

INCIDENT-SPECIFIC REGION III REGIONAL RESPONSE TEAM ACTIVATION QUICK RESPONSE GUIDE

PURPOSE: This document provides the process and guidelines for activation of an incident-specific Regional Response Team (RRT), in accordance with the National Oil and Hazardous Substance Contingency Plan (NCP), 40 Code of Federal Regulations Part 300. Job Aids provided in this document include an Incident-Specific Region III RRT (RRT3) Activation Procedures, Conference Call Agenda, and Conference Call Script.

ACTIVATION: While the standing RRT serves to provide the appropriate regional mechanism for development and coordination of preparedness activities before a response action is taken, the incident-specific RRT is activated as an intergovernmental team to provide coordination assistance and advice to the Federal On-Scene Coordinator (FOSC). The lead-agency RRT Co-Chair may activate the Incident-Specific RRT when there is an actual or potential discharge or release that:

- Exceeds the response capability available to the FOSC in the place where it occurs;
- Crosses state boundaries;
- May pose a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property;
- Otherwise meets the definition of a major discharge as defined in the NCP; or
- When requested by the FOSC or an RRT Representative.

RESPONSIBILITIES: The overall goal of the RRT III is to maintain a high state of emergency readiness and to assist the FOSC upon request, providing immediate and effective guidance and assistance for all environmental emergency responses. The role of the incident-specific RRT will be determined by the specifics of the response, however key responsibilities generally include:

- Supporting the FOSC;
- Monitoring the response;
- Coordinating on issues of concern that cannot be resolved within the response organization;
- Providing communications support;
- Making recommendations to the FOSC consistent with the RRT's expertise;
- Providing advice to the FOSC on the use of chemical countermeasures (e.g., dispersants, *in situ* burning, or other chemical treatment agents), which have not been preapproved for use in the response area; and
- Assisting the FOSC in mobilizing resources available from RRT members in the region.

TASKS: When activated, the RRT may meet or convene by teleconference at the request of the lead incident-specific Chair and may:

- Monitor and evaluate reports from the FOSC, advise the FOSC on the duration and extent of the federal response, and may recommend to the FOSC specific actions in responding to the discharge or release.
- Request that other federal, state/commonwealth, or local governments, or private agencies provide resources under their existing authorities to assist the FOSC's response efforts.
- Help the FOSC prepare information releases for the public and for communications with the National Response Team (NRT).
- If circumstances warrant, make recommendations to the regional or district head of the agency providing the FOSC that a different FOSC should be designated.
- Submit reports to member agencies and other entities as significant developments occur.

INCIDENT-SPECIFIC REGION III REGIONAL RESPONSE TEAM ACTIVATION PROCEDURES

REQUEST OR REASON FOR ACTIVATION:

- FOSC or State OSC requested activation to the lead agency's RRT Co-Chair (agency with jurisdiction).
- RRT member requested activation to the lead agency's RRT Co-Chair.
- An oil discharge, hazardous substance, pollutant or contaminant release has occurred, which may pose a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property.
- An oil discharge, hazardous substance, pollutant or contaminant release has occurred that is or has the potential to be a worst-case discharge (as determined by a member of the Unified Command).
- Other: _____

DECISION TO ACTIVATE INCIDENT-SPECIFIC RRT & DESIGNATION OF CHAIR:

- FOSC or designated representative provides a brief summary of issues to the RRT Lead Agency Co-Chair (determined by jurisdictional boundaries; U.S. Coast Guard (USCG) Co-Chair for coastal incidents and U.S. Environmental Protection Agency (USEPA) for inland incidents).
- The RRT Lead Agency Co-Chair, in consultation with others as needed, will decide whether to activate the Incident-Specific RRT and will notify the other Co-Chair.
- The Incident-Specific RRT is chaired by the lead Agency (agency that provides the FOSC):
 - USEPA
 - USCG
 - Department of Defense (DOD)
 - Department of Energy (DOE)

IDENTIFICATION OF PARTICIPATING AGENCIES: The Incident-Specific RRT Chair will identify participating agencies. Below is a comprehensive list of RRT III agencies to use as a guide:

