Coastal North Carolina Area Contingency Plan (CNCACP)

Planning and Response

Annex F

2026.0

Record of Changes

Change Number	Change Description	Section Number	Change Date	Name
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Contents

1000 96-Hour Checklist

The 96-Hour Checklist is designed to serve as a prompt for responders to execute important actions by outlining key incident response milestones and actions in a logical, chronological way. It lists these milestones and actions by the hour they should be completed into the response, along with the Incident Command System (ICS) Section or position that are responsible for completing them.

ICS Position	T+	Incident Response Milestones by ICS Section
RP/IC	1	Ensure initial notifications, including the NRC, are conducted.
IC	2	Begin ICS form 201.
IC	2	Consider the need to evacuation personnel or residents.
IC	2	Establish initial incident objectives.
IC	2	Establish safety/security zones. (may be done via Captain Of The Port Order in marine zones)
IC	2	Identify Unified Command members. Establish time for an initial conference call, connect by e-mail or set up a meeting.
IC	2	Type and classify the incident to assess the risk.
IC	2	Begin federal/state/trustee/local stakeholder response partner notifications.
OSC	2	Determine initial resources for responding.
PIO	2	Identify the PIO and connect to other agency PIOs. Establish an initial conference call, connect by e-mail or set up a meeting.
PIO	2	Issue initial joint (response agency) press release (between 30 minutes and 2 hours per area plan policy).
RESL	2	Begin resource tracking.
RESL	2	Mobilize initial assessment teams (land, water and aerial, as necessary).
Safety	2	Determine immediate responder and community risks including the need and resources for air monitoring.
Safety	2	Develop initial hazard assessment worksheet and start work on initial site specific safety plan.
ENVL	3	Identify Geographic Response Plan priorities. Communicate on priorities with response contractors. Begin compiling ICS Form 232, Resources at Risk form.
ENVL	3	Request Scientific Support Coordinator assistance and order trajectories.

LOFR	3	Begin conducting broader tribal, elected official and stakeholder notifications.
LOFR	3	Establish contact with local Emergency Operations Center/City/County Emergency Managers, begin to share information.
LSC	3	Locate and secure joint Command Post, as needed.

MTSRU	3	Determine port closure options/necessity.
OSC	3	Establish overflight assessment and observation feedback loop to response partners.
Safety	3	Obtain Safety Data Sheet(s) or other data from spiller to identify oil / hazardous material properties.
ENVL	5	If appropriate to consider use of dispersants or in-situ burning, mobilize necessary resources.
ENVL	5	If appropriate to consider use of dispersants or in-situ burning, notify trustees and tribes to allow time to work through the decision process.
ENVL	5	Request Endangered Species Act emergency consultation.
IC	5	For cross border incident (international or state boundaries), establish liaison between governments/Governors.
LOFR	5	Engage with tribal enforcement and local health departments to open communication concerning shelter in place, fisheries closures and water user impacts.
LOFR	5	Identify and notify commercial / private fish and shellfish owners. Identify and notify downstream drinking, agricultural, and industrial water users. Communicate with the Environmental Unit.
LSC	5	Identify accommodations (hotels, motels, etc.) and food service companies to support responders.
LSC	5	Transition to joint Command Post as necessary.
IMT	5	Consider night operations, begin planning for staffing, support and shifts, as appropriate.
OSC	5	Consider whether vessel of opportunity skimming systems, public equipment caches or U.S. Naval response resources (local or SUPSALV) are needed. Order as applicable.
LSC	5	Coordinate to determine staging areas and needed perimeter/crowd/traffic beach control with local law enforcement agencies
OSC	5	Determine need and establish temporary flight restriction, as necessary.
IMT	5	Agree on common operating picture.
ENVL	10	Identify expanded list of resources at risk and complete an ICS form 232.
ENVL	10	If appropriate, order “hot shot” SCAT resources for assessing extent of oiling and potential passive techniques to prevent re-oiling. Plan for long term SCAT.

