



**Title Page**

# **ONE GULF PLAN**



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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 signed July 10, 1984.

The USCG will provide the predesignated FOSC for releases of oil and hazardous substances into the environment in the waterways specifically named and coastal areas seaward of line described below.

Commencing at the intersection of US 90 and the Mississippi State line, westerly along US 90. Continue along US 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 US 90 highway bridge. Then across the US 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, LA including the Atchafalaya River to the Texas and Pacific Railroad bridge in Melville, LA, Grand Lake, Six Mile Lake, and Berwick Bay. Continuing along the GIWW to the Calcasieu River, including the Calcasieu River to the Southern Pacific Railroad bridge and the following bodies of water: Moss Lake and Lake Charles, LA.

Continuing from the junction of the GIWW with the Calcasieu River westerly, into and including Sabine Lake, and the Neches River to its intersection with I-10 in Beaumont, TX. Then along the GIWW towards Port Arthur, TX including Taylor Bayou south of Highway 73. From Port Arthur, TX along the GIWW to, and including, East Bay, Galveston Bay, Clear Lake, Dickinson Bay, Moses Lake, Swan Lake, Jones Lake, Trinity Bay, and the Houston Ship Channel, to the turning basin in Houston, TX. 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, 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, TX, westerly along the GIWW to the Port of Freeport, TX, including Chocolate Bay, the Old Brazos River and the New Brazos River up to the Missouri-Pacific Railroad Bridge in Brazoria, TX.

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, LaSalle Bayou, Broad Bayou, Boggy Bayou, and Matagorda Bay.

Continuing south 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 US 77, Rincon Industrial Channel, Rincon Bayou, Nueces Bay, Tule Lake, Corpus Christi Inner Harbor, Oso Creek, Oso Bay, and Corpus Christi Bay.

Continuing south 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.

When 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.

On the Mississippi River, commencing from river mile 504.0 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 LDB and the RDB, and including Lake Pontchartrain.

Any pollution incident taking place in an area outside the boundaries listed above fall under EPA FOSC jurisdiction.

### **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 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 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,
3. Rivers and tributaries to rivers that historically or presently support anadromous species,
4. Federally "endangered" or "threatened" species including designated critical habitat and marine mammals for which NOAA has assigned responsibility,
5. Tidal wetlands, salt marshes, estuaries, and other important habitat supporting fishery and marine resources, and
6. 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 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. Minerals Management Service -- manages and regulates offshore oil, gas, and other mineral extraction activities in federal waters on the outer continental shelf.
6. Bureau of Mines -- performs analysis and identification of inorganic hazardous substances and technical expertise in metals and metallurgy relevant to site cleanup.

7. National Park Service -- provides biological and general natural resources expert personnel at park units.
8. 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: 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 (LO) 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 it 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**

#### **1420 RRT Structure**

#### **1430 Area Response Structure**

##### **1430.1 Federal/State Role in Incident Response**

#### **1440 Incident Command System**

See ICS Field Operations Guide.

#### **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 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 Response Plan**

The Federal Response Plan (FRP) outlines how the Federal Government implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, to assist State and local governments when a major disaster or emergency overwhelms their ability to respond effectively to save lives; protect public health, safety, and property; and restore their communities. The FRP describes the policies, planning assumptions, concept of operations, response and recovery actions, and responsibilities

of 25 Federal departments and agencies and the American Red Cross, that guide Federal operations following a Presidential declaration of a major disaster or emergency.

The FRP has proven to be an effective framework for coordinating delivery of Federal disaster assistance to State and local governments. Since it was issued in 1992, Federal agencies have demonstrated that they can work together to achieve the common goal of efficient, timely and consistent disaster response and recovery.

#### **1470 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**

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 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 (RRC)**

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.

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**

#### **1540 State of Mississippi Response Structure**

#### **1550 State of Florida Response Structure**

#### **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**

### **1610 Public vs Private Resource Utilization**

### **1620 Best Response Concept**

Best Response depends on the best efforts of the three components of the 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)**
- 1640 Dispersant Pre-Approval/Monitoring/Decision Protocol**
- 1650 Insitu Burn Approval/Monitoring/Decision Protocol**
- 1660 Bioremediation Approval/Monitoring/Decision Protocol**
- 1670 Fish and Wildlife Acts Compliance (Migratory Bird Act, Marine Mammal Act, Endangered Species Act, etc)**
- 1680 Protection of Historic Properties (National Historic Preservation Act)**
- 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) II and III (these are teams of Federal response specialists). It is now in place in RRT II (New Jersey and New York) and RRT III (Pennsylvania, Delaware, Maryland, Washington DC, Virginia, and West Virginia).

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 Reserved**

**1800 Reserved**

**1900 Reserved for Area/District**



## **2000 Command**

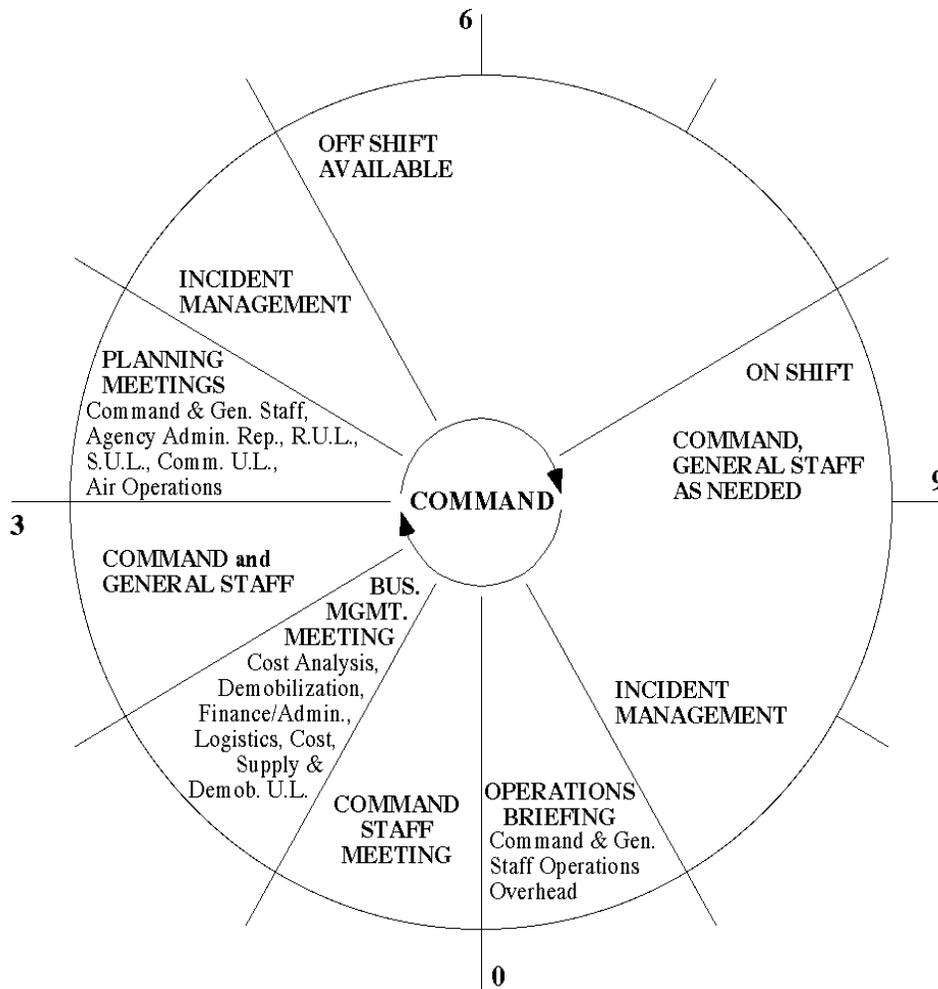
### **2100 Unified Command**

The NCP, 40 CFR 300, requires 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 Inter-agency Incident Management System (NIIMS) Incident Command System (ICS). While Vessel Response Plans (VRP's) and Facility Response Plans (FRP's) 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 and General Staff Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

## ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative  
 Bus. Mgmt.: Business Management  
 Comm. U.L.: Communications Unit Leader  
 Finance/Admin.: Finance/Administration  
 Gen.: General  
 R.U.L.: Resources Unit Leader  
 S.U.L.: Situation Unit Leader  
 Supply & Demob. U.L.: Supply & Demobilization Unit Leader

**Figure 1 – Planning Cycle**

## **2110 Command Representatives**

In ICS, 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 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 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 TCEQ serves as lead agency.

### **2110.22 Louisiana**

The Louisiana Oil Spill Prevention and Response Act of 1991 has pre-designated the 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**

### **2110.24 Mississippi**

### **2110.25 Florida**

## **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.

## **2120 Guidance for Setting Response Objectives**

## 2130 General Response Priorities

### 2200 Safety

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 Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety measures in each IAP. See the following for more specific responsibilities.

1. Identify hazardous or unsafe situations associated with the incident by ensuring the performance of preliminary and continuous site characterization and analysis which shall include the identification of all actual or potential physical, biological, and chemical hazards known or expected to be present on the site.
2. Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work plan.
3. Review IAP for safety implications.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within incident areas.
6. Ensure the preparation and implementation of the site specific Health and Safety Plan (HASP) in accordance with the ACP and State and Federal OSHA regulations. The HASP shall at minimum address, include, or contain the following elements:
  7. Health and safety hazard analysis for each site task or operation.
  8. Comprehensive operations work plan.
  9. Personnel training requirements.
  10. PPE selection criteria.
  11. Site specific occupational medical monitoring requirements.
  12. Air monitoring plan for area personnel.

13. Site control measures.
14. Confined space entry procedures (only if needed).
15. Pre-entry briefings (tailgate meetings), initial and as needed.
16. Pre-operations health and safety conference for all incident participants.
17. Quality assurance of HASP effectiveness.
18. Assign assistants and manage the incident safety organization.
19. Review and approve the medical plan.
20. Maintain Unit/Activity Log (ICS 214).

