

DEVELOPMENT OF AN OIL SPILL INCIDENT ACTION PLAN FOR THE HAWAII AREA
CONTINGENCY PLAN

by
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May 2010

Masters project submitted in partial fulfillment of the
Requirements for the Master of Environmental Management degree in
The Nicholas School of the Environment of
Duke University
2010

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Abstract:

Lessons learned from oil spill incidents, such as the M/V COSCO BUSAN response in 2007 indicate the importance of developing and maintaining area-specific contingency plans, as well as supporting documents such as pre-generated Incident Action Plans (IAPs). The IAP is the integral document produced through the Incident Command System (ICS), and provides the operational plans required to execute an oil spill response. Development of these tools foster partnership and readiness while addressing key stakeholder concerns. Coordinating with the Hawaii oil spill response community, I developed a sample IAP based on past responses and the Hawaii Area Contingency Plan. This IAP highlights the importance of stakeholder collaboration and demonstrates how Area Committees can develop tools and plans based on Best Management Practices to facilitate effective responses to oil spills within their local area.

Acknowledgements:

I would like to thank US Coast Guard Sector Honolulu for all of their exceptional support during this project. Specifically, Mr. Scott Morse, CAPT Barry Compagnoni and LT Blair Sweigart for all their support, time, and technical expertise. Thank you to the Hawaii Area Committee IAP workgroup for providing me the wealth of information needed to complete this project as well as the backing to complete it. I would also like to thank Mr. Chris Curatilo for his technical expertise, support and for always having a desk for me! Thank you to Scott Knutson and Heather Parker of USCG D13 for their collaboration, expertise and support. Special thanks to CAPT Roger Laferriere for initiating this concept while at Sector Honolulu, his mentorship and ICS expertise and of course “The Task Tracker.” I would also like to thank Tim Macon for always listening, reviewing and cheering me on; I could not have accomplished this without you!

Acronym List

AC	Area Committee
ACP	Area Contingency Plan
AOR	Area of Responsibility
BMP	Best Management Practices
COTP	Captain of the Port
DOD	Department of Defense
FOSC	Federal On-Scene Coordinator
HACP	Hawaii Area Contingency Plan
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICS	Incident Command System
ISPR	Incident Specific Preparedness Review
MER	Marine Environmental Response
NCP	National Contingency Plan
NIMS	National Incident Management System
NOAA	National Oceanographic and Atmospheric Administration
NPREP	National Preparedness for Response Exercise Program
USCG	United States Coast Guard

Introduction:

Protection of Natural Marine Resources is an important task that can have major implications on maritime commerce as well as protecting the environment. The transportation of oil and hazardous materials over water and along coastal areas has created the need for regulations and preventative measures to ensure that these materials are stored, transported and disposed of properly. The Coast Guard plays an integral role in the development, implementation and enforcement of these policies. For these reasons, the Coast Guard is also tasked with the responsibility to coordinate response and recovery efforts of oil and hazardous material spills on navigable waterways and coastal areas. The Coast Guard's Marine Environmental Response (MER) mission is to "promote excellence in marine environmental response operations by focusing on preparedness through people, processes, and partnerships." This mission is accomplished through the development and support of partnerships with key response stakeholders and the rapid deployment of trained professionals and equipment to respond and assist with these incidents. The Coast Guard also strives to continually improve MER mission performance and assist partners in meeting long term response goals (USCG 2010).

Official Coast Guard reviews conducted after the M/V COSCO BUSAN response in 2007 found that developing and maintaining area-specific contingency plans and other response tools is critical to increasing readiness and partnership within the local response community (United States Coast Guard 2008). These tools can include incident management documents such as pre-generated forms which can essentially be "grabbed off the shelf" in the rapid deployment of initial resources and save critical hours during this initial crisis stage. In addition,

the process of developing these types of response materials fosters stakeholder collaboration and promotes communication between government, industry and non-governmental entities involved in oil spill response (United States Coast Guard 2008).

Working with the Contingency Planning Office at Coast Guard Sector Honolulu, I partnered with the Hawaii Area Committee to develop an oil spill response document called an Incident Action Plan (IAP) to be included as a template within the Hawaii Area Contingency Plan. This collaborative effort highlighted the desire of the Area Committee to select Best Management Practices that had been vetted through past local and national level responses and consolidate them into a single document. The IAP should be used as a guide, in conjunction with the ACP, so that it is flexible enough to be used in a number of different oil spill and emergency response scenarios.

Background

Sector Honolulu and the Hawaii Area Committee:

Located in Honolulu, Hawaii, Coast Guard Sector Honolulu is the operational unit responsible for the federal regulation and enforcement of MER activities within the Main Hawaiian Islands, American Samoa and many of the U.S. territories within the Pacific. The Sector Honolulu Captain of the Port (COTP) is responsible for maintaining the Safety and Security of these ports and waterways, extending out 200 nautical miles from the coasts of these islands. This legal authority, granted under 33 USC 1231, provides the COTP the ability to coordinate with other federal, state and local agencies, as well as the maritime industry, to fulfill this mission. In addition, the COTP also serves as the Federal On-scene Coordinator (FOSC),

specifically designated to coordinate all oil spill response operations within the Hawaii Area of Responsibility (AOR).

Under the National Contingency Plan (40 CFR part 300) and the Oil Pollution Act of 1990, all levels of government and the maritime industry are required to develop and maintain oil spill response contingency plans. On a local level, the Area Committee, composed of federal, state and local government officials, along with key industry stakeholders, is responsible for the development of the Area Contingency Plan. This plan contains detailed, location-specific plans and resource information critical to oil spill response in that area. In Hawaii, the Area Committee is chaired by the Coast Guard Honolulu COTP and includes government representatives from the USCG, Hawaii State Department of Health, U.S. Fish and Wildlife Service, NOAA and the DOD. In addition, key industry partners from major local shipping, oil companies and other regulated facilities, as well as response contractors and cooperatives, also serve as members on the committee. The committee is responsible for maintaining the readiness of the oil spill response community within Hawaii and ensuring that all spill response planning efforts are in compliance with federal, state and local regulations and the NCP (HACP 2009). The Hawaii Area Committee meets quarterly and has developed sub-committees to address specific response related issues including updates to the ACP, development of new plans or initiatives, drills and exercises, and reviews of past incidents.

ICS and the IAP:

Developed in the 1970s by the Federal Fire Agency, the Incident Command System (ICS) is an emergency management process designed to organize emergency response actions (Buck,

Trainor et al. 2006). It provides the framework to guide the development and execution of necessary response operations while addressing specific issues such as safety, logistics and division of labor. Key principles like common terminology, position-specific responsibilities and a scalable organizational structure allow ICS to be applied to any type or size of response. For these reasons, ICS has been adopted by many emergency response disciplines, including the oil spill response community (Deal 2006). Lessons learned from the events on September 11th 2001 prompted Homeland Security Presidential Directive 5 (HSPD5), directing all federal agencies to coordinate their incident management activities using a National Incident Management System (NIMS) which is based on ICS. In addition, HSPD 5 requires industry partners to obtain proficiency in NIMS/ICS as well (McGrath 2008).

ICS is the principal emergency management system used in our country today and has been used in major oil spills responses such as the Exxon Valdez and Hurricane Katrina but it is extremely technical and requires specialized training (Buck, Trainor et al. 2006). Just like other skills, ICS requires practice and regular use for professionals to maintain their proficiency, creating a major challenge for the oil spill community. Large scale oil spill responses are rare in most ports, so it is difficult even for ICS trained Coast Guard members to maintain proficiency. It is even more difficult for industry partners and other agencies which use ICS even less; these partners must rely on the Coast Guard to provide training, due to a lack of training and certification resources (McGrath 2008). The Coast Guard and the Area Committee work hard to facilitate this requirement through joint ICS training as well as required table top and full-scale exercises and drills. For example, in 1999, even before HSPD 5, the Hawaii Area Contingency Plan changed its format to mirror that of an ICS organizational structure (HACP 2009). Sector Honolulu promotes the use of ICS forms and documents for day to day operations to build ICS

proficiency. Evaluations completed after many of these required exercises and actual incidents have indicated that having pre-generated or template ICS forms for easy use can also promote familiarity and accessibility during the chaotic initial stages of a response (Morse 2009).

ICS is built around a planning process that forecasts future operational periods. The IAP is the fundamental plan produced for each operational period and contains the operational tactics required for the execution of an incident response. The Unified Command, composed of the government officials with decision making authority for the incident, is responsible for developing response objectives and priorities (U.S. Coast Guard 2006). The IAP is the framework for the strategies and tactics derived from these decisions. Depending on the size and complexity of the response, the IAP can be very large and include many different plans and documents unique to that particular incident. The IAP not only serves as the platform for tactical assignments, but as a source of documentation containing the strategies and thought process used to develop these assignments, which is extremely useful for post-response reviews (Deal 2006). Once an incident occurs, notifications made and resources deployed, the development of the IAP starts taking place. Again, having personnel familiar with generating these forms and plans saves time and greatly increases the effectiveness of the response during the critical initial stages (Parker 2009).

Project Objective:

The development of a sample IAP, designed for use during an oil spill response in the Hawaii AOR, i.e. within 200 nautical miles of the main Hawaiian Islands, to be included as an annex to the Hawaii Area Contingency Plan.

Observations and lessons learned from recent responses, both locally and nationally, prompted the Hawaii Area Committee to collaboratively develop tools to facilitate effective response to oil spills within the Hawaii AOR. The Area Committee determined that these tools need to be designed for immediate use upon notification and deployment of resources to an incident. The process of developing this type of tool promotes communication and cooperation within the response community, and also provides a platform to identify and address key stakeholder concerns by incorporating their solutions into the actual operational plans.

This IAP is a template, with references to the Hawaii ACP, to guide initial response actions in accordance with the ACP. The goal of this product is to advance the readiness of spill responders by increasing ICS proficiency, generating consistency throughout the spill community and promoting Best Management Practices that have been proven on local and national levels. It is a living document, designed to be added to as new BMPs and technical plans emerge or local response strategies change.

Improving Oil Spill Response in Hawaii:

In 2008, the Hawaii Area Committee determined that an IAP template should be included as an annex to the Hawaii Area Contingency Plan (HACP), as an excellent tool to assist responders during an actual incident. This idea was prompted by the lessons learned and observations generated from the Cosco Busan response in 2007. This incident, which involved the collision of the M/V COSCO BUSAN with the San Francisco-Oakland Bay Bridge and subsequent release of over 53,000 gallons of oil into the San Francisco Bay, received extensive media coverage and interest by the public (United States Coast Guard 2008). The incident's

complexity led the Coast Guard to conduct an Incident Specific Preparedness Review (ISPR) which was completed in May 2008 (United States Coast Guard 2008). The review produced over 190 recommendations intended to improve response preparedness, not only within the State of California but nationally as well. Further consolidation of these recommendations produced 82 improvement concepts in four areas of focus: Area Contingency Plans, Area Committees, New Technologies and Policies, and Exercises, Drills and Training. These concepts were further developed into best practices and measurable task items that were distributed throughout the Coast Guard and to the Area Committees (United States Coast Guard 2008).

The ISPR identified 2 major themes: (1) partnership with local stakeholders; and (2) communication, which it acknowledged, along with many of the recommendations produced, were recurrent findings of past incident reviews (United States Coast Guard 2008). Every incident is unique, but the themes of partnership and communication can be the most challenging to address. The Hawaii Area committee found that the same themes and recommendations often emerged even within local response reviews. The Cosco Busan ISPR prompted Area Committees to examine their local area practices and plans and investigate how they could increase response readiness and effectiveness locally. Through this process Sector Honolulu and the Hawaii Area Committee determined that, in addition to the recommendations made by the ISPR, the promotion of Best Management Practices, consistency within responses and increasing the proficiency of ICS would contribute to the overall effectiveness of responses on a local level (Morse 2009).

Developing Hawaii's IAP:

But how could this best be accomplished? There was a consensus among the Area Committee members that the experience gained from recent local and national responses demonstrated the utility of pre-generated template forms, especially in local areas where, in most cases, the same response contractors, equipment and other resources are used. In Hawaii, incidents like the M/V TONG CHENG incident in 2007 and the USS PORT ROYAL grounding in 2009 produced several robust IAPs. In addition, required annual industry exercises, by companies like Chevron and Tesoro, also produced IAPs with scenario specific technical plans and information related to the vessels and facilities within the area. Information produced from these actual incidents and industry drills was incorporated into an IAP template for widespread use, generating a product that promoted Best Management Practices, consistency and contributed to increasing ICS proficiency. In addition, the development of the product achieved the major goals of the COSCO BUSAN review by generating partnership and communication amongst key stakeholders (Morse 2009).

