

Maryland-National
Capital Region
Area Contingency Plan
(MNCR-ACP)

Charters

Annex BB
May 2021.3

Record of Changes

Change Number	Change Description	Part Number	Change Date	Name
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1000 Introduction

The charters are to formally define the roles, responsibilities, membership, and operational procedures of the Area Committee subcommittees, oversight, resource allocation, conflict resolution, and reporting for the Area Committee. These charters outline how the subcommittees will guide the development and maintenance of the Area Contingency Plan, coordinate committee activities, and ensure effective collaboration among federal, state, and local agencies, as well as technical advisors. It also specifies meeting frequency, agenda management, voting procedures, and compensation policies to ensure transparent and efficient committee operations. The MNCR-AC has the following Subcommittees with Charters:

- Maryland National Capital Area Committee
- Executive Streeting Committee
- Risk Analysis Subcommittee
- Geographic Response Strategies Subcommittee
- Salvage and Marine Firefighting Subcommittee
- Training and Exercises Subcommittee

2000 Maryland National Capital Area Committee Charter



Prepared By: LCDR C. Bodner and LT J. Nyman

Date: July 30, 2024

Created under the Oil Pollution Act of 1990, the Maryland-National Capital Region (MD-NCR) Area Committee is a component of the National Response System as established under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). The Area Committee complements the National Preparedness System as defined by the Department of Homeland Security (DHS) by facilitating preparedness efforts of the "whole community" to promote and strengthen the National Preparedness mission areas of Prevention, Protection, Mitigation, Response, and Recovery. The Area Committee prepares an Area Contingency Plan (ACP) for their area, under the direction of the Federal On-Scene Coordinator (FOSC) and in conjunction with the Regional Response Team, National Strike Force, State Emergency Response Commissions, Local Emergency Planning Committees, District Response Advisory Team and Preparedness Staff, Scientific Support Coordinator, and other stakeholders. The ACP provides the framework and tools needed to ensure coordinated and effective planning, preparedness for, and response to oil and hazardous substance discharges up to and including a worst-case discharge into the navigable waters of the United States. The Area Committee also promotes compliance with applicable wildlife, historical, and cultural resource laws while conducting preparedness activities or response actions.

Oversight: The Area Committee maintains an Executive Steering Committee (ESC), which performs strategic oversight of and provides direction to the Area Committee. The purpose and composition of the ESC are described in greater detail in the MD-NCR Area Committee ESC Charter.

Chair and Vice-Chair: The FOSC serves as the Chair for the Area Committee. The State On-Scene Coordinator (SOSC) for Maryland serves as the Vice-Chair.

Area Committee Participation: Per the Coast Guard Marine Environmental Response Manual, COMDTINST M16000.14 (series), broad Area Committee representation provides for effective spill response planning and preparedness. Appendix A of the Manual contains a list of agencies for potential inclusion on the Area Committee. All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations.

USCG policy differentiates between different levels of Area Committee participation:

- **Members:** Members must belong to federal, state, local, tribal, or territorial government agencies. The MD-NCR Area Committee ESC shall appoint members, in writing, to serve on the Area Committee.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be charter members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable.
- **Observers:** While not designated in policy, observers are neither members nor members at large, but still may attend Area Committee meetings. Area Committee meetings are open to the public.

Subcommittees and workgroups: The ESC will establish subcommittees, including permanent and ad hoc committees and workgroups, as needed to support planning and preparedness functions of the Area Committee.

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Maryland-National Capital Region Area Committee Charter



Subcommittees can be function-specific, geographic, or temporary. The subcommittee or workgroup chair must be an appointed member of the Area Committee. The FOSC can designate members from the Area Committee and other organizations to appropriate subcommittees and workgroups. Participants can include individuals such as facility and vessel owners/operators, spill cleanup contractors, emergency response officials, marine pilots, chemical manufacturers, salvage and marine firefighting entities, and members of other qualified organizations from the local community, such as NGOs.

