



**PRINCE WILLIAM SOUND
REGIONAL CITIZENS' ADVISORY COUNCIL**

INCIDENT RESPONSE PLAN

May 2009

OIL SPILL NOTIFICATION INSTRUCTIONS

If you receive a call reporting:

- An emergency, or
- An on-water spill of greater than five (5) gallons (>5 gal.), or
- An on-land spill of greater than twenty (20) gallons (>20 gal.), or
- A notification that the Valdez Emergency Operations Center has been activated,

Do this: You are the “Duty Officer”. Ask the following questions below to obtain all know facts about a spill or other incident.

WHAT TO ASK IF YOU RECEIVE A SPILL NOTIFICATION:

Name of Switchboard Alaska Operator and phone number:	
When did Switchboard Alaska receive the call?	
Name and Number of the person who called in the incident?	
What is the situation? If it is a spill, ask:	
1. Spill Location:	
2. Source of Spill:	
3. Type of Spill:	
4. Type of Product:	
5. Volume of Spill:	
6. Date of Spill:	
7. Time of Spill:	
8. Is the spill contained?	
9. Were there any instructions or phone numbers to call?	
10. Did the Switchboard Operator leave messages with any other RCAC personnel? If so, please identify those people.	

After you finish receiving the notification call:**Check Mark**

Call the Executive Director and Senior Field Observer (even if messages were already left) to notify them and confer about a staff call-out and response.	
Call Initial Notification Person listed below if they have not been contacted to determine if they are able to take over notification duties; if not, take over those duties or delegate them to another RCAC staff. <ul style="list-style-type: none"> Lena McQuery; 929-4522 (h), (706)-763-8126 (c) Amanda Johnson; 562-0080 (h); 720-3198 (c), or Linda Robinson; 243-1756 (h), 317-5256 (c) 	
Proceed to the nearest PWSRCAC office for your designated assignment.	

CALL-OUT LIST

Valdez		Office		
Employee Name	Position	Home Phone	Unlisted	Cell Phone
Donna Schantz	Director of Programs	835-5116	No	441-2063
Roy Robertson	Project Manager	835-3898	No	441-4079
Dan Gilson	Project Manager	835-4438	No	223-1240
Tom Kuckertz	Project Manager	835-4610	No	None
Joel Kennedy	Project Manager	835-5293	Yes	None
Anchorage		Office		
Employee Name	Position	Home Phone	Unlisted	Cellular Phone
Lisa Ka'aihue	Director Of Administration	349-1221	No	830-1876
Joe Banta	Project Manager	348-8803	No	229-7127
Stan Jones	Director Of External Affairs	677-7237	No	350-7711
Linda Swiss	Project Manager	243-5086	No	441-2082
Linda Robinson	Outreach Coordinator	243-1756	No	317-5256
Gregory Dixon	Financial Manager	277-2431	No	227-6046
Amanda Johnson	Project Manager/Webmaster	562-0080	No	
Telena McCuery	Project Assistant	929-4522	No	

Anchorage Office: 3709 Spenard Road, Anchorage, AK 99503

Tel: 907-277-7222/1-800-478-7221 toll free

Fax: 907-277-4523

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Tel: 907-834-5000/1-877-478-7221 toll free

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Prince William Sound Regional Citizens' Advisory Council
Incident Response Plan

Basic Plan

I. Authority:

Contract with Alyeska Pipeline Service Co.

Oil Pollution Act of 1990 (OPA 90)

Prince William Sound Regional Citizens' Advisory Council Policy

II. Purpose:

- A. To provide a single comprehensive plan for response during an oil spill event or other situations in which the need arises to provide timely, useful, and accurate information to the public and stakeholders.
- B. To provide a response structure that works within the framework of the Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) mission.
- C. To organize, coordinate, and direct the actions of PWSRCAC staff and volunteers during an incident response.
- D. To ensure that the mandates of PWSRCAC are met. Such mandates are:
 1. Observe: It is important that the council have unrestricted access to spill operations. The knowledge gained through this access will enable them to judge the spill response progress, planning, and effectiveness. The knowledge and in-depth understanding of the facts used to make operational decisions enable the council's representatives to fully inform the citizens of the actions taken to mitigate spill impact in their areas.
 2. Verify: Independent verification of the operations progress lends credibility to the spill response process. On-scene observations by the council's staff and representatives can validate the accuracy of information supplied to the incident commanders. Independent verification also ensures information passed to the communities in the region is factual and supportable.
 3. Inform: It is of paramount importance to disseminate timely, factual information to the communities in the spill impact area. The role of the council is to provide citizens of the region with the highest possible level of timely, independently verified, accurate information on the progress of the spill response. (*The*

council is not an arm of the industry's public relations and should not be considered as such; it does not replace nor does it augment the industry's community relations.)

4. Advise: The council represents diverse segments of the Prince William Sound coastal regions. Communities, fisheries, aquaculture, environmental, Alaska Native, subsistence, and recreational users all have directors on the council. These groups possess a storehouse of local knowledge gathered over many years. This wealth of information can prove invaluable to the incident commanders faced with an oil spill.

E. To ensure that the resources of PWSRCAC are used to their fullest potential and that the highest standard of accountability be maintained.

III. Description of Planning Process:

The primary focus of this plan is to provide a response structure that works within the framework of the PWSRCAC mission. This plan is designed to align with and fit within the ICS mandates.

The plan design was based on requirements identified by the Oil Pollution Act of 1990 (OPA90) and was developed using a collaborative process through key PWSRCAC staff forming a Response Planning Team. Team members reviewed requirements, timelines, materials and logistics. They reached a general consensus on the plan's structure, content, organization, and other requirements. The plan is designed to ensure that the mandates of PWSRCAC are met.