## **2210 Site Characterization**

## **2220 Site Safety Plan Development**

## **2300 Information**

The IO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations as appropriate. Only one IO will be assigned for each incident, including incidents operating under UC and multi-jurisdictional incidents. The IO may have assistants as necessary and the assistants may also represent assisting agencies or jurisdictions. Responsibilities include:

1. Establish a single information center. (This may be called the Joint Information Center (JIC)).
2. Contact the jurisdictional agencies to coordinate public information activities.
3. Establish information collection requirements.
4. Prepare initial information summary as soon as possible after arrival.
5. Observe constraints on the release of information imposed by IC.
6. Obtain approval for release of information from IC. Prepare and disseminate news releases.
7. Attend meetings to update information releases.
8. Arrange for meetings between media and incident personnel.
9. Provide escort service and protective clothing to media and incident personnel.
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 status of the incident to incident personnel.
13. Resolve conflicting information and bring media concerns to the UC.

## **2310 Protocol for Access/Timing of Media Briefings**

- \_\_\_\_\_1. Designate the incident IO. This position can be filled by an officer from the FOSC, SOSC or RPIC. Ensure all pertinent press persons know who the IO is and understand that the IO reports to the UC.
  
- \_\_\_\_\_2. Complete fact sheet and prepare a 30-second media statement consisting of about 150 words maximum.
  
- \_\_\_\_\_3. Record media statement on voice-mail, record-a-phone, or similar automatic message service so media can get updates.
  
- \_\_\_\_\_4. Use phone screening system such as watch standers or automated system to direct news media to prerecorded update.
  
- \_\_\_\_\_5. Have three phone lines available for public affairs use: incoming (published), outgoing (unpublished), and facsimile.
  
- \_\_\_\_\_6. Contact USCGD8 (dpa) at outset of any actual medium or larger spill to arrange for PA backup.
  
- \_\_\_\_\_7. Alert NSFCC and PIAT of any potential major incident if not already done. Note: The FOSC may request PIAT assistance at any time regardless of spill size.
  
- \_\_\_\_\_8. Update fact sheet at least daily and transmit by facsimile machine or phone updates to major media outlets.
  
- \_\_\_\_\_9. Schedule a media briefing with the UC at least daily when media interest is great. If unsure of the need, ask reporters, they will tell you whether the story is worth a trip to the UC.
  
- \_\_\_\_\_10. The primary purpose of the news conference/media briefing availability is to put forth the UC's assessment of the progress of the response; its secondary purpose is to answer media questions.
  
- \_\_\_\_\_11. In major spills, designate a protocol officer to handle VIP visitors. Do not assign this function to the IO.
  
- \_\_\_\_\_12. In major spills of high interest, designate an FOSC aide. The FOSC's accessibility and time are critical in such incidents and must be scheduled carefully.

\_\_\_\_\_ 13. Require the IO to brief the UC each morning on the media coverage of the incident and the specific public affairs goals for the day. The FOSC should update the fact sheet at that time.

\_\_\_\_\_ 14. Establish a JIC if the size of the incident dictates.

### **2320 Joint Information Center (JIC)**

During a major oil spill where media activity is expected to last several days, the IO 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 for incoming calls, staffed by knowledgeable individuals.
2. Ensure State and Federal Government Public Affairs Officers (PAOS) are available to the media.
3. Develop and produce joint news releases under the UC which must be approved by the State, Federal, and RPICs, and provide copies to the UC and each Section of the ICS.
4. Schedule, organize, and facilitate news conferences.

It is recommended that the JIC be in the same building as the Command Center, but in a room separate from other sections. The IO needs to be close to the UC 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 and media and public interest levels.

If possible, a separate "Press Room" should be established for reporters' use at spills that attract a great deal of media interest. This room may be used by reporters covering the story and would ideally be equipped with several phone lines, electrical outlets, desks or tables, and chairs. There should be a way to display maps, status boards, and other visual aids that could be used on-camera. There should be a table near the door for the latest news releases, fact sheets, and advisories. If there is room for seating and a podium with a PA system, then the pressroom is a good site for all formal news conferences. This allows TV news crews to set-up cameras in advance and reporters to do stand-ups and call-ins from an easy central location. See the GRP, Public Affairs Procedures section, equipment needs.

### **2330 Media Contacts**

Media contacts are located in Section 9200 of the Geographic Response Plans

### **2400 Liaison**

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LO on the Command Staff. Responsibilities are outlined as follows:

1. Provide a point of contact for assisting and cooperating with agency representatives.

2. Identify agency representatives from each agency including communications link and location.
3. Maintain a list of coordinating and interagency contacts.
4. Assist in establishing and coordinating interagency contacts.
5. Keep agencies supporting incident aware of incident status.
6. Monitor incident operations to identify current or potential inter-organizational issues and advise IC as appropriate.
7. Participate in planning meetings and provide current resource status information, including limitations and capabilities of assisting agency resources.
8. Maintain Unit/Activity Log (ICS 214).

**2410 Investigators**

**2420 Federal/State/Local Trustees**

**2430 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.

**2440 Stakeholders**

**2440.1 Environmental**

**2440.2 Economic**

**2440.3 Political**

**2500 Reserved**

**2600 Reserved**

**2700 Reserved**

**2800 Reserved**

**2900 Reserved for Area/District**

# 3000 Operations

## 3100 Operations Section Organization

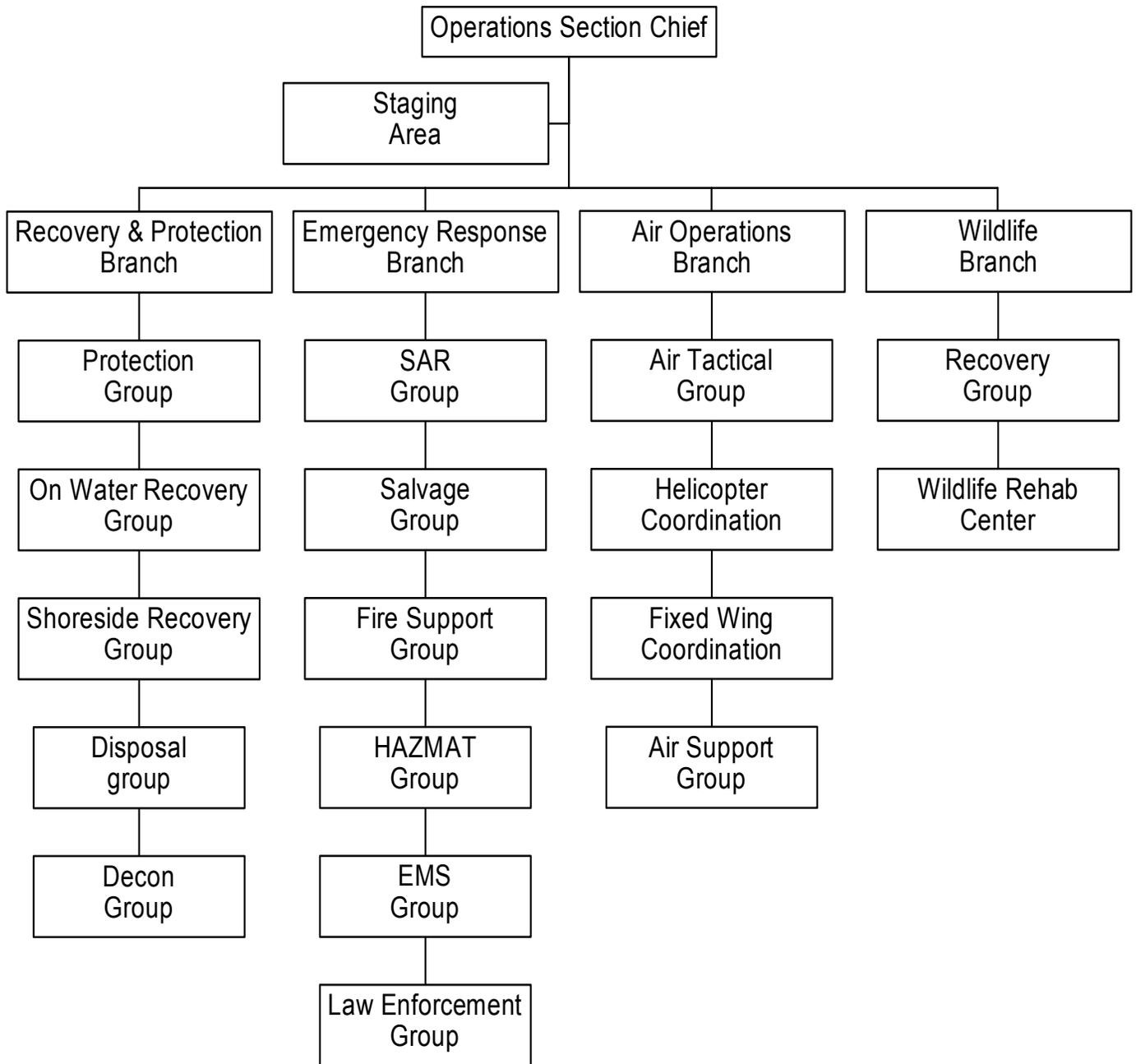
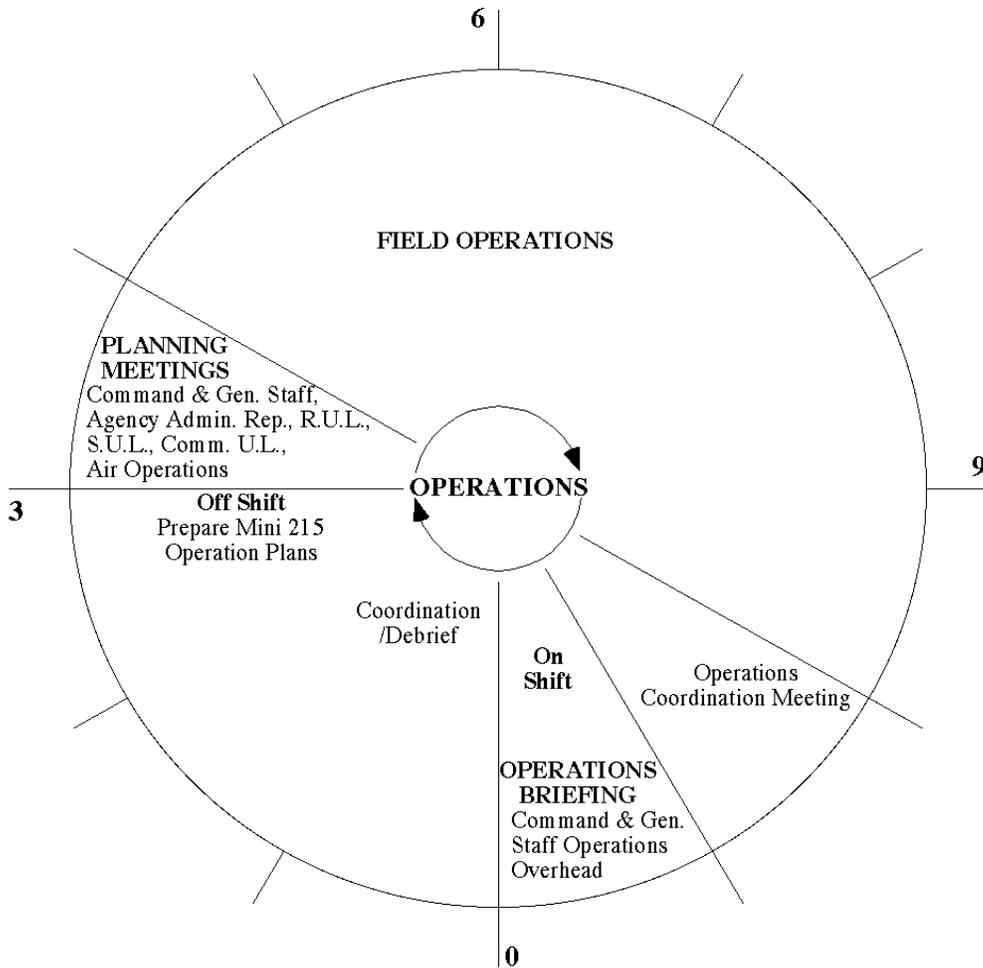


