

OPERATIONS

MANUAL

REVISED:

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INTRODUCTION

The Region IV Regional Response Team (RRT) Operations Manual was developed to provide members and associated organizations or individuals guidance, by-laws, and standard operating procedures of the RRT. These procedures and processes support the RRT's vision, objectives, strategies, and tactics. This document also provides a one-stop medium for member and other organization/individual contact information, standing committee membership, policies and guidance, the RRT's Strategic Plan, and fact sheets.

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REGION IV REGIONAL RESPONSE TEAM OPERATIONS MANUAL

SECTION I - NAME

The name of this organization shall be the Federal Region IV Regional Response Team (RRT).

SECTION II - AUTHORITY

The Region IV Regional Response Team (RRT) derives its framework for policy and program direction from Executive Order 12580, the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), and the Region IV Oil and Hazardous Substances Contingency Plan (RCP). The RRT develops its program initiatives from the membership with guidance from the National Response Team (NRT).

SECTION III - PURPOSE

The purpose of the NCP is to provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, and contaminants. In support of that purpose, the RRT is responsible for regional planning, preparedness, and training activities prior to response actions, and coordination of assistance and advice during actual response actions in support of the Federal On Scene Coordinator (FOSC) and Remedial Project Manager (RPM).

SECTION IV - ORGANIZATION

REGION IV REGIONAL RESPONSE TEAM MEMBERSHIP

The Region IV Regional Response Team (RRT) is comprised of members from fifteen federal departments and agencies having representatives on the NRT plus the Tennessee Valley Authority and eight regional State government representatives from the States of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and the Commonwealth of Kentucky. A complete listing of RRT members can be found in Appendix I of this document and in the Region IV Regional Oil and Hazardous Substances Contingency Plan.

The following are member agencies of the RRT:

Department of Commerce <ul style="list-style-type: none">National Oceanic and Atmospheric Administration	Department of Agriculture
Department of Defense <ul style="list-style-type: none">U.S. ArmyU.S. Army Corps of EngineersU.S. Navy	Nuclear Regulatory Commission
Department of Labor <ul style="list-style-type: none">Occupational Safety & Health Administration	U.S. Coast Guard
Environmental Protection Agency	Tennessee Valley Authority
General Services Administration	State of Alabama

Department of Health & Human Services	State of Florida
<ul style="list-style-type: none"> • Agency for Toxic Substances and Disease Registry • Food and Drug Administration • Public Health Service 	
Department of Interior	State of Georgia
Department of Justice	State of Mississippi
Department of State	State of North Carolina
Department of Transportation	State of South Carolina
Department of Homeland Security	State of Tennessee
<ul style="list-style-type: none"> • Federal Emergency Management Agency 	
Department of Energy	Commonwealth of Kentucky

Each agency or organization will designate one primary member and at least one alternate in writing to the RRT Co-Chairs and are responsible for filling vacancies when they occur.

The two principal components of the RRT mechanism are a **standing team**, which consists of designated representatives from each participating federal, state, and local agency, and an **incident-specific team**, where participation will relate to the technical nature of the incident and its geographic location.

THE STANDING RRT

The RRT serves as the regional body for planning and preparedness activities before a response to a significant oil or hazardous substance incident is taken, and for coordination and advice during such response actions.

The roles of the Standing RRT include the development of communication systems and procedures, planning and preparedness, training and exercises, coordination, evaluation, and other related pollution preparedness matters on a region-wide basis.

Federal agencies and State regional government participation involve the agencies, offices, and organizations mentioned earlier in this document. Local governments are invited to participate as provided by State law or as arranged by the respective State's representative.

Representatives from industry, the public, environmental and other interest groups are encouraged to participate in the open Standing RRT meetings but have no voting rights.

The Co-Chairs may, at their discretion, call the RRT into an executive session, which will consist of only representatives with voting rights from the member agencies.

THE INCIDENT SPECIFIC RRT

The RRT may be activated during any discharge or release upon a request from a FOSC/RPM or from any RRT representative to the relevant chair of the RRT. Verbal requests will later be confirmed in writing.

It is convened at the discretion of the relevant RRT Co-Chair. The composition of the Incident Specific RRT is the appropriate RRT members based on the location and nature of the incident.

