DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 5090.1
N3
25 OCT 2001

COMNAVREG MIDLANT INSTRUCTION 5090.1

Subj: RESPONSE TO MAJOR OIL AND HAZARDOUS SUBSTANCE INCIDENTS WITHIN COMMANDER, NAVY REGION, MID-ATLANTIC AREA OF RESPONSIBILITY

Ref: (a) OPNAVINST 5090.1 series (Environmental and Natural Resource Protection Manual)
(b) COMNAVREGMIDLANT Navy On-Scene Coordinator (NOSC) Oil and Hazardous Substances Pollution Contingency Plan

Encl: (1) Spill Management Team Relationships and Responsibilities
(2) Emergency Response Action Checklist - NOSC/FIC
(3) Emergency Response Action Checklist - Deputy NOSC/FIC
(4) Emergency Response Action Checklist - Public Affairs Officer
(5) Emergency Response Action Checklist - Safety Officer
(6) Emergency Response Action Checklist - Government Liaison Officer
(7) Emergency Response Action Checklist - Legal Officer
(8) Emergency Response Action Checklist - Operations Section
(9) Emergency Response Action Checklist - Planning Section
(10) Emergency Response Action Checklist - Logistics Section
(11) Emergency Response Action Checklist - Finance Section

1. Purpose

a. To establish effective reporting, response, and clean-up procedures for major oil and hazardous substance incidents in the Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) AOR which includes the states of Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and the District of Columbia.

b. This instruction is intended to be a simplified, practical response guide, to be augmented by enclosures (1-11) when necessary. Table 1, page 12, specifies locations within reference (b) to find additional information. Due to its size, reference (b) will be promulgated separately and will reside on the COMNAVREG MIDLANT web site www.cnrma.navy.mil.

2. Cancellation. COMNAVBASENORVAINST 6280.1C

3. Background. Federal and state regulations, as well as the Navy's commitment to environmental stewardship, require that a rapid, effective, and safe response to all environmental emergencies be a priority for all personnel involved in an incident.

4. Policy

a. This response program shall cover major oil and hazardous substance releases 24 hours a day, 7 days a week, with a ramped response that optimizes Navy assets. The local Facility Response Plan shall be used as the guidance for the initial reporting and response. As the magnitude of the incident exceeds the capabilities of the established installation response organization, this instruction will be phased in as necessary.

b. As directed by reference (a), this instruction sets forth the procedures to direct and coordinate response to major oil discharges and hazardous substance (OHS) releases from Navy vessels and facilities in the AOR. This instruction applies to all Navy activities and units operating in the COMNAVREG MIDLANT AOR.

5. Action. All commands in the AOR shall review the policy and procedures described in this instruction and take appropriate actions to ensure that their OHS pollution contingency plans comply with this instruction. All commands shall also ensure that all guidance and instruction to fleet ships and units, such as Senior Officer Present Afloat (SOPA) instructions, contain procedures and guidance consistent with this instruction. Nothing contained in this instruction shall be interpreted as curtailing the initiative, or limiting the authority, of any commander, commanding officer or officer-in-charge. Commands are encouraged to submit comments and recommendations regarding this instruction to COMNAVREG MIDLANT (N36).

6. Definitions

a. Release. Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of oil or hazardous substances into the environment (air, water, or land). It includes the abandonment or discarding of barrels, containers, and other receptacles containing any hazardous substance or pollutant or contaminant.

b. Facility Incident Commander (FIC). The individual responsible for managing all incident operations for the Facility. Facility Incident Commander responsibilities rest with the installation Commanding Officer, who may delegate those responsibilities to on-scene personnel whose qualifications are commensurate with the pollution incident situation.

c. Navy On-Scene Coordinator (NOSC). The Navy official designated to coordinate contingency planning and direct Navy OHS spill/release response operations within a pre-assigned area. COMNAVREG MIDLANT is the designated NOSC for the mid-Atlantic region.

d. On-Scene Coordinator (OSC). Federal, state, or local official designated to coordinate and direct incident response operations.

e. Trustee. A person or organization who acts on behalf of the public to protect natural resources. Potential trustees that could be

impacted by an oil discharge or hazardous substance release are identified in the National Contingency Plan and reference (b). Trustee participation in preparedness and response is intended to avoid or minimize injury to natural resources. Various Federal, state, Indian tribe, and foreign officials have been designated as trustees and have jurisdiction over natural resources. In some instances, multiple trustees exist for the same resource.

7. Responsibilities

a. COMNAVREG MIDLANT as the NOSC shall:

(1) Maintain and implement the NOSC Plan.

(2) Coordinate, with the appropriate FICs, the development of Facility Response Plans for activities in the AOR.

(3) Conduct required training, drills, and exercises.

(4) Direct, assist, coordinate, or support, as the NOSC all response efforts to Navy OHS releases from Navy vessels, aircraft, motor vehicles, or facilities in the AOR. For any spill with the potential to exceed the capability of the FIC, the NOSC will activate the COMNAVREG MIDLANT Spill Management Team (SMT), and will commence augmentation and relief of the installation's spill management team as appropriate.

