



Joint Response Guide

for the
Puerto Rico / U.S Virgin Islands Coastal Area Contingency
Plan &
British Virgin Islands National Oil Spill Management Plan
(OSMP)

Prepared by:

The Caribbean Regional Response Team, Puerto Rico & U.S. Virgin Islands Area Planning Committees, and the British Virgin Islands Department of Disaster Management

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LETTER OF PROMULGATION

Subject: Joint Response Guide for the Coastal Area Contingency Plan for Puerto Rico and the U.S Virgin Islands and British Virgin Islands National Oil Spill Management Plan

1. The *Joint Response Guide* for the Puerto Rico (PR) and the U.S Virgin Islands (USVI) Coastal Area Contingency Plan and British Virgin Islands (BVI) National Oil Spill Management Plan (OSMP) (1997) response to oil discharges and hazardous substance releases is hereby promulgated and is effective upon receipt.
2. The *Joint Response Guide* addresses the issues identified in several joint planning and preparedness sessions involving the Caribbean Regional Response Team (CRRT), the U.S. Coast Guard Marine Safety Office San Juan, Puerto Rico, the U.S. Virgin Islands, and the British Virgin Islands.
3. This *Joint Response Guide* compliments the International Maritime Organization (IMO) International Convention on Oil Pollution Preparedness, Response, and Cooperation, 1990 (OPRC 90) and any other Memorandum of Agreement (MOA) between the United States and the British Virgin Islands concerning pollution planning, preparedness, and response.
4. The *Joint Response Guide* is a non-registered, unclassified document. Extracts and copies may be made.
5. This *Joint Response Guide* may be amended periodically. When changes are made, they should be entered and noted on the Record of Changes page.
6. This *Joint Response Guide* should remain in effect until superceded or otherwise stated by the involved planning parties.
7. Comments and recommendations regarding the *Joint Response Guide* are welcome and should be forwarded to the Seventh Coast Guard District, the Region 2 Environmental Protection Agency, Coast Guard Sector San Juan, PR, or the British Virgin Islands Department of Disaster Management. Contact Information is as follows:

Seventh Coast Guard District.

Commander (dx)
Seventh Coast Guard District
909 SE First Ave, Room 802
Miami, FL 33131-3050
(305) 415-6871

U.S. Environmental Protection Agency - Region 2.

Response & Prevention Branch
U.S. EPA, Region 2
2890 Woodbridge Ave
Edison, NJ 08837-3679
(787) 906-6900

Coast Guard Sector San Juan, PR.

Commanding Officer
U.S. Coast Guard Sector
P.O. Box 71526
San Juan, PR 00936-8626
(787) 706-2405

British Virgin Islands.

Department of Disaster Management
Government of the British Virgin Islands
#3 Wailing Road
Tortola, British Virgin Islands
(284) 494-4499

Record of Changes

CHANGE NUMBER	ENTERED BY	DATE ENTERED

Authority

All authorities currently stated within each country's response plans apply.

The *Joint Response Guide* provides for bilateral coordination in response to pollution incidents that could seriously affect the coastal waters and regions of both countries. The Guide also addresses pollution incidents where the impact on the waters of one country would be of such a magnitude that it would justify a request to the other country for assistance. Both situations would be addressed under the concepts and operational provisions discussed in this plan.

The coordination, implementation, and maintenance of the *Joint Response Guide* is the joint responsibility of the Caribbean Regional Response Team (CRRT), the PR/USVI Coastal Area Committee, and the British Virgin Islands Department of Disaster Management.

The *Joint Response Guide* recognizes the On-Scene Coordinator/Commander (OSC) or Incident Commander (IC) of each country as the official with the primary operational responsibility to direct the response to an oil spill in the marine environment. In the case of the U.S., the OSC should act in accordance with the National Oil and Hazardous Substances Contingency Plan (NCP), Title 40 Code of Federal Regulations Part 300.

Definitions

Coastal Zone - The term "coastal zone" is defined in the current NCP (40 CFR 300.5) to mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The Coast Guard has designated as areas, those portions of the Captain of the Port (COTP) zones, which are within the coastal zone, for which Area Committees should prepare Area Contingency Plans. The COTP zones are described in Coast Guard regulations (33 CFR Part 3).

Containment – Means any measure, including mechanical or chemical, which is taken to control or to restrict the spread of oil or hazardous substances.

Countermeasures – Means any measure that is taken to reduce the impact and effect of pollutants.

Discharge – Means any emission intentional or unintentional that results, directly or indirectly, in the entry into water, and includes, but is not limited to, spilling, leaking, pumping, pouring, emitting, emptying, throwing, or dumping.

Incident Commander (IC) – Means the government official designated to coordinate and direct the response under the National Incident Management System (NIMS).

On-Scene Coordinator (OSC) – Means the official designated in accordance with the U.S. National Contingency Plan (NCP) to coordinate and direct pollution / environmental emergency response activities.

On-Scene Commander (OSC) – Means the official designated in accordance with the BVI National Oil Spill Management Plan to coordinate and direct pollution / environmental emergency response activities.

Response Resources – Means equipment, personnel, and other assets deemed necessary by the OSC/IC to conduct response operations.

Acronyms/Abbreviations

Agencies/Governments

ATSDR	Agency for Toxic Substances and Disease Registry
BVI	British Virgin Islands
COE	U.S. Army Corps of Engineers
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOF	Department of Forestry
DHHS	Department of Health and Human Services
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
INS	Immigration and Naturalization Service
MARAD	Maritime Administration
MMS	Minerals Management Service
NIOSH	National Institute for Occupational Safety and Health
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NTSB	National Transportation Safety Board
NPS	National Parks Service
OSHA	Occupational Safety and Health Administration
PR	Puerto Rico
U.S.	United States
USCG	United States Coast Guard
USCS	United States Customs Service
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey

USSS United States Secret Service
USVI U.S. Virgin Islands

United States Coast Guard

AirSta Air Station
ANT Aids to Navigation Team
AST Atlantic Strike Team
CC Command Center
CO Commanding Officer
CCGD7 Commander Seventh Coast Guard District
COTP Captain of the Port
DRAT District Response Advisory Team
FOSC Federal on-Scene Coordinator
GRU Group
GST Gulf Strike Team
LE Law Enforcement
MIDET Marine Inspection Detachment
MIO Marine Inspection Office
MLC Maintenance and Logistics Command
MSC Marine Safety Center
MSD Marine Safety Detachment
MSO Marine Safety Office
NPFC National Pollution Funds Center
NRC National Response Center
NSF National Strike Force
NSFCC National Strike Force Coordination Center
OCMI Officer in Charge of Marine Inspection
PIAT Public Information Assist Team
POLREP Pollution Report
PST Pacific Strike Team
SAR Search and Rescue
SC SAR Coordinator
SMC SAR Mission Coordinator
STA Small Boat Station

Miscellaneous

ABS American Bureau of Shipping
AC Area Committee
ACP Area Contingency Plan
ALC Advisor and Liaison Coordinator
ANSI American National Standards Institute
AOR Area of Responsibility
API American Petroleum Institute
ATP Authorization to Proceed

BBL	Barrels
BOA	Basic Ordering Agreement
BPD	Barrels per Day
CAC	Crisis Action Center
CB	Chemical and Biological
CP	Command Post
CPN	CERCLA Project Number
CT	Cargo Tank
DCO	Discharge Cleanup Organization
DNV	Det Norske Veritas (Colby Classification Society)
EIS	Environmental Impact Statement
EOC	Emergency Operations Center
EPIRB	Emergency Position Indicating Radio Beacon
ERT	Environmental Response Team
FP	Flash-point
FPN	Federal Project Number
FRP	Facility Response Plan
GT	Gross Tons
GIS	Geographic Information System
HAZWOPER	Hazardous Waste Operations
HMO	Hazardous Materials Officer
IAG	Inter-Agency Agreement
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life or Health
IMO	International Maritime Organization
ITOPF	International Tankers Oil Pollution Federation
JDT	Joint Design Team
JIC	Joint Information Center
JIT	Joint Information Team
JOC	Joint Operations Center
JRT	Joint Response Team
LEPC	Local Emergency Planning Committee
LOA	Length Over All
LOC	Letter of Compliance
MARLOG	Marine Logistics
MASS	NOAA Modeling & Simulations Studies Team
MSDS	Material Safety Data Sheet
MSRC	Marine Spill Response Corporation
MTR	Marine Transportation-Related
NIMS	National Incident Management System
NM	Nautical Mile
NRDA	Natural Resource Damage Assessment

NRS	National Response System
NRT	National Response Team
NWS	National Weather Service
OSLTF	Oil Spill Liability Trust Fund
OSC	On-Scene Coordinator (US)/On-Scene Commander (BVI)
OSRO	Oil Spill Removal Organization
OSRV	Oil Spill Response Vessel
PIC	Person in Charge
PIO	Public Information Officer
PLEM	Pipeline End Manifold
PPE	Personal Protective Equipment
PREP	Preparedness for Response Exercise Program
QI	Qualified Individual
RP	Responsible Party
RRC	Regional Response Center
RRT	Regional Response Team
SCAT	Shoreline Cleanup Assessment Team
SCBA	Self Contained Breathing Apparatus
SERC	State Emergency Response Commission
SITREP	Situation Report
SMT	Spill Management Team
SOHO	Safety Officer
SOSC	State On-Scene Coordinator
SOP	Standard Operating Procedures
SPM	Single Point mooring
SSC	Scientific Support Coordinator
SUPSALV	U.S. Navy Supervisor of Salvage
UC	Unified Command
UCS	Unified Command System
USC	United States Code
WMD	Weapons of Mass Destruction

Acts / Documents

ACP	Area Contingency Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liabilities Act
CWA	Clean Water Act
FRERP	Federal Radiological Emergency Response Plan
FRP	Facility Response Plan
FRP	Federal Response Plan
FWPCA	Federal Water Pollution Control Act
NCP	National Contingency Plan
OPA 90	Oil Pollution Act of 1990
OPRC 90	International Convention on Oil Pollution Preparedness,

	Response and Cooperation, 1990
PDD	Presidential Decision Directive
RCRA	Resource Conservation and Recovery Act
SARA	Superfund Amendments and Reauthorization Act
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, <i>et seq.</i>)
VRP	Vessel Response Plan

Purpose and Objectives

Because of the close proximity of the U.S. Virgin Islands to the British Virgin Islands, the U.S. and BVI signed the Agreement Between the Government of the United States of America and the Government of the British Virgin Islands Concerning Assistance to be Rendered During Discharge of Oil or Other Hazardous and Noxious Substances Into Waters of the British Virgin Islands. To implement this Agreement we have developed the *Joint Response Guide* which provides a coordinated and cooperative system for responding to discharges or threat of discharges for oil or hazardous substances in the waters of interest surrounding the U.S. Virgin Islands and the British Virgin Islands by ensuring cooperative bilateral response planning at the local level.

The *Joint Response Guide* promotes cooperation in responding to all discharges of oil and hazardous substances through expeditious notification of pollution incidents occurring in those areas.

The *Joint Response Guide* facilitates coordination of response activities undertaken by or on behalf of those responsible for a discharge of oil or hazardous substance or, by or on behalf of either responding government.

The *Joint Response Guide* establishes procedures for consultation between the governments on response actions that may be taken during a pollution incident.

The *Joint Response Guide* is consistent with OPRC 90 and other MOAs between the governments concerning pollution planning, preparedness, and response.

Geographic Scope

The *Joint Response Guide* applies to the areas of the marine environment of the USVI and BVI, where a pollution incident may impact both countries. The *Guide* also addresses pollution incidents where the impact on the waters of one country would be of such a magnitude that it would justify a request to the other country for assistance.

