

**KODIAK
SUBAREA CONTINGENCY PLAN**

**RESPONSE
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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), 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.

Initial Emergency Contact Checklist

NOTE: All telephone numbers are in area code 907, unless otherwise specified.

FEDERAL:

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

FOSC for Coastal Zone

USCG -Sector Anchorage (24 hr).....271-6700

FOSC for Inland Spills

EPA Region X Alaska Operations, Anchorage Office271-5083
Fax: 271-3424
FOSC R. Whittier (cellular).....830-7236
FOSC M. Carr (cellular)227-9936
Seattle Office (24 hr Duty Officer)206-553-1263

STATE:

SOSC for Coastal or Inland Spills

ADEC Central Area Response Team (business hours).....269-3063
or, 262-5210, ext. 234
Fax: 269-7648
24 hr - State Troopers.....800-478-9300

LOCAL:

LOSC for Coastal or Inland Spills

Kodiak Regional Emergency Services Director (Kodiak City Manager).....486-8640
Fax: 486-8600
City of Kodiak Police Dispatch (24-hr)486-8000
Fax: 486-8023

B. FEDERAL AGENCY CONTACTS

It is the responsibility of the FOSC to initiate contact, as appropriate, with the following agencies, organizations, and entities once emergency notifications have been made. This is not an exhaustive list of federal contacts, and the FOSC may notify additional parties. 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 (e.g., POLREPs or other information) by fax or e-mail whenever possible. Additional federal agency contacts are listed in the *Resources Section* of this plan.

FOSC Historic Properties Specialists: During an incident response, contact the FOSC. For BOA contractor information, contact USCG Sector Anchorage, Response Department at 271-6700.

Threatened and Endangered Species Consultation Contacts:

Department of the Interior (business hours) 271-5011
 Emergency (24 hr) 333-0489/357-0488/345-7726
 Cellular: 227-3783/3781; Fax: 271-4102
 Department of Commerce/NOAA (business hours) 586-7235 or 271-5006
 Emergency (24 hr) 586-7639 or 248-4211
 Fax: 586-7012 or 271-3030

	Phone	Fax	Alt. Phone
COAST GUARD CONTACTS			
National Response Center	800-424-8802	202-267-2165	202-267-2675
USCG District 17 Command Center (SAR)	463-2000	463-2340	
USCG District 17 Public Affairs	463-2071	463-2072	
USCG – Sector Anchorage	271-6700	271-6751	
USCG Pacific Strike Team	415-883-3311	415-883-7814	
National Strike Force	252-331-6000	252-331-6012	
National Pollution Funds Center	202-493-6700	202-493-4900	

FEDERAL AGENCIES

U.S. Environmental Protection Agency – Anchorage	271-5083	271-3424	
– Seattle (24 hr)	206-553-1263		
U.S. Department of the Interior	271-5011	271-4102	
National Oceanic & Atmospheric Admin. SSC	271-3593	271-3139	
U.S. Forest Service	586-7876	586-7892	586-8806
U.S. Army Corps of Engineers (Security Office)	753-2515	753-2513	
U.S. Navy SUPSALV	384-2968	384-2969	
Federal Aviation Administration (Ops Center)	271-5936	276-7261	
National Marine Fisheries	271-5006	271-3030	
National Weather Service	271-3886	266-5105	271-5088

FEDERALLY-RECOGNIZED TRIBES NATIVE GROUPS/CORPORATIONS

See the *Resources Section, Part Three, Subsection N* for a complete listing and contact information.

C. ALASKA STATE AGENCY CONTACTS

It is the responsibility of the SOSC to initiate contact, as appropriate, 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. 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 (e.g., a sitrep or other information) by fax or e-mail whenever possible. Additional state agency contacts are listed in the *Resources Section* of this plan and in the **Unified Plan, Annex A**.