(5) Coordinate the prompt mobilization of personnel, materials, and equipment in the AOR and assist activities in their local response efforts as required. Coordination/direction should be commensurate with the severity of the incident and the response capability of the command.

(6) Verify that all required notifications are made to Federal, state, and local agencies in accordance with local response plan.

(7) Coordinate all reports and documentation of Navy spill response operations in the AOR.

(8) Review Senior Officer Present Afloat (SOPA) instructions, where applicable, and ensure that the guidance and procedures relative to OHS spill notification and response in the SOPA instructions is consistent with the NOSC and FIC plans.

b. FIC Responsibilities - Facility/Vessel Commanders designated as FICs shall:

(1) Report promptly all OHS spills to the appropriate Navy, Federal and state authorities and SOPA (ADMIN)(when appropriate).

(2) Develop and implement OHS Facility Response Plans (FRPs) as required.

(3) Conduct required training, drills, and exercises.

(4) Establish, equip, and train a Facility Response Team (FRT) to conduct joint pollution response operations with the activity fire department and other local response organizations.

(5) Direct all Navy and contractor on-scene response operations for Navy OHS spills within the assigned area.

(6) Notify the NOSC of additional assistance that may be required beyond the local response capability.

(7) Ensure that local instructions require initial telephone and message notifications to the NOSC in accordance with reference (a). Submit situation reports to all concerned, as appropriate.

(8) Provide response assistance, as needed, to Navy entities in the vicinity of the installation, until NOSC support can be arranged.

(9) Assist the NOSC in responding to major Navy and non-Navy pollution incidents, upon request, by providing available personnel and equipment.

c. Navy Afloat and Shore Activity - All Navy ships, units, and shore activities in the AOR shall:

(1) Report promptly all OHS spills or discoveries of non-Navy pollution incidents to the appropriate Navy, Federal, and state authorities, and installation emergency dispatcher or SOPA ADMIN, unless otherwise directed by local instruction.

(2) Conduct required training, drills, and exercises.

(3) Assemble, document, and report all available incident information, especially with respect to OHS type, quantity, and cause of discharge.

(4) Initiate containment and cleanup actions immediately.

(5) Direct response operations until relieved by the cognizant NOSC or FIC.

(6) Determine availability of manpower, material, and equipment that may be required for cleanup response.

(7) Provide assistance within available resources to assist the FIC or NOSC.

(8) Maintain ship and shore activity spill response plans.

(9) Establish funding sources for OHS incident response.

8. Notifications - In the event of a spill within the AOR, the incident must be reported promptly to appropriate Navy, Federal,

state, and local authorities. See local guidance to determine initial notification requirements.

9. Immediate Emergency Response Actions

a. The response action checklists (enclosures (2) through (11)) are intended to provide guidance for responding to the initial, or emergency phase of spills. In general, these checklists are most useful in the first 12 to 24 hours of a spill event, or up until the issuance of the first Incident Action Plan that establishes strategic goals and objectives for the next operational period of the response. As with all incident documentation, these completed checklists should remain a part of the administrative record.

b. Response Priorities - Response operations shall be in accordance with the priorities established by the National Oil and Hazardous Substance Pollution Contingency Plan (NCP) (40 CFR Part 300):

(1) Safety of human life, including search and rescue in the area of the discharge, evacuation of danger zones, and the assurance of safety of response personnel;

(2) Stabilization of the situation to preclude the event from worsening. Stabilization includes saving the vessel, securing the source of the discharge, and/or removing remaining oil from the source container to preclude greater discharge, and minimizing the impact on the environment; and

(3) Protection of environmental resources by using all necessary containment and removal tactics in a coordinated manner to ensure a timely, effective response that minimizes adverse impacts to the environment.

c. These priorities should be addressed concurrently where possible, while recognizing the higher priorities of safety and stabilization.

10. Coordination and Command

a. Chain of Command - Reference (a) describes the Navy OHS spill contingency planning and response organization and the responsibility for major claimant support. The duties and responsibilities of Navy Commanding Officers and personnel are described in reference (a) and the Area Coordination Manual (CINCLANTFLTINST 5400.2 Series). All OHS spill responses shall be conducted within the responsibility and authority of the Chain of Command.

b. Delegation - The NOSC and FICs are the primary officials with authority to conduct OHS response activities for the Navy. This authority is assigned to installation Commanding Officers, who may delegate specific responsibilities in their contingency plans. When required, delegation of authority by the NOSC or FIC may be verbal; however, written confirmation of the delegation should be made as soon as possible. The NOSC or FIC is represented on-scene by personnel

whose qualifications are commensurate with the pollution incident situation.

c. On-Scene Command - It is Navy policy to conduct oil spill responses in such a manner as to retain responsibility and control of the response. Federal regulation (the National Contingency Plan) requires the Navy to retain the overall responsibility to direct response to Navy OHS releases.