<input checked="" type="checkbox"/>	<u>CO-CHAIRS</u>	<input checked="" type="checkbox"/>	<u>STATES / COMMONWEALTHS</u>
	USEPA, Region 3		Delaware
	USCG, District 5		District of Columbia
	DOD, Branch:		Maryland
	DOE		Pennsylvania
			Virginia
			West Virginia

FEDERAL DEPARTMENTS & SUPPORTING AGENCIES

<input checked="" type="checkbox"/>	AGENCY	<input checked="" type="checkbox"/>	<u>AGENCY</u>
	United States Coast Guard (USCG)		Department of Health and Human Services (DHHS)
	District 5		Centers for Disease Control (CDC) / Agency for Toxic Substances & Disease Registry (ATSDR)
	Sector Delaware Bay (D5)		Department of the Interior (DOI)
	Sector Maryland-National Capitol Region (D5)		U.S. Fish and Wildlife Service (USFWS)
	Sector Virginia (D5)		U.S. Geological Survey (USGS)
	Sector North Carolina (D5)		Bureau of Land Management (BLM)
	District 9: <i>Great Lakes portion of Northwestern Pennsylvania</i>		Bureau of Safety and Environmental Enforcement (BSEE)
	Sector Eastern Great Lakes (D9)		Bureau of Ocean Energy Management (BOEM)
	District 8: <i>Specific harbors in Western Pennsylvania and West Virginia</i>		Office of Surface Mining Reclamation and Enforcement (OSMRE)
	Sector Ohio Valley (D8)		National Park Service (NPS)
	Marine Safety Unit (MSU) Huntington (D8)		Bureau of Indian Affairs (BIA)
	MSU Pittsburgh (D8)		Department of Justice (DOJ)
	National Strike Force (NSF)		Department of Labor (DOL)
	NSF Coordination Center		Occupational Safety and Health Administration (OSHA)
	Atlantic Strike Team		Department of State (DOS)
	U.S. Environmental Protection Agency (USEPA)		Department of Transportation (DOT)
	Lead FOSC:		General Services Administration (GSA)
	Other:		Nuclear Regulatory Commission (NRC)
	Federal Emergency Management Agency (FEMA)		Delaware
	U.S. Department of Agriculture (USDA)		District of Columbia
	U.S. Forest Service (USFS)		Maryland
	Agriculture Research Service (ARS)		Pennsylvania
	Natural Resources Conservation Service (NRCS)		Virginia
	Animal & Plant Health Inspection Service (APHIS)		West Virginia
	Food Safety and Inspection Service (FSIS)		Federally Recognized Tribes:
	Department of Commerce (DOC)		Chickahominy Indian Tribe
	National Oceanic & Atmospheric Administration (NOAA)		Chickahominy Indian Tribe Eastern Division
	Department of Defense (DOD)		Monacan Indian Nation
	Branch:		Nansemond Indian Nation
	U.S. Army Corps of Engineers (USACE)		Pamunkey Indian Tribe
	Land Managers:		Rappahannock Tribe
	U.S. Navy Supervisor of Salvage		Upper Mattaponi Tribe
	Department of Energy (DOE)		Other:

NOTIFICATION OF INCIDENT-SPECIFIC RRT ACTIVATION: Arrangements for meeting locations and/or teleconferences will be the responsibility of the Incident-Specific RRT Chair or designated representative.

- Setup up a phone conference for activation. If an USEPA or USCG conference line is not available, the National Response Center (NRC) is equipped and ready to provide conference call services if needed. Call 1-800-424-8802 or 1-202-267-2675 and provide a point of contact, number of participants, time, and duration of the call. They will provide a phone number for the participants to call.

Call-in Date:		Call-in Time:	
# of Participants:		Duration of call:	
Phone Number:		Access Code:	

- Initiate an activation meeting for all participating members using the RRT III Primary Contact List located on the RRT III website at <http://www.nrt.org/RRT3>. If you have trouble accessing the list contact RRT3@epa.gov.
- Send a text and email to all members expected to participate in the activation with the teleconferencing information, a short synopsis of the situation, and a copy of the agenda (via email). A draft agenda is included in this guide.

INCIDENT-SPECIFIC RRT ACTIVATION CALL: The recording and distribution of summaries of meetings or teleconferences conducted upon RRT activation are the responsibility of the Incident-Specific RRT Chair or other designated representative.

