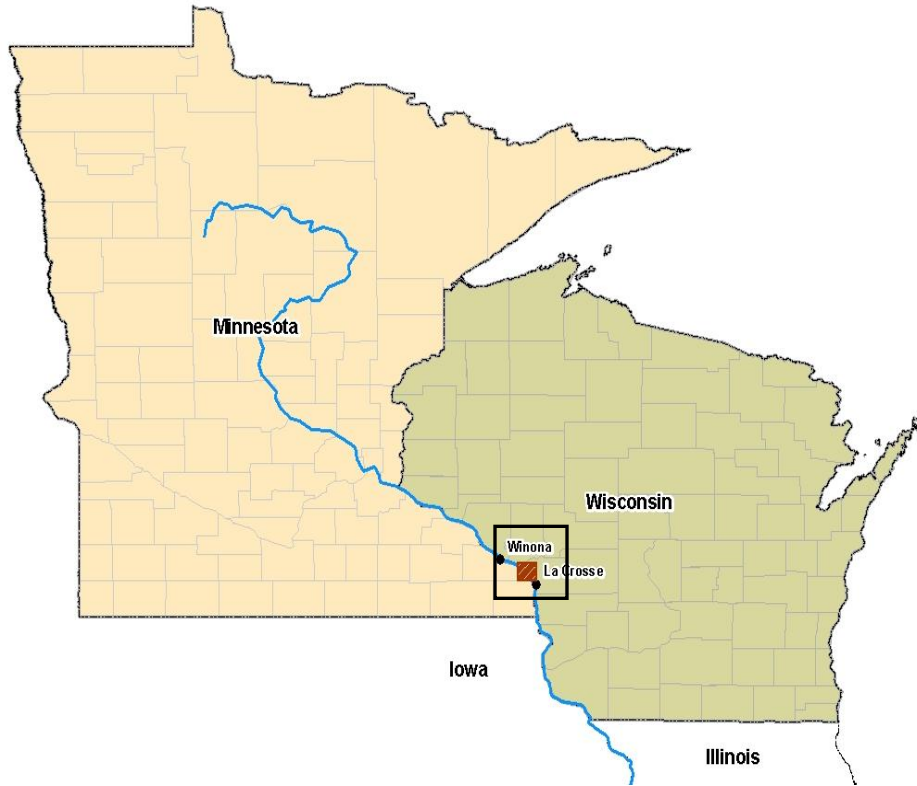


UPPER MISSISSIPPI RIVER POOL 7 INITIAL INCIDENT ACTION PLAN (IAP)



This Initial Incident Action Plan is developed to aid in initiating a timely and effective response to spills of oil and other hazardous materials in Pool 7 of the Upper Mississippi River. It is intended to be used during the first 12 hours of response only at the discretion of the Incident Commander. It is not intended to supercede the direction of the Incident Commander or eliminate the need for ongoing communication during a response.

IAP Approved by Incident Commander(s):

| ORG | NAME | DATE/TIME |
|-------|-------|---|
| _____ | _____ | First Local IC (911, Fire Dept., County Emergency Mgr.) |
| _____ | _____ | First Responding State (WDNR or MN PCA) |
| _____ | _____ | FOSC; USCG (Vessel or facility), EPA (facility, train or other) |
| _____ | _____ | USFWS Lead Representative |

Upper Mississippi River Refuge, Pool 7 INITIAL INCIDENT ACTION PLAN

EXECUTIVE SUMMARY

In order to best prepare for oil and hazardous material spills in Pool 7 of the Upper Mississippi River, an interagency team comprised of representatives from the US Environmental Protection Agency (US EPA), US Fish and Wildlife Service (USFWS), US Coast Guard, and other federal, state, local agencies, and private sector, identified the need for a specialized planning document that would: 1) describe the roles that agencies and other entities would likely play in an incident, and 2) give responders a mechanism to help organize both in advance and during a response. This planning tool would also help multiple agencies to coordinate their operations and resources and make effective and efficient use of their personnel, supplies and time.

To help meet these needs, the enclosed Incident Action Plan (IAP) document was created. The plan has been tailored to identify the forms most likely to be used in a Pool 7 response and includes potential objectives for Pool 7 as well as a detailed emergency contact list. The plan provides a concise and coherent means of capturing and communicating the overall incident priorities, objectives and strategies in the context of both operational and support activities.

The IAP was developed to aid the implementation of the Incident Command System (ICS). During an incident, the ICS emphasizes orderly and systematic planning and this document is intended to be the central tool for planning during the first 12 hours of response at the discretion of the Incident Commander (IC). The plan is not intended to supersede the direction or authority of the IC, or to preclude communication or flexibility in response. Incidents vary in their kind, complexity, size and requirements for detailed or written plan. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response. After the first 12 hours of an incident, it is expected that this IAP will be superseded by a more standard, detailed, and incident-specific IAP as needed.

The IAP was developed to be consistent with, and support, existing plans and procedures including the Region 5 RCP/ACP, the Upper Mississippi River Spill Response Plan, the Upper Mississippi River National Wildlife and Fish Refuge Spill Contingency Plan and Pool 7 Response Strategies, state response plans and local response plans.

TABLE OF CONTENTS

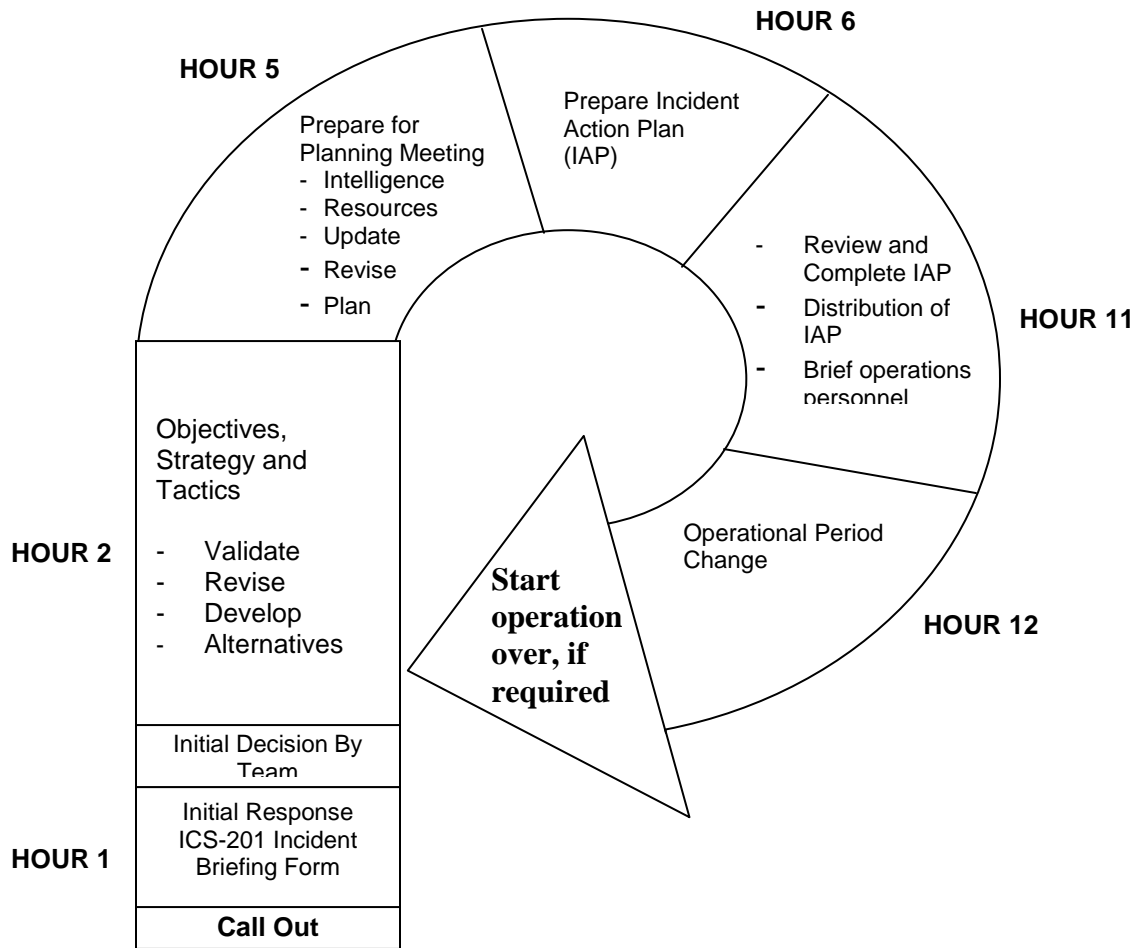
| | |
|--|--------|
| Background IAP Planning “P” ----- | IAP-2 |
| IAP Template Forms | |
| 1. Action Plan Cover Sheet----- (ICS Form 200) | IAP-3 |
| 2. Incident Objectives----- (ICS Form 202) | IAP-4 |
| 3. Work Analysis Matrix----- (ICS Form 234) | IAP-5 |
| 4. Incident Organization Chart----- (ICS Form 207) | IAP-10 |
| 5. Assignment List----- (ICS Form 204) | IAP-11 |
| 6. Incident Communication Plan----- (ICS Form 205) | IAP-21 |
| 7. Emergency Contact List----- | IAP-22 |
| 8. Medical Plan----- (ICS Form 206) | IAP-23 |
| 9. Health and Safety Message----- (ICS Form 223) | IAP-24 |
| 10. Unit Activity Log----- (ICS Form 214) | IAP-25 |

