

ATTACHMENT 4 – *OIL SPILL QUICK RESPONSE SHEET (QRS)*

OIL SPILL

*Keep in mind the Acronym SIN
Safety, Isolation, Notifications*

COMMENTS: Under Section 311 of the Clean Water Act, the Coast Guard has the responsibility to provide a safe and adequate response to oil discharges, or potential threats of discharges in the Navigable Waters and connecting tributaries of the United States. Responders will investigate source, cause, and any other violations of laws; assess discharge severity and cleanup feasibility; ensure cleanup action is undertaken.

INITIAL INFORMATION

Complete all required sections of the pollution incident folder

Reporting Party Name: _____

Reporting Party Address _____

Reporting Party Phone Number _____

Responsible Party Name: _____

Responsible Party Address: _____

Responsible Party Phone Number: _____

What happened? _____

What material was released? _____

How much was released? _____

Where material was released (City, County, State) _____

Location to nearest street corner or landmark: _____

When did it happen? _____

When was it discovered? _____

How did it happen? _____

What caused the discharge? _____

ACTION CHECKLIST

- ☐ Upon receiving notification of a spill, complete a Pollution Incident Case Folder
- ☐ Ask reporting party if NRC & California OES have been notified
- ☐ Notify NRC, 1-800-424-8802
- ☐ Notify California OES, 1-800-852-7550
- ☐ Is spill in our Zone? If not notify the EPA, 1-800-300-2193
- ☐ Consider if reporting party is a reliable source. If not, then try to have a local agency (fire, police, harbor master, etc.) confirm the spill.
- ☐ If possible, determine if spill is cleanable and if Responsible Party is taking sufficient removal action
- ☐ Notify FOSCR and ensure they are making further notifications, assist as necessary.
- ☐ Notify Chief of IMD (FOSCR should make this notification. Remind them that you haven't. Assist as necessary.)
- ☐ Notify Response
- ☐ Is Responsible Party taking sufficient action? If not, initiate federal cleanup if cleanup is feasible or source is in imminent danger of spilling further. FOSCR will work directly with Command Center in making determination.
- ☐ Create MISLE Notification. Forward Notification to duty PI and FOSCR
- ☐ Notify duty Investigating Officer if tanker man or licensed person in charge is involved.
- ☐ Notify duty Investigating Officer if incident involves a commercial vessel and spill is over 10,000 gallons of oil, and confirm alcohol/drug testing.
- ☐ If spill is greater than 100 gallons or a there is significant public/media interest, send POLREP

ADDITIONAL REFERENCES:

- (a) 40 CFR 300, National Contingency Plan [Link](#)
- (b) Sector SF Area Contingency Plans
- (c) Region IX, Regional Contingency Plan
- (d) IMD oil spill liability trust fund and CERCLA access guidelines (IMD bookshelf).

Critical Incident Communications

COMMENTS: The speed at which many national security incidents and operational events unfold requires nearly instant notification of high level civilian and/or military leadership to initiate emergency procedures and develop courses of action. The purpose of Critical Incident Communications is to provide a streamlined notification system and to rapidly disseminate initial, limited information about critical incidents throughout the Coast Guard and to interagency partners until more deliberate Situation Reports (SITREPS) can be developed. A critical incident is any incident of national interest. National level interest is presumed when it is conceivable that the Commandant or the Secretary of the Department of Homeland Security desires timely knowledge of the incident. The Critical Communications process begins within 5 minutes of notification to the command center of a critical incident. Although accuracy and detail are key elements in this process, timely notification is the priority during critical incidents.

** COMDT has given further guidance that low flying aircraft over a facility does not pose an immediate threat and does not require a CIC to be initiated.

Reference: COMDTINST 3100.8, Critical Incident Communications

INITIAL INFORMATION Date/Time of Report: _____ Received by: _____

Notified by: _____ Phone: _____

Type of Incident: ☐ Terrorism
☐ Attack/significant accident involving maritime critical infrastructure
☐ Intelligence that requires immediate attention of Commandant or higher authority
☐ Major Marine Casualty or higher
☐ Natural/Man-made Disaster
☐ Field command implementation of a change in MARSEC Level/FPCON
☐ Incident with national media attention
☐ Other

Incident resulting: _____

Location: _____

Agencies on scene: _____

USCG resources on scene: _____

Other Comments: _____

Corresponding QRS used: _____

VESSEL INFORMATION:

Vessel: _____ Vessel Type: _____ Cargo: _____

Length: _____ Lat: _____ Long: _____ Course: _____ Speed: _____

Port of Origin: _____ Destination: _____

FACILITY INFORMATION:

Facility: _____ Location: _____

Facility POC: _____ Phone: _____

Critical Incident Communication (cont.)

