of the Clean Water Act 6. Section 3001 of the Solid Waste Disposal Act
Helibase	A location within the general incident area for parking, fueling, maintenance, and loading of helicopters.
Helispot	A location where a helicopter can take off and land.

TERM/ACRONYM	DEFINITION
Incident Action Plan (IAP)	The IAP, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy and specific action plans for the next operations period. When complete, the IAP will have a number of attachments.
Incident Area	Legal geographical area of the incident to include affected area and traffic route to corresponding storage and disposal sites.
Incident Commander (IC)	The individual responsible for the management of all incident operations.
Incident Command Post (ICP)	The location at which the primary command functions are executed and is usually collocated with the incident base.
Incident Command System (ICS)	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Incident Objectives	Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objective must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
Information Officer	A member of the Command Staff responsible for interfacing with the public media or other agencies requiring information directly from the incident. There is only one PIO per incident. The PIO may have assistants.
Inland Zone	The environment inland of the coastal zone. The term inland delineates the area of federal responsibility for EPA response action.
Jurisdiction	Authority to enforce specified laws within a specified geographical area upon specified persons and/or things. The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities which can be political/geographical; e.g., city, county, state, or federal boundary lines, or functional; e.g., police department, health department, etc.
Lead Agency	The federal or state agency primarily responsible for coordinating response operations under the NCP.
Leader	The ICS title for an individual responsible for a Task Force/Team or functional unit.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

TERM/ACRONYM	DEFINITION
Limited Access Areas	These areas define the port, facility, terminal area, or activity boundaries and area used to restrict or control movement of vessels, vehicles, persons, or objects within these areas. The establishment of any limited access area requires public rule making and publication in the Federal Register. Procedures for preparing regulations for limited access areas are found in COMDTINST M16704.2 (series) Preparation and Publication of Field Regulations.
Logistics Section	The section responsible for providing facilities, services, and materials for the incident.
Major Disaster	Any event in any part of the United States, as determined by the President, which has become of sufficient severity and magnitude to warrant disaster assistance by the Federal Government. The assistance may supplement the efforts and resources of state and local governments and relief organizations in alleviating the damage, loss, hardship, or suffering caused by the event.
Managers	Individuals within ICS organizational units that are assigned specific managerial responsibilities; e.g., Staging Area Manager or Camp Manager.
Medical Unit	Functional unit with the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.
Memorandum of Understanding (MOU)	A document concluded between components of two or more agencies or departments recognizing or outlining responsibilities, authorities, or agreements on specified issues. Memoranda of Understanding are often used when the lines of responsibility for two or more agencies or departments overlap to better coordinate the efforts of each and avoid duplication.
Multi-Agency Incident	An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.
Multi-Jurisdiction Incident	An incident requiring action from multiple agencies that has a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.
Natural Resource Damage Assessment (NRDA)	The response effort focused on prevention and/or minimization of injury to natural resources during the response phase, assessment of natural resource injury during and after response, and restoration of natural resources injured or natural resource services lost due to the discharge or release.
Navigable Waters	Those waters that are subject to the ebb and flow of the tide or are presently used or have been used in the past, or may be susceptible for use to transport interstate or foreign commerce.
Obstruction	Any sunken vessel, boat, water craft, raft, structure, projection, or other similar obstruction (other than a bridge) in any navigable water of the United States that endangers or impedes navigation.

