

**INTERIOR ALASKA
SUBAREA CONTINGENCY PLAN**

**RESPONSE
SECTION**

PART ONE	Emergency Response NotificationA-1
	A. Emergency Response Notification ListA-1
	B. Federal Agency Contacts.....A-2
	C. Alaska State Agency Contacts.....A-3
	D. Local Contacts.....A-4
PART TWO	Emergency ResponseA-10
	A. Unified Command Structure and ICS.....A-10
	B. Roles of the OSC, RP and RACsA-11
PART THREE	Response ProceduresA-13
	A. Response ObjectivesA-13
	B. Scope of ActivitiesA-13
	C. Ramp up Procedures.....A-15
	D. Additional Response PoliciesA-21
PART FOUR	Operation ChecklistsA-24
	A. Pollution Incident ChecklistA-25
	B. Initial Response ChecklistA-26
	C. Mobilization/Logistics Checklist.....A-28
	D. Assessment ChecklistA-29
	E. Containment and Cleanup ChecklistA-31
	F. Removal and Waste DisposalA-33
	G. Secure OperationsA-34
	H. Cost Recovery and DocumentationA-34

(This Page Intentionally Blank)

RESPONSE: PART ONE – EMERGENCY RESPONSE NOTIFICATION

A. Emergency Response Notification List

In the case of a *reportable* oil or hazardous substance spill (as defined in state and federal regulation) in the Interior Subarea, the Responsible Party or initial responder to the spill incident will immediately notify the following agencies. Once these initial notifications have been made, the Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (SOSC) and Local On-Scene Coordinator (LOSC) respectively, will be responsible for the notification of appropriate federal, state, and local agencies and organizations according to the contact lists contained on the following pages.

EMERGENCY CONTACT CHECKLIST

FEDERAL:

National Response Center (24 hr).....800-424-8802
FOSC for Inland Zone and Trans Alaska Pipeline System
EPA Region X Alaska Operations, Anchorage Office907-271-5083
(Fax)907-271-3424
Seattle Office (24 hr).....206-553-1263

STATE:

SOSC for coastal or inland spills

ADEC Northern Area Response Team - business hours907-451-2164
(Fax).....907-451-2362
On-Duty Officer (cellular)..907-322-3783
(24 hr - State Troopers)800-478-9300

TRUSTEES: Natural Resource Trustees. See page B-46 for contact information.

B.

FEDERAL AGENCY CONTACTS

It is the responsibility of the FOSC to initiate contact with the following agencies and organizations once emergency notifications have been made. This is not an exhaustive list of federal contacts, and the FOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts will be made at the discretion of the FOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (i.e. POLREP or other information) by fax whenever possible. Additional federal agency contacts are listed in the Resources Section of this plan

<i>time</i>	<i>date</i>	COAST GUARD CONTACTS	<i>phone</i>
___	___	NATIONAL RESPONSE CENTER.....	800-424-8802
___	___	USCG District 17	907-463-2000
___	___	USCG District 17 Public Affairs.....	907-463-2067
___	___	USCG -MSO ANCHORAGE	907-271-6700
		(After hours, enter 2 when automated attendant answers)	
___	___	USCG Pacific Strike Team.....	415-883-3311
___	___	National Strike Force.....	919-331-6000
___	___	National Pollution Funds Center	703-235-4700
		 FEDERAL AGENCIES	
___	___	NATIONAL RESPONSE CENTER.....	800-424-8802
___	___	U.S. Environmental Protection Agency.....	907-271-5083
		Seattle (24 hr).....	206-553-1263
___	___	U.S. Department of the Interior	907-271-5011
___	___	National Oceanic & Atmospheric Administration SSC.....	907-271-3593
___	___	U.S. Forest Service	907-271-2500
___	___	U.S. Army Corps of Engineers	907-753-2515
___	___	U.S. Navy SUPSALV.....	703-602-7527
___	___	Federal Aviation Administration	907-271-5936
___	___	National Weather Service	907-271-3886
___	___	USCG Pacific Strike Team.....	415-883-3311
___	___	National Pollution Funds Center	703-235-4700

Federally-Recognized Native Tribes (See page B-44)

C.

ALASKA STATE AGENCY CONTACTS

It is the responsibility of the SOSC to initiate contact with the following agencies and organizations once emergency notifications have been made. This is not an exhaustive list of state contacts, and the SOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts will be made at the discretion of the SOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (i.e. Sitrep or other information) by fax whenever possible. Additional state agency contacts are listed in the Resources Section of this plan.

<i>time</i>	<i>date</i>	ALASKA STATE AGENCIES	
___	___	Department of Environmental Conservation, Fairbanks.....	907-451-2360
		Fairbanks (SOSC office)	907-451-2121
		Cellular Phone (after hours)	322-3783
		(24 hr, thru State Troopers)	800-478-9300
___	___	Dept of Fish and Game (Fairbanks).....	907-459-7285/459-7283
		479-2320 (after hours)
___	___	TAPS Pipeline	907-271-4346
		346-2131 (after hours)
___	___	Department of Military & Veteran Affairs, Division of.....	907-428-7000
		Emergency Services (24 hr).....	800-478-2337
___	___	Department of Law	907-269-5100/5274
___	___	Department of Natural Resources	907-762-2660/269-8815
		State Historic Preservation Office	907-269-8725
___	___	Department of Public Safety (Dispatch)	907-428-7200
		State Troopers (24 Hr).....	800-478-9300
___	___	Department of Transportation & Public Facilities	907-266-1440/1735
___	___	Department of Community and Regional Affairs	907-561-1900/269-4500
___	___	Department of Health and Social Services	907-465-3027/561-4406
___	___	Department of Commerce and Economic Development.....	907-465-2500
___	___	Department of Administration	907-465-2200
___	___	University of Alaska	907-474-7330
___	___	University of Alaska-Fairbanks (Institute of Arctic Biology).....	907-474-7640
		(Natural Sciences Department).....	907-474-7608
		(Agriculture and Land Resources Management Department).....	907-474-7083

INDUSTRY & SPILL RESPONSE ORGANIZATIONS

___	___	Alaska Clean Seas (ACS).....	907-659-3207/2405
___	___	Inland Petroservice, Inc. (Fairbanks).....	907-451-1905
___	___	Alyeska Pipeline Services Company	907-278-1611

NATIVE GROUPS/CORPORATIONS

___	___	Doyon Ltd.....	907-452-4755
___	___	Tanana Chiefs Conference Inc.....	907-452-8251

D.

LOCAL CONTACTS

It is the responsibility of the LOSC to initiate contact with the following local government agencies and organizations once emergency notifications have been made. This is not an exhaustive list of local contacts, and the LOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts should be made at the discretion of the LOSC. Initial notifications will be made by telephone; with concurrent transmission of any available documents (i.e. Sitrep or other information) by fax whenever possible.

