



COMDTINST 16471.3  
21 AUGUST 2000

COMMANDANT INSTRUCTION 16471.3

Subj: AREA CONTINGENCY PLAN ORGANIZATION, CONTENT, REVISION CYCLE,  
AND DISTRIBUTION

- Ref:
- (a) Volume IX - Marine Environmental Protection – Marine Safety Manual, COMDTINST M16000.14, Chapter 4, Preparedness
  - (b) Volume VI - Ports and Waterways Activities - Marine Safety Manual, COMDTINST M16000.11, Chapter 8, Coast Guard Fire Fighting Activities
  - (c) Contingency Preparedness Planning Manual, Volume I, Planning Doctrine and Policy, COMDTINST M3010.11B
  - (d) Spills of Nonfloating Oils - Risk and Response, Committee on Marine Transportation of Heavy Oils

1. **PURPOSE.** This Instruction provides guidance regarding the organization, content, revision cycle, and distribution of coastal and Great Lakes area contingency plans (ACPs) developed through the area committee process under the direction of Coast Guard Federal On-Scene Coordinators (FOSCs). The goal of these changes is to streamline ACPs and have them present salient response information in a consistent manner, facilitating the public and private response community members' ability to respond appropriately. The ACP's structure and organization are aligned with the Incident Command System (ICS), but designed to provide enough flexibility to accommodate local and regional needs while maintaining a level of national consistency.

2. **ACTION.**

- a. Commandant (G-MOR), as program manager, shall coordinate the input of national level protocols and procedures and provide Area Contingency Plan guidance, clarification, and programmatic oversight as appropriate.
- b. Area commanders shall ensure that district commanders review, exercise, and promulgate ACPs as per the guidance provided by this Instruction.
- c. District commanders shall provide regional level ACP guidance and develop procedures for formal ACP review submissions within their jurisdictions to ensure approval by 1 October 2005, and triennially thereafter.
- d. Commanding officers of national strike force units shall review and maintain on file a current copy of each ACP within their area of responsibility (AOR).
- e. Commanding officers of marine safety offices (MSOs) and captains of the port (COTP) who oversee development of ACPs shall direct revision of ACPs consistent with the guidance provided in this Instruction.

3. **DIRECTIVES AFFECTED.** The ACP organization and revision cycle provided for in reference (a) and (c) is amended by this Instruction.

4. **BACKGROUND.**

a. Area contingency plans are required to contain sufficient guidance to ensure activities directed by FOSCs are conducted in compliance with applicable statutes and regulations. Area committee membership, responsibilities, and the content of ACPs are addressed in Section 311(j)(4) of the Federal Water Pollution Control Act (FWPCA), as amended by the Clean Water Act (CWA) and the Oil Pollution Act (OPA). Each area committee, under the direction of the FOSC for the area, is to prepare and submit an area contingency plan that shall -

- (1) be implemented in conjunction with the National Contingency Plan (NCP), be adequate to guide actions to remove a worst case discharge, and to mitigate or prevent a substantial threat of such a discharge, from a vessel operating in or near the area, offshore facility, or onshore facility;
- (2) describe the area covered by the plan, including the areas of special economic or environmental importance;

;

- (3) describe responsibilities of an owner or operator and of federal, state, and local agencies in removing, mitigating, or preventing a substantial threat of a discharge
  - (4) list the equipment (including fire fighting equipment), dispersants or other mitigating substances and devices, and personnel available to an owner or operator and Federal, State and local agencies;
  - (5) describe the procedures to be followed for obtaining an expedited decision regarding the use of dispersants; and,
  - (6) describe in detail how the plan is integrated with other area contingency plans and vessel, offshore facility, and onshore facility response plans
- b. Regulations promulgating area committee responsibilities are delineated in the NCP (Title 40 Code of Federal Regulations Part 300). Response actions are to be carried out in consultation with the appropriate RRTs, Coast Guard District Response Groups (DRGs), the NSFCC, Scientific Support Coordinators (SSCs), wildlife trustees, Local Emergency Planning Committees (LEPCs), and State Emergency Response Commissions (SERCs).