The following are standing subcommittees of the MD-NCR Area Committee:

- Geographic Response Strategies Subcommittee
- Risk Analysis Subcommittee
- Salvage and Marine Firefighting Subcommittee
- Training and Exercise Subcommittee

Chair: The Commander, Coast Guard Sector Maryland-National Capital Region is the FOSC and serves as the Chair of the ESC and Area Committee. In the absence of the Sector Commander, the Deputy Sector Commander will serve as Chair. The FOSC is ultimately responsible for ensuring the ESC and Area Committee fulfill its purpose and adheres to the terms of this Charter. The FOSC or their designee will communicate ESC and Area Committee business or issues, as deemed appropriate, up the Coast Guard chain of command. The FOSC will ensure continuing USCG administrative and logistical support of the ESC and Area Committee by appointing a Secretary.

Secretary: The Emergency Management and Force Readiness Department Head serves as the Area Committee and ESC Secretary. The Secretary is a non-voting member responsible for administrative and logistical support of the Area Committee, including but not limited to coordinating Area Committee and ESC meetings, formatting/disseminating meeting agendas and minutes, preparing the Area Committee's Annual Report, managing documentation, and other tasks assigned by the Chair and/or Vice-Chair.

Vice-Chair: The Vice-Chair assists the Chair and Secretary in developing meeting agendas, maintaining the Area Committee and ESC Charters, facilitating meetings, providing agency-specific reports as needed, and supporting the ESC in fulfilling its purpose as outlined in the ESC Charter. The Vice-Chair must ensure the ESC and Area Committee operate in accordance with this Charter and other applicable policy and guidance.

Area Committee Members: Members may participate in the activities of subcommittees and workgroups, which include but are not limited to assisting the ESC and Area Committee in reviewing and updating the ACP, participating in exercising of the ACP, promoting interagency collaboration and preparedness, and sharing best practices and lessons learned that may be of value to the Area Committee. They may assist the ESC and Area Committee individually or as representatives of the organization with which they are affiliated. Members must conform to all applicable requirements, procedures, and protocols for Area Committee activities.

Subcommittees and workgroups: Additional standing or temporary subcommittees and workgroups may be established upon approval of the ESC. The ESC will determine membership and/or target audience of such groups, unless otherwise established in a subcommittee or workgroup charter. ESC members may be asked to contribute personnel, resources, or leadership to support subcommittee or workgroup activities. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the ESC, via the Secretary, for final decision. Subcommittees and workgroups chairs will report their progress to the ESC and Area Committee at scheduled meetings and as needed.

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Frequency: The Area Committee will meet bi-annually to share information relevant to its purpose, enable members to introduce topics, receive updates on projects, and conduct such business as deemed necessary by the ESC. Subcommittee and workgroup chairs will determine the meeting frequency of their respective groups. The Secretary will ensure all planned meeting dates are included on the Area Committee's annual calendar.

Agenda: The Secretary will draft a meeting agenda prior to each scheduled Area Committee meeting and release it to the membership in the associated meeting invite. The meeting agenda will also be posted to Coast Guard Sector Maryland-National Capital Region's Homeport page. Area Committee meeting agendas may include OSC remarks, presentations from the members, ESC and member agency reports, subcommittee and workgroup updates, an open forum for discussion, annual calendar review, logistics for the next meeting, and other pertinent topics.

Rules and administration: The FOSC chairs the Area Committee and the Secretary, or his/her designee, facilitates Area Committee meetings. Robert's Rules of Order will guide meeting conduct. Members of the public wishing to attend an Area Committee meeting may coordinate through the Executive Secretary. All guests must check in with the Secretary prior to the start of any meeting.

Voting: No formal voting is conducted during Area Committee meetings as these meetings are for information sharing only.

Compensation: Area Committee members who are not Coast Guard employees do not receive financial compensation from the Coast Guard.

