



**Maine and New Hampshire Area Contingency Plan**  
**EMERGENCY NOTIFICATION**

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**REQUIRED NOTIFICATIONS**

All spills of oil or hazardous substance into navigable waters must be immediately reported by the spiller to the National Response Center (NRC). The NRC will contact appropriate local USCG or Environmental Protection Agency (EPA) offices.

**National Response Center (NRC)**  
**1-800-424-8802 Toll Free**  
**1-202-267-2675 Toll Call**

If it is not practical to contact the NRC, contact the nearest USCG office. The person in charge of the vessel or facility must also notify the NRC as soon as possible.

**Marine Safety Office Portland, Maine**  
**1-800-410-9549**  
**1-207-780-3251**

All spills of oil or hazardous substances into Maine must be immediately reported to Maine Department of Environmental Protection.

**Maine Department of Environmental Protection (DEP)**  
**24-hour Emergency Spill Response**  
**1-800-482-0777 (Oil)**                      **1-800-452-4664 (Hazardous Materials)**  
**207-657-3030 (Out of State)**        **207-624-7000 (Out of State)**

All spills of oil or hazardous substances in New Hampshire must be reported by the spiller to New Hampshire Department of Environmental Services.

**New Hampshire Department of Environmental Services (DES)**  
**24-hour Emergency Spill Response**  
**1-800-346-4009 (In State)**            **1-603-271-3636**

For spills occurring in the Inland Zone of Maine and New Hampshire, contact:

**U.S. Environmental Protection Agency, Region I**  
**1-617-223-7265**

Reports should also be made to the local Fire Department or Police Department as appropriate.

All reports should include the information listed on the following page.



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**SPILL NOTIFICATION REPORT**

INITIAL INFORMATION

Date/Time of Report: \_\_\_\_\_ Received by: \_\_\_\_\_

Notified by: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Has discharger notified National Response Center? Yes No

Date/Time of Spill: \_\_\_\_\_ Discharge stopped? Yes/No

Amount spilled: \_\_\_\_\_ Total potential: \_\_\_\_\_

Sheen/Slick size: \_\_\_\_\_

Material Spilled: \_\_\_\_\_

Location of Spill: \_\_\_\_\_  
\_\_\_\_\_

Suspected Source/Cause of Discharge: \_\_\_\_\_  
\_\_\_\_\_

Suspected Responsible Party/Address & phone: \_\_\_\_\_  
\_\_\_\_\_

What cleanup actions are taking place: \_\_\_\_\_  
\_\_\_\_\_

What other notifications have been made: \_\_\_\_\_  
\_\_\_\_\_



### **FIRST RESPONDER GUIDELINES!**

**REMAIN UPWIND, UPHILL OR UPSTREAM OF THE INCIDENT. FROM A SAFE DISTANCE, assess the situation. Use binoculars, if available, to view the scene. Attempt to determine if radiological materials or hazardous substances are present. Observe and note the following:**

- Effects on people, animals, and the environment;
- Container types, markings, placards and labels. If available, use the DOT Emergency Response Guidebook for reference;
- Signs of any released or discharged substances and any unusual or pungent odors;
- Wind direction and prevailing weather;
- Distance and direction of nearby dwellings; and
- Distance and direction of any nearby surface water.

**The initial responder shall then make notifications as listed in the preceding pages.**

**The initial responder shall not enter an area where the responder may become a victim, *even to rescue another*.**

**Until help arrives, the initial responder should:**

- Cordon off the incident area and establish a safe zone. If chemical vapors or flammable/ explosive materials are involved, evacuate all persons from the immediate area and remain upwind of the incident area; if sources of radiation or radioactive materials are suspected to be involved, use the principles of time, distance and shielding to reduce potential exposure;
- Enter the incident area only if properly trained and equipped with appropriate protective clothing and equipment;
- Render first aid to victims; be sure to notify medical personnel if radiation exposure or contamination is suspected;
- Serve as an on-scene communication point;
- Brief the response team leader or incident commander upon arrival.



