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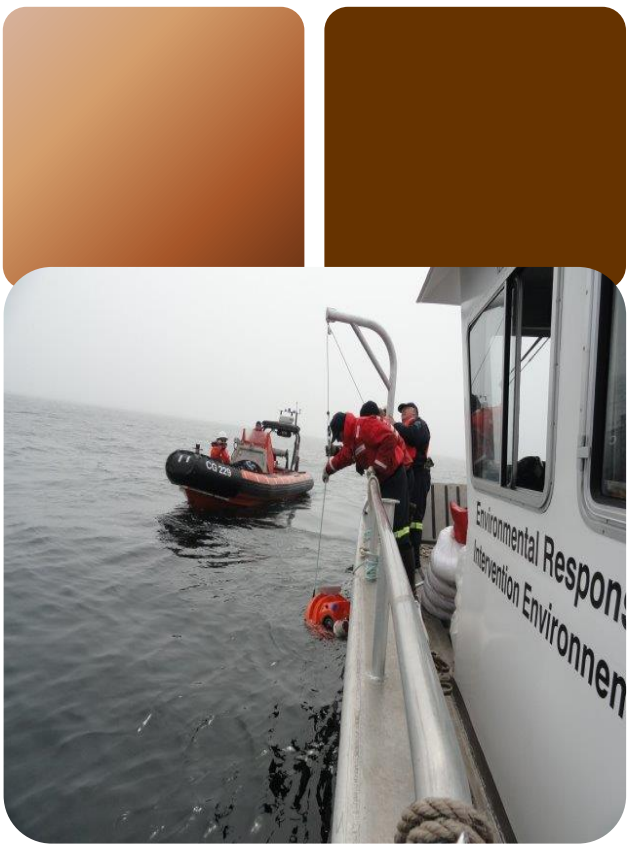
Canadian Coast Guard Marine Spills Contingency Plan

– Western Region 2019 –

Safety First, Service Always



Canada

Register of Amendments

#	Date	Description	Initials
1	2019-09-30	2019 edition	TM

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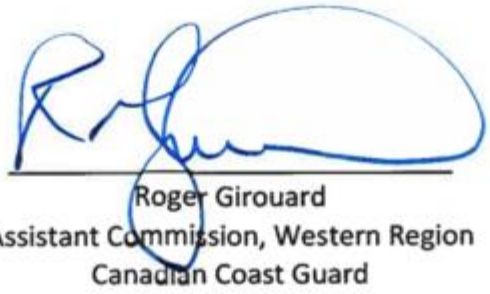
Letter of Promulgation

Pursuant to the Canadian Coast Guard Marine Spill Contingency Plan – National Chapter the Canadian Coast Guard Marine Spills Contingency Plan- Western Region Chapter presents the basic information necessary to execute an efficient and effective response operation in the area of operation identified in 2.4 of this document.

This document is reviewed annually and exercised in accordance with the principles outlined in this plan and related area plans.



Roger Girouard
Assistant Commission, Western Region
Canadian Coast Guard

1: Plan Overview

The Canadian Coast Guard Marine Spills Contingency Plan – National Chapter defines section 1 as having the following information: Authority, application, date in-force, and amending procedures in the region.

1.1 Authority

The authority for the Canadian Coast Guard Marine Spills Contingency Plan – Western Region Chapter is established by the Canadian Coast Guard Marine Spills Contingency Plan – National Chapter.

1.2 Application

The Canadian Coast Guard Marine Spills Contingency Plan – Western Region Chapter applies to marine pollution incidents occurring in Canadian waters within Western Region for which the Canadian Coast Guard is the lead agency. It also guides the manner in which Coast Guard will provide support, upon request, to another lead agency.

1.3 In-Force date

This plan is in from effect September 30, 2019.

1.4 Amendments

Overall responsibility for the amendments to the Canadian Coast Guard Marine Spills Contingency Plan – Western Region Chapter is that of the Assistant Commissioner. Requests for amendments can be directed to:

Western Region
Assistant Commissioner
Canadian Coast Guard
25 Huron St.
Victoria, B.C. V8V 4V9

1.4.1 Custodian

Plan secretariat function is the responsibility of the Superintendent, Environmental Response, Western Region.

1.4.2 Review Requirements

This Plan shall be reviewed and amended annually, and in exceptional cases, as required.