Response System and Organizational Concepts

When a pollution incident occurs or threatens to occur in waters that may impact both countries, the Coast Guard OSC should notify the BVI Department of Disaster Management. BVI officials should also reciprocate these notifications dependent on which government is the first to discover the incident. Additional notifications that should be made are:

- National Response Center (NRC) at (800) 424-8802
- Resource Trustees

- Local/Commonwealth/Territory agencies
- Other applicable response community organizations

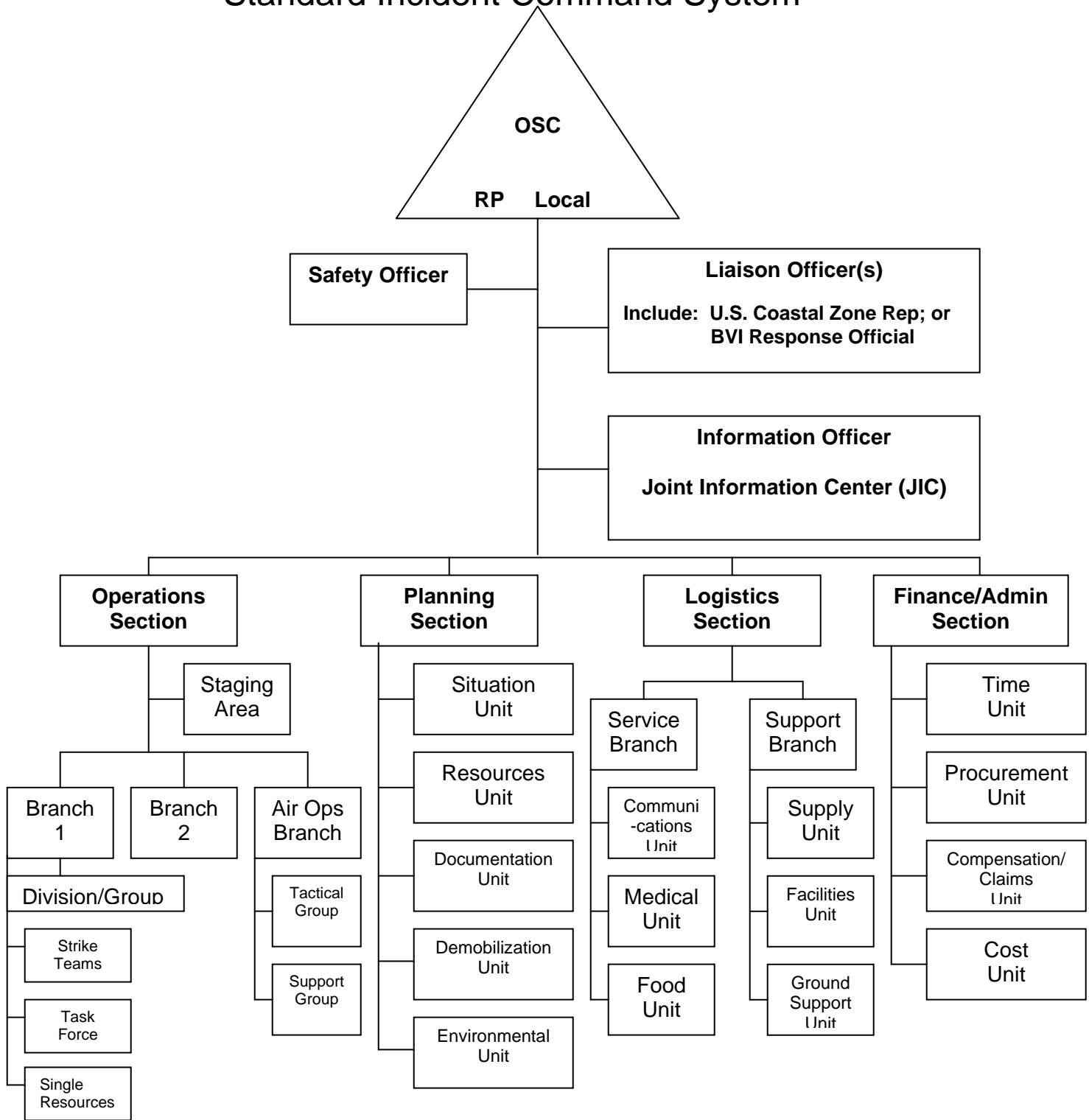
Although both governments may mobilize separate response structures and systems to address and mitigate the incident, Liaison Officers should be identified and dedicated to each government's response management infrastructure as predicated within NIMS ICS doctrine.

The *Joint Response Guide* augments the National Response Systems (NRS) of BVI and the U.S. by providing a “bridge” between the two systems for those oil or hazardous substance incidents occurring in the waters of interest by ensuring that coordinated planning and the sharing of strategic objectives are accomplished.

It is in the best interest of both countries that responses to pollution incidents be carried out under the provisions and procedures of each country's NRS supplemented by the procedures for communications, coordination, and consultation outlined in the *Joint Response Guide*.

The follow figure depicts the general incident management structure used by the U.S. and BVI that follows NIMS ICS principles.

Figure 1
Standard Incident Command System



9905 Command and Control

9905.1 Notification and Coordinated Operations

The occurrence of a oil discharge or hazardous substance release in the waters of interest of either responding government should be promptly reported to the other responding government. The notification should be made using the following form found in figure 2.

Each responding government should undertake response actions in accordance with procedures established in its national response system and information found in the *Joint Response Guide*.

In the event of an oil discharge or hazardous substance release affecting the waters of one responding government for which the responsible party is taking adequate action, the designated OSC/IC complemented by the *Joint Response Guide*, should promote, to the extent practicable, that the responsible party inform the other responding government on the response efforts.

In the event of a oil discharge or hazardous substance release affecting or threatening the waters of both governments for which the responsible party responsible is taking adequate action in the waters of interest to one responding government, the designated OSC/IC complemented by the *Joint Response Guide*, should promote, to the extent practicable, that the responsible party inform the other responding government on the response efforts, take necessary adequate response actions to prevent the spread of the discharge/release to the waters of the other nation and coordinate its response action with both governments

In the event of a oil discharge or hazardous substance release for which the responsible party is not taking adequate response action, the designated OSC/IC complemented by the *Joint Response Guide*, should direct the response or intervene to the degree necessary in accordance with procedures established in national law or regulation of the appropriate responding government.

9905.2 Safety

Each responding government should, to the extent possible and in accordance with existing governing regulations, promote occupational safety and health training of response personnel to ensure that such personnel are deemed to be trained in accordance with the laws and regulations of the Parties country.

Safety and health considerations and requirements should conform to each responding government's own applicable laws and regulations. Site Safety Plan templates are available to support the safety program. Oversight of safety issues should be coordinated especially if there are joint operations being conducted in the field.

9905.3 Liaison

Response operations require the close cooperation of the OSC/IC to manage and direct response operations by both government's private and public sectors.