The role of the Incident Specific RRT is determined by the operational considerations/situation of a specific discharge or release.

The Incident Specific RRT has the responsibility to present member agency concerns, and provide logistical support and consultation, as appropriate to the FOSC/RPM for the incident at hand.

CHAIR OF THE RRT

The RRT is co-chaired by the following positions within the U.S. Environmental Protection Agency (EPA), Region IV and the U.S. Coast Guard (USCG) Seventh District. Whenever the RRT activated for response, the Chair shall be the EPA or USCG representative, depending on the location of the emergency, as defined by the various Memoranda of Understanding concerning response boundaries between the EPA Region IV and the respective Coast Guard Districts within the region.

	<u>EPA</u>	<u>USCG</u>
CO-CHAIRS:	Chief, Emergency Response and Removal Branch	Chief, Planning & Force Readiness Division
ALTERNATE CO-CHAIRS:	Chief, Emergency Response Section	RRT Coordinator

Both EPA and USCG also have designated RRT Coordinator positions. The names of the current co-chairs, alternate co-chairs, and RRT coordinators are included in the list of RRT members and participants, found in Appendix I.

RRT ACTIVATION PROCEDURES

The RRT should be activated as an inter-governmental coordination team when an actual or potential discharge or release:

- 1) Exceeds the response capability available to the Federal On Scene Coordinator (FOSC) in the place where it occurs;
- 2) May pose a substantial threat, or potential threat, to the public health, welfare, environment, or to regionally significant amounts of property;
- 3) Otherwise meets the definition of a major discharge as defined in the National Contingency Plan (NCP); or
- 4) When requested by the FOSC.

Using the above criteria, **any** RRT representative may request either Co-Chair to activate the RRT. The request should be made to the USCG Co-Chair for coastal incidents and to the EPA Co-Chair for inland incidents. The request may be transmitted either verbally, in writing, by fax, or electronic mail.

Once a Co-Chair decides to activate the RRT or receives such a request from another RRT representative, the other Co-Chair will be notified of the decision. The USCG Co-Chair will assume the lead for coastal incidents and the EPA Co-Chair will be the lead for inland incidents. Notification of remaining RRT members will be the responsibility of the lead Co-Chair and may be delegated to the RRT Coordinator or other staff representatives.

When activated, the RRT may meet or convene by teleconference at the call of the lead Co-Chair and may:

- 1) Monitor and evaluate reports from the FOSC. The RRT may 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;
- 2) Request other Federal, State/Commonwealth, or local government, or private agencies to provide resources under their existing authorities to assist the FOSC's response efforts;
- 3) Help the FOSC prepare information releases for the public and for communications with the National Response Team (NRT);
- 4) If circumstances warrant, advise the regional or district head of the agency providing the FOSC that a different FOSC should be designated; and
- 5) Submit Pollution Reports (POLREPS) to member agencies and other entities as significant developments occur.

Arrangements for meeting locations and/or teleconferences will be the responsibility of the lead Co-Chair or designated representative. The recording and distribution of summaries of meetings or teleconferences conducted upon RRT activation shall also be the responsibility of the lead Co-Chair or other designated representative.

The RRT will be deactivated by agreement between the Co-Chairs or their representatives. The lead Co-Chair, or his/her representative will be responsible for notifying RRT members of the deactivation. The dates and times for activation and deactivation should be included in POLREPS or other summaries generated by the FOSC or the lead Co-Chair and/or documented in summaries of meetings or teleconferences of the RRT.

ATTENDANCE

Attendance records will be kept whenever there are meetings of the RRT (including teleconferences). Copies of the attendance records will be provided to the members, as requested.

COMMITTEES

The RRT will establish committees or work groups as necessary to carry out the duties and responsibilities of the RRT. The designated committees, named by the Co-Chairs with the approval of the RRT, may be "Standing" or "Ad-Hoc". The RRT has established several "Standing Committees" to address the various issues of concern to the RRT and FOSCs relative to significant oil and hazardous substances incidents. The structure and current membership of the RRT standing committees are listed in Appendix II.