Information referenced in the Annexes, subordinate to the Canadian Coast Guard Marine Spills Contingency Plan – Western Region Chapter, are the responsibility of the Superintendent Environmental Response Western Region, and are reviewed, amended, and promulgated separately on an annual schedule, and in exceptional cases, as required.

2: Introduction

2.1 Introduction

The Canadian Coast Guard Marine Spills Contingency Plan – Western Region Chapter details the policies and procedures to be implemented in order to respond to a marine pollution incident or a threat to the marine environment within Canadian Coast Guard's Western Region. The Western Region of the Canadian Coast Guard (CCG) has responsibility over aspects of all Canadian waters on the west coast of Canada out to the outer limit of the Exclusive Economic Zone and the internal waters of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon and the Northwest Territories, excluding the Arctic contiguous waters. The Canadian Coast Guard has lead responsibilities and supporting capabilities to provide a command role exercising its mandate or coordinating with those of other agencies during a time of crisis.

The plan is based upon the policy and guiding principles reflected in the National Chapter of the Canadian Coast Guard Marine Spills Contingency Plan 2018. The Western Region Chapter of the Canadian Coast Guard Marine Spills Contingency Plan is designed as a guide to marine pollution response in Western Region and contains information relevant to multiple Area Plans and is consistent with the Coast Guard Western Region Incident Management Plan. The relationship of these plans to one another is shown in Figure 1.

As outlined in the National Chapter, CCG will apply the Incident Command System (ICS) as its common and standard incident response methodology for all marine pollution incidents and respond as the Incident Commander for the federal government. Depending on the nature, scope and complexity of an incident, either a Single Command or a Unified Command construct may be established to conduct the incident response effort. When a Unified Command construct is established, it brings together the Incident Commanders from those that have either the jurisdiction and/or a mandate related to the incident at hand to coordinate an effective response while carrying out their own organization's jurisdictional responsibilities. Composition of UC above all else needs to be efficient with only 1 member from the Federal, Provincial and Local governments. Even when a Unified Command is established, the Canadian Coast Guard retains authority under legislation to take measures or direct measures in relation to the discharge of a pollutant.

Canada has adopted the "polluter pay principle" in legislation and requires polluters to pay for the cost of cleanup and pollution damage. CCG's costs with respect to the response will also be recovered from the polluter and / or the Ship-source Oil Pollution Fund (SOPF) if an owner is unwilling or unable to cover those costs.

Figure 1. The relationship of the Western Region Chapter (blue triangle) to other relevant plans is represented by overlapping shapes. All plans intersect with the Western Region Incident Management Plan (black, top layer) as it is the overall coordinating plan for Canadian Coast Guard's command, control, and coordination among various nodes (command levels / different plans) during a marine pollution response for which this (Western Region Chapter) plan describes.

The activities and information specific to a particular marine area such as contact lists, environmental considerations, specific coordinative elements, equipment stockpile locations and other logistical information can be found in the corresponding Area Plan. The Area Plans also reflect the requirements as detailed in the Canada/U.S. Joint Contingency Plan – Operational Annex.

2.2 Purpose

The Marine Spills Contingency Plan – Western Region Chapter provides the details regarding the scope within which the Canadian Coast Guard Western Region's Environmental Response will operate to prepare for and ensure an appropriate response to a marine pollution incident.

This Plan outlines the framework the Canadian Coast Guard Western Region will implement during the response to a marine pollution incident. It also establishes procedures to be followed when acting as an assisting agency for pollution incidents.

2.3 Mission Statement

The following represents the goal of the Canadian Coast Guard when responding to a marine pollution incident:

To minimize the public safety, environmental and economic impacts of marine pollution incidents occurring in Canadian waters.

2.4 Geographic Scope – Canadian Coast Guard Western Region

The Western Region of the Canadian Coast Guard encompasses the waters of Canadian jurisdiction in British Columbia, Alberta, Saskatchewan, Manitoba, Yukon and the Northwest Territories, excluding the Arctic contiguous waters. Western region is depicted in yellow in Figure 2.

Figure 2. The three Canadian Coast Guard Response Regions.

The Western Region is divided into the following five Areas of Response:

North Coast of British Columbia- Based out of Seal Cove Coast Guard base in Prince Rupert. The north coast Area of Response (AOR) includes all the BC mainland coastal and interior waters north of a line drawn due east through Cape Caution to 51° 25' N, 124° 50' W to 53° 55' N, 122° 40' W to 53° 55' N, 120° 00' W, including Prince George. The area further includes the Haida Gwaii.