5. **DISCUSSION:**

- a. Since the publication of reference (a), plan improvements have been identified through incidents, exercises, and lessons learned. This Instruction prescribes changes to existing ACPs, and establishes the required organization, content, revision cycle, and distribution practices for coastal and Great Lakes ACPs. The objective is to improve the ACP's utility as a response tool and facilitate integration with appropriate governmental and non-governmental planning requirements. This will be accomplished through establishment of a functionally organized plan, focused on essential response information and minimizing the amount of support documentation. The functional grouping of the plan has been chosen to parallel the National Interagency Incident Management System (NIIMS) based Incident Command System (ICS) (i.e., Command, Operations, Planning, Logistics, Finance & Administration). While it is recognized that ICS is a response management structure and not a plan format, the utility of the plan as a "go to" response document will be enhanced by aligning the plan's format with the desired response management organization.
- b. Portions of the plan lend themselves to development at the national and regional levels. Generally speaking, this includes the national and regional policies, procedures and protocols associated with issues that extend beyond the scope of the local area committee. The national perspective on issues such as the Commandant's policy on use of public versus private resources, compliance policy with respect to the Endangered Species Act and the protection of historic properties, fund access and cost documentation procedures, all appropriately need to be articulated to the area committees. Equally significant are regionally based responsibilities

such as the approval, monitoring and decision protocols associated with dispersants and in situ burn response alternatives. To maintain consistency and relieve some of the burden placed on area committees to independently collect this information, input shall be distilled and provided to the field by the responsible national or regional level. Area committees may insert this response information directly into their plan, or customize it to suit their local needs so long as it is consistent with the parameters set forth in this instruction.

- c. The following sub-paragraphs address specific issues related to ACP organization, content, revision cycle, publishing and distribution.
  - (1) **Format:** Enclosures (1) and (2) delineate plan content, sequence, and the desired national organizational structure of the coastal and Great Lakes ACPs. Text portions are numbered for easier identification and compatibility with electronic format. Area contingency plans shall be organized so that section names, numbers and sequence mirror enclosure (1) down through the first two hierarchical levels (i.e., the thousand and hundred series). This requirement will allow plan users to easily locate information from within coastal and Great Lakes ACPs, and permits predictable citation and reference among different coastal and Great Lakes plans. Should area committees wish to propose improvements or alternatives to this national format, they may contact Commandant (G-MOR). To improve plan management, publishing and distribution, a generic "ICS format" template will be provided in Standard Workstation III word processing software along with user instructions to aid with this format transition.
    - (a) *Section Names and Numbers:* The first level of plan organization divides the plan into major sections: Introduction, Command, Operations, Planning, Logistics, Finance/Administration, and Appendices. These major sections are given whole, thousand series numbers (e.g. section 1000 is Introduction, 2000 is Command, etc.). The next level below the major sections are assigned hundred series numbers (e.g., 3100 is Operations Section Organization, 3200 is Recovery and Protection). Enclosure (1) reflects the required organizationally structured plan framework. How specific information is organized below a hundred level is left to the discretion of the area committee.
    - (b) *Section Content:* Enclosure (2) is provided as an example Table of Contents that has been fleshed out with suggested refinements that may be expanded upon below the hundred series. Information to be placed below the hundred series must be consistent with information potentially used by that section or branch. Liberal referencing or hyper-links to pertinent source information is preferred over re-paraphrasing existing documents whenever possible.
    - (c) *Reserved/Open Sub-Sections:* Under every major thousand-level section, an entire hundred series section has been reserved for the area committee or the cognizant Coast

Guard district's (i.e., X900) discretionary use. Information identified and placed under this reserved section shall not contain information that would appropriately fit under any of the identified mandatory section headings. This reserved sub-section is set aside to allow flexibility for area committees and districts to accord special nuances and unanticipated circumstances.