<i>All telephone numbers in area code 907, unless otherwise specified</i>	Phone	Fax	Alt. Phone
ALASKA STATE AGENCIES			
Dept. of Environmental Conservation, Anchorage	269-3063	269-7648	
Cellular Phone (after hours)	244-8126		
24 hr, thru State Troopers	800-478-9300		
Dept. of Fish and Game	267-2541	267-2499	
	267-2813	267-2446	
Dept. of Military & Veteran Affairs	428-7000	428-7009	
Division of Emergency Services (24 hr)	800-478-2337		
Dept. of Labor: AK Occupational Safety & Health	800-770-4940	465-6012	269-4940
Dept. of Law	269-5100	276-3697	269-5274
Dept. of Natural Resources	269-8815	269-8913	269-5274
Division of Oil and Gas (paging terminal)	762-2580	269-8938	269-8815
Division of Mining, Land and Water	269-8600	269-8904	
State Historic Preservation Office	269-8721	269-8908	269-8723
Dept. of Public Safety – Dispatch	428-7200	428-7204	
State Troopers – 24-Hour	800-478-9300		
Dept. of Transportation & Public Facilities	269-0770	248-1573	
Dept. of Community and Economic Development			
Dept. of Health and Social Services	465-3027	465-4101	561-4406
University of Alaska	486-1500	486-1540	

D. LOCAL CONTACTS

It is the responsibility of the LOSC and the SOSC to initiate contact with the appropriate local government agencies and organizations once initial emergency notifications have been made. Local plans may designate who will serve as the LOSC, who has responsibility for making any necessary contacts, and who should be contacted. Each distinct town, village, or community within larger jurisdictions, such as boroughs, may have their own emergency response plan, and all applicable local plans should be consulted during an emergency situation.

This list of local contacts is not exhaustive, and the LOSC may notify additional parties. Phone numbers are not listed in order of importance and contacts will be made at the discretion of the LOSC/SOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (e.g., sitreps or other information) by fax or e-mail whenever possible.

(The Resources Section, Part One contains additional information and contacts for specific locales.)

All telephone numbers are in area code 907, unless otherwise specified.

Phone / Fax

Local Emergency Planning Committees

Kodiak Island Borough LEPC 486-8640/486-8600

Borough

Kodiak Island Borough (KIB) 486-9301/486-9374
 Emergency Operations(See City of Kodiak, City Manager/Emergency Services Director)
 State Troopers (Kodiak Post) 486-4121
 Police (City of Kodiak) 486-8000
 Fire (Kodiak Fire Department) 486-8040
 Hospital (Providence Kodiak Island Medical Center) 486-3281
 Hospital (U.S. Coast Guard Medical Clinic; emergency support only) 487-5757

All telephone numbers are in area code 907, unless otherwise specified.

Phone / Fax

Cities/Villages

Contacts

City of Kodiak	City Hall.....	486-8640/486-8600
	City Manager/Emergency Services Director.....	486-8640/486-8600
	State Troopers (Kodiak Post).....	486-4121
	Police Department.....	486-8000
	Fire Department.....	486-8040
	Hospital (Providence Kodiak Island Medical Center).....	486-3281
Afognak	Village Council.....	486-6457
	State Troopers (Kodiak Post).....	486-4121
Akhiok	Village Council.....	836-2345
	State Troopers (Kodiak Post).....	486-4121
	Police.....	486-4121
	Village Public Safety Office.....	836-2213
	Fire.....	836-2213
	EMS/Ambulance.....	836-2230
Aleneva	Clinic.....	836-2230
	State Troopers (Kodiak Post).....	486-4121

All telephone numbers are in area code 907, unless otherwise specified. **Phone / Fax**

Cities/Villages	Contacts	
Chiniak	State Troopers (Kodiak Post).....	486-4121
	EMS/Ambulance	486-9800 or 486-9827
Kaguyak	Village Council	836-2231
	State Troopers (Kodiak Post).....	486-4121
Kanatak	Village Council	336-7271
	State Troopers (Kodiak Post).....	486-4121
Karluk	Village Council	241-2218
	State Troopers (Kodiak Post).....	486-4121
	Police.....	241-2209
	Village Public Safety Office	241-2209
	Fire	241-2212
	EMS/Ambulance	241-2212
Kodiak Station	Clinic.....	241-2212
	State Troopers (Kodiak Post).....	486-4121
	Police.....	Military Police
	Fire	487-5808
	EMS/Ambulance	487-5757
Larsen Bay	Clinic.....	487-5757
	City Hall.....	847-2211
	Village Council	847-2207
	State Troopers (Kodiak Post).....	486-4121
	Police.....	486-4121
Old Harbor	Village Public Safety Office	847-2262
	EMS/Ambulance	847-2208
	Clinic.....	847-2208
	City Hall.....	286-2204
	Village Council	286-2215
Ouzinkie	State Troopers (Kodiak Post).....	486-4121
	Police.....	486-4121
	Village Public Safety Office	286-2275
	Fire	286-2293/2270
	EMS/Ambulance	286-2293/2270
	Clinic.....	286-2205
	City Hall.....	680-2209
	Village Council	680-2259
	State Troopers (Kodiak Post).....	486-4121
	Police.....	486-4121
	Village Public Safety Office	680-2365
	Fire	680-2209
	EMS/Ambulance	680-2209
	Clinic.....	680-2265

