

Proposed Process for Community Outreach

Unified Plan Update March 2016

Annex B (starting at page B-11) **and Appendix VIII** (starting at page B-30)

During spills or releases, the Unified Command (UC) should consider calling for the formation of stakeholder groups to assist the UC in sharing and receiving information regarding the response effort and any impacts to the region. There are many reasons why a UC should consider a formalized community outreach process; response complexity, environmental sensitivity, public or political concern may suggest formation of Community Outreach groups to better include the community in the incident. Two distinct groups exist for providing information or consultation with the Unified Command. The first includes tribal village and local government representation. The second group is comprised of organizations or stakeholders that may be affected by an incident.

General Guidelines for Community Outreach

1) Tribal and Local Government Group

The United States government recognizes its trust responsibility with tribal governments as set forth in the United States Constitution, treaties, statutes, executive orders, and court decisions. In 1994, the President of the United States issued a presidential memorandum reaffirming the government-to-government relationships with Native American tribal governments. On November 6, 2000, the President issued Executive Order 13175, "Consultation and Coordination with Tribal Governments," which addresses regular and meaningful consultation and collaboration with Native American tribal governments. Similarly, the State of Alaska recognizes the governmental status of the federally recognized tribes within the boundaries of Alaska under Administrative Order 186, signed September 29, 2000.

Both the state and federal governments recognize the role of elected officials from organized communities in addressing issues related to spill response. During a spill incident, when appropriate, the most directly affected community may be offered a seat in the Unified Command to act as the Local On-Scene Coordinator (LOSC). An LOSC is normally identified when the spill, release or response tactic creates a threat to public health and safety. In many cases, the UC may elect to identify an LOSC when there is not a threat to the public, to assist in information exchange with the UC. In situations where multiple communities are affected, the voices of all these communities need to be heard.

Either tribal leaders (or their designees) and local government officials (or their designees) will convene as the Tribal and Local Government (TLG) Group. The TLG Group's role is to convey to the Unified Command information relating to the authority, concerns, and expertise of its members. In addition, the TLG Group allows the Unified Command a mechanism to provide the local and tribal governments with information regarding the progress or direction of the response efforts. The TLG Group is not directly involved in response operations. Participation in the TLG Group does not preclude any federally-recognized tribe from also taking part in direct government-to-government relations with the federal government.

The Unified Command recognizes that the concerns of the tribal leaders and local governments are based on a wide view of potential impacts to the communities as a whole. Potential TLG Group concerns may include, but are not limited to, the following: community impact from increased population, public health and safety, broader economic impacts, cultural issues, and public infrastructure demands.

The Liaison Officer (LOFR) as assigned by the UC, will serve as the lead coordinator for the TLG Group. As exemplified by the on-scene coordinators in the Unified Command, the LOFR from the responsible party, the federal government, and the state government will work their positions in a cooperative, unified manner.

The Unified Command will provide updates and relevant information to the TLG Group through the LOFR.

The TLG Group will communicate its comments or recommendations on incident priorities, objectives, or issues of local concern to the Unified Command by way of the LOFR. The UC will establish a meeting schedule with the TLG as dictated by the needs of the response and communities.

The Tribal and Local Government Group do not replace the federal tribal consultation process. Tribes and the FOOSC (or designee) will establish the tribal consultation process when issues arise that require the consultation process.

2) Affected Stakeholder Group

Depending on the incident and its span of impact, a number of organizations or stakeholder groups may be affected. These groups may include Regional Citizen Advisory Councils (RCAC's), land owners, fishing groups, non-governmental organizations, and others. The Unified Command will direct the LOFR(s) to establish an inclusive and robust program for outreach to these organizations or stakeholder groups whose interests in the region may be affected. These interested parties may come together as the Affected Stakeholders (AS) Group. The AS Group will be coordinated and led by the LOFR, who will serve as a conduit to the Unified Command for delivering the recommendations or concerns of the group to the Unified Command and, in turn, providing information and updates from the Unified Command to the AS Group.

The AS Group is intended to address concerns raised by individuals or groups that may represent resource users, land owners, or other affected stakeholders that have more specific or focused issues than the often broader concerns of the TLG Group.

Non-governmental organizations and other regional stakeholders whose interests may be affected by the incident, but who choose not to participate in the AS Group may achieve representation from their local government or tribal representative on the TLG Group.