The OSC/IC for a response may request a representative from the other responding government to participate as a liaison officer to facilitate the flow of information and to support direct communications between the U.S. and BVI responders. The representative participating as a liaison officer to the other responding government reports directly to the OSC/IC.

9905.4 Information Officer / Joint Information Center

The most important elements of any emergency response are the protection of life, environment, and property. These priorities lead to the establishment of objectives that drive the response. Information is the basis of every decision that is made during a response. Information management is an important supporting function of emergency spill response.

Information management serves the information needs internal to the response organization as well as many information needs external to the actual emergency response operations. Well planned and executed information management directly impacts the actual cleanup and response effectiveness.

When multiple public or private agencies and organizations come together to respond to an emergency or manage an event, efficient information flow is critical to effectively carrying out Information Officer/Joint Information Center (JIC) responsibilities and meeting the expectations of various publics. A JIC is a centralized "communication hub" that serves to achieve that information flow along with an effective Situation Unit.

Establishing a JIC, developing processes and procedures, and training staff on how to operate a JIC effectively allow response organizations to be more proactive in responding to the information needs of responders, the public, federal, state, and local governments, foreign governments, and industry.

Figure 2

Pollution Incident Report

Date/Time of Incident: _____ Case Name: _____
NRC#: _____ MCIR#: _____

Reporting
Responding
government
Name: _____ Spiller: Y/N Notified NRC: Y/N
Phone: _____
Address: _____

Vsl/Facility
Involved
Vsl/Facility Name: _____
Vsl Info: _____ Flag: _____ Call Sign: _____ Official #: _____
Agent: _____ Phone: _____

Incident
Location
Address: _____
Waterbody _____ Lat/Long: _____

Pollutant
Material: _____ Hazmat: Y/N RQ: _____
Amount Spilled: _____ Amount in Water: _____
Sheen: Y/N _____ Slick: Y/N _____
Size: _____ Color: _____

Incident
Particulars
Source Secured: Y/N
Cause of Incident: _____

Remedial Actions: _____
O/S Weather: _____

Notes

Report Received By: _____ Date/Time: _____
Investigators: _____ Date/Time: _____
P&C Notified: Y/N _____ Date/Time: _____

Figure 3

Notification Table

COUNTRY	AGENCY/GROUP CONTACT
United States	National Response Center: (Primary contact number) (800) 424-8802 (24 hr) Fax
	Gulf Strike Team: (Secondary contact number) (251) 441-6601 (24 hr) (251) 441-6610 Fax
	Seventh Coast Guard District: (Secondary contact number) (305) 415-6800 (24hr)
	U.S. Virgin Islands Emergency Management Agency: (Secondary Contact Number) (340) 773-2244 (24 hr)
	Coast Guard Sector San Juan, PR (Secondary contact number) (787) 289-2041 (24 hr)
British Virgin Islands	Department of Disaster Management (284) 494-4499/(284) 494-3090/(284) 495-4116 Fire and Rescue (284) 494-3473 (24 hr)

Note: Other required notifications (i.e., resource trustees, supporting agencies, etc.) should be made in accordance with existing plans.

Because of the critical nature of providing emergency information to the public, time spent getting organized rather than responding at the time of an event can lead to confusion and a loss of public confidence. Through a JIC, the different agencies involved in a response can work in a cohesive manner, enabling them to “speak with one voice”.

In the event of an oil discharge or hazardous substance release occurring in the waters of interest, public information activities should normally be handled by each responding government in accordance with procedures established in its national response system. Prior to the issuance of any press releases, information sheets, or other material made available to the public or to the media by the OSC/IC, this information should be transmitted to the OSC/IC of the other responding government allowing sufficient time for input from the other responding government. Both Parties should take measures to ensure that they share information and jointly coordinate press releases, information sheets, and other material deemed necessary and available to the public or to the media. Where necessary liaison officers can act as a conduit between JICs and Information Officers.

9910 Operations

9910.1 Response Assistance Requests

The *Joint Response Guide* is developed to support and compliment the individual response actions of both the U.S. and BVI and to provide structure to coordinate response activities between the two countries when a pollution incident impacts or threatens to impact waters of interest to both governments.

There may be times when a country requests assistance from the other to provide expertise or resources to an oil spill or hazardous substance release within the requesting country’s jurisdiction. In these instances the request should proceed through the primary points of contact as outlined in this document. The Agreement between the United States and British Virgin Islands precludes the need for a state to state request.

9910.2 Concept of Operations

U.S. National Response System. The National Response System (NRS) was developed to coordinate all government agencies with responsibility for environmental protection, in a focused response strategy for the immediate and effective clean up of an oil or hazardous substance discharge. The NRS is a three tiered response and preparedness mechanism that supports the pre-designated Federal OSC in coordinating national, regional, local government agencies, industry, and

the responsible responding government during response.

The NRS supports the responsibilities of the OSC. The OSC plans and coordinates response strategy on scene, using the support of the National Response Team (NRT), Regional Response Team (RRT), Area Committees, and responsible parties as necessary, to supply the needed trained personnel, equipment, and scientific support to complete an immediate and effective response to any oil or hazardous substance discharge. The NRS is designed to support the OSC and facilitate responses to a discharge or threatened discharge of oil or a hazardous substance.

INSERT BVI SIMILAR INFORMATION FROM NATIONAL CONTINGENCY PLAN

Unified Command (UC). When appropriate, the NRS is designed to incorporate a UC consisting of the OSC, the State's/Territories Incident Commander, and the Responsible Parties Incident Manager. The UC structure allows for a coordinated response effort, which takes into account the Federal, State, local and responsible parties concerns and interests when implementing the response strategy. A unified command establishes a forum for open, frank discussions on problems that should be addressed by the parties with primary responsibility for oil and hazardous substance discharge removal.

The OSC has the ultimate authority in a response operation and should exert this authority only if the other members of the unified command are not present or are unable to reach consensus within a reasonable time frame.

Role of the On-Scene Coordinator (OSC).

Initial Response. The OSC should, to the extent practicable, and as soon as possible after the incident occurs, collect pertinent facts about the discharge, such as its source and cause; the identification of responsible parties; the nature, amount, and location of discharged materials; the trajectory of discharged materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, safety and the environment; whether the discharge poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate resource documentation. In addition, the OSC should carry out all other functions outlined in the appropriate national plan.