Chair signature: <u><i>Patrick Burgett</i></u>	Printed name: <u>PATRICK BURGETT</u>	Date: <u>7/30/2024</u>
Vice-Chair signature: <u><i>Geoffrey D. Dunbar</i></u>	Printed name: <u>Geoffrey D. Dunbar</u>	Date: <u>7/30/2024</u>
Member signature: <u><i>Juanita Mingleolph II</i></u>	Printed name: <u>Juanita Mingleolph II</u>	Date: <u>9/17/2024</u>
Member signature: <u><i>Elizabeth A. Lohman</i></u>	Printed name: <u>Elizabeth A. Lohman</u>	Date: <u>10/22/24</u>

3000 Executive Steering Committee Charter



Prepared By: LCDR C. Bodner and LT K. Wrieden

Date: July 30, 2024

The Maryland-National Capital Region (MD-NCR) Area Committee Executive Steering Committee (ESC) performs the following functions:

- Create and maintain a comprehensive Strategic Plan for the Area Committee to achieve the Area Committee’s mission and vision in accordance with statutory, regulatory, and agency policy;
- Identify Area Committee members;
- Oversee scheduling and operations of the Area Committee and coordinate its agenda;
- Establish, direct, guide, monitor, approve, and communicate the work of Area Committee subcommittees and workgroups;
- Ensure effective development, implementation, and maintenance of the Area Contingency Plan. Monitor and review updates to the Area Contingency Plan at regular ESC meetings;
- Allocate agency resources (personnel/budgets) to support Area Committee initiatives;
- Establish priorities when objectives conflict or as emergent issues impose changes to be considered;
- Resolve any conflicts and disputes, and help reconcile differences of opinion and approach; and
- Report on progress to those responsible at a higher level, such as senior agency, organization, or industry leaders and elected or appointed governmental officials.

Executive Steering Committee:

- **Permanent ESC Members:** USCG Sector MD-NCR, Maryland Department of the Environment, Virginia Department of Environmental Quality, and District of Columbia Department of Energy & Environment On-Scene Coordinators (OSC) are permanent members of the Steering Committee, in addition to the Area Committee Secretary, who is the USCG Sector MD-NCR Emergency Management and Force Readiness Department Head, in accordance with Coast Guard policy.

Role	Agency	Title
Chair	United States Coast Guard, Sector Maryland-NCR	Federal On-Scene Coordinator
Vice-Chair	Maryland Department of the Environment	State On-Scene Coordinator
Member	District of Columbia Department of Energy & Environment	State On-Scene Coordinator
Member	Virginia Department of Environmental Quality	State On-Scene Coordinator
Secretary	United States Coast Guard, Sector Maryland-NCR	Emergency Management and Force Readiness Department Head



- **ESC Technical Advisors:** A core group of technical advisors will serve on the ESC including the NOAA Scientific Support Coordinator, DOI Regional Environmental Officer, and representatives of the USFWS and Maryland Historical Trust. The OSCs may select additional technical advisors to serve on the ESC and advise them on committee functions. The ESC may leverage the experiences, expertise, and insight of key individuals within agencies, organizations, and industry partners that are committed to ensuring appropriate strategic direction as it relates to the activities and actions of the MD-NCR Area Committee. ESC Technical Advisors are not directly responsible for managing MD-NCR Area Committee activities, but they provide support and guidance for those who do. ESC Technical Advisors should:
 - Understand the strategic implications and outcomes of initiatives being pursued through various project outputs;
 - Appreciate the significance of issues under review for some or all stakeholders and consider their interests;
 - Possess a genuine interest in all initiatives;
 - Be an advocate for broad support for the outcomes being pursued across the entire portfolio of Area Committee projects;
 - Have a comprehensive understanding of individual project management issues, resource allocation, and mission priorities.

C. Meetings

Frequency: The ESC will meet quarterly, or as required, to track issues, monitor the implementation progress of various projects, and ensure on-going support is provided to stakeholders. The Secretary will ensure all planned meeting dates are included on the Area Committee's annual calendar.