Figure 2 - Operations Section

3110 Organization Options

**Operations Section Planning Cycle Guide**



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

**ABBREVIATIONS & ACRONYMS**

- Agency Admin. Rep.: Agency Administrator Representative
- Comm. U.L.: Communications Unit Leader
- Gen.: General
- R.U.L.: Resources Unit Leader
- S.U.L.: Situation Unit Leader

**Figure 3 - Operations Planning Cycle**

### **3120 Operations Section Chief**

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander.

1. Develop operations portion of Incident Action Plan.
2. Brief and assign operations personnel in accordance with Incident Action Plan.
3. Supervise the execution of the Incident Action Plan for Operations.
4. Request resources needed to implement the Operation's tactics as part of the Incident Action Plan development (ICS 215).
5. Ensure safe tactical operations.
6. Make or approve expedient changes to the Incident Action Plan during the operational period as necessary.
7. Approve suggested list of resources to be released from assigned status (not released from the incident).
8. Assemble and disassemble teams/task forces assigned to operations section.
9. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
10. Maintain Unit/Activity Log (ICS 214).

### **3200 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. Participate in planning meetings as required.
2. Develop operations portion of Incident Action Plan.
3. Brief and assign operations personnel in accordance with Incident Action Plan.
4. Supervise operations.
5. Determine resource needs.
6. Review recommendations and initiate release of resources.
7. Report information about special activities, events, and occurrences to Operations Section Chief.
8. Maintain Unit/Activity Log (ICS 214).

### 3210 Protection

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. Implement Protection Strategies in Incident Action Plan.
2. Direct, coordinate and assess effectiveness of protective actions.
3. Modify protective actions as needed.
4. Brief the Recovery and Protection Branch Director on activities.
5. Maintain Unit/Activity Log (ICS 214).

#### 3210.1 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

**3220 On-Water Recovery**

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 strike teams, task forces, and single resources.

1. Implement Recovery Strategies in Incident Action Plan.
2. Direct, coordinate, and assess effectiveness of on water recovery actions.
3. Modify protective actions as needed.
4. Brief the Recovery and Protection Branch Director on activities.
5. Maintain Unit/Activity Log (ICS 214).

**3220.1 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.

### **3220.2 Storage**

## **3230 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. Implement recovery strategies in Incident Action Plan.
2. Direct, coordinate, and assess effectiveness of shoreside recovery actions.
3. Modify protective actions as needed.
4. Brief the Recovery and Protection Branch Director on activities.
5. Maintain Unit/Activity Log (ICS 214).

### **3230.1 Shoreline Cleanup Options**

### **3230.2 Pre-Beach Cleanup**

### **3230.3 Storage**

## **3240 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 groups may be further divided into strike teams, task forces, and single resources.

1. Implement disposal portion of Incident Action Plan.
2. Ensure compliance with all hazardous waste laws and regulations.

3. Maintain accurate records of recovered material.
4. Brief Recovery and Protection Branch Director on activities.
5. Maintain Unit/Activity Log (ICS 214).

#### **3240.1 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?

#### **3240.2 Decanting Policy**

#### **3240.3 Sample Waste Management Plan**

#### **3250 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. Implement Decontamination Plan.
2. Determine resource needs.
3. Direct and coordinate decontamination activities.
4. Brief Site Safety Officer on conditions.

5. Brief Recovery and Protection Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

### **3250.1 Sample Decon Plan**

## **3260 Dispersants**

### **3260.1 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 capability.
  - 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 910<sup>th</sup> Airlift Wing located at Youngstown Air Reserve Station, Ohio.

### **3260.2 Dispersant Checklists**

### **3260.3 Preauthorized Zones**

### **3260.4 Dispersant Response Plan Worksheet**

### **3260.5 SMART Protocol**

### **3260.6 Types of Equipment Required**

## **3270 In-Situ Burn (ISB)**

### **3270.1 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.**

### **3270.2 ISB Checklists**

### **3270.3 Preauthorized Zones**

### **3270.4 Types of Equipment Required**

## **3280 Bioremediation**

## **3300 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. Participate in planning meetings as required.
2. Develop operations portion of Incident Action Plan.
3. Supervise operations.
4. Determine need and request additional resources.
5. Review suggested list of resources to be released and initiate recommendation for release of resources.
6. Report information about special activities, events, and occurrences to Incident Commander.
7. Maintain Unit/Activity Log (ICS 214).

## **3310 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).

**3310.1 SAR Area Resources**

### 3320 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. Coordinate development of Salvage Plan.
2. Determine resource needs.
3. Direct and coordinate implementation of the Salvage Plan.
4. Manage dedicated salvage resources.
5. Brief Emergency Response Branch Director on activities.
6. Maintain Unit/Activity Log (ICS 214).

#### 3320.1 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.

## **3320.2 Stabilization**

## **3320.3 Specialized Salvage Operations**

## **3320.4 Types of Equipment**

### **3320.41 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).

### **3320.42 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.

### **3320.43 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.

## **3320.5 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.

1. Vessel casualty and oil spill, or potential oil spill, may require the following responses:
2. Search and rescue
3. Oil spill containment/clean-up
4. Fire fighting
5. 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.

### **3330 Marine Fire Fighting**

Under the direction of the Emergency Response Branch Director, the Fire Suppression Group Supervisor is responsible for coordinating and directing all fire fighting activities related to the incident.

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

### **3340 Hazmat**

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

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

### **3340.1 Initial Emergency Response Procedures**

### **3340.2 Evacuation Procedures**

### **3340.3 Hazmat POC's**

### **3340.4 Types of Equipment Required**

## **3350 EMS**

### **3350.1 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).

## **3360 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).

### **3360.1 Perimeter/Crowd/Traffic/Beach Control**

### **3360.2 Safety/Security Zones**

## **3400 Air Ops**

The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The Incident Action Plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the Incident Action Plan is approved, air operations is responsible for implementing its strategic aspects, those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection. Additionally, the Air Operations Branch Director is responsible for providing logistical support to

helicopters operating on the incident. Specific tactical activities including target selection, or suggested modifications to specific tactical actions in the Incident Action Plan, are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

1. Organize preliminary air operations.
2. Request declaration or cancellation of restricted air space area.
3. Participate in planning meetings as required.
4. Participate in preparation of the Incident Action Plan.
5. Perform operational planning for air operations.
6. Prepare and provide Air Operations Summary Worksheet to the Air Support Group and Fixed-Wing Bases.
7. Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
8. Coordinate with appropriate Operations Section personnel.
9. Supervise all air operations activities associated with the incident (ICS 220).
10. Establish procedures for emergency reassignment of aircraft.
11. Schedule approved flights of non-incident aircraft in the restricted air space area.
12. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
13. Resolve conflicts concerning non-incident aircraft.
14. Coordinate with Federal Aviation Agency.
15. Update air operations plans.
16. Report to the Operations Section Chief on air operations activities.
17. Arrange for an accident investigation team when warranted.
18. Maintain Unit/Activity Log (ICS 214).

### **3410 Air Tactical**

The Air Tactical Group Supervisor is primarily responsible for the coordination and scheduling of aircraft operations intended to locate, observe, track, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

1. Determine what aircraft (fixed wing and helicopters) are operating within the area of assignments.
2. Obtain briefing from the Air Operations Branch Director or Operations Section Chief.
3. 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.
18. Maintain Unit/Activity Log (ICS 214).

**3410.1 Aerial Surveillance**

**3410.2 Aerial Dispersant Application**

**3410.3 Procedures for Temporary Flight Restrictions**

**3410.4 Permanent Area Restrictions**

**3420 Air Support**

The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations, and maintaining liaison with fixed-wing air bases. This includes providing:

1. Fuel and other supplies
2. Maintenance and repair of helicopters
3. Keeping records of helicopter activity
4. Providing enforcement of safety regulations

These major functions are performed at helibases and helispots. Helicopters, during landing and takeoff and while on the ground, are under the control of the air support group's Helibase or Helispot managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

1. Obtain copy of the IAP from the Air Operations Branch Director, including the Air Operations Summary Worksheet (ICS Form 220).
2. Participate in Air Operations Branch Director planning activities.
3. Inform Air Operations Branch Director of group activities.
4. Identify resources/supplies dispatched for air support group.
5. Request special air support items from appropriate sources through logistics section.
6. Identify helibase and helispot locations from the IAP or from the Air Operations Branch Director.
7. Determine need for assignment of personnel and equipment at each helibase or helispot.
8. Coordinate special request for air logistics.
9. Maintain coordination with air bases supporting the incident.
10. Coordinate activities with Air Operations Branch Director.
11. Obtain assigned ground-to-air frequency for helibase operations from Communication Unit Leader or Communications Plan.
12. Inform Air Operations Branch Director of capability to provide night flying service.
13. Ensure compliance with each agency's operations checklist for day and night operations.
14. Ensure dust abatement procedures are implemented at helibase and helispots.
15. Provide crash-rescue service for helibases and helispots.
16. Ensure that Air Traffic Control procedures are established between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, or Air Tanker/Fixed Wing Coordinator.
17. Maintain Unit/Activity Log (ICS 214).

