

**RESPONSE: Part One -**

**EMERGENCY RESPONSE NOTIFICATION LIST**

**FEDERAL:**

**National Response Center** (24 hr)..... 800-424-8802

**FOSC for Coastal Zone**

USCG -MSO JUNEAU (24 hr) ..... 907-463-2000

(24 hr) ..... 800-478-5555

**FOSC for Inland Zone**

EPA Region X Alaska Operations Office Anchorage..... 907-271-5083

(daytime) ..... 800-424-4372

Seattle (24 hr) ..... 206-553-1263

**STATE:**

**SOSC for coastal or inland spills**

ADEC Southeast Area Response Team (24 hr, thru State Troopers) ..... 800-478-9300

Cellular Phone ..... 907-321-1148

## EMERGENCY CONTACT CHECKLIST

<i>time</i>	<i>date</i>	<b>COAST GUARD CONTACTS</b>	<b>phone</b>
___	___	NATIONAL RESPONSE CENTER.....	800-424-8802
___	___	USCG District 17 .....	907-463-2000
___	___	USCG District 17 Public Affairs.....	907-463-2067
___	___	USCG MSO Juneau .....	907-463-2457
		Marine Safety Detachment Ketchikan.....	907-225-4496
		Marine Safety Detachment Sitka.....	907-966-5454
___	___	USCG Pacific Strike Team .....	415-883-3311
___	___	National Strike Force .....	919-331-6000
___	___	National Pollution Funds Center .....	703-235-4700
<b>FEDERAL AGENCIES</b>			
___	___	U.S. Environmental Protection Agency .....	907-271-5083
		Seattle (24 hr).....	206-442-1263
___	___	U.S. Department of the Interior .....	907-271-5011
		U.S. Fish & Wildlife Service .....	907-271-2797
___	___	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, Juneau (24hr).....	907-586-7493
		Annette Island .....	907-886-3241
___	___	National Marine Fisheries .....	907-271-5006
<b>ALASKA STATE AGENCIES</b>			
___	___	Department of Environmental Conservation, Juneau .....	907-465-5340
		(24 hr, thru State Troopers).....	800-478-9300
___	___	Department of Fish and Game.....	907-465-4290
		Technical Teams: Juneau area, inc. Haines & Skagway.....	907-465-4290
		Ketchikan area, inc. Petersburg, Wrangell .....	907-225-2027
		Sitka area, inc. Pelican, Hoonah, Yakutat .....	907-747-2683
		Prince of Wales Island .....	907-755-2485
___	___	Department of Military & Veteran Affairs, Division of .....	907-428-7000
		Emergency Services (24 hr) .....	800-478-2337
___	___	Department of Law.....	907-465-3600
___	___	Department of Natural Resources .....	907-269-8548
		State Historic Preservation Office .....	907-269-8727
___	___	Department of Public Safety, State Troopers Dispatch, Juneau (24hr) .....	907-465-4000
___	___	Department of Transportation & Public Facilities.....	907-465-6973
___	___	Department of Community and Regional Affairs.....	907-465-4700
___	___	Department of Health and Social Services .....	907-465-3027
___	___	University of Alaska-Anchorage (Env.& Nat. Resources) .....	907-279-4523

