

NORTH SLOPE SUBAREA CONTINGENCY PLAN

RESPONSE SECTION

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NORTH SLOPE SUBAREA CONTINGENCY PLAN

RESPONSE: PART ONE – EMERGENCY RESPONSE NOTIFICATION

A. Emergency Response Notification

In the case of a *reportable* oil or hazardous substance spill (as defined in State and Federal regulations) in the North Slope 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 Coastal Zone

USCG -MSO Anchorage (24 hr)907-271-6700

(Fax)907-271-6751

FOSC for Inland Zone (1000 yards from shoreline)

EPA Region X Alaska Operations, Anchorage Office907-271-5083

Cellular contact907-227-9936

Cellular contact888-460-5568

(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

LOCAL:

LOSC for coastal or inland spills

North Slope Borough.....907-852-0390

(Fax)907-852-0327

North Slope Fire Department (24-hr).....907-852-0234

TRUSTEES: Natural Resource Trustees. See page B-61 for contact information.

B. USCG and 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	phone
___	___	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	
___	___	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
___	___	Federal Aviation Administration	907-271-5936
___	___	National Weather Service	907-271-3886
___	___	National Marine Fisheries.....	907-271-5006

Federally-Recognized Native Tribes (See page B-60)

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.

ALASKA STATE AGENCIES

___	___	Department of Environmental Conservation, Fairbanks.....	907-451-2360
		Cellular Phone (after hours)	322-3783
		(24 hr, thru State Troopers)	800-478-9300
___	___	Dept of Fish and Game.....	459-7285/459-7283
		479-2320 (after hours)
___	___	Barrow (Area Office).....	852-3464
		852-5320 (after hours)
___	___	TAPS Pipeline	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.....	907-269-8815/269-8548
		Division of Mining, Land and Water (North Slope Region)	907-451-2740
		907-451-2678 (after hours)
		Division of Oil and Gas.....	762-2580/269-8815
		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
___	___	University of Alaska	907-474-7330

time date INDUSTRY ORGANIZATIONS

___	___	Alaska Clean Seas (ACS).....	907-659-3207/2405
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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. Additional local contacts are listed in the Resources Section of this plan.

North Slope OSEA

___ ___ North Slope Borough LEPC.....907- 852-0390

North Slope Borough Local Emergency Manager

___ ___ Contact NSB Search and Rescue Coordinator907-852-0284

LOCAL GOVERNMENTS (Also See Resources Section, Part 4 for additional informational on specific locales)

___ ___ North Slope Borough Emergency Manager..... 907-852-2822

___ ___ Anaktuvuk Pass (Mayors Office)..... 907-661-3928
 Public Safety Officer..... 907-661-3911
 Fire Department 907-661-3529
 Village Health Clinic 907-661-3914

___ ___ Atqasuk (City Hall) 907-633-6811
 Public Safety Officer..... 907-633-6911
 Fire Department 907-633-6611
 Village Health Clinic 907-633-6711
 Search and Rescue 907-633-6815

___ ___ Barrow (Mayor)..... 907-852-5211
 Public Safety Officer..... 907-852-6111
 Fire Department.....907-852-0234
 PHS-ANH Hospital..... 907-852-4611

___ ___ Kaktovik (Village Liaison) 907-640-6128
 Public Safety Officer..... 907-640-6911
 Fire Department 907-640-6611
 Village Health Clinic 907-640-6413

___ ___ Nuiqsut (City Hall) 907-480-6727/6928
 Village Coordinator..... 907-480-6028
 Public Safety Officer..... 907-480-6111
 Fire Department 907-480-6611
 Village Health Clinic 907-480-6729

—	—	Point Hope (Village Coordinator).....	907-368-2630
		Public Safety Officer.....	907-368-2911
		Fire Department	907-368-2774
		Village Health Clinic	907-368-2234
—	—	Point Lay	
		Public Safety Officer.....	907-833-2911
		Fire Department	907-833-2611
		Village Health Clinic	907-833-2526/2527
—	—	Wainwright (Village Coordinator).....	907-763-2091
		Public Safety	907-763-2911
		Fire Department	North Slope Borough Fire Department
		Village Health Clinic	907-763-2714

OTHER POINTS OF CONTACT:

CULTURAL RESOURCES ADVISORS

—	—	State Historic Preservation Office (DNR)	907-269-8721
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Federal OSC Historic Properties Specialists

(see the Unified Plan, Annex M, for a list of cultural resource contractors who are interested and wish to participate in archaeological contracting, and may be available to respond at the request of the Federal or State On-Scene Coordinator. The personnel standards criteria for a Historic Properties Specialist is also included in Annex M of the Unified Plan.