An IAP sub-committee was formed to determine the make-up of the IAP and the best practices to develop it. The committee consists of members from Sector Honolulu (including myself), Hawaii State Department of Health Hazard Evaluation and Emergency Response Office, U.S. Fish and Wildlife Service, Navy Region Hawaii, Marine Corps Base Hawaii, Hawaiian Electric Company, Chevron Hawaii, Tesoro Hawaii, and The Clean Island Council. As a group we decided that the ICS forms would be populated with information based on a fictitious oil spill scenario to serve as an example on how they should be filled out. The

committee also wanted to include samples of commonly used technical plans to assist response personnel in the development of these types of documents during an actual incident.

Once this was established, I collected the various IAPs from the past incidents and exercises and developed a spill scenario to create a general IAP. I created a fictitious scenario based on a Worst Case Discharge defined in the Hawaii ACP as greater than 100,000 gallons for a coastal zone (HACP 2009). I decided to use a Worst Case Discharge, rather than a Most Probable Discharge, because it would require a much larger response with a significant designation of personnel and resources, basically a situation well outside of the norm. Once I had the scenario, I propagated the ICS forms with scenario based information. I reviewed each incident and exercise IAP and drafted the accompanying technical plans based on my scenario, technical information from Coast Guard and industry specialists, and ACP specific information. After a final review with Mr. Scott Morse and LT Blair Sweigart from Sector Honolulu, I submitted the IAP for approval. It has been reviewed and approved by the Area Committee and is awaiting final approval by the Honolulu COTP, CAPT Barry Compagnoni. The sample IAP will be available in hard copy and electronically as part of the Hawaii Area Contingency Plan. It will be formatted so that the forms can be overwritten. Once approved by the COTP, the IAP will be available, along with the Hawaii Area Contingency Plan, on Homeport at <http://homeport.uscg.mil/honolulu>.

Future Plans and Recommendations:

Once the IAP has been approved, it needs to be verified. This will be accomplished through Sector Honolulu's National Preparedness for Response Exercise Program (NPREP) Area Exercise in 2011. A scenario, similar to the one I developed, will be used as the exercise

scenario and participants will use this sample IAP to generate an actual IAP for the event. The goal of the PREP Area Exercise is to evaluate and observe the response infrastructure in a particular area and the ability of that response community to effectively conduct a spill response (U.S. Coast Guard 2002). This is done through the activation and evaluation of industry plans and the Area Contingency Plan triggered by the exercise scenario. By incorporating the use of this sample IAP into the exercise, it can be properly evaluated for effectiveness and applicability. This is an important component to the development of this resource. Verification is important, as the IAP has requested by Coast Guard Sector Los Angeles/Long Beach and the Coast Guard District 13 in Seattle for use in the Pacific Northwest Region. Once fully evaluated, this product can be distributed throughout the Coast Guard and adapted for use with any Area or Regional Contingency Plan.

The development of this sample IAP is just the beginning. This completed product is the stepping off point to developing a number of other useful response tools. For Sector Honolulu and the Hawaii Area Committee, developing standing ICS 232 Resources at Risk forms will assist in the designation of the appropriate equipment and response strategies in sensitive areas already outlined in the ACP. Another important next step is converting the IAP into an All-Hazards format that will include forms, technical plans and contingencies for a number of different emergency scenarios. This would include hazmat releases, maritime firefighting and salvage operations as well as security and law enforcement incidents. Many of these plans already exist and it is just a matter of compiling them and incorporating them into the template. In addition, creating an online version of the sample IAP with hyperlinks to the Area Contingency Plan would greatly increase the availability and effectiveness of this tool. As mentioned before, this simple tool has tremendous potential. It is flexible enough to adapt to any

scenario and area. It is also a beneficial, time saving tool that can assist spill managers and responders in improving effectiveness and capturing Best Management Practices to use in future responses. In addition, its development can be a useful method of promoting communication and partnership within the local spill response community.

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USCG (2010). Marine Environmental Response Program Mission Performance Plan.



Hawaii Area Contingency Plan

Incident Action Plan Annex

May 2010

IAP ANNEX

The Incident Action Plan (IAP):

This annex is designed to assist in the development of an Incident Action Plan. It contains the Incident Command System (ICS) forms and sample plans that may constitute an IAP for an oil spill scenario specific to Hawaii. It is also designed to provide Hawaii Area Contingency Plan (ACP) specific references that are useful in the development of an IAP.

This annex was developed by the IAP workgroup of the Area Committee and incorporates samples derived from actual agency and industry incidents, exercises, and best practices in the Hawaii Area of Responsibility. This annex is designed to be a living document and will be reviewed along with the ACP. The samples contained in this annex are subject to revision, and can be added to if deemed necessary by the workgroup.

Pages marked as “*REFERENCE*” are for information regarding the IAP. “*REFERENCE*” pages are not a part of an actual IAP.

Useful References:

USCG Incident Management Handbook ("the IMH")
COMDTPUB P3120.17A -- August 2006

Beyond Initial Response, ICS. Deal, T., Bettencourt, M.,
Huyck, V., Merrick, G., Mills, C.
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Website: <https://homeport.uscg.mil/>
> Library > Incident Command System ICS

IAP background:

The IAP is used to direct response operations while ensuring that everyone involved in the response is working towards the same objectives and priorities. The IAP is comprised of various components (forms and plans) that provide the responders with a clear direction on what needs to be done and how it needs to be done. The IAP supplies information on the resources, methods and protocols to be used in order to keep the entire response organization moving in the same direction.

The IAP also provides documentation as to the decisions, strategies, safety concerns and other key information critical to the development of the response operations. It is the document

REFERENCE

referred to when dealing with post-incident response issues such as cost and legal issues as well as the overall effectiveness of the response and its personnel.

Each incident is unique and therefore will produce a specific IAP reflective of that individual response. While the basic IAP structure is the same, the information contained in the IAP will be determined by the incident, and the actual ICS forms used and plans produced will be determined by these unique incident characteristics.

This IAP sample is exactly that...a sample. It was designed to provide a template and ultimately streamline initial response planning activities. It is not suitable to use “as is” and requires careful review to ensure that the forms and plans are suitable for the response. There are many areas that may require additional incident specific details. An actual IAP may require more or less than what is provided in this annex. For example: There are only a couple of “Assignment List ICS-204s” completed as samples. An IAP would include individual assignments for each of the various Divisions/Groups identified in an event.

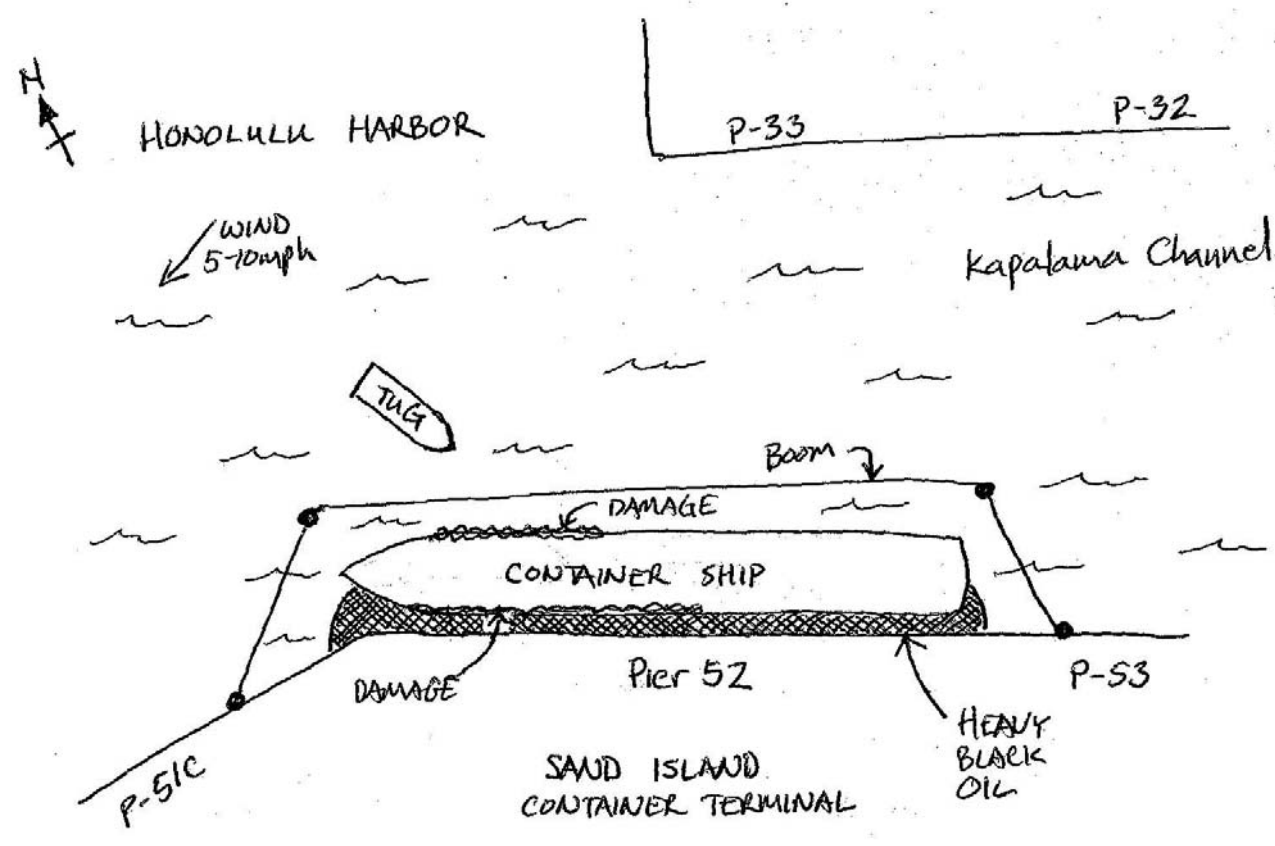
The IAP and all of its contents are subject to review and approval by the Unified Command. ***The Unified Command must approve the final IAP for the operational period before it can be disseminated and executed.***

Scenario description:

The scenario used for this IAP sample is based on a Worst Case Scenario Discharge as defined by the Hawaii Area Contingency Plan and will require a significant designation of personnel and resources. While this scenario is not the most probable scenario for Hawaii, it was designed to facilitate the purposes of this annex. This IAP sample was developed for the next operational period since the transition from the initial incident briefing (ICS-201).

1. Incident Name Honolulu Harbor Spill	2. Prepared by: R. Strickland Date: 11Jan2010 Time: 1200	INCIDENT BRIEFING ICS 201-CG
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3. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)



4. Current Situation

At approximately 0900 a shipping company in Honolulu Harbor reported that one of its container vessels suffered damage during a hard docking at pier 52. Company personnel found what appeared to be heavy black oil pooling between the vessel and the pier. 60% of the port side of the vessel is damaged and 30% of starboard side is damaged from the tug. It is suspected that the product released is from the No. 6 starboard bunker tank. The tank has a capacity for 10,000 bbls of bunker C oil.

The shipping company has started to deploy boom around their vessel and attempting to contain the discharge. Their OSRO has been contacted and an Incident Command Post is being set up at the Clean Island Council (CIC).

USCG Investigators have been dispatched to the scene.