IV. Situation:

A. General:

The council is immediately accountable to those it represents: These are the people and groups with the most to lose from another catastrophic oil spill in Prince William Sound. They include communities and interest groups in a region stretching from the Sound itself to lower Cook Inlet and out to Kodiak Island Archipelago—all areas that were touched by oil from the *Exxon Valdez* oil spill. The council's 18 member organizations include representatives from communities, aquaculture, commercial fishing, environmental, Alaska Native, recreation, and tourism groups.

B. Hazard Identification/Vulnerability:

On March 24, 1989, shortly after midnight, the oil tanker *Exxon Valdez* struck Bligh Reef in Prince William Sound, Alaska, spilling more than 11 million gallons of crude oil. The spill was the largest in U.S. history and tested the abilities of local, national, and industrial organizations to prepare for, and respond to, a disaster of such magnitude. Many factors complicated the cleanup efforts following the spill. The size of the spill

and its remote location, accessible only by helicopter and boat, made government and industry efforts difficult and tested existing plans for dealing with such an event.

The spill posed threats to the delicate food chain that supports Prince William Sound's commercial fishing industry and Native subsistence users. Also in danger were ten million migratory shorebirds and waterfowl, hundreds of sea otters, dozens of other species, such as harbor porpoises and sea lions, and several varieties of whales.

As long as oil is transported in Prince William Sound, there exists the potential of a spill the size of the Exxon Valdez or larger.

C. Assumptions:

1. Because of the relative isolation of Valdez and the travel time involved, the Valdez staff must be capable of reacting effectively during the first critical hours during an event.
2. Inclement weather and the effects of such will greatly affect the response to an oil spill incident.
3. If the incident is the result of a terrorist attack, normal response operations will be disrupted.
4. Day to day functions which do not contribute directly to the response may be delayed or suspended for the duration of the response.
5. In a large incident, additional staff and experts will be needed to assist with response.

V. Direction and Control:

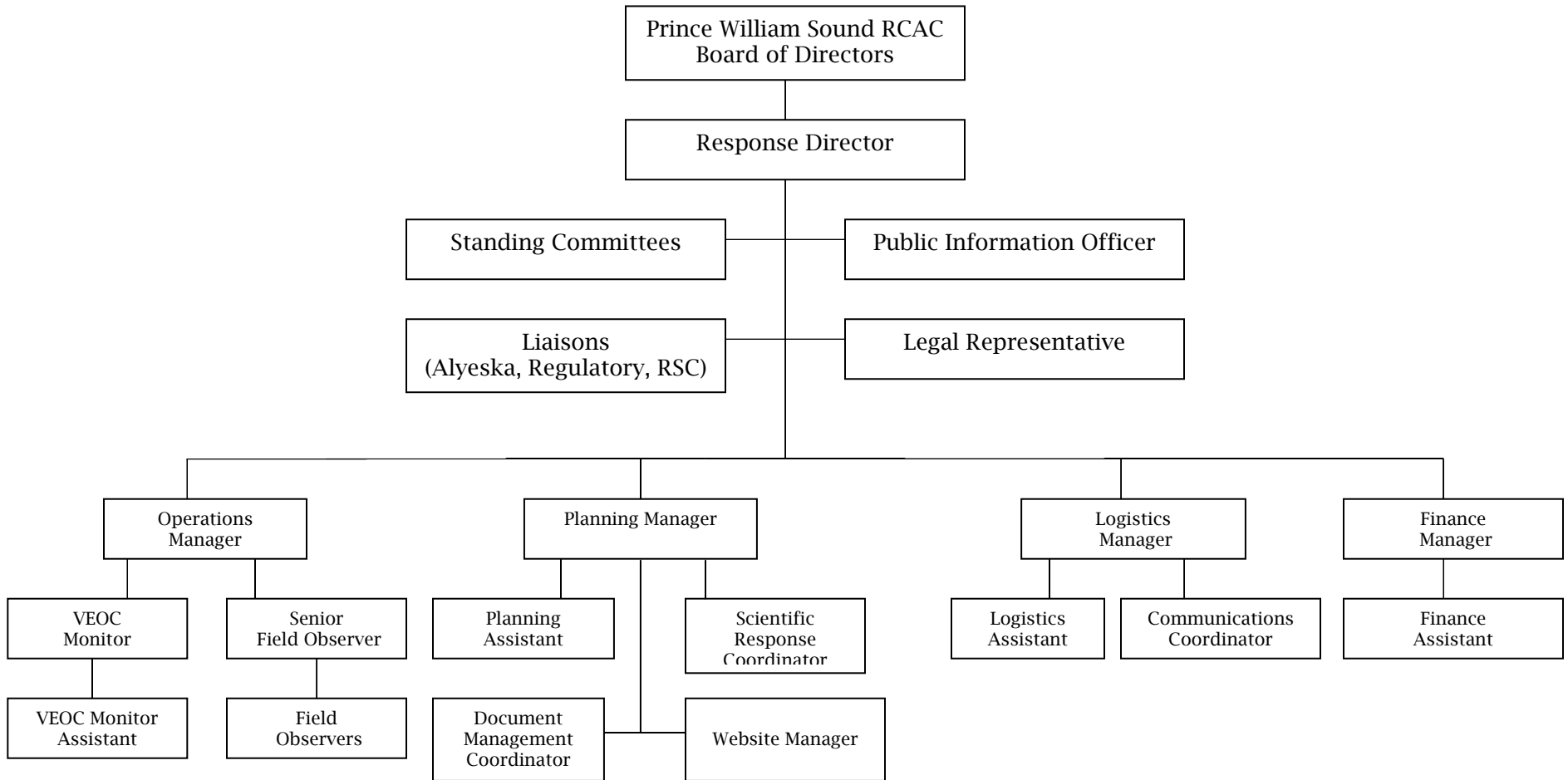
- A. PWSRCAC is a council-executive director form of organization in which the Executive Director executes the mandates of the council.
- B. The Executive Director has the authority to initiate a response if he/she finds that an oil related incident has occurred.
- C. The Executive Director has the authority for the deployment and use of resources to which the plan applies.
- D. The Executive Director will become the "Response Director" when this plan is activated.
- E. Succession of Command:
 1. Executive Director
 2. Director of Programs
 3. Director of Administration

