

N00213.AR.000684
NAS KEY WEST
5090.3a

SPILL RESPONSE QUICK REFERENCE GUIDE NAS KEY WEST FL
7/1/2007
NAVAL FACILITIES ENGINEERING COMMAND SOUTHERN DIVISION

NAS KEY WEST
SPILL RESPONSE
QUICK REFERENCE GUIDE

This GUIDE serves as a “Jump Start” for initiating correct response actions at the earliest possible time.

IMMEDIATE RESPONSE PROCEDURES

ON-SCENE PERSONNEL

Take Following Actions When Significant Spill is Detected

- **Evacuate area to safe distance upwind and updrift of spill.**
- **Warn people in adjacent areas.**
- **Inform your supervisor and supervisor of nearest facility.**
- **Immediately notify NAS Key West Fire Department:**

(305) 293-3333

Enclosed are Specific Notification and Response Procedures

JULY 2007

RED PLAN

PURPOSE

In the event of a spill at the NAS Key West, this **RED PLAN** serves as a **QUICK REFERENCE GUIDE** and “Jump Start” for initiating the correct response actions at the earliest possible time. Information contained in the **RED PLAN** has been extracted directly from the Facility Response Plan (FRP) for NAS Key West. This guide also addresses response strategies for supporting response operations associated with potential spill incidents at the Key West Pipeline Company Terminal.

CONTENTS

- IMMEDIATE RESPONSE PROCEDURES ON-SCENE PERSONNEL
- STANDARD OPERATING PROCEDURES – SPILL RESPONSES
- INCIDENT NOTIFICATION PROCEDURES
- FIRST RESPONDER CHECKLIST
- INCIDENT COMMANDER CHECKLIST
- INITIAL SITE SAFETY AND CONTROL ANALYSIS
- RESPONSE PERSONNEL (ERAP TAB E)
- COMMUNICATIONS INFORMATION
- QUICK REFERENCE RESPONSE GUIDES
 1. Boca Chica Tank Farm
 2. Boca Chica Truck Fuel Farm
 3. Boca Chica Navy Exchange Service Station
 4. Boca Chica Primary Backup Power Plant
 5. Sigsbee Park Service Station
 6. Sigsbee Park Marina
 7. Trumbo Point Fuel Farm
 8. Truman Annex Port Operations
 - 9a. Fleming Key Special Forces: Fuel Tank Site
 - 9b. Fleming Key Special Forces: Marina
 10. Saddlebunch Key Transmitter Site
 11. Boca Chica Field Culverts 1 and 2
 12. Boca Chica Field Culverts 3 and 4
 13. Boca Chica Marina
 14. Key West Pipeline Terminal and Pier
 15. Key West JP-5 Pipeline
- EQUIPMENT (ERAP TAB F)
- INITIAL INCIDENT BRIEFING FORM (ICS 201)

Specific response strategies and options are shown in Figures QR-1 through QR-15.

NAS KEY WEST QUICK REFERENCE GUIDE — SPILLS

IMMEDIATE RESPONSE PROCEDURES

ON-SCENE PERSONNEL

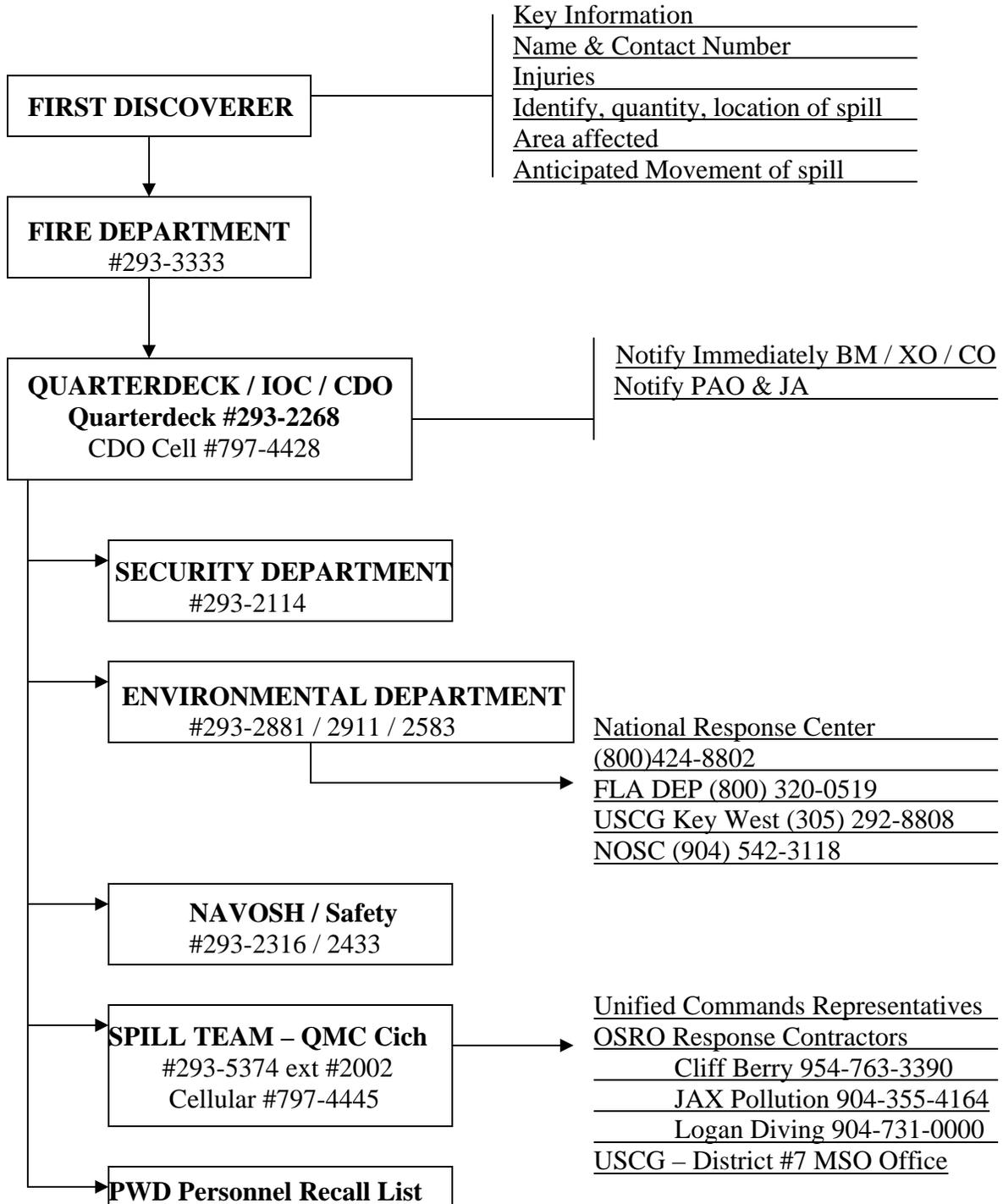
Take Following Actions When Significant Spill is Detected

- a. **Evacuate** area to safe distance upwind and updrift of spill.
- b. **Warn** people in adjacent areas.
- c. **Inform** your supervisor and supervisor of nearest facility.
- d. **Immediately notify NAS Key West Fire Department (305) 293-3333**
- e. Provide Fire Department following **info**:
 - i. Your name, telephone number, and identification.
 - ii. Report of injuries.
 - iii. Time and location of spill.
 - iv. Identity and quantity of spilled materials.
 - v. Origin and cause of spill.
 - vi. Description of spill (behavior, affected areas – land/water).
 - vii. Anticipated movement of spill.
 - viii. Planned or initiated actions.
 - ix. Type of assistance required.
- f. Restrict all ignition sources, if safe to do so.
- g. Wait for Fire Department to arrive. Direct them to spill.
- h. Provide Material Safety Data Sheets.

JULY 2007

NAS KEY WEST

Incident Notification Procedures



FIRST RESPONDER CHECKLIST

SPILL DISCOVERY AND NOTIFICATION

Incident Name:

Status			Steps To Be Taken In An Emergency Situation
Done	To Do	NA	Item To Be Accomplished By Trained Personnel, If Safe To Do So
			1. Identify the source of the spill.
			2. Provide first aid to any injured, call (305) 293-3333 if assistance is required.
			3. Stop the flow of oil or hazardous substance (without endangering personnel)
			a. close valve
			b. tighten gasket
			c. shut down pump
			d. any necessary action to stop the flow of oil or hazardous substance
			4. Close/stop all downstream drains (if safe to do so)
			5. Confirm Notifications to Fire Department @ (305) 293-3333 Report as much information as possible using checklist below:
			— _____ Name and location
			— _____ Time and type of spill/release
			— _____ Time of release
			— _____ Number/type of injuries
			— _____ Personnel rescued
			— _____ Location and direction of spill/release
			— _____ Approximate quantity of spill/release
			— _____ Source of release
			— _____ Release rate (estimation)
			— _____ Extent spill/release has traveled
			— _____ Response operations underway
			— _____ Status of source
			— _____ Risks to personnel
			— _____ Identify immediate areas threatened

INCIDENT COMMANDER CHECKLIST

Done	To Do	N/A	DISCOVERY AND NOTIFICATION
			<ul style="list-style-type: none"> Ensure Qualified Individual is notified and role executed
			<ul style="list-style-type: none"> Ensure required installation, Navy, Regulatory Agency, NOSC, and OSRO Response Contractor notifications are made
INITIAL ACTIONS			
			<ul style="list-style-type: none"> Response team activated (time):
			<ul style="list-style-type: none"> Spill Management Team activated (time):
			<ul style="list-style-type: none"> OSRO activated (Requires interaction with NOSC and SOUTHNAVFACENCOM)
			Evaluate the incident: <ul style="list-style-type: none"> Materials involved: Personnel hazards: Fire/Explosion hazard: Total amount lost: Recovered amount: Evaporation/Burned: Uncontained: Wildlife Impact:
			<ul style="list-style-type: none"> Perform initial site safety characterization
			<ul style="list-style-type: none"> Prepare/deliver Initial Incident Assessment Briefing to Spill Management Team. Use ICS 201 Forms 201 1,2,3, and 4 (Map Sketch, Summary of Current Actions, Current Organization, and Resource Summary) Advise the FOSC on actions being taken
			Determine if support is sufficient: <ul style="list-style-type: none"> Land response equipment Water response equipment
DEFENSIVE ACTIONS			
			Secure the source.
			Prepare and follow site safety plan: <ul style="list-style-type: none"> Conduct site safety briefings for response personnel Establish decontamination procedures for response personnel Set up eyewash/washdown/decon station
			Set up First Aid stations.
			Designate exposure monitoring personnel.
			Deploy response assets.
			Evacuations: <ul style="list-style-type: none"> Facility evacuation Community evacuation
			Request assistance if required.

INCIDENT COMMANDER CHECKLIST (Cont'd)

Done	To Do	N/A	DISCOVERY AND NOTIFICATION
DEFENSIVE ACTIONS (Continued)			
			Establish site traffic control.
			Establish command post (use ICS structure) and communications center.
			Establish Unified Command with Federal and State On-Scene Coordinators
			Obtain source(s) for Material Handling Equipment.
			Communications: <ul style="list-style-type: none"> • Obtain cellular phones • Establish working channels (VHF)
RECOVERY, CLEAN-UP, AND DISPOSITION			
			Coordinate cleanup with federal (NRT, RRT, etc.), and state agencies.
			Obtain food and water for response personnel.
			Obtain sanitary facilities within reasonable distance of site.
			Document respiratory and/or skin reaction complaints.
			Initiate salvage operations.
			Implement/maintain fire control.
			Obtain samples for analysis.
DOCUMENTATION AND COST RECOVERY			
			Prepare preliminary damage assessment and update frequently.
			Prepare natural resource damage assessment.
			Maintain field accounting for accurate cost tracking.
			Identify funding sources: <ul style="list-style-type: none"> • Contact NOSC/SOUTHNAVFACENGCOM
			Waste Management: <ul style="list-style-type: none"> • • Type of OHS: • Amount of contaminated liquids: • Amount of contaminated solids: • Amount of HAZMAT:
			Determine proper storage procedures for contaminated materials.
			Determine proper disposal procedures for contaminated materials and coordinate disposal with appropriate federal and state agencies.
			Communicate available information on response activities to Public Affairs Officer (facts only, no speculation) for dissemination to media.

INITIAL SITE SAFETY AND CONTROL ANALYSIS — PART 1

Incident Name:	Date Prepared:	Time Prepared:	Location:
To be completed by Safety Officer prior to any immediate response actions			
On-Scene Commander:			
1. Wind direction across incident:	Toward your position ~	Away from your position ☐	
2. Are people trapped or injured? ~ Yes ~ No -			
3. Are people involved as unorganized observers or involved in rescue attempts? ~ Yes ~ No			
4. Are there any immediate signs of potential hazards:	a. Electrical lines down or overhead? b. Unidentified liquid or solid products visible? c. Colored vapors visible? d. Smells which are not natural noted? e. Fire, sparks nearby, sources of ignition present? f. Holes, caverns, deep ditches, fast-moving water, cliffs nearby? g. Is local traffic a potential problem? h. Signs, placards, or color codes indicating danger? i. Spill Zone	~ Yes ~ No ~ Dry ~ Wet ~ Icy	
5. As you approach the scene from the upwind side, did you note a change in the status of any of the above? Yes No			
6. Have you established control of the area involved in the incident? Hot Zone ~ Yes ~ No Warm Zone ~ Yes ~ No Incident Site ~ Yes ~ No			
7. Have you determined the necessity for any of the following:	a. Security? b. Hazardous material technician to identify or monitor substances involved in the incident? c. Protective gear and to what level of protection? d. Site for decontamination center? e. Site for command center? f. Safety equipment you will need to eliminate the problems? g. Placement of the warning sign? (i.e., benzene, no smoking, etc.) h. Number of personnel needed to control the situation?	~ Yes ~ No ~ Yes ~ No	
Notes: 1. Before entering a potentially hazardous work environment, IT MUST BE EVALUATED BY A COMPETENT PERSON to establish safe work practices, personnel protective equipment, and other control procedures. As a minimum, lower explosive limit (LEL), oxygen, and benzene concentrations must be evaluated. 2. Spill cleanup areas shall be controlled as "regulated areas." If benzene vapors are or may be expected to equal the action level of 0.5 parts per million, then the area must be posted with the following warning: <div style="text-align: center;"> DANGER BENZENE CANCER HAZARD FLAMMABLE — NO SMOKING AUTHORIZED PERSONNEL ONLY RESPIRATOR REQUIRED </div>			
Prepared by:	Safety Officer		
Frequency	At Onset of Response Operations		
Contents	Information Source		
General Advisories	Safety Officer		
Division/Group	Operations Section Chief		
Chemical/Physical Hazards	Safety Officer		
Precautions	Safety Officer		
Approved by:	Incident/Deputy Commander		
Distribution	All Recipients of Incident Action Plans		

INITIAL SITE SAFETY AND CONTROL ANALYSIS — PART 2

Incident Name:	Date Prepared:	Time Prepared:	Location:
-----------------------	-----------------------	-----------------------	------------------

1. Review your "Site Safety & Control Analysis" report.
2. Draw a map of the area. Mark the incident and present wind direction. Include at least two major landmarks and an address, if known.
3. ** Technician analysis of potential harmful substances on scene and exposure factor:

	Type of Substance	Container	Secure ?

4. ** Protective gear required:
 - a. Respirator protection required? ~ Yes ~ No
 If yes, what type _____
 - b. SCBA required? ~ Yes ~ No
 - c. Protective clothing required? ~ Yes ~ No

If yes, what level of protection is required and describe in detail:

5. Set up monitoring system, if required.

INITIAL SITE SAFETY AND CONTROL ANALYSIS — PART 2

Incident Name:	Date Prepared:	Time Prepared:	Location:
Is a vehicle/vessel/tank involved? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes			
Driver's/Captain's Name: _____		Driver's/Captain's License: _____	
Equipment/Vehicle No: _____		Tractor/Trailer No: _____	
Railcar No: _____		Vessel No.: _____	
Ship Name & Number: _____			
7. General Information:			
Carrier's Name: _____		Phone number: _____	
Manufacturer of Chemical: _____		Phone number: _____	
Point of Origin: _____		Destination: _____	
Ship Name & Number: _____			
8. Call for medical help if required. Call for police or security assistance, if required.			
9. **Determine degree of decontamination required and designate area.			
10. Set up security area and notify area residents, if applicable.			
11. Establish safe work practices, personnel protective equipment requirements, and area vapor monitoring requirements. Hold a tailgate meeting with all personnel to explain in detail communication requirements, PPE, and other site-specific requirements as necessary.			
12. Start control, containment, cleanup decontamination, and disposal process.			
13. ** To be completed by qualified technician.			

TAB E — RESPONSE PERSONNEL

TABLE OF CONTENTS

E.1	INTRODUCTION.....	ERAP: E-2
E.2	QUALIFIED INDIVIDUAL AUTHORITY AND RESPONSIBILITY.....	ERAP: E-3
E.3	ALTERNATE QUALIFIED INDIVIDUAL AUTHORITY AND RESPONSIBILITY	ERAP: E-5
E.4	RESPONSE PERSONNEL RESOURCES	ERAP: E-6
E.4.1	RESPONSE ORGANIZATION.....	ERAP: E-6
E.4.2	INCIDENT MANAGEMENT PROCESS.....	ERAP: E-6
E.4.3	RESPONSE PERSONNEL.....	ERAP: E-9
FIGURE E-1	ORGANIZATION CHART	ERAP: E-7
FIGURE E-2	INCIDENT MANAGEMENT SYSTEM CHART	ERAP: E-8
TABLE ERAP E.1:	FACILITY QUALIFIED INDIVIDUAL'S AND ALTERNATE'S DUTIES.....	ERAP: E-4
TABLE ERAP E.2:	FACILITY IMMEDIATE RESPONSE TEAM	ERAP: E-13
TABLE ERAP E.3:	FACILITY EMERGENCY RESPONSE/CLEANUP TEAM	ERAP: E-14
TABLE ERAP E.4:	FACILITY SPILL MANAGEMENT TEAM	ERAP: E-15
TABLE ERAP E.5:	OTHER FACILITY RESPONSE PERSONNEL, BUILDING EMERGENCY COORDINATORS, SUPPORT PERSONNEL, LOGISTICAL PERSONNEL, ETC.....	ERAP: E-15
TABLE ERAP E.6:	AVAILABLE ADJACENT NAVY/DOD EMERGENCY RESPONSE PERSONNEL	ERAP: E-16
TABLE ERAP E.7:	EMERGENCY RESPONSE CONTRACTORS / COOPERATIVES	ERAP: E-16
TABLE ERAP E.8:	OTHER EMERGENCY RESPONSE PERSONNEL RESOURCES	ERAP: E-16

E. 1 INTRODUCTION:

Per Navy policy, NAS Key West, as are all other Naval installations, is required to maintain response capabilities (personnel and equipment resources) to respond effectively to incidents within its operations up to the defined maximum most probable spill.

