

Process to manage NRC reports related to a disaster

1. Prior to Hurricane Landfall, the EPA Phone Duty Officer will request the National Response Center to send all disaster related reports for both EPA and USCG Zone to EPA WebEOC. EPA will be receiving all the NRC reports for both zones, however, this does not impact reports being sent to the USCG and it does not impact any agency jurisdiction. The USCG and the EPA will respond under their own jurisdiction in their own zone.
2. Prior to Incident Command being set-up, The EPA Phone Duty Officer will mark specific disaster related NRC reports (Disaster/Hurricane xxxxxx, etc”) and will determine the need to respond with RDO, Check with USCG on all spills/discharges within the Coastal Zone, and leave reports that need additional action Open with status information until Incident Command is operational. The PDO will close out NRC reports that do not need any additional action.
3. After Incident Command is set-up and running, the EPA Phone Duty Officer will continue to mark specific disaster related NRC Reports (Disaster/Hurricane xxxxxx, etc”) and will leave these reports in an Open status for Incident Command to address.
4. The EPA Operations Section Chief (OSC) will order and position two START personnel to mobilize with the Initial Light IMT to Unified Command. At Unified Command (UC), the two dedicated START personnel will work at the Operations table. The OSC will divide the impacted geographic area by name (Alpha, Bravo, Charlie, Delta) and create an overall Operational Map. One START will pull the disaster related NRC reports that are OPEN from WEBEOC hourly and separate them by Branch/Division. OPS/Deputy or designee will prioritize the Open reports and have the second START personnel conduct follow up phone assessment calls to the designated sectors in areas where branches/divisions are not set up yet (Example: Contact USCG Sector Houston and get information from their team on status of release and create a target in RM as needed). The START personnel will create targets off of OPEN NRC reports for the sectors until branches/divisions are up and running. This will allow the OSC to report out on any OPEN NRC reports that are being worked. START support is scalable depending on the incident.
5. Once Branches/Divisions are set up, the dedicated START at the Operations table at the UC will continue to monitor WebEOC for any new disaster related NRC reports. The dedicated START will continue to conduct phone assessments on the NRC reports and provide a list to the OSC/Deputy for prioritization and review. The OSC will determine what NRC reports are Closed and what NRC reports that need assessments/action. The dedicated START will create new targets off of the NRC reports that need action and will send the Open Targets to the Branch Director/Division Sup for follow-up. Each Branch will have a dedicated START that will update and close targets in Response Manager for the Branch/Division Supervisor as directed by the Branch Director/Division Supervisor. Only an Branch Director/Division Supervisor (On Scene Coordinator or FOSCR/designee) can make the decision on closing out an Open target in Response Manager.
6. **Prior to creation of a target in RM by START at Command, START must review Branch/Division targets in RM to avoid duplication.**
7. All Branches/Divisions must include assessment or status updates on all coastal and inland minor, medium and major spills on their daily Branch/Division 214Bs. Target IDs need to be referenced with a small summary on the 214Bs. Daily 214Bs must be submitted daily to both the OSC and PSC.

EXAMPLE: RM Number: Assessment conducted, and 500 barrels of oil has been released and 300 barrels of oil has been recovered. RP is on site with OSRO conducting cleanup. Cleanup is 70% completed.