4. Director of External Affairs

VI. Organization and Assignment of Responsibilities:

- A. Board of Directors: Will consist of all PWSRCAC Board Members. The Board of Directors will set policy and authority for the response. The Board of Directors may delegate decision making authority as outlined in the approved bylaws to the Executive Committee.
- B. Command Section: Will consist of the Response Director, the five standing advisory committees of PWSRCAC (Education Committee, OSPR, POVTS, SAC, TOEM), Public Information Officer, liaisons, and a legal representative. The Command Section provides overall command, control and coordination of PWSRCAC Incident Response.
- C. Operations Section: Will consist of the operations manager, senior field observer, field observers, Valdez Emergency Operations Center (VEOC) monitor and VEOC monitor assistant. This section is responsible for the monitoring of the overall spill response.
- D. Planning Section: Will consist of a planning manager and assistant. This section is responsible for the collecting, evaluating, and disseminating of information to staff. They are responsible for maintaining documentation, and developing the organizations action plans.
- E. Logistics Section: Will consist of a logistics manager, communication coordinator, and assistant. This section is responsible for providing facilities, services, personnel, equipment, and materials.
- F. Finance Section: Will consist of a finance manager and assistant. This section is responsible for all financial and cost analysis of the incident.

**Prince William Sound Regional Citizens' Advisory Council
Incident Response Organizational Chart**



VII. Emergency Operations Center:

The Emergency Operations Center (EOC) will be activated by the Response Director to provide centralized control and coordination of the response. The primary location for the EOC will be the board room in the Valdez office. If the primary EOC location is not functional, the Response Director will select another location and all staff will be notified of the change.

In order to coordinate, direct the response, and quickly assess data, all communication from the field must go through the EOC.

VIII. Plan Development and Maintenance:

The Project Manager for Oil Spill Prevention and Response Operations is responsible for the maintenance and update of this plan. This plan is a living document and will be reviewed and updated yearly. It will be continuously revised as new information becomes available and lessons are learned through drills and actual responses. It is important to remember that this plan is only an outline on how to best utilize staff and resources for meeting our goals in the most timely and efficient manner. It is not a substitute for training or exercises but rather a tool to enhance these assets.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

Annex A

Direction and Control

I. Purpose:

To provide procedures to accomplish the responsibilities assigned in the basic plan.

II. Response Strategy:

This plan will be activated in response to an incident originating from the Valdez Marine Terminal (VMT), the Trans-Alaska Pipeline System (TAPS) trade tanker or contracted tugs and barges. Incidents may include but are not limited to:

- Oil Spill
- Chemical Spill or Release
- Fire
- Drills
- Terrorist Attack/Threat
- Natural Disaster
- Incident/Event generating a large Media interest

PWSRCAC' response operation is based off of a two-tiered response. The response level implemented will be determined by the Response Director upon assessment of the event.

- A. Level One Response: Is defined as the initial response to an incident in Prince William Sound including the VMT. This level of response will largely be confined to the Response Director and Valdez staff including the drill/spill monitor.
- B. Level Two Response: Will be activated at anytime the Response Director determines the response will exceed the ability of the Valdez staff.

III. Tasks and Execution:

A. Board of Directors:

1. Will convene as soon as possible for approval of incident response and authority delegation.
2. Provides overall policy guidance to the Response Director in responding to the incident.

B. Response Director:

1. Reports directly to the Board of Directors.
2. Shall formulate, review, and approve operational guidelines including the incident action plans and provide overall direction and coordination of the incident response.
3. Review and approve the expending of funds for contracts, equipment, materials, personnel and supplies for incident response.
4. Authorize and control information given to the public via the public information officer.
5. Appoint, employ, or provide response personnel and ensure that shift schedules are established to provide response coverage.

C. Public Information Officer:

1. Formulate and release information about the incident as directed by the Response Director.
2. Maintain, throughout the incident, a summary of the information for release.
3. Continually act as official liaison between the news media; handling request for meetings between media and incident response personnel, and arranging interviews and incident observation trips.
4. Locate a news briefing area in a secure place away from the EOC.

C. Standing Committees:

1. Will consist of the chairman or their designee of each of the five standing committees of PWSRCAC
2. Will act as advisors to the Response Director.

D. Liaisons:

1. A Liaison will be selected for the Regional Stakeholders Committee (RSC) and any other agencies/organizations the Response Director deems necessary.
2. Will be the point of contact for the representatives of their agency/organization.

E. Legal Representative:

1. Prepare legislation as directed by the Board of Directors.
2. Provide necessary legal advice to the Board of Directors and Response Director.

F. Operations Manager:

1. Will be responsible for coordinating the monitoring response to the incident.
2. Provide for the health and safety of all staff and volunteers recommending any appropriate protective measures
3. Will be responsible for the implementation and management of all operational plans.
4. Will activate and supervise the organizational elements of monitoring the response in accordance with the Incident Action Plans and directs its implementation.
5. Will coordinate unit tactics with other staff members, request or release resources and make routine status reports on conditions and progress to the Response Director.
6. Will participate in the development and implementation of the incident action plans.
7. Will make situational changes to the plan as necessary and reports such changes to the Response Director.

G. Planning Manager:

1. Will be responsible for collecting, processing and evaluating incident information regarding the development of the incident and the status of the response.
2. Will develop incident action plans that outline the current situation, predicted course of events and prepare alternative strategies if necessary.
3. Will establish a collection point for records or documentation used during the response and ensuring this information is logged into the document management system.
4. Will be responsible for displaying status information including damage reports.
5. Will prepare briefings for the Response Director including new or updated response information.