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.

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

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 North Slope 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 North Slope 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 U.S. Coast Guard is the lead agency for coastal oil and hazardous materials spill responses and shall serve as the Federal On-Scene Coordinator in the Unified Command. For oil spills on inland waters (more than 1000 yards inland from the tideline), the Environmental Protection Agency will be the FOSC. The role of the U.S. Coast Guard or EPA in the Unified Command will vary according to spill type and size. The Coast Guard has adopted the Oil Spill Field Operations Guide (ICS-OS-420-1) for use in guiding their major spill response efforts. The guide is a product of California's Standard Oil Spill Response Management System (STORMS) Task Force and provides detailed guidance for each Incident Command System position identified for oil spill response operations.

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 published the Oil & Hazardous Substance Response Field Operations Guide (FOG) which provides specific objectives and tasks for each Incident Command System (ICS) position. The FOG provides ADEC 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 North Slope Subarea, the North Slope Borough Regional Emergency Services Director (or designee) will serve as the Local On-Scene Coordinator in the Unified Command. For all spills in the North Slope 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 North Slope Subarea in addition to other subareas, the North Slope 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. So long as the threat to public safety remains, the LOSC will be guided by the Comprehensive Emergency Management Plan developed by the North Slope Emergency Services and North Slope Borough Local Emergency Planning Committee. 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.)

Facility and vessel Oil Discharge Prevention and Contingency Plans for operations in and around the North Slope Subarea should include a description of the LOSC position, which reflects the unique situation in the North Slope Subarea.

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 North Slope 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 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. Select equipment located within the North Slope Subarea is referenced in the Resources Section of this Plan. Complete equipment inventories are listed in the respective Operations/Technical Manuals of the RACs and OSROs.

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 North Slope Subarea and provides the “ramp up” procedures and processes necessary to address an emerging incident.

NOTE: “**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 an 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 USCG, EPA, 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, Part 3)
 - 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.

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. Local notifications will include Borough Police, Fire Departments and North Slope Borough Emergency Service Coordinators. MSO Anchorage will notify the appropriate federal agencies listed as agency contacts on page A-2. 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 the North Slope 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. If the situation warrants, an evacuation may be implemented according to the procedures described in the NS Borough Comprehensive Emergency Management Plan.

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 ADNRR and ADFG identify environmental priorities for protection. ADNRR 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. Details on potential field command post locations, staging areas and potential command center locations throughout the North Slope are included in the Resources Section of this plan.

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 (realizing that outside of Prudhoe Bay and Barrow areas, cellular phone capabilities are severely limited or non-existent).

Staging Areas. Potential staging areas have been identified and profiled for each of the communities and remote facilities in the North Slope Subarea in Part Four of the Resources Section.