***time date* LOCAL GOVERNMENTS**

Boroughs

___	___	Fairbanks North Star Borough Emergency Manager	907-459-1481/ 474-7721 (24 hr)
		State Troopers (Fairbanks)	451-5100
		Police (Fairbanks)	459-6500
		Fire (Fairbanks)	459-6500
		Hospital (Fairbanks Memorial)	452-8181
		Fairbanks Hazmat Team	474-7721 (24 hr)
___	___	Denali Borough	907-683-1330
		State Troopers (Nenana)	832-5554
		Fire (Healy)	683-2223

Cities

___	___	City of Allakaket (City Hall)	907-968-2241
		State Troopers (Coldfoot)	678-5211
		Fire (volunteer)	968-2210
		Clinic	968-2210
		Public Safety Officer	968-2210
___	___	City of Anderson (City Hall)	582-2496
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	582-2873/2557
		Clinic	585-6414
___	___	City of Bettles (City Hall)	692-5191
		State Troopers (Coldfoot)	678-5211
		Fire	692-5244
		Clinic	692-5035
___	___	City of Delta Junction (City Hall)	895-4656
		State Troopers	895-4800
		Delta Rescue	895-4656
		Clinic	895-5100
___	___	City of Eagle (City Hall)	547-2282
		Fire	547-2282
		Clinic	547-2218
		Village Public Safety Officer	547-2246

time *date* **LOCAL GOVERNMENTS, continued**

—	—	City of Fairbanks (City Hall)	907-459-6772
		State Troopers	451-5100
		Police	459-6500
		Fire.....	459-6500
		Hospital (Fairbanks Memorial)	452-8181
—	—	City of Fort Yukon (City Hall)	662-2479
		Police	662-2311
		State Troopers (Fairbanks).....	451-5100
		Fire (volunteer)	662-2311
		Clinic	662-2460
—	—	City of Galena (City Hall)	656-1301
		Police	656-1303
		State Troopers	656-1233
		Fire	656-1444
		Clinic	656-1266
—	—	City of Hughes (City Hall).....	889-2206
		State Troopers (Galena)	656-1233
		Fire (volunteer)
		Clinic	889-2206
—	—	City of Huslia (City Hall)	829-2266
		State Troopers (Galena)	656-1233
		Fire (volunteer)
		Clinic	829-2204
		Village Council	829-2256
—	—	City of Kaltag (City Hall)	534-2301
		State Troopers (Galena)	656-1233
		Police (Search and Rescue).....	534-9221
		Fire (volunteer)	534-9221
		Clinic	534-2209
		Public Safety Officer.....	534-2209
—	—	City of Koyukuk (City Hall)	927-2215
		State Troopers (Galena)	656-1233
		Fire (volunteer).....
		Clinic	927-2221
		Public Safety Officer.....	927-2214
—	—	City of Nenana (City Hall).....	832-5441
		State Troopers	832-5554
		Police	832-5632
		Fire	832-5643
		Clinic (Valley Family Health Services).....	832-5600
—	—	City of North Pole (City Hall)	488-2281
		Police	488-6902
		Fire	488-2232
		Hospital (Fairbanks Memorial)	452-8181

time *date* **LOCAL GOVERNMENTS, continued**

—	—	City of Nulato City (City Hall)	907-898-2205
		State Troopers (Galena)	656-1233
		Fire (volunteer)	
		Clinic	898-2209
		Public Safety Officer	898-2290
—	—	City of Ruby (City Hall)	468-4401
		State Troopers (Galena)	656-1233
		Fire	468-4412
		Clinic	468-4433
		Village Public Safety Office	468-4460
—	—	City of Tanana (City Hall)	366-7159
		Police	366-7158
		Fire	366-7158
		Clinic	366-7223

Unincorporated Villages

—	—	Arctic Village (Village Council).....	907-587-5428
		State Troopers (Coldfoot)	678-5211
		Fire (volunteer)	
		Clinic	587-5229
—	—	Beaver (Village Council).....	628-6126
		State Troopers (Fairbanks).....	451-5100
		Fire (volunteer)	
		Clinic	628-6228
		Public Safety Officer	628-6212
—	—	Birch Creek (Village Council).....	221-2212
		State Troopers (Fairbanks).....	451-5100
		Fire (volunteer)	
		Clinic	221-2537/2536
—	—	Cantwell (Village Council).....	768-2591
		State Troopers	768-2202
		Fire (volunteer)	768-2240
		Clinic	768-2122
—	—	Central	
		Central Rescue Squad	520-5451
		Fire (volunteer)	
		Clinic	
		State Troopers (Fairbanks)	451-5100
—	—	Chalkyitsik (Village Council).....	848-8893
		State Troopers (Fairbanks).....	451-5100
		Fire (volunteer)	
		Clinic	848-8215
		Public Safety Officer	848-8212

time *date* **LOCAL GOVERNMENTS, continued**

—	—	Circle (Village Council)	907-733-2822
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	
		Clinic	733-7425
		Public Safety Officer	733-8766
—	—	Denali Village (Denali Park Entrance)	
		State Trooper (Cantwell)	768-2202
		Fire (volunteer)	683-2400
—	—	Dot Lake (Village Council)	883-5137
		State Troopers (Delta Junction)	895-4800
		Fire (volunteer)	
		Clinic	882-2737
—	—	Ester (Village Council)	
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	479-6858
—	—	Evansville (Village Council)	451-8167
		State Troopers (Coldfoot)	678-5211
		Fire (volunteer)	
		Clinic	692-5035
—	—	Healy	683-4636
		State Troopers (Cantwell)	768-2202
		Fire (volunteer)	683-2223
		Clinic	683-2211
—	—	Healy Lake (Village Council)	452-8251
		State Troopers (Delta Junction)	895-4800
		Fire (volunteer)	
		Clinic	876-5036
—	—	Manley Hot Springs (Village Council)	672-3331
		State Troopers (Galena)	656-1233
		Fire (volunteer)	
		Clinic	672-3781
		Public Safety Officer	927-2214
—	—	Minto (Village Council)	798-7112
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	
		Clinic	798-7412
—	—	Rampart (Village Council)	358-3312
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	
		Clinic	358-3219
—	—	Stevens Village (Village Council)	907-478-7311
		State Troopers (Fairbanks)	451-5100
		Fire (volunteer)	
		Clinic	478-7215
—	—	Venetie (Village Council)	849-8413
		State Troopers (Coldfoot)	678-5211
		Fire (volunteer)	
		Clinic	849-8712

time date **LOCAL GOVERNMENTS, continued**

_____	_____	Wiseman (Wiseman Community Association)	796-9001
		State Troopers (Coldfoot)	678-5211
		Fire (volunteer)	
		Coldfoot Area Rescue Emergency Squad (CARES)	452-1166

OTHER POINTS OF CONTACT:

CULTURAL RESOURCES ADVISORS

_____	_____	State Historic Preservation Office (DNR)	907-269-8721
-------	-------	--	--------------

POTENTIAL HISTORIC PROPERTIES SPECIALISTS*

U.S. EPA	CONTACT INFORMATION		
Wooley, Chris**	563-3202 (wk/hm)	563-3206 (fax)	chumis@gci.net
Peter Bowers**	474-9684 (wk) 455-6528 (hm)	474-8370 (fax)	nlur@alaska.net
U.S. COAST GUARD			
Mobley, Chuck***	653-1937 (wk/hm)	653-1937 (fax)	mobley@alaska.net
Ream, Bruce***	276-7475 (wk) 345-3844 (hm)	276-2104 or 345-2457 (fax)	bar@hartcrowser.com
Shaw, Robert***	345-5416 (wk/hm)	419-858-1051 (fax)	robert@archaeologist.com
Wooley, Chris***	563-3202 (wk/hm)	563-3206 (fax)	chumis@gci.net
Yarborough, Mike***	349-3445 (wk/hm)	349-5562 (fax)	archeology@gci.net

* In the event that none of the Historic Properties Specialists identified above are available to assist a Federal On-Scene Coordinator in response to an oil spill or hazardous substance release, the Federal OSC should contact Pamela Bergmann, U.S. Department of the Interior (271-5011 wk; 333-0489 hm; 1-907-227-2783 cell phone) and/or Doug Reger, Alaska Office of History and Archaeology (269-8725 wk; 338-4371 hm).