**3420.1 Airports/Helibases**

**3420.2 Helospots**

**3420.3 List of Certified Helo's/Aircraft Providers**

**3420.4 Fuel/Maintenance Sources**

**3420.5 Air Traffic Control Procedures**

**3500 Staging Areas**

Under the Operations Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging areas.

1. Implement pertinent sections of the Incident Action Plan.
2. Establish and maintain boundaries of staging areas.
3. Post signs for identification and traffic control.
4. Establish check-in function as appropriate.
5. Determine and request logistical support for personnel and/or equipment as needed.
6. Advise Operations Section Chief of all changing situation/conditions on scene.
7. Respond to requests for resource assignments.
8. Respond to requests for information as required.
9. Demobilize or reposition staging areas as needed.
10. Maintain Unit/Activity Log (ICS 214).

### **3510 Pre-Identified Staging Areas**

### **3520 Security**

### **3600 Wildlife**

The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site, and reporting results to the Situation Unit Leader; employing wildlife hazing measures as authorized in the Incident Action Plan; 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 Responsible Party, will be overseen and coordinated by the Wildlife Branch Director.

1. Develop Wildlife Branch portion of the Incident Action Plan.
2. Supervise Wildlife Branch operations.
3. Determine resource needs.
4. Review suggested list of resources to be released and initiate recommendation for release of resources.
5. Assemble and disassemble Strike Teams/Task Forces assigned to the Wildlife Branch.
6. Report information about special activities, events, and occurrences to Operations Section Chief.
7. Maintain Unit/Activity Log (ICS 214).

### **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 processing center(s). This group should coordinate with 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. Determine resource needs.
2. Establish and implement protocols for collection and logging of impacted wildlife.
3. Coordinate transportation of wildlife to processing station(s).
4. Brief the Wildlife Branch Director on activities.
5. 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**

Under the direction of the Wildlife Branch Director, the Wildlife Rehabilitation Center is responsible for receiving oiled wildlife at processing center, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport, and rehabilitation of oiled wildlife. The center is responsible for assuring appropriate transportation to appropriate treatment centers for oiled animals requiring extended care and treatment.

1. Determine resource needs and establish 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 transport of wildlife to other facility.
5. Coordinate release of recovered wildlife.
6. Implement Demobilization Plan.
7. Brief the Wildlife Branch Director on activities.
8. Maintain Unit/Activity Log (ICS 214).

**3630.2 Rehab Facilities**

**3630.3 Rehab Procedures**

**3700 Reserved**

**3800 Reserved**

**3900 Reserved for Area/District**

# 4000 Planning

## 4100 Planning Section Organization

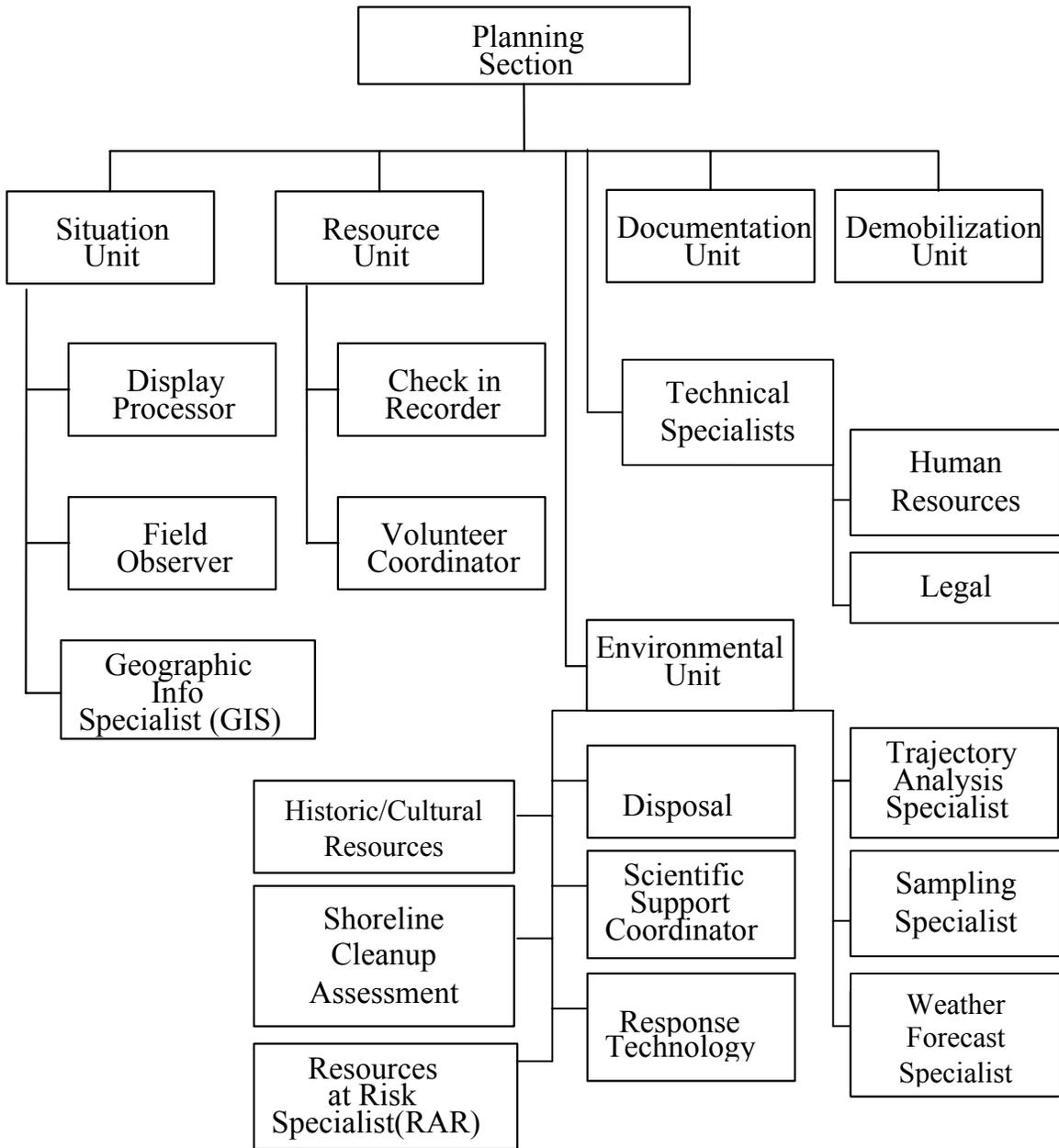
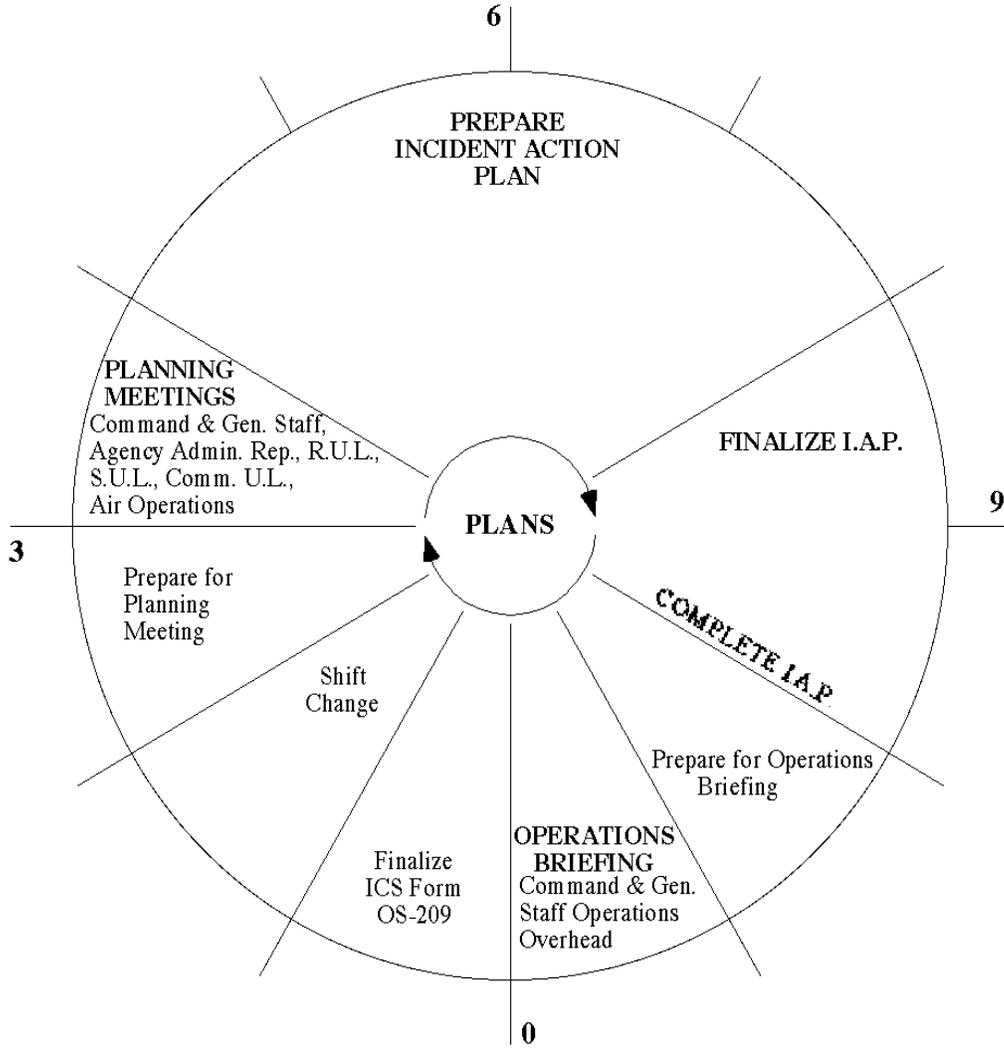


Figure 4 - Planning Section

## Planning Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

### ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative  
Comm. U.L.: Communications Unit Leader  
Gen.: General  
I.A.P.: Incident Action Plan  
R.U.L.: Resources Unit Leader  
S.U.L.: Situation Unit Leader

**Figure 5 - 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 RUL 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 (SUL) is responsible for the collection and evaluation of information about the current and possible future status of the spill and the spill response operations. This responsibility includes the compilation of information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and impacts on natural resources. This responsibility includes providing information to the GIS Specialist(s) for the creation of maps to depict the current and possible future situation and the preparation of reports for the Planning Section Chief.