Incident Action Planning Process

In the incident command system (ICS), considerable emphasis is placed on developing effective Incident Action Plans (IAP). A planning process has been developed as a part of the ICS to assist planners in the development of a plan in an orderly and systematic manner. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps, which are generally appropriate for use in any incident situation. The determination of the need for written IAPs and attachments/forms is based on the requirements of the incident, and the judgment of the Incident Commander. The Planning Section Chief prepares the Incident Action Plan with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually throughout the response.

The diagram below shows the process and steps involved to develop an IAP. The IAP included in this document is intended to help guide response through the first 12 hours cycle of an incident on Pool 7 of the Upper Mississippi River.

The Planning Cycle and Daily flow of events:



NOTE: The cycle above assumes a 12-hour shift; but can be adjusted to operational shifts of any duration.

| | | |
|----------------------------------|--|---|
| 1. Incident Name _____ | 2. Operational Period to be covered by IAP (Date/Time) From: <u>DISCOVERY</u> To: _____ (First 12 hours) | IAP COVER SHEET UMR Pool 7 |
|----------------------------------|--|---|

INITIAL INCIDENT ACTION PLAN

The items below are included in this Incident Action Plan

- [ICS 202](#) Response Objectives. (Select from list as appropriate)
- [ICS 234](#) Work Analysis Matrix. (Incident specific objectives from ICS 202, strategies and tactics/tasks)
- [ICS 207](#) Organization Chart.
- [ICS 204](#) Assignment List. (Fill in primary contact name, incident-specific assignments & resource summary of each agency)
- [ICS 205](#) Incident Communications Plan. (Phone/Radio Contact list)
- [ICS 206](#) Medical Plan. (Medical aid stations, hospitals and emergency procedures)
- [ICS 223](#) Health and Safety Message. (General Safety Message and Major Hazards/ Risks)
- [ICS 214](#) Unit Activity Log. (Details of unit activity, including team activity or individual activity)

Other Attachments

The following attachments are not included in the IAP. Please check and include additional forms, as needed.

- [ICS 208 Site Safety and Control Plan\(s\)**](#) **note: unless otherwise specified, every organization shall respond in accordance with the safety policies and procedures of their respective organizations
- [ICS 213 General Message Form](#) (for issuing approved information releases from the IC to the JPIC. (PIO's))
- [ICS 225 Maps / Charts](#) (See [Pool 7 Overview Strategy Map](#) and [USACE Navigational Charts](#). Select and add maps, as necessary)
- [ICS 232 Resources at Risk Summary](#) (Sensitive areas list of priorities. See [Inland Sensitivity Atlas Maps](#) & [Pool 7 Response Strategy Map](#). Add tables or maps, as necessary)
- [Weather Forecasts / River flow – currents – conditions](#)
- _____
- _____

General Incident Summary

Incident Information and Incident Status

(Include Incident location, latitude/longitude, estimated quantity spilled, spill rate etc.)

| | |
|--|-------------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | |
|-------------------------|---|
| Incident name: _____ | ICS – 202 INCIDENT OBJECTIVES UMR Pool 7 |
|-------------------------|---|

| Category | Objectives |
|--|--|
| Safety | 1. Ensure the health and safety of the public and response personnel. |
| Unified Command | 1. Develop a response structure. |
| | 2. Establish Unified Command and establish an Incident Command Post (via. County Emergency Management). |
| | 3. Provide and manage necessary communications. |
| Notification | 1. Identify the Responsible Party and determine ability to respond to the spill. |
| | 2. Conduct all the appropriate notifications (especially the USFWS), including notifications to downstream communities. |
| Law Enforcement | 1. Secure the incident scene, restrict river traffic as necessary and secure all evidence. |
| Contain Release | 1. Conduct response operations to control/stop the source of the spill, contain, recover or exclude released material in Pool 7 and downstream. |
| Resources at Risk | 1. Evaluate resources-at-risk and protect sensitive resources in Pool 7 and downstream. |
| Recover and Rehabilitate injured wildlife | 1. Coordinate recovery actions and appropriate rehabilitation procedures with natural resource trustees. |
| Reconnaissance & Monitoring | 1. Monitor releases to the environment. |
| | 2. Use monitoring results to inform and support public safety personnel and the residents including commercial and recreational boating and temporarily moored houseboats. |
| | 3. Coordinate response actions and resource information with natural resource trustees and the Natural Resource Damage Assessment & Restoration (NRDAR) process. |
| Public Information | 1. Coordinate operations to evaluate impact to Mississippi River Pool 7, and potentially impacted residents, water intakes and resources downstream. |
| | 2. Inform and update the community and public. |
| Documentation | 1. Conduct cost recovery documentation and coordinate with natural resource trustees and the NRDAR process. |

See ICS- 234 Form for Recommended Strategies, Tactics and Tasks associated with these objectives

