

**SOUTHEAST  
SUBAREA CONTINGENCY PLAN**

**RESPONSE  
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# RESPONSE: PART ONE – NOTIFICATION

## A. EMERGENCY RESPONSE NOTIFICATION LIST

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 or within their respective emergency operation plans.

### FEDERAL:

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

#### FOSC for Coastal Zone

USCG -MSO Juneau (24 hr).....907-463-2000  
Fax: 907-463-2023

#### FOSC for Inland Zone (1000 yards from shoreline)

EPA Region X Alaska Operations, Anchorage Office .....271-5083  
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 Southeast Area Response Team .....907-465-5340  
Fax: 907-465-2237  
On-duty personnel ..... Cellular: 907-723-6062  
24 hr, thru State Troopers..... 800-478-9300

## **B. USCG AND 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

### **COAST GUARD CONTACTS**

	<b>Phone</b>	<b>Fax</b>	<b>Alt. Phone</b>
National Response Center	800-424-8802	202-267-2165	202-267-2675
USCG District 17 Command Center (SAR)	907-463-2000	907-463-2340	
USCG District 17 Public Affairs	907-463-2071	907-463-2072	
USCG -Sector Juneau	907-463-2457	907-463-2445	
Marine Safety Detachment Ketchikan	907-225-4496	907-225-4499	
Marine Safety Detachment Sitka	907-966-5454	907-466-5457	
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	907-271-5083	907-271-3424	
Seattle (24 hr)	206-553-1263		
U.S. Department of the Interior	907-271-5011	907-271-4102	
National Oceanic & Atmospheric Admin. SSC	907-271-3593	907-271-3139	
NOAA Emergency 24-hour contact	907-830-0220		
U.S. Forest Service	907-586-7876	907-586-7892	907-586-8806
U.S. Army Corps of Engineers (Security Office)	907-753-2515	907-753-2513	
U.S. Navy SUPSALV	907-384-2968	907-384-2969	
Federal Aviation Administration (Ops Center)	907-271-5936	907-276-7261	
National Weather Service, Juneau	907-586-6800	907-790-6827	907-271-5088
National Marine Fisheries	907-271-5006	907-271-3030	

### **FEDERALLY-RECOGNIZED TRIBES**

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**.

	<b>Phone</b>	<b>Fax</b>	<b>Alt. Phone</b>
<b>ALASKA STATE AGENCIES</b>			
Department of Environmental Conservation, Juneau	907-465-5340	907-465-2237	
Cellular Phone (after hours)	907-723-6062		
24 hr, thru State Troopers	800-478-9300		
Dept of Fish and Game	907-465-4290		
Technical Teams: .....Juneau Area	907-465-4290		
Ketchikan Area	907-225-2027		
Petersburg Area	907-772-5224		
Sitka Area	907-747-2683		
Prince of Wales Island	907-826-2561		
Department of Military & Veteran Affairs	907-428-7000	907-428-7009	
Emergency Services (24 hr)	800-478-2337		
Department of Law	907-465-3600	907-465-2417	907-269-5274
Department of Natural Resources	907-269-8548	907-269-8913	
Division of Oil and Gas (paging terminal)	907-762-2580	907-269-8938	907-269-8800
State Historic Preservation Office, Anch.	907-269-8725	907-269-8908	
Department of Public Safety, Juneau (Dispatch)	907-465-4000	907-465-3333	
State Troopers (24 Hr)	800-478-9300		
Department of Transportation & Public Facilities	907-465-6973	907-586-8365	
Department of Community and	907-465-2625	907-465-2103	
Economic Development	907-465-8100	907-465-8125	
Department of Health and Social Services	907-465-3027	907-465-4101	

**INDUSTRY ORGANIZATIONS**

Southeast Alaska Petroleum Resources Organization, Inc. (SEAPRO)	907-225-7002	907-247-1117	
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**REGIONAL CITIZENS**

None in  
Southeast AK

**ADVISORY COUNCILS**

**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.)**

*NOTE: All telephone numbers are in area code 907, except as noted. Phone / Fax*

**Local Emergency Planning Committees**

Capital City LEPC.....	586-0221 / fx 586-5439
Greater Ketchikan LEPC.....	228-6618 / fx 247-8439
Northern Southeast LEPC .....	983-2832 / fx 983-2838
Petersburg/Wrangell LEPC .....	772-3355 / fx 772-3599
Sitka LEPC .....	747-3233 / fx 747-5470
Southern Southeast LEPC .....	826-3275 / fx 826-3278