Agenda: The Secretary will draft a meeting agenda prior to each scheduled ESC meeting and release it to the membership in the associated meeting invite. ESC meeting agendas may include OSC remarks, subcommittee and workgroup reports and tasking, ACP review and updates, Strategic Plan updates, upcoming Area Committee meeting agenda review/approval, logistics for the next meeting, and other pertinent topics.

Rules and administration: The FOSC chairs the ESC and the Secretary, or his/her designee, facilitates ESC meetings. Robert's Rules of Order will guide meeting conduct. All ESC meetings are closed to the general membership and public unless authorized by the FOSC. Requests by the general membership and public to attend ESC meetings may be submitted through the Secretary. All guests must check in with the Secretary prior to the start of any meeting.

Voting: At the discretion of the ESC membership, motions can be introduced and voted upon. Motions receiving a majority vote of a duly constituted quorum of the ESC membership shall be adopted and recorded in the meeting minutes. A duly constituted quorum is established when a simple majority of the ESC membership is represented in person and/or telephonically. Permanent ESC members and ESC Technical Advisors, with the exception of the Secretary, Coast Guard District representative(s), and EPA Region 3 representative(s), will receive one vote. Designated alternates may only vote when the ESC member they represent is absent. Voting may be conducted via teleconference or electronically on a case-by-case basis with approval of the FOSC.

Compensation: The ESC Vice-Chair, ESC Members, and ESC Technical Advisors do not receive financial compensation from the Coast Guard.

D. Charter Approval

Chair signature: <u></u>	Printed name: <u>Patrick Burkett</u>	Date: <u>7/30/2024</u>
Vice-Chair signature: <u></u>	Printed name: <u>Geoffrey L. Donahue</u>	Date: <u>7/30/2024</u>
Member signature: <u></u>	Printed name: <u>Juvon T. Mingledorff II</u>	Date: <u>9/17/2024</u>
Member signature: <u></u>	Printed name: <u>Elizabeth A. Lohman</u>	Date: <u>10/22/24</u>

4000 Risk Analysis Subcommittee Charter



Maryland-National Capital Region Area Committee: Risk Analysis Subcommittee

Prepared By: LCDR C. Bodner

Date: September 24, 2024

A. Purpose

The purpose of establishing subcommittees is to enable the Maryland-NCR Area Committee (AC) to undertake a more diverse and significant set of work tasks than would otherwise be possible. Subcommittees, therefore, are tasked by the Executive Steering Committee (ESC) with taking on specific work on behalf of the AC and report via the Secretary or his/her designee. As such, subcommittees:

- Represent the entire MD-NCR AC in the conduct of their work; and
- Are responsible to the MD-NCR AC in terms of defining the work to be conducted, informing ESC, through the Area Committee Secretary, regarding progress and unanticipated challenges, and reporting subcommittee findings in a timely fashion.

In addition to accomplishing the tasks for each subcommittee, subcommittee work will have the broader goal of enhancing the knowledge base of team members around the critical issue areas on which they are working.

B. Subcommittee Objectives

Primary Objective:

Conduct risk analysis to clearly define Worst Case Discharge (WCD) scenarios around which the Maryland-National Capital Region Area Contingency Plan (ACP) is built.

Sub-Objectives:

- Establish a clearly defined and repeatable risk analysis process for inclusion in a Risk Analysis Annex to the ACP.
- Revise the WCD matrix annually using the process defined in the Risk Analysis Annex. This matrix should inventory all WCD scenarios of concern within the AC's AOR.
- Document the annual risk analysis by incorporating the revised WCD matrix into the base plan of the ACP and any supporting data into the Risk Analysis Annex.
- Coordinate with other standing and ad-hoc subcommittees, as required.

