

Chapter 7

Emergency Planning and Response

1. Introduction. References (a) and (b) contain criteria that require Installations to plan for, prevent, control and report spills of petroleum, oil and lubricants (POL) and hazardous substances. It is DOD policy to prevent spills of these substances due to DOD activities and to provide for prompt, coordinated response to contain and clean up spills that might occur. Remediation beyond that required for the initial response is conducted pursuant to reference (i) and not addressed herein. This chapter provides general spill prevention and response procedures and specific desktop procedures for program management. MCAS Iwakuni personnel, tenants and contractors shall comply with all procedures and requirements of this chapter.

2. General Requirements. Reference (j), MCAS Iwakuni Spill Prevention and Response Plan, has been developed and is being implemented to comply with the criteria in references (a) and (b) to plan for, prevent, control and report spills of POL and hazardous substances. Reference (j) meets all requirements contained in reference (b) chapter 18. Reference (j) also addresses the applicable Spill Contingency Planning and Spill Prevention Control and Countermeasure Planning requirements from reference (a) chapter 7. Reference (j) is applicable to all air station personnel and contractors operating aboard MCAS Iwakuni.

3. MCAS Iwakuni Spill Response Organization. MCAS Iwakuni's spill response organization is provided in detail in reference (j). The CO, MCAS Iwakuni, serves as the on-scene commander of all oil and hazardous substances (OHS) spills aboard MCAS Iwakuni. In accordance with reference (a), the CO, MCAS Iwakuni, has designated the Fire Chief as the Facility Incident Commander (FIC). The FIC's primary responsibilities are to obligate and manage resources for spill response, including activating and directing elements of the MCAS Iwakuni spill response organization, which is shown on figure 7-1.

a. Immediate Response Team. MCAS Iwakuni has an immediate response team (IRT) established to respond to all emergencies aboard the air station, including OHS spills. The IRT is activated by the Emergency Communications Center (ECC) and is comprised of members of the Airfield Operation Department, Fire

Division (Fire and Emergency Services), PMO, BHC and Aircraft Rescue and Firefighting (ARFF). The primary role of the IRT in a POL or hazardous substance spill is to handle all initial aspects of the emergency phase of the spill to include containment, notification and clean-up of hazardous substances if they pose an emergency situation. The majority of spills on MCAS Iwakuni are handled by the IRT (along with some assistance from the responsible unit/activity) and other elements of the spill management team are not activated. The Environmental Branch Spill Response Manager serves as a member of the IRT for all incidents involving OHS. For all POL incidents within the parking aprons and the flight line, ARFF has the lead for emergency response.

b. Facilities Response Team. MCAS Iwakuni has significant operational activities occurring in the harbor and on land (e.g. runway, parking aprons, fuel farm, etc.). To ensure the air station has effective and trained spill response teams for both a land based spill and a water borne spill, two facilities response teams (FRTs) have been established; a land based FRT and an on-water FRT.

(1) Land Based FRT. The land based FRT is called the Facilities Maintenance Spill Response Team (FMSRT). The team is comprised of 20 Master Labor Contract (MLC) employees from the Facilities Department, Maintenance Branch and 5 Seabees from the same department. The FMSRT leader is the Maintenance Officer or his/her designate. This team is activated when the FIC/IRT determine that a land based spill, typically petroleum, exceeds the capability of the responsible unit to clean up the spill. The FMSRT handles non-emergency cleanup of spills, such as: operation of the vacuum truck for parking apron and drainage ditch cleanup; application of absorbent materials such as hydrophobic pads and "speedy dry" to spills; and, cleanup, removal, and disposal of fuel contaminated soil. Members of the FMSRT will be designated in writing annually, will receive non-emergency spill response training annually and will participate in a minimum of one spill drill per year.