- (d) *Regional flexibility*: To accommodate the variability of local and regional circumstances, a degree of flexibility is allowed for within the plan's numeric architecture. As shown in enclosure (2), below the hundred level of the ACP's numeric format, area committees have discretionary influence over how information is exhibited, provided it is consistent with the section in which it lies.
- (2) **Plan Revision Schedule**: Revisions required by this instruction shall be completed by the 2005 planning cycle (FY 2005). After 2005, plans will undergo a triennial plan review cycle as shown in enclosure (3). This cycle will correspond with the National Preparedness for Response Exercise Program (PREP) schedule that requires a major exercise of the entire plan every three years. After a PREP exercise, the lessons learned should be incorporated into a major update and re-promulgation of the ACP. In between PREP exercises, the ACP should be reviewed annually for minor changes, such as points of contact and phone numbers. A change should be entered for this information; however, a complete re-promulgation is not required. Training and drills carried out in between these yearly reviews should identify these changes.
- (3) **Plan Review, Approval and Distribution**: District commanders shall receive ACPs for formal review through procedures developed by the district commander and according to the schedule established in this Instruction. The ACP review process shall verify consistency with applicable statutes in accordance with 40 CFR 300.210 (c) and relevant programmatic guidance. Prior to returning a reviewed plan, district (m) is responsible for ensuring that the NSFCC and the RRT are provided an opportunity to comment. The NSFCC shall be consulted with to ensure that identified strike force capabilities and operational procedures are accurate. RRTs should be asked to examine ACPs focusing attention on interagency coordination, use of alternate response techniques, and regional asset coordination issues. After consideration of any timely comments received from the NSFCC or RRT, district (m) shall either recommend that the district commander return the plan for implementation, or return it to the area committee, identifying specific deficiencies along with recommendations for corrective actions. In addition to distribution among area committee members and other entities designated by the area committee, a copy of each plan shall be made available to Commandant (G-MOR), the NSFCC, and the NSF team providing regional support to that coastal or Great Lake area. Electronic copies on a compact disc are acceptable. Following review, plans and/or plan changes shall be distributed by the district according to the ACP's distribution list.

- (4) **Electronic Versions:** As plans are converted to an electronic format, they should be uploaded on Coast Guard approved server space. Posted electronic versions will be available to the public and vessel and facility response plan holders for electronic downloading and viewing through standard computer software programs. Any Coast Guard initiated ACP web page postings on the World Wide Web (WWW) shall be undertaken in conformance with Commandant (G-SIA) directives (Information and Technology Directorate, Office of Architecture and Planning). Commandant (G-MOR) will maintain the Vessel Response Plan - ACP Contact webpage with hyper-links to electronically posted ACPs. Commandant (G-MOR) shall be notified of any plan changes so the ACP Contact webpage may be updated with the latest revision date.
- (5) **Hazardous Substance Planning:** Federal statutes mandate contingency planning for the removal of discharges for both oil and hazardous substances (FWPCA Section 311(j) and CERCLA Section 105). Relevant hazardous substance response information shall be appropriately integrated throughout the ACP.
- (6) **Marine Fire Fighting Contingency Planning:** Reference (b) directed the revision of marine fire fighting contingency plans (MFFCP) and allowed integration of those plans within ACPs. District commanders must determine whether specific Areas within their jurisdiction may retain stand alone MFFCPs, or fully integrate marine fire response information into the ACP. If the stand-alone MFFCP option is exercised, the ACP must clearly refer users to the MFFCP where applicable. References to marine fire fighting response resources shall distinguish between public & private sources.
- (7) **Geographic Response Sub-plans:** Some districts/area committees have determined that organization and presentation of certain area information in separate, geographically delineated, sub-sections facilitates the response-oriented utility of the plans. These geographic response sub-plans may continue to be retained as distinct components within the ACPs, provided they are listed in section 9700 - List of Response References. It will be necessary to cross-reference or hyper-link appropriate sections of the ACP to the relevant location within the geographic response sub-plans.
- (8) **Heavy Oil Spill Planning:** Reference (d) investigated the cause and effect of nonfloating oil spills. If a substantial risk of nonfloating oil spills exists based on volume/frequency and trade patterns experienced in the area committee's AOR, the ACP should incorporate this information. ACPs in high-risk areas should include emergency regulatory issues and resources and information necessary to respond to nonfloating oil spills. For example, detailed items should include procedures for

emergency dredging permits, pre-approval protocols with the RRT, and other resources available to specifically respond to nonfloating oil spills. Other information that should be included is found in chapter 4 of reference (d), Barriers to Effective Response. A copy of this reference will be provided to each area committee.