ACTION CHECKLIST

- ☐ **Initial Report-** Within **5 minutes** of notification of Critical Incident: Call 1-800-323-7233, request conference call with Sector Deputy/Commander, District, Area, and Coast Guard Command Center
- ☐ **Information Dissemination-** Within **15 minutes** of notification: Ensure receipt of Critical Incident Report via email (high importance) from Coast Guard Command Center (see enclosure 3 of reference a).
- ☐ **Follow-on Update-** Within **30 Minutes** of notification: Prepare for Coast Guard Command Center secure conference call including Sector Deputy/Commander, District Commander, Area Commander, Commandant (or designee). Make sure CG Command Center includes JTTF S/A Scott Rutz (510) 774-5305 (cell). CG Command Center will initiate the conference call.
- ☐ **Coordination-** Within **2 hours** of notification: Prepare for Coast Guard Command Center, video/teleconference with Sector Deputy/Commander, District Commander, Area Commander, and Commandant (or designee). CG Command Center will initiate the video/teleconference.
* If incident appears to be terrorist incident include LANTAREA Commander (or designee)
- ☐ Submit **SITREPS** to D11, PACAREA, Commandant at 0600 and 1800 Zulu time.
- ☐ **Information Sharing-** When practical, provide necessary information to applicable interagency and industry partners:
 - NRC
 - FBI
 - California OES
 - Local Law Enforcement
 - Area Maritime Security Committee

SUPPLEMENTAL NOTIFICATIONS

- ☐ D11 Public Affairs 510-437-3325

SUPPLEMENTAL ACTION

- ☐ Start Port Safety case file
- ☐ Recall Sector personnel for ICS
- ☐ Draft MSIB

ADDITIONAL REFERENCES:

- (a) COMDTINST 3100.8, Critical Incident Communications
- (b) QRS Terrorism, Civil Disturbance, Hijacking, Hostage, Natural Disaster, Marine Casualty, etc....

MARINE CASUALTY

Allision/Collision/Grounding/Sinking

COMMENTS: When a vessel is involved in a collision/allision, grounding or sinking, the initial concern is for life safety. Sector is responsible for SAR. Our second concern is vessel stability and thirdly, pollution mitigation: stopping the discharge and ensuring proper cleanup.

INITIAL INFORMATION: Date/Time of Report: _____		Received by: _____
Reporting Party: _____ Phone: _____		
VESSEL 1	VESSEL 2/OBJECT	
Vessel Name	_____	_____
Vessel Type:	_____	_____
Lloyds/Official/Number:	_____	_____
Call Sign/Flag:	_____ / _____	_____ / _____
Tonnage/Length:	_____ / _____	_____ / _____
Cargo/Quantity:	_____ / _____	_____ / _____
Vessel/Phone:	_____	_____
Agent/Owner Phone:	_____ / _____	_____ / _____
Location:	_____	_____
Damage info: (e.g. 1 ft hole, flood, fire, etc.)	_____	_____
Pollution info: (e.g. 500 gal diesel spilled) – Refer to Poln QRS if discharge.	_____	_____
Personnel Casualty:	_____	_____
Capable of maneuvering? _____	Capable of anchoring? _____	
Incident Description: _____		
Resources on scene: _____ Tug on scene? _____		
Weather: _____ Tide/Currents: _____		
Drug Test Initiated? _____		

870

MARINE CASUALTY

Allision/Collision/Grounding/Sinking (cont.)

ACTION CHECKLIST

- ☐ For SAR: Notify Operations Controller
- ☐ Verify that SF VMAP activation is or is not necessary. (IF Yes- Launch VMAP using VMAP QRS.)
- ☐ Get VCP from MISLE
- ☐ Notify Duty IO, Pollution Team Leader. Notify Duty MI if it's an inspected vessel.
- ☐ Notify Domestic Insp. Division Chief for inspected vessels and PSC Division Chief for foreign vessels.
- ☐ Brief CID, CPrev, CResp, SIO, Deputy Commander and Commander as necessary.
- ☐ Notify vessel's agent/owner
- ☐ Notify VTS, D11 OPCEN
- ☐ Create Port Safety Case File
- ☐ Create MISLE Notification. Forward Notification to duty IO.
- ☐ For collisions and groundings, have vessel sound its tanks. (Give this info to Duty MI)
- ☐ For groundings, have vessel check it's steering
- ☐ Notify ANT at 415-819-3097 (OPS) or 415-819-2966 (BMC)
- ☐ Maintain good notes / Logs for POLREP/SITREP information.
- ☐ Notify NRC and California OES if pollution or potential for pollution is involved.

Things to Consider:

- ☐ Passengers and crew on vessel
- ☐ Vessel's watertight integrity or stability, if flooding
- ☐ Is a bridge involved?
- ☐ Require vessel to remain in location and Not Move.
- ☐ Tug O/S
- ☐ Require master to either anchor vessel & repair, or obtain tug escort (COTP Order)
- ☐ Verify with FOSCR if Contract salvage/pollution response contractors are needed or OSTLF is needed.
- ☐ Pollution mitigation (if necessary): Is RP taking sufficient action?
- ☐ Notify Marine Safety Center
- ☐ BNM for Hazard to Navigation if necessary
- ☐ Fire
- ☐ Initiate pollution cleanup

SUPPLEMENTAL ACTION: Which may include the following:

- ☐ Establishing a safety zone: see ref (b)
- ☐ Issuing COTP Orders
- ☐ Request assistance from Bridge Section x3516
- ☐ Recalling personnel for response and/or to augment the watch
- ☐ Ordering the movement of vessels: see ref (c)
- ☐ Oil Pollution QRS
- ☐ Haz-Mat release QRS
- ☐ Alerting PAC Strike Team

ADDITIONAL REFERENCES:

(a) 46 CFR 4.05 - 4.06

(b) QRS Safety/Security Zones

(c) QRS COTP Orders

e) QRS Bridge Mishap

f) QRS Vessel Fire