

REGIONAL STAKEHOLDER COMMITTEE TOOLKIT

Prince William Sound Regional Citizens' Advisory Council has prepared the enclosed materials for members of a Regional Stakeholder Committee to use during an oil spill response or exercise.

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Checklists – Things to Ask for and Things to Bring

Specific needs will vary with the individual and the situation, but here are a few things to keep in mind.

Provided by the Unified Command/Responsible Party:

- ◇ Adequate seating, space, and facilities for extended meetings. This space is ideally adjacent to the command post, but private enough to be removed from the general commotion and allow for quiet discussions or conducting phone calls.
- ◇ Information about the location and how to access it (entry into the command post will be controlled).
- ◇ Travel arrangements as appropriate.
- ◇ Internet and phone connectivity.
- ◇ Basic meeting supplies (tape, markers, flip charts, note pads, pens, sticky notes).
- ◇ Computer, printer, projector, display, etc. as needed for briefings.
- ◇ Miscellaneous power cords and power bars for phone charging, computers, etc.
- ◇ Poster-sized nautical chart of Prince William Sound/spill area.
- ◇ Copies of the Ship Escort/Response Vessel System (SERVS) Technical Manual, Alaska Regional Contingency Plan, and Prince William Sound Area Contingency Plan for reference.

Links:

State-approved company contingency plan for the facility or vessel involved. Search by company name here:

<https://dec.alaska.gov/Applications/SPAR/PublicMVC/IPP/ApprovedCPlans/>

SERVS Technical Manual (provided with the Plan at Alaska Department of Environmental Conservation link above)

[Alaska Regional Contingency Plan](#)

[Prince William Sound Area Contingency Plan](#)

[Geographic Response Strategies \(GRS\) for the area](#)

RSC members should bring:

- ◇ Rosters and contact lists from your respective organization or community
- ◇ Cell phone and charger
- ◇ Identification (Command Post access will be restricted and you may need to show ID to enter)

- ◇ Municipal or Tribal policy, guidance, or plans relevant to a spill response (e.g., emergency response plan)
- ◇ Documentation or resources that will help you bring local or Indigenous knowledge to the RSC, particularly regarding subsistence harvest activities
- ◇ Preferred method for notetaking and organization (computer and accessories, notebook and pen, etc.)
- ◇ Snacks or other personal requirements for several days, especially if you have specialized needs

Template for Note-taking

Briefings can be very quick. Here are a few things to listen for – and to ask about if they are not clear. Print out if you like to take notes by hand or download and fill in.

Date / Time

Notes by

Briefing delivered by

Others in the meeting:

OVERVIEW OF THE INCIDENT- changes as new information is learned

DATE / TIME OF SPILL

LOCATION OF SPILL

WHAT HAPPENED? *grounding, equipment malfunction, etc.*

KNOWN SUBSTANCE(S) SPILLED *crude oil, vessel fuel (heavy fuel oil?), oil/water mix, etc.*

ONGOING SPILL CONTEXT – changes as spill evolves

ESTIMATED AMOUNT SPILLED (units) *1 barrel = 42 U.S. gallons*

ESTIMATED AMOUNT THAT COULD STILL SPILL (units) *still on board ship, still left in tank(s) etc.*

WHERE IS THE SPILL HEADED? (TRAJECTORY) *based on observations or modeling?*

KNOWN IMPACTS – TO SHORELINE, WILDLIFE

WEATHER ON SCENE

WEATHER FORECAST

WEATHER IMPACTS TO RESPONSE?

RESPONSE OPERATIONS - what is being done so far?

RESPONSE ACTIONS UNDERWAY *What are the response objectives for this operational period?*

What resources are activated, and what is their status

- *activated*
- *mobilized*
- *in transit*
- *on-scene*

What resources at risk (sensitive areas) have been identified for protection?

What is the timeframe for getting protection in place at these sites?

ESTIMATED VOLUME RECOVERED OR TREATED (units) *1 barrel = 42 U.S. gallons*

Recovered oil or oil/water mix?

Dispersed?

Burned?

RESPONSE ACTIVITIES PLANNED FOR THE NEXT OPERATIONAL PERIOD *In addition to oil recovery, where are planned equipment staging areas, vessel decontamination, shoreline protection, or other activities that may occur in or around my community or land?*

PUBLIC SAFETY

INJURY OR LOSS OF LIFE *Accurate information about injuries or loss of life is important to avoid generating and/or spreading rumors*

OTHER IMMEDIATE OR POTENTIAL CONCERNS? *Examples: high levels of vapor concentrations that may affect a nearby community, impacts to drinking water sources, safety of food sources (commercial and/or recreational fishing, subsistence harvesting, etc.)*

COMMUNITY IMPACTS OR CONTACTS

KNOWN OR POTENTIAL IMPACTS TO MY COMMUNITY

ASIDE FROM ME ON THE RSC, HAVE THERE BEEN ANY OTHER CONTACTS WITH MY COMMUNITY?

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Potential Community Concerns

RSC members will bring their own knowledge of their communities or areas of concern to the process. The next pages give some *potential* examples based on PWSRCAC's experience in the region and past exercise play.

These pages may be of interest to people planning for RSC participation to help them identify information they may want to bring to an RSC, or helpful to those preparing for the Liaison Officer role in Prince William Sound.