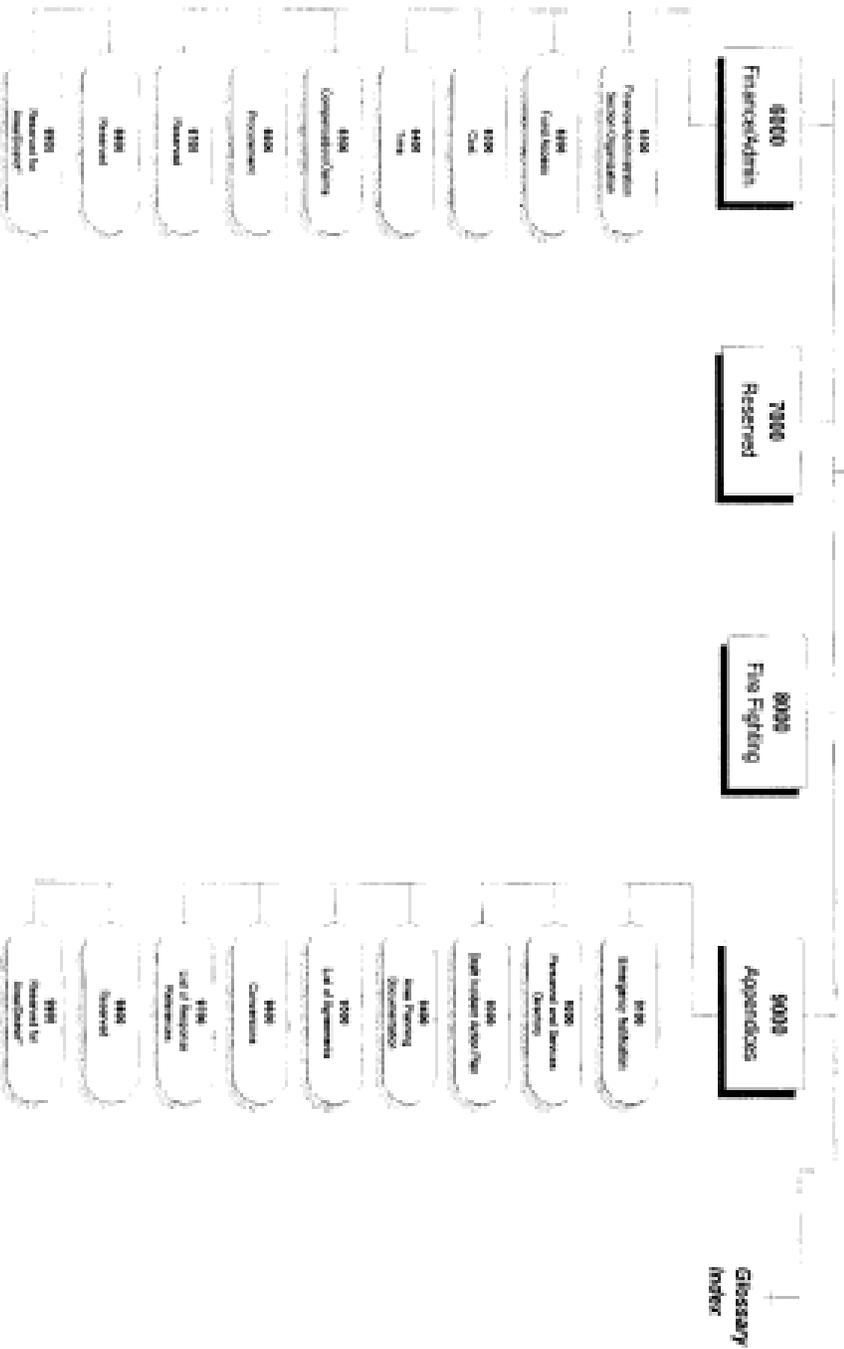
Enclosures: (1) Format for ACP (levels 1 and 2)  
(2) Format for ACP (detailed levels)  
(3) ACP Revision Cycle

# Area Contingency Plan

1000	2000	3000	4000	5000
Introduction	Command	Operations	Planning	Logistics
1100 Production/Authority	2100 United Command	3100 Operations Section Organization	4100 Planning Section Organization	5100 Logistics Section Organization
1200 Geographic Boundaries	2200 Safety	3200 Recovery and Protection	4200 Situation	5200 Support
1300 Area Committee	2300 Information	3300 Emergency Response	4300 Resources	5300 Services
1400 National Response System	2400 Liaison	3400 Av Ops	4400 Documentation	5400 Communications
1500 SNA/Local Response System	2500 Reserved	3500 Staging Areas	4500 Demobilization	5500 Reserved
1600 National Policy and Doctrine	2600 Reserved	3600 Wishes	4600 Environmental	5600 Reserved
1700 Reserved	2700 Reserved	3700 Reserved	4700 Technical Support	5700 Reserved
1800 Reserved	2800 Reserved	3800 Reserved	4800 Risk Consequence, Factors & Consideration	5800 Reserved
1900 Reserved for Area/DIRT*	2900 Reserved for Area/DIRT*	3900 Reserved for Area/DIRT*	4900 Reserved for Area/DIRT*	5900 Reserved for Area/DIRT*