1. Review Unit Leader responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in planning meetings as required.
4. Prepare and maintain Command Post display.
5. Collect and maintain most current incident data.
6. Prepare periodic predictions as requested by the Planning Section Chief.
7. Prepare, post, and disseminate resource and situation status information as required in the Incident Information Center.
8. Prepare the Incident Status Summary (ICS 209 (oil)).
9. Provide status reports to appropriate requesters.
10. Provide photographic services and maps.

#### **4210 Chart/Map of Area**

#### **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 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.
  - f. Field Observer assignments and communications means.
2. Obtain necessary equipment and supplies.
  3. Obtain copy of IAP for each operational period.
  4. Assist SUL in analyzing and evaluating field reports.
  5. Develop required displays in accordance with time limits for completion.

**4240 On Scene Command and Control (OSC2)**

**4250 Required Operational Reports**

The Field Observer 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 copy of IAP for the Operational Period.
3. Obtain necessary equipment and supplies.
4. Perform Field Observer responsibilities to include, but not limited to, the following:
  - a. Perimeters of incident.
  - b. Locations of oil concentration.
  - c. Rates of spread.
  - d. Weather conditions.
  - e. Hazards.
  - f. Progress of operation resources.
5. Be prepared to identify all facility locations; e.g., helispots and Division and Branch boundaries.
6. Report information to SUL by established procedure.
7. Report immediately any condition observed which may cause danger and safety hazard to personnel.
8. Gather intelligence that will lead to accurate predictions.

## **4300 Resources**

The RUL is responsible for maintaining the status of all resources (primary and support) at an incident. The RUL achieves this through development and maintenance of a master list of all resources (often T-cards), including check-in, status, current location, etc. This unit is also responsible for preparing parts of the IAP (ICS forms 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS; e.g., Situation Unit, Operations, Logistics, and determines the availability of resources.

1. Review unit leader responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in planning meetings as required.
4. Establish check-in function at incident locations.
5. Using the Incident Briefing Form (ICS 201), prepare and maintain the Command organization chart, resource allocation, and deployment sections of display.
6. Establish contacts with incident facilities and begin maintenance of resource status.
7. Gather, post, and maintain incident resource status.
8. Maintain master roster of all resources checked in at the incident.
9. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
10. Prepare appropriate parts of Assignment Lists (ICS 204).

### **4310 Resource Management Procedures**

#### **4310.1 Check-in Procedures**

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

1. Obtain work materials, including Check-in Lists (ICS Form 211).
2. Establish communications with the Communication Center.
3. Post signs so that arriving resources can easily find the check-in locations.
4. Record check-in information on Check-in Lists (ICS Form 211).
5. Transmit check-in information to Resources Unit on regular pre-arranged schedule.
6. Forward completed Check-in Lists and Status Change Cards to the Resources Unit.

### **4320 Volunteers**

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 RUL.

1. Coordinate with Resource Unit to determine where volunteers are needed.
2. Identify any necessary skills and training needs.
3. Verify minimum training needed, as necessary, with Health and Safety Officer or units requesting volunteers (if special skill is required).

4. Activate, as necessary, standby contractors for various training needs (as applicable).
5. Coordinate nearby or on-site training as part of the deployment process.
6. Identify and secure other equipment, materials, and supplies as needed.
7. Process incoming volunteers.
8. Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
9. Recruit additional volunteers through media appeals (if needed).
10. Assess, train, and assign volunteers.
11. Coordinate with Logistics for volunteer housing and meal accommodations.
12. Assist volunteers with other special needs.
13. Maintain Unit/Activity Log (ICS Form 214).

#### **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 Coordination**

### **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 Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: IAP, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

1. Review unit leader responsibilities.
2. Obtain briefing and special instructions from Planning Section Chief.
3. Participate in planning meetings as required.
4. Establish and organize incident files.
5. Establish duplication service and respond to requests.
6. File copies of all official forms and reports.

7. Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS units.
8. Provide incident documentation to appropriate requesters.

#### **4410 Services Provided**

#### **4420 Administrative File Organization**

#### **4500 Demobilization**

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan and assisting Sections/Units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished from the incident.

1. Review unit leader responsibilities.
2. Obtain briefing and special instructions from Planning Section Chief.
3. Demobilize in accordance with the Demobilization Plan.
4. Review incident resource records to determine probable size of demobilization effort.
5. Participate in planning meetings as required.
6. Evaluate logistics and transportation capabilities required to support demobilization.
7. Prepare and obtain approval of Demobilization Plan including required decontamination.
8. Distribute Demobilization Plan to each processing point.
9. Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan.
10. Monitor implementation and assist in the coordination of the Demobilization Plan.
11. Brief Planning Section Chief on progress of Demobilization Plan.
12. Provide status reports to appropriate requestors.

#### **4510 Sample Demob Plan**

#### **4600 Environmental**

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

1. Review common responsibilities.
2. Review Unit Leader Responsibilities.
3. Obtain briefing and special instructions from the Planning Section Chief.
4. Participate in Planning Section meetings.
5. Identify sensitive areas and recommend response priorities.
6. Determine extent, fate, and effects of contamination.

7. Acquire, distribute, and provide analysis of weather forecasts.
8. Monitor the environmental consequences of cleanup actions.
9. Develop shoreline cleanup and assessment plans.
10. Identify the need for, and obtain, permits, consultations, and other authorizations.
11. Identify and develop plans for protection of affected historical/cultural resources.
12. Evaluate the opportunities to use various Response Technologies.
13. Develop disposal plans.
14. Develop plan for collecting, transporting, and analyzing samples.
15. Maintain Unit/Activity Log (ICS 214).

#### **4700 Technical Support**

Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be utilized during an oil spill response.

#### **4710 Hazardous Materials**

##### **4710.1 Toxicologist**

##### **4710.2 Product Specialist**

##### **4710.3 Certified Marine Chemist**

##### **4710.4 Certified Industrial Hygienist**

##### **4710.5 Chemist or Chemical Engineer**

##### **4710.6 Sampling**

The Sampling Specialist is responsible for providing a sample plan to coordinate collection, documentation, storage, transportation, and submittal of samples 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 initial sampling plan and strategy and review sampling and labeling procedures.
5. Set up site map to monitor location of samples collected and coordinate with GIS staff, if required.
6. Coordinate sampling activities with NRDA Representative(s), Incident Investigators, and Legal Specialists.
7. Provide status reports to appropriate requesters.
8. Maintain Unit/Activity log (ICS-214).

## **4720 Oil**

### **4720.1 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).

### **4720.2 Lightering**

### **4720.3 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.

### **4720.4 Shoreline Cleanup Assessment**

The Shoreline Cleanup Assessment (SCA) 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 specialist 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.

#### **4720.5 Natural Resource Damage Assessment**

#### **4720.6 Specialized Monitoring of Applied Response Technologies (SMART)**

#### **4720.7 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).

#### **4720.8 Decontamination**

#### **4720.9 Disposal**

The Disposal (Waste Management) 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.

