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ALASKA AREA CONTINGENCY PLAN (ACP) SAMPLE FORMAT

Approval Letter

Letter of Transmittal Record of Changes Table of Contents

1000 – Introduction

- 1100 – Introduction/Authority
- 1200 – Geographic Boundaries
 - 1210 – Geographic Planning Boundaries
 - 1220 – Geographic Response Boundaries
 - 1220.1–USCG-EPA Response Jurisdictional Boundary
 - 1230 – State
 - 1240 – Local
- 1300 – Area Committee
 - 1310 – Area Committee Stakeholders, Names, Organization & Contact Information
 - 1320 – Purpose
 - 1330 – Organization
 - 1340 – Charter Members
- 1400 – National Response System (NRS)
 - 1410 – National Response Structure
 - 1410.1 – Spill of National Significance (SONS)
 - 1420 – Regional Response Team (RRT) Structure
 - 1430 – Area Response Structure
 - 1430.1 – Federal Role in Incident Response
 - 1430.1.1 U.S. Coast Guard
 - 1430.1.2 Environmental Protection Agency
 - 1430.1.3 Agency #3
 - 1430.2 –State Role in Incident Response
 - 1430.2.1 Department of Environmental Conservation
 - 1430.2.2 Department of Fish and Game
 - 1430.2.3 Agency #3....
 - 1430.3 –Local Response Structure
 - 1430.4 –Responsible Party Policy
 - 1430.4.1 –Responsible Party Compliance Guidance
 - 1430.4.2 –Oil Spill Responsible Party Representative
 - 1430.4.3 –HAZMAT Release Responsible Party Representative
 - 1430.4.4 –Fire/Salvage Responsible Party Representative
 - 1440 – Incident Command System (ICS)
 - 1450 – Area Exercise Mechanism
 - 1450.1 –National Preparedness for Response Exercise Program (NPREP)
 - 1450.2 –Participation in NPREP
 - 1460 – Federal Response Framework
 - 1470 – Federal Radiological Response Plan
- 1500 – State/Local Response System
- 1600 – National Policy and Doctrine

- 47 1610 – Public vs. Private Resource Utilization
- 48 1610.1 –Vessel Removal
- 49 1620 – Best Response Concept
- 50 1630 – Cleanup Assessment Protocol (How clean is clean?)
- 51 1640 – Alternative Response Technologies
- 52 1640.1 –Dispersant Pre-Approval/Monitoring/Decision Protocol
- 53 1640.2 – In Situ Burn (ISB) Approval/Monitoring/Decision Protocol
- 54 1640.3 – Bioremediation Approval/Monitoring/Decision Protocol
- 55 1640.4 – Alternative Response Technology Evaluation System (ARTES)
- 56 1640.5 – Special Monitoring of Applied Response Technology (SMART)
- 57 1650 – Fish and Wildlife Acts Compliance
- 58 1650.1 Migratory Bird Treaty Act (MBTA),
- 59 1650.2 –Marine Mammal Protection Act (MMPA)
- 60 1650.3 –Endangered Species Act (ESA)
- 61 1650.X– [insert additional]
- 62 1660 – Protection of Historic Properties (National Historic Preservation Act (NHPA))
- 63 16XX –
- 64 1700 – Reserved
- 65 1800 – Reserved
- 66 1900 – Reserved for Area/District
- 67
- 68 **2000 – Command**
- 69 2100 – Unified Command (UC)
- 70 2110 – Command Representatives
- 71 2210.1 – Federal Representative
- 72 2210.2 – State Representative
- 73 2210.3 – Responsible Party Representative
- 74 2210.4 – Area Command
- 75 2120 – Guidance for setting response objectives
- 76 2130 – General response priorities
- 77 2200 – Safety
- 78 2210 – Site characterization
- 79 2220 – Site Safety Plan Development
- 80 2230 – OSHA Training for Volunteers
- 81 2300 – Information
- 82 2310 – Protocol for Access/Timing of Media Briefings
- 83 2310.1 – Public Information Office (PIO) Protocol
- 84 2310.2 – PIO Checklist
- 85 2320 – Joint Information Center (JIC)
- 86 2330 – Media Contacts
- 87 2400 – Liaison
- 88 2410 – Investigators
- 89 2420 – Federal/State/Local Trustees
- 90 2430 – Agency Representatives
- 91 2440 – Stakeholders
- 92 2440.1 – Regional Stakeholder Committee
- 93 2440.2 – Environmental (Sierra Club, Save the Bay, etc.)
- 94 2440.3 – Economic (Port operators, tourist hotels, etc.)