All telephone numbers are in area code 907, unless otherwise specified. **Phone / Fax**

Cities/Villages	Contacts	
Port Lions	City Hall	454-2332
	Village Council	454-2234
	State Troopers (Kodiak Post)	486-4121
	Police.....	454-2330
	Village Public Safety Office	454-2330/2299
	Fire	454-2330/2299
	EMS/Ambulance	454-2330/2299
Port William	Clinic.....	454-2275
	State Troopers (Kodiak Post).....	486-4121
Uganik Bay	State Troopers (Kodiak Post).....	486-4121
Women's Bay (USCG Station)	State Troopers (Kodiak Post).....	486-4121
Woody Island (Lesnoi Island)	State Troopers (Kodiak Post).....	486-4121

E. OTHER POINTS OF CONTACT

All telephone numbers in area code 907, unless otherwise specified

Phone Fax Alt. Phone

ALASKA REGIONAL RESPONSE TEAM (ARRT)

Refer to the ARRT website at: <http://www.akrrt.org> for the most current listing of ARRT members.

FEDERAL AND STATE NATURAL RESOURCE TRUSTEES EMERGENCY CONTACTS

A complete listing of the Natural Resource Trustees contact information, including e-mail, is available through a link at the ARRT website: <http://www.akrrt.org> A listing of agency trustees appears in the *Resources Section, Part Three, Subsection T.*

CULTURAL RESOURCES ADVISORS

State Historic Preservation Office (ADNR)	269-8721
FOSC Historic Properties Specialists	<i>Contact the FOSC for appropriate BOA contractor</i>
Regional Environmental Officer (USDO).....	271-5011

HATCHERIES/AQUACULTURE SITES

Refer to the *Sensitive Areas Section* of this plan

INDUSTRY/SPILL RESPONSE ORGANIZATIONS

Alaska Chadux Corporation	348-2365	348-2330	888-831-3438
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REGIONAL CITIZENS ADVISORY COUNCILS

Cook Inlet RCAC	283-7222	283-6102	800-652-7222
Prince William Sound RCAC	277-7222	277-4523	800-478--7221

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 Kodiak Subarea. In the event of an actual or potential oil or hazardous materials release, an ICS response will be activated. The ICS is based on the National Incident Management System (NIMS), which was developed to coordinate multiple agency actions 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 NIMS ICS format.

This 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, cleanup, etc.), and includes an Incident Commander (IC), who is in command of the control, containment, removal, and disposal of the spill. For the Kodiak 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) [when applicable], 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 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 OSCS, RP, PRAC/OSRO, RCACS AND RSC

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 tide line), the Environmental Protection Agency will be the FOSC. The role of the USCG or EPA in the Unified Command will vary according to spill type and size. The USCG has adopted the Incident Management Handbook (COMDTPUB P3120.17A) for use in guiding their major spill response efforts. The guide provides detailed guidance for each Incident Command System position identified for emergency 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 in the Unified Command. The Statewide Oil and Hazardous Substance Incident Management System Workgroup (consisting of ADEC, industry, spill cooperatives, and federal agencies) has published the Alaska Incident Management System (AIMS) for Oil & Hazardous Substance Response. The AIMS Guide provides ADEC personnel and other response personnel with the detailed guidance necessary to properly respond to a major spill incident.

Local On-Scene Coordinator (LOSC): In the event of an oil spill or hazardous substance release in the Kodiak Subarea, a senior member of the local community with jurisdiction, unless otherwise specified by local plans, will serve as the Local On-Scene Coordinator in the Unified Command. For all spills in the Kodiak Subarea in which the ICS is implemented, the LOSC will sit in the Unified Command with the FOSC, SOSC, and Responsible Party Incident Commander, sharing decision-making and oversight responsibilities with the other On-Scene Coordinators. For spills that affect or threaten to affect multiple jurisdictions in the Kodiak Subarea, or outside of the subarea, appropriate officials from the affected communities will integrate into the command structure either through a LOSC liaison representing the affected communities or through a Regional Stakeholder Committee (see below).