Management Committee. The Management Committee is co-chaired by EPA and the USCG and its membership consists of the chairs of each RRT standing committee, the alternate Co-Chairs, the RRT Coordinators, a representative for the State/Commonwealths, and a representative for the Trustees. The Management Committee provides the primary focus for the direction of the RRT and its committees and identifies and resolves possible overlap of committee efforts. The Management Committee is also responsible for the development of, and adherence to, the RRT's Strategic Plan, from which required reports will be derived.

Science and Technology Response Committee. The Response Technology Committee is responsible for examining the various methods of recovering, mitigating, and treating oil and hazardous substance discharges/releases. Due to the various technologies available, subcommittees may be formed to address specific oil spill response alternatives.

Training and Education Committee. The Training and Education Committee is responsible for identifying, publishing, and/or arranging training, education, and exercise opportunities for RRT member agencies and associated groups. The Committee is also responsible for determining the training or knowledge needs of the RRT and for facilitating the provision of suitable presentations at RRT meetings. The Committee should also pursue opportunities in which to engage the RRT in participating in various pollution response exercises occurring within the region.

State Committee. The State Committee is responsible for identifying state needs and issues, including training needs, exercise opportunities, and guidance documents.

The chairs of each committee and subcommittee are responsible for developing goals and objectives for their committees and providing potential work items for the RRT and Management Committee to consider in accordance with the RRT Strategic Plan.

The RRT standing committees should convene by teleconference at least once between RRT meetings as needed. The RRT Coordinators, upon request of the Committee Chair, are responsible for arranging these teleconferences. Each committee may also meet in person or hold additional teleconferences as required to meet their goals and objectives.

A listing and brief summaries of the RRT's policies, procedures, Memorandum of Understandings/Agreements (MOU/MOA), and guidance documents are listed in Appendix III.

SECTION V – REGION IV REGIONAL RESPONSE TEAM DUTIES

MEMBER DUTIES

- Attend and actively participate in RRT meetings;
- Evaluate regional and local responses on a continuing basis and recommend improvements;
- Contribute ideas and lend individual expertise in support of RRT initiatives;
- Review and comment on revisions to both the RCP and the NCP; and
- Be prepared to respond to pollution incidents within Region IV and to major incidents outside the region.
- Determine the need for FOSC Reports during the aftermath of a major incident and if required, review and forward the same to the NRT within 30 days of receipt;
- Submit activity reports to the NRT outlining RRT activities and accomplishments, as required;
- Share RRT information with other RRTs as appropriate;
- Consult with and refer matters to NRT for advice or resolution;
- Conduct and support training and exercises as necessary;
- Establish as necessary and assure representation on committees and work groups;

- Provide technical assistance to local communities to enhance their preparedness and response capabilities;
- Document lessons learned from response events and disseminate to membership;
- Conduct advance planning for the use of dispersants, surface collection agents, burning agents, biological additives or other chemical agents in accordance with Subpart J of the NCP; and
- Consider and conduct joint RRT meetings, when applicable, with neighboring RRTs.

VOTING

For Standing RRT and Incident Specific RRT purposes, each member agency vote will be cast by the primary RRT member or, in his/her absence, by the designated alternate member or other representative with authorization acceptable to the appropriate Co-Chair. Copies of designation letters shall be kept on file by the RRT Coordinators.

Each designated federal agency and State member on the RRT is accorded one vote. Should a State or federal organization have more than one designated agency represented on the RRT, it is their responsibility to come to their own consensus on the issue at hand and cast their single vote accordingly.

Passage of a measure requires a majority vote by the agency and State member representatives present.

Opportunities for voting may occur in carrying out the routine business of the RRT, especially during decision-making sessions as part of our meeting process. Voting may also be necessary during incident specific activations of the RRT, where decisions on the use of pollution countermeasures and other support, provided to the On Scene Coordinator, are initiated in accordance with the National Contingency Plan (NCP).

SECTION VI - REGION IV REGIONAL RESPONSE TEAM MEETINGS

RRT MEETING SCHEDULE

The schedule of upcoming RRT meetings will be determined by the Management Committee. The schedule will include the dates, locations, and any special activities or presentations. The schedule for the upcoming calendar year will be tentatively determined and announced at the final meeting of the calendar year. The RRT Coordinators will publish an RRT Notice not later than 60 days prior to the next RRT meeting announcing the location, dates, and other appropriate information including agenda item recommendations or requests from RRT member agencies. Not later than 45 days prior to the meeting date, the RRT Coordinators will publish the final meeting notice including the agenda, any special activities and other appropriate details of the meeting.