**Boroughs**

City and Borough of Juneau.....	586-5240 / fx 586-5385
Haines Borough.....	766-2711 / fx 766-3179
Ketchikan Gateway Borough.....	228-6618 / fx 247-6625
City and Borough of Sitka.....	747-3294 / fx 747-7403
City and Borough of Yakutat .....	784-3323 / fx 784-3281

**Cities/Villages**

City of Angoon.....	788-3653 / fx 788-3821
Public Safety .....	788-3631
Fire .....	788-3631
Clinic.....	788-3633
City of Coffman Cove .....	329-2233 / fx 329-2212
Fire .....	329-2295
Harbormaster.....	329-2922
City of Craig.....	826-3275 / fx 826-3278
Police & Fire .....	826-3330
Clinic.....	826-3257
Harbormaster.....	826-3404
Dock.....	826-3395
Gustavus (Community Association).....	697-2451 / fx 694-2451
Fire (Gustavus).....	697-2222
Fire (Glacier Bay National Park).....	697-2230
Gustavus Health Clinic.....	697-3008

*NOTE: All telephone numbers are in area code 907, except as noted. **Phone / Fax***

City of Haines.....	766-2231 / fx 766-3179
Police.....	766-2121
Fire .....	766-2115
Haines Medical Clinic.....	766-2521
Harbormaster.....	766-2448
City of Hoonah.....	945-3663
Police.....	945-3655
Fire .....	945-3344
Hoonah Health Clinic.....	945-3235
Harbormaster.....	945-3670
City of Hydaburg.....	285-3761 / fx 285-3760
Hydaburg Clinic .....	285-3462
Hyder (Community Association).....	250-636-9148
Fire / VPSO.....	250-636-9148
City and Borough of Juneau.....	586-5240 / fx 586-5385
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
City of Kake .....	785-3804 / fx 785-4815
Police (VSPO).....	785-3393
Fire (VPO) .....	785-3393
Health clinic .....	785-3333
City of Kasaan.....	542-2212 / fx 542-2223
Fire .....	542-2212
Clinic.....	542-2233
City of Ketchikan .....	225-3111 / fx 225-5075
State Trooper.....	225-5118
Police.....	225-6631
Fire .....	225-1950
Hospital.....	225-5171
Port & Harbor Dept.....	225-3111
City of Klawock .....	755-2261 / fx 755-2403
Police.....	755-2777
Fire .....	755-2222
Health Clinic .....	755-4800

**NOTE: All telephone numbers are in area code 907. Phone / Fax**

Metlakatla Indian Community.....	886-4441 / fx 886-7997
Police.....	886-4011
Fire.....	886-7922
Clinic.....	886-4744
Harbormaster.....	886-4646
City of Pelican.....	735-2202 / fx 735-2258
Fire.....	735-2312
Health clinic.....	735-2250
Harbormaster.....	735-2212
City of Petersburg.....	772-4519 / fx 772-3759
Police.....	772-3838
Fire.....	772-3355
Hospital (25 beds).....	772-4291
Harbormaster.....	772-4688
City of Port Alexander.....	568-2211 / fx 568-2211
City of Saxman.....	225-4166 / fx 225-6450
Public Safety/Fire.....	225-1981
City and Borough of Sitka.....	747-3294 / fx 747-7403
Police.....	747-3245
Fire.....	747-3233
Hospital (Sitka Community).....	747-3241
Hospital (SEARCH Mt. Edgecombe).....	966-2411
Medical Center.....	747-5861
Harbormaster.....	747-3439
City of Skagway.....	983-2297 / fx 983-2151
Police.....	(24hr, but must ring multiple times) 983-2232
Fire.....	983-2450
Skagway Medical Service.....	983-2255/2418
Harbormaster.....	983-2542
City of Tenakee Springs.....	736-2207 / fx 736-2207
Public Safety/fire.....	736-2211
Clinic.....	736-2347
City of Thorne Bay.....	828-3380 / fx 828-3374
Fire.....	828-8201
Public Safety.....	828-3905
Clinic.....	828-3906
City of Wrangell.....	874-2381
Police.....	874-3304
Fire.....	874-3223
Hospital (Wrangell Medical Center).....	874-7000
Health Center (Wrangell Health Center).....	874-3615
Harbormaster.....	874-3736&3051