(1) The FIC is responsible for directing all initial response efforts in assigned areas. The NOSC is responsible for initial efforts throughout his region where no FIC is assigned. The first Navy official on-scene shall assume command until relieved by the cognizant FIC or NOSC.

(2) For HS releases from/on Navy facilities or from Navy vessels, aircraft, or motor vehicles, the NOSC shall assume the role of FOSC with responsibilities equivalent to those specified for the EPA/USCG FOSC in the NCP.

d. Navy Incident Command System (ICS)- As required by the NCP and to be consistent with Area Contingency Plans, COMNAVREG MIDLANT and Navy activities within the AOR will use an ICS structured Spill Management Team organization when responding to OHS spills. This command structure allows for optimal integration with the Federal and state OSC organizations and spill management systems.

(1) The Spill Management Team organization is designed to expand or contract readily, as required, to effectively manage the spill response. For small spills, the functional sections may be sufficiently staffed by the activity from which the spill originated. For large incidents a fully staffed structure using COMNAVREG MIDLANT Spill Management Team personnel, support personnel from other Navy activities, and other Federal and state agency personnel may be required.

(2) The ICS Spill Management Team structure should be the general structure for Facility Response Plans, to ensure optimal integration between the Facility Spill Management Team and the COMNAVREG MIDLANT Spill Management Team, should the need arise.

(3) The Incident Commander can activate personnel as required based upon the spill size and complexity. Either the Commander of the responding Navy facility or COMNAVREG MIDLANT as the NOSC, depending on the circumstances of the spill, may fill the Incident Commander position. In the event of a spill from a Navy vessel, aircraft, or motor vehicle outside the boundaries of a Navy Facility and within the AOR, the NOSC will act as Incident Commander. If the NOSC assumes direction of the overall response, the Commander of the responding activity will normally be assigned a staff position, such as the Deputy Incident Commander.

11. Incident Management

a. Upon notification of a pollution incident, the NOSC or FIC shall assess the severity of the situation and determine the threat to public health, property, and the environment. The NOSC or FIC determines the level of plan implementation required for the response. In all cases, the FIC shall notify the NOSC of the incident, provide pertinent details, and request assistance if required.

b. Responding Activity Responsibilities - A Navy facility or ship that originates or discovers a Navy spill or release is responsible for initial control, containment, and cleanup. If this cleanup is beyond its capabilities, that activity shall request assistance from COMNAVREG MIDLANT. Upon notification of a spill incident, the activity shall:

(1) Take immediate action to control and contain the release or spill;

(2) Make appropriate notifications;

(3) Commence recall of required personnel; and establish a command center;

(4) Implement the activity's Facility or Vessel Response Plan. Initial priorities are; (a) ensuring personnel health and safety; (b) securing the source of the spill and making required notifications; and (c) protecting sensitive areas; and

(5) Identify funding sources and establish a line of accounting with the Public Works Center, Norfolk, if applicable.

12. Response Organization

a. The ICS Spill Management Team response organization is described in enclosure (1). Facilities shall establish a similar command response organization to initiate the response. Regional Spill Management Team members will augment or relieve facility personnel as needed.

b. Federal and Regional Coordination - The NCP also defines the "First Federal Official" as the first representative of a Federal agency that is a member of the NRT. This official is responsible for coordination of activities under the NCP and may initiate, in consultation with the FOSC, any necessary actions until the on-scene arrival of the FOSC.

c. The Unified Incident Command for Navy OHS spill response consists of the pre-designated FOSC (USCG for all oil spills in the coastal zone, EPA for all oil spills in the inland zone, DoD for HS releases from/on DoD facilities and from DoD vessels, aircraft, or motor vehicle), a pre-designated NOSC or Navy FIC as the On-Scene Coordinator for the responsible party, and a pre-designated state On-Scene Coordinator.

d. The Incident Command Staff is responsible for coordinating interests of the responsible party, federal, state and local agencies,

and public and private interests to achieve strategic decision-making for spill cleanup. It jointly determines objectives, strategies, and priorities of the response.

13. Natural Resources Trustee Coordination - Every effort shall be made to involve the relevant trustees early in the response planning process, and throughout the cleanup and remediation phases of the incident.

14. Claims for Damages or Compensation

a. The Clean Water Act does not define the Navy's liability for damages from pollution incidents as it defines the liability of non-government spillers. All claims resulting from a Navy pollution incident are handled in accordance with procedures promulgated by the Navy Judge Advocate General (JAG). Admiralty Duty Officer can be reached at (202) 685-5040.

b. For spills that impact water, Appendix P of enclosure (12) contains information on the Navy Admiralty's claims procedures. For assistance in establishing claims processing for marine spills, contact the JAG Admiralty Division.

c. Damage claims for spills that are confined to land fall under the Federal Tort Claims Act, and the Legal Office should be contacted for advice on procedures for filing claims. One should not confuse emergency pollution cleanup response costs funded by the spilling activity with requests for payment of damage claims or for restoration of damaged property.

d. FIC/NOSC should establish a claims hotline and staff early in the response and this staff should record claims with as much supporting documentation and photographs as is feasible.