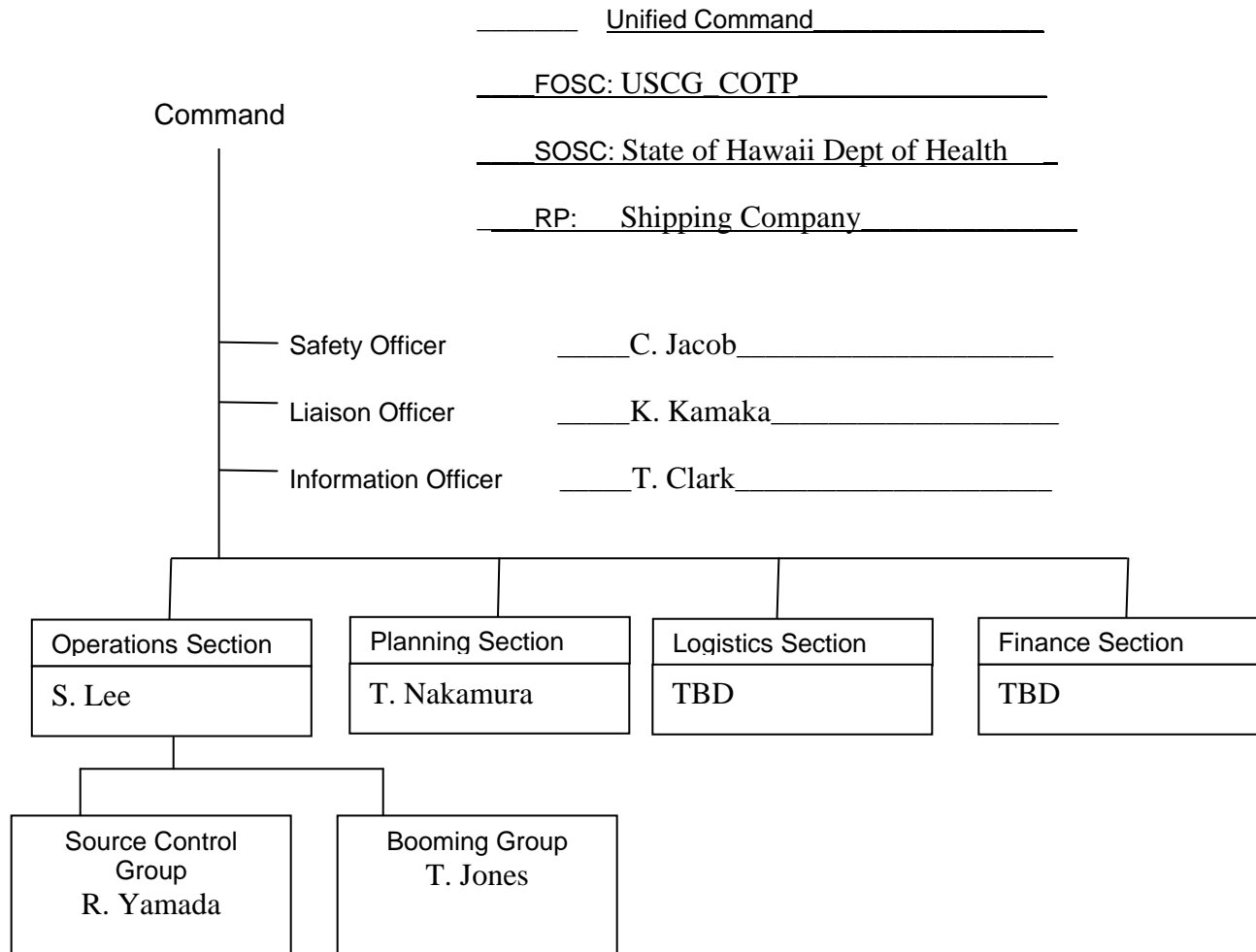
1. Incident Name Honolulu Harbor Spill	2. Prepared by: R. Strickland Date: 11Jan2010 Time: 1200	INCIDENT BRIEFING ICS 201-CG
5. Initial Response Objectives, Current Actions, Planned Actions, Potential		
Incident Objectives:		
1.	Ensure safety of public and responders	
2.	Stop discharge at source	
4.	Establish Unified Command Post with stakeholders at CIC	
5.	Employ ACP protective and deflective boom strategies within harbor	
6.	Re-establish Maritime Transportation System (MTS)	
6.	Keep public informed	
Current Actions:		
0900	Incident occurred.	
0907	USCG Sector Honolulu notified. USCG starts ACP notifications.	
0915	USCG personnel arrive on scene.	
0930	Terminal placed boom around vessel.	
0932	CIC contacted; requested to open Incident Command Post.	
0940	Safety zone established within vicinity of Pier 52 (51c to 53).	
0947	Liaison Officer begins contacting surrounding facilities.	
1000	OSRO on-scene.	
1100	A-2 boom in place at Hawaiian Electric Company water intake.	
1120	A-3 boom in place at Sand Island bridge.	
Planned Actions:		
1.	Complete initial booming strategies within inner-harbor by 1800.	
2.	Initial Unified Command meeting scheduled for 1400 at CIC.	
3.	Identify resources at risk.	
4.	Establish press-briefing time and plan for first press release.	
5.	Create over-flight schedule.	
6.	Establish geographical Division boundaries from Diamond Head to Kalaeloa.	

1. Incident Name
Honolulu Harbor Spill

2. Prepared by: R. Strickland
Date: 11Jan2010 Time: 1200

INCIDENT BRIEFING
ICS 201-CG

6. Current Organization (fill in additional appropriate organization)



1. Incident Name Honolulu Harbor Spill		2. Prepared by: R. Strickland Date: 11Jan2010 Time: 1200			INCIDENT BRIEFING ICS 201-CG
7. Resources Summary					
	Resource Identifier	Date Time Ordered	ETA	On-Scene (X)	NOTES: (Location/Assignment/Status)
Resource					
PENCO 22' small boat	HA12345	1000		X	Pier 52
Terminal Boom	Boom 1	0930		X	Placed around vessel
USCG 41' UTB	41513	0915		X	Harbor Safety zone
USCG 25' RB-S	25123	0915		X	Harbor Safety zone
USCG Helo	6512	1200	1245		Requested overflight
PENCO 22' small boat	HA2345	1000		X	Sand Island bridge
1200 ft Boom	Boom 2	1000		X	Placed at Sand Island bridge
1200 ft Boom	Boom 3	1200	1300		Additional Protective boom
500ft Boom	Boom 4	1000		X	Placed at HECO intake

1. Incident Name Honolulu Harbor Spill	2. Operational Period to be covered by IAP (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800	CG IAP COVER SHEET
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3. Approved by Incident Commander(s):

<u>ORG</u>	<u>NAME</u>	Ph: 808-842-XXXX
USCG	CAPT B. Compagnoni / FOSC	Ph: 808-842-XXXX
DOH	C. Martin / SOSC	Ph: 808-586-XXXX
RP	P. Kalani / Shipping Company / RP	Ph: 808-555-XXXX

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 202-CG (Response Objectives)

- ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)

- ICS 204-CGs (Assignment Lists)
 One Copy each of any ICS 204-CG attachments:
Shoreline Branch (DIV C) and On-Water Branch (Recovery Group)

- ICS 205-CG (Communications Plan)

- ICS 206-CG (Medical Plan)
- ICS 207-CG (Operations Organization Chart)
- ICS 208-CG (Site Safety Plan) or Note SSP Location: *See Hawaii Area Contingency Plan Section 2200(A)
- Map/Chart & Display Symbology
- Weather forecast / Tides/Currents

Other Attachments

- Waste Management /Disposal Plan
- Decon Plan
- SCAT Plan
- Wildlife Response and Management Plan
- Decanting Plan
- How Clean is Clean Criteria/Under Pier Remediation Plan
- Transition Plan
- Demob Plan

4. Prepared by: R. Strickland	Date/Time 11Jan2010/1500
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1. Incident Name Honolulu Harbor Spill	2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800	INCIDENT OBJECTIVES ICS 202-CG
3. Objective(s) <ol style="list-style-type: none"> 1. Ensure the safety and health of response personnel and the public. 2. Enforce on-water safety zone around the involved vessel. 3. Minimize adverse affects of spilled oil. 4. Identify and protect environmentally sensitive areas, including adversely affected wildlife. 5. Determine cause of accident. 6. Complete damage assessment, develop and implement salvage plan. 7. Keep the public and stakeholders informed. 8. Staff ICS support functions as appropriate to assure effective and efficient management of the incident. 9. Reestablish maritime transportation systems. 		
4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions) Priorities: <ol style="list-style-type: none"> 1. Public and responder safety. 2. Minimize impact on the environment. 3. Minimize property loss. 4. Restoration of Transportation Infrastructure. 		
Approved Site Safety Plan Located at: 5. Prepared by: (Planning Section Chief) LT Strickland Date/Time 11Jan2010/1500		

Incident Objectives and Strategies

The Incident and STRATEGIES Objectives are set by the Unified Command.

The Response Strategies are developed by the Operations and Planning Sections. Listed are suggested Examples that have been used in past responses. Once established, objectives and response strategies should be reviewed, refined and prioritized daily or as significant changes to the incident arise.

1. Ensure the Safety of Citizens and Response Personnel

- Identify hazards of spilled material (MSDS)
- Establish site control: hot zone, warm zone, cold zone and security
- Consider evacuations as needed
- Establish vessel and/or aircraft restrictions
- Monitor air in impacted area
- Develop site safety plan for response personnel
- Ensure safety briefings are conducted

2. Make the Required Notifications and Contact OSRO's

- USCG National Response Center (800)424-8802 / (202)267-2675
- State of Hawaii Department of Health (808)586-4244 / (808)247-2191
- USCG Sector Honolulu Command Center (808)842-2600
- LEPC Local Area Planning Committee (Civil Defense). (808)523-4121
- USN SUPSALV (808)423-7100
- OSRO's/Contractors: CIC, MSRC, PENCO, PSC, Unitek, MARLOG and SUPSALV
- Agencies: USF&W, NOAA, NMFS and Hawaii State DLNR

3. Manage Response Efforts in a Coordinated Manner

- Establish a Unified Command and ICS organization
- Ensure local and Native Hawaiian Organizations are included if necessary
- Develop spill response Incident Action Plan
- Ensure the mobilization and tracking of resources

4. Control the Source of the Spill

- Complete emergency shutdown procedures (stop the flow)
- Conduct firefighting efforts or be prepared for possibility of a fire
- Initiate temporary repairs
- Transfer or lighter the product
- Begin recovery operations

5. Establish Surveillance Capability (Air Operations)

- Conduct regular overflights
- Send out observers

6. Contain the Spilled Material

- Deploy standby oil containment boom at the Shallow Water Recovery Site
- Deploy oil containment boom at appropriate collection areas
- Deploy oil containment boom where oil may be trapped and locked in

7. Recover the Spilled Material

- Conduct on-water collection and recovery
- Deploy collection and recovery systems at locations along the shoreline
- Use sorbent material where appropriate

8. Protect the Sensitive Environment, Recreational, Economic and Cultural Areas

- Deploy geographic response strategies (exclusion and deflection booming)
- Identify natural resources at risk in the spill vicinity
- Develop environmentally appropriate cleanup tactics
- Track oil movement and develop spill trajectories

9. Clean Up (remove) the Oil from the Impacted Area

- Conduct environmentally appropriate shoreline cleanup efforts
- Clean oiled structures: piers, docks, bridges, etc.
- Clean oiled boats and vessels

10. Consider Alternate Technologies

- Dispersant application
- In-Situ Burning

11. Recover and Rehabilitate Injured Wildlife

- Establish oiled wildlife reporting hotline, if necessary
- Conduct injured wildlife search and recovery operations
- Set up a stabilization unit for injured wildlife
- Operate a wildlife rehabilitation center, if oiled wildlife is found

12. Minimize the Economic Impacts of the Spill

- Consider tourism, vessel movements and local economic impacts throughout the spill
- Protect public and private assets as resources permit

13. Dispose of the Waste Properly (Develop a Disposal Plan)

- Locate sufficient storage for recovered oil and water
- Provide dumpsters at each division for sorbent material and oiled debris
- Profile the waste streams, record the quantities and arrange for disposal

14. Establish a Damage Claims Process

15. Keep the Stakeholders Informed of the Response Activities

- Provide a Forum to obtain stakeholder input and concerns
- Identify stakeholder concerns and issues, and address as practical
- Provide elected officials with the details of the response action

16. Keep the Public Informed of the Response Activities

- Provide timely notifications of safety announcements and other actions
- Establish a Joint Information Center
- Conduct regular news briefings
- Facilitate news media access to spill response activities
- Conduct public meetings and public relations programs as appropriate
- Provide elected officials details of response actions

17. Terminate the Response

- Account for personnel and equipment
- Complete documentation and notification
- Evaluate planned response objectives vs. actual response (debrief)

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800		ORGANIZATION ASSIGNMENT LIST ICS 203-CG	
3. Incident Commander(s) and Staff			7. OPERATION SECTION		
Agency	IC	Deputy		Chief	S. Lee
USCG	CAPT Compagnoni	CDR McFarland		Deputy	M. Dunn
DOH	C. Martin			Deputy	
RP	P. Kalani			Staging Area Manager	T. Cera
				Staging Area Manager	
				Staging Area Manager	
Safety Officer:	C. Jacob				
Information Officer:	T. Clark				
Liaison Officer:	K. Kamaka				
4. Agency Representatives			a. Branch – Division Groups: Shoreline Branch		
Agency	Name		Branch Director	P. Jones	
			Deputy	M. Cohn	
			Division Group	A	R. Brown
			Division Group	B	F. Cruz
			Division Group	C	C. Leong
5. PLANNING/INTEL SECTION			b. Branch – Division/Groups: On-Water Branch		
Chief	T. Burt		Branch Director	V. Kahikina	
Deputy	G. Haus		Deputy	N. Meyers	
Resources Unit	R. Strickland		Division/Group	Booming	S. Costas
Situation Unit	N. Simpson		Division/Group	Recovery	L. Robnett
Environmental Unit	C. Samples		Division/Group	Safety Zone	C. Kim
Documentation Unit	D. Davies		Division/Group		
Demobilization Unit	M. Moyer		Division/Group		
Technical Specialists					
			c. Branch – Division/Groups: Salvage		
			Branch Director		
			Deputy		
			Division/Group	Salvage	H. Price
			Division/Group		
			Division/Group		
6. LOGISTICS SECTION			d. Wildlife Branch		
Chief	C. Thomas		Br. Dir	M. Hill	
Deputy	F. George		Wildlife Coordinator	D. Kawika	
a. Support Branch					
Director	B. Munch				
Supply Unit	K. Christensen				
Facilities Unit	S. Young				
Vessel Support Unit					
Ground Support Unit					
			8. FINANCE/ADMINISTRATION SECTION		
b. Service Branch			Chief	C. Renton	
Director	S. Vasquez		Deputy	R. Styles	
Communications Unit	M. Cooley		Time Unit	J. Swendsen	
Medical Unit	R. Hauser		Procurement Unit	T. Williams	
Food Unit			Compensation/Claims Unit		
			Cost Unit		
9. Prepared By: (Resources Unit) R. Strickland			Date/Time 11Jan2010/1500		

ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) Instructions for filling out the form

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-CG) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Note: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS 202-CG) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. Thru 8.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/ Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date/Time	Enter the name and position of the person completing the form Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800		Assignment List ICS 204-CG	
3. Branch Shoreline Branch		4. Division/Group/Staging Division C			
5. Operations Personnel					
Name		Affiliation		Contact # (s)	
Operations Section Chief: S. Lee		USCG		808-533-xxxx	
Branch Director: P. Jones		USCG		808-533-xxxx	
Division/Group Supervisor/STAM: C. Leong		PENCO		808-533-xxxx	
6. Resources Assigned "X" indicates 204a attachment with additional instructions					
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
SCAT 1	R. Segars	808-535-xxxx	5	Report 0800 to Pier 52	X
SCAT 2	B. Wright	808-563-xxxx	5	Report 0800 to CG Base	X
SCAT 3	P. Ing	808-535-xxxx	5	Report 0800 to Sand Island Beach Park	X
SCAT 4	S. Ceary	808-535-xxxx	5	Report 0800 to Sand Island Beach Park	X
7. Work Assignments					
<p>Division C SCAT teams Area of Responsibility is Sand Island.</p> <p>All Teams:</p> <ol style="list-style-type: none"> 1. Follow SCAT Plan for general instruction 2. Report significant updates to Div Sup immediately. 3. Check in with RESL when arriving and departing site and brief SIT periodically. 4. Complete ICS214 daily. <p>See attached ICS204a for specific Work Assignments and Instructions.</p>					
8. Special Instructions					
<p>Maintain situational awareness at all times. Watch out for hazards and report all safety concerns and injuries to the Site Safety Officer.</p> <p>Follow the Site Safety Plan and stay hydrated.</p> <p>Decon Station is located at the Keehi Marine Education Center Staging Area.</p> <p>Report any injured or oiled wildlife to the Wildlife group at 808-555-xxxx.</p> <p>There will be no demobilization of personnel or equipment without the approval of the UC.</p>					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
Name/Function		Radio: Freq./System/Channel		Cell/Pager	
Safety Officer – C. Jacob				808-555-xxxx	
Situation Unit (ICP)				808-555-xxxx	
Emergency Communications					
Medical 911		Evacuation		Other	
10. Prepared by LT Strickland Date/Time 11Janu2010/1500					
11. Reviewed by (PSC)		Date/Time		12. Reviewed by (OSC)	
				Date/Time	

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800		ASSIGNMENT LIST ATTACHMENT	
		ICS 204a-CG			
3. Branch Shoreline Branch			4. Division/Group Division C		
5. Strike Team/Task Force/Resource (Identifier) SCAT 1,2,3,4		6. Leader C. Leong		7. Assignment Location Sand Island	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
<p>SCAT 1: Cover Piers 51A-52.</p> <p>SCAT 2: Cover Coast Guard piers.</p> <p>SCAT 3&4: Cover Sand Island Beach Park from CG boundary line to Kalihi Channel entrance.</p> <p>Specific work assignments:</p> <ol style="list-style-type: none"> 1. Conduct pre-impact assessment and clean-up survey per SCAT plan. 2. Complete survey documentation as per SCAT plan. 3. Report any impacted and potential impacts to wildlife or sensitive areas. 4. Only qualified/designated individuals are allowed to take samples. 5. Dispose of any recovered product in plastic lined roll-offs at Beach Park parking lot. 6. If you come into contact with product, you must go through the Decon station. <p>Special instructions:</p> <ol style="list-style-type: none"> 1. Maintain comms with on-water recovery group and coordinate with contractors to conduct under pier assessments. 2. Complete survey documentation as per SCAT plan. 3. DO NOT enter water. DO NOT go under piers, only contractor personnel are authorized for confined space entry to conduct under-pier assessments. 					
Approved Site Safety Plan Located at: Clean Island Council ICP					
9. Other Attachments (as needed)					
<input type="checkbox"/> Map/Chart		<input type="checkbox"/> Weather Forecast/Tides/Currents		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____		<input type="checkbox"/> _____	
10. Prepared by LT Strickland		Date/Time 11Jan2010/1500		11. Reviewed by (PSC) Date/Time	
				12. Reviewed by (OSC) Date/Time	

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800		Assignment List ICS 204-CG	
3. Branch On-Water Branch		4. Division/Group/Staging Recovery Group			
5. Operations Personnel					
		Name		Affiliation	
Operations Section Chief:		S. Lee		USCG	
Branch Director:		P. Jones		USCG	
Division/Group Supervisor/STAM:		L. Robnett		PENCO	
				808-533-xxxx	
				808-533-xxxx	
				808-533-xxxx	
6. Resources Assigned "X" indicates 204a attachment with additional instructions					
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
Task Force 1	L. Bean	808-535-xxxx	5	Report 0800 to Pier 52	X
Task Force 2	D. Aweau	808-535-xxxxx	5	Report 0800 to Pier 52	X
					<input type="checkbox"/>
					<input type="checkbox"/>
7. Work Assignments:					
<ol style="list-style-type: none"> Set up and maintain zone control Protect sensitive areas Contain and recover pockets of collected oil and free floating oil. Place sorbent materials in areas of light sheening. Flush areas where required. Store and transport recovered oil as per Disposal Plan. Follow Decon Plan for decon of vessels and personnel. Follow Decanting Plan for decanting operations-UC approval required for on-water decanting. Report significant updates to Div Sup immediately. Complete ICS214 daily. 					
8. Special Instructions					
<p>Maintain situational awareness at all times. Watch out for hazards and report all safety concerns and injuries to the Site Safety Officer. Follow the Site Safety Plan and stay hydrated. Decon Station is located at the Keehi Marine Education Center Staging Area.</p> <p>Check with Deputy Ops & SITL for updates on oil locations. Provide updates to SITL hourly on estimated amount of product contained and recovered. Report any injured or oiled wildlife to the Wildlife group at 808-555-xxxx.</p> <p>There will be no demobilization of personnel or equipment without the approval of the UC.</p>					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
Name/Function		Radio: Freq./System/Channel		Phone	
Safety Officer – C. Jacob				Cell/Pager _____ 808-555-xxxx	
Situation Unit (ICP)				808-555-xxxx	
Emergency Communications					
Medical 911		Evacuation		Other	
10. Prepared by LT Strickland		11. Reviewed by (PSC)		12. Reviewed by (OSC)	
Date/Time 11Janu2010/1500		Date/Time		Date/Time	

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date/Time) From: 12Jan2010/0800 To: 13Jan2010/0800		ASSIGNMENT LIST ATTACHMENT	
			ICS 204a-CG		
3. Branch On-Water Branch			4. Division/Group Recovery Group		
5. Strike Team/Task Force/Resource (Identifier) Task Force 1		6. Leader L. Bean		7. Assignment Location Honolulu Harbor	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
<p>Task Force 1: Specific work assignments:</p> <ol style="list-style-type: none"> 1. Continue aggressive skimming operations along pier 52 using best available skimmer. 2. Ensure hard boom remains in place and is effectively containing pooled oil. 3. Conduct passive spot checks on boom, report any abnormalities to Booming Group. 4. Ensure sorbent boom and sweep is being replaced and used in appropriate areas. 5. Continually assess area around boom for new sheen. 					
Approved Site Safety Plan Located at: Clean Island Council ICP					
9. Other Attachments (as needed)					
<input type="checkbox"/> Map/Chart		<input type="checkbox"/> Weather Forecast/Tides/Currents		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____		<input type="checkbox"/> _____	
10. Prepared by LT Strickland		11. Reviewed by (PSC)		12. Reviewed by (OSC)	
Date/Time 11Jan2010/1500		Date/Time		Date/Time	

1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date / Time) From: 12Jan2010/0800 To: 13Jan2010/0800			INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG	
3. BASIC RADIO CHANNEL USE						
SYSTEM / CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS	
VHF RADIO USCG	21A	DIVISION TACTICAL	161.180	DIV A,B,C,D		
VHF RADIO USCG	81A	GROUP TACTICAL	163.450	SAFETY ZONE GROUP		
VHF RADIO USCG	10A	COMMAND	163.500 LOCAL	COMMAND COMMAND STAFF GENERAL STAFF	OPS ALSO HAS CELL PHONE (SEE 205a)	
VHF RADIO CONTRACTOR	CH.2	GROUP TACTICAL	151.340	RECOVERY GROUP		
UHF RADIO CONTRACTOR	CH.3	STAGING	900MHZ	KEEHI MARINE CENTER STAGING AREA	STAGING AREA PRIMARY COMMS	
VHF RADIO CONTRACTOR	CH.2	GROUP TACTICAL	151.340	SALVAGE GROUP		
VHF RADIO CONTRACTOR	7A	LOGISTICS SUPPORT	152.000 LOCAL	LOGISTICS		
4. Prepared by: (Communications Unit): M. Cooley				Date / Time	11Jan2010/1500	
INCIDENT RADIO COMMUNICATIONS PLAN: Hawaii ACP IAP Sample					ICS 205-CG (Rev. 09/09)	

1. Incident Name: Honolulu Harbor Spill	2. Operational Period (Date / Time) From: 12Jan2010/0800 To: 13Jan2010/0800	COMMUNICATIONS LIST ICS 205a-CG
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3. Basic Local Communications Information		
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Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)
FOSC USCG	CAPT B. Compagnoni	808-842-xxxx cell
Deputy FOSC USCG	CDR R. McFarland	808-842-xxxx cell
SOSC DOH	C. Martin	808-586-xxxx cell
RP Shipping Company	P. Kalani	808-555-xxxx cell
Safety Officer	C. Jacob	808-555-xxxx cell
Information Officer	T. Clark	808-555-xxxx cell
Liaison Officer	K. Kamaka	808-555-xxxx JIC or 808-555-xxxx cell
Planning Sections Chief	T. Burt	808-555-xxxx cell
RESL/SITL/DOCL/DEMOB		808-555-xxxx Clean Island Council
Logistics Section Chief	C. Thomas	808-555-xxxx cell
Operations Section Chief	S. Lee	808-555-xxxx cell
Wildlife Branch	M. Hill	808-555-xxxx cell
Waste Disposal Coord.	S. Escuadro	808-555-xxxx cell/also contact through staging
Staging Area Manager	T. Cera	808-555-xxxx cell
Finance Section Chief	C. Renton	808-555-xxxx cell
Service Branch Director	S. Vasquez	808-555-xxxx cell
Support Branch Director	B. Munch	808-555-xxxx cell
Communications Unit	M. Cooley	808-555-xxxx cell
IT Support	T. Makaha	808-555-xxxx