<i>time</i>	<i>date</i>	<b>INDUSTRY ORGANIZATIONS</b>	
___	___	Southeast Alaska Petroleum Resources Organization, Inc.(SEAPRO) .....	907-225-7002
		<b>LOCAL EMERGENCY PLANNING COMMITTEES</b>	
___	___	Capital City LEPC, Juneau.....	586-5323
___	___	Greater Ketchikan LEPC.....	225-2151
___	___	Northern Southeast LEPC, Haines .....	766-3377
___	___	Petersburg/Wrangell LEPC .....	772-3355
___	___	Southern Southeast LEPC, Klawock.....	826-1367
___	___	City/Borough of Sitka LEPC.....	747-3294
___	___	City/Borough of Yakutat LEPC .....	(not presently active)
		<b>LOCAL GOVERNMENTS</b>	
___	___	City and Borough of Juneau.....	586-5240
		Police.....	586-2780
		Fire:    Auke Bay District.....	789-7554
		Douglas District .....	586-5323
		Glacier District .....	789-7554
		Juneau District .....	586-5323
		Lynn Canal District .....	789-7554
		Hospital:    Bartlett Memorial (51 beds) .....	586-2611
		Juneau Recovery Unit .....	586-5321
		Harbormaster .....	586-5255/5337
___	___	Haines Borough.....	766-2711
___	___	City of Haines .....	766-2231
		Police.....	766-2121
		Fire .....	766-2115
		Haines Medical Clinic .....	766-2521
		Harbormaster .....	766-2448
___	___	Ketchikan Borough .....	228-6625
___	___	City of Ketchikan .....	225-3111
		Police.....	225-6631/3111
		Fire .....	225-9616
		Hospital .....	225-5171
		Port & Harbor Dept .....	225-3111
___	___	City and Borough of Sitka.....	747-3294
		Police.....	747-3245/3349
		Fire .....	747-3233
		Hospital .....	747-3241
		Sitka Medical Center .....	747-5861
		Harbormaster .....	747-3439/3294
___	___	City and Borough of Yakutat .....	784-3323/3578
		Fire (Volunteer).....	784-3206
		Community Health Center .....	784-3275
___	___	City of Angoon.....	788-3653
		Public Safety.....	788-3631
		Fire .....	788-3631
		Clinic .....	788-3633

—	—	City of Coffman Cove .....	329-2233
		Harbormaster .....	329-2212
—	—	City of Craig.....	826-3275
		Police.....	826-3330
		Craig Family Medical Clinic .....	826-3257
		Dock .....	826-3395
—	—	Gustavus.....	
		Fire .....	697-2222
		Gustavus Health Clinic .....	(temporarily closed)
—	—	City of Hoonah.....	945-3663
		Police.....	945-3655
		Fire .....	945-3344
		Hoonah Health Clinic .....	945-3235
		Harbormaster .....	945-3670
—	—	City of Hydaburg.....	285-3761
		Fire .....	285-3333
		Hydaburg Clinic .....	285-3462
		Harbormaster .....	283-3113
—	—	Hyder (Community Association).....	250-636-9148
		State Troopers (Ketchikan).....	907-225-5118
		Fire (Volunteer).....	250-636-9148
—	—	City of Kake .....	907-785-3804
		Police.....	785-3393
		Fire .....	785-3393
		Health clinic.....	785-3333
—	—	City of Kasaan.....	542-2212
—	—	City of Klawock .....	755-2722
		Police.....	755-2777
		Fire .....	755-2222
		Health Clinic.....	755-4800
—	—	Metlakatla Indian Community.....	886-4441
		Police.....	886-4011
		Fire .....	886-7922
		Medical Clinic (Emergency).....	886-4741
		Harbormaster .....	886-4646
—	—	City of Pelican.....	735-2202
		Public Safety.....	735-2312
		Fire .....	735-2312
		Health clinic.....	735-2250
		Harbormaster .....	735-2222
—	—	City of Petersburg.....	772-4519
		Police.....	772-3838
		Fire .....	772-3355
		Hospital (25 beds).....	772-4291
		Harbormaster .....	772-
—	—	City of Port Alexander .....	568-2239
—	—	City of Saxman.....	225-4166
		Public Safety/Fire .....	225-1981

—	—	City of Skagway .....	983-2297
		Police .....	(24hr, but must ring multiple times) 983-2301
		Fire .....	983-2450
		Skagway Medical Service.....	983-2255/2418
		Harbormaster .....	983-2542
—	—	City of Tenakee Springs.....	736-2207
		Public Safety/fire .....	736-2211
		Health Clinic.....	736-2211
—	—	City of Thorne Bay.....	828-3380
		Fire .....	828-3313
		Public Safety.....	828-3905
		Health Clinic.....	(closed)
—	—	City of Wrangell.....	874-2381
		Police .....	874-3304
		Fire .....	874-3223
		Hospital (23 beds).....	874-7000
		City Health Center .....	874-3615
		Harbormaster .....	874-3736