95	2440.4 – Political (local, state, etc.)
96	2450 – Natural Resource Damage Assessment (NRDA)
97	
98	2500 – Reserved
99	2600 – Reserved
100	2700 – Reserved
101	2800 – Reserved
102	2900 – Reserved for Area/District
103	
104	3000 – Operations
105	3100 – Operations Section Organization
106	3110 – Organization Options
107	3120 – Considerations for Building the Operations Section
108	3200 – Recovery and Protection <i>(Hyperlink or reference to other sections or documents where appropriate)</i>
109	3210 – Protection
110	3210.1 – Containment and Protection Options
111	3220 – On-Water Recovery
112	3220.1 – Recovery Options
113	3220.1.1 – Near-shore/Shallow Water
114	3220.2 – Storage
115	3220.2.1 –On board
116	3220.2.2 –Transfer to Storage Tanks
117	3230 – Shoreside Recovery
118	3230.1 – Shoreline Cleanup Options
119	3230.2 – Pre-Beach Cleanup
120	3230.3 – Storage
121	3240 – Disposal
122	3240.1 – Waste Management and Temporary Storage Options
123	3240.2 – Decanting Policy
124	3240.3 – Sample Waste Management Plan (reference Permits in Planning)
125	3250 – Decontamination
126	32XX.X – Sample Decontamination Plan
127	3260 – Alternative Response Technologies
128	3260.1- Dispersants
129	3260.1.1– Dispersant Options
130	3260.1.2– Dispersant Checklists
131	3260.1.3– Preauthorized Zones
132	3260.1.4– Dispersant Response Plan Worksheet
133	3260.1.5– SMART Protocol (incorporate by reference)
134	3260.1.6– Types of Equipment Required (reference Logistics
135	Support 5300 for equipment sources)
136	3260.2 – ISB
137	3260.2.1 – ISB Options
138	3260.2.2 – ISB Checklists
139	3260.2.3 – Preauthorized Zones
140	3260.2.4 – Types of Equipment Required
141	3260.3 – Bioremediation
142	3260.4 – Surface Washing Agents

143	3260.5 – Alternative Response Technology References
144	3300 – Emergency Response
145	3310 – Search and Rescue (SAR)
146	3310.1 – SAR Area Resources (reference as necessary)
147	3320 – Salvage/Source Control
148	3320.1 – Assessment & Survey
149	3320.2 – Stabilization
150	3320.3 – Specialized Salvage Operations
151	3320.4 – Types of Equipment required (reference Logistics as necessary)
152	3320.5 – Salvage Guidelines
153	3330 – Marine Fire Fighting (reference section 8000 or standalone plan as appropriate)
154	3340 – Hazmat (reference to separate section or stand-alone plan as necessary)
155	3340.1 – Initial Emergency Response Procedures
156	3340.2 – Evacuation Procedures
157	3340.3 – Hazmat POCs
158	3340.4 – Types of Equipment required (reference Logistics for hazmat services)
159	3350 – Emergency Medical Services (EMS)
160	3350.1 – EMS (reference Logistics as needed)
161	3360 – Law Enforcement
162	3360.1 – Perimeter/Crowd/Traffic/Beach Control
163	3360.2 – Safety/Security Zones
164	3400 – Air Ops
165	3410 – Air Tactical
166	3440.1 – Aerial Surveillance
167	3440.2 – Aerial Dispersant Application
168	3440.3 – Procedures for Temporary Flight Restrictions
169	3440.4 – Permanent Area Restrictions
170	3420 – Air Support
171	3420.1 – Airports/Helibases
172	3420.2 – Helospots
173	3420.3 – List of Certified Helos/Aircraft Providers
174	3420.4 – Fuel/Maintenance Sources
175	3420.5 – Air Traffic Control Procedures
176	3500 – Staging Areas
177	3510 – Pre-Identified Staging Areas
178	3520 – Security
179	3600 – Wildlife (reference 3200 or Geographic Response Strategies (GRSs) as necessary)
180	3610 – Fish and Wildlife Protection Options
181	3620 – Recovery
182	3620.1 – Wildlife Recovery Operations/Procedures
183	3620.2 – Recovery Processing
184	3620.3 – Carcass Retrieval and Processing
185	3630 – Wildlife Rehab
186	3630.1 – Wildlife Rehab Operations
187	3630.2 – Rehab Facilities
188	3630.3 – Rehab Procedures
189	3700 – Reserved
190	3800 – Reserved