** In place under the EPA START contract.

*** Basic Ordering Agreements are not yet in place.

Cultural resource contractors who are interested and wish to participate in archaeological contracting and the personnel standards criteria for a Historic Properties Specialist is included in Annex M of the Unified Plan.

HATCHERIES/AQUACULTURE SITES (See Sensitive Areas Section, pg. D-56)

Alaska Regional Response Team See the front section of the **Unified Plan** for membership roster. Also refer to ARRT website at : <http://www.akrrt.org.htm> for a current listing of ARRT members.

Natural Resource Trustees See page B-46 for contact information.

CHEMTREC (24 hr) **800-424-9300**
Hazardous substances information provided by the Chemical Manufacturers Association

Additional listings of Alaska State agencies are provided in the Unified Plan, Annex A.

(This Page Intentionally Blank)

RESPONSE: PART TWO - EMERGENCY RESPONSE

A. UNIFIED COMMAND STRUCTURE AND ICS

The oil and hazardous substance discharge response Incident Command System (ICS) as described in **Annex B of the Unified Plan** will be used during a spill response in the Interior Alaska Subarea. In the event of an actual or potential oil or hazardous materials release, an Incident Command System response will be activated. The ICS is based on the National Interagency Incident Management System (NIIMS), which was developed to coordinate agency action and provide a command structure for use during emergency response events. In the State of Alaska, the Unified Command application of the Incident Command System is used for response to oil and hazardous material spills. This system of ICS differs somewhat from the standard NIIMS ICS format.

The Incident Command System allows for federal, state, and local governments to participate in the spill response both in an oversight capacity and as participants in the containment, control, and cleanup of the spill. The ICS is organized around five major functions: Command, Planning, Operations, Logistics and Finance/Administration. The basic ICS structure remains the same in all incidents, but the magnitude and complexity of the spill emergency will dictate which functional areas will be activated and to what level. The ICS can be expanded or contracted to suit the size and scale of the spill.

The Incident Command System is led by the **Unified Command**, which directs all aspects of incident response (including oversight, monitoring, clean up, etc.), and includes an **Incident Commander (IC)**, who is in command of the control, containment, removal, and disposal of the spill. For the Interior Alaska Subarea, the Unified Command is typically comprised of the Federal On-Scene Coordinator (FOSC), the State On-Scene Coordinator (SOSC), the Local On-Scene Coordinator (LOSC), and the Responsible Party On-Scene Coordinator (RPOSC). The Unified Command is implemented in situations where more than one agency has jurisdiction. When the Responsible Party is identified, the RPOSC, usually a senior representative of the Responsible Party (RP), is the Incident Commander (IC). When there is no Responsible Party (RP), or the RP is unable to satisfactorily respond to a spill, the spill response will be directed by an Incident Commander designated by the agency with jurisdictional authority (federal, state, or local.)

Below the command level, positions within the ICS can be filled by employees of the RP or its independent contractors. The exact size and composition of an ICS will vary according to the needs of the response and the experience level of the personnel involved. Government agency personnel may supplement ICS staffing as necessary.

By integrating response management early in the response, consensus and mobilization can be more quickly achieved and limited resources combined to reduce duplication of effort and enhance response effectiveness.

B. ROLES OF THE OSC, RP, RAC, and RMAC

Federal On-Scene Coordinator (FOSC). The Environmental Protection Agency is the lead agency for oil spills on inland waters (waters more than 1,000 yards inland from tideland) and hazardous materials spill releases into the environment and shall serve as the Federal On-Scene Coordinator in the Unified Command. For coastal oil spills the U.S. Coast Guard is the FOSC. The role of the EPA or U.S. Coast Guard in the Unified Command will vary according to spill type and size.

State On-Scene Coordinator (SOSC). The Alaska Department of Environmental Conservation (ADEC) is the lead agency for the State of Alaska in oil and hazardous materials spill response. ADEC serves as the State On-Scene Coordinator (SOSC) in the Unified Command. The ADEC has jointly published the Alaska Incident Management System (AIMS) Guide for Oil & Hazardous Substance Response which provides specific objectives and tasks for each Incident Command System (ICS) position. The AIMS Guide provides spill response personnel with the detailed guidance necessary to properly respond to a major spill incident.

Local On-Scene Coordinator (LOSC). In the event of an oil spill or hazardous substance release in the Interior Subarea, the Fairbanks North Star Borough Regional Emergency Services Director (or designee) will serve as the Local On-Scene Coordinator in the Unified Command. For all spills in the Interior Alaska Subarea in which the ICS is implemented, the LOSC will sit in the Unified Command with the FOSC, SOSC, and RPOSC, sharing decision-making and oversight responsibilities with the other On-Scene Coordinators. For spills which affect or threaten to affect the Interior Alaska Subarea in addition to other subareas, the Fairbanks North Star Borough Emergency Services Director or designee will integrate into the command structure either through a LOSC liaison representing all affected communities, or through a Regional MAC group.

As long as there is an immediate threat to public safety, the LOSC will serve as the ultimate command authority for the public safety issue, while the FOSC, SOSC, and RPOSC work with the LOSC to ensure mitigation of the situation. If the FOSC, SOSC, or RPOSC does not assume the lead role for response, the LOSC may request higher authority to assume that responsibility. (See the Unified Plan, Annex B.)

Responsible Party (RP). Under federal and state law, the Responsible Party (RP) is responsible to contain, control, and clean up any oil or hazardous substance spilled. The RP must notify the federal, state, and local authorities of the spill incident and initiate an effective response. The RP is expected to respond to an incident using their own resources and securing additional contractual expertise and equipment when necessary. The FOSC and SOSC have the authority to oversee the RP's activities, and both are authorized to take over or supplement the RP's response activities if they determine those activities to be inadequate. During an RP-driven response, if the vessel or facility has a contingency plan (C-plan), it will serve as the primary guidance document for the spill response and the Responsible Party will designate the Incident Commander. If there is no Responsible Party, or if the RP does not have a government-approved contingency plan, the Unified Plan and the Interior Alaska Subarea Contingency Plan will become the guiding document during the spill response.