H. Logistics Manager:

1. Will be responsible for providing facilities, services, staffing and material in support of the response.
2. Will be responsible for establishing effective communication for the response, including distribution of communication equipment and the maintenance and repair of this equipment.
3. Will develop sources for obtaining supplies including vendors outside of the impacted area.
4. Will anticipate the staffing needs for the duration of the response, as well as the acquisition of equipment and supplies for continued operations.
5. Will participate in the development and implementation of the incident action plans.

I. Finance Manager:

1. Will be responsible for all financial and cost requirements of the response.
2. Will be responsible for the compilation of all information related to the cost of the response including, but not limited to, equipment and its usage, personnel hours, supplies, etc.
3. Will participate in the development and implementation of the incident action plans.
4. At the conclusion of the response will have the responsibility to present the accumulated incident response cost information to the appropriate authority.
5. Must be thoroughly familiar with all PWSRCAC procedures and financial recordkeeping requirements and any criteria for possible reimbursements.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

Annex B

Position Checklist

Tab 1

Board of Directors Checklist

1. Obtain briefing from Response Director.
2. Convene as soon as possible for approval of incident response and delegation of authority.
3. Provide overall policy guidance to the Response Director.
4. As necessary brief daily with Response Director.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

Annex B

Position Checklist

Tab 2

Response Director Checklist

1. Assess incident and assign level of response.
2. Activate notification and mobilization procedures.
3. Appoint section managers
4. Activate Emergency Operations Center (EOC).
5. Assign Liaisons.
6. Brief staff and Board of Directors.
7. Verify task completion by section managers.
8. Assist the planning section with action plan.
9. Approve resource orders, personnel assignments and information releases.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

Annex B

Position Checklist

Tab 3

Initial Notification

1. When call is received, verify that the spill incident form has been filled out.
2. Verify that the Response Director or their delegate and the Senior Field Observer have been contacted.
3. Begin notification of staff including incident information, the level of response, and staff needing to be mobilized.
4. Begin notification to the Board of Directors and the member entities. Make follow-up calls until every director and member entity is accounted for.
5. Notify all remaining committee volunteers.
6. Coordinate with Logistics to ensure that incoming personnel have the necessary travel and lodging arrangements.
7. Before closing this operation ensure that all tasks are complete.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 4

Liaison

1. Obtain briefing from Response Director.
2. Provide a point of contact for their designated agencies.
3. Identify their designated agency representatives including their contact information and their location.
4. Monitor the incident operations to identify what might be potential inter-agency problems.
5. Under direction of the Response Director provide information to designated agency.
6. Maintain a log of meetings, action items needed and information shared.
7. As necessary brief daily with Response Director.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 5

Standing Committees

1. Committee Chairs or their designees obtain briefing from Response Director.
2. Provide points of contact for their committee.
3. Be available to provide advice to the Response Director.
4. As necessary brief daily with Response Director.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 6

Legal Representative

1. Obtain briefing from Response Director.
2. Provide necessary legal advice to the Board of Directors and Response Director.
3. As necessary brief daily with Response Director.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 7

Public Information Officer

1. Obtain briefing from Response Director.
2. Establish an information center and arrange for work space, materials and staffing.
3. Gather incident related information from other sections.
4. Prepare initial information summary and maintain file of all subsequent summaries.
5. Obtain Response Director's approval for information release.
6. Release approved information and post to web and in the EOC.
7. Begin monitoring incident related media coverage.
8. As necessary arrange meetings between media and personnel.
9. Attend planning meetings when requested.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 8

Operations Manager

1. Obtain briefing from Response Director.
2. Make a determination of:
 - a. Location of assignments.
 - b. Type of information needed from each location.
 - c. Priorities and time limits.
 - d. Methods of communications.
 - e. Methods of transportation.
3. Appoint VEOC Monitor, Senior Field Observer, Field Observers and VEOC assistant and brief on incident.
4. Ensure communication is in place.
5. Ensure personnel have necessary equipment and supplies.
6. Dispatch personnel maintaining a log of destination.
7. Determine need for additional resources.
8. Coordinate monitoring activities with other agencies operations.
9. Provide timely information to the Response Director on situation changes, plan modifications and hazards.
10. Maintain section log.
11. Assist Planning with the incident action plan.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 8.1

VEOC Monitor

1. Obtain briefing from Operations Manager.
2. Ensure communication is in place.
3. When directed respond to VEOC check in and open PWSRCAC office.
4. Review status board and if possible obtain briefing.
5. Brief Operations Manager on status of response.
6. Respond to request from incident personnel for information or contacts.
7. Monitor the incident operations to identify what might be potential problems.
8. Provide timely information to the Operations Manager on situation changes, plan modifications and hazards.
9. Maintain section log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 8.2

VEOC Monitor Assistant

1. Obtain briefing from Operations Manager.
2. Ensure communication is in place.
3. When directed respond to VEOC check in.
4. Report to VEOC Monitor and receive brief from VEOC Monitor.
5. Set up and man PWSRCAC office at the VEOC.
6. Gather incident information and route to the EOC.
7. Brief with VEOC Manager regularly.
8. Assist with maintaining section log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 8.3

Senior Field Observer

1. Obtain briefing from Operations Manager.
2. Ensure communication is in place.
3. Obtain necessary equipment and supplies for field duty.
4. When directed respond to designated site.
5. Brief Operations Manager on status of response.
6. Supervise Field Observer.
7. Respond to request from incident personnel for information or contacts.
8. Monitor the incident operations to identify what might be potential problems.
9. Provide timely information to the Operations Manager on situation changes, plan modifications and hazards.
10. Maintain section log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 8.4

Field Observer

1. Obtain briefing from Senior Field Observer.
2. Ensure communication is in place.
3. Obtain necessary equipment and supplies for field duty.
4. When directed respond to designated site.
5. Brief Senior Field Observer on status of response.
6. Monitor the incident operations to identify what might be potential problems.
7. Provide timely information to the Senior Field Observer on situation changes, plan modifications and hazards.
8. Maintain section log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 9