Issues of Local Interest and Concern RIGHT NOW and the IMMEDIATE FUTURE

While many impacts may be long-lasting and should be considered throughout the response and restoration process, the Unified Command will be most concerned with items of an immediate nature.

- What marine/coastal subsistence activities usually occur near your community this time of year, such as gathering, hunting, or fishing? What specific species are being harvested?
- What recreational or commercial activities are underway? Who will communicate with these local operators about the response?
- Will this event affect tourism or visitors coming into the area?
- What sensitive species are there regionally and where do they spend their time?
- Are there sensitive areas of land (beaches, salmon streams, fresh water intakes, local infrastructure, etc.) that need to be protected?
- Are there any local aquaculture operations (fish hatchery, oyster or other shellfish operations, kelp farming, etc.) that need to be considered?
- How might use of local infrastructure for the response affect activities or businesses?
- Will the response affect or disrupt transportation in and out of a community (e.g., waterway closures or restrictions due to safety or security zones, similar concerns with air traffic disruptions due to response operations, highway and road system impacts, etc.)?

Resources

Resources refer to both to what an RSC member or community may have to offer, as well as resource needs. Both will vary widely depending on who the RSC member is representing, but below are some possible examples.

A community may have:

- People familiar with the area, seasonal changes, and local flora/fauna
- Skilled workers that might be needed to help with the response or specialized services such as welders, hydraulic repair, divers, veterinarians, or bus drivers
- Communications equipment or systems (access to cell-on-wheels portable cellular sites, radio systems and radios, etc.)
- Use of city message boards, social media pages, email, etc. to broadcast messages or other incident announcements to local residents
- Heavy equipment and personnel to operate
- Machine shops and repair facilities (for equipment, vessels, etc.)
- Vessel mooring or berthing
- Food supplies (for responders or people whose access to food has been disrupted)
- Accommodations
- Vehicles/vessels and operators
- Local pilot and air taxi information
- Nonprofits or potential volunteer opportunities
- Large empty outside spaces or empty warehouse type space for staging areas
- Lighting for nighttime outdoor staging
- Personal Protective Equipment (PPE) supplies
- Empty office space or suitable inside space that would allow for a remote field office, an embedded community liaison, etc. to be set up
- Expertise, insight, or connections for identifying local vessels not already involved with the SERVS contracted vessel program that could be activated as part of Tier III response vessel
- Ability to help locate specialty fuels like aviation gas or jet fuel
- Locally licensed UAV pilots/operators

- Other resources such as traffic cones and barrels to help manage traffic or cordon off a staging area, etc.; lights; forklifts

(Resources or services will be procured through the response organization, not by the RSC.)

A community may wish to request:

- Boom or other response gear to protect locally sensitive areas and/or to work with the Unified Command to have operations address these needs
- Information on where to direct people who want to help with the response (volunteer opportunities, getting hired to respond)
- Air quality monitoring
- Specific transportation needs if normal services are disrupted or unavailable due to the response

Cleanup assistance a community may have to offer:

- Spill response personnel and equipment that is not already part of the response
- Waste management services for uncontaminated (non-oiled) trash
- Containers and staging for oily waste
- People with local knowledge of waterways, currents/tides, natural collection points
- Ability to alert and liaise with local resident(s) to allow access onto private property
- Ability to manage snow removal at a staging area or harbor area being used in the response

(Be sure any local residents providing services or equipment are instructed as to what they need to do to ensure compensation).

Cleanup assistance an RSC member may request:

- Protection of a specific beach, salmon stream, or local infrastructure
- Support with final demobilization/restoration of locally used staging area, wash down areas, etc.
- Help with routing specific types of waste to the appropriate end point

Maps for Note-taking

While a chart should be provided in the room, two basic maps are provided here to use for your own note-taking: note locations of response activities or use them to point out areas of interest or concern as part of RSC discussions.





Acronyms

ACP	Area Contingency Plan
ADEC	Alaska Department of Environmental Conservation
ADF&G	Alaska Department of Fish and Game
ADLaw	Alaska Department of Law
ADNR	Alaska Department of Natural Resources
AIMS	Alaska Incident Management System
ARRT	Alaska Regional Response Team
CEC	Community Emergency Coordinator
CIRCAC	Cook Inlet Regional Citizens Advisory Council
EPA	Environmental Protection Agency
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LOFR	Liaison Officer
LOSC	Local On-Scene Coordinator
MAC	Multi-Agency Coordinating Group
NCP	National Contingency Plan
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NSTF	Nearshore Task Force
ODPCP	Oil Discharge Prevention and Contingency Plan (state)
OSC	On-Scene Coordinator
OSRO	Oil Spill Removal Organization
OWTF	Open Water Task Force
PIO	Public Information Officer

PRAC	Primary Response Action Contractor
PWS	Prince William Sound
PWSRCAC	Prince William Sound Regional Citizens' Advisory Council
RCP	Regional Contingency Plan (Alaska-wide)
RPG	Response Planning Group
RPOSC	Responsible Party On-Scene Coordinator
RSC	Regional Stakeholder Committee
SAP	Sensitive Area Protection
SERVS	Ship Escort/Response Vessel System
SCAT	Shoreline Cleanup and Assessment Technique
SOSC	State On-Scene Coordinator
SSC	Scientific Support Coordinator (NOAA position)
TOSC	Tribal On-Scene Coordinator
UC	Unified Command
USCG	United States Coast Guard
VRP	Vessel Response Plan (federal)