15. Investigations - The NOSC and FIC responsibility is to manage the spill response and to ensure a prompt and effective clean up. The appropriate level of the spiller's chain of command shall initiate an investigation in accordance with the JAG Manual.

16. Security - Security is an active part of spill response management provided through the activity Security Officer. Physical security shall be provided for all Navy, contractor, local government, or other response equipment under the control of the Navy for spill response. Equipment staging areas must be selected to allow for the physical security of personnel and equipment. Access to these areas should be controlled and limited to personnel with appropriate Navy or contractor identification.

A fully functional multi-agency response often requires utilization of non-Navy cleanup assets. FIC should recognize the security problems associated with large numbers of responders gaining access to Navy facilities and waterfront areas.

17. Non-Navy Incidents

a. Navy response to non-Navy pollution incidents shall conform to the requirements of the NCP and shall be in accordance with the procedures established in this section and in the interagency agreement between the Navy and the USCG. Navy forces participating in non-Navy pollution incidents shall, unless otherwise directed, operate under their normal command relationships. Requests for Navy participation in non-Navy pollution incidents will likely originate from the USCG, as the FOSC for coastal OHS spills, and may be coordinated via the Regional Response Team. These requests shall be directed to the NOSC, COMNAVREG MIDLANT, who coordinates tasking of appropriate units. The commander of any participating unit shall report to the FOSC or to the OSC's designated representative and shall assist in the planning and execution of the assigned tasks. The NOSC and cognizant FICs shall be kept informed about the utilization of Navy forces or assets.

b. Pre-authorized informal communication links may be used to reduce the time between requests for Navy assistance and Navy response. Navy response to non-Navy pollution incidents is subordinate to Navy operational requirements. Navy resources which are listed in any support agreement may not be available at any one time.

c. Navy facilities or vessels restricting access to non-Navy entities may encounter problems in the event of a large-scale non-Navy incident in the vicinity. If the responsible party or FOSC requests access to the restricted area(s), NOSC should be contacted to coordinate this portion of the response with the FOSC.

d. The commander of any participating unit shall make every effort to track the costs of such assistance including labor hours; travel costs; per diem; fuel expended; numbers, types, and hours of equipment use; consumables used, and other incidental expenses. These expenses shall be summarized in an after action report to COMNAVREG MIDLANT (Code N36).

18. Volunteer Support - As a pollution incident gains publicity, local civilians and other interested parties may volunteer their services to perform such tasks as shoreline cleanup, wildlife rehabilitation, and other functions. The use of volunteer support by the Navy is not authorized. Volunteers should be directed to the Federal OSC or to the local civilian authorities who may wish to use volunteer help under their direction.

19. Operations Center - In the event of a major incident, an Emergency Operations Center should be established. Even with a specially equipped emergency operations center, additional space and dedicated phone lines may be required for major pollution responses. If the emergency operations center requires a security clearance for entry, an unclassified space will be required when an Incident Command Center is established.

20. Training - Training is required to ensure the safety of personnel, vessels, and the facility, and to mitigate or prevent a discharge of oil or release of a hazardous substance. Personnel

assigned responsibilities in this instruction should be thoroughly briefed and should review this instruction as part of their job familiarization.

a. Training for Spill Management Teams - Facility and regional spill management team members will be trained according to their functional role within the response organization. Training will include periodic exercises as required under reference (a).

b. Training for Response Personnel - The installation Facility Response Plans define the level of training to be provided to each individual with responsibilities in the response plan.

21. Salvage Related Incidents

a. Concurrent salvage and pollution operations may be required from casualties such as a ship grounding, collision, fire, or harbor clearance. Salvage operations are coordinated by the Navy Fleet Commander or Type Commander. Both salvage and pollution response operations shall be conducted with proper consideration to both the safety of the ship and the environment. Coordination of all salvage and pollution response efforts is particularly critical when casualties occur outside of Navy ports. The NOSC/FIC shall initiate liaison with the fleet salvage forces (e.g., the Commander in Chief, U.S. Atlantic Fleet [CINCLANTFLT] or the Commander, Naval Surface Force, U.S. Atlantic Fleet [COMNAVSURFLANT]) as soon as possible. Financial accounting documents shall separate pollution expenses from salvage expenditures.

b. Jettisoning of Oil - The discharge of oil, for purposes of securing the safety of a ship or safety of life, is authorized by international treaty and U.S. law. In U.S. waters, jettisoning oil should be considered only as part of a salvage plan when developed by technically qualified salvors and after consultation with the USCG FOSC.

c. Safe Havens - Requests for safe havens for a Navy ship casualty shall be coordinated with USCG, state, and local authorities through the applicable group or type commander. The NOSC and/or Activity commanders shall provide assistance for environmental protection of the safe haven area. This assistance may include protective containment boom, standby skimmers, and salvage equipment.