As long as an immediate threat to public safety exists, the LOSC serves as the ultimate command authority for the public safety issue, while the FOSC, SOSC, and Responsible Party Incident Commander 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 applicable Local Emergency Response Plan developed by the local emergency services staff. If the FOSC, SOSC, or Responsible Party Incident Commander does not assume the lead role for response, the LOSC may request higher authority to assume that responsibility. (See the **Unified Plan, Annex B.**)

Responsible Party (RP): Under federal and State law, the Responsible Party 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 Kodiak Subarea Contingency Plan will become the guiding documents during the spill response.

Primary Response Actions Contractors (PRAC) and Oil Spill Response Organizations (OSRO): Primary Response Action Contractors and Oil Spill Response Organizations may play an important role in a spill response. PRACs and OSROs are organizations that may enter into a contractual agreement with an RP (vessel or facility owner/operator), assisting the RP in spill cleanup operations. RACs/OSROs can provide equipment, trained personnel, and additional resources. The Operations/Technical Manuals maintained by the RACs/OSROs may be referenced in vessel or facility contingency plans and serve as supplementary reference documents during a response. OSROs generally have access to large inventories of spill equipment and personnel resources. The FOSC or SOSC may contract these assets for use. Select equipment located within the Kodiak Subarea is referenced in the *Resources Section* of this plan. Complete equipment inventories are listed in the respective Operations or Technical Manuals of the RACs and OSROs.

Under State of Alaska statute a nontank vessel is a self-propelled watercraft of more than 400 gross registered tons. Examples include: commercial fishing vessels, commercial fish processing vessels, passenger vessels and cargo vessels, but does not include a tank vessel, oil barge or public vessel. Owners of regulated nontank vessels are required to submit to ADEC an oil discharge prevention and contingency plan covering all applicable nontank vessels. A nontank vessel PRAC is an organization registered with the State of Alaska that is obligated under a contractual relationship with a contingency plan holder to provide personnel and/or equipment to contain, control, or clean up oil spills for the plan holder; a PRAC may be under contract to multiple plan holders. A nontank vessel cleanup contractor means an oil spill primary response action contractor who is, or intends to be, obligated under contract or membership agreement to provide resources or equipment to contain, control, and perform cleanup of an oil discharge under an approved nontank vessel plan. A nontank vessel incident management team means an oil spill primary response action contractor who is, or intends to be, obligated under contract to provide incident management services under an approved nontank vessel plan. A response planning facilitator is an oil spill PRAC who provides services to the holder of an approved nontank vessel plan and act as an intermediary between the plan holder and one or more nontank vessel cleanup contractors and one or more nontank vessel incident management teams in order to facilitate the submission of a nontank vessel streamlined plan.

Regional Citizens' Advisory Councils (RCAC). There are two RCACs in Alaska, Cook Inlet RCAC and Prince William Sound RCAC. RCACs are independent, non-profit organizations created by the Oil Pollution Act of 1990 to monitor and advise on oil industry programs related to spill prevention and response, tanker safety and environmental impact assessments. During a spill response, RCACs monitor on-water activities and observe and verify spill response and cleanup efforts. RCACs inform local community members and other concerned groups about response activities and provide information on local concerns and priorities to the Unified Command in order to facilitate operational decisions. Because of the impacts to the Kodiak Subarea during the Exxon Valdez oil spill in 1989, the Prince William Sound RCAC stays actively involved with oil spill-related issues in Kodiak. The borough also has representation on the Cook Inlet RCAC.

Regional Stakeholder Committee (RSC): A Regional Stakeholder Committee will be activated for significant incidents to advise the Unified Command on incident objectives and community concerns. The RSC will not play a direct role in setting incident priorities or allocating resources, however the RSC can provide the Unified Command (usually through the Liaison Officer) with recommendations or comments on incident priorities, objectives, and the incident action plan. The RSC is not directly involved in tactical operations, though some of its members may be. Each RSC will be facilitated by a chairperson elected by the RSC members. RSC composition may vary from incident-to-incident and may include community emergency coordinators, local or tribal government representatives, 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 that shall be taken for an oil or hazardous substance spill in the Kodiak Subarea, including 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 Introductory Section of the *Unified Plan*.

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, historic properties, and human use).
5. Track the extent of the spill and identify affected areas.
6. Cleanup contaminated areas and properly dispose of wastes.
7. Notify and update the public. Provide avenues for community involvement where appropriate.