These planning based spill volumes are as follows:

Marine Transportation related: (USCG Regulated)	800 gallons (Associated with vessel refueling operations)
Non-Transportation related: (USEPA Regulated)	30,183 gallons (Associated with Bulk Fuel Tank Farm operations)

In the event of an oil or hazardous substance release on-site that exceeds facility response capabilities and/or in cases when the release impacts or potentially threatens to impact the environment beyond the facility perimeter and/or in cases of release exceeding the maximum most probable scenario, the NOSC must be notified and the NOSC will provide response assistance including:

- Liaison with the facility to initially assess the potential magnitude of the incident
- Assessing initial equipment and personnel resource support needs and estimate of cost
- Establishing and authorizing a funding process and account to initiate contractor mobilization
- Contacting NAVFAC SOUTHEAST to activate BOA contractor support, if required.
- Supporting the facility in acquiring additional Navy resources, people and equipment, to support response efforts

Note: Only Regional Navy On-Scene Coordinators (NOSCs) have the authority to initiate actions under a BOA contract. Naval Activity personnel are not authorized to initiate direct action under a BOA. Naval Activities must request assistance from their NOSC in order to gain access to the BOA program. Their request for assistance is normally done by the Facility Incident Commander (FIC). Thus, NAS Key West may utilize the assistance of BOA contractors only by request of the FIC through the NOSC.

Because BOA Contracts occasionally change due to movement of contractors in and out of the contractual arrangement, a NOSC must have access to the latest listing of BOA contractors in the Area of Responsibility (AOR). A current list of BOA Contracts can be found on the following Coast Guard sites:

- <http://www.uscg.mil/mlclant/Fdiv/fcp-2.html>
- <http://www.uscg.mil/mlclant/FDiv/BOAs/BOA> (Excel Spreadsheet Format)

Spill Contractors located in the region of NAS Key West and available through the USCG BOA Contracts are listed below:

- Southern Waste Services
- Clean Caribbean
- Cliff Berry

Key information listed below is required by the NOSC and NAVFAC SOUTHEAST to initiate BOA contractor activation and funding. The complete BOA Contract Standard Operating Procedure for OHS Response is included in FRP Appendix B.

1. The name and telephone number of an on-site Qualified Individual who has knowledge of the actual conditions at the spill site.
2. The exact location of the spill.
3. A most current description of the type and quantity of the spilled material.
4. A specific scope of required services.
5. An estimate of the length of time the BOA contractor might be needed.
6. The BOA contractor(s) to be activated. Several contractors should be named in the event that some may not be able to respond. An order of performance should be established if possible.

E.2 QUALIFIED INDIVIDUAL AUTHORITY AND RESPONSIBILITY:

Under the Navy's two-tiered planning concept, The Facility Qualified Individual (FQI) (also titled the Facility Incident Commander, or FIC) has the full authority and the duty as described below, to respond to facility oil and hazardous substance spills, until relieved by the Regional Qualified Individual (RQI) or On-Scene Coordinator (OSC). As outlined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), the pre-designated RQI or Navy OSC (NOSC) is the Federal On-Scene Coordinator for Hazardous Substances (HS) spills originating from Navy shore facilities or vessels. Under Navy policy, the FQI/FIC has full authority and responsibility to coordinate the response to all spills under the direction of either the pre-designated Environment Protection Agency (EPA) or U.S. Coast Guard FOSC. The FQI/FIC reports directly to the NOSC.

The Facility QI's authority and major responsibilities include, at a minimum:

- Authority to activate and contract with oil spill removal organizations,
- Authority to act as liaison with the FOSC, and
- Authority to obligate funds required to carry out all necessary or directed oil response activities:

See TABLE ERAP E.1 for a more in-depth listing of the FQI's responsibilities.

TABLE ERAP E.1: FACILITY QUALIFIED INDIVIDUAL'S AND ALTERNATE'S DUTIES	
PRE-SPILL DUTIES	
•	Develop a facility response plan to meet current regulations and to provide for adequate personnel and other resources necessary to respond to the average most probable facility spill.
•	Conduct sufficient number of drills to ensure that the response plan, personnel, and equipment is adequate and work as expected.
•	Review response plan at least annually to ensure that it remains up to date.
•	Ensure facility response personnel maintain mandatory training levels (OSHA, etc.)

TABLE ERAP E.1: FACILITY QUALIFIED INDIVIDUAL'S AND ALTERNATE'S DUTIES	
SPILL RESPONSE DUTIES	
•	Obtain initial incident briefing from the IRT. Characterize spill to obtain spill notification data.
•	Activate notification system to activate spill response management team.
•	Characterize the spill as to source, amount, and other items needed to make required notifications.
•	Contact NOSC and provide spill brief. Request additional resources as needed. Ensure other appropriate notifications are made.
•	Make incompatibility/interaction assessment and notify proper response personnel.
•	Assess the situation for possible direct and indirect health and safety hazards, environmental risks, and coordinate prompt rescue, response, removal, containment, diversion actions, and evacuation actions as outlined in the response plan.
•	Ensure that personnel safety is accorded highest priority.
•	Develop strategic objectives and response priorities
•	Ensure that spill event and response efforts, costs, orders, contracted personnel and equipment are properly documented.
•	Approve Incident Action Plans, site specific Health and Safety Plans, and other plans as needed.
•	Serve as primary contact with FOSC and state regulators
•	Attend unified command meetings with the FOSC and federal and state regulators
•	Manage overall response operations to ensure they are consistent with Navy policy, federal, state, and local regulations, and the needs of impacted areas.
•	Review and approve resource allocation changes.
•	Monitor response effort and adjust as necessary
•	Serve as primary spokesperson with news media
•	Review and approve press releases
•	Make requests through the NOSC for outside resources
•	Approve Demobilization Plan
AFTER SPILL DUTIES	
•	Develop spill report to determine strengths and weaknesses of plan, response effort, etc.
•	Amend plan based on lessons learned.
•	Review plan for deficiencies

TABLE ERAP E.1: FQI/FIC & ALTERNATE'S AUTHORITY (Cont.)	
ITEM	LIMITS
Contracting Officer: FISC NAS Jacksonville Commander	X UNLIMITED o WARRANT LIMIT: LIST _____ o OTHER: LIST: Command \$250.00
Funding	Limit \$250,000 at Command Level
Evacuation	X UNLIMITED ON BASE o LIMITED OFF BASE (Describe Limits)
Access to other DOD Components	o UNLIMITED X UNLIMITED W/CONCURRENCE OF RIC o LIMITED W/CONCURRENCE OF RIC
Coordination with Federal OSC EPA — On-Site Coordinator	o UNLIMITED X UNLIMITED W/CONCURRENCE OF RIC o LIMITED W/CONCURRENCE OF RIC
Coordination with State Regulators	o UNLIMITED X UNLIMITED W/CONCURRENCE OF RIC o LIMITED W/CONCURRENCE OF RIC
Coordination with Press NAS Jacksonville — Public Affairs Office	o UNLIMITED o UNLIMITED W/CONCURRENCE OF RIC X LIMITED W/CONCURRENCE OF RIC
Manage all response efforts per Federal OSC Direction	o UNLIMITED X UNLIMITED W/CONCURRENCE OF RIC o LIMITED W/CONCURRENCE OF RIC

E.3 ALTERNATE QUALIFIED INDIVIDUAL AUTHORITY AND RESPONSIBILITY:

The Alternate Facility Qualified Individual's (AFQI's) duties are identical to that of the Primary QI. The AFQI will assume command and control in the absence of the QI. See TABLE ERAP E.1 for a full listing of the AFQI's responsibilities and duties.

E.4 RESPONSE PERSONNEL RESOURCES

E.4.1 RESPONSE ORGANIZATION

An organization chart is shown in Figure E-1. All facility personnel found on station are printed in bold text. Boxes not bolded are generally private contractors or off-station Navy or other government personnel.

NAS Key West will use the Incident Command System (ICS) to facilitate coordination with contractors, the public, and regulatory personnel during a spill event. This ICS system is designed to mesh with other Federal and State Response Organizations to form a unified command during a spill response. The ICS concept is developed in such a manner so as to enable the structure of the Facility Spill Management Team (SMT) to adapt to a variety of emergencies, and expanding and contracting as conditions warrant. Spills of a large magnitude may warrant that the entire SMT organization be mobilized while minor spills may dictate that a few functions of the team are sufficient to handle the spill.

The scope of responsibility and the functional duties of the SMT are located in position checklists included in ERAP Annex 2.

These duties are consistent with the basic NAS Key West organizational structure in that the individual task assignments may be delegated to the appropriately trained and skilled person. Where specific billeted assignments are not listed, the responsibility of that function rests with the next senior position identified. All such designated personnel will be trained in accordance with the requirements of FRP Tab 8.

E. 4.2 INCIDENT MANAGEMENT PROCESS:

The NAS Key West Spill Management Team (SMT) will employ an incident management process that involves four strategic activities:

1. Engage in reactive mode of operations to address actions necessary to establish command and control over incident response operations,
2. Sustain ongoing incident response operations once command and control is established,
3. Engage in short- and long-term planning that results in preparation of Incident Action Plans (IAPs), and
4. Engage in long-term planning that results in preparation of a General Plan.

Figure E-2 illustrates the Incident Management Process.

The process is predicated on effective communication of critical information across all aspects of the response organization. ICS Forms are the basis for communication, management of planning activities, and preparation of reports and plans. Annex 3 contains a complete set of ICS forms and instructions.

INSERT ORG CHART HERE

INSERT INCIDENT MANAGEMENT SYSTEM CHART HERE

E.4.3 RESPONSE PERSONNEL

**PHONE CONTACT LIST
FACILITY RESPONSE PERSONNEL RESOURCES**

TABLE ERAP E.2: FACILITY IMMEDIATE RESPONSE TEAM						
NAME	DAY PHONE EXT (NEXTEL)	AFTER HOURS	RESPONSE TIME (Min)	RESPONSE JOB	TRAINING TYPE	TRAINING DATE ⁽¹⁾
Dickinson, John	X 5671 Ext 2001	HM: 747-0920 CELL: 797-0765	15 - 30	Deputy Incident Commander	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Cich, James	X 5671 (797-4445)	HM: 745-1299 CELL: 797-4445	15 - 30	OSR Spill Chief	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Mozer, Jason	X 5374 Ext 2007	HM: 923-9572 CELL: 797-4360	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Malcolm, David	X 5374 Ext 2007	HM: 295-7826 CELL: 797-1239	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Sweeney, Adam	X 5374 Ext 2007	HM: 294-0556 CELL: 797-1238	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Battles, Robt	X 5374 Ext 2007	HM: 425-346- 9270 CELL:	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Stephenson, S.	X 5374 Ext 2007	HM: 904-382- 1820 CELL: 797-1240	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Thorpe, Chris	X 5374 Ext 2007	HM: 731-3863 CELL:731-3863	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Kolarov, Tiffany	X 5374 Ext 2007	HM: CELL:434-0500	15 - 30	OSR	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007

(1) Training records located in PORT OPERATIONS Office Central file.

(2) OSR — Oil spill response

TABLE ERAP E.3: FACILITY EMERGENCY RESPONSE/CLEANUP TEAM

NAME	DAY PHONE EXT (NEXTEL)	AFTER HOURS	RESPONSE TIME (Min)	RESPONSE JOB	TRAINING TYPE	TRAINING DATE
Courtright, Robert	(305) 293-2881 797-4461		15 - 30	Incident Commander, Planning, Permitting	24-Hour Hazwoper, 8-Hour annual	April 2004 April 2007
Demes, R	(305) 293-2488	(305) 656-1671	15 - 30	On Scene Commander	24-Hour Hazwoper, 8-Hour annual	April 2004 April 2007
Stanley, H	(305) 293-2060	—	—	As directed	24-Hour Hazwoper, 8-Hour annual	April 2004 April 2007
Wallace, Guillermo	(305) 293-2061	—	—	As directed	24-Hour Hazwoper, 8-Hour annual	April 2004 April 2007
Barham, Edward	(305) 293-2911	—	—	As directed	24-Hour Hazwoper, 8-Hour annual	April 2004 April 2007
McNeil, P.	(305) 293-2583	(305) 744-0202	15 - 30	Haz Waste Management	40-Hour Hazwoper, 8-Hour annual	July '04
DiPaolo, Peter	360-1077 Cellular	745-6643	15 - 30	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Phillips-Ford, Greta	360-3679 Cellular	293-0804	15 – 30	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Dritsas, Michael		923-5660	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Hodgeman, Greg		297-5825	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Lopez, Jose		402-6087	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Clem, Michael	360-7695	745-2755	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Farmer, Edward		872-0149	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Boyd, Patricia	587-4269	292-9943	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007

Denny, Timothy	360-1222	HM:295-6476	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Thompson, Brent	296-8765	240-1189	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Sykora, Steve	797-8576	797-8576	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	October 2004 June 2007 May 2007
Ford, Rick	296-1397	304-8287	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Robitoulle, Marc	293-4181		60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2005 June 2007 May 2007
Dobler, Aaron	293-4181	393-4814	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2005 June 2007
Leonard, William	394-0621	394-0621	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	Sep 2005
Schiller, Steve	849-1917	849-1917	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	August 2005 June 2007 May 2007
Lot, Mario	304-8674	304-8674	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	August 2005 June 2007 May 2007
Mendez, Tony	797-5754	797-5754	60	OSR Support – Seaward Serv.	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	August 2005 June 2007 May 2007

TABLE ERAP E.4: FACILITY SPILL MANAGEMENT TEAM

NAME	DAY PHONE (NEXTEL)	AFTER HOURS	RESPONSE TIME (Min)	RESPONSE JOB	TRAINING TYPE *	TRAINING DATE
Safety Director Ron Cooke	(305) 293-2433 Cellular 797-4411	(305) 292-4807	15 - 30	Safety and Health Director	40-Hour Hawzoper, 8-Hour annual	October 04 April 2007 August 2006
Ed Donohue	(305) 293-2314 Cellular 797-4412	(305) 292-6593	15 - 30	Health & Safety Specialist	40-Hour Hawzoper, 8-Hour annual	October 04 April 07 August 06
Glenn Hayes, Sr.	(305) 293-2757 Cellular 797-4414	(305) 296-1134	15 - 30	Health & Safety Specialist	40-Hour Hawzoper, 8-Hour annual	October 04 April 07 August 06
Julie Campbell	(305) 293-2446	(305) 292-7710	15 - 30	Health & Safety Specialist	40-Hour Hawzoper, 8-Hour annual	August 06 April 07 August 06
Rosita Bernhard	(305) 293-2316	(305) 294-5301	15 - 30	Safety Technician	40-Hour Hawzoper, 8-Hour annual	August 06 April 07
Fire Chief	(305) 293-5888 797-4401	(305) 293-3333	2 - 15	Operations Section Chief	40-Hour Hawzoper, 8-Hour annual	June 04
OSR QMC Cich	X 5671 (797-4445)	HM: 745-1299 CELL: 797-4445	15 - 30	IC, Operations Section Chief	32Hr HAZWOPER 8-Hr Refresher 40Hr FRT	April 2006 June 2007 May 2007
Environmental Director	(305) 293-2911 797-4458		15 - 30	IC, Planning Section Chief	24-Hour Hawzoper, 8-Hour annual	April 04 April 07
Public Affairs Officer James Brooks	(305) 293-2425 (703) 798-4565	FAX: (305) 293-2627	15 - 30	Alert Surrounding Areas, Handle Media		
Medical Officer	(305) 797-8008		15 - 30	Supervise Medical Support		
Security Officer	(305) 293-2921 797-4418		15 - 30	Alert Facility Personnel, Handle Security		
Public Works Officer	(305) 293-2304 CELL: (305) 797-4355		15 - 30	Coordinate Equipment and Personnel	40-Hour Hawzoper, 8-Hour annual	July '02
Planning Director			15 - 60			
Supply Officer	(305) 293-2189 797-4382		15 - 30	Logistics Section Chief		
Comptroller	(305) 293-2636 240-0635		15 - 30	Finance Section Chief		
Legal Officer	(305) 293-2632		15 - 30	Legal Officer		

Spill Management Team will expand as necessary during actual incident

**TABLE ERAP E.5: KEY WEST PIPELINE COMPANY
EMERGENCY RESPONSE PERSONNEL**

<u>NAME</u>	DAY PHONE	24-HR PHONE	RESPONSE TIME (Min)	RESPONSE JOB
John Sykes, Terminal Manager	(305) 294-4812 Fax (305) 294-0844	Home: (305) 296-0271 Hm:	30 min	Qualified Individual
Vaughan W. Walker, Sr.	(305) 294-4812 Fax: (305) 294-0844	Cell: (305) 522-0421 Hm: (305) 872-9640	30 min	Alternate Qualified Individual
David Gonzalez	(305) 294-4812 Fax: (305) 294-0844	Cell: (305) 522-0252	30 Min	Alternate Qualified Individual
Mark Rauch, President, Key West Pipeline	(713) 627-1700 ext 107	Cell: (713) 829-0065 Hm: (713) 622-8004	24-Hours	Provide Additional Equipment and Personnel
Cliff Berry, Inc	—	(800) 899-SPIL [7745] (954) 763-3390.	4 Hours	Response Contractor

**TABLE ERAP E.6: AVAILABLE ADJACENT NAVY/DOD
EMERGENCY RESPONSE PERSONNEL**

<u>NAME</u>	<u>DAY PHONE</u>	<u>24-HR PHONE</u>	<u>RESPONSE TIME (Min)</u>	<u>RESPONSE JOB</u>	<u>TRAINING TYPE</u>	<u>TRAINING DATE</u>
Navy On-Scene Coordinator	(904) 542-8044	(904) 542-3118	12 Hours	Regional Qualified Individual	NA	NA
Deputy Navy On-Scene Coordinator	(904) 542-8274	(904) 542-3118	12 Hours	Alternate Regional Qualified Individual	NA	NA
NAS JAX	(904) 542-2717 Ext. 116	(904) 542-2338	12 Hours	Provide Additional Equipment and Personnel	Varies	Varies
NS Mayport	(904) 270-6730	(904) 270-5401	12 Hours	Provide Additional Equipment and Personnel	Varies	Varies

TABLE ERAP E.7: EMERGENCY RESPONSE CONTRACTORS/COOPERATIVES

<u>CONTRACTOR</u>	<u>DAY PHONE</u>	<u>24-HR PHONE</u>	<u>RESPONSE TIME (MINUTES)</u>	<u>CONTRACT RESPONSIBILITY/ CAPABILITY</u>
Southern Waste Services — Environmental First Response	(800) 852-8878	(800) 852-8878	4 Hours	Level E equipment and personnel resources
Clean Caribbean, Inc.	(954) 983-9880	(954) 983-9880	4 Hours	Level E equipment and personnel resources
Cliff Berry & Associates	(954) 763-3390	(800) 899-7745	2.5 to 4 Hours	Provide additional equipment and personnel resources

TABLE ERAP E.8: OTHER EMERGENCY RESPONSE PERSONNEL RESOURCES

<u>SOURCE</u>	<u>DAY PHONE</u>	<u>24-HR PHONE</u>	<u>RESPONSE TIME (MINUTES)</u>	<u>CONTRACT RESPONSIBILITY/ CAPABILITY</u>
EPA Emergency Response	(404) 562-8700	(404) 562-8700		Response Expertise (Land Spills Only)
USCG (RRT Activation) Miami 7th CG District	(305) 536-5651 (305) 536-5691	(305) 536-5692	Varies	Additional Equipment and Response Expertise
Florida Marine Patrol	(800) 342-5367	(800) 342-5367	Varies	Additional Equipment and Response Personnel
Department of Natural Resources	(305) 289-2310	(800) 320-0519	Varies	Response Expertise Wildlife Support
National Response Center	(800) 424-8802	(800) 424-8802	Varies	Additional Equipment and Response Personnel
National Oceanic and Atmospheric Administration	(305) 292-0311	(305) 797-7223 Oil Spills	Varies	Response Expertise Trajectory Modeling
	(305) 530-7931 Scientific Coord	Trajectories Model (206) 526-4911		
Chemtrec	(800) 424-9300	(800) 424-9300	Varies	Chemicals and Hazardous Substances Expertise
SUPSALV	(202) 781-1731	16:00-0700 M-F 24- hours. Weekends (202) 781-3889 Contact: Duty Officer	Varies	Additional Equipment and Response Personnel

QUICK REFERENCE RESPONSE GUIDES

This section identifies sensitive areas and recommended protection strategies for addressing on-site response activities; and also for addressing response operations that would be required should a spill migrate into open waterways of the Atlantic Ocean or the Gulf of Mexico.