The RRT meets at least two times a year, alternating between varying sites within the region. The RRT meets to review and comment on recent response actions or other issues related to the preparation, implementation, or exercise of regional and/or local plans; recommend revisions of the Regional Contingency Plan (RCP), the various Area Contingency Plans (ACP), and the National Contingency Plan (NCP); review FOSC actions to ensure that the RCP and ACPs are effective; conduct advance planning for the use of dispersants, surface collection agents, burning

agents, biological additives, or other chemical agents in accordance with Subpart J of the NCP; and conduct or participate in training and exercises as necessary to encourage preparedness activities of the response community within the region.

EPA and USCG will alternate the responsibility for arranging meeting locations and a block of hotel guest rooms. In instances where a charge will be incurred for meeting facilities, the RRT Coordinators will determine which agency has available budgetary resources to pay for the meeting facilities.

RRT MEETING AGENDA

The responsibility for determining agenda items, selecting special themes, or areas of concentration will be accomplished by the Management Committee. Recommendations received by the RRT Coordinators will be provided to the Co-Chairs and the Management Committee for a decision on inclusion. Whenever possible, regular agenda features will include presentations by the EPA, Coast Guard and/or other federal agency OSCs.

The RRT recognizes the vital role that local governments and mutual aid organizations serve as first responders to most oil and hazardous substances incidents. Emergency response organizations and local and state emergency management agencies from the host city, county, or state in which the meetings is held will be specifically invited to participate in meetings and make presentations on their operations and capabilities.

The USCG and EPA RRT Coordinators shall be responsible for developing and finalizing the agenda for each RRT meeting. The responsibility for the agenda alternates along with the Coordinator who has responsibility for the meeting site.

RRT MEETING MODERATING

The Co-Chairs will alternate, on a daily basis, the responsibility for moderating the RRT meetings with the assistance of their respective Alternate Co-Chairs and Coordinators. This includes introducing speakers, maintaining adherence to the agenda and its time-frame, determining appropriate times for breaks, and adjusting the agenda to fit changing schedules of presenters and other similar "last minute" changes.

The procedure for moderating sessions of meetings may be altered if, for example, agenda items scheduled for a day to be moderated by EPA largely address USCG issues or feature speakers are USCG sponsored, and vice versa. In such instances, it may be more appropriate for the Co-Chairs to switch days for which they moderate.

RRT MEETING SUMMARY

The RRT Coordinators will alternate meeting summary duties, on a meeting by meeting basis, in alignment with the meeting agenda process. The responsible coordinator will record the summary of the meeting and prepare the summary within 30 days of the meeting. The RRT Coordinators will assist each other in the review and editing of the meeting summary. The meeting summary will be uploaded to the RRT4 website under the *Meeting Announcements and Summaries* tab.

Presenters will be requested to provide a copy of the presentation to the RRT Coordinator for inclusion to the meeting summary. The RRT Coordinators may use START or other contract support to assist them in developing meeting summaries.

RRT EXECUTIVE SESSIONS

Whenever it is considered necessary by the Co-Chairs to call the RRT into Executive Session, all non-member participants will be excluded from the meeting for the duration of the Executive Session.

PARTICIPATION BY NON-MEMBER AGENCIES, ORGANIZATIONS, AND THE PUBLIC

Interested individuals, agencies, and organizations that are not designated members of the RRT are encouraged and invited to attend scheduled meetings and participate in RRT activities. Requests from individuals, companies, and/or industry organizations wishing to make presentations to the RRT during regularly scheduled meetings will be considered on a space available basis. A presentation request will be provided to the RRT Coordinators not later than 60 days prior to the scheduled RRT meeting. The request must include the topic to be presented and an outline of the major points to be covered. The RRT Coordinator will evaluate the request for subject, content, and relevance and will submit the request and a recommendation to the Co-Chairs and Management Committee for a decision. The Management Committee will determine whether an approved presentation will be delivered to the entire RRT or to an appropriate committee. The Management Committee's decision will be provided to the requestor by the RRT Coordinator. If approved, appropriate information and assistance pertaining to the presentation will be provided.