Table 1 USER'S GUIDE TO NOSC PLAN - Reference (b) If you need:	Refer to:
In depth description of Spill Management Team duties;	USCG Website: www.uscg.mil/hq/g-m/nmc/response/fog.pdf
Notification directories for Naval Facilities (by state), Navy/DoD supporting entities, or other Federal, state, or private agencies;	Appendix A
State notification requirements;	Appendix B
Incident Command Forms;	Appendix C
Special Response Teams;	Appendix E, Table E-3
HS Release Assistance POCs.	Appendix E, Table E-4

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Spill Management Team Relationships and Responsibilities

The Spill Management Team (SMT) is designed to interface with the Area response organization. The following items describe the functional relationships between Spill Management Team members.

a. **Incident Commander** - The NOSC is the Navy Incident Commander for spills beyond the capability of the originating facility, vessel, aircraft, or motor vehicle, and is the Navy member of the Unified Command. Prior to NOSC arrival, Facility Incident Commander shall initiate the response and the implementation of a Spill Management Team organization with installation staff. The staff members will be relieved or augmented as needed, as regional members arrive. **(Enclosure (2) provides Emergency Response Action Checklist.)**

b. **Deputy Incident Commander** - The NOSC may designate a Deputy Incident Commander to assist in carrying out Incident Commander responsibilities. In most instances, the FIC or installation Operations Officer will serve in this role. **(Enclosure (3) provides Emergency Response Action Checklist.)**

c. **NOSC Command Staff** - The Command Staff reports directly to the NOSC and the Deputy Incident Commander. A full description of the duties of the staff is listed in enclosure (12).

(1) **Public Affairs Officer** - The Public Affairs Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. In a large spill incident the Incident Command will establish a Joint Information Center (JIC) with the FOSC and SOSC. In a Navy spill incident the NOSC Public Affairs Officer will initiate the establishment of the JIC. The Public Affairs Officer may head the JIC or may assign another specialist. The coordination of information release is vital to avoid public confusion and adverse impact on response/recovery operations. The Public Affairs Officer will plan and coordinate VIP arrangements establishing a protocol office when required. This function will be closely coordinated with the liaison officer. **(Enclosure (4) provides Emergency Response Action Checklist.)**

(2) **Safety Officer** - The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan.

(a) A site safety plan should be developed within the first four hours of an organized response, and relevant safety information disseminated to responders. It is recommended that facility response plans contain a generic site safety plan to function during those initial hours of an incident. **(Enclosure (5) provides Emergency Response Action Checklist.)**

(3) **Government Liaison Officer** - The Government Liaison Officer is the point of contact for personnel assigned to the incident from assisting or cooperating agencies. There are many federal, state, and local government agencies that have an interest in and capabilities to assist response operations that are not otherwise included in the Incident Command System. The Government Liaison Officer will provide liaison with those agencies and convey information, requests, and legally constituted directives to the Incident Commander and Section Chiefs. **(Enclosure (6) provides Emergency Response Action Checklist.)**

(4) **Legal Officer** - The Legal Officer provides legal advice to the NOSC or Deputy Incident Commander on all aspects of response operations. The potential for extensive liability and numerous claims for damage requires that the Legal Officer be prepared to advise on claims filing procedures, documentation requirements, and permitting regulations. The Legal Officer provides liaison with the Office of the Judge Advocate and other Navy legal resources. **(Enclosure (7) provides Emergency Response Action Checklist.)**

d. Functional Sections - The duties and responsibilities of the functional sections are introduced below and further detailed in the NOSC Plan.

(1) The **Operations Section** directs and coordinates all tactical operations within the response area. It assists the Planning section in defining response goals and operational goals detailed in the incident action plan, develops mission assignments and schedules to accomplish the goals, identifies resource requirements, and, as appropriate, recommends release of resources. The Operations section also evaluates and reports the results of response operations. **(Enclosure (8) provides Emergency Response Action Checklist.)**

(2) The **Planning Section** is responsible for collecting and evaluating information about the incident and response. It develops action plans to accomplish stated response goals and objectives, evaluates alternative strategies and operational plans based on changing requirements, documents all response actions, and disseminates technical and environmental information to concerned parties. **(Enclosure (9) provides Emergency Response Action Checklist.)**

(3) The **Logistics Section** is responsible for supplying all resources required to carry out the response and to support continuing operations. **(Enclosure (10) provides Emergency Response Action Checklist.)**

(4) The **Finance Section** is responsible for handling all accounting services and personnel administrative matters. **(Enclosure (11) provides Emergency Response Action Checklist.)**

EMERGENCY RESPONSE ACTION CHECKLIST - NOSC or FIC

The following checklist identifies the responsibilities and actions the NOSC or FIC, also called the "Incident Commander", should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Navy On-Scene Coordinator (NOSC) or FIC		
Check (**X**) appropriate actions when completed		
Initial Assessment		Gather basic spill information to determine appropriate level of response.
		♦ Can area be safely approached?
		♦ Is evacuation appropriate?
		♦ Is the source of the spill controlled?
		♦ Has the Immediate Response Team been activated?
		♦ Are additional Spill Management Team personnel required?
Notifications		Verify that notifications have been made (see Facility Response Plan).
Additional Resources		Assess potential need for additional response resources.
		♦ Has funding authority been established?
		♦ Determine staging area.
		♦ Establish forward command post, if appropriate.
Command Center		♦ Activate Emergency Operations Center.
		♦ Determine security requirements.
		♦ Establish check-in procedures.
Integration		Reassess spill, and integrate response organizations/staff.
Priorities		Establish priorities, and disseminate to staff.