Pollution Report Distribution. The OSC should submit pollution reports in accordance with existing guidance. In addition, for joint response activities, the Pollution Report should be shared with the assisting government OSC.

Response Interaction Between the U.S. and BVI. As previously stated, the expectation should be that both countries should mount their respective responses under their applicable laws and regulations. It should be important that a liaison position be deployed to ensure that strategies, tactics, and the use of resources are aligned and compliment the objectives and goals of each country. To evaluate and perform properly, the liaison person should be experienced.

Liaison Officers	
United States	
Gulf Strike Team	
Seventh Coast Guard District	
British Virgin Islands	
Director, Disaster Management	Chief Conservation & Fisheries
Director, Marine Services	Officer

Responsible Party Requirements. Under U.S. law (OPA 90), the responsible party has primary responsibility for cleanup of a discharge. The response should be conducted in accordance with their applicable response plan if they are required to have one. OPA 90 states that an owner or operator of a tank vessel or facility participating in removal efforts should act in accordance with the National Contingency Plan and the applicable response plan required.

Under the International Convention on Civil Liability for Oil Pollution Damage (CLC), to which the BVI is signatory, the liability for oil pollution damage resulting from maritime casualties involving oil-carrying ships is placed on the owner of the ship from which the polluting oil escaped or was discharged. The FUND Convention, to which BVI is signatory, provides for additional compensation above that required by the CLC. In order to receive compensation the Government of the BVI must adhere to the requirements of these two Conventions, as OPA 90 funds are only available to the U.S.

9910.3 Response Operations

The actions to be taken in response to an incident are identified by four

phases. Elements of a phase or an entire phase may take place concurrently with one or more other phases.

- Phase I Discovery and Notification
- Phase II Preliminary Assessment and Initiation of Action
- Phase III Containment and Countermeasures
- Phase IV Clean-up and Disposal

Phase I – Discovery and Notification

The discovery of a pollution incident may be made through the normal planned surveillance activities, through observations of agencies at various levels of government, by those responsible for the incident, or by the general public.

The responding government aware of an incident in or threatening the waters of interest should notify without delay the other responding government.

Phase II – Preliminary Assessment and Initiation of Action

An OSC/IC receiving notification, of an oil spill or hazardous substance incident in the waters of interest, should immediately assess the incident and conduct response operations in accordance with the appropriate national response system.

An incident should be initially estimated as to its size, severity, and/or location. This information should be provided to the other responding government.

Phase III – Containment and Countermeasures

Containment and countermeasures should be undertaken using mechanical measures unless both Parties are consulted in accordance with procedures established in each national response system.

Non-mechanical measures may be used after consultation between the OSC/IC and the other agency or organization specified in each country's national response system.

Phase IV – Clean-up and Disposal

Clean-up, where deemed necessary, and disposal should be undertaken as expeditiously as possible.

Disposal of hazardous substances and contaminated materials recovered

in clean-up operations should be disposed of in accordance with the applicable laws and procedures.

The OSC/IC should take measures to ensure that waste disposal is carried out in conformance with applicable laws and procedures.

Additional disposal issues are addressed within the Planning Section of this document.

9910.4 Transboundary Movement of Response Resources

In the event of oil or a hazardous substance incident in the waters of interest requiring joint response operations or assistance, each responding government should take measures to initiate established clearance procedures for the transboundary movements of response resources.

Clearance procedures for the transboundary movement of response resources are further discussed within the Planning Section of this document.

9910.5 Staging and Command Post Sites

Each responding government should maintain a list of areas and trustees that may be used for staging response equipment for larger spills: These lists should be included in the government response plan.

9920 Planning

9920.1 Situation

Information management is all of the situational, environmental, physical, status, planning, operational, logistical, and financial information needed by the Incident Command System (ICS) to make decisions and affect a successful response. Successful internal information management requires an advanced level of skill to accomplish. The majority of critical internal information management is the responsibility of the Situation Unit Leader (SUL) who maintains status boards and situational displays in the Command Center. Each position within the organization has information management responsibilities, which should feed into the appropriate pathway during the response.

Important skills for information managers include obtaining critical information, disseminating it and avoiding information overflow. Information managers should understand the need and have the ability to provide a synthesis of information and present it in a context that is

relevant for the decisions at hand.

Each country should communicate situation reports. Situation reports may include but are not limited to:

- The location of the incident, including its position and common references to geographical points;
- The identification of the discharged product: estimation of volume, size of the spill, distances impacted and the appearance of the product;
- Details regarding the source of the incident, including the status of all vessels or facilities involved;
- Observations and predictions of the local weather;
- Information regarding the critically impacted or threatened areas;
- Predictions of possible future movements of discharges, projections of scientific models, information regarding trajectories, and estimation of possible impacts;
- Information that describes the actual effectiveness of the response efforts and considered operations; and
- Maps, charts, statistical data, photographic documentation, and videos that describe the incident.

9920.2 Resources – Government Issues

Customs and Immigration Procedures for Personnel and Equipment.

During the response to a discharge or release, it may be necessary to transport personnel and equipment across international borders. This can be expedited if customs and immigration personnel are notified beforehand. The use of official agents to coordinate the border crossing can also facilitate the customs and immigration procedure. The following are contacts to address these issues during response:

Country/ Agency	Contact Information
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United States	
Puerto Rico	
Customs:	
Immigration:	
U.S. Virgin Islands	
Customs:	
Immigration:	
British Virgin Islands	
Customs:	(284) 494-3475
Immigration:	(284) 494-3471

Border Crossing Procedures. To coordinate the requirements of border-crossing, the Customs Supervisor responsible for the point of entry and the Supervisor for Nationalization and Immigration Services in the border-crossing station should be contacted in advance.

All available information regarding names of personnel and equipment to cross the border should be coordinated before arrival at the border.

Prior notification of Customs and Immigration officials may simplify routine activities, such as meetings, planning sessions, exercises, and training.

Immigration Procedures. A passport or VISA may be required of the response team workers that enter one country from another.

Immigration procedures should be facilitated greatly if workers carry these documents as they cross the border.

The Immigration Service may grant a special entrance permit for one country or the other to personnel that do not have these documents, and whose presence as part of the response operation is specifically identified and required.

This is an exception to the standard immigration procedure and should

require a special permit and specific advance coordination. This special permit should not be considered a routine practice.