SECTION VII - REGION IV REGIONAL RESPONSE TEAM REPORTS

NRT REPORTS

The RRT is required to submit reports to the NRT, as required. The reports should summarize recent activities, organizational changes, operational concerns, and efforts to improve state and local coordination. The NRT has issued an outline of the preferred format of reports.

The USCG RRT Coordinator shall be responsible for preparing the semi-annual report, in conjunction with the EPA RRT Coordinator. The EPA RRT Coordinator shall provide the USCG RRT Coordinator with any pertinent EPA activities to be included in the report and will assist in collecting information from other RRT member agencies for inclusion in the report.

Once the semi-annual report is finalized, the USCG RRT Coordinator shall ensure the signature of the USCG Co-Chair and forward the report to the EPA RRT Coordinator. The EPA RRT Coordinator shall ensure the signature of the EPA Co-Chair and shall forward the report to the NRT Executive Secretary.

RRT EXERCISE REPORTS

A summary of RRT exercise and other training activities will be included as a part of the reports to the NRT. RRT member agencies and individuals conducting or participating in multi-agency training or exercises should report their activities within 30 days of the event to the RRT Coordinator in accordance with established reporting procedures.

RRT ASSISTANCE REPORTS

Requests to the RRT for presentations or training and technical assistance may be received directly by RRT member agencies or individuals. Such requests should be coordinated through either RRT Coordinator. The Region IV RRT will attempt to provide assistance within the confines of the member agencies' abilities. A brief narrative report of the assistance rendered will be provided to the RRT Coordinator to include in the RRT activities report.

RRT REQUEST FOR OSC REPORTS

The NCP requires that OSC Reports be prepared “as requested by the NRT or RRT”. FOSCs may, of course, also issue OSC Reports on their own initiative, independent of a RRT or NRT request. The RRT should consider requesting an OSC Report when the pollution response involved:

- an unusual challenge;
- a unique or complex issue (e.g., intergovernmental coordination, use of a new technology, etc.)
- a decision that creates precedent; or
- a lesson learned that should be made known regionally or nationally.

INCIDENT SPECIFIC RRT REPORTS

The Incident Specific RRT Chair will prepare a report of activation to include a log of RRT activities and a chronological sequence of events. Data to be included at a minimum will include a listing of the participants, issues discussed, and decisions reached. This report will also include a description of the incident and identify the individual or agency requesting activation. This report will be forwarded to the RRT Coordinator for distribution to the RRT membership.

RRT TACTICS/WORK PLAN

The RRT Tactics/Work Plan items indicate the specific tactics or work items that the RRT will address, initiate, or develop to meet strategic goals. This plan will set the priorities of the RRT based on the limited administrative and operational resources available to the RRT.

The development of the RRT tactics sets the project/issue priorities for the organization. The tactics are generated based on:

- Setting a priority to the issues or projects having the greatest need to be addressed by the RRT
- The issues or projects should be within the RRT’s administrative or operational span of control
- The issues or projects addressed need to be doable by the RRT based on member agency work load, funding, and expertise
- The tactics are a living document. The issues or projects addressed by the RRT may be adjusted or changed at any time by the RRT or Management Committee based on the changing needs of the response community

The RRT Management Committee will maintain the RRT Tactics and will submit them to the NRT as requested. The RRT Coordinators are responsible for ensuring that the input to the tactics are received, cleared by the Management Committee, and ultimately forwarded to the NRT.

The current RRT Tactics are included in Appendix VI.

SECTION VIII - REGION IV REGIONAL RESPONSE TEAM COMMUNICATIONS

UTILIZATION OF THE RRT4 WEBSITE, RESPONSELINK, WEBEOC, EPAOSC, AND HSIN

There are a number of websites in place that provide information to RRT members as well as the general public. Each system has nuances based on the user and website purpose. They may be available to the general public or may be password protected and dedicated to specific users.

NRT/RRT INTERNET HOMEPAGE

The NRT website (www.nrt.org) is used to distribute information about NRT and RRT meetings, committee products and schedules. Information available includes folders on the NRT's meeting agendas, meeting minutes, and action items and sub-conferences for each of the NRT's committees, which are: Preparedness, Response, Science, and Technology, and various Ad-Hoc Committees.