(2) On-Water FRT. The FRT team for on-water incidents is called the On Water Facility Response Team (OWFRT). The Logistics Department, Surface Division (Boathouse) is designated as the OWFRT. The team leader is the Harbor Master, and is designated as the On Water Incident Commander. The OWFRT is activated when the FIC/IRT determines that the spill has reached

or may reach navigable waters. The OWFRT has the lead in containing and cleaning up water borne spills which reach navigable waters. The OWFRT is qualified to respond to emergency on-water OHS spills. Members of the OWFRT must receive three-day Facility Response Training annually, which is provided by the Naval Facilities Engineering Service Center (NFESC). The OWFRT must participate in a minimum of one spill drill per year. Reference (j) appendix A, On Water Oil Spill Immediate Response Guide provides a self-contained plan for effective emergency response to on-water spills and it details the responsibilities of the OWFRT.

c. Spill Management Team

(1) The MCAS Iwakuni spill management team (SMT) is comprised of various department heads at MCAS Iwakuni. This team is tailored to the Incident Command System, which is used in the Unified Command System in the United States. Depending on the size and potential impact of a spill at MCAS Iwakuni, the FIC may have to activate the SMT in whole or in part. The activation of the SMT during an emergency or potential spill crisis is vital to assist the FIC in the response coordination. The SMT consists of the following members/positions:

- (a) FIC
- (b) Alternate FIC
- (c) Facilities Officer
- (d) IRT
- (e) Environmental Director
- (f) Provost Marshal
- (g) Safety Director
- (h) Public Affairs Officer
- (i) Staff Judge Advocate
- (j) Logistics Officer
- (k) OIC, BHC

(l) Station Airfield Operations Officer

(m) FRT leaders

(2) Duties and responsibilities of each of the SMT members are provided in detail in reference (j).

4. Spill Notification, Reporting and Documentation. Reference (j) provides detailed procedures and requirements for notification, reporting and documenting OHS spills at MCAS Iwakuni. Figure 7-2 details the sequence of response procedures from spill discovery to cleanup to be followed by the spiller or discoverer of an OHS spill. It is posted at all HM and HW storage areas and is intended to be used as a guide for personnel causing or discovering a spill.

a. Spill Notification

(1) Spiller or Discoverer. The spiller or the discoverer of a spill or potential spill must call the ECC at 911 or 119 from telephone on base and at 0827-79-3303 from cell phone. A reportable oil spill aboard MCAS Iwakuni is any spill greater than 5 gallons in volume or 15 feet in diameter, or any petroleum spill of any size that reaches, or may reach, soil, storm drain, canal or other waters. A reportable hazardous substance spill is a spill of any quantity that reaches or may reach, soil, storm drain, canal, or other waters or any hazardous substance spill that exceeds the spiller's training to safely respond.

(2) ECC. Depending on the location of the reported spill, the ECC notifies the IRT, PMO, ARFF and Ambulance simultaneously via the radio dispatch. Subsequent notifications are made by telephone to the Environmental Branch, FRTs, FIC and others as required.

(3) FIC. Upon notification of a spill, the potential emergency notification roster for the FIC is detailed in table 3-14 of reference (j). The FIC is responsible for all internal and external reporting coordination. However, actual notifications are handled by the Environmental Director and the PAO. Organizations that must be notified in the event of a spill may include headquarters (HQ) USFJ, Chugoku-Shikoku Defense Bureau via the Iwakuni Defense Office and CMC (LF). Section 3.3.2 of reference (j) provides applicable criteria and

notification timelines and procedures for any spill that may be caused by DOD activities on or near MCAS Iwakuni.

b. Spill Reporting and Documentation

(1) Small Spill Incidents. For small spill incidents of non-acute hazard that are less than 5 gallons or 15 feet diameter puddle that has not entered (or in danger of entering) the environment (storm drain, canal or soil), notification to the ECC is not required. Spills of this nature are called "operational spills." While these operational spills are not required to be reported, they must be cleaned up immediately upon discovery.

(2) Larger Spill Incidents

(a) Reporting to ECC. For POL spills greater than 5 gallons or 15 feet in diameter, or a spill of any size that reaches the environment, the spiller/discoverer must notify the ECC by dialing 911 or 119 from telephone on base and 0827-79-3303 from cell phone.