**NOTE: All telephone numbers are in area code 907. Phone / Fax**

City and Borough of Yakutat ..... 784-3323 / fx 784-3281  
Police & Fire ..... 784-3206  
Community Health Center..... 784-3275

**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

**E. OTHER POINTS OF CONTACT**

**CULTURAL RESOURCES ADVISORS**

State Historic Preservation Office (ADNR) ..... 269-8721  
FOSC Historic Properties Specialists ..... *Contact the FOSC for appropriate BOA contractor*  
Regional Environmental Officer (USDOJ)..... 271-5011

**HATCHERIES/AQUACULTURE SITES** .....Refer to the *Sensitive Areas Section*.

**ALASKA REGIONAL RESPONSE TEAM** ..... Refer to the *Resources Section*, page B-93.  
Refer to the ARRT website at <http://www.akrrt.org> for the most current listing of ARRT members.

**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.**

## **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 Southeast Subarea. In the event of an actual or potential oil or hazardous materials release, an Incident Command System response will be activated. The ICS is based on the National Interagency Incident Management System (NIIMS), which was developed to coordinate agency action and provide a command structure for use during emergency response events. In the State of Alaska, the Unified Command application of the Incident Command System is used for response to oil and hazardous material spills. This system of ICS differs somewhat from the standard NIIMS ICS format.

The Incident Command System allows for federal, state, and local governments to participate in the spill response both in an oversight capacity and as participants in the containment, control, and cleanup of the spill.

The ICS is organized around five major functions: Command, Planning, Operations, Logistics and Finance/Administration. The basic ICS structure remains the same in all incidents, but the magnitude and complexity of the spill emergency will dictate which functional areas will be activated and to what level. The ICS can be expanded or contracted to suit the size and scale of the spill.

The Incident Command System is led by the **Unified Command**, which directs all aspects of incident response (including oversight, monitoring, cleanup, etc.), and includes an **Incident Commander (IC)**, who is in command of the control, containment, removal, and disposal of the spill. For the Southeast Subarea, the Unified Command is typically comprised of the Federal On-Scene Coordinator (FOSC), the State On-Scene Coordinator (SOSC), the Local On-Scene Coordinator (LOSC), and the Responsible Party On-Scene Coordinator (RPOSC). The Unified Command is implemented in situations where more than one agency has jurisdiction. When the Responsible Party is identified, the RPOSC, usually a senior representative of the Responsible Party (RP), is the Incident Commander (IC). When there is no Responsible Party (RP), or the RP is unable to satisfactorily respond to a spill, the spill response will be directed by an Incident Commander designated by the agency with jurisdictional authority (federal, state, or local).

Below the command level, positions within the ICS can be filled by employees of the RP or its independent contractors. The exact size and composition of an ICS will vary according to the needs of the response and the experience level of the personnel involved. Government agency personnel may supplement ICS staffing as necessary.

By integrating response management early in the response, consensus and mobilization can be more quickly achieved and limited resources combined to reduce duplication of effort and enhance response effectiveness.

### **B. ROLES OF THE OSCs, RP, RAC/OSRO, 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 tideline), the Environmental Protection Agency will be the FOSC. The role of the U.S. Coast Guard or EPA in the Unified Command will vary according to spill type and size. The Coast Guard has adopted the Incident Management Handbook (COMDTPUB P3120.17) 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 (SOSC) 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)**

Local governments with jurisdiction to direct and coordinate local responses to incidents designate the Local On-Scene Coordinators (LOSCs) to serve and represent their community. LOSCs are normally part of the Unified Command as long as there is an immediate threat to public safety and/or the incident occurs within their local jurisdiction. For as long as there is an immediate threat to human life, the LOSC will serve as the ultimate command authority, unless the LOSC requests a higher authority to assume that responsibility. Once the immediate threats to human life are abated, either the SOSC or FOSC becomes the ultimate command authority for the cleanup operation, depending on jurisdiction and agency response. (See the **Unified Plan, Annex B.**)

In the event of an oil spill or hazardous substance release that impacts or threatens to affect multiple jurisdictions in the Southeast Subarea, the appropriate officials from the affected communities will integrate into the command structure either through an LOSC liaison representing the affected communities or through a Regional Stakeholder Committee.