EMERGENCY RESPONSE ACTION CHECKLIST - Deputy NOSC/FIC

The following checklist identifies the responsibilities and actions the Deputy NOSC, also called the "Deputy Incident Commander", should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Deputy NOSC/FIC (also called Deputy Incident Commander)		
Check (**X**) appropriate actions when completed		
Notifications		Make initial contact with the NOSC to determine initial actions (i.e., convene to go on site, etc.).
Assist NOSC		Assist NOSC in the following, as required:
		♦ Initial site assessment.
		♦ Activation of Emergency Operations Center.
		♦ Establishment of forward Command Post
		♦ Initial briefing of Command Staff.
		♦ Identification and notification of Navy SMT staff & Section Chiefs.
		♦ Mobilization of response resources.
Determine Priorities		Coordinate response priorities with NOSC, FOSC, and State OSC and SMT Section Chiefs.
Schedule Unified Command meeting		Identify time and place for first Unified Command meeting.
Review Site Safety		Review Site Safety Plan.

EMERGENCY RESPONSE ACTION CHECKLIST - PAO

The following checklist identifies the responsibilities and actions the Public Affairs Officer should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Public Affairs Officer (PAO)		
Check (**X**) appropriate actions when completed		
Initial Assessment		Gather initial spill information useful for an initial press release.
		♦ Obtain briefing from NOSC or Deputy NOSC.
		♦ Obtain briefings from Legal, Safety, and Government Liaison.
		♦ Obtain briefings from Operations and Planning Section Heads.
Notifications		Notify the following, as appropriate:
		♦ Activity PAO.
		♦ PAOs of Federal and State OSCs.
		♦ Command PAO Staff.
		♦ Applicable NAVINFO Office.
		♦ Press officials, as appropriate.
PAO Command Center		Activate/mobilize PAO staff. Select location and establish Joint Information Center.
Press/Media Location		Establish press room.
News Releases		Issue initial press release as quickly as possible.

EMERGENCY RESPONSE ACTION CHECKLIST - Safety Officer

The following checklist identifies the responsibilities and actions the Safety Officer should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Safety Officer		
Check (**X**) appropriate actions when completed		
Initial Assessment		Gather basic spill information to determine immediate health and safety hazards to responders and public.
		♦ Rescue/medical treatment required for any personnel in or around incident?
		♦ Can responders safely go in?
		♦ Can hazard source be abated?
Evacuation		Coordinate evacuation with Disaster Ops Officer, if required.
Notifications		Notify/Contact activity site safety manager, initial responders (IRT or Fire Dept.), local health officials, Medical Unit Leader.
Additional Resources		Assess need for the mobilization of additional health and safety personnel.
Safety Zones		Establish safety zones, in coordination with Site Security.
Site Safety		Conduct site safety briefings for all response personnel. Determine need and level of personnel protection. Issue initial site safety plan. Verify HAZWOPER training.

EMERGENCY RESPONSE ACTION CHECKLIST - Government Liaison

The following checklist identifies the responsibilities and actions the Government Liaison should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Government Liaison		
Check (**X**) appropriate actions when completed		
Initial Assessment		Gather basic spill information for briefing impacted/interested state and local orgs.
		♦ Can the area be safely approached?
		♦ What are the health concerns?
		♦ What are the potential environmental impacts?
		♦ What are the potential property/ economic impacts?
		♦ Can the source of the spill be secured?
		♦ Is response equipment on scene or en route?
Notifications		Notify anticipated impacted/interested parties.
Communication		Establish effective lines of communication with impacted/interested parties. Consider:
		♦ Regularly scheduled meetings/briefing.
		♦ Periodic (i.e. twice daily) reports.
		♦ Routine updates by phone.
		♦ Advising local officials of method of communication with Unified Command
Briefings		Brief the following on liaison actions/issues:
		♦ NOSC/Deputy NOSC/PAO/Legal/Safety/Planning Section Chief/Unit Leaders, as applicable.
		♦ Provide PAO with a list of local contacts
		♦ Assist PAO in escorting VIPs, DVs and local officials to spill site, if required

EMERGENCY RESPONSE ACTION CHECKLIST - Legal Officer

The following checklist identifies the responsibilities and actions the Legal Officer should perform during the initial emergency phase of the spill incident.