1. Boca Chica Tank Farm
2. Boca Chica Truck Fuel Farm
3. Boca Chica Navy Exchange Service Station
4. Boca Chica Primary Backup Power Plant
5. Sigsbee Park Service Station
6. Sigsbee Park Marina
7. Trumbo Point Fuel Farm
8. Truman Annex Port Operations
- 9a. Fleming Key Special Forces: Fuel Tank Site
- 9b. Fleming Key Special Forces: Marina
10. Saddlebunch Key Transmitter Site
11. Boca Chica Field Culverts 1 and 2
12. Boca Chica Field Culverts 3 and 4
13. Boca Chica Marina
14. Key West Pipeline Terminal and Pier
15. Key West JP-5 Pipeline

Specific response strategies and options are shown in Figures QR-1 through QR-15.



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	INTERCEPTOR TRENCH	BACKHOE
	EARTHEN BERM	BACKHOE
B	EARTHEN BERM	BACKHOE
C	600' TYPE II BOOM	BOOM, ANCHORS, SHALLOW DRAFT BOAT
	600' ABSORBENT BOOM	
D	100' TYPE II BOOM	BOOM, ANCHORS, SHALLOW DRAFT BOAT
	100' ABSORBENT BOOM	
E	300' ABSORBENT BOOM	BOOM, ANCHORS
F	200' ABSORBENT BOOM	BOOM, ANCHORS
G	EARTHEN BERM	BACKHOE/DOZER
H	ENSURE CONTAINMENT VALVES ARE CLOSED	-
I	500' ABSORBENT BOOM	

LEGEND

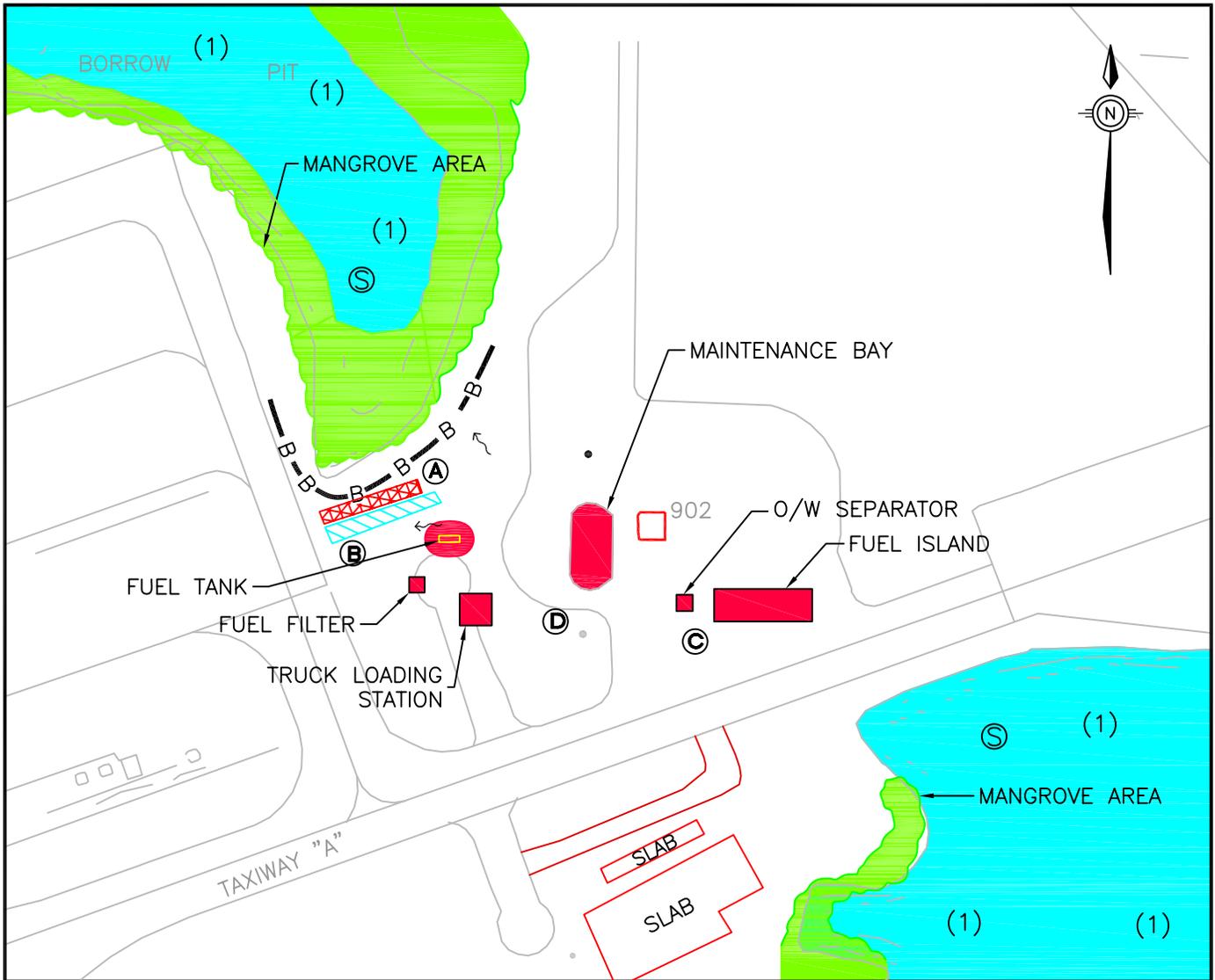
- B-** - BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA—EAGLE NEST
-MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- WATER DEPTH (ft.)



QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR1
BOCA CHICA TANK FARM

DWG DATE: 05/31/2007 NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	500' ABSORBENT BOOM	BOOM, ANCHORS
B	INTERCEPTOR TRENCH	BACKHOE
C	EARTHEN BERM	BACKHOE
	ABSORBENT BOOM/PADS AS REQUIRED	BOOM, PADS
D	ENSURE TRUCK CONTAINMENT VALVE IS CLOSED	-

LEGEND

- | | | | |
|-----|--------------------------|----|-------------------|
| —B— | BOOM | ■ | STORM DRAIN |
| ▨ | TRENCH | ~> | DRAINAGE PATH |
| ▩ | EARTHEN BERM | | WATER DEPTH (ft.) |
| Ⓢ | SENSITIVE AREA—MANGROVES | | |

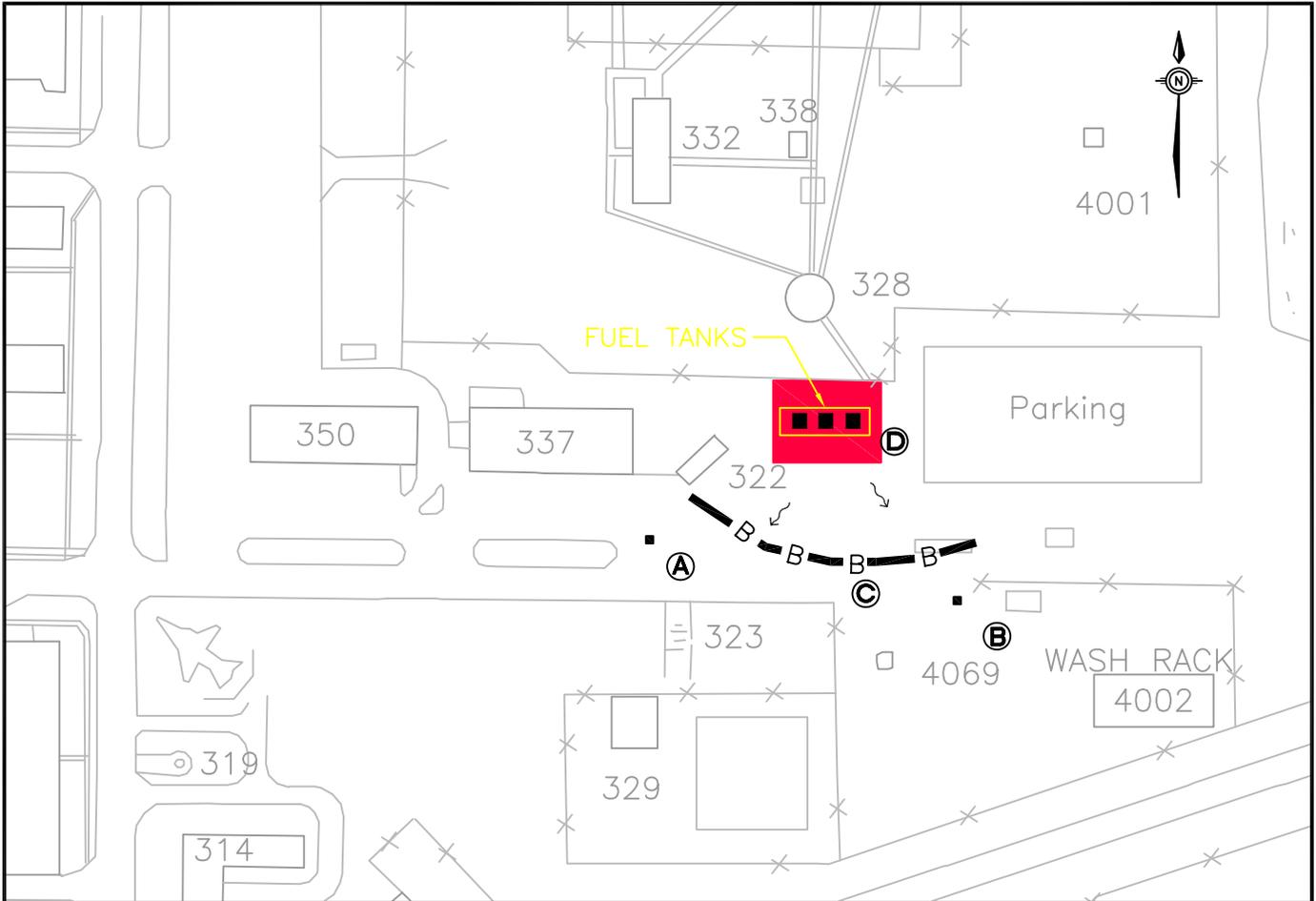


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR2
BOCA CHICA TRUCK FUEL FARM

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	COVER STORM DRAIN	PLYWOOD, EARTH, BACKHOE
B	COVER STORM DRAIN	PLYWOOD, EARTH, BACKHOE
C	300' ABSORBENT BOOM/PADS	BOOM, PADS
D	ENSURE CONTAINMENT VALVE IS CLOSED	-

LEGEND

- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA-MANGROVES
- STORM DRAIN
- DRAINAGE PATH

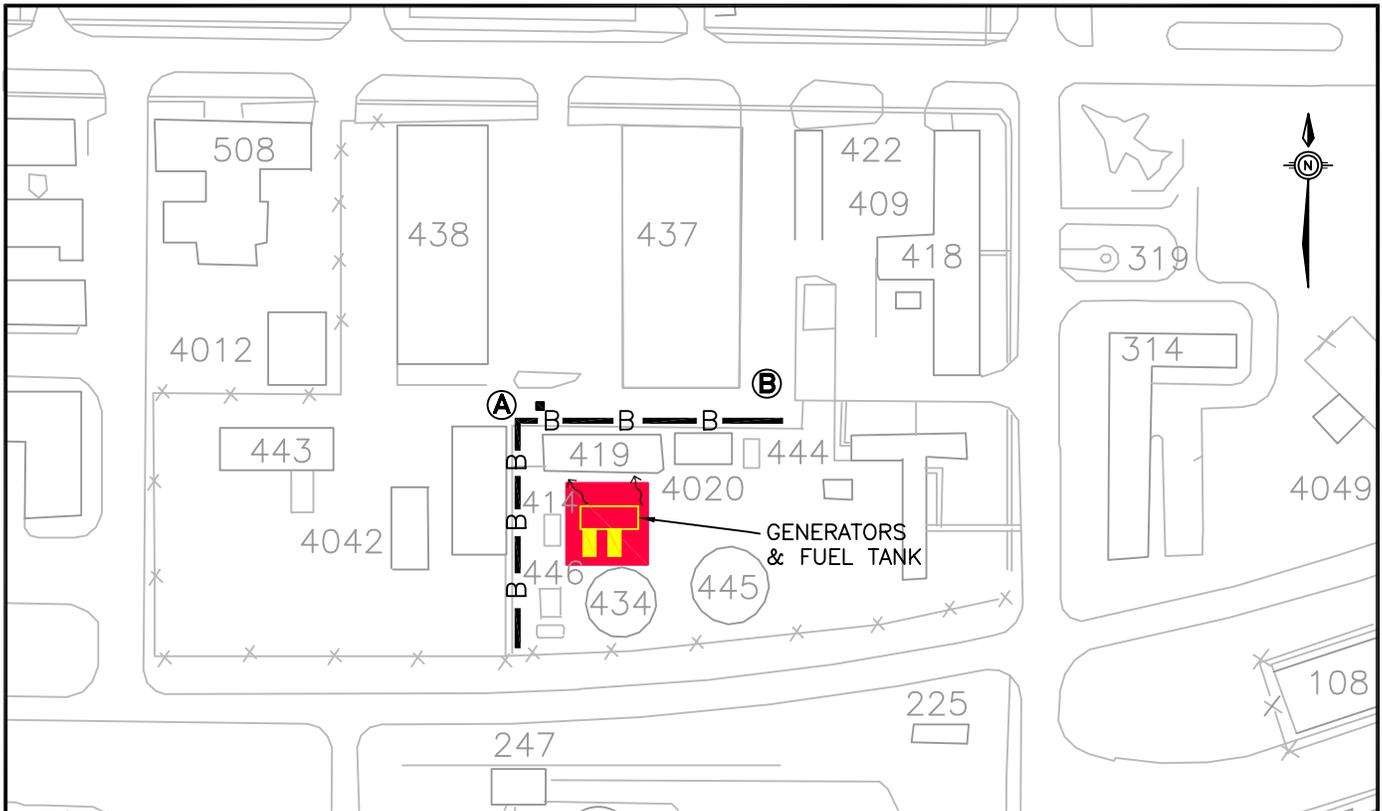


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR3
BOCA CHICA NAVY EXCHANGE
SERVICE STATION

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	COVER STORM DRAIN	PLYWOOD, EARTH, BACKHOE
B	400' ABSORBENT BOOM/PADS AS REQUIRED	BOOM, PADS

LEGEND

- B— — BOOM
- ▣ — TRENCH
- ⊗ — EARTHEN BERM
- ⊙ — SENSITIVE AREA—MANGROVES
- — STORM DRAIN
- ~> — DRAINAGE PATH

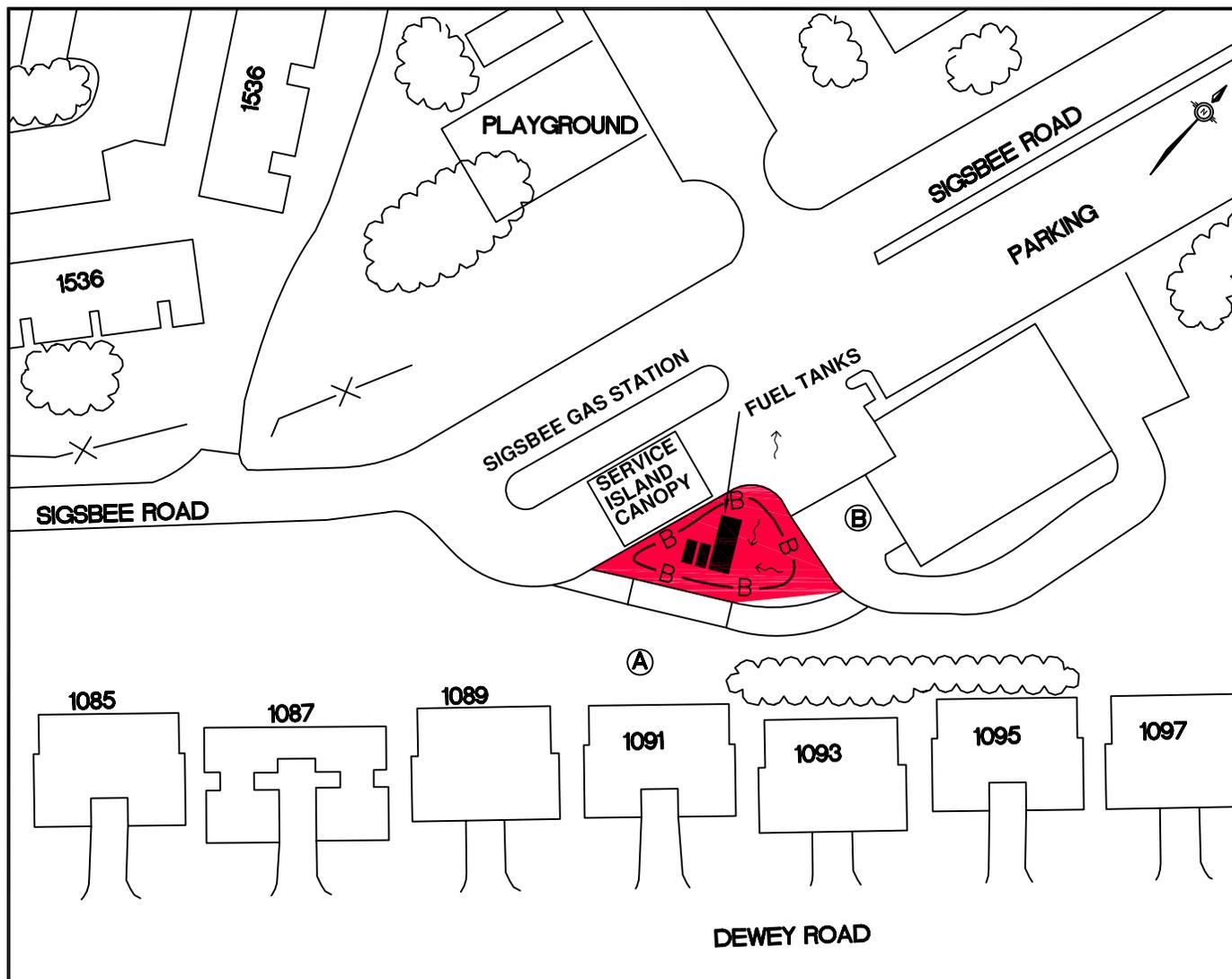


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR4
BOCA CHICA PRIMARY BACKUP
POWER PLANT

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	EVACUATE HOUSING UNITS AND SURROUNDING AREA	-
B	400' ABSORBENT BOOM/PADS AS REQUIRED	BOOM, PADS

LEGEND

- | | |
|----------------------------|-----------------|
| - BOOM | - STORM DRAIN |
| - TRENCH | - DRAINAGE PATH |
| - EARTHEN BERM | |
| - SENSITIVE AREA-MANGROVES | |