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3900 – Reserved for Area/District

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196	4000 – Planning
197	4100 – Planning Section Organization
198	4110 – Planning Section Planning Cycle Guide
199	4200 – Situation
200	4210 – Chart/Map of Area
201	4220 – Weather/Tides/Currents
202	4220.1 – Major seasonal patterns and
203	4220.2 – Sources for up to date information
204	4230 – Situation Unit Displays (reference or hyperlink to the FOG as appropriate)
205	4240 – On-Scene Command and Control (OSC2)
206	4250 – Required Operational Reports
207	4250.1 – Form 209
208	4250.2 – Pollution Reports (POLREPs)
209	4250.3 – Situation Reports (SITREPS)
210	4250.4 – <i>Insert other reports appropriate</i>
211	4300 – Resources
212	4310 – Resource Management Procedures
213	4310.1 – Check-in Procedures
214	4320 – Volunteers
215	4320.1 – Assistance Options
216	4320.2 – Assignment
217	4320.3 – Coordination
218	4320.4 – Training
219	4400 – Documentation
220	4410 – Services Provided (e.g., Reproduction, Freedom of Information Act (FOIA))
221	4420 – Administrative File Organization
222	4500 – Demobilization
223	4510 – Sample Demob Plan (Reference or hyperlink as appropriate. Sample provided by HQ)
224	4600 – Environmental
225	4610 – Geographic Response Strategies (reference and hyperlink to appropriate GRSs)
226	4620 – Fish & Wildlife Protection Strategies (reference and hyperlink to appropriate GRSs)
227	46XX – <i>[Insert other appropriate plans or information]</i>
228	4700 – Technical Support
229	4710 – Hazardous Materials
230	4710.1 – Toxicologist
231	4710.2 – Product Specialist
232	4710.3 – Certified Marine Chemist
233	4710.4 – Certified Industrial Hygienist
234	4710.5 – Chemist or Chemical Engineer
235	4710.6 – Sampling
236	4720 – Oil
237	4720.1 – Scientific Support Coordinator
238	4720.2 – Lightering
239	4720.3 – Salvage
240	4720.4 – Shoreline Cleanup Assessment
241	4720.5 – Natural Resource Damage Assessment
242	4720.6 – Response Technologies
243	4720.6.1 – Mechanical

244 4720.6.2 – Dispersant,
 245 4720.6.3 – ISB
 246 4720.6.4 – Bioremediation
 247 4720.7 – Special Monitoring of Applied Response Technologies (SMART)
 248 4720.8 – Decontamination
 249 4720.9 – Disposal
 250 4720.10 – Dredging
 251 4720.11 – Deepwater Removal
 252 4720.12 – Heavy Lift
 253 4730 – General
 254 4730.1 – Cultural & Historic Properties
 255 4730.2 – Legal
 256 4730.3 – Chaplain
 257 4730.4 – Public Health
 258 4730.5 – Human Resources
 259 4730.6 – Critical Incident Stress Management
 260 4740 – Law Enforcement
 261 4750 – SAR
 262 4760 – Marine Fire
 263 4800 – Required Correspondence, Permits & Consultation
 264 4810 – Administrative Orders
 265 4820 – Notice of Federal Interest
 266 4830 – Notice of Federal Assumption
 267 4840 – Letter of Designation
 268 4850 – Fish and Wildlife Permits
 269 4860 – ESA Consultations
 270 4870 – Disposal
 271 4880 – Dredging
 272 4890 – Decanting
 273 4900 – Reserved for Area/District
 274
 275 **5000 – Logistics**
 276 5100 – Logistics Section Organization
 277 5200 – Support
 278 5210 – Supply (summarize in/out of area in each)
 279 5210.1 – Oil Response Equipment
 280 5210.2 – Hazardous Substance Response Equipment
 281 5220 – Facilities
 282 5220.1 – Incident Command Post (ICP) Options
 283 5220.2 – ICP Needs
 284 5220.2.1 – Rooms
 285 5220.2.2 – Phones, Faxes
 286 5220.2.3 – Network and WiFi
 287 5220.2.4 – Radios
 288 5220.2.4 – Printers, Scanners, Copiers
 289 5220.2.5 – Furniture
 290 5220.2.6 – Security
 291 5220.2.7 – [insert additional needs]