Emergency Action Checklist Legal Officer		
Check (**X**) appropriate actions when completed		
Initial Assessment		Gather basic spill information to identify/anticipate legal issues that may arise.
Notifications		Notify local/regional Navy JAG and Admiralty Law of anticipated legal issues.
Additional Resources		Determine initial need for additional legal support. Consider establishing a Claims Unit Leader under Finance to receive claims as they come in.
Legal Advice		Provide NOSC, PAO, Safety Officer and Section Chiefs legal advice relative to spill cleanup, media relations, contracts and claims.
NRDA		Monitor NRDA actions and report key developments to NOSC, Planning Section Chief and Legal Chain of Command.

EMERGENCY RESPONSE ACTION CHECKLIST - Operations Section Chief

The following checklist identifies the responsibilities and actions that the Operations Section Chief should perform during the initial emergency phase of the spill incident.

Recommended Actions During Emergency Phase **Checklist for: Operations Section**		
Check (**X**) recommended actions as accomplished.		
Notify Key Section Members		Recovery and Protection Branch Director
		Staging Area Manager
		Emergency Response Branch Director
Assess Situation		Obtain information from on-scene personnel and develop initial estimates for manpower, equipment, and material needs.
		Determine status of spill control and containment actions.
		Identify Safety Officer and ensure health and safety of on-scene personnel is being addressed.
		Update spill volume estimate (How was it determined? Soundings/tank level indicator/ based on pumping time/guess, etc).
		Update spill trajectory projections, using any of the following: ♦ Tide/current information/ predictions; ♦ Overflight information; ♦ Other observations of spill movement.
		Develop initial estimate of environmental impact/damage.
		Establish communications with Federal On-Scene Coordinator representative and discuss: ♦ Initial assessment information, ♦ Response actions underway and planned actions.

Recommended Actions During Emergency Phase Checklist for: Operations Section (cont.)		
Assess Situation (cont.)		Mobilize/request additional response resources as needed: ◆ Salvage and Rescue, ◆ Firefighting, ◆ HAZMAT
		Ensure establishment of forward command/communication center, if appropriate.
		Provide situation report to NOSC; include needs/recommendations for mobilization of additional resources, such as: ◆ BOA contractors; ◆ SUPSALV; ◆ USCG Strike Teams, etc.
Brief Operations Section		Communicate with other Section Chiefs to pass on requests for support, and obtain additional information from other sections, as needed.
		Establish objectives for Operations Section and select appropriate strategies.
		Brief branch leaders and make specific assignments.
		Prepare and post Operations Section organizational chart.
		Provide weather forecast.
		Instruct branch leaders to review response methods and sensitive area information identified in the applicable Area Contingency Plan and/or Facility Response Plan.
		Instruct branch leaders to observe the Health & Safety Plan.

EMERGENCY RESPONSE ACTION CHECKLIST - Planning Section Chief

The following checklist identifies the responsibilities and actions that the Planning Section Chief should perform during the initial emergency phase of the spill incident.

Recommended Actions During Emergency Phase **Checklist for: Planning Section**		
Check (**X**) recommended actions as accomplished.		
Notify key section members		Resources Unit Leader
		Situation Unit Leader
		Documentation Unit Leader
		Environmental Unit Leader
Attend briefing		Get as much information as possible about the characteristics of the spill and trajectory.
		Start an information log and continue to record information/status as the incident develops.
		Ascertain specific planning and environmental requirements.
Notify technical specialists	The following notifications should be made to provide a "heads up" for technical specialists who may be needed to assist the planning section as the incident develops. Specialists should have expertise in the following areas: ◆ Sampling and monitoring; ◆ Trajectory analysis; ◆ oil spill modeling; ◆ location of sensitive areas and resources; and special response resources.	
Brief planning section		Update unit leaders on situation and make specific assignments.
		Prepare and post Planning Section organizational chart.
		Establish information requirements and reporting schedules.

Recommended Actions During Emergency Phase Checklist for: Planning Section (cont.)		
Consider alternative response methods		Determine if in situ burning is viable. Consult with SSC to determine environmental feasibility. Contact Federal and State OSCs.
		Determine if the use of bioremediation is viable. Consult with SSC to determine environmental feasibility. Contact Federal and State OSCs.
		Determine if the use of dispersants is viable. Consult with SSC to determine environmental feasibility. Contact Federal and State OSCs.
Develop Incident Action Plan		The following resources should be available to identify protection strategies, sensitive areas, and available resources when developing the incident action plan.
		◆ Local Navy facility response plan
		◆ Area Contingency Plan
		◆ NOSC plan
		◆ Various state plans which identify economically and environmentally sensitive areas (e.g. ESI maps)
		Coordinate development of Incident Action Plan with Operations Section Chief by obtaining information on operations performed during the emergency phase of the incident.
		Ensure all information on spill incident is collected, analyzed, evaluated, and disseminated to the appropriate response parties as the plan is developed.
Identify special permitting arrangements		Advise NOSC on all environmental issues relating to response operations.
		Supervise the compilation of environmental information necessary to obtain regulatory agency approvals.
		Document all regulatory agency contacts and report them to NOSC.

EMERGENCY RESPONSE ACTION CHECKLIST - Logistics Section Chief

The following checklist identifies the responsibilities and actions that the Logistics Section Chief should perform during the initial emergency phase of the spill incident.