(b) After Action Spill Report. Upon completion of the response effort, the responsible unit must submit an on-line spill report, which is available on the Environmental Branch's page on MCAS Iwakuni Intranet at <https://intranet.iwakuni.nmci.usmc.mil/FAC/ENV/default.htm>. Go to Hazardous Substance/Oil Spills page, scroll down and click on the Oil and Hazardous Substance (OHS) After Action Spill Report Form link.

(c) Internal Documentation. For larger spills with a more involved spill response effort, the Environmental Branch may complete their internal spill report. Internal spill report format is shown on reference (j) figure 3-4. This report is used for spills greater than 5 feet or 15 gallons but less than the criteria in reference (b) for reportable spills. These reports are forwarded up the air station chain of command for awareness and tracking, but are not sent to HQ USFJ.

(3) USFJ Spill Report. The Environmental Director must submit the USFJ spill report within 4 hours of any known or suspected spill incidents, which meet the criteria of a reportable spill. The 4-hour timeframe for submittal of the USFJ Form 50 may be extended if telephonic notification to USFJ

has occurred within the 4-hour period. USFJ Form 50 is shown on reference (j) figure 3-5.

(4) CMC (LF) Message. The Environmental Director shall draft the appropriate oil spill or hazardous substance release message for submittal to CMC (LF). The appropriate message traffic will be routed to the Station S-1 and must be submitted to CMC (LF) within three working days of the spill. Samples of the oil spill and hazardous substance messages are provided in reference (j), figures 3-6 and 3-7 respectively.

c. Spill Documentation. All completed spill reports must ensure that appropriate information is maintained to track the cause of the spill, impact of the spill and actions taken to prevent a reoccurrence. Factors documented on each report include:

- (1) Date, time, location and type of an incident.
- (2) Name, quantity and source of material involved.
- (3) Cause of an accident and name of the party involved with the incident.
- (4) Measures taken to contain and clean up the spill.
- (5) Quantity and disposition of material resulting from cleanup.
- (6) Measures taken to prevent recurrence.
- (7) Severity and geographic area affected.
- (8) Local reaction and press coverage (not tracked for non-USFJ reportable spills, as by definition, there is no press involvement).

d. Record Retention. The Environmental Branch will maintain all required records. The length of time the spill record must be retained is as follows:

- (1) Indefinite. Spill records involving an incident in which measurable amounts of the spill material were not removed must be kept indefinitely.

(2) Five Years. Spill records for sites with total cleanup must be retained at least five years.

5. Site Specific Spill Contingency Planning

a. In accordance with reference (b), sites with a potential for a significant spill must maintain site specific spill contingency plans (SSSCPs). Reference (j), appendix B contains SSSCPs for all sites aboard MCAS Iwakuni with a potential for a significant spill. These plans include primary and alternate POC information; detailed notification and response procedures that must be taken upon discovery of a spill; an inventory of HMs and HWs typically maintained at the site, a map of the site including location of materials, spill response equipment and evacuation routes; minimum quantities of spill materials that must be maintained at the sites and a spill report template. These SSSCPs must be maintained at the sites and updated by the site managers whenever there is a change in POC, materials/waste stored or location of storage area. Updates must be submitted to the Environmental Branch for review and approval.

b. Though not required by reference (b), SSSCPs have also been developed for all hazardous waste accumulation points (HWAPs), even if they lack sufficient quantities for a significant spill. These SSSCPs have developed as a best management practice and are located in reference (j) appendix B. These SSSCPs should also be maintained at the sites and updated by the site managers whenever there is a change in POC, materials/waste stored or location of storage area. Updates should be submitted to the Environmental Branch for review and approval.

6. MCAS Iwakuni POC. MCAS Iwakuni spill prevention and response POC is the Facilities Department, Environmental Branch Spill Prevention and Response Program Manager, who is located in Building 360 and can be contacted at 253-3733. The program manager is the representative for the CO, MCAS Iwakuni, for the environmental spill response planning and is the primary official for maintaining and updating reference (j).