Figure 1: Basic Organizational Structure for the Unified Command Stakeholder Groups

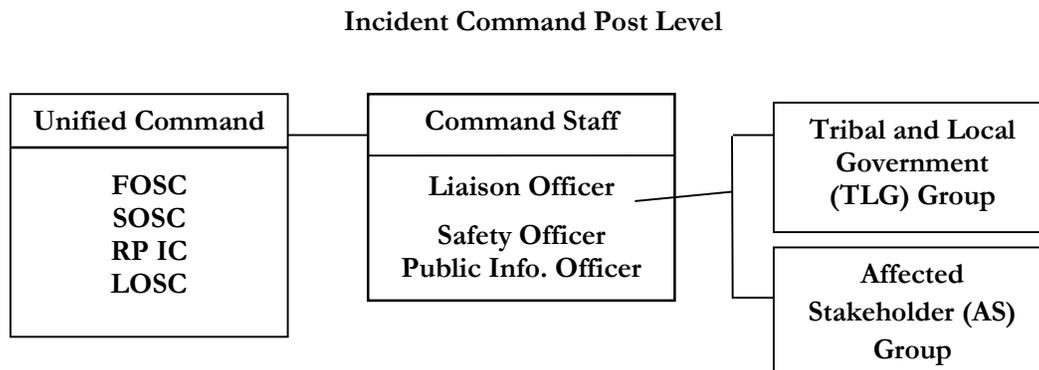


Table 1 - Activity Timeline

Time Period	Activity [Responsible for action]	Notes
Pre-Incident <i>(Preparedness Activities)</i>	<ul style="list-style-type: none"> Identify/maintain stakeholder contact information in Subarea Contingency Plans (SCPs) [Area Committee (AC)]; Conduct Outreach & education for potential stakeholders [AC] and liaison staff [State, Federal and RP]; Identify local area equipment and facility requirements [Federal, State and RP]; Incorporate local community preparedness into required exercise programs [Federal, State and RP]; 	<p>Liaison Officers (LOFR) for Federal, State and Responsible Party (RP) Incident Management Teams (IMTs) should participate in Area Committees (ACs).</p> <p>Based on industry response plan scenarios, ACs may consider drafting regional-specific guidance for their SCPs.</p> <p>Stakeholder preparedness: Government and Industry plan holders should incorporate stakeholders into their plan review & update processes; should conduct tailored stakeholder outreach; and should invite stakeholders to participate in joint preparedness activities that include liaison function objectives (i.e., training & exercises).</p>
Emergency Response Phase <i>(IMT mobilizations)</i>	<ul style="list-style-type: none"> Based on available incident information, identify impacted and potential stakeholders [RP or UC]; Conduct initial stakeholder notifications (LOFR); Coordinate initial incident briefing and updates for stakeholders (LOFR) Provide prioritized report of initial stakeholder issues/concerns to UC (LOFR) 	<p>The Responsible Party (RP) is expected to initiate Community Outreach functions as part of their IMT's mobilization. If the RP is unable to effectively initiate this requirement, the FOOSC/SOSC will ensure the process is initiated.</p> <p>When determining potential Group members, consider timing and location of the incident (e.g., spill release potential, spill trajectories, etc.); seasonal marine activities (e.g., fisheries, transiting vessel traffic, tourism, etc.); potential impacted landowners; etc.</p> <p>Initial coordination may be in person or by teleconference.</p>
Project Management Phase <i>(Full UC)</i>	<ul style="list-style-type: none"> Evaluate current Community Outreach capabilities to address evolving incident; If necessary, mobilize additional staff to support Group activities [UC/LOFR]; Coordinate daily meeting schedule [LOFR /TLG-AS]; Ensure close coordination with Public Information Officer (PIO/JIC) to insure consistent information is being passed to stakeholders, the public, and news networks [UC/ LOFR]; As necessary, coordinate tailored stakeholder meetings in affected communities [LOFR /Group members/Community Liaison Officers(s)]. 	<p>If the FOOSC initiates the Community Outreach Process during the emergency response phase, the RP's LOFR is expected to quickly transition to a leadership role for continued TLG and AS activities.</p> <p>Formal meeting agenda recommendations: UC incident objectives & priorities; UC planning process and mobilization status; current UC press releases; expectations for TLG and AS member participation; identification of stakeholder issues/concerns; need for public/community meetings; etc.</p> <p>TLG-AS meeting(s) should occur in time for feedback to be considered for incorporation into the UC planning process (e.g., before the daily tactics meeting).</p>