Incident name: _____

**ICS – 234 WORK ANALYSIS MATRIX
UMR Pool 7**

| Objectives <i>Desired Outcome</i> | Recommended Strategies <i>General Plan and Direction</i> | Recommended Tactics or Tasks <i>How, Who, What, Where, When</i> | Status <i>In first 12 hours</i> |
|---|---|---|------------------------------------|
| SAFETY Ensure protection of health and safety of the public and response personnel | <input type="checkbox"/> Conduct air monitoring and water sampling <input type="checkbox"/> Evacuation / Shelter-in-place and warnings of citizens at risk | <input type="checkbox"/> Contact private and public water supply utilities. <input type="checkbox"/> Conduct perimeter air sampling, water sampling at scene and down river <input type="checkbox"/> Review data with health experts | <hr/> |
| | <input type="checkbox"/> Notify and evacuate if necessary house boats and boat house owners and occupants <input type="checkbox"/> Establish river traffic control, river-traffic evacuation, no-boating area. <input type="checkbox"/> Establish road, rail, and airspace controls <input type="checkbox"/> Establish shore land perimeter control areas <input type="checkbox"/> Temporarily shut down public boat launches and tour boats if necessary | <input type="checkbox"/> Utilize local law enforcement, USCG, USFWS law enforcement and state conservation officers and wardens to temporarily shut down impacted areas, boat ramps, and other sites used by the public <input type="checkbox"/> Utilize USCG to temporarily shut down river traffic if necessary <input type="checkbox"/> Utilize county and state emergency managers and local Sheriff to provide emergency communications to impacted public | <hr/> |
| | <input type="checkbox"/> Develop and implement an all-agency staff safety plan <input type="checkbox"/> Written HASP (if hazmat or more than one operational period) <input type="checkbox"/> Prepare Boat Safety Check List and Float Plan for boat crews | <input type="checkbox"/> Assign a safety officer (s) <input type="checkbox"/> Provide personnel with adequate safety equipment and initial and daily briefings <input type="checkbox"/> Provide clear guidance that each organization is responsible for safety protocol in first operational period | <hr/> |
| | <input type="checkbox"/> If HUMAN INJURY occurs- Immediately establish a Medical/EMS section in ICS | <input type="checkbox"/> Consider establishing medical/EMS if persons threatened w/exposure | <hr/> |
| | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <hr/> |
| UNIFIED COMMAND Develop a response structure, establish Unified Command and establish Incident Command post and/or Emergency Operations Centers; Provide and manage communications; <i>Continued on next page</i> | <input type="checkbox"/> Contact company representatives and their insurance companies, determine their ability to respond – set response expectations. <input type="checkbox"/> Integrate company into the Unified Command (Usually as a Liaison Officer) | <input type="checkbox"/> Determine Responsible Parties (RP) <input type="checkbox"/> Issue Federal Notice of Interest to RPs <input type="checkbox"/> Set strategies and tactics with expected time frame with responsible party and their contractor <input type="checkbox"/> Hire a response contractor(s) if RP not adequately responding <input type="checkbox"/> Open Oil Pollution fund to conduct clean up and oversight of RPs if needed | <hr/> |
| | <input type="checkbox"/> Develop a multi-agency communications plan <input type="checkbox"/> Implement and maintain communications with all incident command posts, emergency operations centers and responders | <input type="checkbox"/> Assign a communications coordinator (unit leader), make a phone list, etc. <input type="checkbox"/> Request additional communication resources if needed | <hr/> |

| Objectives <i>Desired Outcome</i> | | Recommended Strategies <i>General Plan and Direction</i> | Recommended Tactics or Tasks <i>How, Who, What, Where, When</i> | Status <i>In first 12 hours</i> |
|---|--|--|--|---|
| UNIFIED COMMAND | Develop a response structure, establish Unified Command and establish Incident Command post and/or Emergency Operations Centers; Provide and manage communications; Continued | <input type="checkbox"/> Establish an Environmental Unit within the Planning Section, with an emphasis on "Resources at Risk Specialists" <input type="checkbox"/> Establish a Wildlife Branch within the Operations Section if oiling of wildlife is observed or predicted | <input type="checkbox"/> Request assistance from the USFWS and MNDNR and/or WDNR <input type="checkbox"/> Schedule an oiled-wildlife tactics meeting | _____ |
| | | <input type="checkbox"/> Integrate organizations into ICS <input type="checkbox"/> Develop the IAP | <input type="checkbox"/> Refine and authorize the refuge spill plan <input type="checkbox"/> Develop feasible response alternatives <input type="checkbox"/> Provide a written (or verbal) Lock and Dam operations request <input type="checkbox"/> Develop a written (or verbal) missions request for USCG <input type="checkbox"/> Develop a written (or verbal) support /task request for EPA | _____ |
| | | <input type="checkbox"/> Establish a NRDAR Liaison in the Incident Command | <input type="checkbox"/> Request the USFWS and MNDNR and/or WDNR to identify the liaison representing the natural resource trustees | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| NOTIFICATION | Provide Notification to all impacted communities, states, federal agencies including downstream notifications | <input type="checkbox"/> Ensure notifications to principal partners, especially the USFWS <input type="checkbox"/> Ensure notifications to downstream states, municipalities, drinking water intakes, and economically sensitive businesses | <input type="checkbox"/> Assign person to track proper notifications <input type="checkbox"/> Follow Upper Mississippi Response Plan Notification List (UMR field guide and draft IAP phone list) <input type="checkbox"/> Conduct spill trajectory and time-of-travel to predict downstream impacts | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| LAW ENFORCEMENT | Secure the incident scene and secure all evidence | <input type="checkbox"/> Develop a river traffic management plan <input type="checkbox"/> Secure scene immediately <input type="checkbox"/> Collect evidence <input type="checkbox"/> Prevent or minimize movement of evidence | <input type="checkbox"/> USCG / Sheriff lead on River Traffic Mgmt. <input type="checkbox"/> Police / Sheriff lead on road and rail traffic control <input type="checkbox"/> Collect photo evidence and document the scene <input type="checkbox"/> Coordinate with USFWS law enforcement and state conservation officers and wardens to ensure collection and storage of evidence to enforce federal and state wildlife laws | _____ |
| | | <input type="checkbox"/> Terrorism / or Fire | <input type="checkbox"/> Fire Marshall, FBI and Law Enforcement lead on incident, obtain specific permission before starting/ staging cleanup or otherwise taking actions, etc. | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |

| Objectives <i>Desired Outcome</i> | | Recommended Strategies <i>General Plan and Direction</i> | Recommended Tactics or Tasks <i>How, Who, What, Where, When</i> | Status <i>In first 12 hours</i> |
|--------------------------------------|---|--|--|------------------------------------|
| CONTAIN RELEASE | Conduct operations to stop the spill, contain, recover or exclude released material in Pool 7 and downstream | <input type="checkbox"/> Mobilize company responders, local spill COOP, first responders, county emergency government and hazmat teams, state and federal responders and their contractors <input type="checkbox"/> Utilize company and locally stored equipment such as oil spill boom, sorbents, tanker trucks, vacuum units, oil collection equipment or pre-staged response equipment | <input type="checkbox"/> Contain and stabilize oil-sources. <input type="checkbox"/> Establish ignition source controls in hot zone <input type="checkbox"/> Safely collect materials without creating nuisance conditions <input type="checkbox"/> Implement an oil recovery plan | _____ |
| | | <input type="checkbox"/> Mobilize local personnel and resources <input type="checkbox"/> Activate Spill Response Contractors (if company response too slow or inadequate) <input type="checkbox"/> Activate oil boom collection and recovery plan | <input type="checkbox"/> Consider collection at lock chambers <input type="checkbox"/> Utilize barges to divert or collect spilled material <input type="checkbox"/> Evaluate the control of river level to facilitate spilled product collection and control (note: changing levels can cause larger smear zones) | _____ |
| | | <input type="checkbox"/> Help implement Company Response Plans as appropriate | <input type="checkbox"/> _____ | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| RESOURCES AT RISK | Evaluate resources-at-risk and protect sensitive resources in Pool 7 and downstream | <input type="checkbox"/> Coordinate with USFWS and state resource managers via the Environmental Unit and Planning Section of the ICS to identify and evaluate sensitive resources | <input type="checkbox"/> USFWS and state resource managers will identify and evaluate sensitive natural resources, including seasonal and site-specific conditions <input type="checkbox"/> USFWS and state resource managers will recommend and advise implementation of Response Strategies developed for Pool 7 through the "Refuge Spill Plan Technical Advisor" <input type="checkbox"/> As necessary, USFWS and state resource managers will develop a "Wildlife Reconnaissance and Threat Plan" if oiled wildlife is observed or predicted <input type="checkbox"/> Keep spilled material out of Lake Onalaska <input type="checkbox"/> Exclude spilled material from shuts and inlets to Lake Onalaska <input type="checkbox"/> Deflect spilled material to west shoreline, bays or inlets for collection whenever possible <input type="checkbox"/> Deflect spilled material into Lock Chamber for collection. Utilize Lock and Dam Master and provide formal request from Federal OSC <input type="checkbox"/> See Pool 7 Site-Specific Response Strategies and ISA Maps included in the Pool 7 GRP CD. | _____ |
| | | <input type="checkbox"/> Coordinate response plans and actions with the natural resource trustees and the Natural Resource Damage Assessment & Restoration process (NRDAR). | <input type="checkbox"/> Request the NRDAR Liaison to coordinate the natural resource trustees to make a preliminary determination of the extent to which planned response actions may affect the restoration of impacted natural resources <input type="checkbox"/> Coordinate collection, analysis, and results (including photo documentation) of environmental media (soils, sediments, water, etc.) and dead or dying fish and wildlife with the natural resource trustees via the NRDA Liaison. | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |

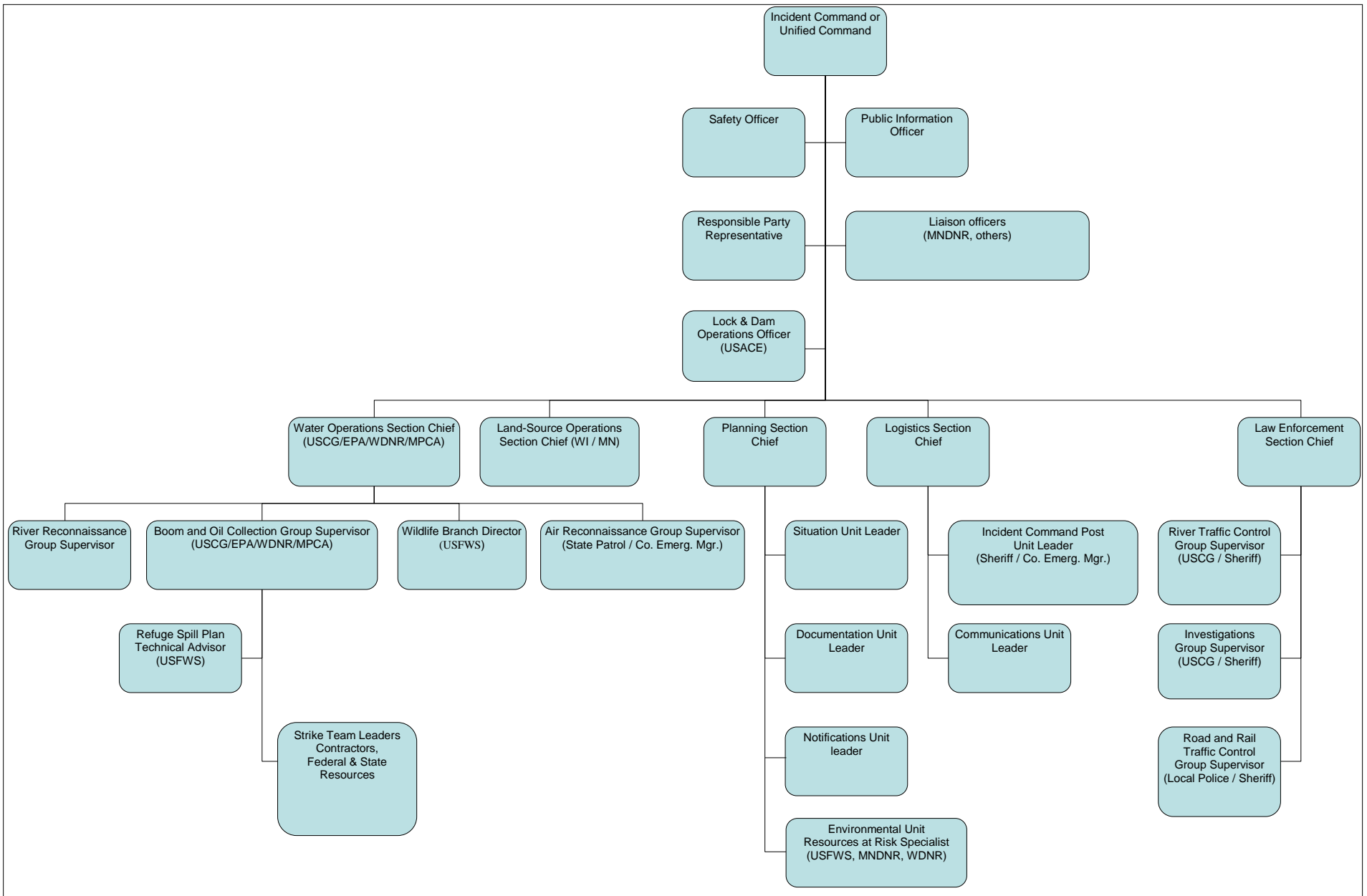
| Objectives <i>Desired Outcome</i> | | Recommended Strategies <i>General plan and direction</i> | Recommended Tactics or Tasks <i>How, Who, What, Where, When</i> | Status <i>In first 12 hours</i> |
|---|--|---|--|---|
| RECOVER & REHABILITATE | Coordinate recovery actions and appropriate rehabilitation procedures with natural resource trustees | <input type="checkbox"/> Coordinate with USFWS and state resource managers via the Wildlife Branch, Operations Section, of the ICS to respond to oiled wildlife | <input type="checkbox"/> As necessary, USFWS and/or state resource managers will develop and assist implementation of a "Wildlife Recovery and Hazing Plan" to guide hazing of wildlife away from oiled areas and to recover oiled animals <input type="checkbox"/> As necessary, USFWS and/or state resource managers will develop and assist implementation of a "Wildlife Stabilization and Transport Plan" to provide initial veterinary care for recovered oiled wildlife and to transport animals to rehabilitation areas <input type="checkbox"/> As necessary, USFWS and/or state resource managers will develop and assist implementation of wildlife rehabilitation procedures for impacted wildlife | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| RECONNAISSANCE & MONITORING | Conduct operations to monitor releases to the environment to support public safety personnel and the residents including commercial and recreational boating, and temporarily moored houseboats | <input type="checkbox"/> Reconnaissance by IC organization staff, (reminder need safety plan) <input type="checkbox"/> Reconnaissance by compilation of information by others <input type="checkbox"/> Joint reconnaissance with local authorities <input type="checkbox"/> Air- flight reconnaissance and reporting <input type="checkbox"/> Conduct spill modeling and spill trajectories | <input type="checkbox"/> Establish & deploy Reconnaissance Team(s) <input type="checkbox"/> Provide info on how to assess to local authorities <input type="checkbox"/> Mobilize UASCE resources for reconnaissance <input type="checkbox"/> Utilize local, state, federal or private air recon. <input type="checkbox"/> Utilize USACE Hydraulics personnel, NOAA, or private resources to provide spill trajectory's | _____ |
| | | <input type="checkbox"/> Coordinate monitoring with the NRDAR Liaison. | <input type="checkbox"/> Provide environmental monitoring information as part of regular IC briefings, which include the NRDAR Liaison | _____ |
| | | <input type="checkbox"/> Develop a monitoring plan for water quality | <input type="checkbox"/> Contact air & water experts on agency call back lists (examples include hydraulic personnel, state water division contacts, biologists) | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| PUBLIC INFORMATION/TION | Inform and Update the community and public | <input type="checkbox"/> Establish interagency and JPIC - PIO liaisons. <input type="checkbox"/> Provide Information resources to all organizations needs <input type="checkbox"/> Provide information resources to ICPs and EOCs (and JPIC) <input type="checkbox"/> Provide timely situation updates to SEOC or local EOCs | <input type="checkbox"/> Assign Public Information Officers to specific locations <input type="checkbox"/> Submit updates and situation reports at requested times (sitreps) <input type="checkbox"/> Provide Governor's briefings <input type="checkbox"/> Reactive: respond to media inquiries | _____ |
| | | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |

| Objectives <i>Desired Outcome</i> | Recommended Strategies <i>General plan and direction</i> | Recommended Tactics or Tasks <i>How, Who, What, Where, When</i> | Status <i>In first 12 hours</i> |
|--|---|--|------------------------------------|
| DOCUMENTATION Ensure proper Documentation of the incident | <input type="checkbox"/> Establish a documentation unit to properly document response (at command post) | <input type="checkbox"/> Coordinate collection and documentation of evidence with USFWS, MNDNR, and WDNR (as applicable) for respective fish and wildlife enforcement actions and potential NRDAR actions <input type="checkbox"/> Collect agency evidence for identified enforcement issues <input type="checkbox"/> Track expenses for cost recovery | _____ |
| | <input type="checkbox"/> Data management for ICS | <input type="checkbox"/> Assign staff to create maps, track personnel, catalog resources, etc. | _____ |
| | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |
| _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | _____ |

Incident name:

ICS – 207 INCIDENT ORGANIZATION CHART UMR Pool 7

Initial Command Structure for the first operational period of an oil spill. [Click here to have a workable and printable version of the Organization Chart](#)



| | | | | | |
|----------------------------|------------------------|---|----|---|-------|
| 1. Incident name: _____ | 2. Operational Period: | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 | |
| | From | _____ | To | | _____ |
| | 3. Agency | Local Fire, Police, Sheriff & Hazmat Teams | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|--------|-------------|-------|---------------------|---------------|------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

Roles of Local Fire Departments:
 Local units of government typically have the primary role in protecting the public's safety and property from a spill through police and fire department response. During the initial stages of an incident, when life and safety issues are paramount, local officials (Fire/Police/Sheriff) will be "in charge" of the response to an incident until such time that they decide to enter into a unified command. The state of Minnesota has entered into contracts with several fire departments to provide hazardous materials assessment and response on a regional basis. These teams will not perform cleanup work, but will rather stabilize public safety threats during incidents and turn incidents over to responsible parties or to the MPCA for cleanup.

Roles of Regional Hazmat Response Teams:
 In Minnesota, ten Chemical Assessment Teams (CAT) and four Emergency Response Teams (ERT) under contract with the Department of Public Safety are potentially available to aid in a response state-wide. The CATs do not have the authority to take command and control of an incident but can greatly aid in evacuation recommendations, release mitigation, and air monitoring. The State Chemical Assessment Teams are dispatched to a hazardous materials incident by the Minnesota state Duty Officer.

In Wisconsin, the Lacrosse and Eau Claire Fire Departments have Hazmat teams that would serve the Mississippi River Area.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|----------------------------|--|-------|----|---|
| 1. Incident name: _____ | 2. Operational Period: | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | _____ | To | |
| 3. Agency | Counties & State Emergency Management | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|--------|-------------|-------|---------------------|---------------|------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

In Minnesota, Homeland Security and Emergency Management (HSEM) helps to coordinate activities before, during, and after emergencies through partnerships with local, state, federal, and private agencies. The Director of HSEM serves as the state Coordinating Officer and the Governor's Authorized Representative for all presidential declared disasters and emergencies. HSEM also organizes long-term disaster recovery efforts, coordinates local government emergency planning, authorizes use of the CAT teams, and reviews emergency operations plans for compliance. County Emergency managers are working directly with HSEM and can provide Emergency Operation Centers (EOCs) and other resources.

In Wisconsin, county emergency managers organize under a regional manager within the Wisconsin Division of Emergency Management (WEM), which is under the Wisconsin Department of Military Affairs.

During the response and recovery stages of an event, the County Emergency Management acts as a liaison between federal, state, and local units of government to promote speedy access to emergency resources and recovery funding.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|-------------------|------------------------|---------------------------------------|----|---|
| 1. Incident name: | 2. Operational Period: | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | | To | |
| | 3. Agency | Responsible Party/ Facility/ Industry | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|--------|-------------|-------|---------------------|---------------|------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

The spiller, or responsible party (RP), has the primary responsibility to conduct spill cleanup, following the procedures listed in the facility response plan. The first response action of the RP is making notification of an incident to appropriate other responders of the incident, according to law and the RP's own response plan. The RP conducts whatever response actions are necessary and for which their personnel are trained and equipped. The RP is required to have authorized and qualified individuals available 24 hours a day to respond to a spill. The RP should also have sufficient funds available to cover the cost of pollution response to the limit of liability for the vessel or facility. As the priorities of an incident evolve, they often include off-site and environmental concerns. The RP has the lead role in responding to these concerns, under the oversight of state or federal agencies. The RP is also liable for restoring or replacing natural resources which may be injured or lost due to the spill, and should coordinate with the natural resource trustees (via the NRDAR Liaison in the IC) as part of the Natural Resource Damage Assessment & Restoration process. The RP will be represented at the command level of the response organization to represent their interests and to help coordinate assets and response actions. The RP should conduct inquiries into the cause of an incident. This is often done with the participation or oversight of state or federal agencies such as the Occupational Safety and Health Administration or Department of Transportation. The RP should conduct a critique of their response to an incident and revise prevention, preparedness, and response measures accordingly. If the responsible party does not respond properly, the On-Scene Coordinator shall take appropriate response actions and should notify the responsible party of the potential liability for federal response costs incurred by the On-Scene Coordinator pursuant to the OPA and CWA.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | | |
|----------------------------|------------------------|--|----|-------|---|
| 1. Incident name: _____ | 2. Operational Period: | | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | _____ | To | _____ | |
| | 3. Agency | Minnesota Pollution Control Agency (MPCA) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|---------------|-------------|-------|---------------------|---------------|------------------------|
| Dave Morrison | MPCA | _____ | 507-251-7560 | 507-206-2644 | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

The Minnesota Pollution Control Agency (MPCA) is the lead agency for state response to most oil and hazardous substance incidents in Minnesota. For agricultural chemical incidents in the state, the Minnesota Department of Agriculture is the lead agency. The MPCA will be in support of local command unless asked to join unified command. The MPCA will monitor cleanup progress by the RP, and evaluate cleanup results for adequacy of environmental protection. If there is no RP known or available, or if the RP is unable or unwilling to complete the cleanup, then the state may take over cleanup using contractors.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | | |
|----------------------------|------------------------|---|----|-------|---|
| 1. Incident name: _____ | 2. Operational Period: | | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | _____ | To | _____ | |
| | 3. Agency | Minnesota Department of Natural Resources (MNDNR) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|---------------|-------------|-------|---------------------|---------------|------------------------|
| Marilyn Danks | MNDNR | _____ | 612-390-8357 | 651-259-5087 | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

The Minnesota Department of Natural Resources (MNDNR) is co-trustee with the MPCA for the natural resources of the state of Minnesota, as declared by the Governor, and a co-trustee with the USFWS concerning the management of migratory birds and other resources. The MNDNR is charged with control of all state-owned lands, parks, timber, waters, minerals, and wildlife in Minnesota. This includes the protection, preservation, and propagation of the fish and wildlife of the state. In response to a spill event, MNDNR personnel (conservation officers, biologists, and managers) have some of the following responsibilities:

- Notify all necessary MNDNR personnel and establish a response protocol describing the role of responders.
- Coordinate effort with other responding trustees, such as MPCA and the USFWS.
- Provide responders with specific fish and wildlife habitat information at Pool 7. The MNDNR will also consult with the responders as to the best locations for staging and recovery areas as well as access points.
- Provide responders with critical habitat information for state-listed threatened and endangered species as well as information on sensitive natural communities and special concern species found in Pool 7.
- Provide responders with technical assistance and expertise on potential effects of oil and hazardous substances on fish and wildlife and their habitats.
- Coordinate wildlife rescue and rehabilitation efforts with the USFWS.