Hour 6-96: Transitional Response Team

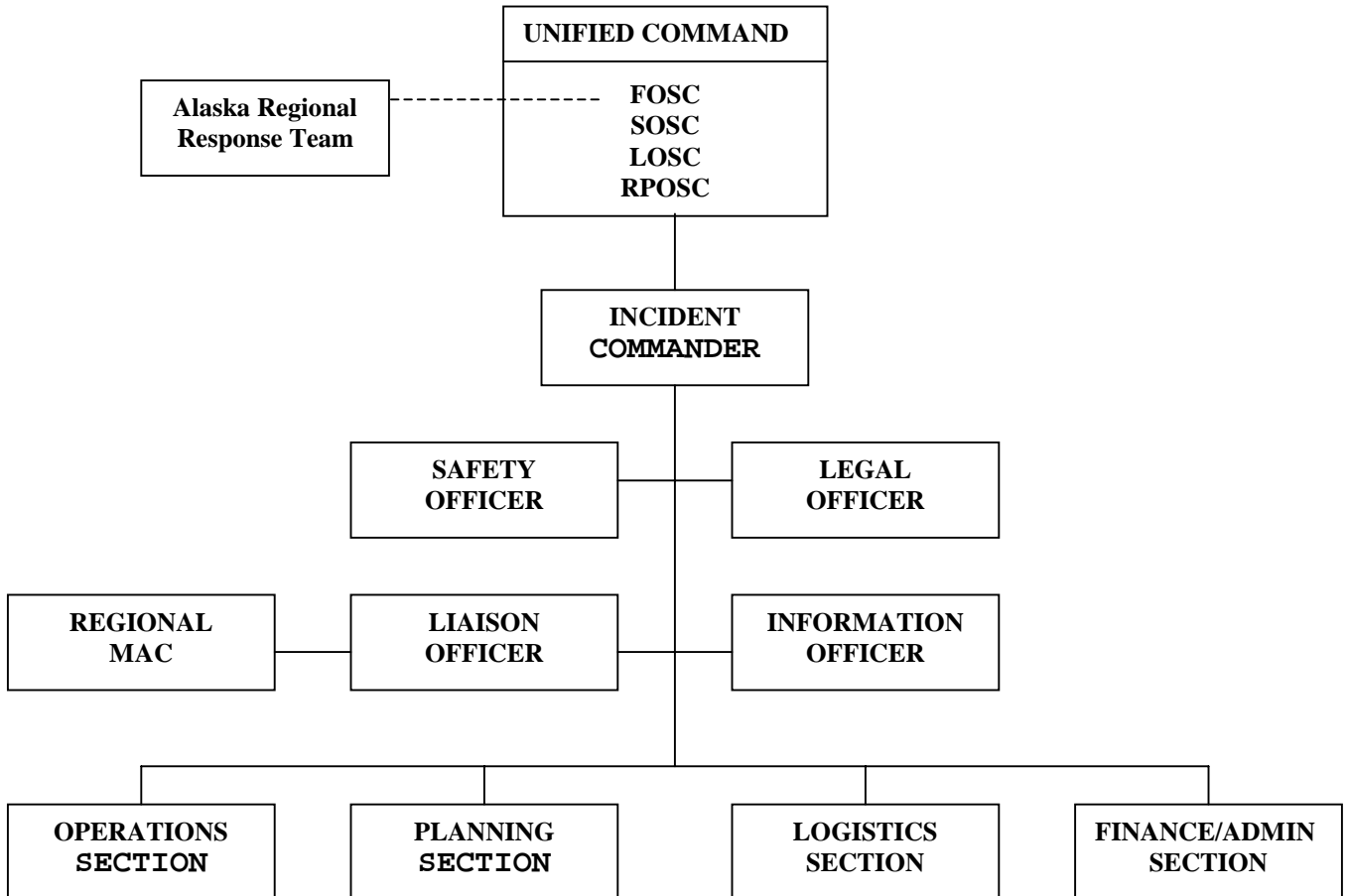
The Transitional Response Team forms as additional federal, state and local response personnel arrive on-scene. After the initial response reveals the scope and size of the spill, the Unified Command will begin to form and ICS staffing will increase. In a government-led spill, the Unified Command will 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