C. Subcommittee Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The MD-NCR AC shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable. If multiple individuals from a similar industry or non-profit sector (e.g. cruise ship owner/operator, petroleum transfer facility owner, wildlife-focused NGO, etc.) desire to participate in the subcommittee, the Chair will designate one representative per sector as a member at large. This member at large will liaise with other interested parties within their sector.

Subcommittee: The Subcommittee Chair, and Vice-Chair if designated, shall be appointed in writing by the Maryland-NCR Area Committee. The Chair must be a member of the MD-NCR AC. The Vice-Chair may be



selected from members or members-at-large from the Area Committee. Members should expect to serve for two years in their position in the subcommittee. Membership will be reviewed and validated annually by the MD-NCR AC.

D. Subcommittee Meetings

Meeting Schedule and Process

The Subcommittee will meet at a minimum quarterly to accomplish established objectives within timelines set by the MD-NCR Area Committee. Subcommittee meetings do not require a quorum. The Chair and Vice-Chair shall maintain awareness of the subcommittee's progress and any issues regarding project advancement. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the MD-NCR AC via the Area Committee Secretary for final decision. The Subcommittee Chair or Vice-Chair shall brief progress towards assigned tasking at any scheduled Area Committee meeting.

Meeting Agenda

Subcommittees may establish their own agenda or follow the agenda outlined below:

- A. Introductory items such as objectives review
- B. Review project(s) status timeline update
- C. Conduct/initiate subcommittee activities
- D. Review progress and summarize new actions following current subcommittee meeting
- E. Plans, date and location for next meeting

E. Subcommittee Tasking and Deadlines

To fulfill the overall Subcommittee Objectives listed above, the Chair and Vice-Chair, if designated, will develop and maintain a Plan of Action and Milestones (POA&M). The Chair will work with the ESC to develop reasonable timelines for deliverables and will communicate progress, needs, and challenges to the ESC and AC at their regular meetings. The current POA&M will be maintained as a working enclosure to this charter.

5000 Geographic Response Strategies Subcommittee Charter



Maryland-National Capital Region Area Committee: Geographic Response Strategies (GRS) Subcommittee

Prepared By: LT M. Welsh

Date: October 18, 2024

A. Purpose

The purpose of establishing subcommittees is to enable the Maryland-NCR Area Committee (AC) to undertake a more diverse and significant set of work tasks than would otherwise be possible. Subcommittees, therefore, are tasked by the Executive Steering Committee (ESC) with taking on specific work on behalf of the AC and report via the Secretary or his/her designee. As such, subcommittees:

- Represent the entire MD-NCR AC in the conduct of their work; and
- Are responsible to the MD-NCR AC in terms of defining the work to be conducted, informing the ESC, through the Area Committee Secretary, regarding progress and unanticipated challenges, and reporting subcommittee findings in a timely fashion.

In addition to accomplishing the tasks for each subcommittee, subcommittee work will have the broader goal of enhancing the knowledge base of team members around the critical issue areas on which they are working.

B. Subcommittee Objectives

Primary Objective:

Conduct administrative reviews and complete on-site evaluations and updates of existing ACP geographic response strategies, or create them, as needed, to ensure maximum efficacy for field responders.

Sub-Objectives:

- Rank GRS for validation and determine relevance based on on-site geographic realities and established sensitive sites.
- Review industry plan GRS against ACP GRS to ensure consistency and reduce duplication of effort.
- Communicate with industry exercise planners to test ACP GRS and if necessary, incorporate any updates.
- Coordinate with other standing and ad-hoc subcommittees, as required.

C. Subcommittee Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The MD-NCR AC shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable. If multiple individuals from a similar industry or non-profit sector (e.g. cruise ship owner/operator, petroleum transfer facility owner, wildlife-focused NGO, etc.) desire to participate in the subcommittee, the Chair will designate one representative per sector as a member at large. This member at large will liaise with other interested parties within their sector.