Unincorporated communities (no central telephone contact):

Cube Cove	Gustavus	Point Baker
Elfin Cove	Game Creek	Hobart Bay
Freshwater Bay	Myers Chuck	Port Protection/Labouchere Bay

**CULTURAL RESOURCES ADVISORS**

—	—	State Historic Preservation Office (DNR) .....	907-269-8721
—	—	Chumis Cultural Resources Services (Christopher Woolley).....	907-563-3202

**HATCHERIES/AQUACULTURE SITES** ..... (See Sensitive Areas Section, pp. 36-47)

**ALASKA REGIONAL RESPONSE TEAM** ..... See the front section of the **Unified Plan** for membership roster.

**NATURAL RESOURCE TRUSTEES** ..... A complete listing is in the **Unified Plan, Annex E, Appendix III, Tab S.**

**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.**

## 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:	
<b>SECTION I - POLLUTION DATA</b>		
◆ 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 #:		
<b>SECTION II - VESSEL DATA</b>		
1. Name of Vessel:		
2. Official #:	Nationality:	
3. Local Agent:		
4. Type of Vessel:    Tanker___ Cargo___ Fishing___ Barge___ Pleasure___		
Passenger___ Other_____		

<b>SECTION III - FACILITY DATA</b>			
1. Name & Address of Facility:			
2. Type of Facility:			
<b>SECTION IV - ACTIONS TAKEN</b>			
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:
<b>REMARKS:</b> (sensitive areas, degree of hazard, water traffic, etc.)			

## **RESPONSE: PART TWO - EMERGENCY RESPONSE PROCEDURES**

See the **Unified Plan** (Introduction, pages 5-8) which outlines general emergency response procedures for response officials.

### **EMERGENCY SPILL RESPONSE GUIDANCE:**

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.

The Alaska Department of Environmental Conservation has published a Response Action Plan (RAP) which provides specific objectives and tasks for each Incident Command System (ICS) position defined in the RAP. The RAP is the basic document which provides DEC with the detailed guidance necessary to properly respond to a major spill incident. The RAP also includes region-specific Type 1 response plans which provide an additional level of detail for DEC in terms of "ramping up" for a major spill response operation.

## **RESPONSE: PART THREE - 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: \_\_\_\_\_

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**

**During Initial Response:**

- \_\_\_ Obtain complete call back information on reporting source
- \_\_\_ Determine area of jurisdiction
- \_\_\_ Complete initial Pollution Report (Refer to Part 1) and DEC Situation Report (SITREP)
- \_\_\_ Make initial notifications (Refer to Part 1)
- \_\_\_ Ensure source can be/has been secured
- \_\_\_ Consider activating ARRT, NRT and DRG
- \_\_\_ Determine VTS vessel controls

**Always Notify:**

- \_\_\_ USCG Chain of Command - Get Pollution Investigators underway
- \_\_\_ Alaska Department of Environmental Conservation
- \_\_\_ Trustees of Natural Resources if impacts are expected
- \_\_\_ CCGD 17 OPCEN for Medium/Major oil spills
- \_\_\_ National Response Center for Medium/Major oil spills
- \_\_\_ Trustees of natural resources potentially affected
- \_\_\_ Consider Water Intakes for potable water

**Assessment:**

- \_\_\_ Verify spill report with: Reporting party; Fire/Police; Harbormasters; Federal/State agencies.
- \_\_\_ Dispatch Pollution Investigators
- \_\_\_ **SAFETY** - Ascertain hazards: **FIRE, EXPLOSION, HAZMAT**
- \_\_\_ Consider applicable safety standards. Consider natural dangers and precautions related to terrain, weather, sea state, icebergs, lighting, etc.
- \_\_\_ Assess need for overflights using Coast Guard resources and State-contracted resources
- \_\_\_ Assess need for Coast Guard Cutters or other vessels 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

