

**INITIAL MARINE INCIDENT  
RESPONSE CHECKLIST**



**NAME OF INCIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ASR INCIDENT COMMANDER:** \_\_\_\_\_

Record incident details using the attached ASR form "Incident Information and Notification for Alaska Waters."

Contact Alaska Steamship Response (ASR) Duty Officer\*

- 1-907-586-3307 (name: \_\_\_\_\_)
- if needed, identify ASR helper: \_\_\_\_\_
- Hire administrative assistant.

\* Normally, the ASR Duty Officer will carry out the rest of the components of this checklist, but ASR members may be asked to assist.

- Determine who is the Qualified Individual (QI): \_\_\_\_\_
- Establish communication with QI. Set call back and coordination schedule: \_\_\_\_\_

Contact one or more of the following ASR principals. (See notification card for contact numbers – cell numbers provided below.) Discuss initial game plan.

- Dave Eley (Juneau @ 907-723-4299)
- Mike Conway (Juneau @ 907-321-5440)
- Tom Gemmell (Juneau @ 907-723-3358)
- Paul Axelson (Ketchikan @ 907-617-1200)
- Les Cronk (Ketchikan @ 907-617-1207)
- Bob Berto (Ketchikan @ 907-617-1212)
- Bob Arts (Anchorage @ 907-223-9713)

Dispatch two ASR representatives to the vicinity of the incident.

- Name: \_\_\_\_\_
- Contact information: \_\_\_\_\_
- Name: \_\_\_\_\_
- Contact information: \_\_\_\_\_

Notify National Response Center [1-800-424-8802]

- Name of person taking report: \_\_\_\_\_
- Case / Incident number: \_\_\_\_\_

- Notify State of Alaska, Department of Environmental Conservation
  - 1-800-478-9300 after normal working hours for all locations
  - Southeast ADEC: 1-907-465-5340
  - Central ADEC: 1-907-269-3063
  - Northern ADEC: 1-907-451-2121
  - Name of person taking report: \_\_\_\_\_

- Contact Federal On Scene Coordinator (FOSC)
  - U.S. Coast Guard Captain of the Port (COTP)
    - Anchorage: 1-907-271-6700
    - Juneau: 1-907-463-2450
    - Valdez: 1-907-835-7205
  - 17<sup>th</sup> U.S. Coast Guard District Command Center, if unable to contact COTP
    - 1-907-463-2000
  - Name of person taking report: \_\_\_\_\_

- Establish communications with key owner/operator representatives.
  - Name(s): \_\_\_\_\_
  - Contact information: \_\_\_\_\_
  - Unified Command role: \_\_\_\_\_
  - ASR role: \_\_\_\_\_
  - Arrange for P&I Club contract with owner/operator.

- Notify Oil Spill Response Organizations (OSRO)
  - SEAPRO: 1-907-225-7002 ([www.seapro.org](http://www.seapro.org))
  - CHADUX: 1-907-348-2365 / 1-888-831-3438 ([www.chadux.com](http://www.chadux.com))
  - CISPRI: 1-907-776-5129
  - Other: \_\_\_\_\_

- Determine contract requirements for OSRO and initiate contract arrangements.  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Assign Safety Officer duties to one of the following:
  - Dave Eley
  - Mike Conway
  - Tom Gemmell
  - Tim Robertson
  - Jim Hill
  - Provided by owner/operator:
    - Name: \_\_\_\_\_
    - Contact information: \_\_\_\_\_

- E-mail ASR response team members with the following information
  - quick summary of incident details
  - estimate location and duration of need for ASR responders
  - request availability of individual responders
  - provide ASR Incident Commander contact information
  - ask responders to stand by emergency telephone numbers
  
- Send text message to ASR response team members, asking them to check EMAIL ASAP (for the above message).
  
- Assign Logistics Section Chief to arrange for ASR responders and transportation.
  - Receive EMAIL responses from ASR responders on availability for assignment.
  - ASR IC to provide ASR responder needs in EMAIL above.
  - Arrange for ASR responder transportation to locations near anticipated command posts (as assigned by ASR IC) and for field support services.
  