Subcommittee: The Subcommittee Chair, and Vice-Chair if designated, shall be appointed in writing by the Maryland-NCR Area Committee. The Chair must be a member of the MD-NCR AC. The Vice-Chair may be selected from members or members-at-large from the Area Committee. Members should expect to serve for two



years in their position in the subcommittee. Membership will be reviewed and validated annually by the MD-NCR AC.

D. Subcommittee Meetings

Meeting Schedule and Process

The Subcommittee will meet at a minimum quarterly to accomplish established objectives within timelines set by the MD-NCR Area Committee. Subcommittee meetings do not require a quorum. The Chair and Vice-Chair shall maintain awareness of the subcommittee's progress and any issues regarding project advancement. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the MD-NCR AC via the Area Committee Secretary for final decision. The Subcommittee Chair or Vice-Chair shall brief progress towards assigned tasking at any scheduled Area Committee meeting.

Meeting Agenda

Subcommittees may establish their own agenda or follow the agenda outlined below:

- A. Introductory items such as objectives review
- B. Review project(s) status timeline update
- C. Conduct/initiate subcommittee activities
- D. Review progress and summarize new actions following current subcommittee meeting
- E. Plans, date and location for next meeting

E. Subcommittee Tasking and Deadlines

To fulfill the overall Subcommittee Objectives listed above, the Chair and Vice-Chair, if designated, will develop and maintain a Plan of Action and Milestones (POA&M). The Chair will work with the ESC to develop reasonable timelines for deliverables and will communicate progress, needs, and challenges to the ESC and AC at their regular meetings. The current POA&M will be maintained as a working enclosure to this charter.

6000 Salvage and Marine Firefighting Subcommittee Charter

Serving the Safety, Security, Environmental and Economic Interests of the Maryland-National Capital Region Maritime Domain

Maryland-National Capital Region Salvage and Marine Firefighting Subcommittee Charter	
Authority and Jurisdiction	<p>The Maryland-National Capital Region (MD-NCR) Salvage and Marine Firefighting (SMFF) Subcommittee (hereinafter referred to as the Subcommittee), is established under the dual authorities of the Federal Maritime Security Coordinator (FMSC) and the Federal On-Scene Coordinator (FOSC) as delegated to the Captain of the Port (COTP) for the Sector MD-NCR COTP Zone, as defined in 33 CFR § 3.25-15, which encompasses the State of Maryland and National Capitol Region, as defined in 10 U.S.C. § 2674 (f)(2), including the Upper Chesapeake Bay, tributaries thereof, and Maryland coastline out to 150 miles.</p> <p><i>This charter may be updated periodically by the COTP as deemed necessary.</i></p>
Scope	<p>The scope of the Subcommittee is to inform the COTP on topics pertaining to the development, maintenance, and validation of the Sector MD-NCR COTP Zone Salvage Response Plan (SRP) and the Marine Firefighting Plan (MFFP) section of the MD-NCR Area Contingency Plan (ACP). The Subcommittee reports to both the Area Maritime Security Committee (AMSC) and Area Committee (AC).</p>
Mission Statement	<p>Employing a “whole of response community” approach, sustain a current and relevant SMFF plans that facilitates a coordinated and optimized approach to planning for, responding to, mitigation of, and recovering from SMFF incidents.</p>
Objectives	<ol style="list-style-type: none"> 1. Establish and maintain a forum for SMFF subject matter experts from both the public and private sectors to contribute to a joint planning process. 2. Develop and maintain SMFF Plans that emphasizes coordinated response and unified command principles, including interoperable communications and resource coordination. 3. Support port risk assessment activities as deemed appropriate by the COTP. This includes safety, environmental, security and economic risks associated with SMFF incidents. 4. Support the development and sustainment of a training programs that promote operational readiness across the maritime response community. 5. Maintain situational awareness on resource capabilities and gaps; ensure response strategies and tactics are correspondingly addressed and adjusted in the SMFF Plans. 6. Support the development and maintenance of Quick Response Cards (QRCs) that, when utilized, will facilitate timely, consistent, coordinated, and efficient response to SMFF incidents. 7. Actively support exercise planning, execution, and after-action activities in accordance with both the Area Maritime Security Training and Exercise Program (AMSTEP) and Planning for Preparedness Exercise Program (PREP) as appropriate. 8. Help ensure lessons learned from both SMFF exercises and real-world events are commensurately addressed in the SRP and ACP’s MFFP updates and revisions. 9. Support communication and outreach initiatives pertaining to SMFF topics as they apply to the broader maritime community.
General Organizational Structure	<p>The Subcommittee is comprised of both members from public Federal, State and Local Government agencies and the private sector Marine Transportation System (MTS) industry. Formal positions include three co-chairs from the public sector and an executive secretary. Task or topic specific workgroups may be established as needed.</p>
Chairpersons	<p>The Subcommittee will consist of three co-chairpersons: the USCG Sector MD-NCR Port Recovery Specialist, one Port of Baltimore area public sector representative, and one NCR public sector representative. The management of the Subcommittee will be shared by all co-chairs The co-chairs shall ensure coordination with the AMSC and AC.</p>