The first and primary phase of a response is to contain and remove the oil (or other spilled product) at the scene of the spill or while it is still on the open water, thereby reducing or eliminating impact on shorelines or sensitive habitats. If some of the spilled oil escapes this tactic, the second phase, which is no less important, is to intercept, contain and remove the oil in the nearshore area. The intent of phase two is the same as phase one: remove the spilled oil before it affects sensitive environments. If phases one and two are not fully successful, phase three is to protect sensitive areas in the path of the oil. The purpose of phase three is to shield the selected sensitive areas from the threats of a spill or to minimize any impact to the maximum extent practical. Phase four involves cleanup activities.

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 Incident Commander 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, and historic properties at risk
 - b. Determine whether RP is willing/able to respond.
 - c. Classify size of spill.
 - d. Notify natural resource trustees
 - e. The FOSC (or authorized representative) needs to perform the following: 1) consult with natural resource trustees; 2) conduct Endangered Species Act consultation (contact DOI and

DOC to determine the presence of, and potential impacts to, threatened and endangered species and their critical habitat); and 3) determine whether incident is categorically excluded under the Programmatic Agreement to protect historic properties and, if not, activate an FOSC 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: 1) consult with natural resource trustees on the protection of sensitive areas and resources and on potential response options to be taken; 2) 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.
5. INFORM LOCAL RESIDENTS, COMMUNITIES, & STAKEHOLDERS
 - a. Prepare Press Statement.
 - Report the extent 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 issued as more information is received.
 - b. Contact Local Media. (Local radio, newspaper and television contact information available in the *Resources Section, Part Three, Subsection M*)
 - 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 is 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 USCG and EPA will rely on their respective agency’s Incident Management Handbooks and State of Alaska personnel will employ the Alaska Incident Management System (AIMS) Guide, as well as the Spill Tactics for Alaska Responders (STAR) Manual, to direct their staffing of emergency response teams.

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. 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. In addition to federal and State responders, trained personnel available to help staff an ICS may be found with local agencies or commercial enterprises. Contact the local emergency management organizations listed in Part One of this section to recruit local, trained personnel to assist in the response effort.

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 federal and State personnel. Responsible Party personnel will initiate a concurrent ramp up according to the procedures described in their contingency plan. In those incidents where there is imminent threat to life and property, the appropriate local Fire Chief, State Trooper, or Emergency Manager will be the Incident Commander. The LOSC will follow the guidance of their local emergency response plan.

Hour 0-6: Initial Response Team

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

Notifications: The Responsible Party is ultimately responsible for making notifications to local, state and federal agencies. Notifications will include local officials, police, and fire departments. USCG or EPA will notify the appropriate federal agencies listed as agency contacts on page A-2 and other points of contact, as necessary. The FOSC will notify appropriate natural resource trustees to begin the consultation process on resources at risk (including threatened and endangered species and their critical habitats), response actions that may affect trust resources, and response actions to protect or reduce the injury of trust resources. 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 an event in the Kodiak Subarea.

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 Responsible Party's strategies. This initial response team will normally have no containment or product removal means with them at this time, unless provided by the Responsible Party. 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 local emergency response plan.

The response team will contact the Federal and/or State On-Scene Coordinators, report the details of the spill, and initiate a preliminary investigation into the cause of the spill. The FOSC/SOSC or other response team personnel 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 FOSC and/or SOSC will brief the federal, state and local government agencies regarding the spill status and ramp up procedures. The FOSC will continue to consult with natural resource trustees on actions to be taken that may affect trust resources. The FOSC will activate an FOSC Historic Properties Specialist unless the FOSC determines that the incident is categorically excluded from the National Programmatic Agreement to protect historic properties.

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

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

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 Kodiak Subarea are included in the *Resources Section* of this plan.

State, federal, and local personnel arriving on-scene should realize that workspace, telephone lines, and other office resources may be quite limited during the initial response. Individuals are encouraged to bring cellular phones to communicate with their respective home offices (realizing that cellular phone capabilities also may be severely limited or non-existent at the incident location).

Staging Areas: In community profiles contained in the *Resources Section* of this plan, potential staging areas may be identified for a specific community.

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, the scope and size of the spill can be gauged, and the Unified Command will convene and ICS staffing will increase. In a government-led spill response, the Unified Command will designate an Incident Commander. In a Responsible Party-led response, the Incident Commander will be a representative of the RP. The IC will designate appropriately trained personnel as Section Chiefs for the Operations, Planning, Logistics, and Finance/Administration Sections of the ICS. 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 in the Alaska Incident Management System

(AIMS) Guide and/or the U.S. Coast Guard Incident Management Handbook. Response personnel may include federal, state and local agency personnel, employees of the Responsible Party, and independent contractors, or other organizations' personnel, as appropriate.