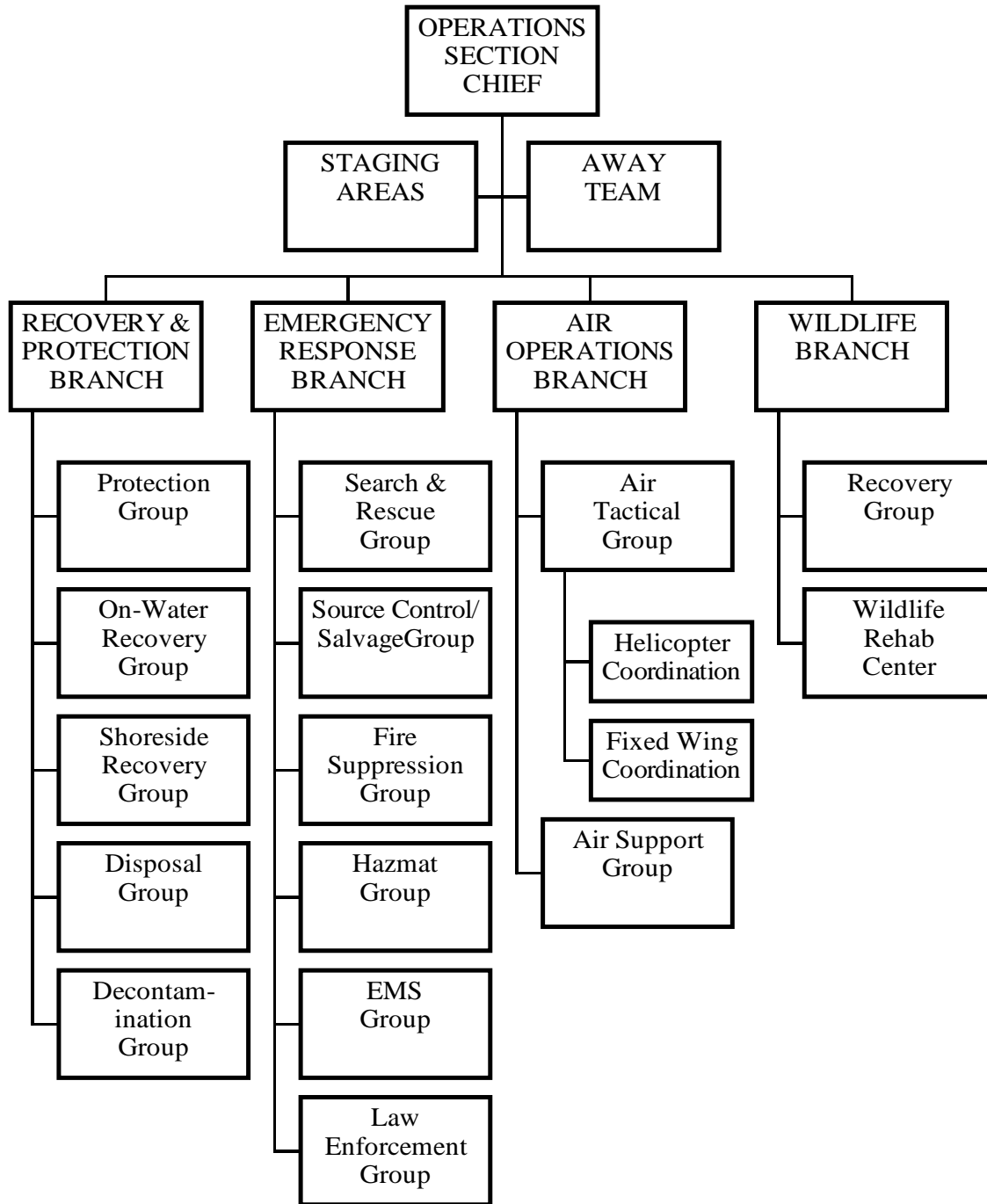
A full ICS response team should be assembled by Hour 96 of the spill response. Staffing depths and positions filled will vary with the response, as will the order in which these positions are filled. The Full Response Team will follow the command structure described on the following pages, and response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