\* Place holder for additional information consistent with Section theme and not required to be addressed elsewhere

# Area Contingency Plan (cont.)



\* Please Update the additional information associated with Section B above and add required to the appropriate categories

***Area Contingency Plan Sample Format***

**Approval Letter**

**Letter of Transmittal**

**Record of Changes**

**Table of Contents**

**1000 - Introduction**

- 1100 - Introduction/Authority
- 1200 - Geographic Boundaries  
*(Note- This section should also describe jurisdiction and list adjacent areas/country borders and POC's for any transboundary issues)*
- 1300 - Area Committee
  - 13XX - Purpose
  - 13XX - Organization
  - 13XX - Charter Members
- 1400 - National Response System
  - 14XX - National Response Structure
    - 14XX.X - SONS
  - 14XX - RRT Structure
  - 14XX - Area Response Structure
    - 14XX.X - Federal/State Role in Incident Response
  - 14XX - Incident Command System
  - 14XX - Area Exercise Mechanism
  - 14XX - Federal Response Plan
  - 14XX - Federal Radiological Response Plan
- 1500 - State/Local Response System
- 1600 - National Policy & Doctrine
  - 16XX - Public vs Private Resource Utilization
  - 16XX - Best Response Concept
  - 16XX - Cleanup Assessment Protocol (How Clean is Clean)
  - 16XX - Dispersant Pre-Approval/Monitoring/Decision Protocol
  - 16XX - Insitu Burn Approval/Monitoring/Decision Protocol
  - 16XX - Bioremediation Approval/Monitoring/Decision Protocol
  - 16XX - Fish and Wildlife Acts Compliance (Migratory Bird Act, Marine Mammal Act, Endangered Species Act, etc.)
  - 16XX - Protection of Historic Properties (National Historic Preservation Act)
  - 16XX - Alternative Response Technology Evaluation System (ARTES)
  - 16XX - Specialized Monitoring of Applied Response Technology (SMART)
- 1700 - Reserved
- 1800 - Reserved
- 1900 - Reserved for Area/District

**2000 - Command**

- 2100 - Unified Command
  - 21XX - Command Representatives
    - 22XX.X - Federal Representative
    - 22XX.X - State Representative
    - 22XX.X - Responsible Party (RP) Representative
  - 21XX - Guidance for setting response objectives
  - 21XX - General response priorities
- 2200 - Safety
  - 22XX - Site characterization

- 22XX - Site Safety Plan Development
- 2300 - Information
  - 23XX - Protocol for Access/Timing of Media Briefings
  - 23XX - Joint Information Center (JIC)
  - 23XX - Media Contacts
- 2400 - Liaison
  - 24XX - Investigators
  - 24XX - Federa/State/Local Trustees
  - 24XX - Agency Reps
  - 24XX - Stakeholders
    - 24XX.X - Environmental (*Sierra Club, Save the Bay, etc.*)
    - 24XX.X - Economic (*Port operators, tourist hotels, etc.*)
    - 24XX.X - Political (*local, state, etc.*)
- 2500 - Reserved
- 2600 - Reserved
- 2700 - Reserved
- 2800 - Reserved
- 2900 - Reserved for Area/District
- 3000 - Operations**
- 3100 - Operations Section Organization
  - 31XX - Organization Options
- 3200 - Recovery and Protection (*Hyperlink or reference to other sections or documents where appropriate*)
  - 32XX - Protection
    - 32XX.X - Containment and Protection Options
  - 32XX - On-Water Recovery
    - 32XX.X - Recovery Options
    - 32XX.X - Storage (*e.g. on board, x-fer to storage tanks, etc.*)
  - 32XX - Shoreside Recovery
    - 32XX.X - Shoreline Cleanup Options
    - 32XX.X - Pre-Beach Cleanup
    - 32XX.X - Storage
  - 32XX - Disposal
    - 32XX.X - Waste Management and Temporary Storage Options
    - 32XX.X - Decanting Policy
    - 32XX.X - Sample Waste Management Plan (*ref. Permits in Planning*)
  - 32XX - Decon
    - 32XX.X - Sample Decon Plan
  - 32XX - Dispersants
    - 32XX.X - Dispersant Options
    - 32XX.X - Dispersant Checklists
    - 32XX.X - Preauthorized Zones
    - 32XX.X - Dispersant Response Plan Worksheet (*Spreadsheet provided by HQ*)
    - 32XX.X - SMART Protocol (*incorporate by reference*)
    - 32XX.X - Types of Equipment Required (*reference Logistics Support 5300 for equipment sources*)
  - 32XX - ISB
    - 32XX.X - ISB Options
    - 32XX.X - ISB Checklists
    - 32XX.X - Preauthorized Zones
    - 32XX.X - Types of Equipment Required
  - 32XX - Bioremediation
- 3300 - Emergency Response
  - 33XX - SAR
    - 33XX.X - SAR Area Resources (*reference as necessary*)
  - 33XX - Salvage/Source Control
    - 33XX.X - Assessment & Survey