Primary Response Actions Contractors (RAC) and Oil Spill Response Organizations (OSRO). Primary Response Action Contractors (RAC) and Oil Spill Response Organizations (OSRO) may play an important role in a spill response. Primary RACs and OSROs are organizations that may enter into a contractual agreement with an RP (vessel or facility owner/operator), assisting the RP in spill cleanup operations. RACs/OSROs can provide equipment, trained personnel and additional resources. The Operations/Technical Manuals maintained by the RACs/OSROs may be referenced in vessel or facility contingency plans and serve

as supplementary reference documents during a response. OSROs generally have access to large inventories of spill equipment and personnel resources. The FOSC or SOSC may contract these assets for use.

Regional Multi-Agency Coordination Committee (RMAC). A Regional MAC group will be activated for significant incidents to advise the Unified Command and provide recommendations or comments on incident priorities, objectives and community concerns. Regional MACs do not play a direct role in setting incident priorities or allocating resources, however the Regional MAC can advise the Unified Command (through the Liaison Officer) and provide recommendations or comments on incident priorities, objectives, and the incident action plan. The MAC is not directly involved in tactical operations, though some of its members may be. Each MAC group will be facilitated by a MAC Chairperson, elected by the MAC members. Regional MAC composition may vary from incident-to-incident and may include community emergency coordinators, local resource agency personnel, federal/state/local or private landowners and leaseholders, Native organizations, non-profit and volunteer organizations, and other stakeholder groups affected by the spill.

RESPONSE: PART THREE - RESPONSE PROCEDURES

This part identifies the initial response objectives and actions which shall be taken for an oil or hazardous substance spill in the Interior Alaska Subarea and provides the “ramp up” procedures and processes necessary to address an emerging incident.

“**General Emergency Response Procedures**” which are applicable throughout the State are contained in the Unified Plan, introductory section.

A. RESPONSE OBJECTIVES

Regardless of the nature or location of a spill, the following objectives shall guide all response actions:

1. Ensure safety of responders and the public.
2. Stop the source of the spill.
3. Deploy equipment to contain and recover the spilled product.
4. Protect sensitive areas (environmental, cultural, and human use).
5. Track the extent of the spill and identify impacted areas.
6. Cleanup contaminated areas and properly dispose of wastes.
7. Notify and update the public. Provide avenues for community involvement where appropriate.

B. SCOPE OF ACTIVITIES

This list assists the Incident Commander (either government or Responsible Party) and staff in completing the initial response actions associated with a medium to large sized oil spill. This list is not exhaustive and should be used at the discretion of the IC and the Unified Command.

1. DEFINE NATURE OF INCIDENT

A. Determine facts of spill.

- Responsible Party (name and phone #)
- Location and time of incident
- Type of incident (explosion, grounding, operational, etc.)
- Type of product
- Movement of spilled product
- Environmental resources/Sensitive Areas at risk

B. Determine whether RP is willing/able to respond.

C. Classify size of spill.

D. Notify natural resource trustees

E. Determine whether incident is categorically excluded under the Programmatic Agreement to protect historic properties and, if not, contact a Historic Properties Specialist.

2. EVALUATE HAZARDS TO HUMAN HEALTH/SAFETY

A. Determine threat to public health.

B. Assess fire/explosion hazard.

C. Assess personnel safety based on potential/existing hazards.

D. Determine appropriate level of personnel protective equipment for responders.

3. **EVALUATE SEVERITY OF INCIDENT AND THE NEED FOR ADDITIONAL RESOURCES**
 - A. **Estimate amount of spilled product and total potential amount.**
 - B. **Estimate duration of spill response efforts.**
 - C. **Assess weather/sea conditions .**

4. **INITIATE RESPONSE STRATEGY**
 - A. **Protect responders and the public.**
 - B. **Secure or isolate the source of spill.**
 - C. **Protect sensitive areas** (develop priorities consistent with environmental sensitivity and protection priorities identified in Sensitive Areas section of this plan)
 - D. **Initiate containment and recovery of spilled product.**
 - E. **Initiate spill tracking.**
 - F. **Consult with natural resource trustees on removal actions to be taken.**

5. **INFORM LOCAL RESIDENTS/COMMUNITIES/STAKEHOLDERS**
 - A. **Prepare Press Statement.**
 - Report that EPA, USCG, ADEC, RP and local emergency response personnel are responding to discharge event.
 - Give brief details of the discharge.
 - Describe actions taken by the Unified Command.
 - Announce that formal press release will be prepared as more information is received.
 - B. **Contact Local Media.**
(Local radio, newspaper and television contact information in Resources Section, B-40)
 - C. **Be forthcoming, and provide as much information as quickly as possible. If no information is available, say so but ensure that information is provided to the media as soon as it is available.**
 - D. **Conduct appropriate briefings via the ICS Liaison Officer**

C. RAMP UP PROCEDURES

A spill response progresses through a series of steps where the number of personnel and amount of equipment are increased (or decreased) as necessary to meet the demands of the situation. This increase of resources to address response needs is called a ramp up.

The ramp up begins when the spill is first reported and progresses with the sequential and prioritized activation of the response resources of the Responsible Party and the local, state and federal responders. Each spill response will differ according to spill size and severity, location, season, and a variety of other factors. Personnel needs will vary accordingly. The ramp up procedures and personnel requirements presented below are provided as guidance for the Unified Command during the initial staffing of the Incident Command System (ICS). The ICS can expand and contract to meet the needs of an emergency response without any loss of effectiveness or control. The goal for any major spill is to have the personnel in place to staff a complete ICS within the first 96 hours of a response.

The ramp up to a full oil spill response generally moves through three staffing levels. The **Initial Response Team** (Hours 0-6) will consist primarily of first responders who will carry out initial response actions. The **Transitional Response Team** (Hours 6-96) will form as additional personnel arrive on-scene and ICS functions are added. The **Full Response Team** (by Hour 96) will be complete when full ICS staffing levels have been reached. Qualified personnel within the ICS will identify resources and equipment necessary for an effective response.

In those incidents where there is imminent threat to life and property, the local Fire Chief, State Troopers, or Emergency Manager will be the incident commander.

This ramp up guidance outlines the response of the federal, state and local personnel. Responsible Party personnel will also initiate a concurrent ramp up according to the procedures described in their contingency plan.

1. **RAMP UP TO FULL ICS RESPONSE TEAM**

Hour 0-6: Initial Response Team

The Initial Response Team will consist primarily of the FOSC and SOSC response officers, natural resource trustees (if available), local emergency response and Responsible Party personnel. The Initial Response Team will carry out initial response efforts, which include notification and equipment mobilization. Depending on the size of the spill, a Unified Command may begin to form as the Initial Response Team carries out these response actions.

Notifications. The responsible party is ultimately responsible for making notifications to local, State and Federal agencies. Notifications will include local officials, police, and fire departments. EPA will notify the appropriate federal agencies listed as agency contacts on page A-2 and other points of contact on page A-8, where necessary. ADEC will notify the appropriate State agencies as noted on the contact list on page A-3. Each agency will activate appropriate staff and equipment to respond to Interior Alaska if appropriate.

Initial Response Action: Following these notifications, the initial responders will assess the chemical characteristics of the spilled material and establish a safe level of Personnel Protective Equipment (PPE) prior to dispatching a response team to the scene. Upon arrival, the response team will conduct a site characterization to evaluate environmental hazards. Upon ensuring a safe operating environment, they will attempt to determine the source of the spill, identify the responsible party, secure the source of discharge, and begin to gather data for the ICS to use to formulate a response strategy or validate the RP's strategies. This initial response team will normally have no containment or product removal means with them at this time, unless provided by the RP. If local authorities or Federal/State responders identify an immediate threat to public health and safety, appropriate action shall be initiated.