2. ICS ORGANIZATIONAL CHARTS and ASSIGNMENTS

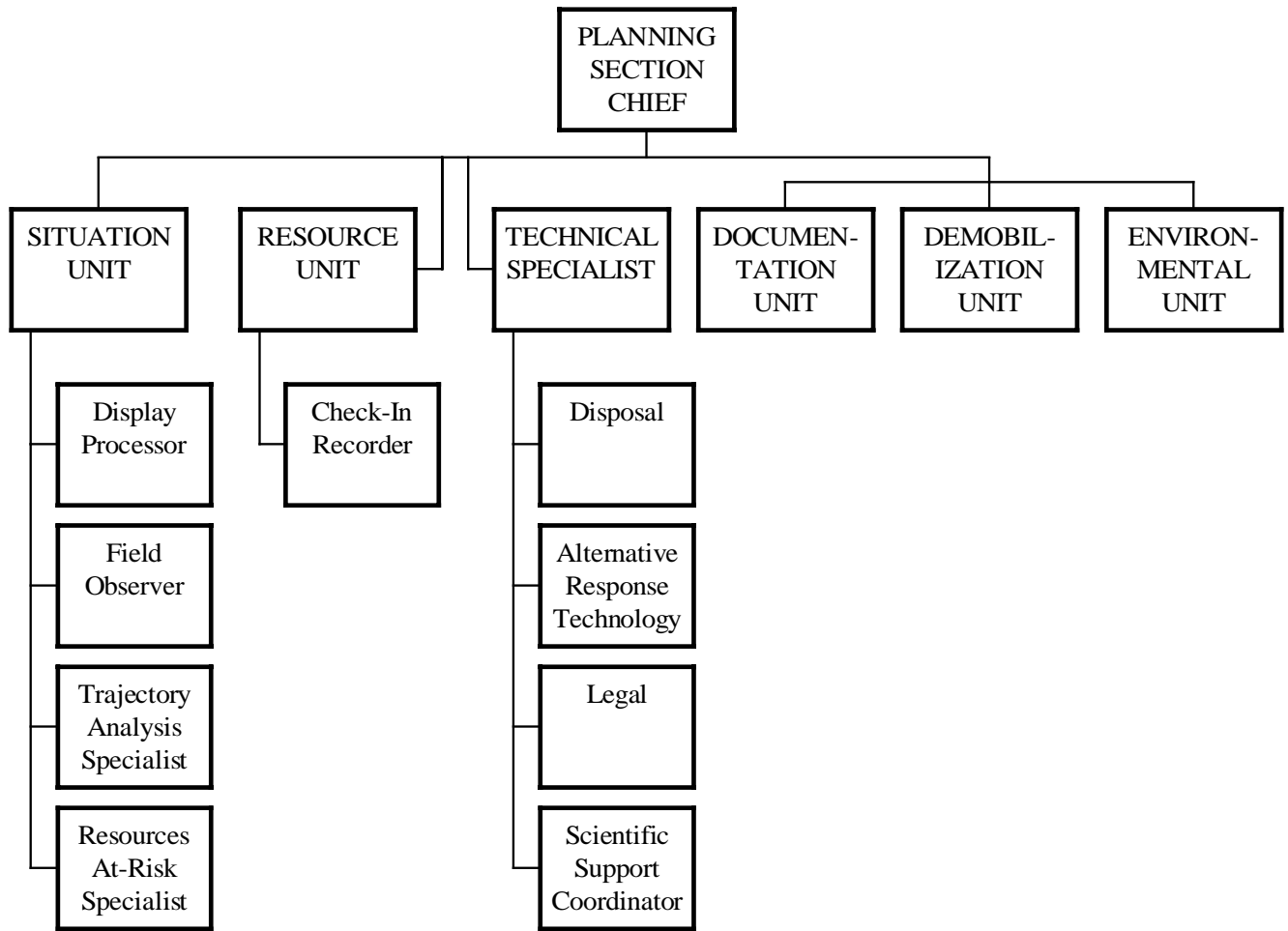
a. Command Structure



b. Operations Section

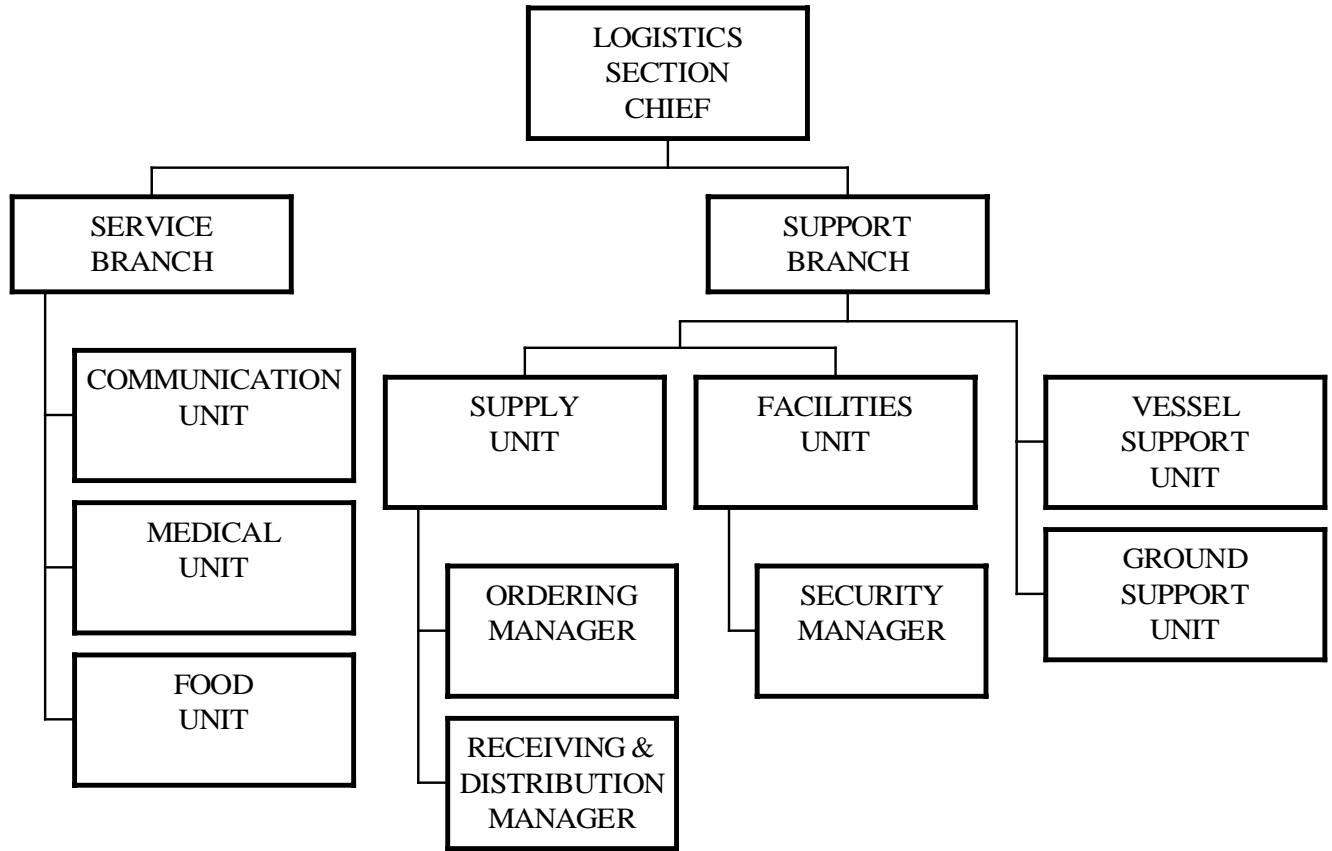


c. Planning Section

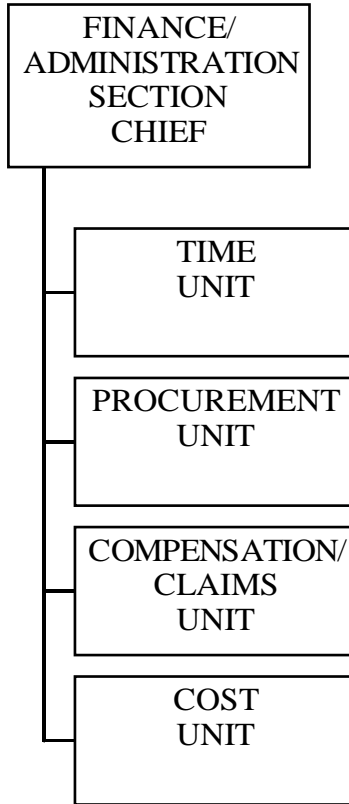


- There may be additional technical specialists. Consult the Field Operations Guide (FOG) for a complete list of technical specialist positions.

d. Logistics Section



e. Finance/Administration Section



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
FIR, HAZ					NS Borough/Prudhoe Fire
SEC					NS Borough Police
X	X				NS Borough Public Works
			DAA		NSB Administrative Staff
	X				NSB Assessing
X, RPD	X				NSB Eng./Facilities
SAR					NSB Search & Rescue

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				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				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, CUL			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 I of the Unified Plan provides a Standard Site Safety Plan for Emergency/Post-Emergency Phase Coastal Oil Spills developed by the US Coast Guard. The plan is generic in nature and must be expanded to provide specific safety procedures for each incident. **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**.

Note: Within the North Slope Borough, there are limitations on the amount of temporary storage available for waste products and recovered product resulting from an oil spill.

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

Any decision regarding the use of dispersants and/or *in situ* burning in the North Slope Subarea will be made by the FOSC and SOSC 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.