7. Turnover Folder and Desktop Procedures (Program Management). The Spill Prevention and Response Program Manager maintains a Turnover folder and desktop procedures that meets all the requirements of reference (a) appendix B. This folder is

located in the Environmental Branch Spill Prevention and Response Program Manager's office.

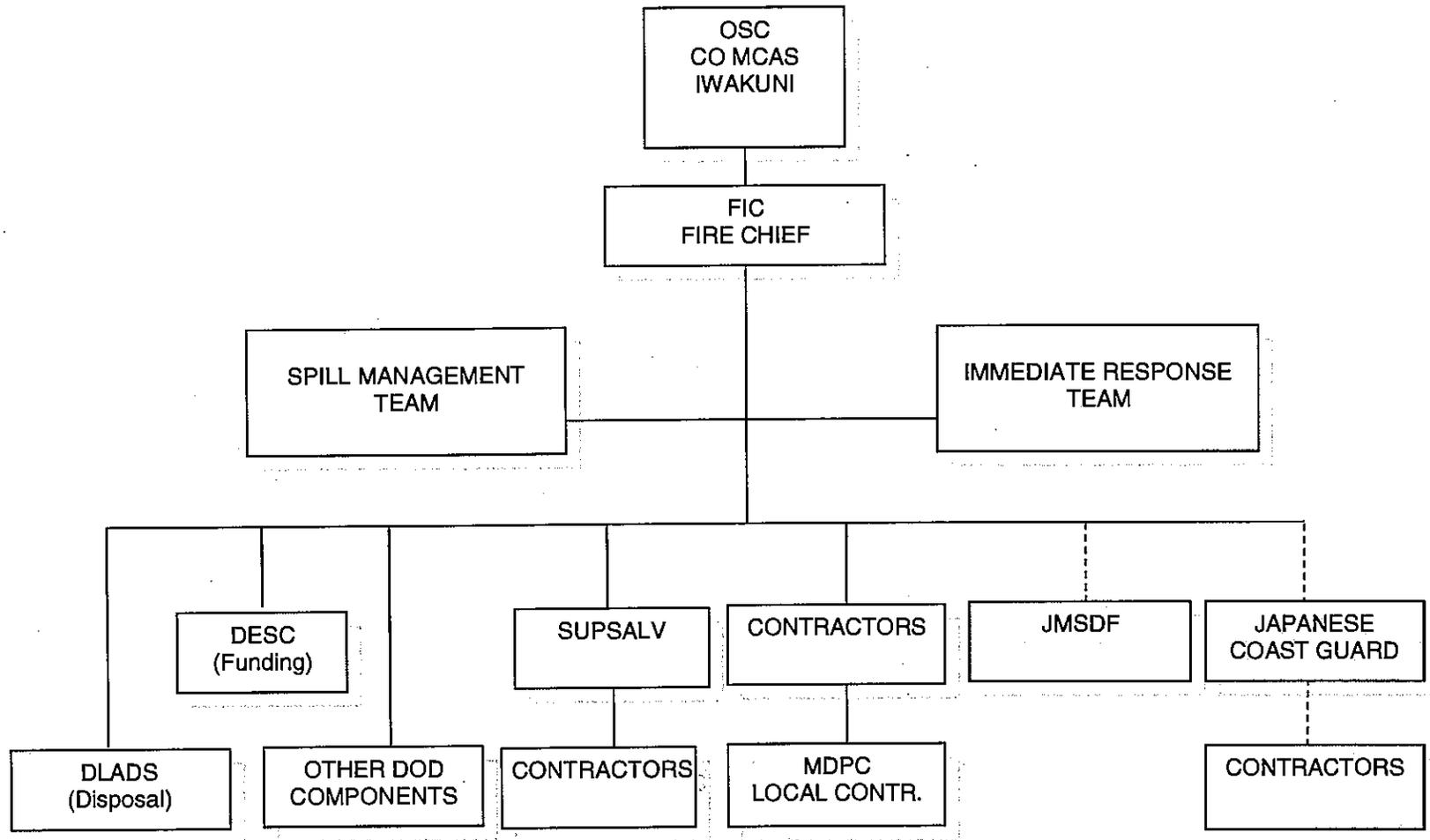


Figure 7-1.--MCAS Iwakuni Spill Response Organization

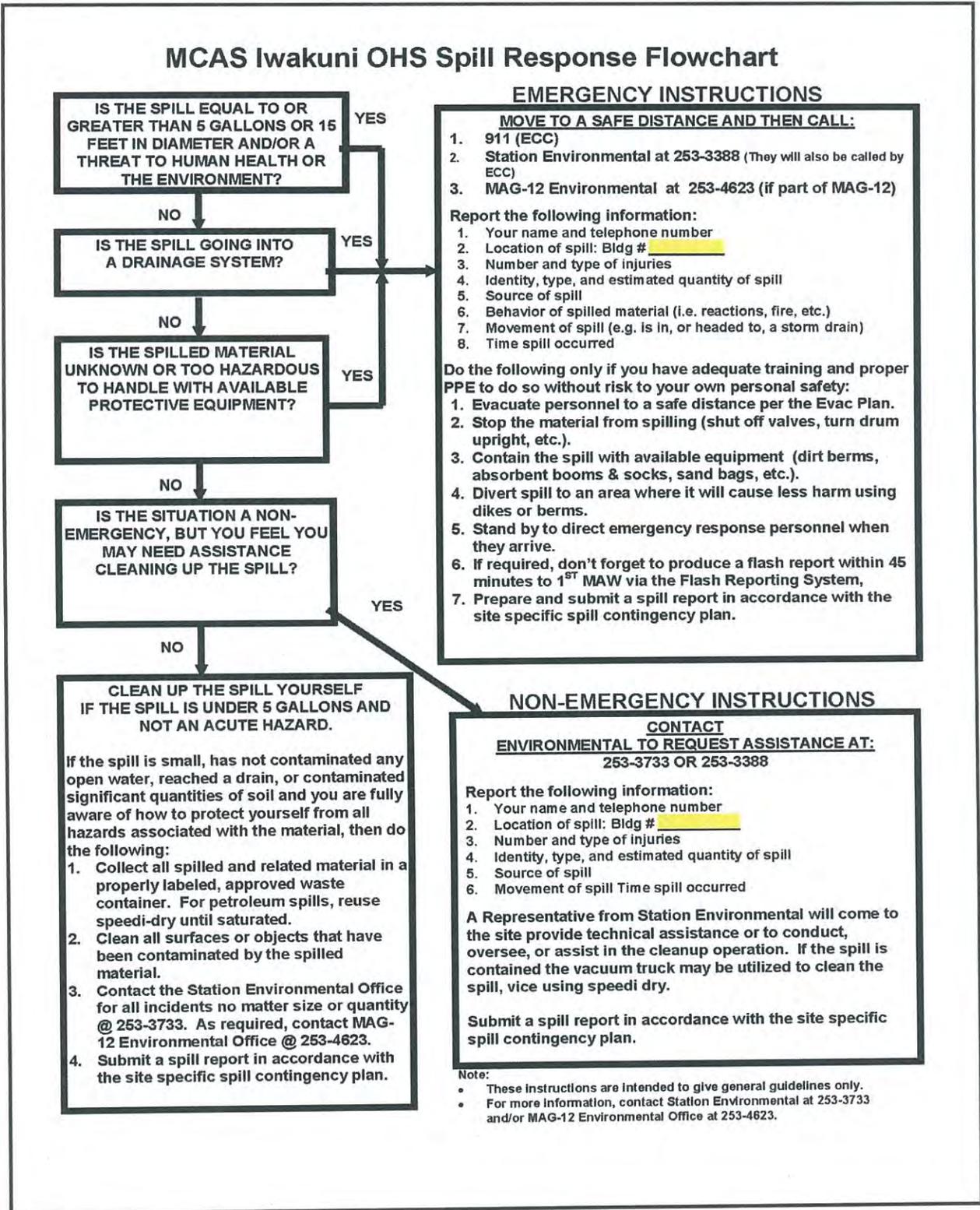


Figure 7-2.--MCAS Iwakuni OHS Spill Response Flowchart