For the RRT's, there are Region specific websites which contain: Upcoming Events; Plans, Manuals, and Guidance Documents; Meeting Announcements and Summaries; Member Agencies; Agency Fact Sheets; Outreach; and, Pamphlets.

Anyone wishing to load material to the RRT's homepage shall submit the same to either the EPA or USCG RRT Coordinator. The RRT Co-Chairs or Management Committee shall serve as the clearinghouse and approval medium for all materials wishing to be placed on the RRT IV homepage.

The RRT Coordinators shall forward documents earmarked for the RRT IV homepage to the EPA contractor in Washington, D.C. for uploading onto the site.

RESPONSELINK/INCIDENTNEWS

IncidentNews is NOAA public website that provides news, photos, and other information about spill response actions. ResponseLink is a password protected website that contains Incident Hotlines and NRC notifications. The NOAA Scientific Support Coordinator (SSC) posts information to these two websites. This site is normally used by Coast Guard OSCs.

WEBEOC/EPAOSC

HSIN

HSIN continues to evolve as a site for sharing incident information. The site is used mostly for natural disaster type incidents. The site has not been used for strictly National Response System events that fall under the purview of the RRT. However, in the event of a natural disaster that results in spills or releases this site may very well be used to share information. As a result, RRT members should have passwords to access the site.

SECTION IX - EXERCISES, SIMULATIONS, & TRAINING

PREPAREDNESS FOR RESPONSE EXERCISE PROGRAM (PREP)

Government led PREP exercises are supported by the Coast Guard Area Commands. These exercises are designed specifically to test the readiness and abilities of the OSC/RRT response organization and Area Contingency Planning process. These exercises will be given the highest priority of RRT participation. The mode of participation, (telephone activation, on-site activation, etc.) will be at the discretion of the RRT members. Realism and use of existing procedures and polices will be maintained to the maximum extent possible. Industry led PREP exercises should be supported to the greatest extent possible as well, but often do not have RRT involvement other than certain RRT members are requested to participate as exercise design team members, controllers, evaluators, or players.

EXTERNAL EXERCISES

External exercises are defined as those conducted by member agencies of the Region IV RRT including the State members, local governments (LEPCs), and industries within the region. Exercises conducted by other RRTs or in other regions will also be considered external. The RRT encourages member agency participation, in external exercises, to the greatest extent possible as a means of providing training or testing readiness capabilities.

To allow for broad RRT participation, any RRT member agency solicited for participation in or assistance in conducting an exercise should inform the RRT Coordinators or the Chair of the Training and Education Committee of the event. The Co-Chairs/Management Committee will determine the level of RRT participation; however, Member agencies may participate at their own discretion.

The Training and Education Committee is available to provide technical assistance and training to other organizations and agencies who are interested in developing an exercise program or in planning and staging an exercise. The Committee publishes a quarterly schedule of exercises and training events occurring within the region.

PREPAREDNESS AND RESPONSE TRAINING

The Training and Education Committee has access to resources, both within the RRT membership as well as through outside organizations, that have expertise in a wide variety of areas applicable to oil and hazardous substance emergency preparedness and response. This expertise includes emergency and disaster planning for both government and industry, exercise design and planning, first responder training, organization and implementation of an Incident Command System and managing multi-organizational emergency response through the National Response System. This assistance is available to the RRT as well as individual member and non-member agencies and organizations. The RRT Coordinators and Chair of the Training and Education Committee can provide assistance and points of contact in these areas.

RRT EXERCISE REPORTS

A summary of RRT exercise and other training activities will be included as a part of the annual report to the NRT. The procedures/expectations for the submittal of these reports are explained within the "Reports" section of this document.

SECTION X - EXTERNAL COORDINATION

COORDINATION WITH OTHER RRTS

The Region IV RRT seeks to maximize its participation with its neighboring RRTs. As such, neighboring RRT Co-Chairs or their designees will be invited to attend all Region IV RRT meetings and will be given agenda time for presentations upon request. The standard RRT IV agenda also includes time for announcements and comments from neighboring RRT representatives. When appropriate, the Region IV RRT will seek to hold a joint meeting or exercise with a neighboring RRT. The Region IV RRT will also, upon invitation from a neighboring RRT, provide a representative to attend their meetings as a means of facilitating inter-regional cooperation, building and strengthening useful relationships, and exchanging ideas.