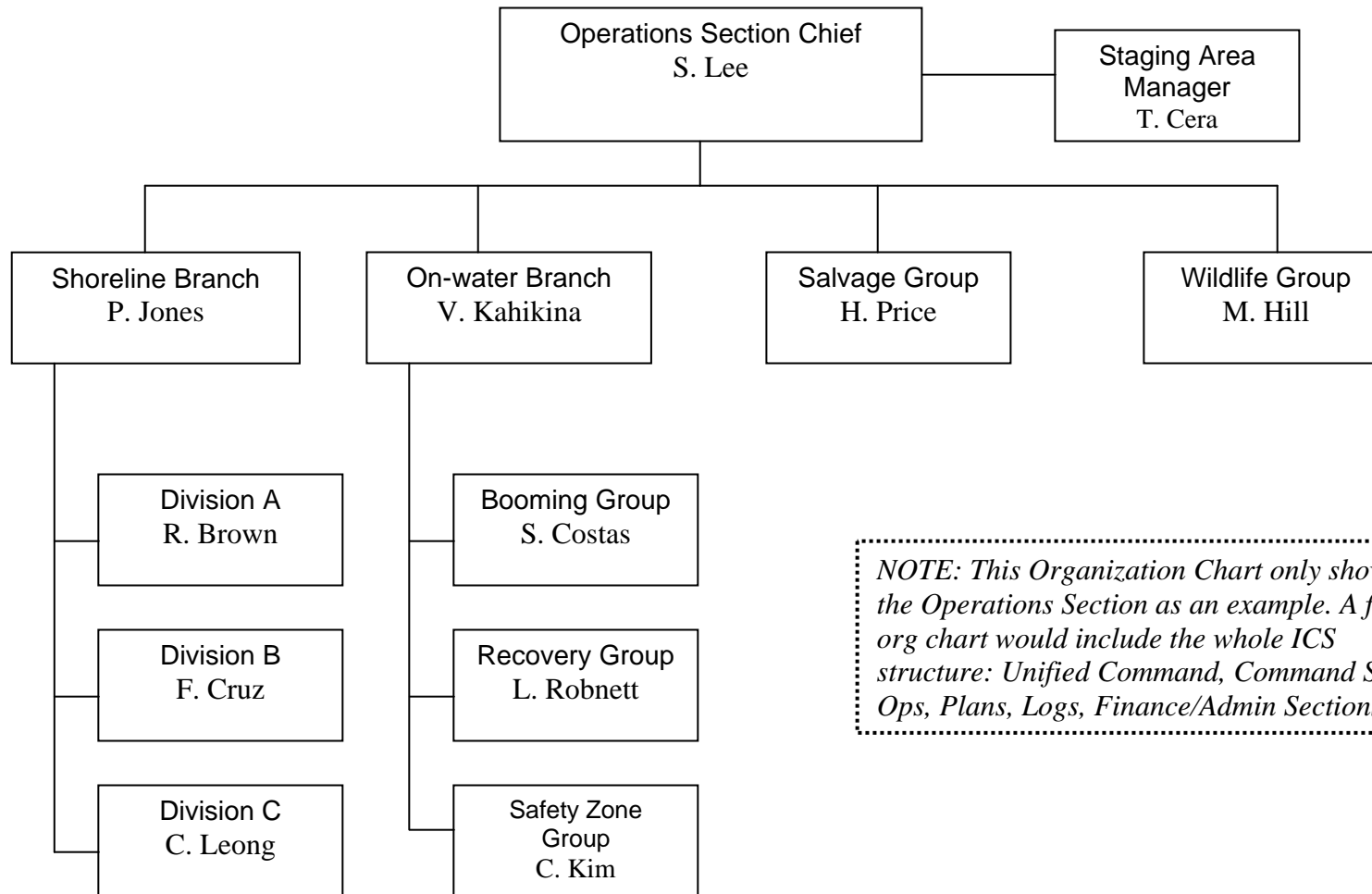
4. Prepared by: (Communications Unit) M. Cooley	Date / Time 12Jan2010/0600
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1. Incident Name Honolulu Harbor Spill		2. Operational Period (Date / Time) From:12Jan2010/0800 To: 13Jan2010/0800			MEDICAL PLAN ICS 206-CG	
3. Medical Aid Stations						
Name	Location	Contact #	Paramedics On site (Y/N)			
Queen's Medical Center	1301 Punchbowl Street 96813	808-538-9011	Y			
USCG Sand Island	400 Sand Island Pkwy 96819	808-842-2930	Y			
4. Transportation						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
Queen's Medical Center	1301 Punchbowl Street 96813	911	YES			
5. Hospitals						
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?
			Air	Ground		
Queen's Medical Center	1301 Punchbowl Street 96813	808-538-9011	5 min	30 min	NO	YES
6. Special Medical Emergency Procedures						
Contact Incident Command Post 808-555-xxxx and						
Safety Officer C. Jacob 808-555-xxxx or R. Hauser 808-555-xxxx if EMERGENCY services are utilized.						
Complete Mishap Reporting Worksheet, attached to Site Safety Plan, upon injuries to civilian or response personnel.						
7. Prepared by: (Medical Unit Leader)			8. Reviewed by: (Safety Officer)		Date/Time	
R. Hauser			C. Jacob		12Jan2010/0700	
Date/Time 12Jan2010/0700			Date/Time 12Jan2010/0700			
MEDICAL PLAN: Hawaii ACP IAP Sample				ICS 206-CG (Rev.08/09)		

1. Incident Name:
Honolulu Harbor Spill

2. Operational Period (Date/Time)
From: 12Jan2010/0800 To: 13Jan2010/0800

INCIDENT ORGANIZATION
CHART ICS 207-CG



NOTE: This Organization Chart only shows the Operations Section as an example. A full org chart would include the whole ICS structure: Unified Command, Command Staff, Ops, Plans, Logs, Finance/Admin Sections.

1. Incident Name Honolulu Harbor Spill	2. Operational Period (Date/Time) From: 12 JAN 2010 / 0800 To: 13 JAN 2010 / 0800
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3. Instruction:

SITE MAP

The site map shows the layout of Honolulu Harbor with four SCATs (SCAT 1, SCAT 2, SCAT 3, and SCAT 4) and four Divisions (Division A, Division B, Division C, and Division D). Key locations include the Inter-Island Cargo Terminal, Domestic Commercial Fishing Village, Nimitz Highway, Downtown Business District, Aloha Tower Marketplace Complex, Hawaiian Electric Company, Main Harbor Basin, Fort Armstrong, Mamala Bay, Sand Island Container Terminal, Sand Island Access Road, Ke'eahi Lagoon, and Keehi Marine Education Center. A spill is marked at SCAT 1 with a red 'X' and the text '11 Jan 0900'. Wind direction is indicated as 5-10 mph from the southwest.

See DISPLAY SYMBOLOGY page for icon descriptions.

Current: Ebb tide at 1.5 knots.

5. Prepared by: (Planning Section Chief) R. Strickland	Date/Time 11Jan2010/1500
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1. Incident Name Honolulu Harbor Spill	2. Operational Period (Date/Time) From: 12 JAN 2010 / 0800 To: 13 JAN 2010 / 0800
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3. Instruction:

ICS MAP/CHART DISPLAY SYMBOLOGY

<p>MINIMUM RECOMMENDED</p> <p>BLACK</p> <ul style="list-style-type: none"> Proposed Boom Completed Boom Absorbent Material <p>RED</p> <ul style="list-style-type: none"> 10 Aug Hazard Origin 1430 <p>BLUE</p> <ul style="list-style-type: none"> Incident Command Post Incident Base <small>HOLT</small> Camp (Identify by Name) <small>REDPERRN</small> Staging Area (Identify by Name) Joint Information Center Helispot (Location & Number) Helibase Mobile Relay <p>OPTIONAL</p> <p>BLUE</p> <ul style="list-style-type: none"> Police Station Telephone Fire Station Mobile Weather Unit Emergency Operations Center First Aid Station Hospital Decon Station 	<p>BLACK</p> <ul style="list-style-type: none"> [I] [I] Branches (Initially numbered clockwise from Incident origin) (A) (B) Divisions (Initially lettered clockwise from Incident origin) Division Boundary Branch Boundary Wind Speed and Direction Safety/Security Zone Boat Ramp <p>ORANGE</p> <ul style="list-style-type: none"> Product Spread Prediction <p>BLACK</p> <ul style="list-style-type: none"> Actual Product or Chemical Plume <p style="text-align: right; margin-top: 20px;">All overlays must contain registration marks. These may consist of identified road intersections township/range coordinates, map corners etc.</p>
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5. Prepared by: (Planning Section Chief) R. Strickland	Date/Time 11Jan2010/1500
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1. Incident Name Honolulu Harbor Spill	2. Operational Period (Date/Time) From: 12 JAN 2010 / 0800 To: 13 JAN 2010 / 0800
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3. Instruction:

ILLUMINATION/WEATHER/TIDAL INFORMATION

Illumination

Sunrise	7:06 a.m.
Sunset	5:56 p.m.
<u>Moonlight</u>	50% (First Quarter)

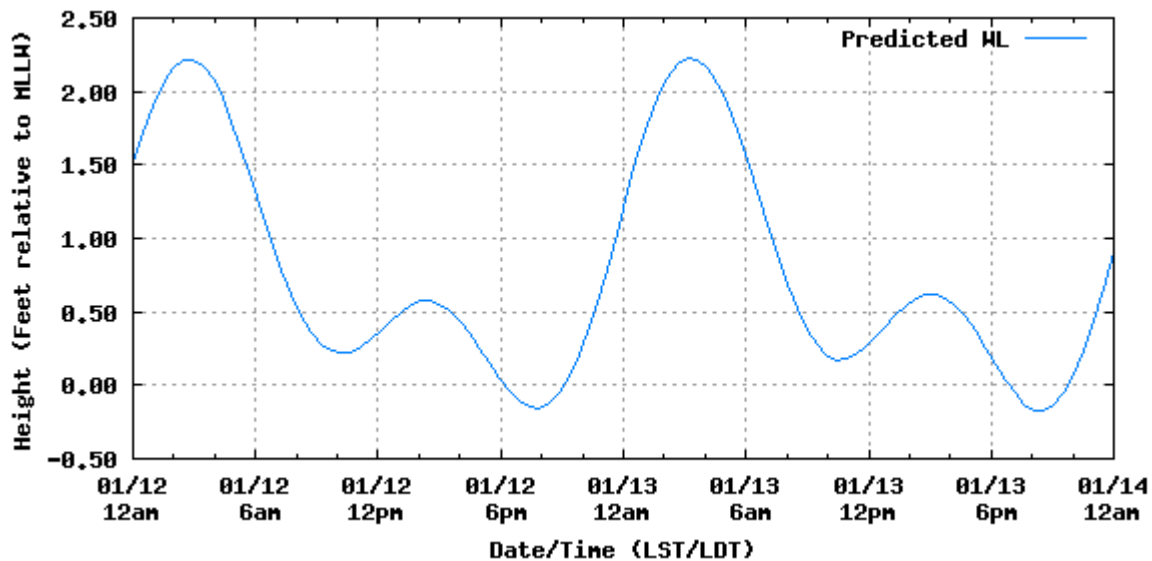


Weather Forecast for Honolulu, HI

Partly Cloudy during the day with scattered showers in the evening.

Highs	80° F
Lows	68° F
Max Humidity	67%
Winds	NE at 5-10 MPH

Tide Prediction



HIGH SURF WARNING IN EFFECT FOR NORTH AND WEST FACING SHORES OF OAHU:
 Surf along north facing shores will be 20 to 25 feet on Wednesday.
 Surf along west facing shores will be 15 to 20 feet on Wednesday.
 Surf along east facing shores will be 3 to 5 feet on Wednesday.
 Surf along south facing shores will be 2 feet or less on Wednesday.

5. Prepared by: (Planning Section Chief) R. Strickland	Date/Time 11Jan2010/1500
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Waste Management and Disposal Plan

The waste management and disposal plan should address, specifically, handling procedures, storage and disposal methods for oily waste generated by the oil release and recovery operations. The goal of the plan is facilitate the removal of waste from the impacted area as soon possible and to treat or dispose of it in the most efficient and environmentally sound manner.

The plan, at a minimum, should cover:

1. Waste types expected and the quantities generated (if possible).
2. Waste handling and disposal instructions for each waste type.
3. Special instructions.
4. Temporary storage of the waste if required.
5. Disposal and/or treatment of the waste.

Section 3240 of the Hawaii Area Contingency Plan contains specific information on common waste handling, disposal procedures as well as locations, contact information and guidelines for disposal and temporary storage.

The following enclosures provide tools in developing a waste management and disposal plan. The worksheet can be used as a stand-alone plan if it meets all of the incident's needs. Once generated, this plan needs to be approved by the IC or UC before it can be included in the IAP and executed.

**Please note these are only samples to help guide the development of a plan. Each incident will require details specific to that response. Please pay close attention to these details if you choose to use these samples.

Enclosure 1: Sample Waste Management and Disposal Plan.

Enclosure 2: Waste Management and Disposal Worksheet and updated worksheet.

REFERENCE

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Hawaii ACP IAP:
Enclosure 1: Sample Waste Management and Disposal Plan.

Sample Honolulu Harbor Spill
Waste Management and Disposal Plan

Waste Disposal Contact: S. Escudro 808-555-xxxx

WASTE TYPES EXPECTED:

- **Liquid Waste: Oil, oily water mixture:**
 1. Collect waste into vacuum trucks and transport to waste facility.
 2. Scale all loads indicating “liquid waste” on scale ticket. Obtain and document tare weight after off-loading waste.
 3. Transfer to available recovered oil tank.
 4. Document volumes of oil and water recovered (tank gauging).
 5. Send recovered volumes daily to S. Escudro via fax: 808-555-xxxx.
 6. Bills of lading include on waste log “For Terminal Collection Honolulu Harbor Spill.”