Recommended Actions During Emergency Phase Checklist for: Logistics Section		
Check (**X**) recommended actions as accomplished.		
Notify key section members		Communications Unit Leader
		Support Branch Director
		Service Branch Director
		Medical Unit Leader
		Ground Support Unit Leader
		Supply Unit Leader
Assess situation		Get as much information as possible. Start an information log and continue to record information/status as the incident develops. Ascertain specific health and safety requirements (i.e. some workers/equipment operators may require HAZWOPER training before they will be allowed to participate in the clean up operation).
Brief Logistics Section		Brief unit leaders. Make specific assignments.
		Prepare and post Logistics Section org chart.
		Prepare and post resource-tracking charts.
Brief unit leaders		Instruct unit leaders to review resources identified in the NOSC Plan.
		Instruct unit leaders to review resources identified in the Area Contingency Plan.
		Identify necessary staging areas.
		Identify potential requirements for BOA contractors, if they are activated.
Brief unit leaders (cont'd)		Brief unit leaders on the importance of documenting all requirements, contacts, and resourcing arrangements. A good paper trail will facilitate prompt answers to follow-up inquiries.

Recommended Actions During Emergency Phase **Checklist for: Logistics Section**		
Check (**X**) recommended actions as accomplished.		
Track the following information		Identify and track; equipment, personnel, services, etc. ♦ Mode of shipment. ♦ Location and date of intermediate stops. ♦ Date due at final destination. ♦ Location of final destination.
		♦ Accurate and up-to-date information on the type, quantity, and availability of equipment and materials. ♦ The condition (new, reconditioned, or used) of equipment and materials. ♦ The terms and conditions of the purchase, lease, or rental of equipment and materials. ♦ Whether additional equipment or materials are necessary to make requested equipment fully operational. ♦ The availability of technicians to explain or maintain equipment. ♦ The availability of spare parts.
Identify special resources as required		Evacuation vessels.
		Communications equipment.
		Berthing and/or housing arrangements.
		Food and potable water.
		Sanitary facilities.
		Fuel for mobile equipment.
		Waste handling and temporary storage.
		Security services.
Identify team members to perform the following tasks		Ensure that an overall inventory is maintained for all equipment materials purchased, rented, borrowed, or otherwise obtained during the response operations.
		Ensure that programs are in place to inspect and service equipment; obtain and store spare parts; and repair or replace damaged equipment.

EMERGENCY RESPONSE ACTION CHECKLIST - Finance Section Chief

The following checklist identifies the responsibilities and actions that the Finance Section Chief should perform during the initial emergency phase of the spill incident.

Recommended Actions During Emergency Phase Checklist for: Finance Section		
Check (**X**) recommended actions as accomplished.		
Notify key section members		Compensation/Claims Unit Leader
		PWC Cost/Time Tracking Unit Leader
		Navy/Other Gov't Agencies Cost/Time Tracking Unit Leader
Attend briefing		Get as much information as possible. Start an information log and continue to record information/status as the incident develops. Ascertain specific finance requirements.
Brief Finance Section		Brief unit leaders and make specific assignments.
		Prepare and post Finance Section organizational chart.
		Prepare and post funding and obligations tracking charts.
Brief unit leaders		Instruct unit leaders to review financial procedures identified in the NOSC Plan.
		Instruct unit leaders to review financial procedures identified in the Area Contingency Plan.
		Identify necessary initial funding limitation.
		Instruct unit leaders to maintain cumulative cost/financial records.

Recommended Actions During Emergency Phase Checklist for: Finance Section		
Brief unit leaders (cont'd)		Brief unit leaders on the importance of documenting all requirements, contacts, and resourcing arrangements. A good paper trail will facilitate prompt answers to follow-up inquiries.
Track the following information		Track the following information regarding services, equipment, personnel, etc. requested ◆ Date funded. ◆ Date funds committed. ◆ Date obligation incurred.
		◆ Information on the type and quantity of equipment and materials funded. ◆ The financial terms and conditions of the purchase, lease, or rental of equipment and materials. ◆ Dates when payments are due.
Begin efforts to identify any special financial arrange-ments		Potential TYCOM financial liability if incident exceeds local activity mission funding levels.
		Potential Fleet Commander financial liability if incident exceeds TYCOM funding availability.
		Potential reimbursement of local, state, or federal agencies.
Identify team members to perform the following tasks		Ensure that an overall accounting is maintained for all equipment materials purchased, rented, borrowed, or otherwise obtained during the response operations.
		Ensure that programs are in place to document actual use of materials and manpower by contractor personnel.

Recommended Actions During Emergency Phase Checklist for: Finance Section		
Identify team members to perform the following tasks (cont'd)		Coordinate the NOSC's claims and compensation personnel to establish a system for the receipt, evaluation, and processing of all claims against the government.
		Develop & administer cash accounts as required.
		Identify & obtain technical experts to assist in identifying damage assessment costs.
		Function as internal auditors to ensure proper documentation of all expenditures.