COORDINATION WITH STATES AND LOCAL GOVERNMENTS

A major function of the RRT is to encourage State and local response agencies to improve their preparedness for response by providing technical assistance and training for preparedness improvement. All requests to the RRT for such assistance should be made through the designated State member to the RRT. In the event a RRT member agency receives a request for assistance directly from a State or local agency, the recipient should contact a RRT Coordinator or the Training and Education Committee Chair.

SECTION XI - REGION IV RRT SUPPORTING PLANS & DOCUMENTS

REGIONAL CONTINGENCY PLAN (RCP)

The EPA RRT Coordinator is responsible for revisions to the Region IV RCP. The RCP was developed to insure the coordination of a timely, effective response by federal and local agencies to an oil or hazardous substance incident. The RCP identified EPA/USCG jurisdictional boundaries; federal Strike Forces and Teams; communications and response equipment; trustees for natural resources; and pertinent federal and local geographical ACPs. In addition, the RCP outlines steps that are to be taken to ensure coordination among federal agencies; details assistance available from other agencies, and provides protocols to be followed to secure assistance from other agencies and response organizations. The RCP also contains guidance on the use of dispersants, in-situ burning, bioremediation, and solidifiers which are included in the RRT's pre-authorization documents.

The RCP contact information will be reviewed and revised at each meeting. One section of the RCP will be reviewed and revised annually. The EPA RRT Coordinator will consult with the USCG RRT Coordinator on any changes to the RCP before distributing revisions to RRT members and holders of the RCP. Copies of the RCP can be obtained from the EPA RRT Coordinator.

RRT REGION IV STRATEGIC PLAN

The RRT Strategic Plan is a blueprint or "road map" for realizing an organization's shared vision. It supports the vision by establishing objectives, strategies, and tactics for all members in the organization.

The underlying concept of strategic plan development is that an organization will be successful when there is a high degree of congruence between:

- The organization's mission
- The expectations and support of its stakeholders

- The organization's operational and administrative capacity

The organization will be successful when it uses its operational and administrative capacity to produce something the public values that is supported by its stakeholders - those who have an interest in the outcomes of the organization.

The RRT Management Committee conducted an analysis of mission, stakeholders, and feasibility (capacity) as the starting point for the RRT's strategic planning process. The resultant Strategic Plan is contained within Appendix IV. The RRT's Tactics or Work Plan is generated from the Objectives and Strategies contained within the RRT's Strategic Plan.

AGENCY FACT SHEETS

RRT member agencies have developed "Agency Fact Sheets" to assist other RRT member agencies, FOSCs, SOSCs, and other responding parties in identifying the role, resources/service, and level of assistance that a respective agency can support during a response to a pollution incident within the region.

The information on the "Agency Fact Sheets" focuses an agency's local or regional response posture. The fact sheets address the following key issues:

- What role can your agency/entity provide to the RRT, FOSC, or SOSC;
- Identify capabilities;
- Identify responsibilities;
- Identify abilities; and
- Provide scenarios identifying how the agency or organization could be used to support pollution response activities. The information also includes funding mechanisms or government declarations that may be needed to activate and support the agency/organization's response.

The "Agency Fact Sheets" available to support pollution response activities within the region are contained within Appendix V.

OPERATIONS MANUAL REVISIONS

This manual will be reviewed and revised as needed. The USCG RRT Coordinator will be responsible for revisions to the Operations Manual in consultation with the Management Committee.