The response team will contact the FOSC/SOSC, and report the details of the spill, and initiate a preliminary investigation into the cause of the spill. The response team will advise the Responsible Party regarding the legal requirement to initiate containment and recovery actions. The FOSC will be advised of the severity of the spill and will activate the ICS. The Federal and/or State On-Scene Coordinators will brief the federal, state and local government agencies regarding the spill status and ramp up procedures. The FOSC will consult with natural resource trustees on removal actions to be taken, as appropriate.

ADEC will select any available state resource agency personnel to serve as a local contact until ADEC responders arrive on-scene. ADEC will request that ADNR and ADFG identify environmental priorities for protection. ADNR and ADFG will use the environmental sensitivities information in this plan as a primary source for this information. NOAA may also be contacted for initial environmental sensitivity and wildlife concentration information. ADEC will forward these priorities to the Incident Commander and the Unified Command.

The Responsible Party is responsible for deploying appropriate privately owned pollution response equipment as quickly as possible, regardless of whether Federal/State equipment has been deployed in the interim. The FOSC/SOSC may assist the RP and arrange for initial delivery of pollution response gear via the most expedient mode of transportation.

On-Scene Response Time.

Command Center Establishment. A field command post will be assembled to coordinate efforts until the FOSC, SOSC, LOSC and RP can establish the command center. The location of this field command post will depend upon the location and severity of spill, time of year, weather, and other considerations.

Federal, state and local personnel arriving on-scene should realize that workspace, telephone lines, and other office resources may be limited during the initial response. Individuals are encouraged to bring cellular phones to communicate with their respective home offices.

Staging Areas. Potential staging areas have been identified and profiled for each of the communities and remote facilities in the Interior Subarea in Table 1 of the Resources Section.

Hour 6-96: Transitional Response Team

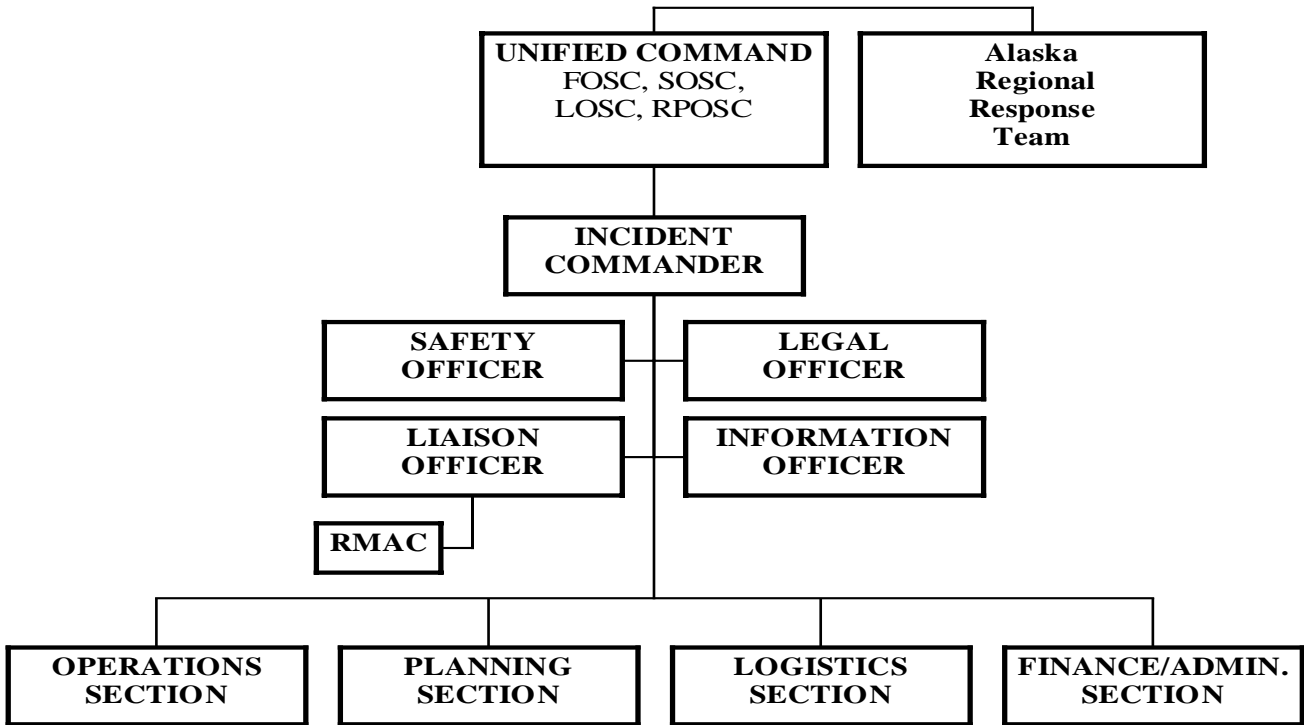
The Transitional Response Team forms as additional federal, state and local response personnel arrive on-scene. After the initial response reveals the scope and size of the spill, the Unified Command will begin to form and ICS staffing will increase. In a government-led spill, the Unified Command will designate an Incident Commander. In a Responsible Party-led response, the IC will be a representative of the RP. The Incident Commander will designate appropriately trained personnel as Section Chiefs for the Operations, Planning, Logistics, and Finance/Administration Sections. As the response develops, appropriate ICS functions will be added until a full response team is in place.

Hour 96: Full Response Team

A full ICS response team should be assembled by Hour 96 of the spill response. Staffing depths and positions filled will vary with the response, as will the order in which these positions are filled. The Full Response Team will follow the command structure described on the following pages, and response personnel may include federal, state and local agency personnel, employees of the Responsible Party, independent contractors, and other organizations as appropriate.

2. ICS ORGANIZATIONAL CHART

Command Structure



3. AGENCY PERSONNEL RESOURCES

This chart summarizes the personnel resources available in federal, state and local agencies and organizations. This information should be used as a guide for filling ICS positions. In addition to the agencies listed here, there are many private contractors available locally and regionally to provide additional spill response expertise. These contractors are listed in the Resources Section of this plan.