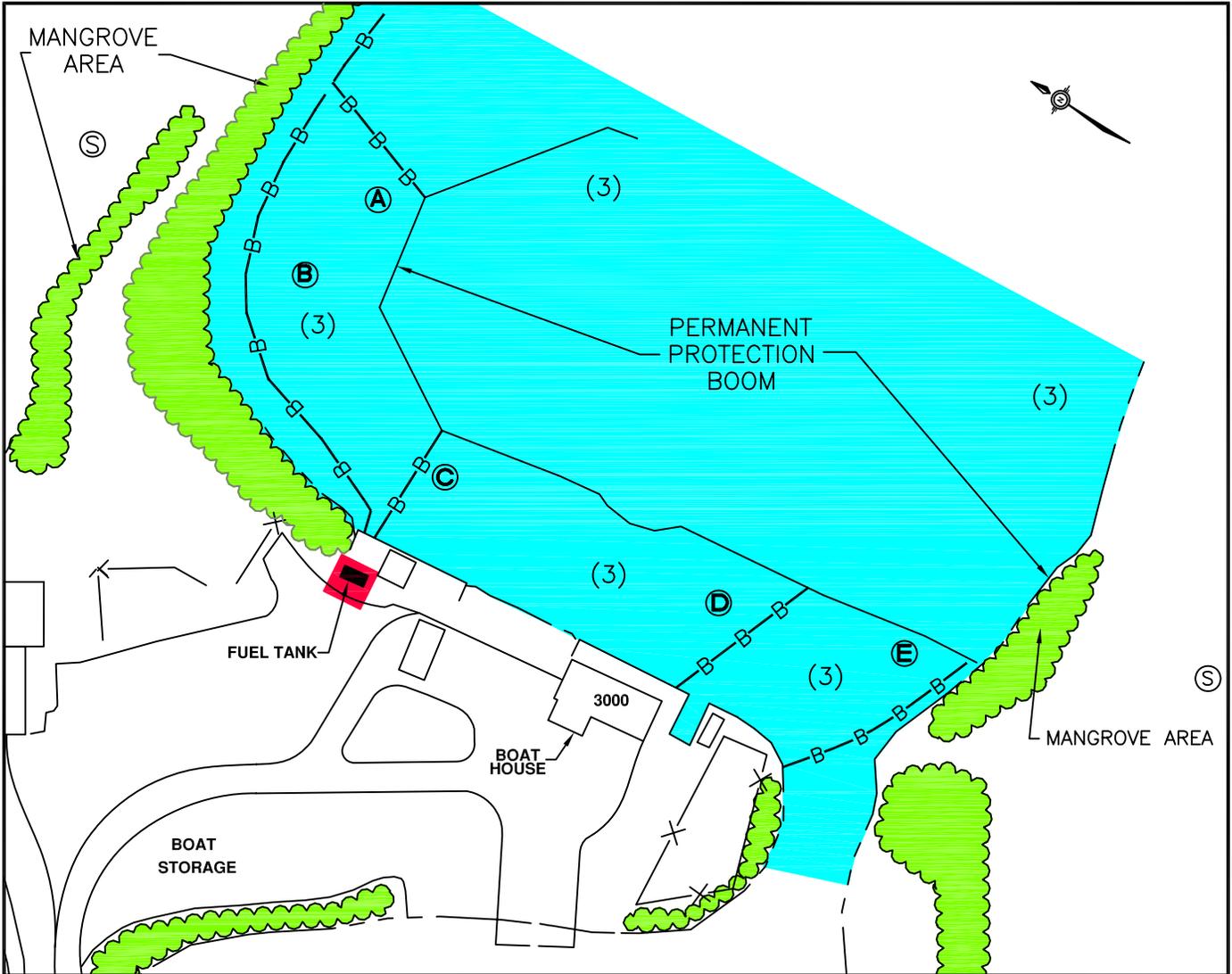


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR5
SIGSBEE PARK NAVY EXCHANGE
SERVICE STATION

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	75' CONTAINMENT BOOM	BOOM, ANCHORS, BOAT
B	300' CONTAINMENT BOOM	BOOM, ANCHORS, BOAT
C	75' CONTAINMENT BOOM	BOOM, ANCHORS, BOAT
D	75' CONTAINMENT BOOM	BOOM, ANCHORS, BOAT
E	75' CONTAINMENT BOOM	BOOM, ANCHORS, BOAT

LEGEND

- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA—MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- (3) — WATER DEPTH (ft.)

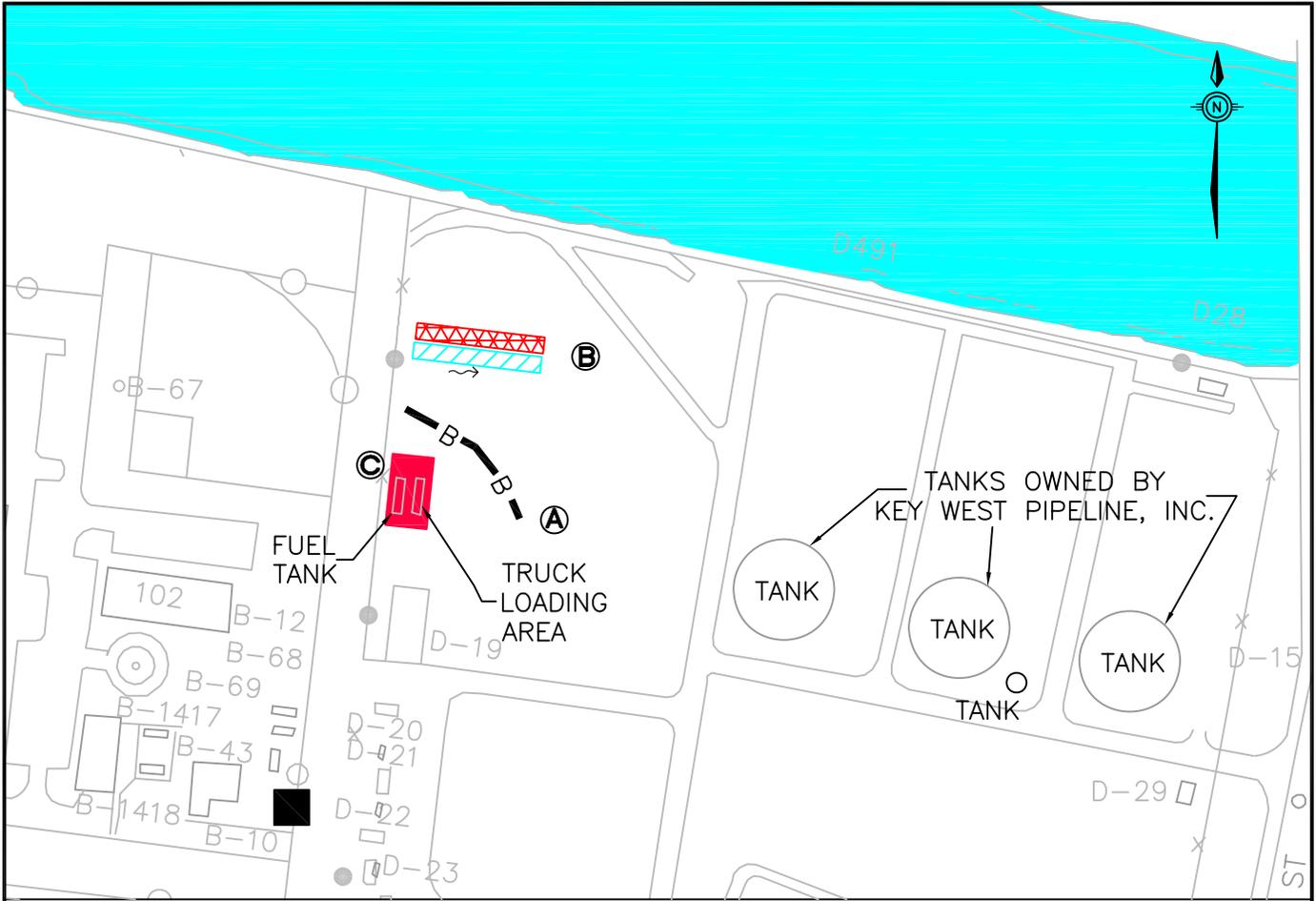


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR6
SIGSBEE PARK MARINA

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	200' ABSORBENT BOOM/PADS AS REQUIRED	BOOM, PADS
B	INTERCEPTOR TRENCH EARTHEN BERM	BACKHOE
C	ENSURE CONTAINMENT VALVE IS CLOSED	BACKHOE

REFER TO QRG 14 FOR ON WATER RESPONSE OPTIONS

LEGEND

- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA—MANGROVES
- STORM DRAIN
- DRAINAGE PATH

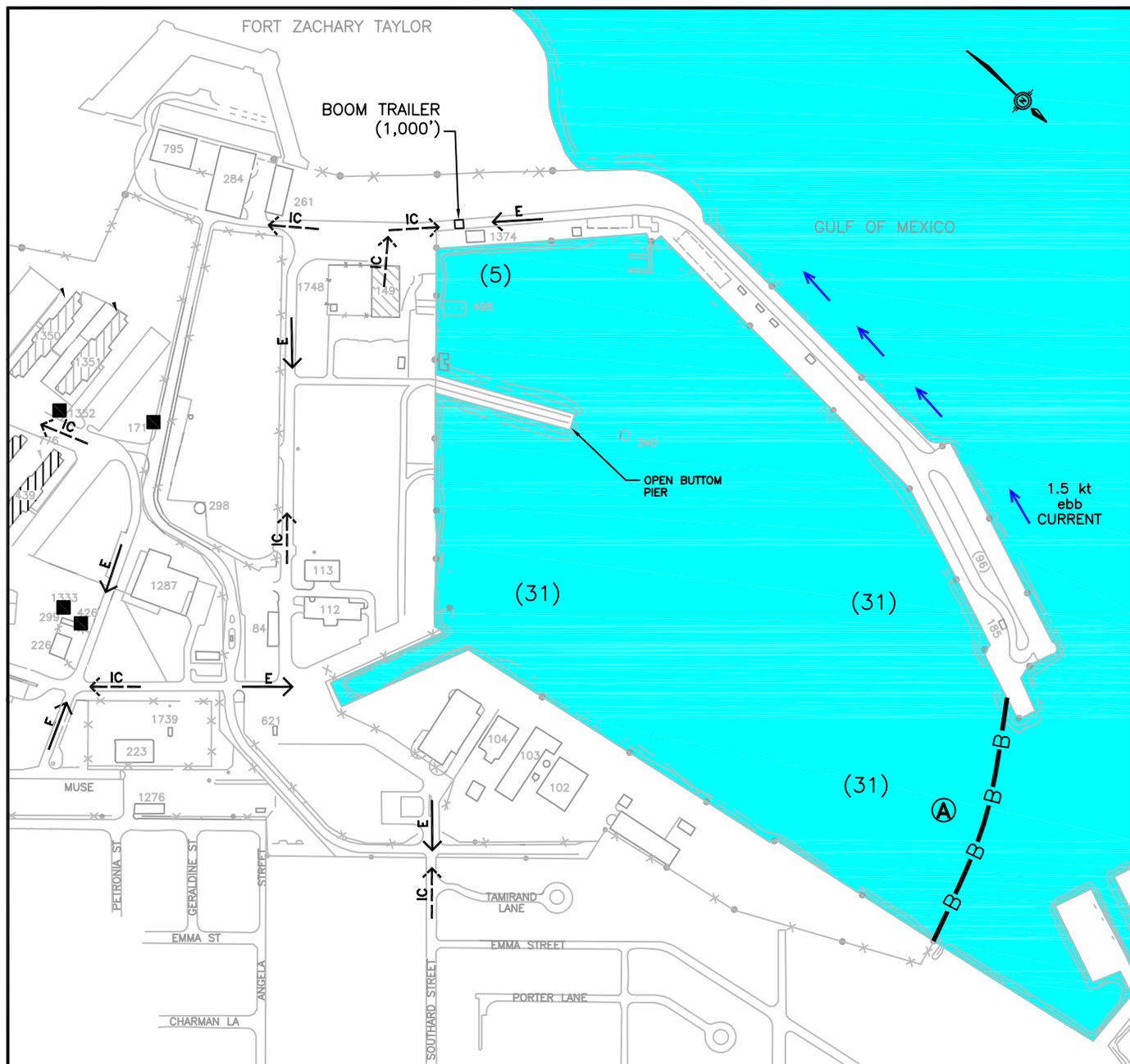


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR7
TRUMBO POINT FUEL FARM

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

SITE
A

RESPONSE OPTION
600' CONTAINMENT BOOM

EQUIPMENT
BOOM, ANCHORS, BOAT

LEGEND

- BOOM
- TRENCH
- EARTHEN BERM

- STORM DRAIN
- DRAINAGE PATH
- SENSITIVE AREA—MANGROVES
- WATER DEPTH (ft.)

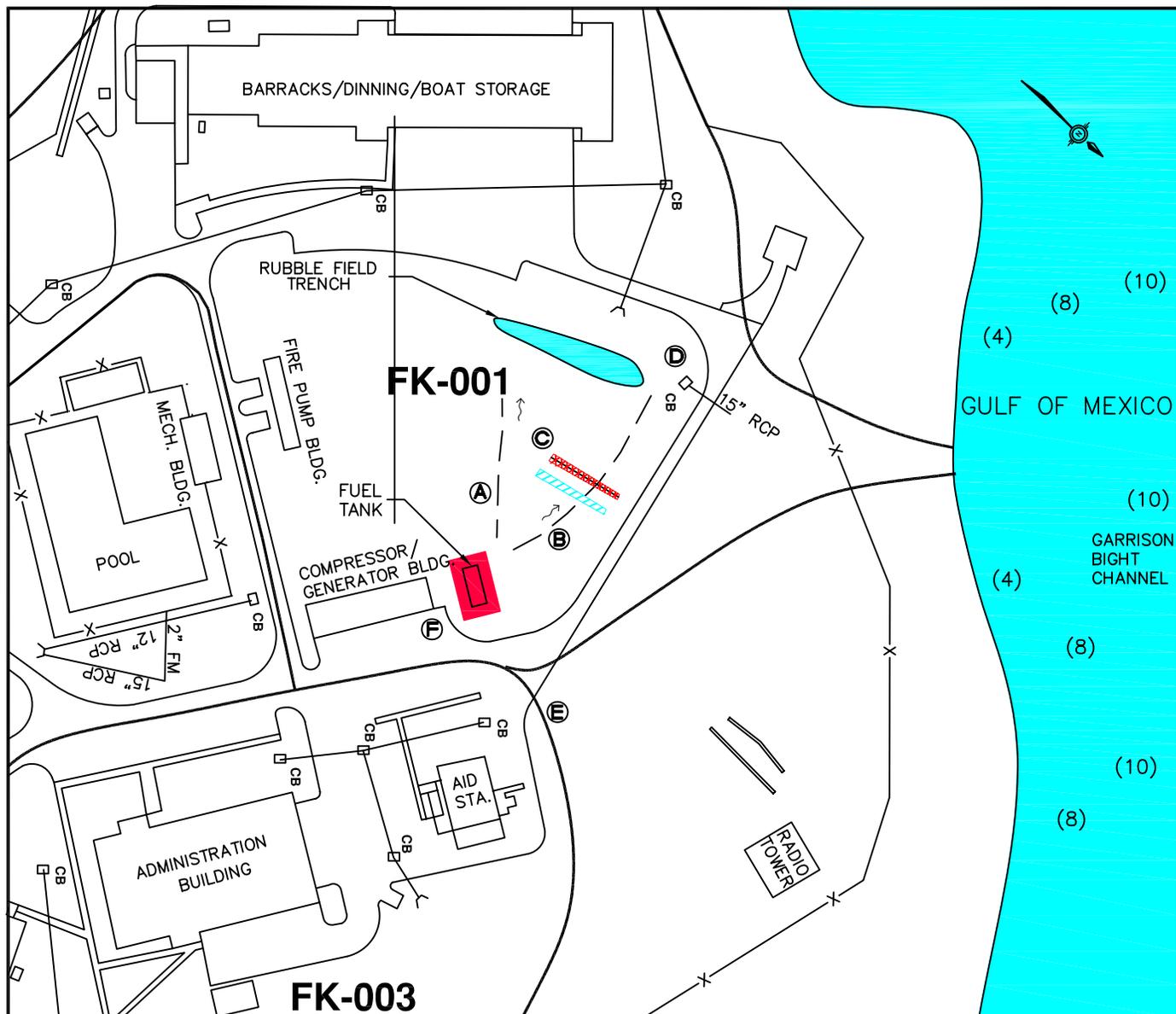


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR8
TRUMAN ANNEX PORT OPERATIONS

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

SITE	RESPONSE OPTION	EQUIPMENT
A	50' ABSORBENT BOOM/PADS	BOOM, PADS
B	50' ABSORBENT BOOM/PADS	BOOM, PADS
C	INTERCEPTOR TRENCH, EARTHEN EMBANKMENT	BACKHOE
D	BLOCK CULVERT	PLYWOOD, PLASTIC SHEET, EARTH, BACKHOE
E	BLOCK STORM DRAIN	PLYWOOD, PLASTIC SHEET, EARTH, BACKHOE
F	ENSURE CONTAINMENT VALVE IS CLOSED	-

LEGEND

- B- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA-MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- WATER DEPTH (ft.)

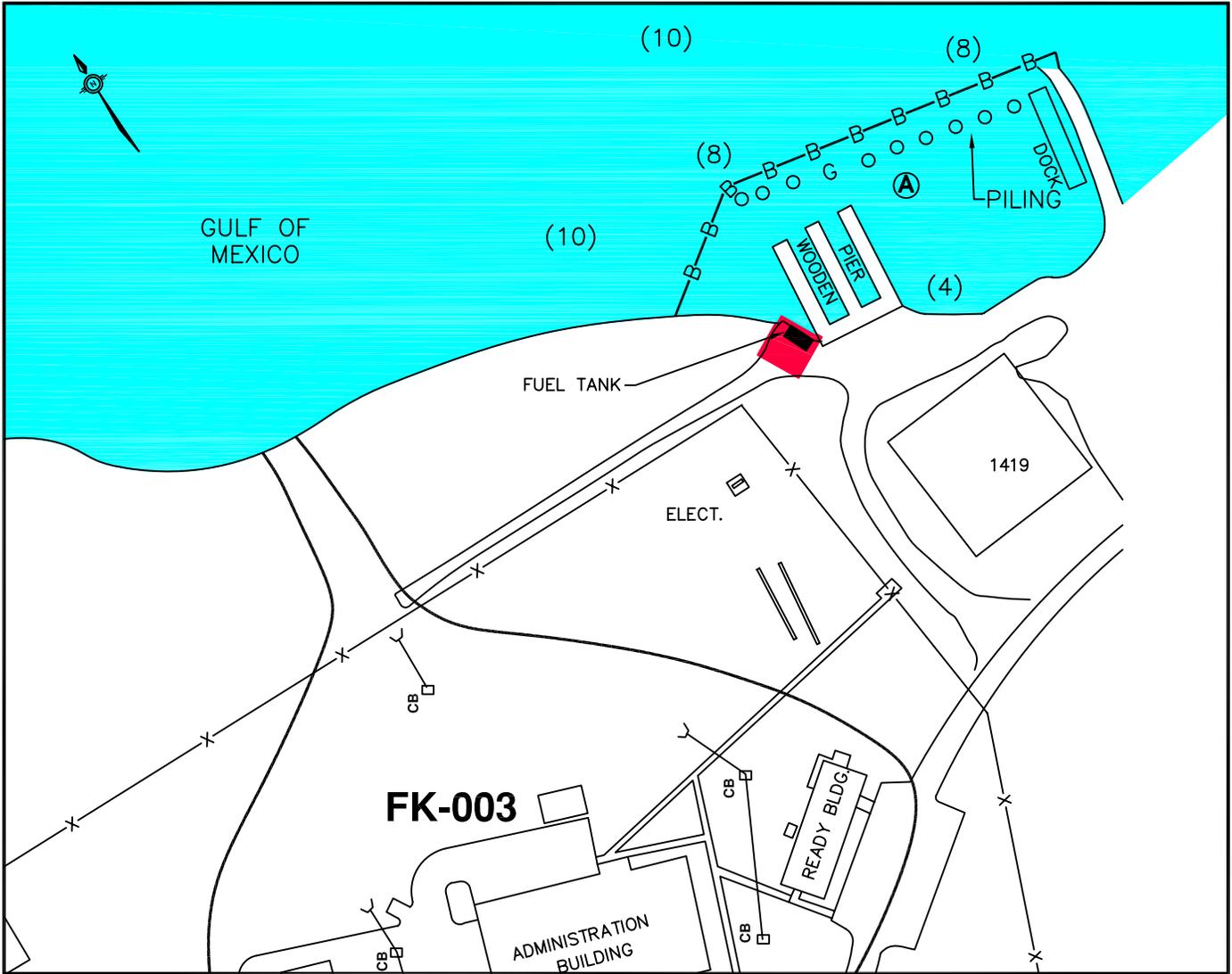


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR9A
FLEMING KEY/SPECIAL FORCES
FUEL TANK SITE

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	250' CONTAINMENT BOOM 250' ABSORBENT BOOM	BOOM, ANCHORS, BOAT

LEGEND

- B** — BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA—MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- WATER DEPTH



QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR9B
FLEMING KEY/SPECIAL FORCES
MARINA

DWG DATE: 05/31/07

NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	EARTHEN BERM	BACKHOE
B	400' ABSORBENT BOOM/PADS	BOOM, PADS
C	ENSURE CONTAINMENT VALVE IS CLOSED	-

LEGEND

- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA-MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- WATER DEPTH (ft.)