- Obtain vessel tank diagrams and capacity
  - ADEC, or
  - Plan holder (Eley for AMHS) or OOPS 985-781-0804
  
- Review Response Plans for vicinity of incident ([www.dec.state.ak.us/spar/perp](http://www.dec.state.ak.us/spar/perp)) for overview of critical issues of the site and to form initial response strategies.
  
- In consultation with FOOSC and SOOSC, identify command post locations and on scene staging areas. Advise Logistics Chief of any changes.
  
- Assign personnel to Incident Management
  - Incident Commander\*: \_\_\_\_\_
    - Alternate: \_\_\_\_\_
  - Deputy IC:\*\* \_\_\_\_\_
    - Alternate: \_\_\_\_\_
  - Section Chiefs\*\*\*
    - Planning: \_\_\_\_\_
      - Alternate: \_\_\_\_\_
    - Operations: \_\_\_\_\_
      - Alternate: \_\_\_\_\_
    - Logistics/Finance: \_\_\_\_\_
      - Alternate: \_\_\_\_\_
  - On scene representatives: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* available at all times w/in 2 hours after notification and capable of arriving in-

region w/in 6 hours

\*\* capable of arriving in-region w/in 6 hours

\*\*\* capable of arriving in-region w/in 12 hours

- Assign additional responders to arrive in-region w/in 24 hours (Use reverse)
  - Vessel fuel capacity equal to or less than 30,000 gallons: minimum of five
  - Vessel fuel capacity greater than 30,000 gallons: minimum of 10

- ASR IMT establishes ICS organization and command post space for operations.

- Prepare ICS forms (available on ASR web site).

- ICS-201, Incident Brief
- ICS-202, Incident Objectives
- ICS-203, Incident Map/Chart
- ICS-204, Work Assignments

- Establish Planning Cycle.

- Set Incident Brief meeting:
  - Time: \_\_\_\_\_
  - Location/teleconference instructions: \_\_\_\_\_

- Prepare owner/operator's representative for public information duties.

- Name / title: \_\_\_\_\_
- Contact information: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INCIDENT INFORMATION CHECKLIST

### A. Reporting party

1. Name: \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Phone(s): \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Address: \_\_\_\_\_

### B. Responsible Party /Involved parties

1. Name of representative: \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Phone(s): \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Other organizations representing RP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### C. Incident Details:

1. Date/Time: \_\_\_\_\_
2. Vessel information:
  - Name: \_\_\_\_\_
  - Owner: \_\_\_\_\_
  - Ship agent: \_\_\_\_\_
  - Flag: \_\_\_\_\_
  - Type of vessel: \_\_\_\_\_
  - Cargo: \_\_\_\_\_
  - Hull construction: \_\_\_\_\_
  - Length: \_\_\_\_\_
  - Beam: \_\_\_\_\_
  - Draft: \_\_\_\_\_
  - Fuel type and capacity: \_\_\_\_\_
  - Other hazardous materials: \_\_\_\_\_
3. Vessel condition (i.e., stability, fire, flooding): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Injuries: \_\_\_\_\_

5. Spill details

- Substance/amount: \_\_\_\_\_
- Rate of release: \_\_\_\_\_
- Release secured: YES/NO
- Body of Water: \_\_\_\_\_
- Describe pollutant plume: \_\_\_\_\_  
\_\_\_\_\_

6. Cause of Incident: \_\_\_\_\_  
\_\_\_\_\_

7. Location

- Latitude: \_\_\_\_\_
- Longitude: \_\_\_\_\_
- Describe nearest port/city to scene of incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Weather conditions:

- Visibility: \_\_\_\_\_
- Wind direction and speed: \_\_\_\_\_
- Air temperature: \_\_\_\_\_

9. Sea conditions

- Wave height: \_\_\_\_\_
- Direction: \_\_\_\_\_
- Swells: \_\_\_\_\_
- Tide condition: \_\_\_\_\_

10. Summary of Response actions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Media & Political interest: \_\_\_\_\_  
\_\_\_\_\_

12. Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_