While there are no legal obligations for the ARRT to include the North Slope Borough in the decision-making process regarding local use of dispersants and/or *in-situ* burning, this is an issue of primary concern to local residents. To the extent practicable, the borough should be involved in the decision-making process. **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 is appropriate in the North Slope 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 Three of this plan. Refer to **Annex I of the Unified Plan** for statewide guidance on Public Affairs inquiries.

NOTIFICATION OF SPILL INCIDENT

Complete SECTION I for ALL reports received.
 Complete SECTION II when vessels are the source of pollution.
 Complete SECTION III when facilities are the source of pollution.
 Complete SECTION IV as appropriate.

Report received by:	◆ Time:	◆ Date:	
Duty-M:	◆ Duty-M Notified:		
SECTION I – POLLUTION DATA			
1. Location:			
2. Type of pollutant (Diesel/Oil/Gasoline/etc.):			
3. Quantity of pollutant in water:			
a. Is sheen visible? YES ___ NO ___ Size of Sheen:			
4. Source of pollutant (vessel, facility, person, vehicle):			
5. Time pollutant detected:			
6. Threatened areas:			
7. On-scene Weather:			
8. Identity of Caller: <input type="checkbox"/> Volunteer <input type="checkbox"/> Representative of pollution source			
Name:			
Address:			
Phone #:			
SECTION II - VESSEL DATA			
1. Name of Vessel:			
2. Official #:		Nationality:	
3. Local Agent:			
4. Type of Vessel: Tanker___ Cargo___ Fishing___ Barge___ Pleasure___			
Passenger___ Other_____			

SECTION III - FACILITY DATA			
1. Name & Address of Facility:			
2. Type of Facility:			
SECTION IV - ACTIONS TAKEN			
1. Discharge secured:	Yes___	No___	Time:___
2. Pollutant contained:	Yes___	No___	Time:___
How contained?			
3. Cleanup taken?	Yes___	No___	
4. Cleanup by whom:			
5. Assistance required?			
6. OSC notified:	Who:		Time:
7. District Notified (Medium/Major Spills)	Who:		Time:
8. Other Agencies notified:	EPA:	Who:	Time:
	ADEC:	Who:	Time:
REMARKS: (Sensitive areas, degree of hazard, water traffic, etc.)			