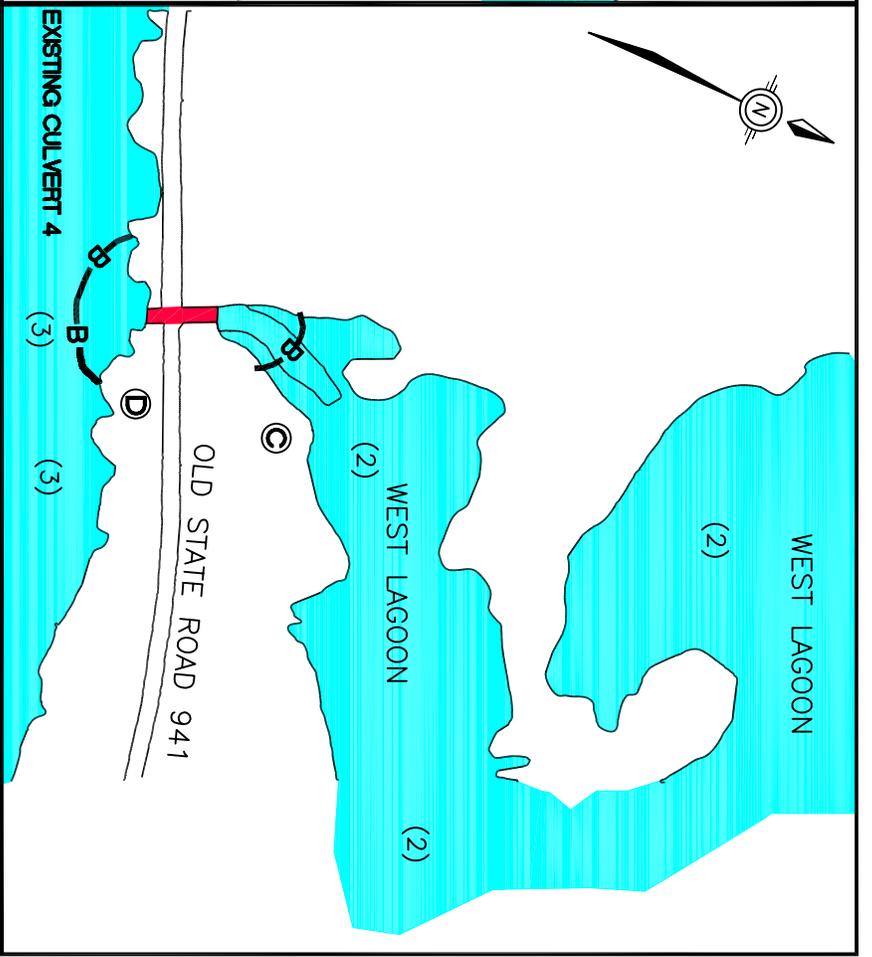
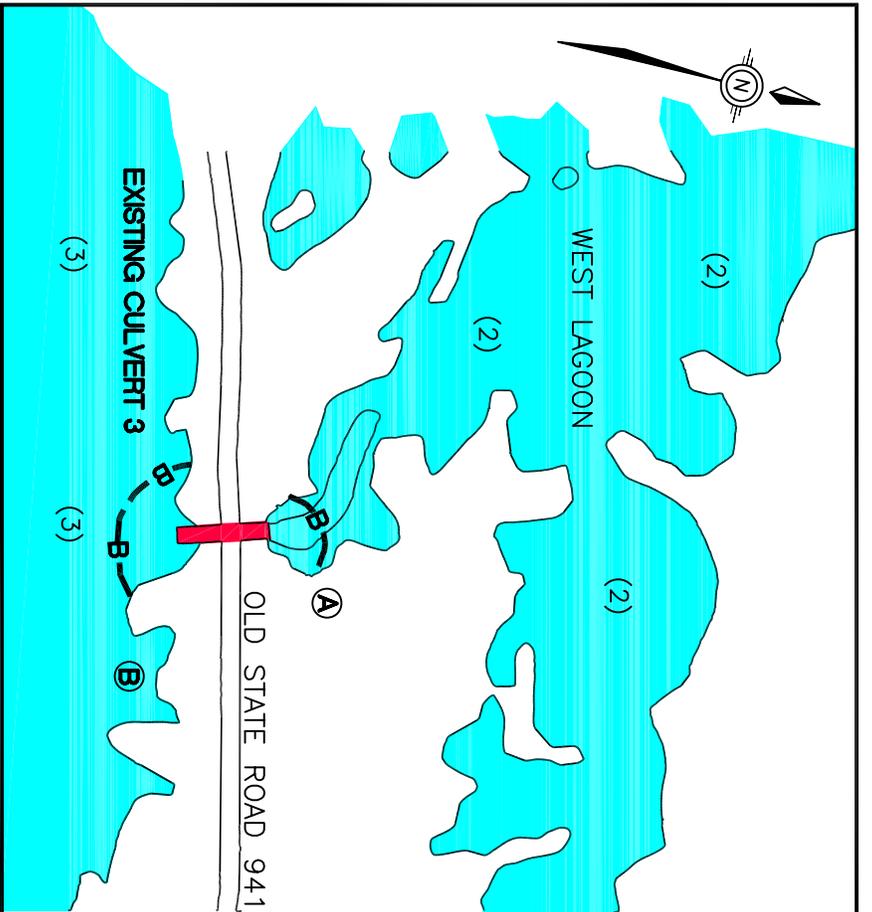


QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR10
SADDLEBUNCH RADIO TRANSMITTER SITE

DWG DATE: 05/31/07

NAME:



- SITE
- A
 - B
 - C
 - D

- RESPONSE STRATEGY OPTIONS
- RESPONSE OPTION
- 100' CONTAINMENT BOOM
 - 300' CONTAINMENT BOOM
 - 100' CONTAINMENT BOOM
 - 300' CONTAINMENT BOOM

- EQUIPMENT
- BOOM, ANCHORS, SHALLOW DRAFT BOAT
 -
 -

- LEGEND
- B — BOOM
 - TRENCH
 - EARTHEN BERM

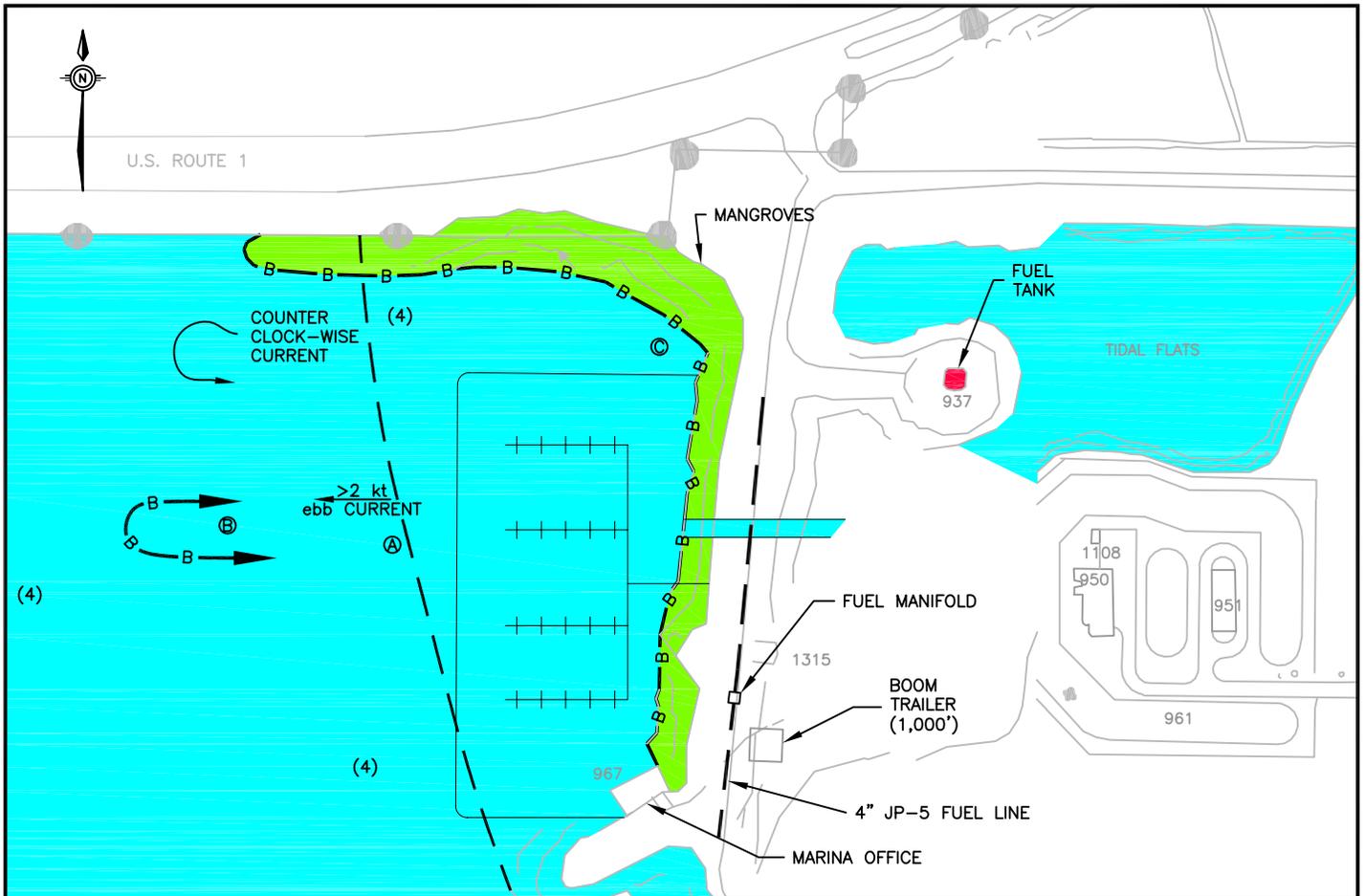
- — STORM DRAIN
- ~ — DRAINAGE PATH
- ⊙ — SENSITIVE AREA—MANGROVES
- WATER DEPTH (ft.)



QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR12
CULVERTS 3 & 4

DWG DATE: 05/31/07 NAME:



RESPONSE STRATEGY OPTIONS

<u>SITE</u>	<u>RESPONSE OPTION</u>	<u>EQUIPMENT</u>
A	1500' CONTAINMENT BOOM	BOOM, ANCHORS, SHALLOW DRAFT BOAT, VACUUM TRUCK
B	ON-WATER RECOVERY-J BOOM (500')	2 BOATS, BOOM, SKIMMER
C	2000' ABSORBENT BOOM	

LEGEND

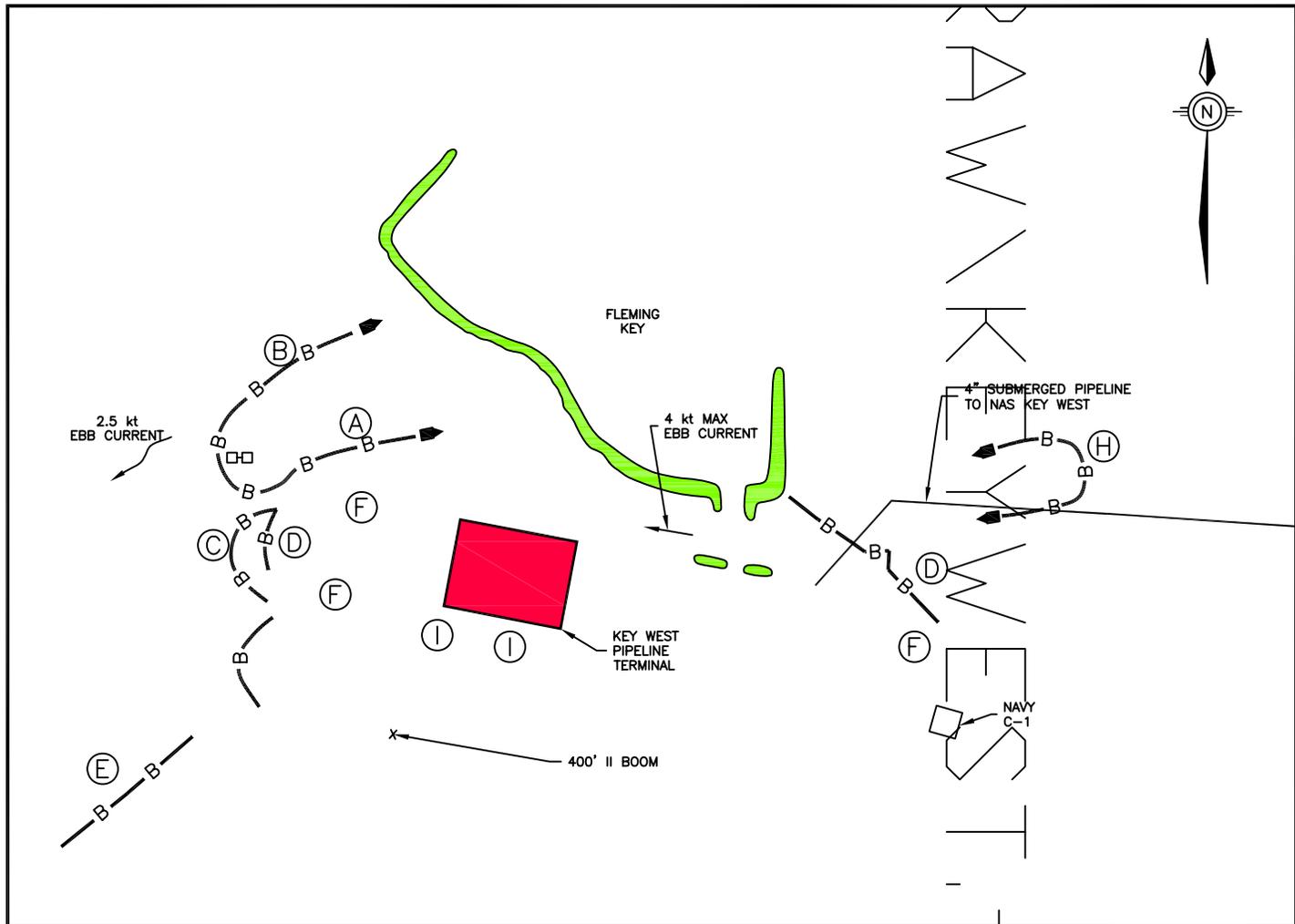
- BOOM
- TRENCH
- EARTHEN BERM
- SENSITIVE AREA-MANGROVES
- STORM DRAIN
- DRAINAGE PATH
- WATER DEPTH (ft.)



QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE 13
BOCA CHICA MARINA

DWG DATE: 05/31/07 | NAME:



RESPONSE STRATEGY OPTIONS

SITE	RESPONSE OPTION	EQUIPMENT
A	DEFLECTION BOOMING & RECOVERY	200' BOOM, BOAT, SKIMMING VESSEL, 1,200 GAL BLADDER
B	CONTAINMENT	1000' BOOM
C	PROTECTION BOOMING (SECONDARY)	300' BOOM
D	PROTECTION BOOMING (EXIST)	300' BOOM
E	DEFLECTION BOOMING	1000' BOOM
F	RECOVERY	VACUUM TRUCKS
H	RECOVERY	1000' BOOM, 2 BOATS
I	COVER STORM DRAINS	PLASTIC SHEET, EARTH

LEGEND

- BOOM
- MANGROVES

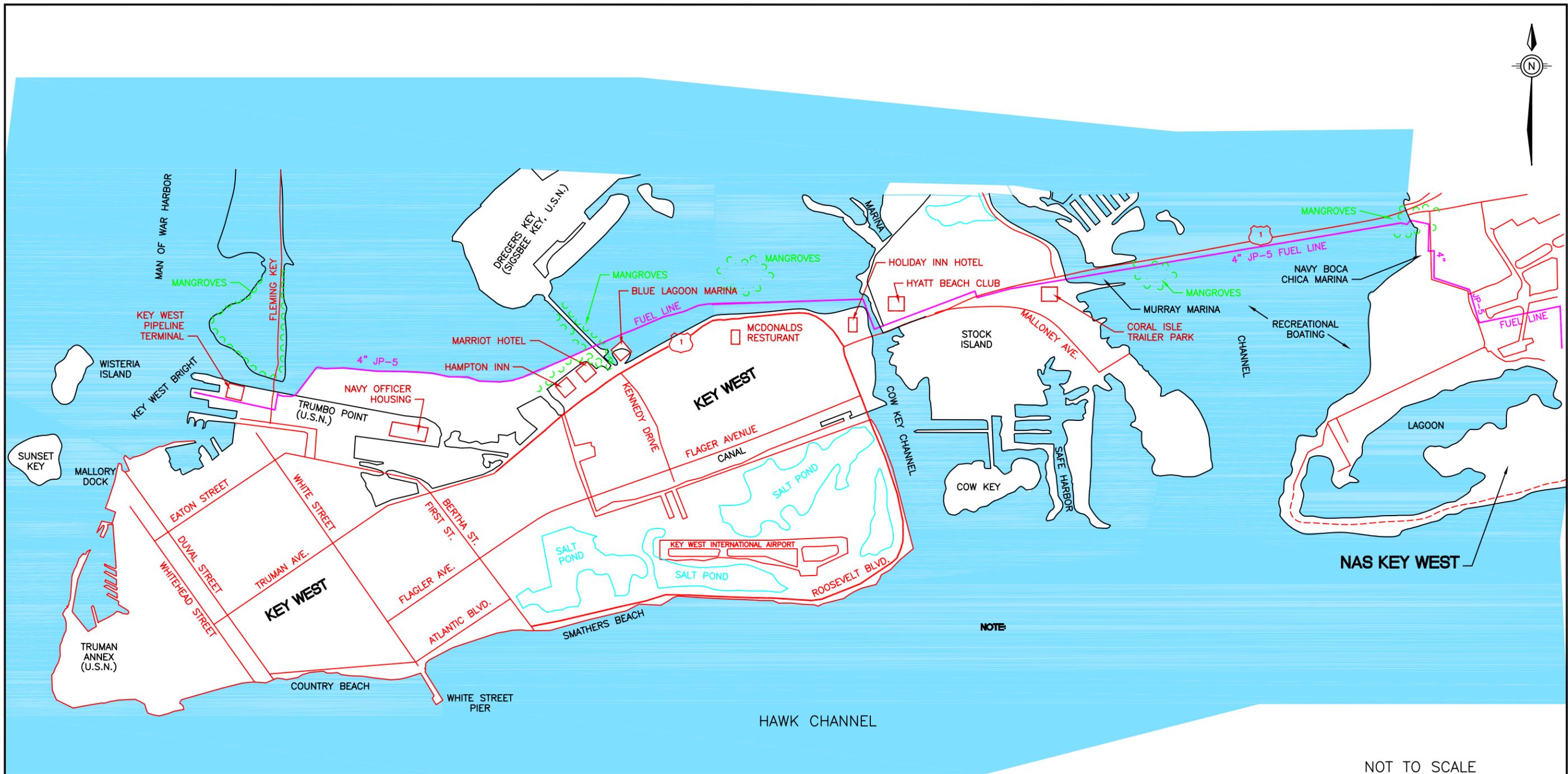
NOTE: CHART EXTRACTED FROM
NOAA KEY WEST HARBOR
11447
DEPTH SHOWN IN FEET



QUICK REFERENCE
RESPONSE STRATEGY
NAS KEY WEST
KEY WEST, FLORIDA

NAS KEY WEST
QUICK REFERENCE RESPONSE STRATEGY
FIGURE QR 14
KEY WEST PIPELINE TERMINAL
AND PIER

DWG DATE: 05/31/07 NAME:



NOTE:
 THIS MAP IS INTENDED TO ASSIST RESPONDERS
 IN IDENTIFYING AND COMMUNICATING PIPELINE
 RELEASE AND FUEL SLICK LOCATIONS BY
 REFERENCING VARIOUS LANDMARKS
 IDENTIFIED ON THE MAP. SPECIFIC
 RESPONSE STRATEGIES WILL BE DETERMINED
 BY THE INCIDENT COMMANDER.