- 33XX.X - Stabilization
- 33XX.X - Specialized Salvage Operations
- 33XX.X - Types of Equipment required (*reference Logistics as necessary*)
- 33XX.X - Salvage Guidelines
- 33XX - Marine Fire Fighting (*reference section 8000 or stand-alone plan as appropriate*)
- 33XX - Hazmat (*reference to separate section or stand-alone plan as nec.*)
- 33XX.X - Initial Emergency Response Procedures
- 33XX.X - Evacuation Procedures
- 33XX.X - Hazmat POC's
- 33XX.X - Types of Equipment required (*reference Logistics for hazmat services*)
- 33XX - EMS
- 33XX.X - Emergency Medical Services (*reference Logistics as needed*)
- 33XX - Law Enforcement
- 33XX.X - Perimeter/Crowd/Traffic/Beach Control
- 33XX.X - Safety/Security Zones
  
- 3400 - Air Ops
- 34XX - Air Tactical
- 34XX.X - Aerial Surveillance
- 34XX.X - Aerial Dispersant Application
- 34XX.X - Procedures for Temporary Flight Restrictions
- 34XX.X - Permanent Area Restrictions
- 34XX - Air Support
- 34XX.X - Airports/Helibases
- 34XX.X - Helospots
- 34XX.X - List of Certified Helo's/Aircraft Providers
- 34XX.X - Fuel/Maintenance Sources
- 34XX.X - Air Traffic Control Procedures
  
- 3500 - Staging Areas
- 35XX - Pre-Identified Staging Areas
- 35XX - Security
  
- 3600 - Wildlife (*reference 3200 or GRP's as necessary*)
- 36XX - Fish and Wildlife Protection Options
- 36XX - Recovery
- 36XX.X - Wildlife Recovery Operations/Procedures
- 36XX.X - Recovery Processing
- 36XX.X - Carcass Retrieval and Processing
- 36XX - Wildlife Rehab
- 36XX.X - Wildlife Rehab Operations
- 36XX.X - Rehab Facilities
- 36XX.X - Rehab Procedures
  
- 3700 - Reserved
- 3800 - Reserved
- 3900 - Reserved for Area/District
  
- 4000 - Planning**
- 4100 - Planning Section Organization
- 41XX - Planning Section Planning Cycle Guide
  
- 4200 - Situation
- 42XX - Chart/Map of Area
- 42XX - Weather/Tides/Currents (*Major seasonal patterns and sources for up to date information*)
- 42XX - Situation Unit Displays (*reference, or hyperlink, to the FOGas appropriate*)
- 42XX - On Scene Command and Control (OSC2)
- 42XX - Required Operational Reports (*e.g. Form 209, POLREPs, SITREPS*)
  
- 4300 - Resources
- 43XX - Resource Management Procedures
- 43XX.X - Check-in Procedures