- **Oily Booms/Sorbent Pads/Pom-Poms/Debris:**
 1. Place oiled materials in to plastic bags and then into visqueen lined roll-off containers on-site.
 2. Scale all loads, indicating “oily boom/sorbent/pompom/debris” on scale ticket. Obtain and document tare weight after off-loading waste at facility.
 3. Dump materials from roll-offs onto the plastic lined designated storage areas.
KEEP LIKE WASTE TYPES TOGETHER-SEPARATE FROM OTHER WASTE TYPES.
 4. Set-up moisture removal station immediately adjacent to storage area.
 5. Remove excess moisture and separate metal pieces.
 6. Cut material into <3-foot lengths.
 7. Place material into separate bins: 1 for Boom, 1 for sorbents, 1 for pom-pom and 1 for other debris.
 8. BEFORE TRANSPORTING MATERIAL, OBTAIN AND DOCUMENT SAMPLES.
 9. Scale loaded truck/container. Instruct Driver to return container to the waste-processing site. Upon return, scale the EMPTY truck/container and enter tare weight into the log sheet.
 10. Fax log sheet to S. Escudro.

- **Oily Soil:**
 1. Place into visqueen lined dump trucks or containers for transportation to storage area.
 2. Scale all loads, indicating “oily soil” on scale ticket. Obtain and document tare weight after off-loading.

Hawaii ACP IAP:
Enclosure 1: Sample Waste Management and Disposal Plan.

3. KEEP LIKE WASTE TOGETHER-SEPARATE FROM OTHER WASTE TYPES.
 4. Bills of lading and waste logs as required.
- **Dead/oiled Wildlife:**
 1. Contact Wildlife or environmental branch for specific instructions.
 2. Place wildlife in plastic bags.
 3. Label with date, time found, location found, and contact (name and phone) for person who found the wildlife.
 4. Place in cool area, away from direct sunlight. Chill on ice if possible.

SPECIAL INSTRUCTIONS:

1. Ensure that waste types are segregated.
2. Monitor all areas and containers for liner integrity to prevent soil/ground contamination. If leaks occur, contaminated soil is to be removed and placed into OILY SOIL waste stream and collection operations must stop until corrective actions have been taken (liners placed under containers, etc..) to prevent further contamination.
3. Have protective covers available for immediate deployment in the event of rain.
4. Ensure Sampling instructions have been completely followed before releasing of containers for transport to disposal site.
5. Immediately notify Wildlife/environmental branch if any oiled wildlife is found.

Liquid Waste will be taken to: (Approved facility, Address, Contact number).

All other waste will be taken to: (Approved facility, Address, Contact number).

PREPARED BY: _____

DATE: _____

APPROVAL: FOSC _____

SOSC _____

RP _____

Waste Management and Disposal Plan Worksheet

Incident Name: _____

Date Prepared: _____ Time Prepared: _____

Location(s)/Division(s) Covered by Plan: _____

ACP/Other References Consulted: _____

General Information

Source of Spill: _____

Total Amount Spilled: _____

Total Amount at Risk: _____

Type of Material Spilled: _____

Agency Information

Lead Agency: _____

Agency Representative(s): _____

Telephone(s): _____

Comments: _____

Variances

Inquiry Made to Obtain Variances On: _____

Individual(s) Contacted for Variances: _____

Telephone(s): _____

Comments: _____

Hawaii ACP IAP:

Enclosure 2: Waste Management and Disposal Worksheet and updated worksheet.

Samples

Media(s)/Date(s) Sampled: _____

Sample(s) Sent Via: _____

Laboratory Name(s): _____

Sampling/Analysis Plan(s) Attached? Yes No

Chain of Custody Form(s) Attached? Yes No

Comments: _____

Waste Covered by Plan

Solids

Type	Description	Estimated Volumes(s)
<input type="checkbox"/> Oiled Natural Inorganic (Sand, Pebbles, Etc.)	_____	_____
<input type="checkbox"/> Oiled Natural Organic (Driftwood, Seaweed, Etc.)	_____	_____
<input type="checkbox"/> Man-Made Materials (PPE, Sorbents, Etc.)	_____	_____
<input type="checkbox"/> Unoiled Solids	_____	_____
<input type="checkbox"/> Other	_____	_____

Suspected Hazardous Waste? Yes No

Determination by Generator Knowledge? Yes No

Hazardous Waste Code(s): _____

Comments: _____

Hawaii ACP IAP:

Enclosure 2: Waste Management and Disposal Worksheet and updated worksheet.

Liquids	Type	Description	Estimated Volumes(s)
<input type="checkbox"/> Oil/Water Mixtures			
<input type="checkbox"/> Uncontaminated Petroleum Products			
<input type="checkbox"/> Waste Water			
<input type="checkbox"/> Spent Solvents/Dispersents and Fuels			
<input type="checkbox"/> Other			
Suspected Hazardous Waste? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Determination by Generator Knowledge? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hazardous Waste Code(s): _____			
Comments: _____			

Hawaii ACP IAP:

Enclosure 2: Waste Management and Disposal Worksheet and updated worksheet.

Disposal Method(s)			
Method	Waste Type/Description	Available	Selected
Natural Degradation/Dispersion	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Treatment Plant	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Landfill	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Land Farm	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
In-Situ Burning	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Open Pit Burning	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Portable Incineration	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Process Incineration	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Reprocessing	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Reclaiming	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Recycling	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Well Injection	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____ _____ _____ _____			

Health and Safety Procedures

Waste Type/Description

Health and Safety Plan Attached? Yes No

Comments: _____

Additional Comments

Contacts and Approvals

Contact for Further Information: _____

Approved By: _____ Time/Date: _____

Comments: _____

Waste Management and Disposal Plan Update

Incident Name: _____

Date Prepared: _____ Time Prepared: _____

Updating Plan Dated: _____

Location(s)/Division(s) Covered: _____

Changes to Agency Information

Lead Agency: _____

Agency Representative(s): _____

Telephone(s): _____

Comments: _____

Variances

Variance(s) Obtained? Yes No

Date(s) Received/Expected: _____

Copies Attached? Yes No

Comments: _____

To be Used Only as Supplement to Original Waste Management and Disposal Plan

Hawaii ACP IAP:
Enclosure 2: Waste Management and Disposal Worksheet and updated worksheet.

Changes to Disposal Methods

Disposal Resources Selected

Disposal Method	Resource(s)	Location

Disposal Permit Application Submitted? Yes No

Application(s) Approved? Yes No

Date(s) Received/Expected: _____

Copy Attached?..... Yes No

Comments: _____

Changes to Health and Safety Procedures

Updated Health and Safety Plan Attached..... Yes No

Comments: _____

Additional Comments

Contacts and Approvals

Contact for Further Information: _____

Approved By: _____ Time/Date: _____

Comments: _____

Decontamination Plan

This plan is used to address the decontamination of vessels and equipment involved in response operations. Its goal is to ensure that all vessels, equipment, machinery and other gear used in the response are returned to a non-oiled state. The focus of the Decontamination Plan is to expedite the cleaning of oiled vessels and response equipment in a safe, organized and efficient manner while minimizing further damage to the environment, human health and waste generation.

It is important to note that many OSRO contractors have pre-established decontamination procedures or even decontamination plans that are specific to their equipment and personnel. These procedures and plans should be verified before incorporation into the IAP.

The plan should address:

1. Location or site where decontamination will take place.
2. Organization of the decontamination process.
3. Equipment to be decontaminated.
4. Decontamination methods to be used.
5. Products to be used in the decontamination process (cleaning solvents or solutions).

Section 3250 of the Hawaii Area Contingency Plan contains specific information regarding decontamination. It also includes a list of items that are necessary when establishing a decontamination site. It is at the discretion of the UC to review and approve this plan. ***On-water decontamination of vessels requires UC approval.*** The Planning and Operations Section Chief should review this plan at a minimum.

**The following enclosure is a sample plan designed to facilitate the development of a decontamination plan for an actual incident. Because this plan is subject to many incident specific factors, it is important to pay attention to these details when drafting your plan.

Enclosure 3: Sample decontamination plan.

Enclosure 4: Equipment Decontamination Form

REFERENCE

REFERENCE

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**Sample Decontamination Plan for the
Honolulu Harbor Spill Incident**

General:

All contaminated items will be cleaned to condition of cleanliness mutually agreed upon by the Unified Command and equipment owner. These items include vessels, barges, workboats, boom, tools, hoses, machinery and other gear and equipment that may be impacted by oil. This plan also addresses personnel decontamination.

The Decontamination Unit within the Operations Section is responsible for the development and execution of this plan.

Equipment decontamination is required when:

1. For immediate re-use or relocation within the operation.
2. Prior to required repair or maintenance.
3. Prior to demobilization and return to owner.

Decontamination Methods:

On-Water Decontamination:

The Unified Command shall approve the on-water decontamination of vessels, barges or other watercraft. On-water decontamination of large vessels shall be conducted at berth or other locations as needed.

Decontamination is to occur on-site, if possible or at a suitable berthing location. Each vessel will be placed inside standard contractor containment boom secured with a sufficient anchoring system to prevent collapse of the boom perimeter during tidal surge or influx. Once the vessel is secured within the boom, crews will proceed to either spray wash or wipe down vessel to remove product. A pumping system will retrieve the sheen/product from the area and transfer it to a barge. If initial vessel decontamination is completed and a sheen is observed upon vessel egress from the decontamination area, secondary decontamination will be implemented.

Small Vessel Decontamination:

Small vessel decontamination will be completed via use of dry-dock crane arrangement, as feasible. Small vessels will be lifted from the water and placed in boomed areas of dry-dock, washed down and water collected from within the boomed area. Areas where boats are lifted will be boomed and monitored to prevent spread of sheen. All sheen/product from vessel decontamination will be collected via absorbent pad/boom or trash pump transfer to a frac or Baker tank, or barge for quantification, reclamation and proper disposal per the Waste Handling and Disposal plan.

Equipment Decontamination:

Cleaning systems for skimmers, hand tools, and heavy machinery will be established near the temporary waste management area. Steam cleaning and cleaning solution and water wash will be the primary methods to decontaminate equipment.

The equipment decontamination area will have a large pool for cleaning equipment and a frac tank for storage of liquids. The cleaning pool will be lined with secondary containment to capture any spilled material.

Equipment that cannot safely be moved will be decontaminated on-site using cleansing solution and water with a water rinse; this process will be repeated until visible contamination is removed. Areas used for cleaning will be bermed and lined to prevent additional contamination, and the resulting water will be collected and disposed of per the Waste Handling and Disposal Plan.

Expendable equipment (e.g. rope mops, brushes, tarps, etc...) will not be decontaminated but will be handled as oily waste.

Decontaminated equipment will be inventoried and this information will be forwarded to the Resource Unit Leader for final disposition of decontaminated equipment.

Personnel Decontamination:

Decontamination areas will have large children's wading pools and frac tanks to store liquids evolved from the decontamination process. The cleaning pools will be set-up within a secondary containment to capture any spilled material. There will be several wading pools set-up for individuals to wash in while they are still wearing personal protective equipment (PPE). In addition there will be 3 drums for disposal of spill debris. The drums will be labeled, one for oiled PPE, one for other oiled debris (sorbent pads, etc..) and one for unoled debris.

After exiting the initial exclusion zone, each individual will safely go through each decon station. Decon Unit personnel will be available for assistance.

Decontamination procedures will generally include the following steps:

1. Clean PPE in series of decon pools.
2. Remove and dispose of PPE in appropriate drums for disposal.
3. Personnel leaving the decon area perform final cleaning.

Hawaii ACP IAP: Enclosure 3: Sample decontamination plan.

Personnel decon procedures, specifically, will include the following steps:

Personnel exit the work area after removing gross contamination and leaving it in contaminated area for later disposal.

Station 1: Enter decon area by stepping onto absorbent roll.

Station 2: Step into galvanized washtubs and remove all visible contamination from clothing and boots via wash brush. Absorbent pads and water sprayers or garden hoses should be available at this station to assist in the cleaning.

Station 3: Step from washtub and walk on absorbent roll. Remove outer gloves and place in waste can.

Station 4: Continue on absorbent roll and step into next washtub. Remove protective clothing down to boots. Step out and away from boots and clothing.

Station 5: Throw disposable clothing in waste bin and place boots in personal bags for reuse.

Station 6: Remove and dispose of inner gloves and exit decon line into sheltered area.

All liquids generated from this cleanup operation will be transferred to storage tanks used for containment of recovered oil and water.