All the officials of the response team from participating agencies should obtain and maintain a valid passport.

If it is required that workers from some participating agencies cross the border and they do not have passports or VISAs, they will need to show identification from one of these agencies in order to be permitted to enter.

Labor Issues - Work VISA and Worker Licenses. Non-resident contractors, sub-contractors, and other responders may need work VISAs and other licenses to respond to pollution events in the region. To facilitate the administration of these requirements, the Unified Command should liaison with the following government entities:

Country/ Agency	Contact Information
<p style="text-align: center;"><u>United States</u></p> <p>Puerto Rico:</p> <p>U.S. Virgin Islands:</p>	
<p>British Virgin Islands:</p>	<p>Department of Labour (284) 494-3701 ext 4708</p>

Protection of Responders. The liability statements appearing in the OPRC 90 and Article 6 of the MOA between the U.S. and BVI concerning pollution response and assistance address the protection of responders working or assisting another country during emergency response actions.

Resources – Personnel and Responders

Each Country should maintain a list of all its resources and available teams. For the U.S. this information is found in Logistics Section (Section 5000) of the Coastal Area Contingency Plan for Puerto Rico and the U.S. Virgin Islands and the Logistics Section of this *Guide*. ***Procedures for Obtaining Additional Personnel for Clean-Up Crews.*** Additional people to assist during response operations can be obtained through employment services and volunteer efforts. The securing of the

appropriate crews and personnel is the responsibility of the hired private sector contractor or responsible government agency with oversight provided by the OSC/IC/UC. Additional personnel should receive adequate health and safety training pursuant to the specific job they should be performing.

Technical Expertise. Technical expertise can be provided from the private sector. However, the government can be the primary source of this expertise. Under the U.S. National Response System this expertise originates from our NRS Special Forces and other agency sources. Special Forces are specified within the PR/USVI Coastal ACP in Section 5510

Agency/Function	Contact Information
<p style="text-align: center;"><u>U.S. Federal</u></p> <p><u>OSCs/ICs</u></p> <p>U.S. Coast Guard (USCG) – Coastal OSC</p> <p>Environmental Protection Agency (EPA) – Inland OSC</p> <p><u>Trustees</u></p> <p>Department of Commerce (DOC)</p> <p>Department of the Interior (DOI)</p>	<p>(787) 289-2040 (24hr) Sector (800) 424-8802 (24hr) NRC</p> <p>(787) 729-6920/6922 (800) 424-8802 (24hr) NRC</p> <p>(206) 526-6317 (206) 526-4911 (24hr)</p> <p>(404) 331-4524 (404) 909-0537 (24hr)</p>
<p style="text-align: center;"><u>Puerto Rico</u></p> <p>Environmental Quality Board (EQB)</p> <p>Dept. of Natural and Environmental Resources (DNER)</p> <p>Emergency Management Agency</p>	<p>(787) 766-2823</p> <p>(787) 723-3045</p> <p>(787) 382-9910</p>
<p style="text-align: center;"><u>U.S. Virgin Islands</u></p>	

VI Territorial Emergency Management Agency (VITEMA)	(340) 773-2244 St. Croix (340) 776-6444 St. John (340) 774-2244 St. Thomas
Department of Planning and Natural Resources (DPNR)	(340) 774-3320
<u>British Virgin Islands</u>	
Department of Disaster Management	(284) 494-4499
Conservation & Fisheries Department	(284) 494-5681
Royal Virgin Islands Police Force	(284) 494-3822
BVI Ports Authority	(284) 494-3435
BVI Fire & Rescue Services	(284) 494-3473 (24 hrs)

Security Resources. The Security Manager within the Unified Command is responsible to provide safeguards for protecting personnel and property from loss or damage. Resources for providing security can be found in the Logistics Section (Section 5540) of the Coastal Area Contingency Plan for Puerto Rico and the U.S. Virgin Islands and within the resource database to this *Guide*, Section 9960.

Use of Volunteers. The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader within the Unified Command. Volunteers can provide the following services. Activation of volunteers is strictly at the discretion of the respective country's OSC/IC.

- Communications
- Vehicles
- Air Transportation
- First Aid
- Nurses
- Counselors
- Food
- Clothing
- Social Workers

Generators
Shelter
Building And Repair
Wildlife Rehabilitation

9920.3 Resources – Equipment

Oil Spill Removal Organization (OSRO) Contacts, Access, and Response Capabilities. OSRO and other private sector contractors and resources available to assist the U.S. are listed in the PR/USVI Coastal ACO Sections 5400 and 5500 and within the resource database to this *Guide*, Section 9960.

Identify Available Resources and Inventories within BVI, USVI, PR., and Outside the Region. Resources available to assist the U.S. are listed in the PR/USVI Coastal ACO Sections 5400 and 5500 and within the resource database to this *Guide*, Section 9960. Annually each party to this agreement will exchange inventories of government owned response equipment. (See appendices I and II). For the US, only equipment available to the Marine Safety Office in Puerto Rico and the Gulf Strike Team will be included.

Need to identify the ports of entry within the region...water ports...airports...is there enough equipment to unload or move arriving response equipment. TBD

9920.4 Documentation

Documentation is an extremely important aspect of any response. It allows for a coordinated, effective, and efficient response as well as a historical chronology of events. Proper documentation permits the responding agency or government to address compensation issues with the responsible party and to reimburse assisting governments or contracted non-governmental entities. The U.S. will address documentation in light of the OPA 90 requirements. The BVI will address documentation in light of the CLC and FUND Conventions.

The size and complexity of the spill as well as the level of bilateral involvement will dictate the amount and intricacy of the documentation required. The following are examples of the possible methods that may be used:

Paper Filing. The master filing system should be the prime system, but to make it easier for a person to find a specific piece of information it may be useful to archive data in notebooks. These notebooks can be

organized by functional group (e.g. Maps, SCAT Surveys, etc.) with the most recent information to the front.