Planning Manager

1. Obtain briefing from Response Director.
2. Establish information collection activities.
3. Ensure communication is in place and website is operational.
4. Activate Document Management System.
5. Assemble incident information for first situation report.
6. Assist Response Director with staff brief.
7. Working with Response Director and section managers create 24 hour incident action plan.
8. Activate the Scientific Response Plan and/or other operational plans.
9. As necessary assemble information on alternative strategies.
10. Brief Operations Manager on status of response.
11. Respond to request from incident personnel for information or contacts.
12. Monitor the incident operations to identify what might be potential problems.
13. Provide timely information to the Response Director on situation changes, plan modifications and hazards.
14. Maintain section log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 9.1

Planning Assistant

1. Obtain briefing and special instructions from Planning Manager.
2. Establish and maintain check-in function at EOC.
3. Compile and display incident status information
4. Collect information from sections on incident response.
5. Assist Planning Manager with action plans.
6. Distribute action plans and situation reports.
7. Assist Planning Manager with research.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 9.2

Document Management Coordinator

1. Obtain briefing from Planning Manager.
2. Establish and organize incident information.
3. Check accuracy and completeness of records and documents submitted for filing.
4. Contact appropriate sections regarding errors or omissions.
5. Enter documents into the Document Management System.
6. Collect other sections unit logs for historical record purposes.
7. Maintain a unit log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 9.3

Scientific Response Coordinator

1. Obtain briefing and special instructions from Planning Manager.
2. Establish and maintain check-in function at EOC.
3. Activate Scientific Response Plan.
4. Assist Planning Manager with action plans.
5. Maintain Unit Log

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 10

Logistics Manager

1. Obtain briefing from Response Director.
2. Determine the extent of current and anticipated operations and plan for necessary logistics support.
3. Determine need for personnel and make arrangements for additional personnel if necessary.
4. Coordinate all aid offered to the incident by volunteer personnel.
5. Establish methods of feeding and sheltering personnel.
6. Provide, maintain and control selected equipment, supplies, facilities, and commercial services required.
7. Maintain reports of damage/loss and maintenance of equipment.
8. Assist with the incident action plan.
9. Provide timely information to the Response Director on situation changes, equipment problems and status of personnel.
10. Maintain a unit log.

Prince William Sound Regional Citizens Advisory Council
Incident Operations Plan

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Position Checklist

Tab 10.1

Logistics Assistant

1. Obtain briefing from Logistics Manager.
2. Maintain time cards for all staff and volunteers.
3. Maintain inventory of supplies, equipment, personnel and their assignment.
4. When directed order, receive, distribute, and store requested supplies.
5. When directed order food and lodging.
6. Notify personnel of where they can obtain food and lodging.
7. Assist the Logistics Manager as necessary.

Prince William Sound Regional Citizens Advisory Council
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Position Checklist

Tab 10.2

Communications Manager

1. Obtain briefing from Logistics Manager.
2. Determine communication needs.
3. Advise the Logistics Manager regarding communications capabilities/limitations.
4. Ensure that communications systems are installed and tested.
5. Ensure that equipment accountability system is established.
6. Maintain records on all communications equipment.
7. Provide technical information as required on:
 - a. The adequacy of communication systems currently in operations.
 - b. The geographic limitations on communication systems.
 - c. Equipment capabilities.
 - d. The amount and types of equipment available.
 - e. The anticipated problems in the use of communications equipment.
8. Maintain communications log.

Prince William Sound Regional Citizens Advisory Council
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Position Checklist

Tab 11

Finance Manager

1. Obtain briefing from Response Director.
2. Establish tracking system for all cost associated with the incident response.
3. Provide input in all planning sessions on financial and cost analysis matters.
4. Receive and retain copies of all purchase orders, invoices and payroll associated with the incident response.
5. Establish and interpret contracts/agreements.
6. Complete final processing for payment of expenses.
7. Maintain list of any damaged or lost equipment for after incident billing or claim.
8. Ensure that all records, personnel time recording forms, and other financial documents are in order and submitted for processing prior to incident demobilization.
9. Maintain section log.

Prince William Sound Regional Citizens Advisory Council
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Position Checklist

Tab 11.1

Finance Assistant

1. Obtain briefing from Finance Manager.
2. Ensure that supplies and other support needs for the Finance Section are identified and ordered.
3. Ensure that all financial documents are properly prepared and completed.
4. Ensure that personnel timesheets are collected.
5. Assist Finance Manager as necessary.

APPENDIX 1

AUTHORITY

- PWSRCAC Policies
- OPA 90
- Alyeska Contract

APPENDIX 2

NOTIFICATION AND MOBILIZATION

OIL SPILL NOTIFICATION INSTRUCTIONS

If you receive a call reporting:

- An emergency, or
- An on-water spill of greater than five (5) gallons (>5 gal.), or
- An on-land spill of greater than twenty (20) gallons (>20 gal.), or
- A notification that the Valdez Emergency Operations Center has been activated,

Do this: You are the “Duty Officer”. Ask the following questions below to obtain all know facts about a spill or other incident.

WHAT TO ASK IF YOU RECEIVE A SPILL NOTIFICATION:

Name of Switchboard Alaska Operator and phone number:	
When did Switchboard Alaska receive the call?	
Name and Number of the person who called in the incident?	
What is the situation? If it is a spill, ask:	
1. Spill Location:	
2. Source of Spill:	
3. Type of Spill:	
4. Type of Product:	
5. Volume of Spill:	
6. Date of Spill:	
7. Time of Spill:	
8. Is the spill contained?	
9. Were there any instructions or phone numbers to call?	
10. Did the Switchboard Operator leave messages with any other RCAC personnel? If so, please identify those people.	