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.

Specific tactics for spill response are also included in the Alaska Clean Seas Technical Manual. The electronic version of this plan provides hyperlinks for ready access to the ACS Technical Manual. See the Geographic Response Strategies section of this plan for the ACS Technical Manual quick reference section.

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. / fbrgls

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.
- ___ CCGD 17 OPCEN for Medium/Major oil spills
- ___ Affected or potentially affected natural resource trustees. (See page B-49 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 impact to birds and mammals via hazing or other techniques as determined by the natural resource agencies.
- ___ Assign Case Number/ID, obtain background information, vs1 / 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
- ___ Determine VTS vessel controls

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

- ___ 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
 - (1) Support Vessels (boats for hauling and positioning boom)
 - (2) Arrange aircraft support (Coast Guard and Auxiliary, other agencies, private sources) for transporting equipment, overflights
 - 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)**.
- ___ For Hazmat incidents, dispatch Response personnel to conduct a “Conservative Response” **(Ref #3)**.
- ___ Arrange for vessel or shore patrol(s) (as necessary).
- ___ 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 which 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).
- ___ Assess need for Coast Guard Cutters for use as on-scene command platforms
- ___ Shoreline Patrols
- ___ 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 #4)**.
- ___ 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
- ___ Withhold customs clearance of suspect foreign vessels pending receipt of surety bond/letter of undertaking.

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 USCG PIAT from HQ.
- ___ 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. Requests can be made to D17 Public Affairs to arrange for taping.
- ___ 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-49). 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-49 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
- ___ Arrange for Boat Cleaning Stations as required
- ___ 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.)
- ___ Notify MSO Investigations Department when marine casualty or documented/licensed personnel are involved
- ___ 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.)

- ___ Conduct drug testing on vessel crew
- ___ 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 (907 474-0137), the Flight Service Station (FSS) in Barrow (907 852-2511), or the FSS in Deadhorse (907 659-2401 to control aircraft
- ___ Have Coast Guard vessels assist in tracking aircraft and/or vessel movements in remote areas.
- ___ Consider VTS vessel controls (Safety/Security Zone)
- ___ Coordinate with local emergency response personnel to alert affected local communities in accordance with the North Slope Borough Comprehensive Emergency Management Plan.
- ___ Use Channel 16, VHF-FM for Broadcast Notice to Mariners
- ___ Contact local airports, FAA to control aircraft (NOTAMS)
- ___ Coast Guard Cutters to assist in controlling aircraft and vessel movement in remote areas

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 MSO's library).

- ___ Determine temporary and ultimate disposal sites as appropriate (ADEC 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
- ___ Consider assigning two documentation officers early on in the incident.
- ___ Transmit daily POLREPs and SITREPs
- ___ Centralize all incident-related notes daily
- ___ Save any tape recordings (VTC, RCC, OPCEN)
- ___ Start and maintain incident specific radio, telephone and visitor logs

With regard to the U.S. Coast Guard, Cost Recovery & Documentation information can be found in the *National Pollution Funds Center Instruction 16451.2 (Series)*.

This instruction lays out in detail the resource documentation and cost documentation technical operating procedures the U.S. Coast Guard must follow in the event of an oil spill being "federalized" by the Federal On-Scene Coordinator.

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: Marine Safety Office Anchorage Oil and Chemical Response Reference Library. This library consists of a Macintosh Computer System with CAMEO and a variety of response publications including:

- 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)

A complete library listing is maintained at MSO Anchorage and is updated as new/revised publications/programs are received.

Reference #2: Unified Command Structure as addressed in the **Unified Plan, Appendix II to Annex B.**

Reference #3: Commandant Instruction 16465.30

Reference #4: National Contingency Plan (40 CFR part 300)

Reference #5: Coastal Sensitivity Atlas - North Slope

Note: References #2 - 5 are all included in MSO Anchorage's library.