Cleaning Solutions:

A citrus-based cleaning solution, PES51, will be used as a degreaser and will be applied by either an airless sprayer or Hudson sprayer as applicable. UC authorization will be obtained before using a cleaning solution for on-water decontamination. Prior to using any solution, a copy of the MSDS will be provided to the Safety Officer for review.

Prepared by: _____

Date: _____

Approval: FOOSC: _____

Date: _____

SOSC: _____

Date: _____

RP: _____

Date: _____

Shoreline Cleanup Assessment Team (SCAT) Plan

This plan describes the SCAT survey process. This shoreline assessment survey is an important method of field observation to identify effected areas and resources impacted by the oil spill. SCAT data and results are used to help determine the type of shoreline clean-up needed, verify the effectiveness of shoreline clean-up efforts already in progress and identify whether additional work is required.

Specifically, objectives of the SCAT survey are to:

1. Field verify areas and resources affected by the release of oil.
2. Perform reconnaissance across areas adjacent to the vicinity of the release of oil.
3. Perform reconnaissance across areas that are projected to reside within the migration path or trajectory of the oil spill.
4. Assess and document the presence or absence and extent of residual hydrocarbons that originated from the oil spill.
5. Identify, document and report previously unidentified ecological, archeological, cultural or economically sensitive areas.
6. Collect samples, as necessary or requested, to facilitate in the Natural Resources Damage Assessment process.

The SCAT plan should identify at a minimum:

1. Survey priorities/objectives.
2. Survey area(s).
3. SCAT composition
4. Basic SCAT survey methods.
5. Documentation/Data Collection.
6. SCAT resource or equipment needs.

Specific SCAT assignments can be captured on an ICS 204 form, if not covered in the SCAT plan.

At least one member of the SCAT is required to have completed a SCAT course with 1-2 days of field experience (usually covered by the SCAT course).

It is recommended that the SCAT be comprised of members representing:

- The Responsible Party (RP)
- State spill response oversight agency (Hawaii DOH)
- Federal spill response oversight agency (USCG)
- Federal and/or State Trustee representative (NOAA, USF&W, or Hawaii DLNR)

It is at the discretion of the UC to review and approve this plan. The Planning and Operations Section Chief should review this plan at a minimum.

**The following enclosure is a sample plan designed to facilitate the development of a SCAT plan for an actual incident. Because SCAT plans are subject to many incident specific factors, it is important to pay attention to these details when drafting your plan.

Enclosure 5: Sample SCAT Plan

REFERENCE

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Sample Honolulu Harbor Spill
SCAT Survey Plan

Survey Objectives for Operational Period:

1. Collect data on shoreline types, oiling conditions and ecological and human-use resources in survey area and collect samples.
2. Identify/verify resources at risk and other areas of concerns.
3. Provide clean-up recommendations based on these observations.

Survey Area:

The SCAT survey will cover the Sand Island portion of the Harbor entrance, extending west around to Sand Island Beach Park. The survey will cover the beach and shoreline areas between the Harbor entrance and the Keehi Lagoon.

SCAT Composition:

SCAT Teams should be composed of, at a minimum, four (4) team members to include at least one (1) from each of the following:

1. RP
2. State of Hawaii spill oversight representative
3. USCG representative
4. NOAA, F&WS or DLNR representative

Additionally, the SCAT will be escorted by a response contractor for operations/transportation and communication coordination. The composition of each team, along with names and contact information will be recorded on the SCAT 204 and provided to the Planning Section.

Survey Methods:

The SCAT survey for the operational period will include two (2), four person teams that will rally at the Clean Islands Council Incident Command Post and will then travel to the survey site via vehicle. Specific SCAT instructions will be provided via ICS 204 forms.

SCAT surveys will be conducted along the impacted shorelines. To the extent possible, ground surveys will be conducted. The SCAT Teams may require permits to attain access to certain areas and may need assistance from the UC in acquiring these permits. In addition to ground surveys cannot be conducted the following transportation resources may be required:

- Vehicles: For areas accessible by road, transportation will be provided by vehicle. The actual survey will be conducted on-foot.
- Boat: For the portions of the survey only accessible via water (along the harbor pierface) boats will be used as weather permits. Boat surveys will be afforded the highest priority for completion.
- Helicopter: Helicopters will be used to complete off-shore surveys and overflights.

On the initial survey, shoreline segments will be identified by the SCAT team and identified by alphanumeric designation on a map or chart. Segment boundaries will be recorded by GPS (lat/long). Teams will record data collected and photograph area surveyed.

The SCAT team will collect samples of impacted shoreline sediment and surface water. In addition, the team will collect samples of un-impacted areas that may become impacted for baseline data. Dead and/or oiled wildlife will be documented and reported to the Wildlife Unit.

Upon Completion of the survey, SCAT teams will return to the ICP and provide data to the SCAT Team Supervisor. Copies of photographs will be provided to the Documentation Unit.

Documentation/Data Collection:

The following information shall be recorded on the SCAT form during the survey:

- Segment designation
- Team number
- Team members
- Date/Time of survey
- Segment access
- GPS boundaries
- Wildlife observations
- Type of shoreline
- Oil observed (or not observed)
- Location of oil observed
- Estimate of impacted beach debris present in segment surveyed
- Estimate of un-impacted beach debris present in segment surveyed
- Number and titles/references of photographs taken in segment
- Maps and illustration identifiers of areas surveyed and data obtained

Resource/Equipment Needs:

Each SCAT team will take the following equipment on each survey:

- Digital Camera(s)
- Maps/chart of the survey area
- Oiled shoreline assessment guidebooks
- Measuring tape
- GPS
- Sampling containers, labels and sampling spatulas or trowels
- Chain of custody report
- Rain-proof field notebook, clipboard and SCAT forms
- PPE and first-aid kit
- Distilled or deionized water and Alconex detergent to decontaminate equipment between sampling locations.
- Cell phone/radio for communication

Hawaii ACP IAP: Enclosure 5: Sample SCAT Plan

Transportation resource requirements will be coordinated between the Operations and Logistics sections.

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

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Wildlife Response and Management Plan

This plan covers the management of oiled wildlife that may result from an oil spill. The plan may also cover methods designed to prevent further impact of wildlife during the response operations.

Generally, this plan will cover the following elements:

- Sightings and notification
- Search, capture and collection
- Stabilization
- Removal of oil
- Rehabilitation
- Release protocols

Location and other incident details as well as impacted species-specific characteristics may increase or decrease the importance of these elements or individual procedures. In addition, it is important that the plan identify, species of significance, such as threatened or endangered species that could be impacted.

Resource Trustee representatives from NOAA, USF&W, and the State of Hawaii have authority over the handling and care of certain species covered under the Marine Mammal Protection Act and the Endangered Species Act. It is imperative that they are a part of the development, review and approval of this plan.

Section 3500 of the Hawaii Area Contingency Plan provides specific guidance on Wildlife response, recovery and rehabilitation resources and procedures for the Main Hawaiian Islands as well as species-specific information for marine mammals, turtles and birds.

**The following enclosure is a sample plan designed to facilitate the development of a Wildlife Response and Management plan for an actual incident. Because wildlife response and management are subject to many incident specific factors, it is important to pay attention to these details when drafting your plan.

Enclosure 6: Sample Wildlife Response and Management Plan.

REFERENCE

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Honolulu Harbor Spill
Wildlife Response and Management Plan Sample

Sightings and Notification: Report All Oiled/Injured/Dead Wildlife to 808-555-xxxx

All sightings of affected wildlife will be reported to the Wildlife Branch who will notify the appropriate Resource Trustee.

Species of concern impacted by the spill in this area include (but are not limited to):

Birds: Hawaiian coot (endangered)
 Hawaiian gallinule (endangered)
Turtles: Hawaiian Green Sea Turtle (threatened)
 Hawaiian Hawksbill Turtle (endangered)
Marine
Mammals: Spinner Dolphin

Collection of Oiled Wildlife:

Wildlife impacted from the oil may either be alive or dead at the time of collection.

Dead Animals/Carcasses:

All dead wildlife should be ultimately routed to the Clean Islands Council ICP. Disposal of carcasses will not occur until any necessary natural resource damage assessment activities are completed. The following procedures will apply in the collection of DEAD oiled wildlife:

1. A photograph of the location of the carcass will be taken. If a camera is not available, the location will be documented on a map or chart.
2. Wildlife will be wrapped in aluminum foil (dull side facing oil), placed in a plastic bag and transferred to a cooler to keep chilled. A label indicating the date and time the animal was found, the animal's location and name and phone number of the person finding the animal will be provided with the carcass.
3. The carcass will be transferred to the ICP following proper chain of custody protocol.
4. Upon receipt at the ICP, a designated Resource Trustee will inspect the wildlife.
5. Two (2) identical samples of the oil will be collected following appropriate sampling procedures. For birds, feathers will be collected.
6. Once the sample is collected, the wildlife carcass will be placed in a cooler or freezer specifically designated for this purpose.
7. The cooler/freezer will be locked at all times. Access to the freezer will be regulated with a sign-in sheet and only authorized to appropriate Wildlife staff.
8. The Wildlife Branch will maintain a log with the number of carcasses collected.

Living Wildlife:

Living wildlife that is oiled should only be captured and handled by appropriately trained personnel designated by the State of Hawaii, U.S Fish and Wildlife Service and the National Marine Fisheries Service.

Capture and retrieval efforts will be initiated after the Wildlife Branch receives notification of impacted wildlife. Branch representatives will coordinate with Field teams to survey spill site and adjacent areas for impacted wildlife.

Human safety takes priority during capture and retrieval efforts. Only designated personnel are allowed to participate in capture and retrieval efforts. Wildlife will be transported to the appropriate rehabilitation center.

The following Rehabilitation Centers have been identified for this incident:

Hawaii Marine Education and Training Center
Sand Island, Oahu
Phone: 808-832-3685

Wildlife will be administered care and go through Stabilization and Oil Removal as deemed necessary by the field Wildlife Representative on-scene. Stabilization and Oil Removal operations for birds will follow the Standard Operating Procedures for Hawaii Oiled Bird Collection, Stabilization and Transportation (Section 3500-15 of the Hawaii ACP). The appropriate Resource Trustee will determine procedures for all other animals.

Samples will be collected from wildlife, properly labeled and stored in the designated cooler/freezer at the ICP.

Oiled animals that are observed, but not retrievable, should be documented and photographed.

Prepared by: _____

Date: _____

Decanting Plan

The decanting plan should address the process in which water is recovered from the oily-water mixture collected. Decanting is a useful process that can increase storage capacity for recovered petroleum and facilitates mechanical recovery methods, such as skimming. In addition, decanting may be required to facilitate the salvage of a vessel or protect human life.

Decanting however, can result in a subsequent discharge of product and the actual process is determined on a case-by-case basis, influenced by factors such as weather and sea state.

Therefore, FOSC authorization is required to perform any on-water decanting and in addition, SOSOC authorization is required for decanting in state waters.

The plan must consider the following criteria in its development:

1. Location of decanting process: *The process should take place in a designated collection area.*
2. Monitoring process during decanting operations.
3. Preventative measures to prohibit further discharge.
4. Vessel design or constraints if decanting from a vessel.

The decanting plan should be written in the form of a decision memo, requesting authorization to perform decanting. It is important that the decanting plan articulate why it is necessary to conduct decanting operations for the response and include as much detail as possible. It must be approved by the IC or UC before it can be included in the IAP and executed.

Section 3240-8 of the Hawaii Area Contingency Plan, outlines the decanting policy and provides background information on the development of this policy.

**The following enclosure is a sample plan designed to facilitate the development of a decanting plan for an actual incident. Because decanting plans are subject to many incident specific factors, it is important to pay attention to these details when drafting your plan.

Enclosure 7: Sample Decanting Plan.

REFERENCE

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Hawaii ACP IAP: Enclosure 7: Sample Decanting Plan

Sample Decanting Approval Plan

Incident: Honolulu Harbor Spill

Effective date(s) of approval: _____

Name of Requestor: _____

Product(s) to be decanted: Recovered Bunker C/water mixture

This plan requests the approval to perform decanting of the Bunker C recovery systems to increase storage for spilled product.

The decanting will be done in the collection area adjacent to Pier 52 through the OSRV "Responder."

Boom will be placed around the decanting collection area to minimize loss of the decanted product and minimize entrainment.

Visual monitoring of the decanting area will be performed on a continuous basis to detect discharge of any product. If any loss of product is found during the operation, decanting will be immediately stopped and the lost product recovered.

The OSRV barge will be used to collect the product.