### **Responsible Party (RP)**

Under federal and state law, the Responsible Party (RP) is responsible to contain, control, and clean up any oil or hazardous substance spilled. The RP must notify the federal, state, and local authorities of the spill incident and initiate an effective response. The RP is expected to respond to an incident using their own resources and securing additional contractual expertise and equipment when necessary. The FOSC and SOSC have the authority to oversee the RP's activities, and both are authorized to take over or supplement the RP's response activities if they determine those activities to be inadequate. During an RP-driven response, if the vessel or facility has a contingency plan (C-plan), it will serve as the primary guidance document for the spill response, and the Responsible Party will designate the Incident Commander. If there is no Responsible Party, or if the RP does not have a government-approved contingency plan, the Unified Plan and the Southeast Subarea Contingency Plan will become the guiding document during the spill response.

### **Primary Response Actions Contractors (RAC) and Oil Spill Response Organizations (OSRO)**

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

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 Stakeholder Committee (RSC)**

A Regional Stakeholder Committee will be activated for significant incidents to advise the Unified Command and provide recommendations or comments on incident priorities, objectives and community concerns. RSCs do not play a direct role in setting incident priorities or allocating resources, however the RSC can advise the Unified Command (usually through the Liaison Officer) and provide 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 Southeast Subarea, including the “ramp up” procedures and processes necessary to address an emerging incident.

**NOTE: “General Emergency Response Procedures”** that 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.**

### **B. SCOPE OF ACTIVITIES**

This list assists the On-Scene Coordinators (OSC) and staff in completing the initial response actions associated with a medium to large-sized oil spill. This list is not exhaustive and should be used at the discretion of the IC and the Unified Command.

#### **1. DEFINE NATURE OF INCIDENT**

##### **a. Determine facts of spill.**

Responsible Party (name and phone #)

Location and time of incident

Type of incident (explosion, grounding, operational, etc.)

Type of product

Movement of spilled product

Environmental resources, sensitive areas, and historic properties at risk

##### **b. Determine whether RP is willing/able to respond.**

##### **c. Determine incident potential.**

##### **d. Notify natural resource trustees**

##### **e. The FOSC or the FOSC’s 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 the 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 (consult with natural resource trustees and 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.
  - g. Initiate vessel tracking of vessels engaged in response through available network tracking systems.
  - h. Consult with natural resource trustees on removal actions to be taken.
  
5. **INFORM LOCAL RESIDENTS/COMMUNITIES/STAKEHOLDERS**
  - a. **Prepare Press Statement.**
    - Report the extent that USCG, EPA, ADEC, RP and/or local emergency response personnel are responding to the discharge event or potential incident.
    - Give brief details of the discharge.
    - Describe actions taken by the Unified Command.
    - Announce that a formal press release will be prepared as more information is received.
  - b. **Contact Local Media.** (Local radio, newspaper and television contact information is available in *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 will rely on their Incident Management Handbook and State of Alaska personnel will employ the AIMS Guide to direct their staffing of emergency response teams.

The ramp up begins when the spill is first reported and then progresses with the sequential and prioritized activation of the response resources of the Responsible Party and the local, state and federal responders. Each spill response will differ according to spill size and severity, location, season, and a variety of other factors. Personnel needs will vary accordingly.

The ramp up procedures and personnel requirements presented below are provided as guidance for the Unified Command during the initial staffing of the Incident Command System (ICS). The ICS can expand and contract to meet the needs of an emergency response without any loss of effectiveness or control. The

goal for any major spill is to have the personnel in place to staff a complete ICS within the first 96 hours of a response. In addition to federal and state responders, several Southeast municipalities have significant numbers of trained personnel available to help staff an ICS. 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.

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.

If an incident in the Canada/United States Dixon Entrance (CANUSDIX) trans-boundary area will result in the activation of the *Annex 5 Canada-United States Dixon Entrance-Geographic Annex to the Cananda-United States Joint Marine Pollution Contingency Plan (Joint Marine Pollution Plan)*.

This ramp up guidance outlines the response of the federal, state and local personnel. Responsible Party personnel will also initiate a concurrent ramp up according to the procedures described in their contingency plan.