NOTE:

NOT TO SCALE



QUICK REFERENCE
 RESPONSE STRATEGY
 NAS KEY WEST
 KEY WEST, FLORIDA

NAS KEY WEST
 QUICK REFERENCE RESPONSE STRATEGY
 FIGURE QR 15
 KEY WEST JP-5 PIPELINE

DWG DATE: 05/31/07 NAME:

TAB F — EQUIPMENT: FACILITY RESPONSE EQUIPMENT

TABLE OF CONTENTS

TABLE ERAP F.1:	ON-SITE INVENTORY:	SKIMMERS	ERAP: F-3
TABLE ERAP F.2:	ON-SITE INVENTORY:	VACUUM TRUCKS.....	ERAP: F-4
TABLE ERAP F.3:	ON-SITE INVENTORY:	BOOM	ERAP: F-5
TABLE ERAP F.4:	ON-SITE INVENTORY:	PUMPING EQUIPMENT.....	ERAP: F-6
TABLE ERAP F.5:	ON-SITE INVENTORY:	SORBENTS (STOCKPILED).....	ERAP: F-7
TABLE ERAP F.6:	ON-SITE INVENTORY:	TOOLS AND SUPPLIES (STOCKPILED)	ERAP: F-8
TABLE ERAP F.7:	ON-SITE INVENTORY:	COMMUNICATIONS EQUIPMENT (IN USE)	ERAP: F-10
TABLE ERAP F.8:	ON-SITE INVENTORY:	COMMUNICATIONS EQUIPMENT (STORED)	ERAP: F-11
TABLE ERAP F.9:	ON-SITE INVENTORY:	FIRE FIGHTING EQUIPMENT	ERAP: F-12
TABLE ERAP F.10:	ON-SITE INVENTORY:	PERSONAL PROTECTIVE EQUIPMENT....	ERAP: F-13
TABLE ERAP F.11:	ON-SITE INVENTORY:	MISCELLANEOUS CAPITAL EQUIPMENT	ERAP: F-14
TABLE ERAP F.12:	EQUIPMENT AVAILABLE FROM TIER 1 OSROs		ERAP: F-15
TABLE ERAP F.13:	EQUIPMENT AVAILABLE FROM NAVSUPSALV.....		ERAP: F-16

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE ERAP F.1: ON-SITE INVENTORY: SKIMMERS

TOPIC		SKIMMER TYPE 1	SKIMMER TYPE 2	SKIMMER TYPE 3
TYPE	OPERATING PRINCIPLE (DIP, weir, belt, etc.)	Belt		
	MANNED OR UNMANNED	Manned		
RECOVERY RATES	NOMINAL (gal/min)			
	DE-RATED DAILY (gal/day)	10,080		
	" " (bbl/day)	240		
	BUILT-IN STORAGE (gal)	1000		
	BLADDER STORAGE (gal)	1250		
NUMBER	ON HAND	1		
MANUFACTURE	BRAND	Kvichak		
	MODEL	28'		
	YEAR	1998		
MOBILIZATION	POINT OF CONTACT DAY PHONE 24-HOUR PHONE	Oil Spill Chief X 4461 (305) 797-4445		
	STORAGE LOCATION	Building 284 Truman Annex		
	TRANSPORTATION NEEDED	Boat Trailer		
	LAUNCH SITE(S)	Boat Ramps		
	CREW NEEDED	1 Driver 2 Operators		
	TIME (hrs) (request → on water)	1		
	UPKEEP	OPERATIONAL STATUS	Full	
INSPECTION FREQUENCY		Weekly		
DATE OF LAST INSPECTION		(1)		
TEST FREQUENCY		Monthly		
DATE LAST TEST RUN		(1)		
DATE LAST FUEL CHANGE		(1)		
DEPLOYMENT	LAST DEPLOYMENT DRILL DATE	(1)		
	DEPLOYMENT FREQUENCY	Monthly		
TOTAL DE-RATED DAILY RECOVERY AVAILABLE ON-SITE FROM SKIMMERS (BBL/DAY): 240				
COMMENTS:				

(1) Records located in PORT OPERATIONS central files

TABLE ERAP F.2: ON-SITE INVENTORY: VACUUM TRUCKS

TOPIC		TRUCK TYPE 1	TRUCK TYPE 2	TRUCK TYPE 3
PICK-UP HEAD TYPE (manta, weir, etc.)		Floating Weir	Floating Weir	
RECOVERY RATES	HEAD NOMINAL (gal/min)	80	80	
	DE-RATED DAILY (gal/day)	23,040	23,040	
	" " (bbl/day)	549	549	
	TANK SIZE (gal)	2,000	2,000	
NUMBER	ON HAND	1	1	
MANUFACTURE	BRAND	Freightliner	International	
	MODEL	Dominator		
	YEAR	93	99	
MOBILIZATION	POINT OF CONTACT DAY PHONE 24-HOUR PHONE	Oil Spill Chief X 4461 (305) 797-4445	Oil Spill Chief X 4461 (305) 797-4445	
	STORAGE LOCATION	Building 284 Truman Annex	Building 284 Truman Annex	
	CREW NEEDED	2	2	
	TIME (hrs)	1/2	1/2	
UPKEEP	OPERATIONAL STATUS	Good	Good	
	INSPECTION FREQUENCY	Monthly	Monthly	
	DATE OF LAST INSPECTION	(1)	(1)	
	TEST FREQUENCY	Semi-annually	Semi-annually	
	DATE LAST TEST RUN	(1)	(1)	
DEPLOYMENT	LAST DEPLOYMENT DRILL DATE	(1)	(1)	
	DEPLOYMENT FREQUENCY	In routine operation	In routine operation	
TOTAL DE-RATED DAILY RECOVERY AVAILABLE ON-SITE FROM VACUUM TRUCKS (BBL/DAY): 1098				
COMMENTS: (1) Facility inspection records includes inspection for all vehicles. Records are kept in Building 284				

TABLE ERAP F.3: ON-SITE INVENTORY: BOOM					
TOPIC		BOOM TYPE 1	BOOM TYPE 2	BOOM TYPE 3	
TYPE	CLASS (permanent, I, II, etc.)	Perm	II		
	SKIRT SIZE (18", 24", etc.)	12", 18" 24"	24		
	STANDARD SECTION LENGTH (ft)	100'	50		
	END CONNECTORS (ASTM, Navy)	Z Type	ASTM		
CONTAINMENT	LENGTH (ft)	500	10,900		
MANUFACTURE	BRAND	American Boom and Barrier & Slicbar	American Boom and Barrier		
	MODEL		UNK		
	YEAR	2003	98		
MOBILIZATION	POINT OF CONTACT DAY PHONE 24-HOUR PHONE	Oil Spill Chief X 4461 (305) 797-4445	Oil Spill Chief X 4461 (305) 797-4445		
	STORAGE LOCATION	Truman Annex	Truman Annex: 8,900 Boca Chica Marina: 1,000 Trumbo Pt.: 1,000		
	TRANSPORTATION NEEDED	2 boats (V-Leg)	Boom Platform Boat		
	CREW NEEDED	4-6	4-6		
	TIME (hrs) (request → in water)	1.5	0.5		
	UPKEEP	OPERATIONAL STATUS	Full	Full	
		INSPECTION FREQUENCY	Monthly	Monthly	
	DATE OF LAST INSPECTION	(1)	(1)		
DEPLOYMENT	LAST DEPLOYMENT DRILL DATE	(1)	(1)		
	DEPLOYMENT FREQUENCY	Monthly	Monthly		
COMMENTS:					

(1) Records located in PORT OPERATIONS Office central files

Note: Key West Pipeline Company (KWPC) Terminal maintains the following additional equipment in a trailer and cargo container, maintained by Cliff Berry Inc. The equipment is located on the Trumbo Point tank farm just west of KWPC Tank 1. Additional materials may be available in the trailer and cargo container, see periodic updated lists provided by CBI and kept on file at the KWPC office.

- 600-ft, 18-inch permanent (Harbor) boom.
- 120-ft, 8-inch absorbent boom.
- 200-ft, 5-inch absorbent boom.
- 300-Harbor boom deployed Pier D-3 ⁽²⁾
- 500-ft absorbent blanket.
- 280-ft, absorbent sweep.
- 4 boom anchors.

TABLE ERAP F.4 ON-SITE INVENTORY: PUMPING EQUIPMENT				
TOPIC		PUMP TYPE 1	PUMP TYPE 2	PUMP TYPE 3
PUMPS	NUMBER	2	1	
	OPERATING POWER (compressed air, electric, etc.)	Air	Air	
	NOMINAL RATE (gal/min)			
	HOSE CONNECTION (3/4" twist-lock, etc.)	1" cam lock	2" cam lock	
MANUFACTURE	BRAND	Sand Piper	Versamatic	
	MODEL	Unk	Unk	
	YEAR	Unk	Unk	
MOBILIZATION	POINT OF CONTACT DAY PHONE 24-HOUR PHONE	Oil Spill Chief X 4461 (305) 797-4445	Oil Spill Chief X 4461 (305) 797-4445	
	STORAGE LOCATION	Command Trailer Truman Annex	Command Trailer Truman Annex	
	TRANSPORTATION NEEDED	Tow vehicle	Tow vehicle	
	CREW NEEDED	2	2	
	TIME (hrs) (request → in use)	.5	.5	
UPKEEP	OPERATIONAL STATUS	Good	Good	
	INSPECTION FREQUENCY	Quarterly	Quarterly	
	DATE OF LAST INSPECTION	(1)	(1)	
	TEST FREQUENCY	6 months	6 months	
	DATE LAST TEST RUN	(1)	(1)	
DEPLOYMENT	LAST DEPLOYMENT DRILL DATE	(1)	(1)	
	DEPLOYMENT FREQUENCY	6 months	6 months	
COMPATIBLE COMPRESSORS	NUMBER	1	1	
COMPATIBLE HOSE	LENGTH (ft)	50'	50'	
COMMENTS: Pumps are available at Naval Air Station Key West. However, these pumps have not been identified by PORT OPERATIONS Emergency Response Equipment				
Common Navy pumps: Wilden Model M8: comp air, 155 gal/min (delivers 75-100), 3/4" twist-locks.				

(1) Records located in PORT OPERATIONS office central files

TABLE ERAP F.5: ON-SITE INVENTORY: SORBENTS (STOCKPILED)

STOCK-PILED ITEM	N-S-N	STOCK-PILE LOCATION	PURCHASE UNIT	SORPTION CAPACITY (gal/unit)	STOCK ON HAND (units)
Sorbent Boom (white)	Open Purchase	Building 284	60-ft package	20	36
Sorbent Boom (green)	9330-01-334-5036	Building 284	60-ft package	13	13
Sorbent Rolls	Open Purchase	Building 284	bale	51	60
Sorbent	Open Purchase	Building 284	bale	26	200
Sorbent Pillow	Open Purchase	Building 284	bale	40	
TOTAL SORPTION CAPACITY ON HAND (GAL): 5,532					
POINT OF CONTACT: Oil Spill Response DAY PHONE: (305) 293-5374 24-HOUR PHONE: (305) 797-4360					
COMMENTS:					

TABLE ERAP F.6: ON-SITE INVENTORY: TOOLS AND SUPPLIES (STOCKPILED)

STOCKPILED ITEM	NATIONAL STOCK NUMBER	STOCKPILE LOCATION	UNIT	STOCK ON HAND (units)
Rope, 3/8" Nylon	4020-00-946-0436		roll	
Rope, 1/2" Nylon	4020-00-106-9361		roll	
Rope, 3/4" Nylon	4020-00-141-7152		roll	
Rope, 3/8" Manila	4020-00-834-0708		coil	
Rope, 1/2" Manila	4020-00-238-7732		coil	
Rope, 3/4" Manila	4020-00-238-7734		coil	
Parachute Cord	4020-00-246-0688		sl	
Shovel, Sq Nose (Long)	5120-00-293-3330	Public Works Hazardous Collection Locations (1)*	each	35
Shovel, Sq Nose (Short)	5120-00-224-9326		each	
Shovel, Rd Nose (Long)	5120-00-188-8450	Public Works Hazardous Collection Locations (1)*	each	5
Shovel, Rd Nose (Short)	5120-00-293-3336		each	

Note:

(1) Naval Air Station Key West has this equipment stored evenly among the 27 hazardous waste sites located throughout the base.

TABLE ERAP F.6: ON-SITE INVENTORY: TOOLS AND SUPPLIES (STOCKPILED) (Cont.)

STOCKPILED ITEM	NATIONAL STOCK NUMBER	STOCKPILE LOCATION	UNIT	STOCK ON HAND (units)
Mop Squeezer	7920-00-170-5449	Public Works Hazardous Collection Locations (1)*	Each	30
Mop, Cotton	7920-00-224-8726	Public Works Hazardous Collection Locations (1)*	each	30
Squeegee	Open Purchase		each	
Can, Garbage (30-gal)	7240-00-160-0440		each	
Rags	7920-00-223-1014	Public Works Building A-437	50 lb bale	3
Pail, Plastic (3-gal)	7240-00-246-1097	Public Works Hazardous Collection Locations (1)*	each	30
Pail, Plastic (5-gal)	7240-00-943-7105	Public Works Building A-437	each	12
Bags, Sand	8105-00-965-2509		bale	
Gloves, Rubber	8415-00-935-2833	Public Works Building A-437 Fire Department Building A-132	pair	25 70
Goggles, Plastic	8465-01-004-2893	Public Works Building A-437	pair	25
Bags, Plastic (large)	8105-01-183-9768	Public Works Building A-437	box	6
Rubber Boots		Fire Department Building A-132		70
Rubber Boots		Public Works Building A-437		25
POINT OF CONTACT: Environmental Director DAY TIME PHONE : (305) 293-2881 24-HOUR PHONE: (305) 797-4360				
COMMENTS: * INDICATES THE NUMBER OF STOCKPILED ITEMS STORED AT EACH LOCATION				
Purchase of tools and supplies is on-going; stocks are replenished as needed, so year of purchase information is unavailable.				

TABLE ERAP F.7: ON-SITE INVENTORY: COMMUNICATIONS EQUIPMENT (IN USE)

TYPE	ASSIGNED TO (# Available)	CALL SIGN OR PHONE NUMBER	PRIMARY NETWORK/ FREQUENCY	BRAND AND MODEL (year, if available)	CHARGER OR STORAGE LOCATION	OP STATUS
HANDHELD RADIOS	Fire Department (25)	To be assigned at time of use	140.025	Motorola HT-1000	(17) Building A-132 (8) Building C-5 TA 507	Good
	Security (27)	To be assigned at time of use	139.525	Motorola HT-1000	Building A-314	Good
	Fuels (1)	To be assigned at time of use	152.915 MHZ	Motorola HT 600	Building A-937	Good
	Oil Spill Response (10)	OSR	VHF 66	Various	Building 284 Truman Annex	Good
FIXED IN OIL SPILL RESPONSE VESSELS	Oil Spill Response (7)	OSR 1 - 7	VHF 66	Various	Truman Annex	Good
CAR/TRUCK RADIOS	Public Work (2)	To be assigned at time of use	140.825	Unknown	Building 629	Good
	Fire Department (17)	To be assigned at time of use	(6) Structural 140.025 (6) Air Field 140.1	MITREK	Building A-132 Building C-5 Building TA507	Good
	Security (12)	To be assigned at time of use	139.525	MAXTRAC 300	Building A-314	Good
	Vacuum Trucks	Vac Truck	VHF 66	Motorola	Truman Annex	Good
BASE STATION RADIOS	Fire Department (3)	To be assigned at time of use	(3) Structural 140.025 (1) Air Field 140.1	Conselette	(1) Building A-132 (1) Building C-5 (1) Building TA-507	Good
	Security (3)	To be assigned at time of use	139.525	Desktrac Conselette Spectra	Security	Good
	Command Center Trailer	OSR Command	VHF 16 & 66	Motorola	Truman Annex	Good
PHONES	Quarterdeck	305-293-2268	—	—	—	—
POINT OF CONTACT: Ground Electronics DAY PHONE: (305) 293-2258 24-HOUR PHONE: (305) 293-4316 (#070)						
WARNING: ONLY "INTRINSICALLY SAFE" HANDHELD RADIOS AND RECHARGEABLE BATTERY PACKS SHOULD BE USED AT OIL SPILLS. A radio is "intrinsically safe" only if BOTH the radio and battery pack are "intrinsically safe." This inventory table functions both as an On-Site Inventory and as part of the Communications Plan. "Intrinsically safe" Motorola handheld radios and battery packs are marked with a green dot on the back, at the junction of the radio body and its battery pack; if BOTH dots are not present, the radio is not "intrinsically safe."						