- 43XX - Volunteers
  - 43XX.X - Assistance Options
  - 43XX.X - Assignment
  - 43XX.X - Coordination
  - 43XX.X - Training
- 4400 - Documentation
  - 44XX - Services Provided (e.g. Reproduction, FOIA)
  - 44XX - Administrative File Organization
- 4500 - Demobilization
  - 45XX - Sample Demob Plan (Reference or hyperlink as appropriate. Sample provided by HQ)
- 4600 - Environmental  
*(reference and hyperlink to appropriate GRPs, Fish & Wildlife Protection Strategies or other appropriate information)*
- 4700 - Technical Support
  - 47XX - Hazardous Materials
    - 47XX.X - Toxicologist
    - 47XX.X - Product Specialist
    - 47XX.X - Certified Marine Chemist
    - 47XX.X - Certified Industrial Hygienist
    - 47XX.X - Chemist or Chemical Engineer
    - 47XX.X - Sampling
  - 47XX - Oil
    - 47XX.X - Scientific Support Coordinator
    - 47XX.X - Lightering
    - 47XX.X - Salvage
    - 47XX.X - Shoreline Cleanup Assessment
    - 47XX.X - Natural Resource Damage Assessment
    - 47XX.X - Specialized Monitoring of Applied Response Technologies (SMART)
    - 47XX.X - Response Technologies (Dispersion, ISB, Bioremediation, Mechanical)
  - 47XX - General
    - 47XX.X - Decontamination
    - 47XX.X - Disposal
    - 47XX.X - Dredging
    - 47XX.X - Deepwater Removal
    - 47XX.X - Heavy Lift
  - 47XX - General
    - 47XX.X - Cultural & Historic Properties
    - 47XX.X - Legal
    - 47XX.X - Chaplain
    - 47XX.X - Public Health
    - 47XX.X - Human Resources
    - 47XX.X - Critical Incident Stress Management
  - 47XX - Law Enforcement
  - 47XX - SAR
  - 47XX - Marine Fire
- 4800 - Required Correspondence, Permits & Consultation
  - 48XX - Administrative Orders
  - 48XX - Notice of Federal Interest
  - 48XX - Notice of Federal Assumption
  - 48XX - Letter of Designation
  - 48XX - Fish and Wildlife Permits
  - 48XX - ESA Consultations
  - 48XX - Disposal
  - 48XX - Dredging
  - 48XX - Decanting
- 4900 - Reserved for Area/District
- 5000 - Logistics**
- 5100 - Logistics Section Organization

5200 - Support *(This section should be user friendly, like a telephone directory, where information about sources of support during a response can be found quickly. Include: What the object/service is, POC, phone number, and what they can offer. Hyperlink to more information such as web pages, etc. in electronic version as appropriate)*

- 52XX - Supply (summarize in/out of area in each)
  - 52XX.X - Oil Response Equipment
  - 52XX.X - Hazardous Substance Response Equipment
- 52XX - Facilities
  - 52XX.X - Incident Command Post Options
  - 52XX.X - Incident Command Post Needs (rooms, phones, fax, copiers, tables/chairs, security, radios, etc.)
  - 52XX.X - Berthing
  - 52XX.X - Port/Dock Facilities/Capacities
  - 52XX.X - Staging Areas
  - 52XX.X - Security Providers
  - 52XX.X - Airports/Heliports
  - 52XX.X - Temporary Storage and Disposal Facilities (TSDs)
  - 52XX.X - Maintenance and Fueling Facilities (land/water)
  - 52XX.X - Fish and Wildlife Response Facilities and Resources
- 52XX - Vessel Support
  - 52XX.X - Boat Ramps/Launching Areas
  - 52XX.X - Vessel/Boat Sources
  - 52XX.X - Maintenance
- 52XX - Ground Support
  - 52XX.X - Vehicle Sources
  - 52XX.X - Maintenance

5300 - Services

- 53XX - Food
  - 53XX.X - Catering/Messing Options
- 53XX - Medical
  - 53XX.X - Medical Facilities
  - 53XX.X - Ambulance/EMS Services

5400 - Communications

- 54XX - Communications Plan
  - 54XX.X - Incident Communications
  - 54XX.X - Communications Support
  - 54XX.X - Communication Facilities

*(Note: Other Personnel and Services not listed here should be included as an appendix "pull out" or hyperlink)*

5500 - Reserved

5600 - Reserved

5700 - Reserved

5800 - Reserved

5900 - Reserved for Area/District

**6000 - Finance/Administration** (reference the new Finance and Resource Management Field Guide)

6100 - Finance/Administrative Section Organization

6200 - Fund Access

- 62XX - OSC Access
- 62XX - State Access
- 62XX - Trustee Access

6300 - Cost

- 63XX - Cost Documentation Procedures, Forms & Completion Report (reference National Pollution Fund Center Technical Operating Procedures; Finance and Resource Management Field Guide)

6400 - Time

6500 - Compensation/Claims

6600 - Procurement  
66XX - Contracting Officer Authority

6700 - Reserved

6800 - Reserved

6900 - Reserved for Area/District

**7000 - Reserved**

**8000 - Marine Fire Fighting**

*(Note- This Section can include the Marine Fire Fighting Plan. As an alternative, the Marine Firefighting Plan could be referenced as a stand-alone plan or included in Section 3300.)*

**9000 - Appendices (Information in this section may be referenced to or hyperlinked to a separate document as appropriate)**

9100 - Emergency Notification (May be a one sheet LIST that can be copied, and easily updated)