- Prior to the call, designate an individual responsible for capturing minutes for the calls to include action items and point of contacts. This guide can be used during the activation and archived for record keeping purposes and/or future reference.
- During the phone conference, the Incident-Specific RRT Chair or a designated moderator will lead the discussion. A draft conference call script is provided in this guide.
- After the call, distribute the meeting minutes via email to the Standing Members of the RRT as well as any additional individuals/agencies participating in the Incident-Specific RRT activation.
- The Incident-Specific RRT Chair will continue to conduct and lead meetings, conferences, briefings, etc. as needed and take responsibility for action requests to/from the RRT.

NATIONAL RESPONSE TEAM ENGAGEMENT:

- Issues that cannot be resolved at the regional level may be referred to the NRT for advice (NCP, 40 CFR § 300.110). This scenario may occur when there is insufficient national policy guidance on a matter before the RRT, a technical matter requiring solution, a question concerning interpretation of the NCP, or a disagreement on discretionary actions among RRT members.

DEACTIVATION OF INCIDENT-SPECIFIC RRT:

- The Incident-Specific RRT Chair, typically in consultation with RRT agencies, will deactivate the RRT when the FOSC no longer requires RRT assistance. The Incident-Specific RRT Chair or designated representative will be responsible for notifying the RRT members of the deactivation.
- All meeting minutes or products produced during the activation shall be archived for record keeping purposes and/or future reference.
- Lessons learned or best practices shall be documented to include proposed changes / updates to the Incident-Specific RRT Activation Process and this guide.

SIGNATURES FOR INCIDENT-SPECIFIC RRT RECORDKEEPING: Upon completion of the RRT Activation, all documentation (meeting minutes, roll-call, action items and responses, etc.) must be retained for recordkeeping/documentation purposes. The following signatures indicate the appropriate information has been provided:

Signatures:	Date
FOSC: _____	_____
USCG RRT3 Co-Chair: _____	_____
USEPA RRT3 Co-Chair: _____	_____
State: _____	_____
State: _____	_____
State: _____	_____
Other: _____	_____
Other: _____	_____

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RRT III ACTIVATION – CONFERENCE CALL AGENDA

[Activation Drill or Incident Name]

Phone: TBD, Passcode: TBD

Opening:

- Reason for activation of the Incident-Specific RRT.
- Designation of Lead Agency Co-Chair as the Incident-Specific RRT Chair.
- Roll call of participating agencies.
- Review of ground rules:
 - Reminder to place phones on mute, not hold, when not speaking.
 - No side discussions on the call.

Current Situation:

- FOSC Update (Situation / Current Response Actions)
- NOAA Update (Weather, Trajectories)

RRT III Actions:

- Relevant RRT activities to date.
- Review of agencies and/or states involved in the RRT activation and why they were selected.
- *Review:*
 - *'MOU for Preauthorization for the use of Chemical Countermeasures by the FOSC'* for all cases that involve decisions about the testing or operational use of Subpart J products or *in situ* burning
 - *'Region III Dispersants Policy and Pre-authorization'* and
 - *'the RRT3 Trial Use Policy (Annex III)'*

Discussion and Decisions Regarding:

- Specific information and assistance requests.
- Prioritization of requests, deadlines for completion of tasks, and points of contact.
- Communication mechanism and schedule for briefing participating member agencies/states with planned response actions from the Unified Command.
- Identification of Incident Command Centers responsible for support of the activated RRT (i.e., USEPA, USCG, State Operations Centers).
- Additional issues or concerns.

Closing / Future Plans:

- Review of action items.
- 24-hour contact information for Incident-Specific RRT Chair.
- Establishment/review of schedule for future conferences.

Participating Agencies

___ USCG
District Sector/MSU
NSF

___ U.S. EPA (Region 3)

___ State(s)
DE PA
DC VA
MD WV

___ Tribes

___ FEMA

___ Dept Agriculture
USFS APHIS
ARS FSIS
NRCS

___ Dept Commerce (NOAA)

___ Dept Defense

___ Dept Energy

___ Dept Health & Human
Services (CDC / ATSDR)

___ Dept Interior
USFWS BOEM
USGS OSMRE
BLM NPS
BSEE BIA

___ Dept Justice

___ Dept Labor (OSHA)

___ Dept State

___ Dept Transportation
PHMSA FAA
FTA MARAD

___ General Services
Administration

___ Nuclear Regulatory
Commission

Others:

RRT III ACTIVATION – CONFERENCE CALL SCRIPT

Good **Morning** all. This is [Name and Position/Agency] with the Region III Regional Response Team. All participants please place your phones on mute when not speaking.