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 293
 294 5220.3 – Berthing
 295 5220.4 – Port/Dock Facilities/Capacities
 296 5220.5 – Staging Areas
 297 5220.6 – Security Providers
 298 5220.7 – Airports/Heliports
 299 5220.8 – Temporary Storage and Disposal Facilities (TSDs)
 300 5220.9 – Maintenance and Fueling Facilities (land/water)
 301 5220.10 – Fish and Wildlife Response Facilities and Resources
 302 5230 – Vessel Support
 303 5230.1 – Boat Ramps/Launching Areas
 304 5230.2 – Vessel/Boat Sources
 305 5230.3 – Maintenance
 306 5240 – Ground Support
 307 5240.1 – Vehicle Sources
 308 5240.2 – Maintenance
 309 5300 – Services
 310 5310 – Food
 311 5310.1 – Catering/Messing Options
 312 5320 – Medical
 313 5320.1 – Medical Facilities
 314 5320.2 – Ambulance/EMS Services
 315 5400 – Communications
 316 5410 – Communications Plan
 317 5410.1 – Incident Communications
 318 5410.2 – Communications Support
 319 5410.3 – Communication Facilities
 320 5420 – Communications Capabilities [
 321 5500 – Reserved
 322 5600 – Reserved
 323 5700 – Reserved
 324 5800 – Reserved
 325 5900 – Reserved for Area/District
 326
 327 **6000 – Finance/Administration**
 328 6100 – Finance/Administrative Section Organization
 329 6200 – Fund Access
 330 6210 – Federal On-Scene Coordinator (FOOSC) Access
 331 6220 – State Access
 332 6230 – Trustee Access
 333 6300 – Cost
 334 6310 – Cost Recovery
 335 6320 – Cost Documentation, Procedures, Forms & Completion Report
 336 6310.1 – National Pollution Fund Center Technical Operating Procedures
 337 6310.2 – Finance and Resource Management Field Guide
 338 6330 – Reimbursable Expenses
 339 6330.1 – Procedures for Reimbursement

- 340 6320 – Liability Limits
- 341 6400 – Time
- 342 6500 – Compensation/Claims
- 343 6510 – Claims Against the OSLTF
- 344 6520 – Compensation for Injury Specialist (INJR)
- 345 6530 – Claims Specialist (CLMS)
- 346 6600 – Procurement
- 347 6610 – Contracting Officer Authority
- 348 6700 – Reserved
- 349 6800 – Reserved
- 350 6900 – Reserved for Area/District
- 351
- 352 **7000 – Hazardous Substances**
- 353 7100 – Introduction
- 354 7200 –Operations
- 355 7300 – Hazardous Substances and Products in [Area]
- 356 7400 – Resources
- 357
- 358 **8000 – Salvage & Marine Fire Fighting**
- 359
- 360 **9000 – Appendices**
- 361 9100 – Emergency Notification
- 362 9110 – Initial Awareness, Assessment & Notification Sequence
- 363 9110.1 – Initial Assessment Check-off List
- 364 9110.2 – Initial Action Check-off List
- 365 9110.3 – Notification Check-off List
- 366 9200 – Personnel and Services Directory
- 367 9210 – Federal Resources/Agencies
- 368 9210.1 – Trustees for Natural Resources
- 369 9210.2 – USCG
- 370 9210.2.1 – USCG National Strike Force (NSF)
- 371 9210.2.2 – USCG District Response Assist Team (DRAT)
- 372 9210.2.3 – Public Information Assist Team (PIAT)
- 373 9210.2.4 – USCG Reserve
- 374 9210.2.5 – USCG Auxiliary
- 375 9210.3 – Environmental Protection Agency (EPA)
- 376 9210.3.1 – Environmental Response Team (ERT)
- 377 9210.3.2 – Radiological Emergency Response Team (RERT)
- 378 9210.4 – National Oceanic and Atmospheric Administration (NOAA)
- 379 9210.4.1 – Scientific Support Coordinator (SSC)
- 380 9210.4.2 – Discharge & Release Trajectory Modeling
- 381 9210.4.3 – Oceanic & Atmospheric Modeling
- 382 9210.5 – U.S. Navy Supervisor of Diving and Salvage (SUPSALV)
- 383 9210.6 – Agency for Toxic Substance and Diseases (ATSDR)
- 384 9210.7 – Civil Support Teams
- 385 9210.7 – Bureau of Ocean Energy Management and Regulation Enforcement
- 386 9220 – State Resources/Agencies
- 387 9220.1 – Government Official Liaisons