ICS FUNCTION					AGENCY/ ORGANIZATION*
OPS	LOG.	PLANS	FINANCE/ ADMIN	COMMAND	
			FIN	LO	ADCED
		SS			ADEC - Air/Water Qual.
		SS		LO	ADEC - Env. Health
OPS	LOG	PLN, HAZ	FIN	IC, PIO, LO	ADEC - Spill Response
WRR		SS			ADFG - Fairbanks
WRR		SS			ADFG- Anchorage
		MED			ADHSS
OPS	LOG, COM, FIN	PLN			ADMVA/DES
OPS	COM, LOG	CUL, MAP, SS		PIO	ADNR
OPS		SS			ADNR- Parks
	LOG				ADOTPF
SAR, SEC					AST

OPS	LOG	PLANS	FINANCE/ ADMIN	COMMAND	Agency/Organization
	LOG				Dept. of Labor
				LEG	Law (D. A.)
	LOG	PLN			US Dept. Commerce
RPD	LOG			X	Navy SUPSALV
OPS		PLN		IC, X	USEPA
OPS	LOG	PLN			FEMA
	LOG				DOD (USAF, USN)
OPS	COM				USCG MSO Anchorage
AIR					USCG AirSta Kodiak
OPS	COM, LOG			IC	USCG MSO Anchorage
OPS	COM, LOG	PLN	FIN		USCG Pacific Strike Team
WRR		SS, MAP, CUL, ENV			DOI-FWS
WRR		SS			NMFS
		SS, TA, MAP			NOAA SSC
		SS, MAP, CUL, ENV			DOI-NPS
		SS, MAP, CUL, ENV			DOI-BLM
		SS			DOI-MMS

LEGEND

AIR	Air Operations
COM	Communications equipment/capabilities
CUL	Cultural Resources
DAA	Documentation/Administrative Assistance
ENV	Environmental Unit Support
FIN	Finance: release/channel state/federal/local disaster funds
LOG	Logistics: food, lodging, personnel support functions
FIR	Fire protection/fire fighting
HAZ	Hazmat
IC	Incident Commander
PIO	Public Information Officer
SEC	Law Enforcement/Security
LO	Liaison Officer
LEG	Legal
MAP	Mapping
MED	Medical support/health care
OPS	General response operations
PLN	General planning operations
RPD	Recovery, Protection & Decontamination
SAR	Search and Rescue
TA	Trajectory Analysis
SS	Technical Expertise/Scientific Support
WRR	Wildlife protection/care/rehabilitation/recovery
X	Can provide miscellaneous functional support

D. ADDITIONAL RESPONSE POLICIES

1. Health and Safety

For most spills, a Safety Officer will be designated by the Incident Commander. The Safety Officer will be responsible for ensuring that the spill site is properly characterized, the hazards identified, and personnel properly equipped and adequately briefed prior to allowing entry into the spill area. The Safety Officer will also be responsible for ensuring site security and establishing emergency procedures for decontamination and evacuation in the event of injury or change in conditions. The Safety Officer answers directly to the Incident Commander and will have the authority to suspend any operation deemed unsafe or in violation of safety regulations.

Annex H, Appendix II of the Unified Plan provides the Training Guidelines for Local Emergency Planning Committees for Planners/Responders/Managers of Responses to Hazardous Materials Emergencies.

Once the emergency response is under way, the Safety Officer will develop a Site Specific Health and Safety Plan which will address all the required elements in OSHA's Hazardous Waste Operations and Emergency Response Regulations (29 CFR 1910.120), including but not limited to:

- Organizational Structure
- Training Requirements
- Risk and hazard analysis for each planned cleanup activity
- Personnel Protective Equipment (PPE)
- Site Security and Control
- Air Monitoring, Medical Surveillance
- Decontamination
- Emergency Response Plan
- Emergency Communications
- Sanitation and Lighting

2. Cost Recovery/Documentation

Refer to the **Unified Plan, Annex C, Appendix I** (Federal Spill Funding Procedures), and **Appendix III** (State Administrative Guidelines).

3. Waste Removal and Disposal

The Planning Section Chief will be responsible for developing a waste removal and disposal plan that provides the necessary logistical and procedural information to ensure a fast and efficient transfer of wastes to disposal facilities. The disposal plan must be in compliance with existing laws and regulations.

Oversight of the waste disposal plan will normally be the responsibility of the State of Alaska DEC. Alaska law (18 AAC 75.319 & 18 AAC 75.327) requires that cleanup and waste disposal plans for hazardous substances, including oil, be approved by ADEC.

For information and guidelines on procedures for transporting, storage, and disposal of wastes and a listing of disposal related permits, refer to the **Unified Plan, Annex E, Appendix VI**.

4. *In Situ* Burning, Dispersants and Other Chemical Countermeasures

Any decision regarding the use of dispersants and/or *in situ* burning in the Interior Alaska Subarea will be made by the FOOSC and SOOSC in consultation with the Alaska Regional Response Team (ARRT) according to the guidelines presented in **Annex F of the Unified Plan**.

According to the ARRT-approved guidelines and from an operational perspective, both of these non-mechanical response options are usually considered at an early stage in a spill response operation. Both of these tactics are most effective when applied to oil that has not been heavily emulsified. Therefore, the operational window for considering these tactics is somewhat restricted by time. If either or both of these options are to be considered, the Unified Command should direct an early and immediate assessment of the feasibility for employing these non-mechanical options, and make a timely decision to approve/disapprove the use of these tactics.

The sensitive areas and resource concentrations identified in the Sensitive Areas Section of this plan should be considered by the RRT in determining where and when dispersant use and/or *in situ* burning is appropriate in the Interior Alaska Subarea.

5. Public Affairs

The Incident Commander/Unified Command will direct all media inquiries to the Public Information Officer(s). The Public Information Officer position may be filled jointly by regulatory agency and RP representatives. For local media contacts, consult the Resources Section, Part B-40 of this plan. Refer to **Annex I of the Unified Plan** for statewide guidance on Public Affairs inquiries.

(This Page Intentionally Blank)

RESPONSE: PART FOUR - OPERATION CHECKLISTS

This part contains checklists and supporting information for response, containment, cleanup and restoration for an oil or hazardous substance spill. These lists serve as memory joggers for the OSC and his/her staff in addressing issues associated with an oil spill. The extent to which the lists are used depends on the size, impact, and nature of the discharge. Reports indicating a large or potentially large spill (tanker explosion, fire, vessel aground or disabled, pipeline rupture, etc.) require immediate action to alert responders and commence deployment/staging of response equipment. One should not hesitate taking extra precautions which can later be appropriately scaled down as the incident develops.

A. POLLUTION INCIDENT CHECKLIST

Date / Time of Notification: _____ Date / Time of Incident: _____

Reporting Party Information:

Name: _____ Phone Number: _____

Address: _____

Is Notifier the Responsible Party? Yes / No Reporting for RP? Yes / No

Type of Incident: Oil Spill / Haz Mat / Other (describe) _____

Location of Incident (include Lat / Long if avail) _____

Substance discharged (gasoline, diesel, hazmat, etc): _____

Cause of Discharge: _____

Amount Spilled: _____ Description of Spill: _____

Spill is from a: Vessel / Facility / Shore / Other: _____

Is Spill stopped / contained? Yes / No Is cleanup in progress? Yes / No

What's been / being done? _____

Is additional assistance needed: Yes / No If yes, what: _____

Wx condition o/s: Winds: Direction: _____ Speed: _____ Temp: _____

Ice Conditions: _____

Sea: _____ Ceiling: Clear / Partly Cloudy / Overcast / Rain / Snow

Vessel Info:

Name: _____ Call Sign: _____ Doc /AK #: _____

Vessel type: _____ Fuel Capacity: _____ Length: _____

Vents plugged: Yes / No Hull Material (wood / steel / alum. / fbrgl)

Owner / Operator Name: _____ Address / Phone #: _____

Agent s Name / Phone #: _____

Facility Info:

Name: _____ Address / Phone #: _____

Capacity of tank / pipeline / etc: _____

Person receiving call: _____

Duty Officer notified: Yes / No Date / time OOD notified: _____

**INFORM RESPONSIBLE PARTY THEY ARE REQUIRED TO CONTACT THE NRC
AT 800-424-8802**

B. INITIAL RESPONSE CHECKLIST

(Reference Numbers (Ref #) following checklist items are specific to Hazmat response, and refer to reference materials listed at the end of these checklists. These references should be reviewed **BEFORE** an incident occurs in order to ensure complete understanding of the information before the situation becomes urgent. This checklist was designed with Coast Guard response personnel in mind. Other agencies will find the checklist useful but may not have, or be familiar with certain reports, forms, etc.)