After you finish receiving the notification call:**Check Mark**

Call the Executive Director and Senior Field Observer (even if messages were already left) to notify them and confer about a staff call-out and response.	
Call Initial Notification Person listed below if they have not been contacted to determine if they are able to take over notification duties; if not, take over those duties or delegate them to another RCAC staff. <ul style="list-style-type: none"> Lena McQuery; 929-4522 (h), (706)-763-8126 (c) Amanda Johnson; 562-0080 (h); 720-3198 (c), or Linda Robinson; 243-1756 (h), 317-5256 (c) 	
Proceed to the nearest PWSRCAC office for your designated assignment.	

CALL-OUT LIST

Valdez Office				
Employee Name	Position	Home Phone	Unlisted	Cell Phone
Donna Schantz	Director of Programs	835-5116	No	441-2063
Roy Robertson	Project Manager	835-3898	No	441-4079
Dan Gilson	Project Manager	835-4438	No	223-1240
Tom Kuckertz	Project Manager	835-4610	No	None
Joel Kennedy	Project Manager	835-5293	Yes	None
John Devens	Executive Director	835-3340	No	831-1520
Anchorage Office				
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Lisa Ka'aihue	Director Of Administration	349-1221	No	830-1876
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Linda Robinson	Outreach Coordinator	243-1756	No	317-5256
Gregory Dixon	Financial Manager	277-2431	No	227-6046
Kyle Von Bose	Web Master	N/A	N/A	227-7587

Anchorage Office: 3709 Spenard Road, Anchorage, AK 99503
Tel: 907-277-7222/1-800-478-7221 toll free
Fax: 907-277-4523

Valdez Office: PO Box 3089, Valdez, AK 99686
Tel: 907-834-5000/1-877-478-7221 toll free
Fax: 907-835-5926

INCIDENT RESPONSE PLAN TEAM LIST

DATE _____

SHIFT: _____

Level I Activation

Team Leader	_____
Initial Notification Person	_____
Operations Manager	_____
Senior Field Observer	_____
Field Observer (s)	_____
VEOC Monitor (s)	_____
Public Information Officer	_____

Level II Activation

Team Leader	_____
Operations Manager	_____
Senior Field Observer	_____
Field Observer(s)	_____
Planning Manager	_____
Logistics Manager	_____
Finance Manager	_____
Public Information Officer	_____
Community Liaison	_____
VEOC Monitor	_____
Communications Coordinator	_____
VEOC Monitor Assistant	_____
Planning Assistant	_____
Doc Management Coordinator	_____
Logistics Assistant	_____
Finance Assistant	_____
Website Manager	_____

CALLOUT LOG FOR OIL SPILLS

Person making calls: _____

Date: _____

NAME	TELEPHONE	TIME	CONTACT	COMMENTS
EXECUTIVE COMMITTEE				
Patience Andersen Faulkner President	424-7585			
<i>CDFU</i>	424-6200			
Steve Lewis Vice President	234-7562 (h) 252-3457 (c)			
<i>City of Seldovia</i>	234-7643			
Jane Eisemann Treasurer	481-2501 486-4594 hm			
<i>City of Kodiak</i>	486-8636			
Marilynn Heddell Secretary	472-2426 278-2493			
<i>City of Whittier</i>	472-2337			
Nancy Bird Member at Large	424-5800 x225 424-7466			
<i>City of Cordova</i>	424-6200			
Blake Johnson Member at Large	776-5212 hm			
<i>Kenai Peninsula Borough</i>	262-4441			
Dorothy Moore Member at Large	835-4245 748-6485 cell			
<i>City of Valdez</i>	835-4313			
John Allen	835-2243			
<i>Tatitlek Corporation</i>	424-3777			
<i>Tatitlek Village IRA Council</i>	325-2311			
Al Burch	486-3910 486-5238 hm			
<i>Kodiak Island Borough</i>	486-3913			
Sheri Buretta	696-3774 227-0595 cell			

<i>Chugach Alaska Corp</i>	563-8866			
John French	224-4429			
<i>City of Seward</i>	424-3331			
Pat Duffy	835-2002 835-4651 fax			
<i>AK State Chamber of Commerce</i>				
Charles Totemoff	244-1404			
George Levasseur	835-2544 255-4867 cell			
<i>City of Valdez</i>	835-4313			
Thane Miller	835-9783			
<i>Prince William Sound Aquaculture Corporation</i>	424-7511			
Iver Malutin	486-9800 486-9898 hm			
<i>Kodiak Village Mayors' Assoc.</i>	486-3913			
Walter Parker	333-5189			
<i>Oil Spill Region Environmental Coalition</i>	235-4069			
John Velsko	299-1215 235-7836			
<i>City of Homer</i>	235-8121			

COUNCIL MEMBER INITIAL NOTIFICATION CHECKLIST

Name of person making the call: _____

Date: _____ Time: _____

Name and phone number of director called: _____

The caller must ensure the following information is transmitted if available. The caller will also indicate on this sheet if such information was transmitted and if there were any comments from the director called:

1. Notify the Director of the casualty, name of vessel(s), time and location of incident, whether oil is currently leaking and estimate of size. Comments:
2. Describe weather conditions. Comments:
3. Describe current and anticipated response. Comments:
4. Have the Director provide phone and fax numbers for staff. Comments:
5. Ask if authorities have been notified in their area. Comments:
6. Are you receiving regular information on the spill outside RCAC?
7. Is there response activity in your area? If so, can you describe it? Comments:
8. Has the spiller established a liaison in your area and do you know this person's name?
9. Is there any assistance RCAC staff can provide to you?

INCOMING REPORT FROM THE PUBLIC

Name of the person receiving the call: _____

Date of call: _____ Time of call: _____

1. What is your name? _____

2. What are you calling about? _____

3. Do you work for any organization? _____

4. How can we reach you? (Vessel name, radio frequency, phone or fax #'s, mailing address)

5. Where are you calling from? If calling from a vessel, get the name and position.

OPTIONAL:

8. What are the weather conditions? Is it high tide or low tide?

9. Where is the oil coming from? Where is it going?

10. What is the extent of the oiling?

11. Is there wildlife in the area? If so what type and number of dead or oiled:

12. Are you staying in the vicinity, or are you on the move?

Name of RCAC staff assigned to follow up with this call: _____

Was the citizen who originated the call contacted again by RCAC?