As a natural resource trustee, the MNDNR works with USFWS and other co-trustees to assess damages to restore natural resources (as circumstances allow) lost or injured due to spill. Data acquired would be used to determine the extent of damage to natural resources, to develop restoration or replacement strategies, and to develop and submit a claim for damages to the Responsible Party to implement the most appropriate restoration actions.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | | |
|----------------------------|------------------------|---|----|-------|---|
| 1. Incident name: _____ | 2. Operational Period: | | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | _____ | To | _____ | |
| | 3. Agency | Wisconsin Department of Natural Resources (WI DNR) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|-----------------|-------------|-------|---------------------|---------------|------------------------|
| Tom Kendzierski | WI DNR | _____ | 1-800-943-0003 | 715-839-1604 | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

- The Wisconsin DNR has Regional Spill coordinators and county/area Conservation Wardens that that are also first responders. Wisconsin DNR Wardens have law enforcement authority and are the DNR agency liaison with the County Sheriff, local Fire Departments, and the County emergency managers.
- The warden will be in support of local command unless asked to assume control.
- When a warden gets a call about a spill, their follow up may include additional phone calls to get more information about the nature of the spill, going to the site, and/or requesting other DNR assistance (e.g. fish managers, water resources staff and spill coordinators). Also, when an emergency situation occurs and the responsible party is not available or willing to take action, wardens will call in a DNR contractor to respond to the spill. At the conclusion of the response, the department will seek cost recovery from the responsible party.
- The WI DNR's Remediation and Redevelopment (RR) Program regional spill coordinators, located in each of the regional WI DNR offices, specialize in technical spill response issues and are available before, during and after spills occur. The responsible party often consults with the spill coordinators on technical advice related to spill containment and cleanup.
<http://dnr.wi.gov/org/aw/rr/spills/>

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|-------------------|---|----|--|---|
| 1. Incident name: | 2. Operational Period: | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | To | | |
| | 3. Agency United States Fish and Wildlife Service (USFWS) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title in Agency | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|----------------|-------------------------------------|--------------------------------------|---------------------|-------------------------|------------------------|
| Jim Nissen | USFWS – UMRNW&FR | District Refuge Manager | 608-780-7301 | 608-783-8401 | _____ |
| Bill Thrune | USFWS – UMRNW&FR | Assistant District Manager | 608-780-7302 | 608-783-8402 | _____ |
| Jess Larson | USFWS – UMRNW&FR | Refuge Biologist | _____ | 608-783-8406 | _____ |
| Randy Lilla | USFWS – UMRNW&FR Law Enforcement | Refuge Officer | _____ | 608-783-8404 | _____ |
| Dave Warburton | USFWS – Ecological Services | Environmental Contaminants Biologist | _____ | 612-725-3548 (x2203) | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

The USFWS is responsible for the conservation and management of lands and waters within Pool 7 of the Upper Mississippi River National Wildlife & Fish Refuge, migratory birds (co-trustee with the Minnesota DNR and Wisconsin DNR), federally-listed threatened and endangered species, nationally significant fisheries, and their supporting habitat. During a response, local USFWS personnel (Refuge Managers, biologists, law enforcement officers) ensure notification of all necessary USFWS personnel, and establish a response protocol delineating specific roles and responsibilities of each USFWS office. Coordination protocol with the MNDNR, WDNR, and other resource agencies will also be established. Local USFWS personnel provide the responders with specific fish and wildlife habitat information within the Upper Mississippi River National Wildlife and Fish Refuge (UMRNW&FR), and will also provide recommendations for preventing or minimizing spill impacts to the UMRNW&FR, as well as consult on the best locations for response staging areas and access points within the UMRNW&FR, consistent with the response strategies developed for Pool 7. The USFWS, MDNR and the WDNR have joint responsibilities for overseeing any activity that involves the handling of wildlife. The USFWS is also a trustee bureau of the U.S. Department of the Interior with Natural Resource Damage Assessment & Restoration (NRDAR) authorities and responsibilities to restore or replace natural resources injured or lost due to spills of oil or releases of hazardous substances. The USFWS fulfills these responsibilities working with co-trustees (e.g., MNDNR, WDNR, MPCA) and Responsible Parties as a distinct process coordinated with the emergency response process.

6. Incident-Specific Assignments

The following USFWS personnel (identified by job title) have the following assignments for spill incidents in Pool 7. A given USFWS position may have duplicate sets of assignments, depending on the incident and available personnel. These assignments may change as the incident develops.

- **District Refuge Manager**
 - Serves as initial point of contact for emergency responders to notify the Refuge of an incident and to coordinate initial response actions.
 - Contacts other USFWS personnel as necessary to initiate USFWS response actions and intra-agency notification, coordination, and assignments. The priority is to provide a USFWS “Resources at Risk Specialist” and the “USFWS Refuge Spill Plan Technical Advisor” to assist the response.
 - Serves as USFWS “Resources at Risk Specialist” within the Environmental Unit of the Planning Section to advise the emergency response of Refuge resources and seasonal conditions specific to the incident.
 - May serve as the “USFWS Refuge Spill Plan Technical Advisor” in the absence of the Assistant District Refuge Manager (see below).
- Coordinates with MNDNR and/or WDNR to determine who will serve as “Wildlife Branch Director” if oiled wildlife is observed or predicted.

6. Incident-Specific Assignments, *continued*

- **Assistant District Refuge Manager**
 - Fulfills above assignments, as necessary, in the absence of the District Refuge Manager.
 - Serves as the “USFWS Refuge Spill Plan Technical Advisor” to identify and advise/recommend specific response strategies to protect Refuge resources.
 - Identifies and coordinates other USFWS personnel, boats and other equipment necessary to assist implementation of response strategies to protect Refuge resources.
 - Assists Wildlife Branch operations, as necessary.
- **Refuge Biologist**
 - Fulfills above assignments, as necessary, in the absence of the District Refuge Manager and Assistant Manager.
 - Assists “Resources at Risk Specialist” and Wildlife Branch operations.
- **Refuge Officer**
 - Investigates and enforces federal wildlife laws/regulations (Migratory Bird Treaty Act, Endangered Species Act, etc.) related to the spill; coordinates with USFWS Law Enforcement Office in St. Paul, and state conservation officers and wardens, as necessary.
 - Assists the Law Enforcement Section, as necessary.
- **Environmental Contaminants Biologist**
 - May serve as the initial USFWS point of contact for an incident.
 - May serve as the USFWS “Field Response Coordinator (FRC)”, ensuring notification and coordination with Refuge personnel to provide, as a priority, USFWS “Resources at Risk Specialist” and the “USFWS Refuge Spill Plan Technical Advisor” to assist the response. Otherwise, advise and assist USFWS FRC and facilitate coordination with the response process.
 - Assists the USFWS “Resources at Risk Specialist” by providing environmental fate and ecotoxicological and risk information specific to the material spilled/released during the incident. Also coordinates with USFWS Endangered Species personnel to advise regarding listed species information and consultation protocols.
 - May assist the Wildlife Branch if oiled wildlife is observed or predicted.
 - Assists the Refuge Officer, as necessary, in investigations of potential violations of federal wildlife laws/regulations related to the spill.
 - Serves as the USFWS “NRDAR Liaison” in the Incident Command to coordinate natural resource damage assessment and restoration (NRDAR) evaluations and actions (collection of data, monitoring, etc.) with response actions.
 - If NRDAR actions are initiated, serves as the Department of Interior (DOI)/USFWS NRDAR Case Manager to coordinate the NRDAR process with Refuge personnel and other USFWS offices, DOI Office of the Solicitor, co-trustees, and the Responsible Parties to develop and implement restoration project(s) and/or action(s) necessary to restore or replace natural resources injured or lost due to the spill.

