

DRAFT

Region V Regional Response Team

WORK PLAN FOR FISCAL YEAR 1992

Please provide any comments to Sheila Huff, Dept. of the Interior (312/353-6612); or Ann Whelan, FEMA (312/408-5524) by **January 24, 1992**.

I. Response Management

A. Revise and update the Regional Contingency Plan.

Responsibility: FEMA (lead); RRT member agencies; and Management Staff membership listed below.

Target Date: Final RCP/~~1st~~ Quarter

B. Review proposed regulations issued under the Oil Pollution Act of 1990.

(Ongoing) Responsibility: U.S. Coast Guard, Dept. of Justice Michigan DNR, and Ohio EPA. *U.S. EPA 2Q*

C. Complete computerized inventory of response resources. Coordinate activities with national and international efforts.

Responsibility: U.S. Coast Guard and Federal Emergency Management Agency in conjunction with the Great Lakes Commission.

Target Date: 4th Quarter

D. Prepare and distribute OSC reports to RRT members.

(Ongoing) Responsibility: RRT representative for the lead agency.

II. Preparedness

A. Review State disposal requirements. Identify "exemptions" available to PRPs and OSCs for disposal of materials.

Responsibility: U.S. EPA

Target Date: *3* 4th Quarter *Tom Gersticker lead*

B. Review a maximum of two Local Emergency Contingency Plans per State, if submitted by State Emergency Response Commissions.

State APARs being reviewed
Responsibility: RRT

C. Distribute Research and Development response-related information provided by the NRT R&D Committee, and advise the R&D Committee regarding technical information needed for response.

(Ongoing) Responsibility: U.S. EPA

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III. Training and Exercises

A. Training

1. Review State requests for SARA Title III, Section 305(a) training money, and submit recommendations to the National Response Team.

Responsibility: FEMA with support from the Management Staff.

January 1992

2. Maintain and expand a lending library of hazardous materials literature, video tapes, and training courses.

(Ongoing) Responsibility: FEMA

3. Provide Title III and First Responder Training to Indian tribal governments.

Responsibility: U.S. EPA and FEMA.

4. Conduct a regional refresher training course for Hazardous Materials Technician and Hazardous Materials Specialist "first responders".

Responsibility: FEMA *held in Chicago with appropriate RRT members*

Target Date 4th Quarter

5. Conduct a regional workshop on hazardous materials for State training officials.

Responsibility: FEMA

Target Date: April 1992

6. Evaluate hazardous material training courses funded by Section 305(a) to ensure that they meet appropriate standards.

(Ongoing) Responsibility: FEMA *with US EPA support*

7. Assist in preparation for the Inland Spills Conference.

Responsibility: U.S. Coast Guard, U.S. EPA, and appropriate RRT members.

B. Exercises

1. Assist in scenario development for the YORKTOWN (Quad Cities) Exercise.

Responsibility: FEMA, U.S. EPA, Management Staff, and affected State RRT members.

January 26-30, 1992

2. Participate in the YORKTOWN (Quad Cities) Exercise.

Responsibility: RRT member agencies.

Target Date: February 13-14, 1992

3. Provide technical support in planning, execution, and critique of local exercises.

(Ongoing) Responsibility: FEMA and individual RRT member agencies as available.

4. Assist in scenario development for the CANUSLAK FY 92 Exercise on the Ohio River.

(Ongoing) Responsibility: Coast Guard, with support from the Management Staff and appropriate RRT members.

5. Participate in CANUSLAK 92 Exercise on Lake Superior

Target Date: September 14-18, 1992

IV. External Relations

- A. Coordinate the timing and location of RRT meetings with outside organizations such as ORSANCO, Upper Mississippi River Basin Association; and State activities (e.g. Ohio Spills Conference).

(Ongoing) Responsibility: Management Staff and State RRT members.

- B. Provide awards in recognition of Local Emergency Planning Committee activities.

Responsibility: RRT Co-Chairs with Management Staff support.

Target Date: 4th Quarter

V. RRT Management and Oversight

- A. Prepare for and hold three RRT meetings. Continue rotating locations of meetings in different Region V States.

(Ongoing) Responsibility: U.S. EPA and Coast Guard with support from Management Staff.

- B. Hold a Joint Response Team meeting in conjunction with one of the RRT meetings.

Responsibility: Management Staff

Date to coincide with CANUSLAK 92 Exercise

- C. Prepare RRT semi-annual reports.

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4.

Responsibility: U.S. EPA and Coast Guard with input from Management Staff.