TABLE ERAP F.8: ON-SITE INVENTORY: COMMUNICATIONS EQUIPMENT (IN USE)

TYPE	ASSIGNED TO	CALL SIGN OR PHONE NUMBER
NEXTEL	FIRE CHIEF	(305) 797-4401
	PUBLIC AFFAIRS OFFICER	(305) 293-2425
	XO	(305) 797-4349
	SECURITY OFFICER	(305) 797-0988
	SAFETY MANAGER	(305) 797-4411 (305) 797-4412
NEXTEL	OIL SPILL CHIEF	(305) 797-4445
	ENVIRONMENTAL DIRECTOR	(305) 797-4458
	HAZWASTE MANAGER	(305) 797-4454
	WATCH COMMANDER	(305) 797-4423
	PWO	(305) 797-4355

POINT OF CONTACT: Ground Electronics DAY PHONE: (305) 293-2258 24-HOUR PHONE: (305) 293-4316 (#070)

WARNING: ONLY "INTRINSICALLY SAFE" HANDHELD RADIOS AND RECHARGEABLE BATTERY PACKS SHOULD BE USED AT OIL SPILLS. A radio is "intrinsically safe" only if BOTH the radio and battery pack are "intrinsically safe." This inventory table functions both as an On-Site Inventory and as part of the Communications Plan. "Intrinsically safe" Motorola handheld radios and battery packs are marked with a green dot on the back, at the junction of the radio body and its battery pack; if BOTH dots are not present, the radio is not "intrinsically safe."

TABLE ERAP F.9: ON-SITE INVENTORY: FIRE FIGHTING EQUIPMENT

EQUIPMENT	HOW MANY	TYPE	BRAND AND MODEL	YEAR	STORAGE LOCATION	OP STATUS
FOAM-DISPENSING VEHICLES	2	Crash Trucks	OSHKOSH T-1500	2001	Building A-132	Good
	1		OSHKOSH T1000	2001	Building A-132	Good
	1	AMERTEK	CF-4000L	1992	Building A-132	Reserve
	1	Pumper	Pierce-1250GPM	2002	Building A-132	Good
	1	Ladder	Pierce Telesquirt	1997	Building A-132	Good
	1	Pumper	Simon 1000 GPM	1990	Building A-132	Reserve
	1	Pumper	Simon 1000 GPM	1990	Building A-132	Reserve
	1	Pumper	KME 1250 GPM	1994	Building C-5	Good
	1	Pumper	KME 1250 GPM	1994	Bldg TA-507	Down
	1	Rescue Truck	International	1992	Building A-132	Good
OTHER:	1	Pick-Up	Dodge	2001	Building C-5	Good
	1	Pick-up	Chevy	2001	Building C-5	Good
	1	Utility	Chevy	2003	Building C-5	Good
	1	Pick-Up	Ford F-350	2005	Building A-132	Good
		Step-Van	Ford HAZMAT-1	2001	Building A-132	
	Step-Van	Ford HAZMAT-2	2003	TA-507		
POINT OF CONTACT: Fire Department DAY PHONE: (305) 293-2776 / 293-5888 24-HOUR PHONE: (305) 293-3333						
COMMENTS: Building A-132 is the location of the Fire Department.						

TABLE ERAP F.10: ON-SITE INVENTORY: PERSONAL PROTECTIVE EQUIPMENT

GEAR	LEVEL OF PROTECTION				HOW MANY	STORAGE LOCATION	OP STATUS
	A	B	C	D			
SCBA RESPIRATOR	X				26	(21) Fire Department (Building A-132) (5) Building C-5	Good
	X				2	HAZWASTE Storage (Building A-4078)	
	X				1	NAVOSH (Building A-515)	
SAR RESPIRATOR W/ESCAPE SCBA	X				2	HAZWASTE Storage (Building A-4078)	Good
LEVEL "A"	X				2		Good
INNER CHEMICAL-RESISTANT GLOVES	X				18	Oil Spill Response (Building TA 284)	Good
CHEMICAL-RESISTANT BOOTS/SHOES	X				21	Oil Spill Response (Building TA 284)	
HARD HAT	X				16	Oil Spill Response (Building TA-284)	Good
	X				4	Hazardous Waste Storage (Building A-4078)	
CHEMICAL-RESISTANT CLOTHING		X			200	Oil Spill Response (Building TA-284)Public Works (6)*	Good
		X			180	HAZWASTE Storage (Building A-4078)	
	X				6		
OUTER CHEMICAL-RESISTANT GLOVES		X			6	HAZWASTE Storage (Building A-4078)	Good
		X			360	Public Works (12)*	
		X			4	Oil Spill Response (Building TA-284)	
FULL-FACE CANISTER RESPIRATOR			X		9	Oil Spill Response (Building TA-284)Public Works (2)*	Good
			X		60		
			X		4	HAZWASTE Storage (Building A-4078)	
SAFETY GOGGLES				X	60	Public Works (2)*	Good
			X		14	Oil Spill Response (Building TA-284)	
OTHER: Life Vests					40	Oil Spill Response (Building TA-284)	Good
OTHER:							
POINT OF CONTACT: Environmental Director DAY PHONE: (305) 293-2911 24-HOUR PHONE: (305) 797-4458							
COMMENTS: * Indicates number at each location							
Purchase of many of these items is on-going; stocks are replenished as needed, so year of purchase information is unavailable.							
LEVEL A PROTECTION: respiratory: max eye: max skin: max	LEVEL B PROTECTION: respiratory: max eye: max skin: medium	LEVEL C PROTECTION: respiratory: medium eye: max skin: medium	LEVEL D PROTECTION: respiratory: none eye: medium skin: minimal				

TABLE ERAP F.11: ON-SITE INVENTORY: MISCELLANEOUS CAPITAL EQUIPMENT

EQUIPMENT	HOW MANY	TYPE	BRAND AND MODEL	YEAR	STORAGE LOCATION	OP STATUS
BACKHOE	2	Backhoe	John Deere 310-D	91	Motor Pool	Good
MISC EARTH-MOVING	2	Front end Loader	Cat 950 F	94	Motor Pool	Good
OIL SPILL RESPONSE & BOOM-DEPLOYING BOATS	1	30 ft	Seaark	1999	Building 284	Good
		28 ft	Kvichak	1997	Building 284	Good
		25 ft	Seaark	2000	Building 284	Good
		25 ft	Seaark	2001	Building 284	Good
		22 ft	Boston Whaler	1987	Building 284	Good
		22 ft	Boston Whaler	1998	Building 284	Good
Cranes	2	WHE	Grove	1991	Motor Pool	Fair
				1996		Good
MISC BOATS	1	25 ft	Boston Whaler	88	Security	Good
		22 ft	Boston Whaler	Unk	Security	Good
		21 ft	Boston Whaler	Unk	Security	Good
OTHER:	1	Wildlife Rescue & Rehab Trailer	Wells Cargo EWI222	94	Building A-824	Good
	3	Boom Trailers	USN	02	Oil Spill Response	Good
	1	Command Trailer		03		Good
	1	Earth Auger	Hwy. maint. Comp. HCBMS	88	Motor Pool	Fair
POINT OF CONTACT: Transportation Director DAY PHONE: (305) 293-2586						
COMMENTS: The Public Works Transportation Department is located in Building #A-438						

TABLE ERAP F.12: EQUIPMENT AVAILABLE FROM TIER 1 OSROs

TOPIC		OSRO	OSRO
NAME OF OSRO		Jacksonville Pollution Control	Cliff Berry, Inc.
24-HR PHONE		(904) 355-4164	(800) 899-7745
NATURE OF OSRO (private company, co-op, Navy, etc.)		Co-op / Private Company	Private Company
LOCATION OF EQUIPMENT		Jacksonville, FL	Ft. Lauderdale
RESPONSE TIME (hr)		12	4
USCG OSRO INFORMATION	LEVEL RATED	E	E
	OP ENVIRONMENTS RATED	I, R/C	I, R/C
	CONTAINMENT BOOM (ft)	39,100	24,000
	PROTECTIVE BOOM (ft)	24,000	24,000
	OIL RECOVERY (bbl/day)	90,357	40,000
	TEMPORARY STORAGE (bbl)	140,910	250,000
CONTRACT	NUMBER	DTCG84-90-A-70008	DTCG84-91-A70012
	NATURE (BOA, co-op agreement etc.)	BOA	BOA
	RESPONSE MANDATORY?		
COMMENTS:		Activate BOA via NOSC	Activate BOA via NOSC
Due to the relatively small worst case discharge for this facility (approximately 7,625 BBL), no other OSROs are necessary. However, depending on the situation, NAVSUPSALV may be utilized to supplement the listed OSROs.			

TABLE ERAP F.13 EQUIPMENT AVAILABLE FROM NAVSUPSALV		
TOPIC		OSRO
NAME OF OSRO		SUPSALV
24-HR PHONE		(703) 607-2758
NATURE OF OSRO (private company, co-op, Navy, etc.)		NAVY
LOCATION OF EQUIPMENT		Williamsburg, VA
RESPONSE TIME (hr)		31.5
USCG OSRO INFORMATION	LEVEL RATED	N/A
	OP ENVIRONMENTS RATED	Offshore/open ocean
	CONTAINMENT BOOM (ft)	10,000 ft
	PROTECTIVE BOOM (ft)	—
	OIL RECOVERY (bbl/day)	829,206
	TEMPORARY STORAGE (bbl)	894,000
STRIKE TEAMS AVAILABLE	BOOMING (BOOM-ANCHORS-BOATS-CREW)	(31) Boom Mooring System (8) Boom Handling Boats (24 ft 260 hp Diesel) (2) Boom Tending Boats (19 & 23 ft inflatable) (4) Boom Tending Boats (18 ft Rigid Hull)
	SKIMMING (SKIMMER/CREW/BLADDER)	(10) Skimmer Vs. Sys. (36 ft Aluminum Hull) (1) Skimmer System (Sorbent Belt VOSS) (2) Skimmer System (Screw Pump VOSS) (1) Skimmer, Sorbent Rope Mop (36 ft)
CONTRACT	NUMBER	
	NATURE (BOA, co-op agreement, etc.)	Navy
	RESPONSE MANDATORY?	
COMMENTS:		Activate via NOSC

Placeholder for Map Sleeve holding NAS Key West Drainage Map.

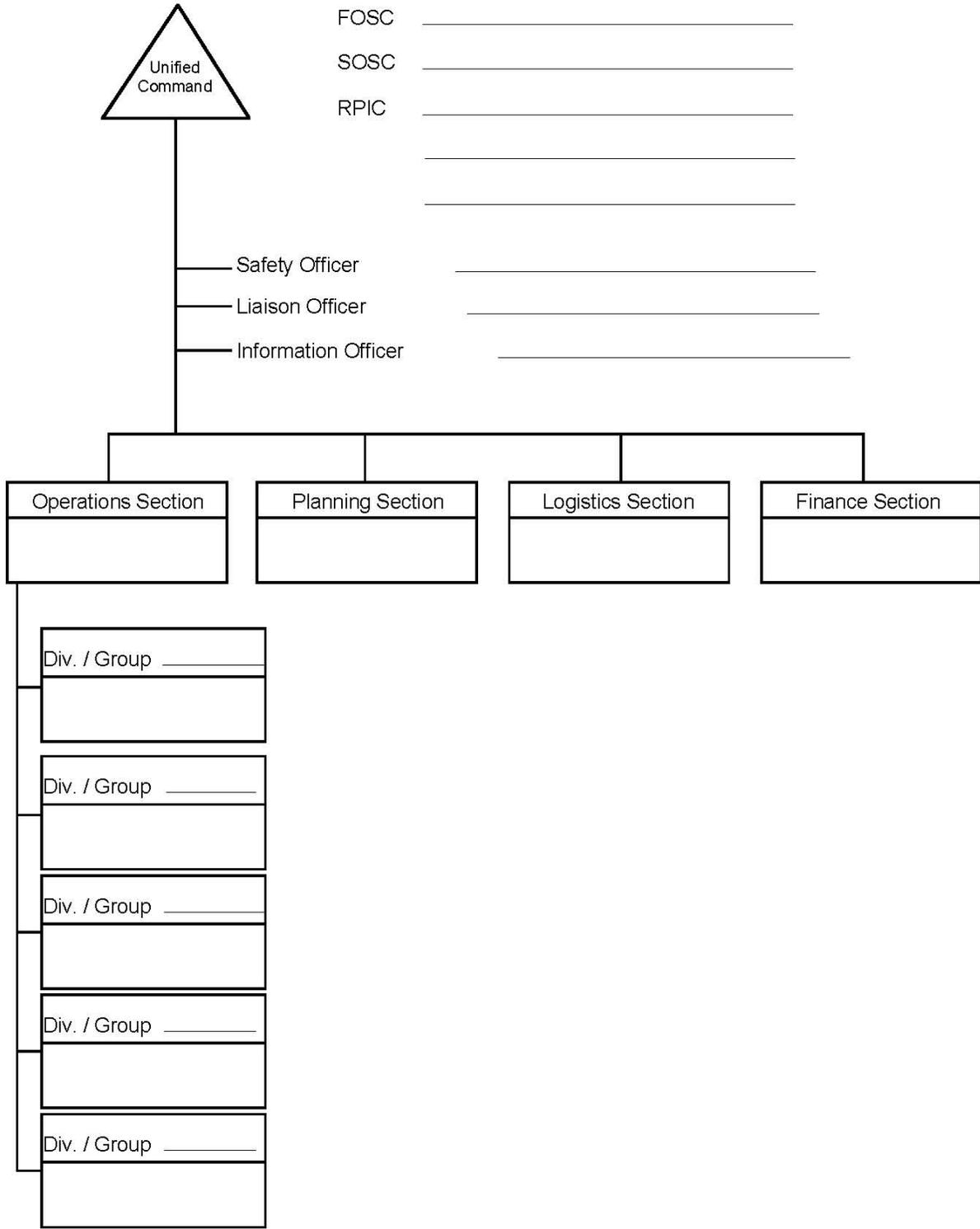
1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 1 of 4)
------------------	---	---

3. Map / Sketch	(Include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)
-----------------	---

1. Incident Name

2. Prepared by: (name)
Date: _____ Time: _____

6. Current Organization



STANDARD OPERATING PROCEDURES

GENERIC OHS SPILL RESPONSE PROCEDURES

This section contains spill response guidelines that are generally applicable to all facilities that store and utilize OHS materials. The procedures listed are generic and may not be appropriate in all cases. The responder must, thus, be trained and practiced in bringing his/her own judgment to bear on choice of response actions.

GENERIC RESPONSE PROCEDURES FOR: SPILLER / DISCOVERER	
CONDITION	ACTIONS
A spill of petroleum product or hazardous substances is discovered.	<ul style="list-style-type: none">• Unless properly trained and authorized, do not try to combat any spill. Sound alarm, report the spill, and standby until the response teams arrive.• If imminent danger to life or property, or if fire threatens or starts, activate nearest fire alarm and evacuate up-wind/upgrade to a safe distance• Rescue any injured persons, only if safe to do so.• Report spill immediately to IRT (Fire Department): Phone 293-3333• Pass the word to people in adjacent spaces.• Stop source of spill or leak if possible and only if safe to do so.• Restrict all ignition sources if flammable vapors present or expected.• If properly trained and authorized, initiate available onsite measures to minimize the spread of contaminants. Otherwise, standby until emergency response personnel arrive on scene. Provide known details of spill when assistance arrives.

**GENERIC RESPONSE PROCEDURES FOR:
IMMEDIATE RESPONSE TEAM (IRT) MEMBERS**

CONDITION	ACTIONS
IRT arrives at spill site.	<ul style="list-style-type: none">• The Fire Chief, or senior fire official, assumes the duties of the IC and takes control of the spill until the IC arrives on site. Some response actions will be performed concurrently.• Rescue any injured individuals if rescue can be performed safely.• Secure the spill area to prevent unauthorized entry.• Stop the spill source, if not already accomplished.• Take whatever measures necessary and possible to prevent the spill from spreading: Mat storm drains; sand bag or otherwise block drainage ditches or other pathways leading to water courses or sensitive environmental areas; deploy sorbent boom; construct diversion channels; etc.• Quickly determine the need to evacuate all or part of the facility/nearby community and implement the evacuation procedures outlined in TAB I as necessary.• Restrict all sources of ignition if flammable vapors are present or suspected.• Return to station when relieved by response/cleanup team and/or as directed by IC.• Complete an initial assessment form located in the Red Plan.

**GENERIC RESPONSE PROCEDURES FOR:
FACILITY INCIDENT COMMANDER (IC)**

CONDITION	ACTIONS
<p>Facility Incident Commander arrives at spill site.</p>	<ul style="list-style-type: none"> • Quickly assess spill site and consult with Fire Chief and other onsite IRT personnel to determine the need for additional resources or containment measures. • Establish or have established an initial site safety plan. • Ensure that tests for combustible gases and type of oil are made. • Ensure that the source of spill has been or is being stopped where possible. • Ensure that proper containment and mitigation measures are being employed. • Activate facility response/cleanup team as needed. (See Notification List) • Activate facility spill management team as needed. (See Notification List) • If spill has escaped or is threatening to escape onsite containment measures ensure that appropriate resources are available and ready to be deployed. Refer to the protection priorities for sensitive areas established in TAB G. • Ensure notification of the National Response Center. • Notify NOSC and advise if outside resources will be needed. • Establish command/communication center as spill size or conditions warrant. • Utilize appropriate checklists to ensure that: <ul style="list-style-type: none"> - Documentation of the response effort is maintained. - Regulatory agencies are notified. - Pollution reports are filed. - Command center is established as required. - Communication system is established. - Security is in place. -Public affairs team is onsite and coordinating the external communication flow. - Staging areas for outside resources are cleared and available.

PERSONNEL DUTIES AND RESPONSIBILITIES – INCIDENT COMMAND SYSTEM

ICS position responsibilities listed below have been developed from the USCG Incident Management Handbook (IMH), USCG COMDTPUB P3120.17, and the National Incident Management System (NIMS). An electronic version of the IMH is available online at:

<http://www.uscg.mil/hq/nsfweb/download/IMH/IMH-2001.pdf>

An electronic version of the ICS forms for oil spill response is available online at:

http://www.uscg.mil/ccs/cit/cim/forms1/form_ics.html

For ICS positions not described below, please refer to the USCG IMH. Typically, it is anticipated that those positions not specifically described below will be performed by others outside of the immediate facility response structure as the response organization expands to meet the pressing needs of the incident scale.