Date and time of return contact: _____

Summary of information gathered by RCAC staff:

APPENDIX 3

TIMELINE

Response Timeline

End of:	Accomplished
Hour 1	Verification Notification: Executive Director, Staff, Experts, Board Monitor to VEOC
Hour 2	Web page established RSC representative selected Logistics and Media Assistant positions established Position assignments made EOC activated
Hour 3	Two assistants to VEOC PIO in-house established Staff brief Anchorage staff mobilized Food and water set-up
Hours 4-6	Board Meeting Staffing needs reviewed Financial tracking started PIO – outgoing established
Hours 6-12	Field operations started Anchorage staff arrive Full Brief

APPENDIX 4
RESOURCE LIST

APPENDIX 5
COMMUNICATIONS

RCAC COMMUNICATIONS PLAN

Introduction

The purpose of a communications plan is to move information from one point to another.

- Information from field observations;
- Information from Incident Command (VEOC) observations;
- Information to Board of Directors, member entities, and citizens
- Input from Board of Directors and the public; and
- Input back to Incident Command

Potential Communications Schedule

Develop an Incident Specific Communication schedule as needed.

First 24 Hours

Incoming:

- Reports from command center to RCAC EOC Hourly
- Reports from field observers Hourly

Outgoing:

- Initial briefing to board members and member entities ASAP
- Written Updates to council members/ member entities As necessary
- Input into Incident Command Daily
- Establish teleconference schedule with Board Daily

Second 24 Hours

Incoming:

- Reports from command center to RCAC EOC Every 2 hours
- Reports from field observers Every 2 hours

Outgoing:

- Written Updates to Board/ member entities As necessary
- Post Updates on Website As necessary
- Input into Incident Command Daily
- Teleconference with Board Daily

Beyond 48 hours

Incoming:

- Reports from command center to RCAC EOC Every 4 hours
- Reports from field observers Every 4 hours

Outgoing:

- Written Updates to Board/ member entities As necessary
- Post Updates on Website As necessary
- Input into Incident Command Daily
- Teleconference with Board Daily

Important Information Considerations:

1. Overheard radio communications are not confirmed facts.
2. Make the distinction between confirmed and unconfirmed and report *only confirmed facts*.
3. Include as much detail as possible and include trajectories and projected impacts.
4. The Team Leader will review all outgoing RCAC information.

Satellite Phone Communications

RCAC Valdez Office:

- 2 Satellite Phones
- 8816-3163-7602; Assigned to: _____
- 8816-3163-7603; Assigned to: _____

RCAC Anchorage Office:

- 1 Satellite Phone
- 8816-3163-7601; Assigned to: _____

VEOC Office – RCAC

- 834-6811
- *Reserved for Field Observer Call-In*
- 834-6813
- 834-6817

Electronic Communications

- E-mail capabilities: Anchorage office, Valdez office, VEOC office
- RCAC Website; www.pwsrcac.org
- RCAC Webmail (Remote Access); <http://mail.pwsrcac.org>
 - Enter Username and Password

Radio Communications

A. Communications Equipment

Valdez Office

- 1 (one) Uniden Bearcat Scanner, 800 (eight hundred) megahertz
- 1 (one) Motorola VHF Triton II+ base station
- 3 (three) Motorola VHF handheld units (intrinsically safe)
- 1 SEA 222 Synthesized SSB Radiotelephone

Drill Monitor

- 1 portable VHF
- 1 multi channel scanner
- 3 Satellite Phones

B. Equipment Usage Instructions

Uniden Bearcat Scanner: Turn unit on by rotating the large knob, labeled VOLUME/OFF, located on the lower right hand front side of the unit, to the right. Keep turning the knob until you can clearly hear radio transmissions. Push the red button, labeled SCAN, to put the unit in the scan mode. Turn the large knob, located above the VOLUME/ OFF knob, labeled AUTO/ SQUELCH, to the right until you hear feedback. Once you have feedback slowly rotate the knob to the left until there is no feedback. Stop immediately at the point where there is no feedback. Squelch will often have to be readjusted throughout the course of radio monitoring. If you back too far off the squelch you will not hear any transmissions.

The scanner is currently programmed to monitor 24 channels (refer to chart on the following page.) There are two ways to monitor a transmission. First, if the party you want to listen to is currently broadcasting and you can hear them, hit the manual button once. This will lock in on the transmission. Be aware that taking the scanner off of the scan mode means you can only hear the one channel you have locked in on. Some agencies transmit and receive on two different frequencies. To hear both sides of the conversation you must leave the unit in the scan mode. Also be aware that when you leave the unit on scan you will continue to bounce to every transmission the scanner picks up. The second way to monitor a transmission is to refer to the chart located on the following page, choose a frequency to listen to, hit the manual button on the scanner, enter the scanner channel number, and hit manual again. The unit is now locked onto that channel. To return to the scan mode at any time push the scan button.

Channels 1 through 24 are programmed as listed on the chart below. To reprogram, turn the volume button up until you can hear the keys beep as you press them. First

press Manual, then enter the channel number (use the keypad on the left to enter 25, 26, 27 and so on) that you wish to enter, then manual again. If the channel has not already been programmed the frequency will appear as 000.000. Now type in the frequency number (it will always be six digits, example 125.700) push the button labeled E. If there is a message push E again to override. If you are programming a frequency that is already stored in the bank (Channels 1 through 24) you will get this message thus giving you the option to cancel or set the frequency to the new channel. If you are programming in more than one channel (example: a transmit then a receive channel) that are related to one another, program them consecutively on the scanner. You will have better luck monitoring transmissions if the corresponding channels are programmed close together in the bank.

If needed, further instructions can be found in the manufacturer handbook located next to the scanner.