Tab A. The Tribal and Local Government (TLG) Group

Annex A, Appendix VI, Tabs D and E, of this plan outline the requirement for notification of local and tribal governments and describes the roles they may have during a spill. To ensure that local knowledge and resources are integrated into the response effort, as well as to be cognizant of any recommendations or concerns that local or tribal government or their constituents may have, the Unified Command needs to have a channel for communicating with these parties. The Tribal and Local Government Group is this channel for communication. The UC LOFR will be assigned to coordinate the establishment of the TLG Group.

1. TLG Group Membership:

1. TLG Group membership consists of each tribal council leader and mayor (or city manager/ council leader), or their designees, from the respective villages or communities that may be affected by the spill incident.
2. The applicable Subarea Contingency Plans provide a listing of tribal and local governments that may play a role in a TLG Group. Potential TLG Group members should be informed by the UC regarding the process described below and be willing to play an active role in the TLG Group.

2. General Guidelines for the TLG Group:

1. Tribal leaders, designated by the tribe and elected local and borough government officials are the primary representatives for tribal members and/or community residents and offer the best means of citizen access to ensure full local representation.
2. These leaders will be invited by the Unified Command - LOFR to participate in the TLG Group. The tribal leaders or mayor may designate an alternate person to be their representative to the Group.
3. The members of the TLG Group need to be empowered by their constituents to make community decisions and prioritize issues or concerns.
4. The TLG Group members need frequent contact with their constituents. Recurrent meetings chaired by the TLG Group members for their respective communities are critical to ensuring all issues and concerns are identified.
5. The TLG Group will have direct access to the LOFR. The Group's input needs to be considered during the ICS planning cycle.
6. Support of the TLG Group is a Unified Command responsibility. This support can be further enhanced by hosting meetings at the local level. When practicable, a Community Liaison Officer will be designated for a community to assist in the two-way communication with the Unified Command. The Community Liaison Officer can be a representative from any member of the UC. This Community Liaison Officer can assist tribal or local government officials in conducting meetings to share information with local residents about the spill response effort and to get feedback from the local residents.
7. Frequently or as issues arise, the Unified Command will direct the LOFR to schedule meetings with the TLG Group to discuss specific operations or priorities that may affect one or more of the communities, or to hear directly from these leaders their comments or concerns.

3. TLG Group Information Flow Process

In light of past lessons learned, a spill response effort that best meets the challenges faced during an incident is one where management receives regular input from local tribal and government officials and, in turn, provides a consistent flow of information back to these officials. Based on previous incidents, it has been identified that information exchange works most effectively when the LOFR conducts regular meetings with a Tribal and Local Government Group, and the response organization is ready and able to accept and consider the input of the TLG Group. This can be accomplished as follows:

1. The Unified Command, through the LOFR (or directly to the TLG Group during any convened meetings with the group), will provide the TLG Group with the following:
2. Current and frequent situation updates.
3. Any information regarding geographic response strategies, potential places of refuge, commercial fisheries or subsistence harvest, or any information regarding the response that might have a direct impact on the community.
4. All Unified Command Public Information Officer or Joint Information Center produced information or publications.
5. Responses to questions raised by the TLG Group.
6. Portions of the Incident Action Plan (IAP) that the UC has determined are pertinent during the response for TLG Group review. Sensitive information such as security procedures, individual personal information, and proprietary information, financial or other information may not be made available to the public during the response.
7. Support to the TLG Group members in the conduct of their responsibilities.
8. The TLG Group will provide to the Unified Command, via the LOFR (or directly to the Unified Command during any convened meetings with the UC), the following information:
 - a. Issues that are important to:
 - Tribal or local government leaders.
 - Local residents. Local leaders need to conduct regular meetings with their constituents in order to be aware of the concerns that the local residents may have.
 - b. Resources that are:
 - Available to assist with response activities. These include: staging areas, workers and support personnel; communications equipment or systems; hotel and berthing facilities; heavy equipment; aircraft support; harbor facilities; machine shops and repair facilities for vessels and equipment.
 - Needed in the local area. For example, transportation issues due to vessel traffic lane closures, or the necessity of increased staples and food supplies because of lost subsistence sources or the support of a large influx of response personnel.
 - c. Cleanup assistance that is:
 - Available to assist with response activities. This may include personnel with special expertise, unique spill response equipment, heavy trucks, or useful industrial gear. The Unified Command would be particularly interested in contacting personnel with local knowledge to assist with spill response tactics, wildlife considerations, and safe navigation.
9. *NOTE: Of particular concern to the Unified Command are issues of an immediate nature. These should be highlighted.*
 9. To ensure an effective and successful process, extensive communication will need to take place between the LOFR(s) and TLG Group members and their constituents as information is compiled and questions are answered.