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

9. Additional Information

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | | |
|----------------------------|------------------------|--|----|-------|---|
| 1. Incident name: _____ | 2. Operational Period: | | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 |
| | From | _____ | To | _____ | |
| | 3. Agency | United States Environmental Protection Agency, Region 5 (US EPA R5) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|--------------|-------------|-------|---------------------|---------------|------------------------|
| Steve Faryan | US EPA R5 | _____ | 312-802-0507 | 312-353-9351 | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

US EPA Region 5 is the EPA Region with jurisdiction throughout Pool 7 (i.e. in both Wisconsin and Minnesota). Environmental Protection Agency (EPA) provides federal On-Scene Coordinators (FOSC) when an incident is federalized for spills originating from a source other than a vessel or marine transportation facility where:

- The FOSC is the lead federal official for spill response.
- The FOSC is the point of contact for the coordination of federal efforts with those of the local response community. The FOSC will be in support of local command unless asked to assume control.
- The FOSC shall, to the extent practicable, collect pertinent facts about the discharge or release, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged or released materials; the probable direction and time of travel of discharged or released materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, and safety and the environment; whether the discharge or release poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate cost documentation.

The FOSC shall ensure that the Natural Resource Trustees are promptly notified of discharges or releases and shall coordinate all response actions with the trustees. The FOSC should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response, to the extent practicable.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | | |
|----------------------------|------------------------|----------------------------------|----|---|-------|
| 1. Incident name: _____ | 2. Operational Period: | | | ICS – 204 ASSIGNMENT LIST UMR Pool 7 | |
| | From | _____ | To | | _____ |
| | 3. Agency | United States Coast Guard (USCG) | | | |

4. Agency Primary Contact

| Person | Affiliation | Title | Emergency Contact # | Contact # (s) | Title in ICS Structure |
|--------------------------------|-------------|-------|---------------------|---------------|------------------------|
| Sector Upper Mississippi River | USCG | _____ | 1-866-360-3386 | 314-704-9502 | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Communications: Refer to the [Pool 7 Emergency Contact List](#) provided in this Incident Action Plan

5. General Spill Roles and Responsibilities for UMR Pool 7

The USCG provides Federal On-Scene Coordinators (FOSC) for oil discharges, when an incident is federalized and the source is either a vessel or marine transport related facility where:

- The FOSC is the lead federal official for spill response.
- The FOSC is the point of contact for the coordination of federal efforts with those of the local response community. The FOSC will be in support of local command unless asked to assume control.
- The FOSC shall, to the extent practicable, collect pertinent facts about the discharge or release, such as its source and cause; the identification of potentially responsible parties; the nature, amount, and location of discharged or released materials; the probable direction and time of travel of discharged or released materials; whether the discharge is a worst case discharge; the pathways to human and environmental exposure; the potential impact on human health, welfare, and safety and the environment; whether the discharge or release poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate cost documentation.
- The FOSC shall ensure that the Natural Resource Trustees that may be impacted are promptly notified of discharges or releases. The FOSC should ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout a response, to the extent practicable.

6. Incident-Specific Assignments

| |
|--|
| |
|--|

7. Resource Summary (see [UMR Spill Response Plan and Resource Manual](#) for information on Spill Response and Cleanup Resources)

| ID | Resource Type | Description/ Location | Quantity | Size | Status | Notes/ Comments |
|-------|---------------|-----------------------|----------|-------|--------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

8. Special Instructions for the Agency

| |
|--|
| |
|--|

9. Additional Information

| |
|--|
| |
|--|

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|----------------|---------------------|--|----|---|
| Incident name: | Operational Period: | | | ICS – 205 INCIDENT COMMUNICATION PLAN UMR Pool 7 |
| | From | | To | |

| Position | Name | Phone | e-mail | Current Location |
|---------------------------------------|-------|-------|-------------------|------------------|
| Incident Commander and Staff | | | | |
| Incident Commander(s) | | | | |
| Safety Officer | | | | |
| Information Officer | | | | |
| Liaison Officer | | | | |
| | | | | |
| Water Operations Section Chief | | | | |
| | | | | |
| | | | | |
| Planning Section Chief | | | | |
| | | | | |
| | | | | |
| Logistics Section Chief | | | | |
| | | | | |
| | | | | |
| Land-Source Section Chief | | | | |
| | | | | |
| | | | | |
| Law Enforcement Section Chief | | | | |
| | | | | |
| | | | | |
| Prepared By: (Name/Title) | _____ | | Date/Time: | _____ |
| Approved By: (Name/Title) | _____ | | Date/Time: | _____ |