Additionally, there are a number of tasks, duties, and responsibilities that are common to every individual within the response organization. These common responsibilities should be reviewed by all participants in a response and included in the overall checklist of expected performance from each individual. These include:

- Receive assignment from your agency, including:
 - Job assignment
 - Resource order number and request number
 - Reporting location
 - Reporting time
 - Travel instructions
 - Any special communications instructions
- Upon arrival at the incident, check in at the designated check-in location. Check-in may be found at any of the following locations (if you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor):
 - Incident Command Post
 - Base or Camps
 - Staging Areas
- Receive briefing from immediate supervisor.
- Agency Representatives from assisting or cooperating agencies report to the Liaison Officer at the ICP after check in.
- Acquire work materials.
- Supervisors shall maintain accountability for their assigned personnel regarding exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
- Organize and brief subordinates.
- Know your assigned radio frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology in all communications. All communications to the Incident Communication Center will be addressed: “(Incident Name) Communications.”
- Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES – COMMAND	
POSITION	DUTIES/RESPONSIBILITIES
Facility Incident Commander (IC)/Facility Qualified Individual (QI)	Assess the situation and/or obtain a briefing from the initial Response Team Leader.
	Determine incident objectives and strategy.
	Establish the immediate priorities.
	Establish an Incident Command Post.
	Brief Command Staff and Section Chiefs.
	Establish an appropriate organization.
	Ensure that planning meetings are scheduled as required.
	Approve and authorize the implementation of the Incident Action Plan (IAP).
	Ensure that adequate safety measures are in place.
	Coordinate with key people and officials.
	Approve requests for additional resources or for the release of resources.
	Authorize release of information to the news media.
	Ensure that Incident Status Summary (ICS 209) is completed and forwarded “up the chain.”
	Order the demobilization of the incident when appropriate.
Ensure that all response actions are documented.	
Deputy Facility Incident Commander /Alternate Facility Qualified Individual (AQI)	Obtain an initial briefing from the IC and attend daily planning/briefing meetings.
	Coordinate the preparation of the initial incident briefing form.
	Conduct planning meeting and coordinate with the Planning Section Chief (PSC).
	Assist the IC in the development of strategic objectives and response priorities.
	Coordinate the activities of the Section Chiefs and Command Staff at the direction of the IC.
	Coordinate with the Safety Officer to ensure the safety of response personnel.
	Provide the IC with regular briefings on the status of response operations.
	Coordinate rescue, salvage, and cleanup operations.
	Resolve conflicts that may arise during response operations.
	Serve as the secondary point-of-contact for the ICS Response Organization.
	Conduct periodic surveys of the response.
Maintain Unit/Activity Log (ICS 214).	
Safety Officer	Participate in planning meetings.
	Identify hazardous situations associated with the incident.
	Review the IAP for safety implications.
	Exercise emergency authority to stop and prevent unsafe acts.
	Investigate accidents that have occurred within the incident area.
	Assign assistants as necessary.
	Review and approve the medical plan.
	Develop the Site Safety Plan and publish Site Safety Plan Summary (ICS 208), as required.
Maintain Unit/Activity Log (ICS 214).	
Liaison Officer	Be a contact point for Agency Representatives.
	Maintain a list of assisting and cooperating agencies and Agency Representatives.
	Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
	Assist in establishing and coordinating interagency contacts.
	Keep agencies supporting the incident aware of incident status.
Monitor incident operations to identify current or potential inter-organizational	

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES – COMMAND	
POSITION	DUTIES/RESPONSIBILITIES
	problems.
	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
	Coordinate response resource needs for Natural Resource Damage Assessment (NRDA) activities with the Operations Section Chief (OPS) during response.
	Coordinate response resource needs for incident investigation activities with the OPS.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Coordinate activities of visiting officials.
	Maintain Unit/Activity Log (ICS 214).
Public Affairs Officer	Determine from the IC/Deputy IC if there are any limits on information release.
	Develop material for use in media briefings.
	Obtain IC approval of media releases.
	Inform media and conduct media briefings.
	Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
	Maintain Unit/Activity Log (ICS 214).
Legal Officer	Obtain initial briefing from IC/Deputy IC and attend daily planning/briefing meetings.
	Identify and address legal issues that may arise from or are associated with response operations.
	Advise IC/Deputy IC and Section Chiefs on legal matters and required documentation related to the response.
	Advise IC and section chiefs on the type of documentation that must be compiled and retained to support incident related litigation and/or claims.
	As directed by the IC, review press releases and/or statements prior to their issuance.
	As directed by the IC, review contracts issued by Purchasing Unit before their execution.
	Provide advice and assistance to the Claims Unit Leader for the handling of damage assessments and handling of claims.
	Provide Operations Section and Planning Section Chiefs with legal counsel concerning response operations particularly in operations that require regulatory agency approvals and/or permits.
	Ensure that guidelines are established concerning/limiting communications related to liability or fault.
	Supervise the activities of outside legal counsel.
	Maintain Unit/Activity Log (ICS 214).

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — OPERATIONS	
POSITION	DUTIES/RESPONSIBILITIES
Operations Section Chief (OPS)	Obtain initial briefing from IC/Deputy IC and attend daily planning/briefing meetings.
	Develop operations portion of the IAP.
	Brief and assign Operations Section personnel in accordance with the IAP.
	Supervise Operations Sections.
	Determine need and request additional resources.
	Review suggested list of resources to be released and initiate recommendation for release of resources.
	Assemble and disassemble strike teams assigned to Operations Section.
	Report information about special activities, events, and occurrences to the IC/Deputy IC.
	Respond to resource requests in support of NRDA activities.
	Maintain Unit/Activity Log (ICS 214).
Branch Director	Develop with subordinates alternatives for Branch control operations.
	Attend planning meetings at the request of OPS.
	Review Division/Group Assignment Lists (ICS 204) for Division/Groups within the Branch. Modify lists based on effectiveness of current operations.
	Assign specific work tasks to Division/Group Supervisors.
	Supervise Branch Operations.
	Resolve logistic problems reported by subordinates.
	Report to OPS when: IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
	Approve accident and medical reports originating from within the Branch.
Maintain Unit/Activity Log (ICS 214).	
Division/Group Supervisor	Implement the IAP for Division/Group.
	Provide the IAP to Strike Team Leaders.
	Identify increments assigned to the Division/Group.
	Review Division/Group assignments and incident activities with subordinates and assign tasks.
	Ensure that the IC/Deputy IC and/or Resource Unit are advised of all changes on the status of resources assigned to the Division/Group.
	Coordinate activities with adjacent Division/Group.
	Determine the need for assistance on assigned tasks.
	Submit situation and resources status information to the Branch Director or the OPS.
	Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness, and unanticipated sensitive resources) to immediate supervisor.
	Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
	Resolve logistics problems within the Division/Group.
	Participate in the development of Branch plans for the next operational period.
	Maintain Unit/Activity Log (ICS 214).
Strike Team/Task Force Leader	Review assignments with subordinates and assign tasks.
	Monitor work progress and make changes when necessary.
	Coordinate activities with adjacent Strike Teams, Task Forces, and single resources.

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — OPERATIONS	
POSITION	DUTIES/RESPONSIBILITIES
	<p>Travel to and from active assignment area with assigned resources.</p> <p>Retain control of assigned resources while in available or out-of-service status.</p> <p>Submit situation and resource status information to Division/Group Supervisor.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Single Resource	<p>Obtain necessary equipment and supplies.</p> <p>Review weather/environmental conditions for assignment area.</p> <p>Brief subordinates on safety measures.</p> <p>Monitor work progress.</p> <p>Ensure adequate communications with supervisor and subordinates.</p> <p>Keep supervisor informed of progress and any changes.</p> <p>Inform supervisor of problems with assigned resources.</p> <p>Brief relief personnel and advise them of any change in conditions.</p> <p>Return equipment and supplies to appropriate unit.</p> <p>Complete and turn in all time and use records on personnel and equipment.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Staging Area Manager	<p>Establish staging area layout.</p> <p>Determine any support needs for equipment, feeding, sanitation, and security.</p> <p>Establish check-in function as appropriate.</p> <p>Post areas for identification and traffic control.</p> <p>Request maintenance service for equipment at staging area as appropriate.</p> <p>Respond to request for resource assignments.</p> <p>Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.</p> <p>Determine required resource levels from the OPS.</p> <p>Advise OPS when reserve levels reach minimums.</p> <p>Maintain and provide status to Resource Unit of all resources in staging area.</p> <p>Maintain staging area in orderly condition.</p> <p>Demobilize staging area in accordance with the Incident Demobilization Plan.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Waste Management Unit Leader	<p>Obtain initial briefing from Spill Cleanup Branch Director and attend daily planning/briefing meetings.</p> <p>Coordinate with Environmental Unit Leader to determine all applicable federal, state, and local laws, regulations, ordinances, and standards applicable to the collection, transportation, storage, treatment, and disposal of wastes.</p> <p>Coordinate with Government Liaison Officer to obtain all necessary permits and approvals for transportation, storage, treatment, and disposal of wastes.</p> <p>Coordinate with Environmental Unit Leader to collect and present environmental information required to support waste management permit applications.</p> <p>Provide Logistics Section Chief with information on the manpower, equipment, and materials needed to carry out waste collection, transportation, storage, treatment, and disposal operations.</p> <p>Prepare and submit a Waste Management Plan to the PSC.</p> <p>Gather information on contractors available to assist in waste collection, transportation, storage, treatment, and disposal operations.</p> <p>Provide Spill Cleanup Branch Director with recommendations on methods that can be applied to minimize the generation of wastes during response operations.</p> <p>Develop a system for the segregation of wastes to assist in storage, treatment, and</p>

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — OPERATIONS	
POSITION	DUTIES/RESPONSIBILITIES
Waste Management Unit Leader	disposal operations.
	Approve changes to the Waste Management Plan; provide information on changes to the Spill Cleanup Branch Director.
	Continuously review waste handling, storage, treatment, and disposal operations to identify and resolve problems and to develop recommendations on how to improve the effectiveness and/or efficiency of waste collection, transportation, storage, treatment, and/or disposal operations.
	Maintain Unit/Activity Log (ICS 214).

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — PLANNING	
POSITION	DUTIES/RESPONSIBILITIES
Planning Section Chief (PSC)	Obtain initial briefing from IC/Deputy IC, attend daily planning meetings, and conduct briefing meetings with section personnel.
	Supervise the preparation of Incident Action Plans.
	Provide input to the IC/Deputy IC and the OPS in preparing the IAP.
	Chair planning meetings and participate in other meetings as required.
	Reassign out-of-service personnel already onsite to ICS organizational positions as appropriate.
	Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).
	Determine the need for any specialized resources in support of the incident.
	If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
	Establish special information collection activities as necessary (e.g., weather, environmental, toxics).
	Assemble information on response strategies.
	Provide periodic predictions on incident potential.
	Report any significant changes in incident status.
	Compile and display incident status information.
	Oversee preparation and implementation of the Incident Demobilization Plan.
Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.	
Maintain Unit/Activity Log (ICS 214).	
Document Unit Leader	Set up work area; begin organization of incident files.
	Establish duplication service; respond to requests.
	File all official forms and reports.
Document Unit Leader	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
	Provide incident documentation as requested.
	Store files for post-incident use.
Situation Unit Leader	Maintain Unit/Activity Log (ICS 214).
	Begin collection and analysis of incident data as soon as possible.
	Prepare, post, or disseminate resource and situation status information as required, including special requests.
	Prepare periodic predictions as requested by the PSC.
	Prepare the Incident Status Summary Form (ISC 209).

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — PLANNING	
POSITION	DUTIES/RESPONSIBILITIES
	Provide photographic services and maps if required.
Resource Unit Leader	Establish the check-in function at incident locations.
	Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
	Prepare appropriate parts of Division Assignment Lists (ICS 204).
	Prepare and maintain the Incident Command Post display (to include organization chart and resource allocation and deployment).
	Maintain and post the current status and location of all resources.
	Maintain master roster of all resources checked in at the incident.
	A Check-in/Status Recorder reports to the RUL and assists with the accounting of all resources assigned to the incident.
	Maintain Unit/Activity Log (ICS 214).
Environmental Unit Leader	Obtain a briefing and special instructions from the PSC.
	Participate in Planning Section Meetings.
	Identify sensitive areas and recommend response priorities.
	Following consultation with natural resource trustees, provide input on wildlife protection strategies.
	Determine the extent, fate, and effects of contamination.
	Acquire, distribute, and provide analysis of weather forecasts.
	Monitor the environmental consequences of cleanup actions.
	Develop shoreline cleanup and assessment plans. Identify the need for and prepare any special advisories or orders.
	Identify the need for and obtain permits, consultations, and other authorizations including Endangered Species Act (ESA) provisions.
	Following consultation with the Historical/Cultural Resources Technical Specialist, identify and develop plans for protection of effected historical/cultural resources.
	Evaluate the opportunities to use various response strategies.
	Develop disposal plans.
Develop a plan for collecting, transporting, and analyzing samples.	
Maintain Unit/Activity Log (ICS 214).	
Technical Specialists	Obtain initial briefing from PSC.
	Attend planning/briefing meetings as directed by PSC.
	Conduct required activities within the expert's area of expertise as directed by PSC.
	Conduct activities in accordance with the site-specific Health & Safety Plan.
	Provide regular status reports to PSC.
	Maintain Unit/Activity Log (ICS 214).

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES – LOGISTICS	
POSITION	DUTIES/RESPONSIBILITIES
Logistics Section Chief (LSC)	Plan the organization of the Logistics Sections.
	Assign work locations and preliminary work tasks to Section personnel.
	Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
	Assemble and brief Branch Directors and Unit Leaders.
	Participate in the preparation of the IAP and estimate Section needs for the next operational period.
	Identify service and support requirements for planned and expected operations.
	Provide input to and review the Communications Plan, Medical Plan, and Traffic Plan.
	Coordinate and process requests for additional resources.
	Advise on current service and support capabilities.
	Prepare service and support elements of the IAP.
	Receive Incident Demobilization Plan from the Planning Section.
	Recommend release of Unit resources in conformity with Incident Demobilization Plan.
	Ensure the general welfare and safety of Logistics Section personnel.
	Maintain Unit/Activity Log (ICS 214).
Facilities Unit Leader	Obtain a briefing from the Support Branch Director or the LSC.
	Participate in Logistics Section/Support Branch planning activities.
	Determine the requirements for each facility, including the IAP.
	Prepare layouts of incident facilities.
	Notify Unit Leaders of facility layout once activated.
	Provide sleeping facilities.
	Coordinate the activation of facilities with Security Manager to ensure the adequacy of security.
	Provide for facility maintenance services.
Maintain Unit/Activity Log (ICS 214).	
Security Manager	Establish contacts with local law enforcement agencies as required.
	Contact Agency Representatives to discuss any special custodial requirements that may affect operations.
	Request required personnel support to accomplish work assignments.
	Ensure that the support personnel are qualified to manage security problems.
	Develop Security Plan for incident facilities.
	Adjust Security Plan for personnel and equipment changes and releases.
	Coordinate security activities with appropriate incident personnel.
	Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
	Prevent theft of all property.
	Document all complaints and suspicious occurrences.
Maintain Unit/Activity Log (ICS 214).	
Ground Support Unit Leader	Participate in Support Branch/Logistics Section planning activities.
	Develop and implement the Traffic Plan.
	Support out-of-service resources.

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES – LOGISTICS	
POSITION	DUTIES/RESPONSIBILITIES
	<p>Notify the Resources Unit of all status changes on support and transportation vehicles.</p> <p>Arrange for and activate fueling, maintenance, and repair of ground resources.</p> <p>Maintain Support Vehicle Inventory (ICS 218) and transportation vehicles.</p> <p>Provide transportation services.</p> <p>Collect use information on rented/leased vehicles.</p> <p>Request maintenance and repair supplies (e.g., fuel, spare parts).</p> <p>Maintain incident roads.</p> <p>Submit reports to Support Branch Director or as directed.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Communications Unit Leader	<p>Determine Unit personnel needs.</p> <p>Prepare and implement the Incident Radio Communications Plan (ICS 205).</p> <p>Ensure that the Incident Communications Center and the Message Center are established.</p> <p>Establish appropriate and adequate communications distribution/maintenance locations.</p> <p>Ensure that communications systems are installed and tested.</p> <p>Ensure that an equipment accountability system is established.</p> <p>Ensure that personal portable radio equipment from cache is distributed per ICS 205.</p> <p>Provide technical information as required on:</p> <ul style="list-style-type: none"> • Adequacy of communications systems currently in operation. • Geographic limitation on communications systems. • Amount and types of equipment available. • Anticipated problems in the use of communications equipment. <p>Supervise Communications Unit activities.</p> <p>Maintain records on all communications equipment as appropriate.</p> <p>Ensure that equipment is tested and repaired.</p> <p>Recover equipment from Units being demobilized.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Ordering Manager	<p>Establish ordering procedures.</p> <p>Establish name and telephone numbers of agency(s) personnel receiving orders.</p> <p>Set up filing system.</p> <p>Get names of incident personnel who have ordering authority.</p> <p>Check on what has already been ordered.</p> <p>Ensure that order forms are filled out correctly.</p> <p>Place orders in a timely fashion.</p> <p>Consolidate orders when possible.</p> <p>Identify times and locations for delivery of supplies and equipment.</p> <p>Submit all ordering documents to the Documentation Unit Leader before demobilization.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Stores and Supplies Unit Leader	<p>Participate in Logistics Section/Support Branch planning activities.</p> <p>Determine the type and amount of supplies en route.</p> <p>Review the IAP for information on operations of the Supply Unit.</p> <p>Develop and implement safety and security requirements.</p>

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES – LOGISTICS	
POSITION	DUTIES/RESPONSIBILITIES
	Order, receive, distribute, and store supplies and equipment.
	Receive and respond to requests for personnel, supplies, and equipment.
	Maintain an inventory of supplies and equipment.
	Service reusable equipment.
	Submit report to the Support Branch Director.
	Maintain Unit/Activity Log (ICS 214).
Medical Unit Leader	Participate in Logistics Section/Service Branch planning activities.
	Establish the Medical Unit.
	Prepare the Medical Plan (ICS 206).
	Prepare procedures for major medical emergency.
	Declare major medical emergency as appropriate.
	Respond to requests for medical aid, medical transportation, and medical supplies.
	Prepare and submit necessary documentation.
Maintain Unit/Activity Log (ICS 214).	

INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES — FINANCE/ADMINISTRATION	
POSITION	DUTIES/RESPONSIBILITIES
Finance/Administration Section Chief	Attend planning meetings as appropriate.
	Manage all financial aspects of the incident.
	Provide financial and cost analysis information as requested.
	Gather pertinent information from briefings with responsible agencies.
	Develop an operating plan for the Finance/Administration Section. Fill supply and support needs.
	Determine the need to set up and operate an incident commissary.
	Meet with Assisting and Cooperating Agency Representatives.
	Maintain daily contact with agency(s) administrative headquarters.
	Ensure all personnel time records are accurately completed and transmitted to home agencies, according to policy.
	Provide financial input to demobilization planning.
	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
	Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
	Maintain Unit/Activity Log (ICS 214).
Compensation/Claims Unit Leader	Obtain a briefing from the Finance/Administration Section Chief.
	Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
Compensation/Claims Unit Leader	Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
	Review Incident Medical Plan (ICS 206).
	Ensure that Compensation/Claims Specialists have adequate workspace and supplies.
	Review and coordinate procedures for handling claims with the Procurement Unit.
	Brief the Compensation/Claims Specialists on incident activity.

**INCIDENT COMMAND SYSTEM POSITION RESPONSIBILITIES —
FINANCE/ADMINISTRATION**

POSITION	DUTIES/RESPONSIBILITIES
	<p>Periodically review logs and forms produced by the Compensation/Claims Specialists to ensure that they are complete, entries are timely and accurate, and that they are in compliance with agency requirements and policies.</p> <p>Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.</p> <p>Keep the Finance/Administration Section Chief briefed on Unit status and activity.</p> <p>Demobilize unit in accordance with the Incident Demobilization Plan.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>
Procurement Unit Leader	<p>Review incident needs and any special procedures with Unit Leaders.</p> <p>Coordinate with local jurisdiction on plans and supply sources.</p> <p>Obtain the Incident Procurement Plan.</p> <p>Prepare and authorize contracts and land-use agreements.</p> <p>Draft memoranda of understanding as necessary.</p> <p>Establish contracts and agreements with supply vendors.</p> <p>Provide for the coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.</p> <p>Ensure that a system is in place that meets agency property management requirements. Ensure proper accounting for all new property.</p> <p>Interpret contracts and agreements; resolve disputes within delegated authority.</p> <p>Coordinate with the Compensation/Claims Unit for processing claims</p> <p>Coordinate the use of impress funds as required.</p> <p>Complete final processing of contracts and send documents for payments.</p> <p>Coordinate cost data in contracts with the Cost Unit Leader.</p> <p>Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.</p> <p>Maintain Unit/Activity Log (ICS 214).</p>