388 9220.2 – Alaska Department of Environmental Conservation
 389 9220.3 – Alaska Department of Fish and Game
 390 9220.4 – Alaska Department of Natural Resources
 391 9220.4.1 – State Historic Preservation Office (SHPO)
 392 9220.5 – Trustees for Natural Resources
 393 9220.6 – State Emergency Response Committees (SERC)
 394 9220.7 – Alaska State Troopers
 395 9220.8 – Alaska Statewide HAZMAT Teams
 396 9220.8.1 – Civil Support Team
 397 9230 – Tribal Resources/Agencies
 398 9230.1 – Federally-recognized Tribes
 399 9230.2 – Native Corporations
 400 9230.3 – Other Native /Tribal Organizations
 401 9240 – Local Resources/Agencies
 402 9240.1 – Trustees for Natural Resources
 403 9240.2 – Local Emergency Planning Committees (LEPC)
 404 9240.3 – Local Environmental Agencies
 405 9240.4 – Law Enforcement Agencies
 406 9240.5 – Port Authority/Harbormaster
 407 9240.6 – Fire Departments
 408 9240.7 – Hazardous Substances Response Teams
 409 9240.8 – Explosive Ordinance Detachments (EOD)
 410 9240.9 – Site Safety Personnel/Health Departments
 411 9250 – Private Resources
 412 9250.1 – Clean-up Companies
 413 9240.1.1 – Basic Ordering Agreement (BOA)
 414 9240.1.2 – Non-BOA)
 415 9250.2 – Media
 416 9250.1.1 – Television
 417 9250.1.2 – Radio
 418 9250.1.2 – Newspaper
 419 9250.3 – Fire Fighting/Salvage Companies/Divers
 420 9250.4 – Fishing Cooperatives and Fleets
 421 9250.5 – Wildlife Rescue Organizations
 422 9250.6 – Volunteer Organizations
 423 9250.7 – Maritime Associations/Organizations/Cooperatives
 424 9250.8 – Academic Institutions
 425 9250.9 – Laboratories
 426 9250.10 – Emergency Medical Services
 427 9260 – Stakeholders
 428 9300 – Draft Incident Action Plan (IAP)
 429 9400 – Area Planning Documentation
 430 9410 – Discharge and Release History
 431 9420 – Risk Assessment
 432 9430 – Planning Assumptions - Background Information
 433 9440 – Planning Scenarios
 434 9500 – List of Agreements
 435 9600 – Conversions

436	9700 – List of Response References
437	9710 – Relevant Statute/Regulations/Authorities List
438	9720 – Relevant Instructions/Guidelines/Standard Procedures and Practices List
439	9730 – Geographic Response Strategies
440	9740 – Technical References List
441	9540.1 – NCP Product Schedule
442	9540.2 – Catalog of Crude Oil and Oil Product Properties
443	9540.3 – Chemical Hazards Response Information System (CHRIS) Manual
444	9800 – Reserved
445	9900 – Reserved for Area/District
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447	Glossary
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