Group Filing. Each spill is different, but most spills will allow one to file away information within the following functional groups:

- Weather Forecasts
- Tides/Currents
- Base Maps (Blank Maps)
- Overflight Maps (and associated hand drawn observations done on the overflight)
- SCAT Survey Notes
- Situation Notes (usually maps with overflight observations, plus the locations of response equipment...this could be a combination of maps)
- Trajectory Maps
- Other Appropriate Graphics
- Oil Property Information
- Photo Log
- Wildlife Issues
- Resources At Risk (RAR)
- Natural Damage Resource Assessments (NRDA)
- How Clean is Clean Guidance
- Health and Safety
- POLREPs
- Phone/Contact Lists
- Administrative Timesheets

Date Filing. In addition, some of the same documents may be filed categorized by DATE. This should result in two redundant filing systems: one by functional group and one by date. While this may be a duplication of effort, it is extremely helpful to be able to search for documents both by their functional group and by when they were made.

Electronic Filing. All electronic files from an individual event should be maintained within a single, easily distinguishable archive. Make the structure of the electronic files match the structure of the functional group paper files. At the end of each day, all electronic files should be backed-up.

Internet Filing. For significant responses that would generate a large amount of information that is of interest both internally and externally, a web site can be established to post work products and informational documents (i.e., POLREPS, digital photos, Executive Summaries, Briefing Books, Resources at Risk, etc.) for the OSC. The release and

control of information to the site can be arranged by the OSC during the incident.

9920.5 Demobilization

In the case of a pollution incident that could affect both countries, the decision to terminate the operations undertaken by either of them and the decision to demobilize should be the responsibility of the each respective OSC/IC for each country. Where practicable, respective OSC/ICs should coordinate and consult with the other responding government during the decision-making process.

9920.6 Environmental and Technical

Environmental Impact from an Oil Spill or Hazardous Substance Release.

Environmental Sensitivity Index (ESI) Maps have been developed detailing the sensitive resources within the region including Puerto, U.S. Virgin Islands, and the British Virgin Islands. These maps should be periodically updated as resources permit.

In the event of an oil spill or hazardous substance release in the waters of interest, each responding government should take measures, as necessary, to initiate a response and mitigate the event. Each responding government is responsible for mounting a response within its own jurisdiction.

Countermeasure Use.

The OSC/IC should direct efforts to mechanically contain and recover any discharge or release in accordance with the policy of the Contingency Plan of each responding government. The movement and coordination of waterborne mechanical recovery devices should be evaluated by the OSC/IC, taking into account any recommendation for employing applied response technologies.

Coordination for mechanical removal and cleaning of impacted coastlines should be accomplished using methods appropriate to the specific characteristics of the coast and the requirements of a specific incident. The OSC/IC, in accordance with the Contingency Plan of each responding government, should evaluate the decision of using any chemical agent or other applied countermeasure appropriate to each specific incident.

Dispersants In-Situ Burning, and Bioremediation Use. The CRRT has developed plans outlining the intended use and decision/approval protocols for dispersants, in-situ burning, and bioremediation. These plans outline the use criteria for each technology. The following issues need to be developed further:

Use of applied countermeasure technology in waters between BVI and USVI.

Identify BVI's policy on use of dispersants use in close proximity to shore

BVI, USVI, and PR take on changing depths and distance from shore for use of dispersants in lieu of criteria in current LOAs

Discuss joint philosophies on countermeasure use, strategy, and tactics

Disposal.

Waste Disposal. One of the major problems associated with pollution response is the disposal of collected product and contaminated cleanup materials, soil, and debris. Each category of waste has its own type of response and management problem. Disposal issues and options are outlined for the U.S. within Section 4410 and 9936 of the PR/USVI Coastal ACP. These options include suitable landfills, incineration, and off island possibilities.

Contact Water. The CRRT has developed policy, protocol, and procedures for disposal of contact water for inland, ocean, and coastal waters. Contact water decisions are initiated by the OSC/IC and forwarded to the CRRT for concurrence unless pre-approval exists. BVI currently does not allow the disposal of contact water in inland, ocean, or coastal waters. During response actions where the incident may affect waters of interest to both parties, each responding government should consult the other before finalization of contact water decisions.

Natural Resource Damage Assessment (NRDA).

The natural resources impacted by an incident may require technical and biological specialists for the rescue, handling, immediate care, transport, cleaning, and rehabilitation of affected animals. Coordination of bird and mammal rescue and cleaning operations may require the OSC/IC to assign technical specialists, dedicated to this work, as well as establish facilities for the rehabilitation of wildlife, and to provide continual care for a wide number of affected animals.

Each country should conduct their own assessment of damage to natural resources. The teams assigned to conduct this evaluation should coordinate with the OSC/IC when is necessary and practicable. Their requirements may include information regarding the incident, access to the scene of the incident, transportation and other requirements. The OSC/IC may assign a Technical Specialist, in the Planning Section, to liaison with those NRDA specialists that are evaluating the damage to natural resources.

NRDA and Response Activity Interaction.

NRDA Liaison with ICS/UC

Exchange of information and coordination of natural resource damage assessment and response activities between the incident commander and the resource trustees can be beneficial by preventing natural resource injury or losses, avoiding duplication of data-gathering, and allowing for efficient use of available personnel and equipment. Most NRDA activities occur outside of the ICS/UC. The appropriate place within the ICS for emergency response information exchange and coordination to occur depends on the nature of the response and the trustees involved (see trustee agency appendices).

The Planning Section is responsible for collection, evaluation, dissemination, and use of information about the incident, including information about natural resources. This is often a logical place for the liaison between trustee NRDA work and incident response. The trustee liaison is provided by the lead administrative trustee or other personnel designated to serve this function. The person within the Planning Section responsible for working with the lead administrative trustee may be the Scientific Support Coordinator or other personnel designated to serve this function. Because most of the NRDA activities are conducted outside the ICS/UC, it is extremely important for the person, within the Planning Section working with the lead administrative trustee, to communicate the NRDA operations to the unified command and response operations to the lead administrative trustee.

The Command Staff may be the most appropriate place for liaison for incidents with significant natural resource injury concerns or where trustee concerns are not adequately addressed through the Planning Section.

Natural Resource Injury Determination Activities

Natural resource trustees determine if a NRDA is appropriate for a specific incident. Making this determination may or may not require data

collection.

Injury documentation requires gathering information on spilled/released product pathways, documenting exposure to specific resources along those pathways, and quantification of injuries caused by the product. Direct or indirect exposure to the product may injure/disrupt natural resources and/or services provided by those resources.