Vancouver Island South– Based out of Victoria Coast Guard Base. The southern portion of Vancouver Island up to Campbell River Menzies Bay 50 8.204 N, 125 23.328W, straight line across to the northern tip to Flores Island 49 23.645N, 126 13.778.

Vancouver Island North – Based out of Port Hardy depot. The northern portion of Vancouver Island from the corresponding line of Menzies Bay and Flores Island North all the way to Restoration Bay 52 1.501N, 127 38.501W straight across Fog Rocks 51 58.333N, 127 54, 967W

South Coast of BC and Interior Waters of Western Region – Based out of Coast Guard Sea Island Station in Richmond. BC Mainland, coastal and interior waters south and east of a line drawn from 53° 55' N, 120° 00' W to 53° 55' N, 122° 40' W to 50° 23' N, 125° 10' W then following the east shoreline of Sonora,

Maurelle and Reid Islands, excluding the bodies of water known as Hole in the Wall, Whiterock passage, and Sutil Channel, to a line running due west from Bullock Bluff on Cortes Island; then following the east shoreline to Sutil Pont then to Kiddie Point on Texada Island including the waters of Malaspina Strait and the Strait of Georgia from Upwood Point to Texada Island to 49° 00' N, 125° 05.3' W then following the international boundary eastward to the mainland. All interior waterways to the Ontario/Manitoba border

Yukon and Northwest Territories- Based out of the Hay River Coast Guard Base. Area of responsibility includes all internal waters within the Yukon and Northwest Territories excluding the Coastal waters of the Beaufort Sea, Arctic Ocean, and Hudson and James Bay.

2.5 Canadian Coast Guard Western Region Area Plans

As per the Canadian Coast Guard Marine Spills Contingency Plan – National Chapter this plan is managed by the Canadian Coast Guard Environmental Response Western Region under the supervision of the Superintendent Environmental Response.

In addition to this Regional Chapter, Western Region is divided into eight Geographically Specific Response Plans (Area Plans) as outlined in Marine Spills Contingency Plan – National Chapter. These areas include:

- Haida Gwaii
- North Coast
- Central Coast
- North Vancouver Island
- Straight of Georgia
- Greater Vancouver
- Juan de Fuca
- West Coast of Vancouver Island

The Area Plans are operational plans aimed at providing geographically specific information about reporting, notifications and integrated response within the geographic area. Additional logistics and local resource information can be found in each area plan. These plans are tailored to local needs, unique risks and environmental conditions specific to the region. The plans developed in these areas emphasize collaborative planning, and include scientific and Traditional Knowledge to inform decision-making. While each area plan is led by the Canadian Coast Guard, they are collaboratively developed with input from Fisheries and Oceans Canada, Transport Canada and Environment and Climate Change, the Province of British Columbia, First Nations, local municipalities and stakeholders such as industry.

More information regarding the various plans including the framework for the plan development can be found in **Annex C Preparedness.**

3: Roles and Responsibilities

This section describes the organization, roles and responsibilities of the Canadian Coast Guard Western Region and its relationship with the Environmental Response (ER) program. It also makes reference to the primary working relationships between the Environmental Response program and the internal and external support agencies that assist the Canadian Coast Guard in the delivery of its mandate.

3.1 Canadian Coast Guard

The Canadian Coast Guard is the lead federal agency for the response component of Canada's Marine Oil Spill Preparedness Response Regime as stipulated by both the Oceans Act, 1996, Section 41 and the Canada Shipping Act, 2001. As a complement to the industry regime capability, the CCG also maintains a considerable preparedness capacity if an immediate response is required when the Polluter is unknown, unwilling or unable to manage a response. The CCG's Environmental Response program ensures an appropriate response for any ship-source or mystery-source pollution incident in waters under Canadian jurisdiction.