Initial Notification:

- ___ Obtain complete call back information on reporting source, as available. Other items to consider include: protective actions for personnel, addressing any casualties, identifying facilities at risk, and need to evacuate populace.
- ___ Determine released substance(s), estimated quantity, and if source has been secured (**Ref #1**).
- ___ Determine area of jurisdiction
- ___ Make initial notifications (See Part One of this Section for phone numbers).
- ___ Notify/activate the Federal OSC's Historic Properties Specialist if the spill/discharge is not categorically excluded.

Always Notify:

- ___ Chain of Command - Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (ADEC SOSOC), local authorities. Get Pollution Investigators underway
- ___ Recall necessary personnel ASAP (Ref #2)
- ___ Notify Regional Response Team (RRT), as needed (Ref. Unified Plan).
- ___ Notify National Response Center (if Responsible Party (RP) hasn't done so, or RP is not known).
- ___ Potential parties (Commercial and Private) who may be affected by release.
- ___ Affected or potentially affected natural resource trustees. (See page B-46 for a 24-hour contact list of natural resource trustees)

Initial Response:

- ___ Set response priorities; highest priorities will include:
 - * Protecting Human Health. Evaluate personnel safety hazards
 - * Remove or control remaining potential pollution
 - * Protect sensitive areas with deflection booms, dams or other appropriate means
 - * Reduce spreading of the oil by: containing and collecting oil, using dispersants, or *in situ* burning
 - * Minimizing potential effects on wildlife, as recommended by natural resources trustees, by removing oiled carcasses from the environment and/or hazing or deterring wildlife away from contaminated areas

Initial Response, continued

- ___ Assign Case Number/ID, obtain background information, vsl / facility description, etc.
- ___ Evaluate activation of ICS for Medium/Major spills (size classes of discharges are defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300, Sub-Part A, §300.5, Definitions).
- ___ Evaluate magnitude and severity of the discharge and the threat to public health, welfare, or environment (damage assessment to be done by trustees of natural resources).
- ___ Evaluate level of response needed for incident (Use scenarios as general guide)
 - a. Most probable discharge
 - b. Maximum most probable discharge
 - c. Worst case discharge
- ___ Complete initial Pollution Report (POLREP) and Situation Report (SITREP)
- ___ Evaluate if special circumstances exist requiring special actions
 - a. Fire/explosion
 - b. Vessel grounding
 - c. Lightering operations
 - d. Salvage operations
- ___ Ensure source can be/has been secured

C. MOBILIZATION/LOGISTICS CHECKLIST:

- ___ Implement support infrastructure. Determine response structure that will be used, and from there determine level of support needed to fill positions in the structure.
- ___ Arrange for additional personnel as necessary (reserve, PAC Area Strike Team, DRAT and other unit augmentation)
 - ___ Request assistance from NOAA SSC.
 - ___ Request assistance from ADEC, ADFG, ADNR.
 - ___ Consider activating the RRT.
 - ___ Consider activating the DRG.
 - ___ Special Teams
 - ___ Reserve augmentation
 - ___ DRG support
 - ___ SONS augmentation
- ___ Notify and maintain contact with local government officials and keep them apprised of the situation.
- ___ Establish Command Post in location to support response. Command post must be adequate in size to support the anticipated number of personnel.
- ___ Locate and secure staging area(s)
- ___ Locate and secure adequate transportation.
- ___ Ensure adequate communications - Designate radio frequencies, assign telephones, create comms schedule.
- ___ Mobilization of equipment
 - a. Type of equipment needed
 - b. Quantity
 - c. Location - staging area (coordinate with landowner as necessary)
 - d. Support needed
 - e. Additional requirements
 - f. Contact list
- ___ Personnel support and scheduling
- ___ Refueling of vessels/vehicles (especially in remote areas).
- ___ Vessel berths and scheduling
- ___ Storage containers
- ___ Logistics needed to support personnel
 - a. Food
 - b. Lodging/berthing
 - c. Additional clothing
 - d. Transportation
- ___ Consider fatigue on large responses, everyone should not be working on the first shift; save some experienced people for follow-on shifts.
- ___ Monitor heat stress and cold
- ___ Brief responders prior to each shift- especially on safety.
- ___ Conduct debriefing after each shift to ensure field personnel are accurately received back at command post
- ___ Brief on media/public relations

D. ASSESSMENT CHECKLIST:

- ___ Verify release report with: Reporting party, Fire/Police, Harbormasters, Park Rangers, Federal/State agencies, or any other possible source.
- ___ **SAFETY:** Ascertain hazards, ie: **FIRE, EXPLOSION, HAZMAT**, that require use of proper protective clothing, EEBAs, etc. **(Ref #1)**.
- ___ Assess need for overflights using Coast Guard/other resources to monitor oil/plume movements
- ___ Determine release trajectory considering current, tides, winds (NOAA SSC can assist w/this. Dr. John Whitney at Anchorage: 907-271-3593. In addition, several LEPCs also have CAMEO capability that can provide plume trajectory).
- ___ Determine if material can be cleaned up **(Ref #1)**.
- ___ Determine collection points (natural or man-made)
- ___ Verify the material and source (By RP, O/S personnel, etc.).
- ___ Verify that the source has been secured, or if not, what actions are being taken to do so.
- ___ Consider applicable safety standards. Consider natural dangers and precautions related to terrain, weather, sea state, icebergs, lighting, etc.
- ___ Locate water intakes, such as hatcheries, municipal water treatment, etc. (See Sensitive Areas Section). Local impacts
 - a. Impact on water intakes
 - (1) Drinking water
 - (2) Industrial
 - b. Transportation of fresh water supply
- ___ Consider requesting assistance from the DRAT.
- ___ Consider requesting assistance from the Pacific Strike Team
- ___ Consider requesting equipment and assistance from Navy SUPSALV
- ___ Consider personnel, equipment, logistics capabilities and limitations **(Ref #1)**.
- ___ Consider accessibility of remote areas.
- ___ Determine land ownership and contact the landowners to evaluate incident-specific protection priorities and to request authorization for access, staging areas or response implementation.
- ___ Identify sensitive areas and potentially affected wildlife (See Sensitive Areas Section and Environmental Sensitivity Index maps and through consultation with natural resource trustees).
- ___ Determine the pollutant and its source
- ___ Has source been secured?
- ___ Determine size of spill and amount of oil in water
- ___ Determine if spill is feasible for cleanup
- ___ Solicit input from Unified Command.