Within the first 24-48 hours, trustee representatives usually focus their efforts on gathering and preserving perishable data. Water column data are generally collected as soon as possible. A source sample of the product with appropriate chain of custody is collected and archived for future characterizations.

Trustees, the RP, and the OSC need to collect similar physical, chemical, and biological data. They also need sample and laboratory protocols. Coordination of worker health and safety plans, work plans, protocols, and activities is advantageous to all parties and should be pursued. Where coordination cannot occur, trustees should ensure that injury determination activities do not interfere with response activities.

NRDA Trustees within the Region.

Agency/Function	Contact Information
<p data-bbox="607 1167 776 1199" style="text-align: center;"><u>U.S. Federal</u></p> <p data-bbox="451 1268 841 1299"><u>National Resource Trustees</u></p> <p data-bbox="451 1337 881 1369">Department of Commerce (DOC)</p> <p data-bbox="451 1438 865 1470">Department of the Interior (DOI)</p>	<p data-bbox="938 1337 1227 1402">(727) 570-5391 (206) 526-4911 (24hr)</p> <p data-bbox="938 1438 1227 1503">(215) 597-5378 (202) 641-7779 (24hr)</p>
<p data-bbox="623 1572 789 1604" style="text-align: center;"><u>Puerto Rico</u></p> <p data-bbox="451 1640 911 1705">Dept. of Natural and Environmental Resources (DNER)</p>	<p data-bbox="938 1640 1141 1671">(787) 723-3045</p>

<p style="text-align: center;"><u>U.S. Virgin Islands</u></p> <p>Department of Planning and Natural Resources (DPNR)</p>	(340) 774-3320
<p style="text-align: center;"><u>British Virgin Islands</u></p> <p>Conservation & Fisheries Department</p>	(284) 494-5681 (284) 494-3701 (ext 5555)

9930 Logistics

9930.1 Transportation of Equipment

Transportation service should be coordinated in order to give support to the response actions. The coordination of special customs and immigration procedures for personnel and equipment require special attention discussed previously. The transportation of equipment and personnel may require the scheduling and coordination of ground-transport vehicles, ships, or aircraft. The assigned Liaison Officers to each responding government should ensure that resources are coordinated where possible and practicable.

The identification of regional transportation resources is contained in the Logistics Section of the PR/USVI Coastal ACP in Section 5400 and within the equivalent section of the BVI Oil Spill Management Plan.

9930.2 Mobilization of Personnel

The regional personnel resources from the federal, commonwealth, territory, and local governments and the private sector are contained in the Logistics Section of the PR/USVI Coastal ACP in Section 5500 and within the equivalent section of the BVI Oil Spill Management Plan.

9930.3 Lodging

Hotels (some government owned) and military bases are the best resources for lodging. Most of the schools such as colleges and universities are not available since they do not have live on campus facilities. In larger spills a cruise ship may be hired, or military vessels used. The warm climate would allow quick construction of temporary shelters. Tent shelters could be brought in quickly by mobile military units, while more permanent temporary shelters could be constructed by civilian contractors, or by military construction battalions. Safety and security should be carefully considered when temporary shelters are used. Lodging facilities should be listed in each responding governments contingency plan.

9930.4 Services and Facilities

Services should be coordinated to support the response operations. These services could include establishment of Response Coordination Centers, support services, communication centers, remote operations base or camps, wildlife rehabilitation services or any other service facilities that could be required for the response operations. Each responding government's Liaison Officer should ensure that services are coordinated where possible and practicable. Appropriate services and facilities should be listed in each responding governments contingency plan.

9930.5 Supplies

Each participating agency should be directly responsible for accomplishing their own required internal support. Orders and requests for supplies, response equipment and personnel should be planned and coordinated to the extent possible. The return of supplies, equipment, and personnel across the international border should be coordinated beforehand in accordance with the US/BVI Agreement Article 13.

9940 Finance / Administration

9940.1 Compensation / Claims

Compensation and claims are the responsibility of the spiller or polluter. The spiller or polluter known as the Responsible Party (RP) should address all claims and compensation connected with their discharge or release. All inquiries or claims by third parties should initially be addressed by the RP.

U.S. pollution funds are not available to third responding government claimants for a discharge or release that is not located within U.S. jurisdiction.

The CLC and Fund Convention are the applicable references for compensation for use by the BVI. The guidance contained therein should be followed to ensure the RP is held responsible and any additional compensation can be justified.

9940.2 Insurance

Spill Responder Insurance issues...TBD

9940.3 Response Funding

Each responding government should fund its own operations for responding to an oil discharge or hazardous substance release in the waters of interest that fall under its jurisdiction.

Unless agreed otherwise, the costs for the loan of response resources and any assistance provided in the waters of interest that fall under a requesting responding government's jurisdiction should be borne by the requesting responding government.

Documentation for cost recovery for response to pollution incidents should be carried out under the provisions and procedures of each responding government's National Response System (NRS).

OSC/ICs are responsible for the cost documentation for their own response resources and actions that is necessary to support cost recovery associated with their country's NRS.

9950.1 Joint Training Opportunities

Joint training ventures and opportunities are extremely important to continue fostering the coordinating and understanding needed to mount a joint and concurrent pollution response within the waters of interest. Where possible each responding government should address and support the following issues when resource and funding allows:

- Identify windows of opportunity to conduct NOAA/DOI training within the region

- Include BVI as an invitee to ICS/UC training conducted by the NSF within the USVI/PR area
- Share training course schedule with regional partners concerning NOAA training held in Seattle, WA
- Offer periodic joint operational training and knowledge sharing
- Offer periodic training and knowledge outreach on prevention issues
- Offer periodic training on countermeasures and their use
- Offer periodic media or JIC training
- Identify opportunities for trustee and resource focused training
- Identify opportunities for hazardous substance, personal protective equipment (PPE), and information data base training

9950.1 Joint Exercise Opportunities

Exercises are vital to the validation of this Guide and the parent plans held by each responding government. Each responding government will commit to plan annual notification exercises and either table top, equipment deployment, or full scale exercises every two years. Whenever possible, these exercises should be coordinated with existing exercise schedules.

Exercise design is flexible in order to meet the contingencies and objectives desired by each responding government. Exercise scenarios and design may include many options and should be coordinated to achieve maximum effectiveness and efficiency.