Target Date: January 31 and July 31, 1992

D. Prepare FY 93 work plan.

Responsibility: DOI (lead) and Management Staff.

Target Date: 4th Quarter

E. Maintain and distribute updated RRT membership roster as needed.

Responsibility: U.S. EPA

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RRT Management Staff members:

U.S. Environmental Protection Agency

U.S. Coast Guard

Federal Emergency Management Agency

Occupational Safety and Health Administration

National Oceanic and Atmospheric Administration

U.S. Department of the Interior

NOTES FROM SESSION ON "HOW THE RRT CONDUCTS BUSINESS"

Common Themes

Recorder: Christenson

- * Abstracts of scheduled presentations should be provided prior to meeting date
- * More incident reports as part of RRT meeting
- * Location of the meetings should be varied
- * More OSC participation in the meetings
- * Meetings should perhaps be extended to 2 days (this question referred to the management workgroup for consideration)
- * Provide regular Federal and State Agency status reports, and also include these as abstracts
- * Include some special subject reports at each RRT meeting
- * Include a training segment and/or exercise as part of some of the meetings
- * Use name tags
- * Include information, reports, and/or participation from other RRTs

States Breakout Group

Recorder: Tim Hicken

Reporter: Brenda Hagman

- * Round table updates with notes could be provided in a pre-meeting mailer
- * Identify action items for the RRT apart from "news" items and organize and present these separately
- * Present case histories and ICS examples
- * Rotate the sites for the RRT meetings
- * Provide opportunity and time for a state's caucus
- * The meetings should be organized with an initial plenary

session, followed by the meeting of separate workgroups, and then reconvene as the full RRT

- * More action oriented reports should be encouraged
- * Agenda items should be balanced between Oil and Hazardous program aspects
- * There should be formal calls for agenda items prior to the meeting

Coast Guard Breakout Group

Recorder: CDR Peek

Reporter: CDR Schaifersman

- * Ask the field units for agenda items
- * Distribute agendas to those the RRT wishes to have attend
- * Focus on helping the FOSCs via the RRT
- * Network better with other RRTs
- * Focus on responses (or lack of) and the lessons learned
- * Conduct exercises to train the RRT, and involve more people by holding the exercise at the meeting (this will produce team building)
- * What is the right frequency of meetings ?
- * Will RRT meetings need to exist after Area Committees become fully established ?

Federal Agencies Breakout Group

Recorder and Reporter: Terry Reuss

- * Use name cards
- * Have Federal agencies give reports - to include the Canadian agencies (about 5 minutes each)
- * Have reports by States on incident responses
- * Have MSO reports and reports by the NRC on its activities
- * Focus on support to OSCs and include more OSC participation

- * Can the NRC send incident reports to the RRT members ?
- * Re: Policy Issues; these should be identified by the RRT and assigned to the appropriate workgroup for discussion, debate, development of positions, etc. and then brought back to the RRT for resolution as necessary, and acceptance, adoption, etc.
- * We could encourage more "glitzy" presentations; e.g. multi-media, with videos, and the like
- * Include presentations on NCP revisions, especially for the OSCs and responders
- * Could the RRT become more proactive and have more impact on legislative issues and developments ?
- * Encourage other agency presentations re: trustees and have them participate actively in training
- * RRT meetings do provide good opportunity for team building
- * There is a need to spread the workload among the RRT's members
- * Could there be more new product DEMOs ?
- * Encourage a presentation by the NRT (e.g., once a year ?)
- * The management workgroup could be more active - it could set the agendas (It should become a primary workgroup)

Co-Chairs Breakout Group

Recorder: Sheila Calovich

Reporter: LT Weathers

Areas discussed included:

- Workgroup roles involvement and assignments; to include tasks, agendas, and duration of a workgroup
- The meetings; to include questions of location, length (e.g., overnights), and phone conferencing alternatives
- The initiation of an RRT newsletter, the call for agenda abstracts prior to the meeting, and the inclusion of site-specific discussions
- The role of exercises and training as adjunct to the RRT meeting

THE FEDERAL RESPONSE SYSTEM

1. Who is responsible for cleaning up a spill?

When oil or hazardous materials are released into the environment, it is the responsible party, either the owner, operator, the shipper or the spiller who must clean up the spill.

2. Who is the Federal On-Scene Coordinator?

The Federal On-Scene Coordinator (OSC) is a Federal official who coordinates Federal efforts and resources to assist the local community's response. The U.S. EPA is the Federal OSC for inland areas. The U.S. Coast Guard has predesignated Federal OSC's for coastal areas and major waterways.