#### **4720.10 Dredging**

#### **4720.11 Deepwater Removal**

#### **4720.12 Heavy Lift**

### **4730 General**

#### **4730.1 Cultural and Historic Properties**

#### **4730.2 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).

#### **4730.3 Chaplain**

#### **4730.4 Public Health**

#### **4730.5 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).

## **4730.6 Critical Incident Stress Management**

### **4740 Law Enforcement**

### **4750 SAR**

### **4760 Marine Fire**

## **4800 Required Correspondence, Permits & Consultation**

### **4810 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.

### **4820 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.

### **4830 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.

### **4840 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.

### **4850 Fish and Wildlife Permits**

### **4860 ESA Consultations**

### **4870 Disposal**

### **4880 Dredging**

### **4890 Decanting**

## **4900 Reserved for Area/District**

# 5000 Logistics

## 5100 Logistics Section Organization

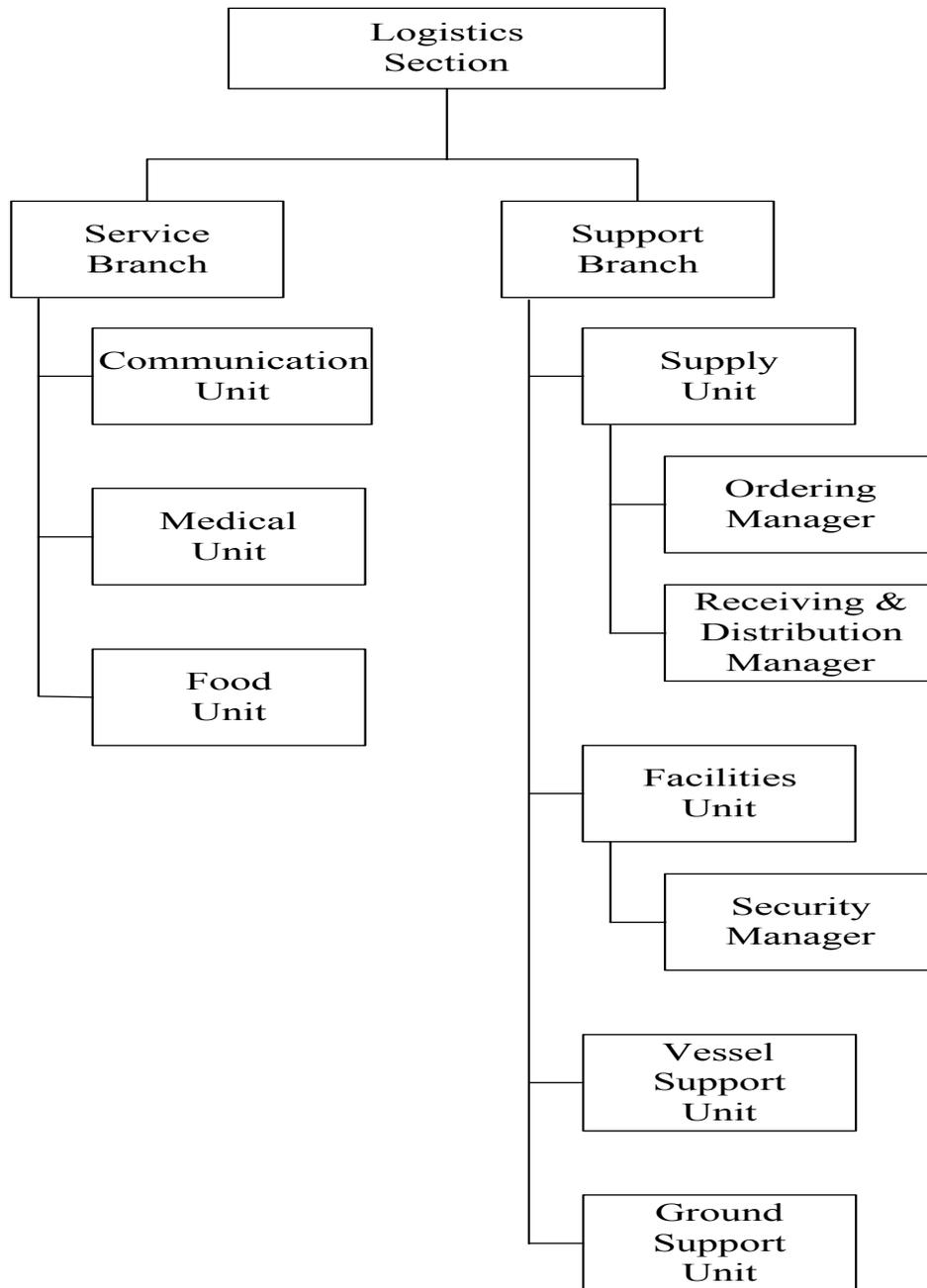
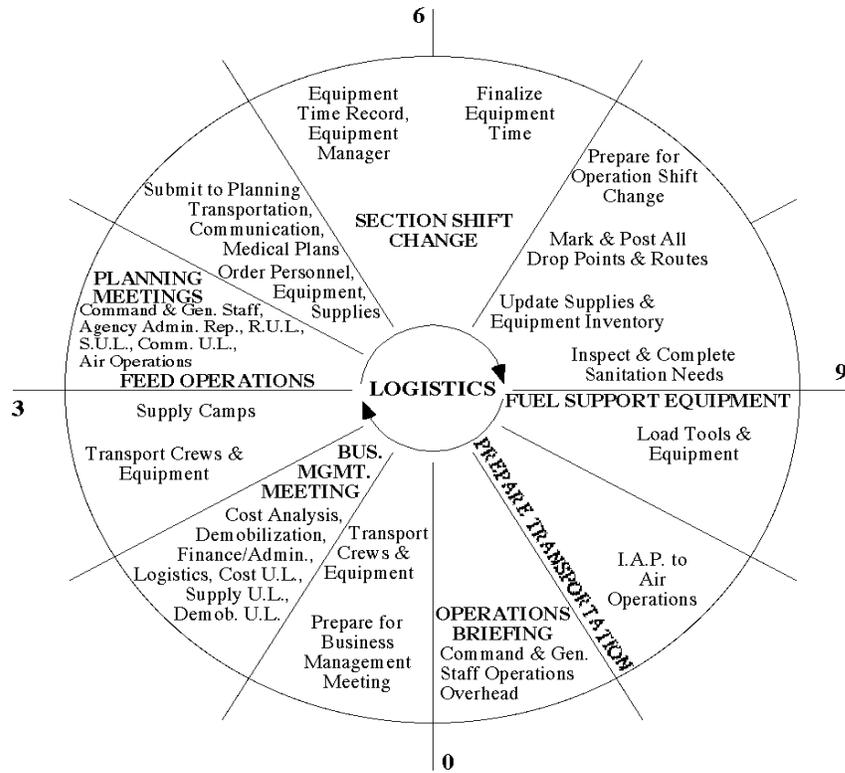


Figure 6 - Logistics Section

**5110 Logistics Section Planning Cycle Guide**  
**Logistics Section Planning Cycle Guide**



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

**ABBREVIATIONS & ACRONYMS**

- Agency Admin. Rep.: Agency Administrator Representative
- Bus. Mgmt.: Business Management
- Comm. U.L.: Communications Unit Leader
- Demob. U.L.: Demobilization Unit Leader
- Finance/Admin.: Finance/Administration
- Gen.: General
- I.A.P.: Incident Action Plan
- R.U.L.: Resources Unit Leader
- S.U.L.: Situation Unit Leader
- U.L.: Unit Leader

**Figure 7 – Logistics Planning Cycle**

## **5120 Logistics Section Chief**

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

1. Plan organization of Logistics Section.
2. Assign work locations and preliminary work tasks to Section personnel.
3. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
4. Assemble and brief Branch Directors and Unit Leaders.
5. Participate in preparation of IAP.
6. Identify service and support requirements for planned and expected operations.
7. Provide input to and review Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.
8. Coordinate and process requests for additional resources.
9. Review IAP and estimate Section needs for the next operational period.
10. Advise on current service and support capabilities.
11. Prepare service and support elements of the IAP.
12. Estimate future service and support requirements.
13. Receive Demobilization Plan from Planning Section.
14. Recommend release of unit resources in accordance with Demobilization Plan.
15. Ensure general welfare and safety of Logistics Section personnel.
16. Maintain Unit/Activity Log (ICS form 214).

## **5200 Support**

The Support Branch Director, when activated, is under the direction of the Logistics Section Chief and is responsible for development and implementation of logistics plans in support of the IAP including providing personnel, equipment, facilities, and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, Ground Support and Vessel Support Units.

1. Obtain work materials from Logistics Kit.
2. Identify Support Branch Personnel dispatched to the incident.
3. Determine initial support operations in coordination with Logistics Section Chief and Branch Director.
4. Prepare initial organization and assignments for support operations.
5. Determine resource needs.
6. Maintain surveillance of assigned unit work progress and inform Logistics Section Chief of activities.
7. Resolve problems associated with requests from Operations Section.

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

### **5210 Supply**

The Supply Unit Leader is primarily responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

1. Review Unit Leader responsibilities.
2. Obtain a briefing from the Support Branch Director or the Logistics Section Chief.
3. Participate in Logistics Section/Support Branch planning activities.
4. Provide Kits to Planning, Logistics, and Finance Sections.
5. Determine the type and amount of supplies en route.
6. Arrange for receiving ordered supplies.
7. Review Incident Action Plan for information on operations of the Supply Unit.
8. Develop and implement safety and security requirements.
9. Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance Section.
10. Receive and respond to requests for personnel, supplies, and equipment.
11. Maintain inventory of supplies and equipment.
12. Coordinate service of reusable equipment.
13. Submit reports to the Support Branch Director.
14. Maintain Unit/Activity Log (ICS form 214).

#### **5210.1 Oil Response Equipment**

#### **5210.2 Hazardous Substance Response Equipment**

### **5220 Facilities**

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities; e.g., Base, Camp(s) and Incident Command Post. The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility (base or camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions of the Base and Camp Managers are to provide security and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

1. Review Unit Leader Responsibilities.
2. Obtain briefing from the Support Branch Director or the Logistics Section Chief.
3. Review IAP.
4. Participate in Logistics Section/Support branch planning activities.
5. Determine requirements for each facility to be established.
6. Determine requirements for Incident Command Post.

7. Prepare layouts of incident facilities.
8. Notify Unit Leaders of facility layout.
9. Activate incident facilities.
10. Provide Base and Camp Managers.
11. Obtain personnel to operate facilities.
12. Provide sleeping facilities.
13. Provide security services.
14. Provide facility maintenance services such as sanitation, lighting, and refuse removal.
15. Demobilize base and camp facilities.
16. Maintain Facilities Unit records.
17. Maintain Unit/Activities Log (ICS 214).

**5220.1 Incident Command Post Options**

**5220.2 Incident Command Post Needs**

**5220.3 Berthing**

**5220.4 Port/Dock Facilities/Capacities**

**5220.5 Staging Areas**

**5220.6 Security Providers**

The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

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

#### **5220.7 Airports/Heliports**

#### **5220.8 Temporary Storage and Disposal Facilities (TSDs)**

#### **5220.9 Maintenance and Fueling Facilities (land/water)**

#### **5220.10 Fish and Wildlife Response Facilities and Resources**

### **5230 Vessel Support**

The Vessel Support Unit Leader 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, maintenance, and repair of vessels on a case by case basis.

1. Review Unit Leader Responsibilities.
2. Obtain a briefing from the Support Branch Director or Logistics Chief.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of 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 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, maintenance and repair of vessel resources, as requested.
10. Maintain inventory of support and transportation vessels.
11. Maintain Unit/Activity Log (ICS form 214).

#### **5230.1 Boat Ramps/Launching Areas**

#### **5230.2 Vessel/Boat Sources**

#### **5230.3 Maintenance**

### **5240 Ground Support**

The Ground Support Unit Leader is primarily responsible for: support of out-of-service resources, coordination of transportation of personnel, supplies, food, and equipment, fueling, service, maintenance, and repair of vehicles and other ground support equipment, and implementing the Traffic Plan for the incident.

1. Review Unit Leader Responsibilities.
2. Obtain briefing from Support Branch Director or Logistics Section Chief.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of the Traffic Plan with the Planning Section.
5. Support out-of-service resources.

6. Notify Resources Unit of all status changes on support and transportation vehicles.
7. Arrange for and activate fueling, maintenance, and repair of ground transportation resources.
8. Maintain inventory of support and transportation vehicles (ICS 218).
9. Coordinate transportation services.
10. Maintain usage information on rented equipment.
11. Requisition maintenance and repair supplies such as fuel and spare parts.
12. Coordinate the maintenance of incident roads.
13. Submit reports to Support Branch Director as directed.
14. Maintain Unit/Activity Log (ICS 214).

#### **5240.1 Vehicle Sources**

#### **5240.2 Maintenance**

### **5300 Services**

The Service Branch Director, when activated is under the direction of the Logistics Section Chief and is responsible for the direction of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical, and Food Units.