Table 2 Timeline of Activities. A recommended work cycle is provided as follows:

Time Period	Activity
As needed	LOFR distributes the following to TLG Group members, who then forward to their representatives/constituents: situation updates, information from the JIC, any responses to previously submitted questions or concerns, and portions of the IAP suitable for public review during the response.
At a time convenient to most people in the community	Public meetings or other locally determined methods that allow individual stakeholder input to the TLG Group members from their respective communities.
The next day, when feasible	The TLG Group members work with their respective representatives in the local communities to define and resolve issues and answer questions raised by constituents. The TLG Group members must prioritize issues and route pertinent information through the LOFR to the applicable staff within the incident management team.

4. Responsibilities

- a. TLG Group members need to:
 - o Be committed to representing their community’s interests and concerns within the command structure of the response.
 - o Establish a system that allows local residents to provide input to ensure their ideas and concerns are heard. This system should provide a way for the TLG Group to communicate to the locals the feedback and answers received from the Unified Command.
 - o Assemble and prioritize any input into the three areas: public health and safety issues, resources, and cleanup assistance.
 - o Work with the LOFR to clarify any issues.

- b. The LOFR will:
 - o Assist the TLG Group with the performance of their duties.
 - o Conduct regular meetings with the TLG Group.
 - o Communicate TLG Group information to the Unified Command as clearly and accurately as possible and, in turn, clearly and accurately communicate Unified Command information to the TLG Group.
 - o Coordinate and facilitate any direct meetings or teleconferences between the TLG Group and the Unified Command.
 - o Oversee the operations of any Community Liaison Officers that are deployed to villages or communities during the response.
 - o Ensure that the TLG Group and any Community Liaison Officers are provided regular updates on all pertinent information provided during incident management team briefings.

- c. Community Liaison Officer will:
 - o Assist the LOFR as the on-site representative in the community.
 - o Assist TLG group leaders with meetings and outreach.
 - o Provide an effective procedure for direct contact with Liaison Officer.

Tab B. Affected Stakeholders (AS) Group

Suggested membership of the AS Group should be identified in the Subarea Contingency Plan for the region.

1. The Unified Command will direct the LOFR to establish an inclusive and robust program for outreach to local organizations and stakeholder groups whose interests in the region may be affected by the spill incident. The LOFR will convene the AS Group to address this Unified Command directive.
2. It is the responsibility of the Unified Command to ensure that non-governmental stakeholders have the opportunity to receive information relating to the incident and that the concerns of these groups can be communicated to the Unified Command. Relevant information that the Unified Command can provide to the AS Group includes the following:
 - commercial or sport fisheries closures,
 - subsistence harvest restrictions,
 - general response operations,
 - public health advisories,
 - maritime safety zones,
 - airspace restrictions,
 - or any other information relating to the incident that may affect these organizations, their constituents, or the communities in which they reside or represent.
3. Responsibilities are outlined as follows:
 - a. AS Group members need to:
 - Be committed to representing their constituent's interests and concerns within the command structure of the response.
 - Establish a system that provides a way for the AS Group members to communicate to their membership the feedback and answers received from the Unified Command.
 - Work with the LOFR to clarify any issues.
 - b. The LOFR will:
 - Assist the AS Group with the performance of their duties.
 - Conduct regular meetings with the AS Group.
 - Provide the AS Group with any JIC information, response updates, and any responses to previously submitted questions or concerns.
 - Communicate AS Group information to the Unified Command as clearly and accurately as possible and, in turn, clearly and accurately communicate Unified Command information to the AS Group.
 - Coordinate and facilitate any direct meetings or teleconferences between the AS Group and the Unified Command.