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Serving the Safety, Security, Environmental and Economic Interests of the Maryland-National Capital Region Maritime Domain

Public Sector Members	<p>Public sector Federal, State and Local Government agencies members may include, but is not limited to, representatives from:</p> <ul style="list-style-type: none"> • US Coast Guard (USCG) • US Army Corps of Engineers (USACE) • National Oceanographic and Atmospheric Administration (NOAA) • Federal Emergency Management Agency (FEMA) • Maritime Administration (MARAD) • Customs and Border Protection (CBP) • Environmental Protection Agency (EPA) • Municipal and Volunteer Fire Departments • State, County, and County Offices of Emergency Management • State Department of the Environment • State Department of Natural Resources (DNR) 	
Private Sector Member	<p>Private sector MTS industry members may include, but is not limited to, representatives from:</p> <ul style="list-style-type: none"> • Pilots Association • Maritime Exchange • Tug/Towing/Barge Operators • Ferry/Water Taxi Operators • SMFF Companies • Qualified Individual (QI) Companies • Oil Spill Removal Organizations (OSROs) • Marine Terminals 	
Executive Secretary	<p>In the absence of a designated Executive Secretary the Sector MD-NCR Port Recovery Specialist shall serve as the Executive Secretary to provide administrative support. Duties include:</p> <ul style="list-style-type: none"> • Attend Area Maritime Security Committee meetings. • Attend Area Committee meetings. • Assist in coordination with the AMSC and AC. • Distribute announcements, agendas, and any other materials for meetings. • Coordinate with Sector MD-NCR Departments to ensure unity of effort. • Work with the Sector MD-NCR Emergency Management/Force Readiness (EMFR) and Incident Management Division (IMD) to ensure all affected plans are updated. • Maintain the membership list. 	
Workgroups	<p>The Subcommittee may establish working groups as needed. These working groups may be topic or task specific and must operate under the supervision of the Subcommittee. All working group activities shall be briefed out at each Subcommittee meeting.</p>	
Meeting Frequency	<p>Subcommittee meetings will typically be held bi-annually. Additional meetings will be held as needed.</p>	
Maryland-National Capital Region Salvage and Marine Firefighting Subcommittee Co-Chairs		
Organization	Name/Title	Signature
USCG Sector Maryland-NCR	Frederick Dolbow Port Security/Recovery Specialist	Frederick Dolbow <small>Digitally signed by Frederick Dolbow Date: 2023.12.04 17:40:02 -05'00'</small>
Baltimore County Fire Department	Steven Czawlytko Captain	Steven Czawlytko <small>Digitally signed by Steven Czawlytko Date: 2024.08.10 22:24:04 -04'00'</small>
Washington DC Fire and EMS	Charles Isbell JR Marine Pilot	Charles Isbell <small>Digitally signed by Charles Isbell Date: 2024.10.23 11:14:44 -04'00'</small>