**Identify Responsible Party:**

- \_\_\_ Inform RP of legal responsibilities to conduct a cleanup
- \_\_\_ Issue Letter of Federal Interest and Letter of State Interest to responsible party
- \_\_\_ Issue Letter of Designation to responsible party
- \_\_\_ Monitor cleanup for adequacy of actions
- \_\_\_ 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

**Initial Mitigation:**

- \_\_\_ Conduct initial containment and secure source of discharge if it can be done SAFELY.  
Containment options include:
  - \_\_\_ Containment Boom
  - \_\_\_ Containment or flow-through dams
  - \_\_\_ Use of sand/clay/dirt around storm drains
  - \_\_\_ Plugging of fuel tank vents

**C. RESPONSE STRATEGY CHECKLIST**

- \_\_\_ Evaluate activation of ICS and integrate with RP for Medium/Major spills.
- \_\_\_ 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).
- \_\_\_ Determine spill trajectory considering current, tides, winds (use NOAA SSC, NRC and local observations).
- \_\_\_ Monitor oil movements (overflights)
- \_\_\_ Evaluate if special circumstances exist requiring special actions (fire, explosion, vessel grounding, lightering ops, and salvage ops).
- \_\_\_ Identify sensitive areas and potentially affected wildlife (refer to Environmental Sensitivity Index maps, and NOAA SSC for guidance).
- \_\_\_ Locate water intakes to industry and public works that may be affected.
- \_\_\_ Request assistance from NOAA SSC.
- \_\_\_ Request assistance from ADEC, ADFG, ADNR.
- \_\_\_ Consider activating the ARRT.
- \_\_\_ Consider activating the DRG.
- \_\_\_ 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 and capabilities
- \_\_\_ Consider accessibility of remote areas.
- \_\_\_ Determine collection points (natural or man-made)
- \_\_\_ Set response priorities; highest priorities will include:
  - \* 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.

**D. CONTAINMENT AND CLEANUP CHECKLIST**

- \_\_\_ Ensure cleanup methods are appropriate for area being cleaned.
- \_\_\_ Do not conduct cleanup methods that would cause more damage than the spilled product might cause (consult with NOAA SSC and resource trustees)
- \_\_\_ Ensure volunteers/workers are properly trained (HAZWOPER)
- \_\_\_ Train workers on what to look out for, avoid, or protect
- \_\_\_ If dispersants, use of other chemicals, or *in situ* burning are a viable option, seek approval and plan logistics early
- \_\_\_ Consult with resource trustees, ADEC, and NOAA SSC to determine when cleanup is considered finished
- \_\_\_ Arrange for Boat Cleaning Stations as required

**Wildlife Protection and Damage Assessment:**

- \_\_\_ Ensure that federal and state agencies responsible for managing wildlife resources (DOI, ADFG, DOC) have provided the OSC with information on how to protect wildlife resources at risk. Review ARRT-approved Wildlife Protection Guidelines.
- \_\_\_ Ensure resource trustees are notified and aware of their responsibility for damage assessment and associated cost recovery.

**Evidence Collection:**

- \_\_\_ Until responsible party is known, collect evidence from all possible sources
- \_\_\_ Document damage with photos and written statements
- \_\_\_ Notify MSO Investigations Department when marine casualty or documented/licensed personnel are involved
- \_\_\_ Determine and document path of discharge
- \_\_\_ Determine and document cause of discharge
- \_\_\_ Obtain witness statements and photographs
- \_\_\_ 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

**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 (VTC, RCC, OPCEN)
- \_\_\_ Start and maintain incident specific radio, telephone and visitor logs

**Site Control:**

- \_\_\_ Control access to sensitive areas or where public could get hurt or delay response efforts
- \_\_\_ Consider VTS vessel controls (Safety/Security Zone)
- \_\_\_ Use local police, State Troopers, as needed. Coordinate with the Local On-Scene Coordinator if public health and safety conditions exist