	ENVL	10	Obtain source sample. Plan for sampling needs for the response.
	Finance	10	Develop process of managing claims.
	IC	10	Identify limitations and constraints, critical information requirements.
LOFR	IC	10	Establish briefing schedule for establishment of overall incident objectives.
LOFR	10	Establish Liaison Plan	
LSC	10	Consider whether the Command Post is suitable for a long term response.	
LSC	10	Expand staging areas as needed.	
PIO	10	Conduct media briefings.	
PIO	10	Establish Communication Plan, including timing of media releases, social media and press conference protocols.	
PIO	10	Launch a unified, incident-specific web site.	
SITL	10	Establish Situation Display and gather facts and data to support the response.	
ENVL	24	Consult with cultural / historical resource specialists as needed.	
ENVL	24	Evaluate the effectiveness of recovery tactics to maximize recovery.	
ENVL	24	Plan for disposal, waste issues.	
FSC	24	Track all costs and communicate a burn rate to Unified Command.	
IC	24	Inform or otherwise convene the Regional Response Team (RRT) for assistance.	
LOFR	24	Consider as a best practice, hosting or touring media on or near the scene.	
LOFR	24	Establish a volunteer policy as necessary, and develop a volunteer management plan.	
RESL	24	Develop long term staffing and demobilization plans, establish fatigue guidelines.	
ENVL	24	Assess wildlife impacts. Activate Wildlife Infrastructure as needed.	
OSC	24	Consider salvage and transfer needs (lightering, etc).	
PSC	24	Plan for decontamination of response / commercial / non-commercial vessels.	
PIO	24	Communicate the claims process to communities, municipalities and business owners.	

PIO	24	Coordinate with LOFR to determine the need / timing for community meetings.
DOCL	24	Determine documentation management protocols.
OSC	24	Stand up Maritime Transportation System Recovery Unit (MTSRU) and begin cargo prioritization, if appropriate.
Safety	24	Finalize, distribute, and brief safety plan.
PSC	48	Adjust daily cycle of activities accordingly.
IC	48	Continue communication with the incident specific RRT.
LOFR	48	Activate Volunteer Management Plan, as needed.
MTSRU	48	Refine vessel traffic plan.
PSC	48	Develop long term staffing and demobilization plans.
PSC	96	Adjust daily cycle accordingly.
IC	96	Continue communication with RRT.

2000 Purpose

Incidents involving oil and hazardous substances require planning and response personnel to mobilize resources and develop objectives, strategies, and tactics to mitigate the impact to the community and environment. Planning and response operations involve many tools, which will inform decision makers on the next course of action. The magnitude of the incident, environmental conditions, and discharge/release status are just a few of the factors one must consider before selecting the appropriate combination of tools to use. Additionally, to be successful in the mitigation of oil discharges and hazardous substance releases, emergency preparedness and planning activities must take place well in advance of an incident. There are many tools for responders including training opportunities, lessons learned from previous incidents and exercises, and education on relevant policy and procedures.

3000 Recommended Spill Report Form

This form has been developed to assist agencies and reporting parties in gathering, reporting, and documenting the information most needed in emergency reports. The use of this form is not mandatory; all entities are free to use whatever report/data capture form they find most useful.

Initial Assessment Questions	Information
Date and Time of Call	

Caller Name	
Caller Address	
Caller Phone Number	
Name of Person taking this Report	
Name of Potentially Responsible Party	
Name of vessel/facility, railcar/truck number or other identifying information	
Type and size of vessel/facility	
Total quantity of fuel/chemical onboard or in tank	
Nationality (vessel only)	
Location of incident (i.e., street address, lat/long, mile post)	
Date and time of incident (or when discovered)	
Type of incident (i.e., explosion, collision, tank failure, grounding, etc.)	
Material spilled	
Source of material spilled	
Estimated amount spilled	
Total potential quantity that could be spilled (i.e., total quantity in tank or on board)	
Environmental media impacted or potentially impacted by spill (i.e., air, water, ground/soil)	
Weather/Sea conditions	
Point of contact (i.e., Responsible Party name, phone number, and address)	
Vessel/facility agent(s) (i.e., name and phone number)	
Name and contact information of insurance carrier	
Number and type of injuries or fatalities	
Description of who is on-scene and what response activities are being conducted or have been completed	
Have evacuations occurred?	

Agencies notified	

4000 RRT4 Environmental Consultation Guide for the Coastal Zone

Under Development.

5000 North Carolina Area Committee Dispersant Worksheet

Under Development.