Prepared by: _____

Approval: (check one) Yes ___ No ___

FOSC _____

SOSC _____

RP _____

Reason for disapproval:

Additional Comments:

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**HONOLULU HARBOR SPILL
CLEAN UP AND REMEDIATION PLAN SAMPLE**

Incident Name: Honolulu Harbor Spill

Date Prepared: January 13, 2010

Prepared By:: Planning Section

Spill Location: Honolulu Harbor Pier 52

Point of Contact(s): Kim Beasley - Clean Island Council (808) 479-0702

1.0 Purpose

The purpose of this document is to describe: (1) the methods to clean the impacted area under the pier, and (2) the criteria that will be used to determine that remediation of the pier is complete.

2.0 Objective

The objectives of the remediation will be to:

- Remove fresh oil from pilings to eliminate further mobilization of liquid and any further sheening caused by the fresh oil;
- Minimize damage to fauna living on the pilings and beneath the pier;
- Minimize remobilization of “caked” oil (on pilings) from historical releases;
- Minimize disruption to shipping activity for barges and other vessels; and
- Complete the work safely.

3.0 Proposed Remediation

The general procedure for cleaning under the pier is as follows:

1. Absorbent sweeps will be maintained under the pier to collect free floating oil and the sheen. The absorbents will be “webbed” throughout the pilings to prevent free product from impacting adjacent pilings.
2. Low pressure, ambient temperature deluge flushing (i.e., propwashing) will be conducted to promote the movement of oil.
3. Power washing will be conducted in limited areas using high pressure/low volume fresh water to clean the pilings (washer to be operated per manufacturers instructions). This work will focus on the more heavily oiled areas.. The reason for selecting these areas is to remove fresh oil from pilings to eliminate further mobilization of liquid and any further sheening caused by the fresh oil. It is

anticipated that at the completion of this work the sheening will be reduced to nominal levels. If sheening continues, more aggressive power washing could be considered by Unified Command, however, at this time, these measures are discouraged since they will significantly impact the marine growth on the piling and may inflict more harm than good. This will also result in remobilization of the previous “caked” oil on the pilings.

4. Booms and absorbents will be replaced or decontaminated as necessary to ensure that they do not contribute to the sheening.
5. Evaluate the impacted area every 3-5 days to determine if the clean up is complete.

The general procedure for cleaning pier fendering is as follows:

1. During periods of lower tides, crews will wipe “waterless” hand cleaner on the fendering along the face of the pier. This is of a sufficiently viscous nature as to prevent running or dripping into the harbor waters. This will be used to emulsify and “clean” the oil from the fenders. The hand cleaner and oil will be recovered by wiping the fendering with rags to remove the residue.

4.0 End Point

Restoration of the pipeline and clean up of the impacted pier structures will continue until it is no longer a possible source of contamination. Recovery activity will continue until there is no free product or visible sheening observed by the oil from this incident.

5.0 Safety and Other Operational Constraints:

Working under the pier presents both logistical and safety problems. Because of the immediacy of the need to clean up the area to restore port operations, efforts will be made to clean it up as quickly as practicable. All work will be performed according to the Site Safety Plan previously submitted.

6.0 Approvals:

Responsible Party: _____ Date: _____ Time: _____
(Name)

State DOH: _____ Date: _____ Time: _____
(Name), SOSC

USCG: _____ Date: _____ Time: _____
(Name), FOOSC

Honolulu Harbor Spill
Transition Plan Sample

General:

The current situation will dictate how a transition team is selected. If multiple shifts are being use during an operational period, then the oncoming watch may be used as the transition team. If a single shift is being used during an operational period, then the Planning Section Chief will appoint a separate team to work with the Logistics Section to make ready the new ICP. Once the last operational period has concluded the operations brief at the initial ICP, the Planning Section members will join the Transition Team and relocate to the new ICP to ensure the new location is ready for the next Unified Command Objectives meeting.

Responsibilities:

a. Current IC Team:

1. Maintain ongoing Planning Cycle Process at current ICS Command Post (ICP) as per the Incident Action Plan until properly relieved.

b. Logistics Section Chief:

1. Develop an incident specific layout and equipment plan and obtain UC approval.
2. Seek, secure, and establish a new ICP location that provides the Incident Command Team with a proper facility and equipment to perform their job. Identify any materials that may need to be transferred or supplied by Sector Honolulu.
3. Arrange logistical support for all equipment, supply and/or personnel transfers.
4. Ensure new ICP is set up with necessary Finance- Planning- Operations- and Logistics footprint, UC meeting rooms, Check in location, and all the proper equipment to carry out necessary duties / functions. (Use ICP layout sketch and ICS-215 if necessary, see attached examples).
5. Identify parking location(s) and pass same to all members.
6. Provide new ICP location (map, directions and address) and contact numbers to all hands (to include all UC members, IC Team members and partnering agency liaisons involved with the situation).
7. Arrange for meals, water, and coffee.

c. Planning Section Chief:

1. Task the designated transition team with pre-staging the new ICP with the most current situational information (i.e. Maps, Charts, Photos, Objectives-Priorities list, Resource T-Cards, etc). Ensure the transition is done in an efficient and timely manner to ensure the new ICP is set up and ready for the next Unified Command Objectives meeting.

Prepared by: _____ Date: _____

Approved: _____ Date: _____

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Honolulu Harbor Spill
Demobilization Plan Sample

General:

- a. Personnel and Equipment will be demobilized from the incident in accordance with this plan. Demobilization will be conducted in an orderly fashion for the efficient release and safe return of all response resources and personnel to their respective home destinations.

- b. The demobilization of the resources and personnel from the incident is a team effort involving all personnel working on the incident. It is the responsibility of the Planning Section Chief (PSC) to ensure that a systematic plan is established and implemented by the Demobilization Unit.

- c. This demobilization plan will be implemented upon approval of the Unified Command (UC). Resources and personnel no longer required for the response to the incident will be demobilized as rapidly as possible. They will be released in the following general priority:

Priority I – Resources or personnel required to be returned for other emergency responses or other high priority mission support considerations.

Priority II – Resources or Sector personnel, necessary for continuous vital Sector field operations. Off-island personnel who must attend to vital operational commitments.

Priority III – All other personnel.

Responsibilities:

- a. Command:
 1. Approve overall Demobilization Plan.

 2. Approve list of releasable resources.

- b. Planning Section Chief:
 1. Shall ensure demobilization information is disseminated at least 24 hours in advance to ensure the orderly downsizing of incident resources. The primary means for demobilizing operational resources shall be accomplished thru the completion of the Operational Planning Worksheet ICS form 215.

 2. After each Tactics meeting, the DMOB shall develop a list of personnel and equipment resources and shall forward this through the UC for approval.

 3. For personnel outside operations the PSC shall review the possible incident timeline and will attempt to identify key milestones where the operation transitions into new phases. For each phase the DMOB shall develop a list of required functions and duties for each of the ICS Sections. The DMOB shall review this list

with each Section Chief for approval. Once the personnel list is approved it is compared with current incident staffing. Excess personnel are identified as candidates for demobilization. The list is signed by the Section Chief and forwarded to the DMOB for processing.

c. Operations Section Chief. Identify and communicate excess personnel and equipment available for demobilization to the PSC.

d. Logistics Section Chief:

1. Coordinate all personnel and equipment transportation needs to final destinations.
2. Ensure all issued equipment is checked in and verified.

e. Finance/Administration Section Chief:

1. Obtain and account for all personnel time reports.
2. Obtain and account for all equipment time reports.

f. Personnel (USCG):

1. Follow procedures outlined in the Check-Out Packet. Turn the Check-Out Packet into Documentation Unit Leader (DOCL) once it is complete. Also provide all incident documentation from the event to the DOCL for file.
2. Non-D14 members are required to provide a copy of their travel itinerary to the Demobilization Unit Leader (DMOB). Of particular importance, your travel itinerary information must have an estimated time of arrival to your home unit or residence.
3. Non-D14 members shall have a minimum of 8 hours rest prior to being released from the incident. All resources will meet any agency specific requirements on hours of travel per day or other restrictions concerned with travel.
4. Non-D14 members' units are required to verify your safe return home via **(METHOD OF CONFIRMATION)**. If the Incident Command Post has not received confirmation of your safe return within 2 days of your departure the Demobilization Unit will follow up with your immediate supervisor.
5. Non-D14 members please file your travel claim within 3 working days and submit a copy to Sector Honolulu as indicated on the checklist.
6. Local unit members' supervisors are required to verify your safe return home via **email (INSERT EMAIL ADDRESS) or phone call (INSERT PHONE CONTACT)**. If the Incident Command Post has not received confirmation of your safe return within 2 days of your departure the Demobilization Unit will follow up with your immediate supervisor.

7. Ensure any documentation including emails, photos and notes related to this incident is submitted to documentation.
8. If you should have any questions regarding this deployment, operation, or demobilization, please contact your immediate supervisor or the Sector Honolulu Contingency Planning & Force Readiness Chief (INSERT CONTACT NUMBER).
9. Your feedback is important and required to be documented on the Lessons Learned form. Please complete the Lessons Learned form and email to (INSERT EMAIL ADDRESS). Or you may fax or mail this form to:

Sector Honolulu
400 Sand Island Pkwy
Honolulu, HI 96819
Attn: Contingency Planning & Force Readiness Staff
808-842-2699 (fax)

Release Procedures:

- a. The Check-Out Packet will be used to facilitate the demobilization process and to provide resource accountability. Section Chiefs will identify surplus personnel or equipment within their units and submit a list (or lists) to the DMOB at least 36 hours ahead of anticipated release.
- b. The demobilization unit will combine lists from the Section Chiefs and form a "Tentative Release" list to be submitted to the DPIC for review and approval.
- c. When final approval for release is obtained from the next higher level, the Demobilization Unit will:
 1. Notify personnel to be released by posting on bulletin board.
 2. Give crew leader or individual the Check-Out Packet and briefing.
- d. Individuals will follow the Check-Out Packet procedures.
- e. Demobilization unit will ensure proper check-out procedures are followed and documentation is complete.

Prepared By: _____ Date: _____

Approved: PSC _____ Date: _____

IC: _____ Date: _____

LESSONS LEARNED FORM

Name (optional):	Date:
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DISCUSSION:

1. What ICS training did you receive prior to the incident?
2. What position did you fill?
3. What position would you normally fill?
4. How effective was your situational in-brief?
5. How was your watch rotation?
6. How effective was the ICS process?
7. How effective were the facilities?
8. How effective was the equipment?

RECOMMENDED ACTIONS:

9. List the top three things we did well:

DEMOBILIZATION CHECKOUT SHEET

1. Member Rank, First Name, Last Name: _____
(Please write legibly with ink pen)

>>Non-D14 members are not authorized to travel until they have rested 8 hours<<

2. Section Chief release authorization:

First Name, Last Name, ICP position: _____
Authorizing Section Chief Signature: _____

3. OSC and PSC release authorization:

(Signatures verify member is not needed for future response operations)

(NAME), OSC: _____
(NAME) PSC: _____

• Logistics ensure the following is filled out:

- Has all issued equipment been returned to Logistics? [] YES [] NO
- Lodging facility name: _____
- Date/Time checked out: _____
- Do you have any transportation needs? [] YES [] NO
 - Type: _____ From: _____ To: _____ Time: _____

4. LSC release authorization:

(NAME), LSC: _____

5. FSC release authorization:

(NAME), FSC: _____

- Did you receive a TONO from Sector Honolulu for this response? [] YES [] NO
- If yes; check out with (NAME), Admin Div for instructions on where to send copies of your travel claim.

(NAME), Admin Div: _____

6. RESL release authorization:

(NAME), RESL: _____

PROCEED TO NEXT PAGE

- Demobilization Unit ensure the following is filled out:
 - Home unit: _____
 - Unit phone number: _____
 - Personal home/cell phone number: _____
 - Reassignment/TDY (if necessary): _____
- Local members:
 - Destination: _____
 - Estimated time of arrival: _____
 - I understand that my supervisor must contact (NAME/CONTACT) verifying my safe return home. If the Incident Command Post has not received email confirmation of my safe return with in 2 days of my departure the Demobilization Unit will follow up with my immediate supervisor.
 - Supervisor Rank, First Name, Last Name: _____
 - Supervisor phone number: _____
 - Member acknowledgment: _____
- Non-D14 members:
 - Destination: _____
 - Airline: _____
 - Flight number: _____
 - Take-off time: _____
 - Arrival time: _____
 - Estimated time of arrival home: _____
 - I understand that my supervisor must contact the Incident Command Post upon my return. If the Incident Command Post has not received confirmation of my safe return with in 2 days of my departure the Demobilization Unit will follow up with my immediate supervisor.
 - Supervisor Rank, First Name, Last Name: _____
 - Supervisor phone number: _____
 - Member acknowledgment: _____

7. DMOB release authorization:

(NAME), DMOB: _____

- Documentation Unit ensure the following is filled out:
 - Date/Time checked-in to incident: _____
 - Date/Time released from incident: _____

8. DOCL release authorization:

(NAME), DOCL: _____