TERM/ACRONYM	DEFINITION
Officer	The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.
Oil	Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoils.
Oil Pollution Act of 1990 (OPA 90)	Enacted on August 18, 1990. Amends the FWPCA and CWA. The Act provides for greater federal action in the enforcement of pollution prevention laws and environmental response.
Oil Spill Liability Trust Fund (OSLTF)	Also known as "The Fund". OPA '90 established a $1,000,000,000 fund for federal, state, and local response actions, claims, and Natural Resource Damage Assessment studies. It also authorized the borrowing of $1,000,000,000 from the U.S. Treasury to cover additional fund obligations if necessary.
Operational Period	The period of time scheduled for execution of a given set of operation actions as specified in the IAP. Operational Periods can be of various lengths, although usually not over 24 hours.
Operation Plan (OPLAN)	A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is the form of directive employed by higher authority to permit subordinate commanders to prepare supporting plan and orders. The designation “plan” is usually used instead of “order” in preparing for operations well in advance. An operation plan must be put into effect at a prescribed time, or on signal, and then must become an operation order.
Operations Section	Responsible for all operations directly applicable to the primary mission. Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the IAP as necessary and reports such to the IC. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.
Planning Meeting	A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for services and support planning.
Planning Section	Responsible for the collection, evaluation, and dissemination of tactical information related to the incident and for the preparation and documentation of Action Plans. This section also maintains information on the current and forecasted situation also on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
POLREP	Pollution Reports. POLREPs are required for every medium, major, potential medium, or potential major spill, and for all FPNs.

TERM/ACRONYM	DEFINITION
Port	Any zone contiguous to or part of the traffic network of an ocean port or out-port location, military or civilian, within which facilities exist to transship persons and/or property between domestic carriers and coastal, inter-coastal, and overseas carriers.
Potential Discharge	Any accident or other circumstances which threatens to result in the discharge of oil or hazardous substance.
Procurement Unit	Functional unit within the Finance Section responsible for financial matters involving vendor contracts.
Public Vessel	Vessels owned and operated by a state and used only in non-commercial, government service. The term 'state' or 'nation' includes political subdivisions of the state as well as agencies of the state or its subdivisions. The term public vessel does not include vessels merely subsidized by the government, state-owned vessels chartered to private parties and engaged in commercial activities, or privately-owned vessels operated by government personnel that are engaged in commercial activities.
Qualified Individual (QI)	The person authorized by the responsible party to act on their behalf, authorize expenditures, and obligate organizations' resources. This individual must be listed in facility and vessel response plans.
Regulated Navigation Area	Water areas within which navigation requirements or restrictions for vessels have been established by the District Commander under the authority of 33 U.S.C. 1221 et seq. and 33 CFR 165.11. They provide for the safety of navigation when the condition of a port or waterway warrants a higher standard than provided by the rules of the road.
Release	As defined by section 101(22) of CERCLA, any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injection, escaping, leaching, dumping, or disposing into the environment; includes the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance, pollutant, or contaminant. This excludes any release, which results in exposure to persons solely within the work place and additional conditions as specified in the National Contingency Plan, Title 40 CFR Section 300.6.
Remove or Removal	As defined by section 311(a)(8) of the Clean Water Act, refers to the removal of oil or hazardous substances from the water and shorelines or the taking of such other actions as may be necessary to minimize or mitigate damage to the public health or the environment.
Reportable Quantity	Reportable quantity (RQ) means quantities that may be harmful as set forth in 40 CFR 117.3, the discharge of which is a violation of section 311(b)(3) of the FWPCA and requires notice as set forth in 40 CFR 117.21.
Resources	All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

TERM/ACRONYM	DEFINITION
Resource Unit	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The unit evaluated resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.
RP	Responsible Party
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.
Safety Zone	A designated water and/or adjacent shore area established by regulation under the authority of the Port and Waterways Safety Act (33 USC Part 1221) within which vessel traffic controls and operating restrictions may be imposed. See COMDTINST M16000.11, Marine Safety Manual, Volume VI.
Section	That organization level having functional responsibility for primary segments of incident operation (Operations, Planning, Logistics, and Finance). The Section level is organizationally between Branch and IC.
Security Zone	All areas of land or water which are so designated by COTP for such time as deemed necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard ports, harbors, territories or waters of the United States, or to secure the observance of the rights and obligations of the United States. See 33 CFR Part 6 and 165.
Service Branch	A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.
Site Safety Plan	Legal document required by OSHA before entry into a site. Generally prepared by the Safety Officer.
Situation Unit	Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information; and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