- \_\_\_ 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

**Media:**

- \_\_\_ Notify CCGD 17 Public Affairs and DEC Public Information Officer for support
- \_\_\_ Establish Joint Information Center in coordination with RP, State, and local agencies
- \_\_\_ Designate certain phone numbers to public affairs efforts
- \_\_\_ Consider a press release/briefing in large cases
- \_\_\_ Consider USCG PIAT from HQ
- \_\_\_ Have news reports taped
- \_\_\_ Monitor news reports so that steps can be taken to correct inaccurate reports and raise issues not presently covered

**Personnel:**

- \_\_\_ Arrange for reserve, PAC Area Strike Team, DRAT and other unit augmentation
- \_\_\_ Ensure proper clothing and equipment is available
- \_\_\_ Food/Berthing
- \_\_\_ Consider fatigue
- \_\_\_ Monitor heat stress and cold
- \_\_\_ Brief responders prior to each shift
- \_\_\_ Conduct debriefing after each shift to ensure field personnel are accurately received back at command post
- \_\_\_ Brief on media/public relations

**Logistics:**

- \_\_\_ Establish Command Post, integrate into Unified Command (if established)
- \_\_\_ Mobilization of equipment to include:
  - \* Type
  - \* Quantity
  - \* Location
  - \* Support vessels
  - \* Aircraft (transport and overflights)
- \_\_\_ Staging areas
- \_\_\_ Transportation
- \_\_\_ Communications
- \_\_\_ Personnel support and scheduling
- \_\_\_ Refueling of vessels/vehicles
- \_\_\_ Vessel berths and scheduling
- \_\_\_ Storage containers

**E. VESSEL RELATED DISCHARGE**

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

- \_\_\_\_\_ 1. Notify FOSC & SOSC
- \_\_\_\_\_ 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)
- \_\_\_\_\_ 7. Dispatch an investigative and surveillance team to the scene as necessary to advise the FOSC. 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 ARRT 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. Coordinate with the USFWS and ADF&G for protecting and cleaning wildlife. Advice is available through the ARRT.
- \_\_\_\_\_ 21. Arrange for emergency communications as necessary.
- \_\_\_\_\_ 22. 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/Ltr of Undertaking to ensure civil penalty payment.

- \_\_\_ 23. Consider impact on public safety and health. Carry out appropriate actions.
- \_\_\_ 24. For a massive spill response, the following should also be considered:
  - \_\_\_ a. Wildlife rescue efforts should start immediately after the spill is reported.
  - \_\_\_ 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.
  - \_\_\_ e. Damage assessment and restoration should begin quickly and funding options for this work should be identified. Identify lead trustee for affected resources early to avoid conflicts later.
  - \_\_\_ f. In conjunction with the ARRT, determine archeological status of cleanup area, and arrange for appropriate expertise to advise the FOSC on addressing archeological requirements.
- \_\_\_ 25. If the discharge occurs in Dixon Entrance, evaluate the need to reference the Joint Canada-United States Pollution Contingency Plan.
- \_\_\_ 26. Refer to MSO Juneau data base for other checkoff lists.

**F. 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.

**G. MOBILIZATION STRATEGY**

1. 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
2. Evaluate if special circumstances exist requiring special action
  - a. Fire/explosion
  - b. Vessel grounding
  - c. Lightering operations
  - d. Salvage operations
3. Implement support infrastructure. Determine response structure that will be used, and from there determine level of support needed to fill positions in the structure.
4. Mobilization of equipment. Determine personnel needed for response, and identify source of personnel. Ensure personnel are properly trained, and health and safety issues are addressed.
  - a. Special Teams
  - b. Reserve augmentation
  - c. DRG support
  - d. SONS augmentation
5. Mobilization of equipment
  - a. Type of equipment needed
  - b. Quantity
  - c. Location - staging area
  - d. Support needed
    - (1) Boats for hauling and positioning boom
    - (2) Aircraft support for transporting equipment
  - e. Additional requirements
  - f. Contact list
6. Logistics
  - a. Logistics needed to support personnel
    - (1) Food
    - (2) Lodging
    - (3) Additional clothing
    - (4) Transportation
  - b. Logistics needed to support response
    - (1) Adequate communications
    - (2) Command post - Establish command post in location to support response. Command post must be adequate in size to support the anticipated number of personnel.
    - (3) Air support (overflights)
      - (a) Coast Guard and Auxiliary
      - (b) Other agencies
      - © Private sources