UMR POOL 7 EMERGENCY CONTACT LIST

| NAME | ORGANIZATION | Emergency # | Office Phone | E-Mail | Other(Radio) |
|---------------------------------|---------------------------|---------------------------------|---------------------|--|--------------|
| Local | | | | | |
| 911 | | | | | |
| Keith Butler | Lacrosse County EM | 911 | 608-789-4811 | butler.keith@co.la-crosse.wi.us | |
| Kurt Kuhlers | Houston County EM | 911 | 507-725-5834 | kurt.kuhlers@co.houston.mn.us | |
| Bob Bilder | Winona County EM | 911 | 507-457-6351 | bbilder@co.winona.mn.us | |
| _____ | _____ | _____ | _____ | _____ | |
| Private | | | | | |
| Greg Jeffries | BNSF Railroad | _____ | _____ | greg.jeffries@bnsf.com | |
| Michael Woolridge | BNSF Railroad | _____ | 763-782-3483 | michael.woolridge@BNSF.com | |
| Dale Buckholtz | CPRR | 1-800-500-HELP | 612-904-6132 | dale_buckholtz@cpr.ca | |
| John Giebenhain | CPRR | 1- 800-500-HELP | 612-904-6132 | _____ | |
| Patrick Flowers | Xcel Energy French Island | _____ | 612-330-6278 | patrick.flowers@xcelenergy.com | |
| Darwyn Tri | ADM | _____ | 651-267-3845 | darwyn.tri@adm.com | |
| David Turner | ADM | _____ | 651-267-3817 | dave.turner@adm.com | |
| Cory C. Teff | WCEC | _____ | 763-571-4944 | cteff@wcec.com | |
| _____ | _____ | _____ | _____ | _____ | |
| State | | | | | |
| Minnesota Duty Officer | MN D.O. | _____ | 1-800-422-0798 | Duty.officers@state.mn.us | |
| Iowa Duty Officer | IA D.O. | _____ | 515-281-8694 | _____ | |
| Wisconsin Duty Officer | WI D.O. | 1-800-943-0003 | 1-800-943-0003 | _____ | |
| Gary Lokken | MN HSEM | _____ | 651-201-7448 | Gary.Lokken@state.mn.us | |
| Mark Marcy | MN HSEM | _____ | 612-619-6115 | Mark.Marcy@state.mn.us | |
| Dan Dieterman | MNDNR | _____ | 651-345-3365 | Dan.Dieterman@state.mn.us | |
| Marilyn Danks | MNDNR | 612-390-8357 | 651-259-5087 | marilyn.danks@dnr.state.mn.us | |
| Scott Fritz | MNDNR | _____ | 507-334-4770 | Scott.Fritz@state.mn.us | |
| David Morrison | MPCA | 507-251-7560 | 507-206-2644 | David.Morrison@state.mn.us | |
| Dorene Fier-Tucker | MPCA | 1-800-422-0798 | 651-757-2161 | Dorene.Fier-Tucker@state.mn.us | |
| Mike Rose | MPCA | 1-800-422-0798 | 507-206-2609 | Mike.Rose@state.mn.us | |
| Steve Lee | MPCA | 1-800-422-0798/ 651-649-5451 | 651-757-2160 | Stephen.Lee@state.mn.us | |
| John Sullivan | WI DNR | 1-800-943-0003 | 608-785-9995 | John.Sullivan@Wisconsin.gov | |
| Tom Kendzierski | WI DNR EM | 1-800-943-0003 | 715-839-1604 | thomas.kendzierski@wisconsin.gov | |
| _____ | _____ | _____ | _____ | _____ | |
| Federal | | | | | |
| National Response Center | NRC | 1-800-424-8802 | 1-800-424-8802 | _____ | |
| US Department of the Interior | DOI | 215-266-5155 | 215-266-5155 | _____ | |
| US EPA Region 5 | EPA | 312-353-2318 | 312-353-2318 | _____ | |
| Lock Master LD7 | USACE | _____ | 507-895-2170 | Rojean.E.Heyer-LaSeure@usace.army.mil | |
| Lock Master LD6 | USACE | _____ | 608-534-6424 | _____ | |
| Sector Upper Mississippi River | USCG | 1-866-360-3386 | 314-704-9502 | _____ | |
| USCG Marine Safety Office | USCG | 1-866-360-3386 | 612-725-1871 | _____ | |
| Ann Whelan | EPA | 312-802-1405 | 312-886-7258 | Whelan.Ann@epamail.epa.gov | |
| Sonia Vega | EPA | 651-402-2562 | 651-757-2796 | vega.sonia@epa.gov | |
| Steve Faryan | EPA | 312-802-0507 | 312-353-9351 | faryan.steven@epa.gov | |
| Randy Urich | USACE | _____ | 507-895-6341 | randall.r.urich@usace.army.mil | |
| J. Kelley Dentry | USCG | _____ | 615-725-1871 | joseph.k.dentry@uscg.mil | |
| James Nissen | USFWS | 608-780-7301 | 608-783-8401 | James_Nissen@fws.gov | |
| Bill Thrune | USFWS | 608-780-7302 | 608-783-8402 | Bill_Thrune@fws.gov | |
| Jess Larson | USFWS | _____ | 608-783-8406 | Jessica_Larson@fws.gov | |
| Randy Lilla | USFWS | _____ | 608-783-8404 | Randy_Lilla@fws.gov | |
| Dave Warburton | USFWS | _____ | 612-725-3548 x 2203 | Dave_Warburton@fws.gov | |
| _____ | _____ | _____ | _____ | _____ | |

| | | | | | |
|-------------------|------------------------|--|----|--|--|
| 1. Incident name: | 2. Operational Period: | | | ICS – 206 MEDICAL PLAN UMR Pool 7 | |
| | From | | To | | |

3. First Aid Stations

| Name | Location | EMT (On-Site) | | Phone | Radio |
|--------------------------------|--|--------------------------|-------------------------------------|--------------|-------------|
| | | Yes | No | | |
| Brice Prairie First Responders | W7886 CTH ZN, Onalaska, WI 54650 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 608-781-5707 | VHF |
| Campbell Twp First Responders | 2219 Bainbridge St., La Crosse, WI 54603 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 608-783-0050 | VHF |
| La Crosse Fire Department | La Crosse Airport | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 608-789-7260 | VHF/800 MHz |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

4. Transportation (Ground and/or Ambulance Services)

| Name | Location | EMT (On-Site) | | Phone | Radio |
|-----------------------------------|--|-------------------------------------|--------------------------|--------------|---------|
| | | Yes | No | | |
| Tri-State Ambulance Service, Inc. | 221 Buchner Pl., La Crosse, WI 54603 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 608-784-8827 | VHF |
| Medlink Air Medical Helicopter | 1910 South Avenue, La Crosse, WI 54601 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 608-791-4774 | VHF/UHF |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

5. Hospitals

| Name | Location | Helipad | | Burn Center | | Phone | Radio |
|---------------------------------------|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------|---------|
| | | Yes | No | Yes | No | | |
| Gundersen Lutheran Medical Center | 1910 South Avenue, La Crosse, WI 54601 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 608-782-7300 | VHF/UHF |
| Franciscan Skemp Healthcare La Crosse | 700 West Avenue South, La Crosse, WI 54601 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 608-785-0940 | VHF/UHF |
| Franciscan Skemp La Crescent Clinic | 524 Elm Street, La Crescent, MN 55947 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 507-895-6600 | _____ |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

6. Special Medical Emergency Procedures

All Wisconsin VHF Mutual Aid channels are available to all La Crosse County public safety/EMS agencies. Additionally, several La Crosse County public safety VHF radio channels can be used:
 County Coordination: 153.995/158.760, tone 203.5 (repeater)
 County Emergency Management (LCEM): 154.830/155.580, tone 77.0
 County Fire/EMS Dispatch: 154.130, tone 203.5
 County Fire Ground: 154.205, tone 203.5
 County EMS Ground: 155.145, tone DPL043
 County EMS Coordination: 155.940, tone DPL051

EMS: Area hospitals use EMS-A, 155.400 and EMS-B, 155.340 and EMS-C, 155.280 (all CSQ)
 Paramedic units may use any of the MED 1 – 10 UHF channels.

The City of La Crosse Municipal Airport may serve as a First Aid Station site. EMS service is provided by the City of La Crosse Fire Department, which uses a conventional analog 800 MHz trunked radio system.

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|----------------------------|------------------------|-------|----|---|
| 1. Incident name: _____ | 2. Operational Period: | | | ICS – 223 HEALTH AND SAFETY MESSAGE UMR Pool 7 |
| | From | _____ | To | |

3. Potential Hazards

4. General Safety Concerns

5. Additional Information

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |

| | | | | |
|-------------------|------------------------|--|----|---|
| 1. Incident name: | 2. Operational Period: | | | ICS – 214 UNIT ACTIVITY LOG UMR Pool 7 |
| | From | | To | |
| 3. Unit name: | 4. Unit Leader: | | | |
| | | | | |

5. Instructions for completing the form

| Field # | Field Title | Instructions |
|---------|--------------------|---|
| 1. | Unit Name | For individuals: Enter tactical call (e.g. Checkpoint #, County EOC, etc.) or position name For teams: Enter the name of the organization unit or tactical call sign or resource designator |
| 2. | Unit Leader | For individuals: Enter your name and call sign For teams: Enter the name, call sign and ICS position of the individual in charge of the unit |
| 3. | Personnel Assigned | For individuals: Leave blank For teams: List the name, ICS position and home base/city of each member assigned to the unit during the operation period |
| 4. | Activity Log | Time: Enter the local time 24-hour format Activity: Briefly describe each significant activity or event (e.g. task assignments, task completions, injuries, difficulties encountered, etc.). |

6. Personnel Assigned

| NAME | ICS POSITION | HOME BASE/ CITY |
|-------|--------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

7. Activity Log

| TIME | MAJOR EVENTS |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|------------------------------------|------------------|
| Prepared By: (Name/Title) _____ | Date/Time: _____ |
| Approved by: (Name/Title) _____ | Date/Time: _____ |