Currently Programmed Channels on the RCAC Bearcat Uniden Scanner

Description	Scanner Bank Channel	Frequency
Alveska Security VHF	1	152.360
Alveska Security UHF	2	469.225
Alveska Security UHF	3	464.225
Alveska ARTS.CH1	4	158.280
Alveska ARTS.CH1	5	153.050
Alveska ARTS.CH2	6	158.355
Alveska ARTS.CH2	7	153.200
Alveska ARTS.CH3	8	158.430
Alveska ARTS.CH3	9	153.350
Alveska ARTS.CH4	10	152.300
Alveska Fire / Safety	11	469.375
Alveska Mar/Oil spill	12	469.625
Alveska paging channel	13	469.275
ADEC	14	159.255
SERVS	15	157.025
Emergency Service	16	156.800
VTS (USCG)	17	156.650
Tugs working	18	156.900
Marine operators	19	157.200
Marine operators	20	157.250
Marine operators	21	157.300
Marine operators	22	157.350
Marine operators	23	157.400
Fishing Vessels	24	158.445

Motorola VHF Triton II+ base station: Turn unit ON with the knob labeled OFF by turning it to the right. This is also the volume knob, adjust accordingly. Unit is programmed to automatically go to channel 16. This is the emergency channel - do not transmit on this channel unless you need emergency help. To tune in the channel you wish to monitor, rotate the black knob that is not labeled (although it looks like it is labeled "volume") located on the upper right front side of the unit. Rotating the knob to the left takes you to lower numbered channels than the one it is currently on, rotating to the right moves you to the higher numbered channels. To transmit on this unit, key the mike, speak clearly and follow instructions presented in the *radio etiquette* section of this protocol. For further instruction, please refer to the manufacturers handbook located next to the unit.

Motorola VHF Handheld Units: There are laminated 3 by 5 cards to take with you to the field. Please utilize them. To turn the unit on, rotate the knob located on the top right of the unit and labeled Vol-Off clockwise. The channel you are on will appear on the face of the unit. Rotate the knob located on the top of the unit labeled Ch-Sql to change channels. ALWAYS check the channel you are on to make sure you are on the correct channel before you transmit or receive. Always coordinate with other staff the channels you will be utilizing.

On the left side of the unit you will find three buttons. The top button is the monitor button. Use this to open the squelch completely, thus enabling you to listen to weak signals. Use only when necessary. The second button down is the light button. This will light up the area that displays the channel number on the face of the unit. The third button down is the Push-To-Talk (transmit) button. Push this to make a call. Please refer to the *radio etiquette* section of this protocol before transmitting.

On the face of the unit you will see seven small black buttons and one red one. The red one, when pushed, automatically brings up channel 16 for emergency use. The black button labeled Wx will automatically set the unit to the weather broadcast. To exit the broadcast, push the Wx button a second time. The button labeled "Lock" will lock the unit onto the channel it was on when the button was pressed. To unlock, press the button again. Please refer to the manufacturer's handbook located where the units are stored, for further information. These units are intrinsically safe.

SEA 222 Synthesized SSB Radiotelephone: Turn unit on by rotating the black knob located in the lower right front of the unit. This unit **must** be given a minimum of three minutes to warm up before use. Once the warm up period has passed, you **must** key the mike and transmit to make the unit operational. Keep it simple. "Test, test, test" transmitted should be enough to activate the unit. To monitor a frequency, refer to the table under section II of this protocol for the frequency number. To move to a

frequency simply press the frequency number on the keypad of the unit and then press the key labeled ENT. The manufacturer's manual for this unit is located on top of the unit.

C. Radio Etiquette:

It is extremely important to remember that radio transmissions have no privacy. If you do not want to be quoted as saying something, don't say it! When possible report over a secure line (non-cordless telephone). It is also important to note that the FCC regulates radio licensing. Improper use of the radios (for example, inappropriate language) can be grounds for the revocation of radio licenses. When using the radios keep in mind that other people use the same frequencies. Keep transmissions **brief and to the point**. Before you transmit, know what you are going to say. Take a minute to organize your thoughts before you transmit. When important information is being relayed the person on the receiving end should repeat the message to insure accuracy. If anyone is transmitting DO NOT talk over them. To initiate a call, repeat the call sign of the person you are calling three times in rapid succession then your call sign once. For example, if the radio person at the base is calling RCAC 1 the call would sound like this: "RCAC 1, RCAC 1, RCAC 1, this is RCAC Base, over." When your call is complete the proper way to end a transmission is "(your call sign) out". To acknowledge a request or otherwise answer in the affirmative the correct verbiage is "Roger" or Roger that". DO NOT say 10-4. 10-4 is for use on Citizen Band radios, not marine radios.

D. Frequencies to Monitor:

Description	Transmit	Receive
Alveska Security VHF	152.360	152.360
Alveska Security UHF	464.225	469.225
Alveska ARTS CH.1	153.050	158.280
Alveska ARTS CH 2	153.200	158.355
Alveska ARTS CH 3	153.350	158.430
Alveska ARTS CH 4	152.300	152.300
Alveska Fire/ Safety	464.375	469.375
Alveska Mar/Oil spill	464.625	469.625
Alveska Paging Channel	464.275	469.275
ADEC	159.255	159.255

Description	VHF Channel	Frequency (for scanner)
SERVs	80	157.025
Emergency Service	16	156.800
VTS (USCG)	13	156.650
Tugs working	18	156.900

USCG	21 or 22	
Marine Operators	24 through 28	157.200/157.250/157.300/ 157.350/157.400
Fishing Vessels	6	158.445

Description	Single Side Band Frequency
Emergency	2182
Alaska ship/company frequency	4000
Kodiak Communication Station, (usual Valdez station)	4125

Additional frequencies to be monitored will be added in case of an incident. The above frequencies are the basic frequencies and not all-inclusive.

E. Radio Log

APPENDIX 6
APPROVED EXPERT LIST