7. Local impacts
  - a. Impact on water intakes
    - (1) Drinking water
    - (2) Industrial
  - b. Transportation of fresh water supply
8. Funding issues
  - a. OSC access to the Fund
  - b. State access to the fund
  - c. Vendors - BOA policy
9. Volunteers
10. Fish, wildlife and habitat protection and mitigation of damage
11. Ensure coordination with natural resource damage assessment personnel

**H. SECURE OPERATIONS**

1. Unified Command coordination
2. Final Survey
3. Clean/return equipment
4. Survey/replace equipment
5. Restore damage areas
  - a. Consultation with appropriate Natural Resource Trustee
  - b. Consultation with property owners

## **I. HAZMAT RESPONSE CHECKLIST**

(Reference Numbers (Ref # ) following checklist items refer to reference materials listed at the end of this checklist. 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.)

### **1. During 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).
- Assign Case Number/ID, obtain background information, vsl / facility description, etc.
- Conduct Initial Notifications (See Part One of this Section for phone numbers).

### **2. Notify:**

- Chain of Command - Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (SOSC), local authorities.
- 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.

### **3. Assessment: Assess extent of release by:**

- Verify release report with: Reporting party, Fire/Police, Harbormasters, Park Rangers, or any other possible source.
- SAFETY: Ascertain hazards, ie: Fire, Explosion, HAZMAT, that require use of proper protective clothing, EEBAs, etc. (Ref #1).
- Dispatch Response personnel to conduct a "Conservative Response" (Ref #3).
- Arrange for overflight(s) (as necessary).
- Arrange for vessel or shore patrol(s) (as necessary).
- Determine if material can be cleaned up (Ref #1).
- 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 .

### **4. 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.
- If RP's actions (if needed) are adequate, monitor situation & report to Unified Command. If inadequate, report same to FOSC for possible federal assumption.

### **5. Funding a Response:**

- Contact National Pollution Finance Center (NPFC) for needed assistance at 703-235-4765.
- Issue RP a Letter of Federal Assumption (if necessary).
- Ensure field personnel keep track of equipment, materials, workers, etc.

### **6. Initial Mitigation:**

- Conduct initial containment and secure source of release - **If it Can Be Done Safely** (Ref #1).
- Containment options include: Boom, dams, plugging vents, etc. (Ref #1).

## 7. **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 local airports & FAA to control aircraft. FAA can be contacted through Juneau airport's tower or locally through manned airports throughout Southeast Alaska. The FAA Juneau telephone number is 907-789-7459.
- Have Coast Guard vessels assist in tracking aircraft and/or vessel movements in remote areas.

## 8. **Determine Response Priorities:**

- Evaluate magnitude & severity of the release, threat to public health, welfare, or environment.
- 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).
- Identify sensitive areas & wildlife (Ref #5). Consult with state and federal wildlife management agencies.
- Locate water intakes, such as hatcheries, municipal water treatment, etc. (See Sensitive Areas Section)
- Solicit input from Unified Command.
- Consider personnel and equipment logistics, capabilities, and limitations (Ref #1).
- Consider accessibility of areas.
- Set response priorities, which should include:
  - Protecting Human Health.
  - Remove or control remaining potential pollution.
  - Protecting sensitive areas.
  - Minimizing impact to the environment, wildlife, etc.