I. VESSEL RELATED DISCHARGE

Upon notification of a pollution incident involving a vessel, the following action will be taken:

- _____ 1. Notify FOOSC & SOSOC
- _____ 2. Start chronological log of the incident.
- _____ 3. Attempt to determine the cause of the incident, extent of damage to the vessel, discharge amount, actions taken by owners, master or pilots to prevent further damage and minimize the discharge. **Consider the need to arrange for drug /alcohol testing.**
- _____ 4. Attempt to contact the vessel owner or operator to determine responsibility for the discharge and cleanup and intentions of responsible party concerning response actions.
- _____ 5. Send initial POLREP and SITREP, inform other units or agencies as necessary. Contact local and state agencies as appropriate. Identify environmentally sensitive areas. Get spill trajectories from SSC and NRC.
- _____ 6. Arrange for USCG surface and air resources for use as surveillance, transportation, and/or command post as necessary. In the event USCG air resources are unavailable, arrange for private aircraft for overflights and transportation. (may need to obtain FPN for chartering in Alaska). See the Resources Section for commercial aircraft companies that may be available for chartered flights.
- _____ 7. Dispatch an investigative and surveillance team to the scene as necessary to advise the FOOSC. A marine inspector should be a member of this team as required. Locate lightering barges as appropriate.
- _____ 8. Assist with SAR, firefighting, and salvage as required. Arrange for movement of vessel if necessary.
- _____ 9. Arrange for safety zones, restricted air space, and local notice to mariners as necessary.
- _____ 10. Activate RRT as necessary.
- _____ 11. If responsible party has been identified and is taking satisfactory measures to contain and cleanup the discharge, arrange for monitoring personnel.
- _____ 12. If the responsible party is unknown or his cleanup measures are unsatisfactory, assume responsibility for containment and cleanup. Notify discharger in writing that his efforts are unsatisfactory prior to assuming cleanup.
- _____ 13. Arrange a contract for commercial cleanup organization, if necessary. Estimate initial budget requirements, request federal funding project number from CCGD17(m), and contact MLC(f) for contracting guidance.

- ___ 14. Augment forces as necessary.
- ___ 15. Provide for proper funding and enforcement documentation.
- ___ 16. Establish command post and communication procedures.
- ___ 17. Evaluate the requirement for additional "special forces" equipment and personnel.
- ___ 18. Ensure safety of response and monitoring personnel.
- ___ 19. Request the services of the SSC as required.
- ___ 20. Evaluate the need for the participation of civilian volunteer organizations.
- ___ 21. Receive recommendation from wildlife resource trustees on actions to be taken to protect wildlife resources.
- ___ 22. Arrange for emergency communications as necessary.
- ___ 23. If the vessel is foreign, ensure the following:
 - ___ a. Determine if vessel has valid Certificate of Financial Responsibility (COFR)
 - ___ b. Notify the appropriate Consular Office.
 - ___ c. Arrange for interpreters, as needed.
 - ___ d. Evaluate need for a security bond or Ltr of Undertaking to ensure civil penalty payment.
- ___ 24. Consider impact on public safety and health. Carry out appropriate actions.
- ___ 25. For a massive spill response, the following should also be considered:
 - ___ a. Coordinate with the National Marine Fisheries Service (NMFS) on marine mammal protection and cleaning of oil-impacted marine mammals.
 - ___ b. Contact affected Native villages for input into planning.
 - ___ c. Worker training, appropriate protective equipment, and occupational safety and health surveillance should be conducted with OSHA, organized labor, and the State of Alaska Dept. of Labor.
 - ___ d. FDA and State of AK should undertake biological monitoring of potentially affected fish and wildlife in the spill area on a continuing basis.
 - ___ f. Receive input from the Federal OSC's Historic Properties Specialist on recommendations for protecting historic properties.
- ___ 26. If the discharge occurs in the Beaufort Sea, evaluate the need to reference the Joint Canada-United States Pollution Contingency Plan.
- ___ 27. Refer to MSO Anchorage database for other check-off lists.
- ___ 28. Consult with affected natural resource trustees on removal actions to be taken, as appropriate.

J. FACILITY RELATED DISCHARGE

Upon notification of a pollution discharge involving a facility, the following action will be taken:

1. Follow those response actions in Vessel Related Discharge as they apply.
2. Control the movement of vessels to or from the facility, or through the area as required in accordance with the provisions of 33 CFR 160.
3. Arrange with local public safety officials to control public access into the area, if hazardous conditions exist.
4. Coordinate with the local fire department to ensure that adequate firefighting capability is on hand if needed.

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RESPONSE: PART FIVE – ALASKA CLEAN SEAS TECHNICAL MANUAL

The Geographic Response Strategies section of this plan includes a Quick Reference Section to the Alaska Clean Seas Technical Manual. The Quick Reference Section provides a summary of the operational tactics and maps available through the ACS Technical Manual.

In the electronic version of this plan, hyperlinks have been created to readily access the ACS Technical Manual.

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