1. Obtain working material from logistics kit.
2. Determine level of service required to support operations.
3. Confirm dispatch of Service Branch personnel.
4. Participate in planning meetings of Logistics Section personnel.
5. Review IAP.
6. Coordinate activities of Service Branch Units.
7. Inform Logistics Section Chief of activities.
8. Resolve Service Branch problems.
9. Maintain Unit/Activity Log (ICS form 214).

### **5310 Food**

The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief 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).

### **5310.1 Catering/Messing Options**

#### **5320 Medical**

The Medical Unit Leader, 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).

#### **5320.1 Medical Facilities**

## **5320.2 Ambulance/EMS Services**

### **5400 Communications**

The Communications Unit Leader, under the direction of the Service Branch Director or the Logistics Section Chief, is responsible 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.

1. Review Unit Leader responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine unit personnel needs.
4. Advise on communications capabilities/limitations.
5. Prepare and implement the incident Radio Communications Plan (ICS form 205).
6. Ensure the incident Communications Center and Message Center are established.
7. Set up telephone and public address systems.
8. Establish appropriate communications distribution/maintenance systems.
9. Ensure communications systems are installed and tested.
10. Ensure equipment accountability system is established.
11. Ensure personnel portable radio equipment from cache is distributed per radio plan.
12. Provide technical information as required on:
  13. Adequacy of communications systems currently in operation.
  14. Geographic limitation on communications systems,
  15. Equipment capabilities.
  16. Amount and types of equipment available.
  17. Anticipated problems in the use of communications equipment.
18. Supervise Communications Unit activities.
19. Maintain records on all Communications equipment as appropriate.
20. Ensure equipment is tested and repaired.
21. Recover equipment from relieved or released units.
22. Maintain Unit/Activity Log (ICS form 214).

### **5410 Communications Plan**

**5500 Reserved**

**5600 Reserved**

**5700 Reserved**

**5800 Reserved**

**5900 Reserved for Area/District**

# 6000 Finance/Administration

## 6100 Finance/Administrative Section Organization

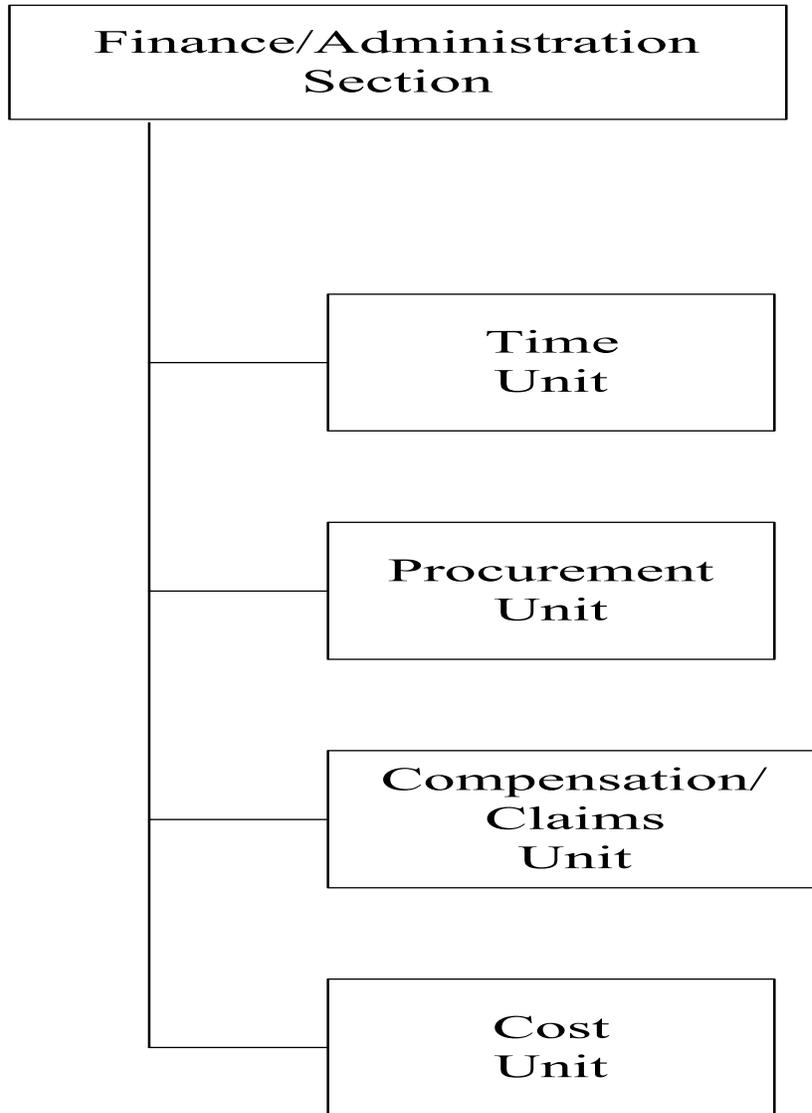
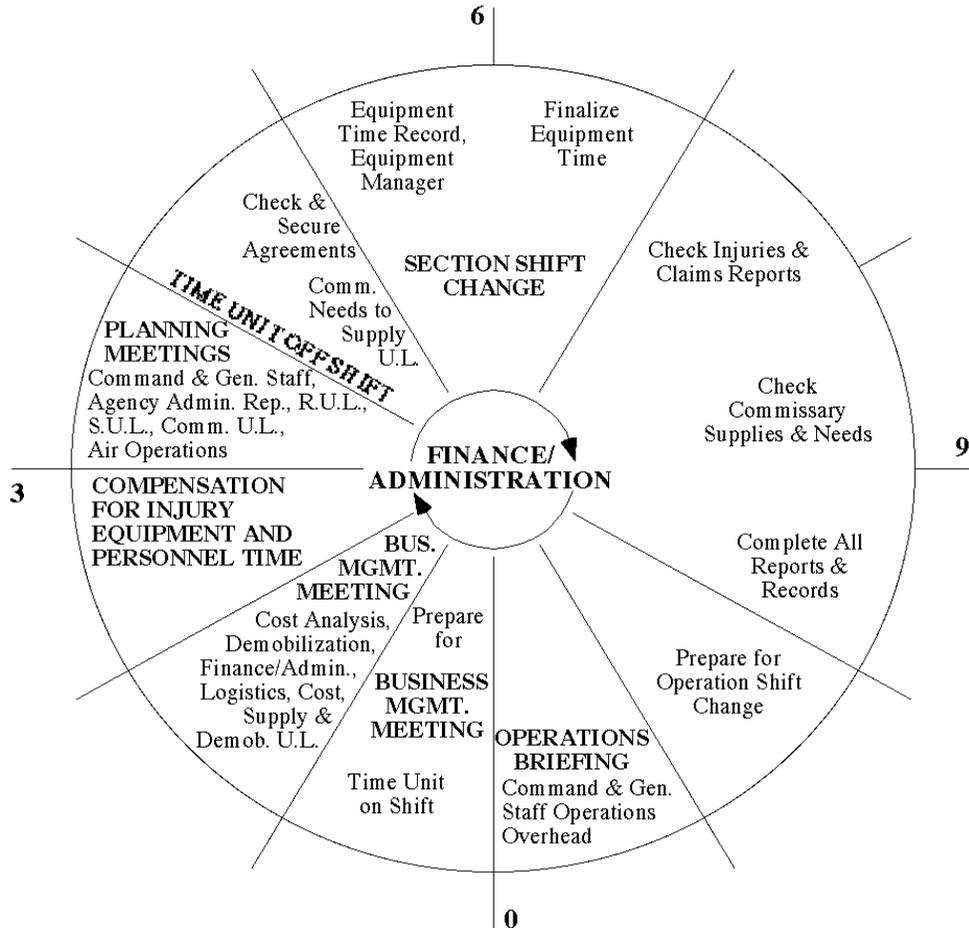


Figure 8 – Finance/Admin Section

**Finance/Administration Section Planning Cycle Guide**



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

**ABBREVIATIONS & ACRONYMS**

- Agency Admin. Rep.: Agency Administrator Representative
- Bus. Mgmt.: Business Management
- Comm. U.L.: Communications Unit Leader
- Demob. U.L.: Demobilization Unit Leader
- Finance/Admin.: Finance/Administration
- Gen.: General
- I.A.P.: Incident Action Plan
- R.U.L.: Resources Unit Leader
- S.U.L.: Situation Unit Leader
- U.L.: Unit Leader

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

## **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 MSO 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 OSLTF 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 311(c) 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 Cost**

The Cost Unit Leader 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 briefing from Finance/Administration Section Chief.
3. Coordinate with agency headquarters on cost reporting procedures.
4. Obtain and record all cost data.
5. Prepare incident cost summaries.
6. Prepare resources-use cost estimates for planning.
7. Make recommendations for cost savings to Finance/ Administration Section Chief.
8. Maintain cumulative incident cost records.
9. Ensure that all cost documents are accurately prepared.
10. Complete all records prior to demobilization.
11. Provide reports to Finance/Administration Section Chief.
12. Maintain Unit/Activity Log (ICS 214).

### **6310 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 Field Operations Guide (FOG) Finance/Administration section.

### **6400 Time**

The Time Unit Leader is responsible for equipment and personnel time recording.

1. Review Unit Leader Responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Determine resource needs.
4. Establish contact with appropriate agency personnel/representatives.
5. Organize and establish Time Unit.
6. Establish Time Unit objectives.
7. Ensure that daily personnel time recording documents are prepared in compliance with time policies.
8. Establish commissary operation as required.
9. Submit cost estimate data forms to Cost Unit as required.
10. Provide for records security.
11. Ensure that all records are current or complete prior to demobilization.
12. Release time reports from assisting agencies to the respective Agency Representatives prior to demobilization.

13. Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow up requirements.
14. Maintain Unit/Activity Log (ICS 214).

### **6500 Compensation/Claims**

The Compensation/Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialists and Claims Specialists assigned to the incident.

1. Review Unit Leader Responsibilities.
2. Obtain briefing from Finance/Administration Section Chief.
3. Establish contact with incident Safety Officer and Liaison Officer or appropriate agency representatives if no Liaison Officer is assigned.
4. Determine the need for Compensation for Injury and Claims Specialists and other personnel if needed.
5. Establish Compensation for Injury work area with Medical Unit wherever feasible.
6. Review Incident Medical Plan.
7. Ensure Compensation/Claims Specialists have adequate work space and supplies.
8. Brief compensation/Claims Specialists on incident activity.
9. Coordinate with Procurement Unit on procedures for handling claims.
10. Periodically review all logs and forms produced by Compensation/Claims Specialists to ensure:
  - a. Work is complete
  - b. Entries are accurate and timely
  - c. Work is in compliance with agency requirements
11. Keep Finance/Administration Section Chief briefed on unit status and activity.
12. Ensure that all Compensation for Injury and Claims logs and forms are up to date and routed to the proper agency for post-incident processing prior to demobilization.
13. Demobilize Unit in accordance with Demobilization Plan.
14. Maintain Unit/Activity Log (ICS 214).