7000 Training and Exercises Subcommittee Charter



Maryland-National Capital Region Area Committee: Training and Exercises Subcommittee

Prepared By: LCDR C. Bodner

Date: December 13, 2024

A. Purpose

The purpose of establishing subcommittees is to enable the Maryland-NCR Area Committee (AC) to undertake a more diverse and significant set of work tasks than would otherwise be possible. Subcommittees, therefore, are tasked by the Executive Steering Committee (ESC) with taking on specific work on behalf of the AC and report via the Secretary or his/her designee. As such, subcommittees:

- Represent the entire MD-NCR AC in the conduct of their work; and
- Are responsible to the MD-NCR AC in terms of defining the work to be conducted, informing ESC, through the Area Committee Secretary, regarding progress and unanticipated challenges, and reporting subcommittee findings in a timely fashion.

In addition to accomplishing the tasks for each subcommittee, subcommittee work will have the broader goal of enhancing the knowledge base of team members around the critical issue areas on which they are working.

B. Subcommittee Objectives

Primary Objective:

Ensure robust coordination between Area Committee and Federal, State, Tribal, local and industry for exercises and training.

Sub-Objectives:

- Participate in Preparedness for Response Exercise Program (PREP) exercise design to improve efficiencies and streamline execution and evaluation.
- Provide objectives for relevant oil and chemical spill exercises in order to validate contingency plans.
- Develop a process to obtain and/or participate in interagency after-action meetings following all significant responses and exercises to capture lessons learned and improve effectiveness of the Area Contingency Plan.
- Develop and maintain oil and chemical response proficiency and expertise through continued exercise participation and training.
- Collect and disseminate information on training opportunities and promote cooperative training efforts.

C. Subcommittee Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The MD-NCR AC shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable. If multiple individuals from a similar industry or non-profit sector (e.g. cruise ship owner/operator, petroleum transfer facility owner, wildlife-focused NGO, etc.) desire to participate in the subcommittee, the Chair will designate one representative per sector as a member at large. This member at large will liaise with other interested parties within their sector.

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Training and Exercises Subcommittee Charter for Maryland-NCR



Subcommittee: The Subcommittee Chair, and Vice-Chair if designated, shall be appointed in writing by the Maryland-NCR Area Committee. The Chair must be a member of the MD-NCR AC. The Vice-Chair may be selected from members or members-at-large from the Area Committee. Members should expect to serve for two years in their position in the subcommittee. Membership will be reviewed and validated annually by the MD-NCR AC.

D. Subcommittee Meetings

Meeting Schedule and Process

The Subcommittee will meet at a minimum quarterly to accomplish established objectives within timelines set by the MD-NCR Area Committee. Subcommittee meetings do not require a quorum. The Chair and Vice-Chair shall maintain awareness of the subcommittee's progress and any issues regarding project advancement. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the MD-NCR AC via the Area Committee Secretary for final decision. The Subcommittee Chair or Vice-Chair shall brief progress towards assigned tasking at any scheduled Area Committee meeting.

Meeting Agenda

Subcommittees may establish their own agenda or follow the agenda outlined below:

- A. Introductory items such as objectives review
- B. Review project(s) status timeline update
- C. Conduct/initiate subcommittee activities
- D. Review progress and summarize new actions following current subcommittee meeting
- E. Plans, date and location for next meeting

E. Subcommittee Tasking and Deadlines

To fulfill the overall Subcommittee Objectives listed above, the Chair and Vice-Chair, if designated, will develop and maintain a Plan of Action and Milestones (POA&M). The Chair will work with the ESC to develop reasonable timelines for deliverables and will communicate progress, needs, and challenges to the ESC and AC at their regular meetings. The current POA&M will be maintained as a working enclosure to this charter.