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### Agency Notifications

For small spills in the Coastal Zone, generally USCG MSO Portland, ME DEP and/or NH DES, and the local Fire Department are notified and respond to mitigate the spill. Larger spills require the activation of the area response system, including resource trustees, and the response agencies will notify the following organizations as appropriate. Some of the notifications may be redundant but will serve to ensure that all parties which need to be involved are notified.

#### **USCG MSO Portland Notifications**

<b>Organization</b>	<b>Phone or Beeper</b>	<b>Comments</b>
Maine DEP	800-482-0777 Oil 800-452-4664 HAZMAT	Also a resource trustee
Maine State Police	800-482-0730 207-657-3030	
NH DES	603-271-3505 (DES) 603-271-3440 (Direct)	
New Hampshire State Police	603-271-3636	
EPA Region I	617-223-7265	
NOAA SSC	617-223-8016 bpr 800-759-8888	For trajectory, chemical info, etc. PIN 5798814
Dept of Interior	617-223-8565 cell 617-592-5444	Trustee <i>Alternate: D. Robertson 617-593-6855</i>
US Fish & Wildlife	603-431-7511 413 539-3194	Trustee
Passamaquoddy Tribe	207-796-5611x232	Trustee
Passamaquoddy Tribe	207-853-2600	Trustee
Penobscot Bay Indian Nation	207-827-7776 x7330	Trustee
NOAA Trustee/RRT Rep	800-759-8888 (skypage) PIN 1645420	Trustee Phone: 202-267-1321
US Dept of Defense	860-694-5649	Trustee
Canadian Coast Guard	902-426-6030	
National Parks & Reserves		
Wells Reserve	207-646-1555	
Acadia National Park	207-288-3338	
Rosevelt Campobello	506-752-2922	International Park
Environmental Groups:		
Friends of Casco Bay	207-799-8574	
Maine State Historian	207-287-2132	State Historic Preservation Officer
NH State Historian	603-271-6435	State Historic Preservation Officer
Local Fire Department		See section 5000 for phone numbers
Other Coast Guard Units:		
D1 Command Center	617-223-8555	
D1 (m)	617-223-8586	DRAT assistance
D1 SOHC	617-223-3202	Safety Officer
D1 Public Affairs	617-223-8515	Support for Public Affairs/JIC
Group Portland	207-767-0303	On water assets
Group SW Harbor	207-244-4236	On water assets
Airstation Cape Cod	508-968-6300	Aircraft for Overflights
NPFC	703-235-4756	Case Officer assistance



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Marine Safety Center	202-366-6441	Salvage assistance
Atlantic Strike Team	609-724-0008	Personnel and equipment support
PIAT	252-331-6000	Public Affairs/JIC support
MLC LANT	757-628-4112	Finance/Contracting support

#### **Maine Department of Environmental Protection Notifications**

<u>Organization</u>	<u>Phone or Beeper</u>	<u>Comments</u>
Dept of Conservation	207-2873821	Parks and Lands, Trustee
Dept of Inland Fish & Wildlife	207-941-4467 207-941-4448	Trustee 207-758-1168 (pager) 207-758-1192 (pager)
Dept of Marine Resources	207-633-9507	Trustee
Maine Marine Patrol	207-624-6550	
Dept of Health & Human Svcs	207-287-3290 207-287-8141	
Maine Emergency Mgmt	207-287-4080	
Maine Historic Preservation	207-287-2132	State Historic Preservation Officer
Maine State Police	800-452-4664	
Governor's Office	207-287-2531	
Maine DEP	800-482-0777 207-822-6300	

#### **New Hampshire Department of Environmental Services Notifications**

<u>Organization</u>	<u>Phone or Beeper</u>	<u>Comments</u>
NH Office of Emergency Mgmt	603-271-2231	
NH Fish & Game Dept	603-868-1095	Trustee
NH Marine Patrol	603-293-2037	
New Hampshire State Police	603-271-3636	
HAZMAT Division	800-346-4009	
NH Div of Historical Resources	603-271-6435	State Historic Preservation Officer
Governor's Office	603-271-4186	
NH Dept of Enviro Services	603-271-3440	