Initial Only: [Initiating Agency] has requested an Incident-Specific RRT Activation Conference Call to discuss the [Incident of Concern & Location]. [Name of Lead Agency Co-Chair] has been designated as the Incident-Specific RRT Chair.

Follow-on Only: This is a follow-on RRT III Activation Call to discuss [Incident of Concern].

I will now conduct roll call of participating agencies: (*refer to pages 2 and 3 above for roll call checklist*). Please state your name(s) when I call out your agency.

I will now review the ground rules:

- Please place your phone on mute when not speaking.
- Do not place your phone on hold; this will prevent playing of background music during the call.
- Follow the conference call agenda provided via email to keep the discussion on track.
- Please limit interruptions; wait until the Chair or speaker asks if they are any questions or comments.
- Please state your name when speaking so that all participants know who is talking.
- Refrain from speaking over each other.
- Lastly, please speak slowly and clearly so accurate minutes can be recorded by our USEPA START contractor, _____ . Minutes will be sent out to all standing RRT Members.
- Are there any questions or concerns before we begin?

The FOSC for this incident is [FOSC Name & Agency] and will now provide a summary of the current situation and response actions. Please hold all questions or concerns until the incident has been fully briefed. [FOSC Name], please proceed with the facts of the incident and current response [and any unmet needs].

The NOAA Scientific Support Coordinator [NOAA SSC Name] will now provide a summary of the weather, current trajectories, and areas of concern.

RRT activities conducted to this point include [provide summary of relevant RRT activities].

Initial Only: I will now provide a brief review of agencies and/or states included in this Incident-Specific RRT activation and why. Once I have reviewed all participating agencies please advise if there are any concerns of your agency involvement or additional recommendations of agencies / organizations to include follow-on calls.

Federal Agencies	State/Commonwealth
<ul style="list-style-type: none"> • USCG 	<ul style="list-style-type: none"> • Delaware
<ul style="list-style-type: none"> • USEPA 	<ul style="list-style-type: none"> • District of Columbia
<ul style="list-style-type: none"> • NOAA/NMFS 	<ul style="list-style-type: none"> • Maryland
<ul style="list-style-type: none"> • DOI/USFWS 	<ul style="list-style-type: none"> • Pennsylvania
	<ul style="list-style-type: none"> • Virginia
	<ul style="list-style-type: none"> • West Virginia

[For all cases that involve decisions about the testing of operational use of Subpart J products or *in situ* burning, review Regional Contingency Plan (RCP) Appendix 5, MOU for Preauthorization for the use of Chemical Countermeasures by the FOSC (January 1997)].

Are there any specific information and/or assistance requests that need to be made to other agencies or to the state(s) on behalf of the Incident-Specific RRT and who will be the point of contact for each? [Discuss prioritization of requests and established deadlines for completion of tasks].

Initial Only: We need to establish a communication mechanism and schedule for briefing participating member agencies and states with planned response actions from the Unified Command. [Present proposal and/or discuss].

Initial Only: Next, we will identify the Incident Command Centers or Operations Centers responsible for supporting the activated RRT. [Poll agencies for CC/EOC activations: FEMA, USEPA, USCG, State, RP].

Are there any other questions or concerns from participating agencies on the line?

I will now review the list of action items. [Outline action items agreed upon during call to include timelines and points of contact].

Is there anything that I have missed?

The Incident-Specific RRT Chair can be reached via email at [provide email] or phone [provide 24-hour phone number]. This information will be included in the meeting summary sent out by [Name / Agency] after this call.

The next conference call is scheduled for [Date / Time, may establish a routine schedule of daily or weekly calls as the incident progresses].

If there are any major operational changes, do not hesitate to contact [Incident-Specific RRT Chair], at [Phone number] to reinstate a RRT conference call. The [Lead Agency] will soon provide a summary of this conference call via email. This concludes the conference call and all participants are clear to drop.

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