APPENDIX I

**REGION IV REGIONAL RESPONSE TEAM MEMBERS,
ASSOCIATE MEMBERS, AND OTHER POINTS OF CONTACT**

APPENDIX II

RRT STANDING COMMITTEE MEMBERSHIP

<u>COMMITTEE</u>	<u>AGENCY</u>	<u>PARTICIPANTS</u>
MANAGEMENT	EPA	Shane Hitchcock, Co-Chair Matt Taylor, Alternate Co-Chair Terry Stilman, RRT Coordinator
	USCG	CAPT Lisa Heffelfinger, Co- Chair Pat Keane, Alternate Co-Chair and Coordinator
	DOI (Trustee Rep)	Greg Hogue
	NOAA (Trustee Rep)	Brad Benggio
	DOL (Training & Education Rep)	Billie Kizer
	KY (State Rep)	Robert Francis
TRAINING/EDUCATION	DOL	Billie Kizer, Chair
	FEMA	Candace Burrell
	EPA	Terry Stilman
	DOT	Earl Whitley
	DOD	Wayne Mullinnax
	USCG	Frank Cessario
	MS	Harrell Neal
	MS	David Evans
	NC	Steve Lewis
SC	Elizabeth Moye	
RESPONSE TECHNOLOGY	DOI	Greg Hogue, Chair
	NOAA	Brad Benggio
	FL	Doug White

APPENDIX III

REGION IV REGIONAL RESPONSE TEAM **POLICIES, PROCEDURES, & GUIDANCE**

The following is a listing and brief synopsis of policies, procedures and guidance documents developed by the RRT:

Policy for the use of dispersants on oil in ocean and coastal waters throughout the RRT IV area of responsibility.

- Updated and signed on October 8, 1996, this policy provides pre-authorization for the limited use of dispersants and other chemical agents by pre-designated USCG FOSCs, on oil discharges impacting waters of States within the Region IV area of responsibility. The policy also contains Section 7 consultations by the National Marine Fisheries Service and the U.S. Fish and Wildlife Service, as required under the Endangered Species Act. In addition, the policy contains the Gulf Strike Team's Special Response Operations Monitoring Program (SROMP), equipment lists, a decision tree, and a dispersant application checklist. **Policy is found in a separately issued stand-alone manual.**

Policy for the use of in-situ burning of oil on ocean and coastal waters throughout the RRT IV area of responsibility.

- Signed on April 20, 1995, this policy outlines areas which have been pre-authorized for conditional in-situ burning and provides protocols which apply to the use of all burning operations under the provisions of the policy. The policy also contains Section 7 consultations by the National Marine Fisheries Service and the U.S. Fish and Wildlife Service, as required under the Endangered Species Act. In addition, the policy contains the Gulf Strike Team's Special Response Operations Monitoring Program (SROMP), equipment lists, a decision tree, and an in-situ burning application checklist. **Policy is found in a separately issued stand-alone manual.**

Bioremediation Spill Response Plan.

- Placed into affect on August 5, 1997, this plan was developed by the Bioremediation Subcommittee of the RRT Response Technology Committee. This document presents a plan for considering and implementing bioremediation in response to oil spills to U.S. navigable waters, both coastal and inland, in the States and Commonwealths within the Region IV area of responsibility. The plan contains sections on response management; bioremediation agents and agent selection; assessment and implementation for coastal areas, estuaries, and offshore waters; and monitoring. **The Plan is found in a separately issued stand-alone manual.**

Limited Pre-authorization and Use Policy for Chemical Countermeasures: Solidifiers.

- Placed into affect on February 7, 2007, this policy provides pre-authorization for the limited use of solidifiers by pre-designated OSCs, on oil discharges impacting waters of States within the Region IV area of responsibility. The policy also contains Section 7 consultations by the National Marine Fisheries Service and the U.S. Fish and Wildlife Service, as required under the Endangered Species Act and consultation by the National Marine Fisheries Service for Essential Fish Habitat. **The Plan is found in a separately issued stand-alone manual.**

Selection Guide for Oil Spill Applied Technologies.

- Placed into affect on June 30, 2000, this guide exists to provide information and guidance to responders for the timely evaluation of non-conventional technologies for a wide range of oil spill conditions and circumstances.. **The Plan is found in a separately issued stand-alone manual.**

USCG/EPA Jurisdictional Boundaries.

- These agreements identify the FOSC jurisdictional boundaries between the coastal and inland zones within Region IV. The USCG provides the FOSC for incidents originating in the coastal zone and for incidents on the high seas that may impact U.S. waters. EPA provides FOSCs for incidents originating in the inland zone. The boundaries are identified by both maps and detailed narratives. **Agreements are found in the Regional Contingency Plan (RCP). Currently under revision.**