3. Why do we need a Federal OSC?

First responders, Firefighters, Police, Emergency Medical Technicians and OSC's are called because of harm, or the threat of harm, to the public or to report an oil or hazardous substance spill. The OSC has, by Federal law, the responsibility and authority to respond to a release, or threat of release, of a hazardous substance to protect the public health or welfare or the environment.

4. What types of assistance can a Federal OSC provide?

The Federal OSC has initial authority to commit Federal resources and emergency disbursements to local and State governments. In a major incident, the long term environmental clean up and health protection actions that are conducted by the responsible party are overseen by State or Federal

authorities, generally, not the local commander.

5. How do we work together? Will the Federal OSC take charge?

During major incidents, State and Federal authorities may provide assistance to the local commander by conducting sampling and analysis of chemicals, providing specialized contractors or equipment or by providing detailed advice or other support functions. State or Federal authorities will not normally assume command from the local fire or police commander for short-term, on-site, public safety related issues. The following protocol, taken from the Regional Contingency Plan, guides the Federal OSC to their place in an incident command structure (ICS).

"This protocol recognizes that typically, but not necessarily, the Incident Commander (IC) will change as the incident progresses from being a public safety problem with the local fire chief as Incident Commander to an environmental incident with a State or Federal person as the Incident Commander." The plan directs the Federal OSC and or State personnel to:

- a. Identify themselves to the Incident Commander and integrate themselves into the established ICS usually as a technical specialist assigned to an operations group supervisor or as an operations group supervisor.

- b. Join an existing Unified Command or request the IC to establish a Unified Command.

- c. Assume the Incident Commander role when required by Federal or State law, or when an existing Incident Commander agrees to such a transition or when no ICS has been established. In

this case local efforts should be incorporated as operations section branches as appropriate.

6. Who is the Regional Response Team (RRT)?

The RRT includes representatives from each State in the Region and the following 15 Federal agencies:

U.S. EPA
U.S. Coast Guard
Department of Agriculture
Department of Commerce
Department of Defense
Department of Energy
Department of Health & Human Services
Department of the Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Federal Emergency Management Agency
General Services Administration
Nuclear Regulatory Commission

7. What do they do?

The Federal OSC can call on the RRT for technical advice and assistance. The Standing RRT provides a forum where Federal agencies and States exchange information on their response capabilities and develop policies and protocols to support the Federal OSC's.

During an incident, the RRT can be activated on-scene or through conference calls as an "incident specific RRT". An incident specific RRT consists of selected Agency representatives who have the technical expertise or contacts needed by the Federal OSC for the particular incident.

8. How do I get RRT assistance?

The RRT is activated either at the request of the OSC or any member Agency. Any State or Tribe can request the RRT be activated through their RRT representative.

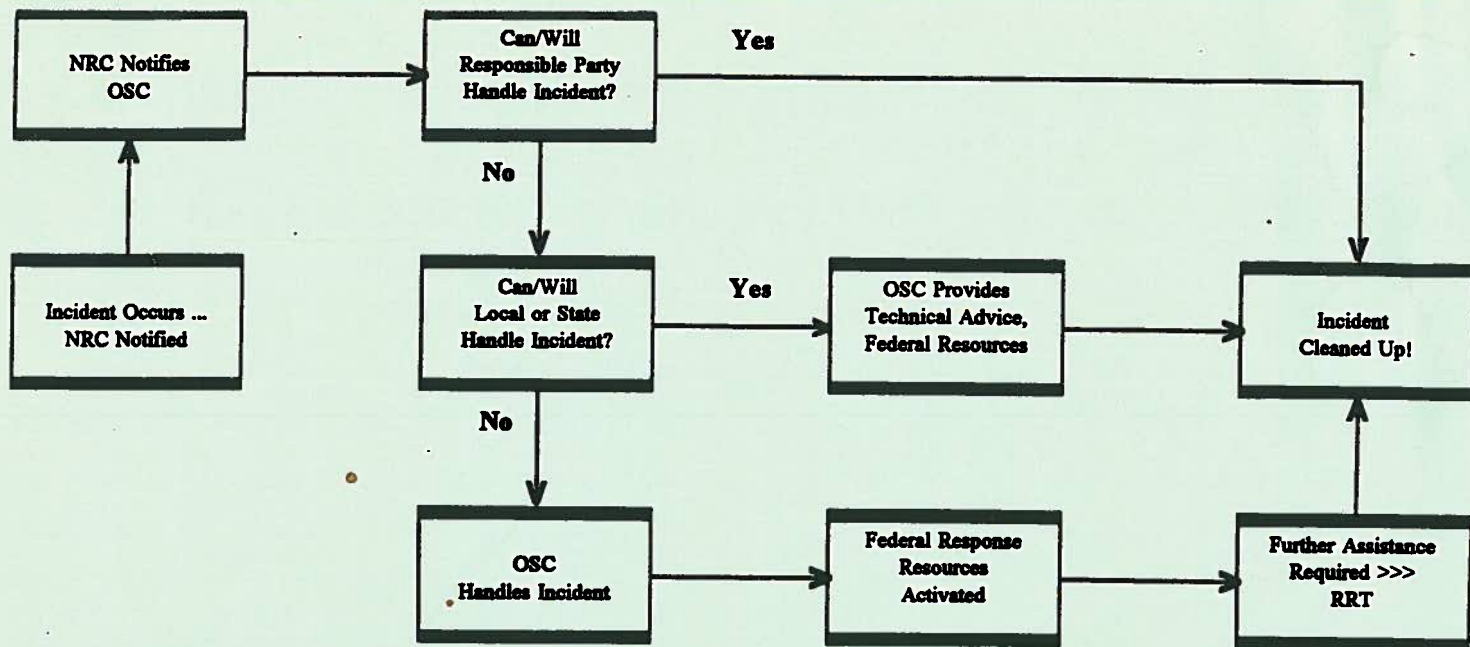
Once activated, the RRT often consults via teleconference call. This keeps the Agencies from burdening the response scene and allows them to be close to their support networks, staff, and resources. Sometimes Agencies have a local presence and respond as do other local responders. Examples of such a response would be the meeting of representatives from the Coast Guard, the Army Corps of Engineers and the U.S. Fish and Wildlife Refuge Managers.