### **6600 Procurement**

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts.

1. Review Unit Leader Responsibilities.
2. Obtain briefing from Finance/Administration section Chief.
3. Contact appropriate unit leaders on incident needs and any special procedures.
4. Coordinate with local jurisdictions on plans and supply sources.

5. Obtain Incident Procurement Plan.
6. Prepare and sign contracts and land use agreements as needed.
7. Draft Memorandums of Understanding.
8. Establish contracts with supply vendors as required.
9. Interpret contracts/agreements and resolve claims or disputes within delegated authority.
10. Coordinate with Compensation/Claims Unit on procedures for handling claims.
11. Finalize all agreements and contracts.
12. Coordinate use of imprest funds as required.
13. Complete final processing and send documents for payment.
14. Coordinate cost data in contracts with Cost Unit Leader.
15. Maintain Unit/Activity Log (ICS 214).

**6610 Contracting Officer Authority**

**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 311(c) 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 contaminants, 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, updrift, 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 manner. 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**

<b>800 MHz BAND INTERNATIONAL COMMON PUBLIC SAFETY CHANNELS</b>				
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

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 Marine Safety 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.

<b>NRC USCG</b>	<b>800-424-8802</b>
<b>TGLO</b>	<b>800-832-8224</b>
<b>TRRC</b>	<b>512-463-6788</b>
<b>LOSCO</b>	<b>877-925-6595</b>
<b>LA State Police</b>	<b>877-925-6595</b>
<b>MSO Port Arthur</b>	<b>409-723-6501</b>
<b>MSU Lake Charles</b>	<b>337-437-3765</b>
<b>MSO Houston</b>	<b>713-671-5100</b>
<b>MSU Galveston</b>	<b>409-682-1264</b>
<b>MSO Corpus Christi</b>	<b>361-888-3162</b>
<b>MSO Morgan City</b>	<b>985-380-5359</b>
<b>MSU Houma</b>	<b>985-857-8507</b>
<b>MSO New Orleans</b>	<b>504-589-6261</b>
<b>MSU Baton Rouge</b>	<b>225-298-5400</b>
<b>MSO Mobile</b>	<b>251-441-5121</b>

### **For HAZMAT spills:**

<b>NRC USCG</b>	<b><u>800-424-8802</u></b>
<b>TCEQ:</b>	<b><u>409-898-3838 (day)</u></b> <b><u>800-832-8224 (after hours)</u></b>
<b>LA State Police:</b>	<b><u>877-925-6596</u></b>

## **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)**

**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**
  - 9420 Risk Assessment**
  - 9430 Planning Assumptions - Background Information**
  - 9440 Planning Scenarios**

## 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 Transportation concerning Regulation Activities and Facilities on the Outer Continental Shelf of the United States, signed 15 January 1999.
8. 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.
9. 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
10. MOU between the Department of Transportation and the Department of the Interior Regarding Offshore Lines, signed 6 May 1976
11. MOU between the Department of Transportation, Department of Interior, and the Environmental Protection Agency Regarding Jurisdictional Responsibilities for Offshore Facilities, signed 14 December 1993

CONVERSIONS AND EQUIVALENTS						
<b>AREA-</b> (s. = statute, n. = nautical)			<b>VOLUME-</b>			
multiply	by	to derive	multiply	by	to derive	
meters <sup>2</sup>	10.76	feet <sup>2</sup>	barrels	42	gallons	
feet <sup>2</sup>	0.0929	meters <sup>2</sup>	barrels	5.6	feet <sup>3</sup>	
kilometers <sup>2</sup>	0.4	s. miles <sup>2</sup>	barrels	159	liters	
s. miles <sup>2</sup>	2.6	kilometers <sup>2</sup>	barrels	0.2	meters <sup>3</sup>	
n. miles <sup>2</sup>	0.8	n. miles <sup>2</sup>	feet <sup>3</sup>	7.5	gallons	
n. miles <sup>2</sup>	1.3	s. miles <sup>2</sup>	gallons	3.8	liters	
kilometers <sup>2</sup>	0.3	n. miles <sup>2</sup>				
n. miles <sup>2</sup>	3.4	kilometers <sup>2</sup>				
<b>TEMPERATURE-</b>			<b>WEIGHT-</b>			
calculate	to derive		multiply	by	to derive	
5/9(°F - 32°)	°C		kilograms	2.2	pounds	
(9/5°C) + 32°	°F		metric tons	0.984	long tons	
			metric tons	1,000	kilograms	
			metric tons	2,204.6	pounds	
			long tons	1,016.05	kilograms	
			long tons	2,240	pounds	
			short tons	907.2	kilograms	
			short tons	2,000	pounds	
<b>DENSITY ESTIMATIONS-</b>						
Material	Barrels/Long Ton		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.			
	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				
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: 8.3 pounds/gallon			Note: Exact weight depends on temperature and salinity.			
Weight of Sea Water: 8.5 pounds/gallon						
<b>OIL THICKNESS ESTIMATIONS-</b>						
Standard Term	Approx. Film Thickness		Approx. Quantity of Oil in Film			
	inches	mm				
Barely Visible	0.000015	0.00004	25 gals./mile <sup>2</sup>	44 liters/km <sup>2</sup>		
Silvery	0.000003	0.00008	50 gals./mile <sup>2</sup>	88 liters/km <sup>2</sup>		
Slightly Colored	0.000006	0.00015	100 gals./mile <sup>2</sup>	176 liters/km <sup>2</sup>		
Brightly Colored	0.000012	0.0003	200 gals./mile <sup>2</sup>	351 liters/km <sup>2</sup>		
Dull	0.00004	0.001	666 gals./mile <sup>2</sup>	1,168 liters/km <sup>2</sup>		
Dark	0.00008	0.002	1,332 gals./mile <sup>2</sup>	2,237 liters/km <sup>2</sup>		
Thickness of light oils: 0.0010 inches to 0.00010 inches.						
Thickness of heavy oils: 0.10 inches to 0.010 inches.						
<b>COMMONLY USED EQUATIONS-</b>						
Circle: area = 3.14 x radius <sup>2</sup> circumference = 3.14 x diameter			Cylinder/Pipe/Tank: volume = 3.14 x radius <sup>2</sup> x length			
Sphere/Tank: area = 4 x 3.14 x radius <sup>2</sup> volume = 1.33 x 3.14 x radius <sup>3</sup>			Rectangle/Square: area = length x width Cube/Block/Tank: volume = length x width x height			

Figure 10 - Conversion Table

**9700 List of Response References**

**9710 Relevant Statute/Regulations/Authorities List**

**9720 Relevant Instructions/Guidelines/Standard Procedures and Practices List**

**9730 Geographic Response Plans**

9730.1 [MSO Corpus Christi – South Texas Area Committee](#)

9730.2 [MSO Houston-Galveston – Central Texas Coastal Area Committee](#)

9730.3 [MSO Port Arthur – Southeast Texas/Southwest Louisiana Area Committee](#)

9730.4 [MSO Morgan City](#)

9730.5 [MSO New Orleans](#)

9730.6 [MSO Mobile – Alabama, Mississippi, Northwest Florida Area Committee](#)

**9740 Technical References List**

9740.1 NCP Product List

9740.2 Catalog of Crude Oil & Oil Product Properties

9740.3 CHRIS Manual

9740.4 FOG

**9800 Reserved**

**9900 Reserved for Area/District**

## 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

<b>ACRONYM</b>	<b>DEFINITION</b>
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
FOG	Field Operations Guide
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

<b>ACRONYM</b>	<b>DEFINITION</b>
HACS	Hazard Assessment Computer System
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
IO	Information Officer
IMAT	Incident Management Assist Team
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
LO	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
MEXUS	U. S./Mexico Agreement

<b>ACRONYM</b>	<b>DEFINITION</b>
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
MSO	Marine Safety Office
MSU	Marine Safety Unit
NCP	National Contingency Plan
NEPA	National Environmental Policy Act
NIC	National Incident Commander
NIIMS	National Interagency 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
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
OPS	Office of Pipeline Safety
OSC	On Scene Coordinator

<b>ACRONYM</b>	<b>DEFINITION</b>
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
SUPSALV	Supervisor of Salvage (U.S. Navy)
TCEQ	Texas Commission of Environmental Quality

<b>ACRONYM</b>	<b>DEFINITION</b>
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

## 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

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
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 (FOOSC)	The Federal Official pre-designated by the EPA or USCG to coordinate and direct removal actions.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
Field Operations Guide (FOG)	A pocketsize manual of instructions on the applications of the ICS.
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: <ol style="list-style-type: none"> <li>1. Section 7 of the Toxic Substance Control Act</li> <li>2. Section 102 of CERCLA</li> <li>3. Section 112 of the Clean Air Act</li> <li>4. Section 307(a) of the Clean Water Act</li> <li>5. Section 311(b) of the Clean Water Act</li> <li>6. Section 3001 of the Solid Waste Disposal Act</li> </ol>
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.
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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 IO per incident. The IO 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.
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
Size Classifications of Hazardous Substance Releases	<p>The following size classifications of releases are provided as guidance to the FOSC:</p> <p><b>Minor Release:</b> 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.</p> <p><b>Medium Release:</b> A release not meeting the criteria for classification as a minor or major release.</p> <p><b>Major Release:</b> 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.</p>
Size Classifications of Oil Discharges	<p>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:</p> <p><b>Minor Discharge:</b> 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.</p> <p><b>Medium Discharge:</b> 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.</p> <p><b>Major Discharge:</b> A discharge of more than 10,000 gallons of oil in inland waters or more than 100,000 gallons of oil in coastal waters.</p>
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 NSF's 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.

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
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.
Zone	A geographic boundary or geographic area of jurisdiction such as a COTP Zone, Marine Inspection Zone, Safety Zone, or Security Zone.