Identify Responsible Party:

- ___ Inform RP of legal responsibility to conduct cleanup/mitigation **(Ref #3)**.
- ___ Issue RP (or when RP is not known, all suspects) Notice of Federal Interest and Letter of State Interest.
- ___ If RP's actions (if needed) are adequate, monitor situation & report to Unified Command. If inadequate, report same to FOSC/SOSC for possible federal or state assumption.
- ___ Issue Letter of Designation to responsible party

Federalizing a Response:

- ___ If a spill demands cleanup and the responsible party has not been identified or is not taking adequate action and no other agency is funding the cleanup, then the spill response can be “federalized” by opening OPA-90 funding
- ___ Issue Letter of Federal Assumption to responsible party

Funding a Response:

- ___ Contact National Pollution Fund Center (NPFC) for needed assistance at 703-235-4765, or contact the State On-Scene Coordinator on issues regarding the use of the Response Fund.
- ___ Issue RP a Letter of Federal Assumption (if necessary) or a Letter of State Assumption.
- ___ Ensure field personnel keep track of equipment, materials, workers, etc.
- ___ Review procedures for OSC access to the Fund
- ___ Review procedures for State access to the Fund
- ___ Review Vendors - BOA policy

Initial Mitigation:

- ___ Conduct initial containment and secure source of release - **If it Can Be Done Safely (Ref #1).**
- ___ Containment options include (**Ref #1**):
 - ___ Containment Boom
 - ___ Containment or flow-through dams
 - ___ Use of sand/clay/dirt around storm drains
 - ___ Plugging of fuel tank vents

Media:

- ___ Notify federal, state, and local government public affairs (See Annex I of Unified Plan).
- ___ Establish a Joint Information Center. Consider use of EPA Region 10 Public Affairs for support.
- ___ Designate certain phone numbers to public affairs.
- ___ Consider a press release/brief in large cases. (See Resources Section for listing of local media).
- ___ Have news reports taped
- ___ Monitor news reports so that steps can be taken to correct inaccurate reports and raise issues not presently covered.

E. CONTAINMENT AND CLEANUP CHECKLIST

- ___ Ensure cleanup methods are appropriate for area of release and are safe (**Ref #1**). (Refer to the Responsible Party's oil spill contingency plan)
- ___ Do NOT conduct cleanup methods that will cause more damage than the material released. (Contact SSC and/or Natural Resource Trustees. A Trustee 24-hour contact listing can be found on page B-46). Also contact affected landowners to discuss the alternatives.
- ___ Ensure that workers know what to look out for, what to avoid, what to protect.
- ___ Ensure volunteers/workers are properly trained (HAZWOPER)
- ___ If dispersants, burning, or use of other chemicals are a viable option, seek approval and plan logistics early.
- ___ Consult with affected natural resource trustees on removal actions to be taken, as appropriate. (See page B-46 for a 24-hour contact list of Federal and State Resource Trustees).
- ___ Consult with resource trustees, ADEC, and NOAA SSC to determine when cleanup is considered finished
- ___ Receive input from the Federal OSC's Historic Properties Specialist on recommendations for protecting historic properties.

Dispersant and In Situ Burning:

The **Unified Plan, Annex F** provides the following chemical countermeasure documents that have been approved by the ARRT: (1) Oil Dispersant Guidelines for Alaska; and (2) *In Situ* Burning Guidelines for Alaska. These documents were developed by the ARRT Science and Technology Working Group in accordance with provisions of the National Contingency Plan. The **Unified Plan** also contains the dispersant use checklist, dispersant decision matrix, and the *in situ* burn checklist.

Wildlife Protection:

- ___ Ensure that federal and state agencies responsible for managing wildlife resources (DOI, ADFG, DOC) have provided the OSC with timely information on how to protect wildlife resources at risk.

Evidence Collection:

- ___ Until responsible party is known, collect evidence from all possible sources WITHOUT endangering personnel.
- ___ Document environmental damage with photos and written statements (wildlife, vegetation, etc.)
- ___ Determine and document nature of release.
- ___ Determine and document cause of release.
- ___ Obtain witness statements.
- ___ Obtain photographs of the scene.
- ___ Collect physical evidence (charts, ship's log, etc.)
- ___ Ensure proper sampling early in the response and protect under chain-of-custody:
 - * Sample each potential source
 - * Sample water not contaminated for comparison
 - * Sample oil in water

Site Control:

- ___ Proceed with standard site control steps:
 - Secure site, and establish entry control points.
 - Compile a site map.
 - Prepare the site for subsequent activities.
 - Establish work zones.
 - Use the buddy system when entering.
 - Establish and strictly enforce decontamination procedures.
 - Establish site security measures.
 - Set up communications networks.
 - Enforce safe work practices.

- ___ Control access to sensitive areas or where public may be injured or delay response efforts.
- ___ Consider establishing a Safety Zone. Use local police, state troopers, park rangers as necessary.
- ___ Contact the Automated Flight Service Station (AFSS) in Fairbanks to control aircraft.
- ___ Contact local airports, FAA to control aircraft (NOTAMS)

F. REMOVAL AND WASTE DISPOSAL

- ___ Ensure disposal complies with the Resource Conservation Recovery Act (RCRA) requirements and all state regulations (RCRA information can be found in the EPA, USCG, & ADEC's library).
- ___ Determine temporary and ultimate disposal sites as appropriate (ADEC/EPA should be contacted to provide assistance with disposal issues).
- ___ Check the following:
 1. Federal, State and local laws/regulations
 2. Volume of oil or hazardous substance for disposal
 3. Identify disposal locations (onsite vs. offsite)
 4. Obtain necessary permits
 5. Secure transportation for product disposal
 6. Outline disposal plan
- ___ Ensure a Hazardous Waste Manifest is generated for disposals involving 5 gallons or more of petroleum products. Disposals of less than 5 gallons or 50 lbs must comply with RCRA but may not require a manifest.

Additional data on waste disposal is provided in **the Unified Plan, Annex E, Appendix II.**

G. SECURE OPERATIONS

1. Unified Command coordination
2. Final Survey
3. Clean/return equipment
4. Survey/replace equipment

H. COST RECOVERY & DOCUMENTATION

Documentation:

- ___ Remind all personnel to document their actions, observations and communications by date, time and initials
- ___ Transmit daily POLREPs and SITREPs
- ___ Centralize all incident-related notes daily
- ___ Save any tape recordings
- ___ Start and maintain incident specific radio, telephone and visitor logs

With regard to the State of Alaska cost recovery procedures, refer to **the Unified Plan, Annex C, Appendix III, Tab C.**

HAZMAT References:

- Reference #1: EPA, ADEC, and MSO Anchorage maintain the following references:
USCG CHRIS Manual
DOT Emergency Response Guidebook
NIOSH/OSHA Pocket Guide Book
SAX - Dangerous Properties of Hazardous Materials
IMDC Codes
NFPA Fire Protection Guide On Hazardous Materials
NIOSH/OSHA/USCG/EPA Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities
TOMES (available thru ADEC/EPA)
- Reference #2: Unified Command Structure as addressed in the **Unified Plan, Appendix II to Annex B.**
- Reference #3: National Contingency Plan (40 CFR part 300)