### **Hour 0-6: Initial Response Team**

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

**Notifications:** The Responsible Party is ultimately responsible for making notifications to local, state and federal agencies. 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 the Southeast 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 RP's strategies. This initial response team will normally have no containment or product removal means with them at this time, unless provided by the RP. If local authorities or federal/state responders identify an immediate threat to public health and safety, appropriate action shall be initiated. If the situation warrants, an evacuation may be implemented according to the procedures described in the 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 response team will advise the

Responsible Party regarding the legal requirement to initiate containment and recovery actions. The FOSC will be advised of the severity of the spill and will activate the ICS. The 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.

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 and the USFWS 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 location of vessels in the area that may be available to assist in or to stabilize the incident, prevent the loss of a vessel and resulting oil spill, or effect oil spill cleanup can be determined by accessing a vessel tracking network.

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

**Command Center Establishment:** A field command post will be assembled to coordinate efforts until the FOSC, SOSC, LOOSC 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 Southeast 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 limited during the initial response. Individuals are encouraged to bring cellular phones to communicate with their respective home offices (realizing that cellular phone capabilities may be severely limited or non-existent at the incident location). In establishing a command post, efforts should be made to provide internet access, preferably wireless, to facilitate effective communications and information sharing to aid response efforts.

**Staging Areas:** In Part One (under Community Profiles) and in Part Four of the *Resources Section* of this plan, some potential staging areas have been identified for each of the communities in the Southeast Subarea.

### **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 come together and ICS staffing will increase. In a government-led spill, the Unified Command will designate an Incident Commander. In a Responsible Party-led response, the 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. 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, independent contractors, and other organizations as appropriate.

### **D. ADDITIONAL RESPONSE PROTOCOLS**

#### **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 Southeast 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 an incident response. 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 in the marine environment and contain a checklist used by FOSCs in making decisions to use *in situ* burning during incident response.

According to the ARRT-approved guidelines and from an operational perspective, these non-mechanical response options are usually considered at an early stage in a spill response operation. 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 feasibility for employing these non-mechanical options and request the approval for the use of these tactics.

While there are no legal obligations for the FOSC and SOSC to include local officials from the Southeast region in the decision-making process regarding local use of dispersants and/or *in situ* burning, this is an issue of primary concern to local residents. To the extent practicable, the appropriate village, municipality or borough should be involved in the decision-making process. Sensitive areas and resource concentrations identified in the Sensitive Areas Section of this plan should also be considered by the ARRT in determining where and when dispersant use and/or *in situ* burning is appropriate in the Southeast Subarea.

Other chemical countermeasures may also be considered to enhance the response and cleanup operation, such as the use of herding agents or bioremediation agents.

### **3. Waste Removal and Disposal**

The Planning Section Chief will be responsible for developing a waste removal and disposal plan that provides the necessary logistical and procedural information to ensure a fast and efficient transfer of wastes to disposal facilities. The disposal plan must be in compliance with existing laws and regulations. Oversight of the waste disposal plan will normally be the responsibility of the State of Alaska. 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 the 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 Southeast Subarea, there are limitations on the amount of temporary storage available for waste products and recovered product resulting from an oil spill. Immediate attention should be given to waste disposal and locating reception sites at facilities outside of Alaska.*

### **4. Cost Recovery/Documentation**

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

### **5. Technology**

The use of emerging technologies can aid response efforts by ensuring vessel resources are readily located, monitored, and dispatched to areas where they can be most effective. Technological tools that should be used include NOAA's ERMA mapping and database tool, vessel tracking systems, and Web-based emergency operations center dissemination and sharing of data. The incident command post needs to provide sufficient internet access capacity to allow personnel to communicate with their home offices, to interact with field or advance staging operations, and to access needed data, files, and Internet-based programs.

## **6. Public Affairs**

The Incident Commander/Unified Command will direct all media inquiries to the Public Information Officer(s). The Public Information Officer position may be filled jointly by regulatory agency and RP representatives. A Joint Information Center (JIC) 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 site pre-identified for the Southeast Subarea. The “Guidelines for Places of Refuge Decision-Making,” which are presented in **Annex O of the Unified Plan**, will be used for places of refuge decision-making in the Southeast Subarea.

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.

The USCG Captain of the Port (COTP) – Juneau 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., tribal, State, and local government representatives) when deciding where and when to move a stricken vessel.