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### INITIAL ACTIONS CHECKLIST

- **Spill Information & Trajectory:**
  - Determine type and amount of product lost, loss/transfer rate, secure source
  - Trajectory: Movement based on wind/weather, tides and current; Consult NOAA SSC
  - Arrange for Overflights
  - Site Hazards: Evaluate if hazardous circumstances exist requiring special action:
    - Hazardous Substance Release
    - Fire/explosion hazard
    - Benzene, Sulfur, H<sub>2</sub>S hazard
    - Impacts to populated areas
    - Evacuation of Threatened Population
    - Requirements for Access Limitation (barricades, security fences, Safety Zone, etc.)
    - Requirements for Air Monitoring
  - Classify spill by size (Minor, Medium, Major) and type (e.g., Substantial hazard to health & public welfare)
- Initiate **Chronological Log** of events
- Establish lines of communication between federal, state and local response agencies
- Establish lines of communication with vessel/facility owner/operator, master, Qualified Individual
  - Determine Responsible Party actions and equipment mobilization
  - Determine location of Unified Command Post
- Establish **Incident Objectives** with other members of Unified Command
  - Life Safety: SAR, Public Safety (exclusion area, evacuations), Protection of Response Personnel
  - Incident Stabilization: Stop discharge, Vessel stability, Containment booming
  - Property Conservation: Protective booming (using GRP response strategies), Recover free floating oil, beach cleanup
- Implement **Geographic Response Plan** for location
- **Vessel Stability:**
  - Stop discharge
  - Assess damage (Use of divers)
  - Obtain tug assistance
  - Conduct Lightering operations
  - Conduct Salvage operations
- **Unified Command System Organization;** Implement support infrastructure:
  - Determine response structure consistent with Unified Command System principles that will be used, and from there determine level of support needed to positions in the structure
- **Mobilize personnel:**
  - Determine personnel needed for response, and identify source of personnel. Ensure personnel are properly trained, health and safety issues are addressed
  - Activate Local Spill Management Team (LSMT)
- **Mobilize equipment:**
  - Type of equipment needed
  - Quantity
  - Location – staging area
  - Support needed (boats, trucks, cranes, etc.)
  - Aircraft support for transporting equipment
  - Additional requirements



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- In necessary, contact State Police to facilitate movement of equipment

### INITIAL ACTIONS CHECKLIST (continued)

- **Site Safety:**
  - Develop Site Safety Plan
  - Establish Control Zones
  - Characterize site hazards
  - Conduct Air Monitoring
  - Assess training requirement
  - Select Personnel Protective Equipment requirement (D, C, B or A)
  - Establish Decontamination stations
  - Develop Medical Plan
- **Implement logistics support network:**
  - Logistics needed to support personnel
    - Food
    - Lodging
    - Additional Clothing
    - Transportation
  - Logistics needed to support response
    - Adequate communications
    - Establish Command
    - Air support (overflights)
    - Coast Guard and Auxiliary
    - Other agencies
- **Determine local impacts:**
  - Impact on water intakes (Industrial and Drinking water)
- Consider **Alternate Response Technologies:**
  - In-Situ Burning (see section 4640)
  - Use of Dispersants (see section 4621)
- Address **funding** issues
  - FOSC access to the federal funds (OSLTF/CERCLA)
  - State access to the federal funds
  - Access to state funds
  - Vendors – BOA policy
- Coordinate **volunteers**
- **Resources at Risk:**
  - Evaluate fish, wildlife and habitat protection strategies
  - Determine need for additional strategies to protect resources at risk
  - Coordinate with natural resource damage assessment personnel
  - Coordinate with natural resource trustees, ensure all trustees have been notified
- **Wildlife :**
  - Issue protocols for wildlife recovery
  - Activate Wildlife Rehabilitation contractor
- **Media:**
  - Be proactive
  - Issue Press Release
  - Hold Press Conference
  - Establish Joint Information Center



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- Develop Website for incident
- 0 **Protocols for VIPs**
  - Keep local government officials informed



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