## 9. **Determine Proper Cleanup Methods**

- Ensure cleanup methods are appropriate for area of release and are safe (Ref #1).
- Do NOT conduct cleanup methods that will cause more damage than the material released. (Contact SSC and/or Natural Resource Trustees. Trustee listings can be found in the Unified Plan.)
- Ensure that workers know what to look out for, what to avoid, what to protect.
- If dispersants, burning, or use of other chemicals are a viable option, seek approval and plan logistics early.

**10. How Clean Is Clean?**

- Consult with Natural Resource Trustees, State Rep, SSC and members of the scientific community.

**11. Damage Assessment and Wildlife Rehabilitation:**

- Ensure Natural Resource Trustee members are notified.
- Notify special interest groups: International Bird Rescue Center, Audubon Society, etc.

**12. 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/document nature of release.
- Determine/document cause of release.
- Obtain witness statements.
- Obtain photographs of scene.
- Collect physical evidence (Charts, logs, records, etc.).

**13. Documentation:**

- Remind all personnel to document their actions/observations and communications by date, time and their initials.
- Consider assigning two documentation officers early on in the incident.
- Centralize all incident related notes daily.
- Save tape recordings.
- Start and maintain incident specific radio, telephone and visitor logs.

**14. Media:**

- Notify federal, state, and local government public affairs (See Annex I of Unified Plan).
- Establish a Joint Information Center and 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.

**15. Personnel:**

- Arrange for additional personnel as necessary.
- Arrange for proper clothing & equipment.
- Arrange for food and berthing, as necessary.
- Fatigue - On large responses don't have everyone working on the first shift; save some experience people.
- Brief responders prior to each shift - especially on safety.
- Conduct debriefing after each shift to ensure field observations are accurately received back at the command post.
- Brief on media/public relations.

**16. Logistics:**

- Locate and secure staging area(s).
- Locate and secure adequate transportation.

- Designate radio frequencies, assign telephones, create comms schedule.
- Personnel support and scheduling.
- Refueling of vessels/vehicles (especially in remote areas).
- Vessel berths and scheduling (Harbormasters can assist with this information. See Resources Section for listing of Harbormasters in Southeast Alaska).

**17. Disposal:**

- Ensure disposal complies with the Resource Conservation Recovery Act (RCRA) requirements and all state regulations (RCRA information can be found in MSO's library).
- Determine temporary and ultimate disposal sites as appropriate (ADEC should be contacted to provide assistance with disposal issues).

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**References**

Reference #1: Marine Safety Office Juneau's 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 the USCG MSO Juneau 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 - SEAK, Volumes 1 & 2

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

**Hazmat Release Notification Sheet**

Date / time of notification: \_\_\_\_\_

Date / time of incident: \_\_\_\_\_

Reporting party information:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Is notifier the Responsible Party (RP)? Yes: \_\_\_ No: \_\_\_ Reporting for RP: \_\_\_\_\_

Responsible Party information:

Is spill from: Vessel: \_\_\_ Facility: \_\_\_ Shore: \_\_\_ Other: \_\_\_\_\_

Vessel information:

Name: \_\_\_\_\_ Call sign: \_\_\_\_\_ Doc / AK#: \_\_\_\_\_

Type of Vessel: \_\_\_\_\_ Fuel capacity: \_\_\_\_\_ Vents plugged? Yes: \_\_\_ No: \_\_\_

Length: \_\_\_\_\_ Hull material (wood, steel, alum., etc): \_\_\_\_\_ Flag: \_\_\_\_\_

Name/address of Owner/Operator: \_\_\_\_\_

\_\_\_\_\_

Name / phone number of agent: \_\_\_\_\_

Facility information:

Name / address: \_\_\_\_\_

\_\_\_\_\_

**J. REMOVAL AND WASTE DISPOSAL**

- 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 waste disposal complies with RCRA requirements
- 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.
- Determine temporary and ultimate disposal sites.

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

**K. COST RECOVERY & DOCUMENTATION**

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.**

**L.     DISPERSANTS & 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 Response 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.