- 91XX - Initial Awareness, Assessment & Notification Sequence
  - 91XX.X - Initial Assessment Check-off List
  - 91XX.X - Initial Action Check-off List
  - 91XX.X - Notification Check-off List

9200 - Personnel and Services Directory *(Include if needed with hyperlinks as appropriate. This should be a user friendly "telephone directory" and can be easily updated)*

- 92XX - Federal Resources/Agencies
  - 92XX.X - Trustees for Natural Resources
  - 92XX.X - USCG
    - 92XX.XX - USCG National Strike Force (NSF)
    - 92XX.XX - USCG District Response Assist Team (DRAT)
    - 92XX.XX - Public Information Assist Team (PIAT)
    - 92XX.XX - USCG Reserve
    - 92XX.XX - USCG Auxiliary
  - 92XX.X - NOAA
    - 92XX.XX - Scientific Support Coordinator
    - 92XX.XX - Discharge & Release Trajectory Modeling
    - 92XX.XX - Oceanic & Atmospheric Modeling
  - 92XX.X - US Navy Supervisor Salvage (SUPSALV)
  - 92XX.X - EPA Emergency Response Teams
  - 92XX.X - Agency for Toxic Substance and Diseases (ATSDR)
- 92XX - State Resources/Agencies
  - 92XX.X - Government Official Liaisons (Governor's Aide, County Executive)
  - 92XX.X - Trustees for Natural Resources
  - 92XX.X - State Emergency Response Committees (SERC)
  - 92XX.X - State Environmental Agencies
  - 92XX.X - State Historic Preservation Office
  - 92XX.X - Law Enforcement Agencies
  - 92XX.X - Hazardous Substances Response Teams
- 92XX - Local Resources/Agencies
  - 92XX.X - Trustees for Natural Resources
  - 92XX.X - Local Emergency Planning Committees (LEPC)
  - 92XX.X - Local Environmental Agencies
  - 92XX.X - Law Enforcement Agencies
  - 92XX.X - Port Authority/Harbormaster
  - 92XX.X - Fire Departments
  - 92XX.X - Hazardous Substances Response Teams
  - 92XX.X - Explosive Ordinance Detachments (EOD)
  - 92XX.X - Site Safety Personnel/Health Departments
- 92XX - Private Resources
  - 92XX.X - Clean-up Companies (BOA & Non-BOA)
  - 92XX.X - Media (Television, Radio, Newspaper)
  - 92XX.X - Fire Fighting/Salvage Companies/Divers
  - 92XX.X - Fishing Cooperatives and Fleets
  - 92XX.X - Wildlife Rescue Organizations

- 92XX.X - Volunteer Organizations
- 92XX.X - Maritime Associations/Organizations/Cooperatives
- 92XX.X - Academic Institutions
- 92XX.X - Laboratories
- 92XX.X - Emergency Medical Services
- 92XX - Stakeholders (Political/Elected, Environmental, Economic, Scientific, Cultural & Historic Interest Groups/Organizations/Individuals having potential to be a stakeholder during a response. May be set up in Matrix or Tabular Format, indicating charter/interest, expertise & way to contact)

9300 - Draft Incident Action Plan (IAP) (*i.e., for Worst Case Discharge Scenario. Site Safety Plan included in IAP. Should not be attached to plan, may be referenced or hyperlinked*)

9400 - Area Planning Documentation (*Does not have to be attached to plan, may be cross referenced w/ cite where mentioned*)

- 94XX - Discharge & Release History
- 94XX - Risk Assessment
- 94XX - Planning Assumptions - Background Information
- 94XX - Planning Scenarios

9500 - List of Agreements (*e.g. existing MOUs/MOAs/Programmatic and Mutual Aid Agreements related to response - Should not be attached to plan, may be referenced or hyperlinked*)

9600 - Conversions

9700 - List of Response References (*Should not be attached to plan, may be referenced or hyperlinked*)

- 97XX - Relevant Statute/Regulations/Authorities List
- 97XX - Relevant Instructions/Guidelines/Standard Procedures and Practices List
- 97XX - Geographic Response Plans
- 97XX - Technical References List
- 95XX.X - NCP Product List
- 95XX.X - Catalog of Crude Oil & Oil Product Properties
- 95XX.X - CHRIS Manual
- 95XX.X - FOG

9800 - Reserved

9900 - Reserved for Area/District

**Glossary**

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**ACP User Satisfaction Survey1354 (to be provided by HQ)**