TERM/ACRONYM	DEFINITION
Size Classifications of Hazardous Substance Releases	The following size classifications of releases are provided as guidance to the FOSC: **Minor Release:** A release of a quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses minimal threat to public health or welfare or the environment. **Medium Release:** A release not meeting the criteria for classification as a minor or major release. **Major Release:** A release of any quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses a substantial threat to public health, welfare, or the environment, or results in significant public concern.
Size Classifications of Oil Discharges	Provided as guidance to the FOSC, they are not meant to imply associated degrees of hazard to public health or welfare, nor are they a measure of environmental injury. Any oil discharge that poses a substantial threat to public health or welfare or the environment, or results in significant public concern shall be classified as major regardless of the following measures: **Minor Discharge:** A discharge of less than 1,000 gallons of oil in inland waters or a discharge of less than 10,000 gallons in coastal waters. **Medium Discharge:** A discharge of 1,000 to 10,000 gallons of oil in inland waters or a discharge of 10,000 to 100,000 gallons of oil in coastal waters. **Major Discharge:** A discharge of more than 10,000 gallons of oil in inland waters or more than 100,000 gallons of oil in coastal waters.
Span of Control	The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.
Staging Area	A place to assemble, hold, and organize personnel, supplies, or equipment for onward movement.
Special Monitoring of Applied Response Technologies (SMART)	A monitoring program to rapidly gather information on alternative response technologies such as dispersants and in-situ burn to be provided to the UC in a timely manner.
SOSC	State On Scene Coordinator
Strike Team	Specified combinations of the same kind and type of resources, with common communications and a leader. Not to be confused with NSFs Strike Teams.
Supervisor	The ICS title for individuals responsible for command of a Division or Group.
Supply Unit	Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

TERM/ACRONYM	DEFINITION
Support Branch	A branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Included are the Supply, Facilities, and Transportation units.
Task Force	A group of resources with common communications and a leader assembled for a specific mission.
Technical Specialist	Personnel with special skills that can be used anywhere within the ICS organization.
Temporary Flight Restrictions (TFR)	Temporary airspace restrictions for non-emergency aircraft in the incident area. TFR's are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical mile radius and 2000 feet in altitude.
Time Unit	Functional unit within the Finance Section responsible for recording time for incident personnel and hired equipment.
Transportation Unit	Functional Leader responsible to coordinate incident transportation needs with all available incident transportation modes. Matches transportation needs with transportation methods, including coordinating the movement of personnel, equipment, and supplies by ground vehicles, vessels, and aircraft.
Unified Command (UC)	A unified team effort, which allows all agencies with responsibility for the incident to work together by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.
Vessel	A vessel employed in commercial or government service for waterborne movement of passengers or cargo in the overseas, coastwise, inter-coastal, or Great Lakes shipping trades.
Vessel Support Unit	Functional unit within the Support Branch of the Logistics Section responsible for Vessel Routing Plan and coordinating transportation on the water and between shore resources.
Vessel Traffic Service	A vessel movement reporting system, provided by VTS Houston-Galveston, using surveillance and VHF communication facilities to enhance vessel transit safety and expedite port movements. Surveillance includes shore-based radar, and where available, closed circuit TV.
Volunteer	Any individual accepted to perform services by the lead agency, which has authority to accept volunteer services.
Waterfront Facility	Any pier, wharf, dock, or similar structure to which vessels may be secured; buildings on such structures or contiguous to them, and equipment and materials on such structures or in such buildings. See 33 CFR 6.01-4.
Worst Case Discharge	In the case of a vessel, a discharge of its entire cargo and, in the case of an offshore or onshore facility, the largest foreseeable discharge in adverse weather conditions.

TERM/ACRONYM	DEFINITION
Zone	A geographic boundary or geographic area of jurisdiction such as a COTP Zone, Marine Inspection Zone, Safety Zone, or Security Zone.