9. Why do we need Federal help?

Many Federal Agencies have legal mandates to act in a response. Each Agency has specialized knowledge and expertise that rarely can be found locally, and often not in the State or Region. The RRT Agencies may be able to provide specialized equipment or funding when local capabilities are exceeded.

10. How do we work together?

A RRT that convenes for a specific incident includes State and local representation. This means that at least one decision-maker from each level of government becomes an RRT member for the duration of the incident. The OSC and RRT follow the Incident Command Protocol summarized above.



FIELD(name)

FIELD(address)

Dear FIELD(salutation):

The Region 5 Regional Response Team (RRT) will once again be distributing certificates of recognition to Local Emergency Planning Committees (LEPC's) within Region 5. These recognition certificates will be presented to those LEPC's that have demonstrated excellence in prevention and preparedness activities.

Each State Emergency Response Commission (SERC) will have the opportunity to nominate three LEPC's (or that body charged with the EPCRA responsibilities at the local level) for RRT recognition. The categories which are eligible for recognition are: training, exercising, planning, hazards analysis, and unique/innovative activities. Nominations will also be accepted for those in the private sector who have contributed to LEPC activities.

The RRT asks that the following documentation be provided to support your nominations. For planning, a copy of the LEPC plan must be submitted along with a state review of the plan. The plan should be of exceptional quality and exceed the minimal requirements specified in NRT 1. For hazard analysis, a copy of the analysis must be submitted. Nominations for excellence in exercises must be supported with the submittal of a third party evaluation. The evaluation would have to address the criteria set forth in FEMA's Hazardous Materials Exercise Evaluation Methodology and Manual.

Nominations for training activities must include course methodology, documentation and if available course evaluation. For outreach and innovative activities nominations, the product (example: a brochure) must be submitted.

Activities that qualify for private sector awards

include assisting in LEPC fundraising activities, volunteering expertise during an emergency response, assisting in emergency response strategies, developing public service materials, public education and gathering political support for the LEPC. This award is not intended for those who are responding to an accident involving their companies product or those who respond to incidents in the course of their jobs.

Activities under the eligible categories must have taken place or have been developed during the 1995 calendar year. Awards submitted without the proper documentation will not be considered.

All nominations must be submitted to U.S. EPA Region 5, Office of Chemical Emergency Preparedness and Prevention, 77 West Jackson, Mail Code: SC-9J, Chicago, Illinois 60604, Attention: Sheila Calovich. All nominations must be received by the close of business on Friday, April 5, 1996. Names of the nominations will be sent to the RRT membership in a subsequent mailing and it is anticipated that certificates will be presented at the May 1996 or the September 1996 RRT meeting.

If you or your staff should have any questions concerning these awards, please contact me at 312-353-1505. Our office looks forward to receiving your nominations.

Sincerely,

Sheila Calovich
Office of Chemical Emergency
Preparedness and Prevention

FIELD(cc)