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 that 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. In Situ Burning, Dispersants and Other Chemical Countermeasures

Decisions regarding the use of *in situ* burning and/or dispersants or any other chemical response tactic in the Kodiak Subarea will be made according to the guidelines presented in **Annex F of the Unified Plan**.

Federal On-Scene Coordinators (FOSCs) in Alaska may authorize the use of dispersants during incident response in areas where dispersant use and *in situ* burning are not pre-approved. This authorization requires concurrence of the EPA and the ADEC Alaska RRT representatives and consultation, when practicable, with the DOC and the DOI Alaska RRT representatives. In addition, any dispersants used must be listed on the NCP Product Schedule. FOSCs should *always consult* the appropriate guidelines for dispersants and *in situ* burning before proceeding. *In situ* burning guidelines developed for Alaska include the parameters for pre-approval of *in situ* burning and contain a checklist used by FOSCs in making decisions to use *in situ* burning during incident response.

According to the guidelines and from an operational perspective, both of these non-mechanical response options – dispersants and *in situ* burning – 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 request the approval for the use of these tactics.

The local use of dispersants and/or *in situ* burning may be an issue of primary concern to local residents. While there are no legal obligations for the FOSC and SOSC to include local officials from the Kodiak Subarea in the decision-making process, to the extent practicable, the appropriate village, municipality and/or the borough should be involved in this process.

3. Waste Removal and Disposal

The ICS 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. 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 Kodiak Subarea there are limitations on the amount of temporary storage available for waste products and recovered product resulting from an oil spill.

4. Cost Recovery/Documentation

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

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 Responsible Party representatives. A Joint Information Center may be established. 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.

E. GEOGRAPHIC RESPONSE STRATEGIES

Refer to the *Geographic Response Strategies (GRS) Section* for the site documents and maps for each specific GRS.

GRS provide unified (public, responders, and agencies) priorities and response strategies for the protection of selected sensitive areas to aid first responders to an oil spill. The GRS list the sensitive resources of an area and the response strategies, equipment, personnel and logistical information necessary to protect the sensitive areas. Because the U.S. Coast Guard Marine Safety Office, the Environmental Protection Agency, and the Alaska Department of Environmental Conservation have already approved them, the GRS serve as pre-approved strategies of the Unified Command during the emergency phase of an oil spill response.

F. POTENTIAL PLACES OF REFUGE

Refer to the *Potential Places of Refuge (PPOR) Section* for the pre-identified sites and the specific information on each PPOR.

Leaking or disabled vessels may require a sheltered location with adequate water depth to lighten or repair the vessel. Leaking vessels need to be repaired to limit the amount of spilled product. If leaking vessels are not repaired, a spilled product, such as oil, can negatively affect downstream environmental resources and shoreline. Vessels need to be anchored or moored in protected waters to safely make repairs and stop the loss of oil or other hazardous products.

Each vessel incident presents unique circumstances that the Unified Command must address. The goal is to safely repair or salvage a damaged vessel while avoiding or minimizing impacts to local resources. Prior to bringing a vessel into an anchoring or mooring location, the Unified Command will need to consider:

- Status of the vessel
- Public safety
- Environmental resources at risk
- Strategies to protect sensitive areas
- Prevailing winds
- Navigational approach to the mooring site
- Anchoring ground
- Vessel traffic
- Available dock and support facilities
- Available skilled and spill response labor

The USCG Captain of the Port (COTP) – Western Alaska has jurisdiction over approving temporary mooring or anchoring locations for leaking or damaged vessels within this area. The COTP will consult with natural resource trustees and other appropriate stakeholders (e.g., State, tribal, and local government representatives) when deciding where and when to move a stricken vessel.

In October 2004, the Alaska RRT approved the *Guidelines for Places of Refuge Decision-Making*. These guidelines were developed by the ARRT Places of Refuge Subcommittee composed of representatives from federal and State agencies (including the USCG, USEPA, USDOJ, ADEC, ADFG, ADNR), oil spill cooperatives, industry production and transportation interests, Alaska marine pilot representatives, salvage operators, and regional citizens advisory councils. Refer to **Annex O of the Unified Plan** for additional information and links to the complete guidelines.