3.2 Environmental Response Regional Program Responsibilities

In the context of this plan the Environmental Response Branch is in part tasked to:

- Prepare for a response to marine pollution in accordance with program standards.
- Maintain a readiness posture set-out in national and regional standards.
- Fulfill the Coast Guard's obligations as lead agency for Coast Guard mandated responses to marine pollution in waters under Canadian jurisdiction.
- Act as a resource agency in support of a response led by another agency when requested to do so.
- Ensure international commitments in spill preparedness and response are fulfilled.
- Develop and maintain close relationships with Indigenous communities, response partners, other levels of government and industry including Response Organizations, contractors, shipping and oil handling facilities.
- Maintain proficiency and expertise in pollution countermeasure equipment for oversight and tactics during a response and deployment when necessary.
- Provide an Environmental Response Duty Officer 7 days a week, 24 hours a day in each Environmental Response Western Region Area of Response.
- Develop, distribute and maintain the Canadian Coast Guard Marine Spill Contingency Plan – Western Region Chapter and Area Plans as outlined in this plan.
- Provide Environmental Response training to Canadian Coast Guard personnel and response partners.
- Conduct exercises to evaluate response plans, equipment suitability, response techniques and to ensure readiness.

3.2.1 Superintendent of Environmental Response

The Superintendent Environmental Response is accountable to the Director of Incident Management for the preparedness, readiness and response regime; The Superintendent Environmental Response is responsible for the information identified in: **Annex A, Program Administration.**

The Superintendent of Environmental Response is the activation authority for any mandated response to a marine pollution incident that may either require Canadian Coast Guard to expend funds or deploy Canadian Coast Guard resources in a response. The Superintendent is responsible for CCG pollution countermeasure equipment positioning and operating, training, exercising and contingency planning.

The Superintendent may assume the role of Incident Commander for any marine spills in the region and is then accountable to the Regional Incident Management Team.

3.2.2 Deputy Environmental Response Superintendent – Readiness

The Deputy Environmental Response Superintendent – Readiness is accountable to the Superintendent Environmental Response for the provision of readiness activities including: coordination and tracking of officer training; development of procedures for the safe and effective response to hazardous materials; on-going evaluation of the regional response system and the daily case management/provision of Planning Section Chief to active cases. This group will also support the organization's requirements for After Action Reporting and CCG's role in ongoing post incident monitoring, if any. The Deputy ER Superintendent – Readiness is responsible for the information identified in: **Annex B, Readiness.**

The Deputy ER Superintendent – Readiness can act on behalf of the activation authority for any mandated response to a marine pollution incident that may either require Canadian Coast Guard to expend funds or deploy Canadian Coast Guard resources in a response and may assume the role of Incident Commander for any marine spills in the region and is then accountable to the Regional Incident Management Team.

3.2.3 Deputy Environmental Response Superintendent – Preparedness

The Deputy Environmental Response Superintendent Preparedness is accountable to the Superintendent Environmental Response for the provision of preparedness activities including the ongoing development, maintenance, review and distribution of all levels of spill-response planning and the delivery of operational spill response training to internal and external participants. The Deputy ER Superintendent – Preparedness is responsible for the information identified in: **Annex C, Preparedness.**

Additionally, the Deputy ER Superintendent – Preparedness provides secretariat support for the CANUSDIX, CANUSPAC annexes to the Canada – US Joint Contingency Plan for Marine Pollution.

The Deputy ER Superintendent – Preparedness can act on behalf of the activation authority for any mandated response to a marine pollution incident that may either require Canadian Coast Guard to expend funds or deploy Canadian Coast Guard resources in a response and may assume the role of Incident Commander for any marine spills in the region and is then accountable to the Regional Incident Management Team.

3.2.4 Deputy Environmental Response Superintendent – Response

The Deputy Environmental Response Superintendent – Response is accountable to the Superintendent Environmental Response for the provision of ready response personnel, including duty officers and assets that are configured, staged and deployed in accordance with this plan. The Deputy ER Superintendent – Response is responsible for the information identified in: **Annex D, Response.**

The Deputy ER Superintendent – Response can act on behalf of the activation authority for any mandated response to a marine pollution incident that may either require Canadian Coast Guard to expend funds or deploy Canadian Coast Guard resources in a response and may assume the role of CCG Incident Commander for any marine spills in the region and is then accountable to the Regional Incident Management Team.

3.2.5 Environmental Response Officers

The Environmental Response Officers, in accordance with their job descriptions, participate in various preparedness activities, maintain a required readiness posture (including Duty Officers) and respond in accordance with their training (including, CCG Incident Commander).

Each AOR in Western Region has ER depot assigned to it. Each depot has a Senior Response Officer who manages the assets and ER response staff within that AOR. Following activation, the Depot Senior Response Officer and Response Specialist may be required to provide strategic and tactical recommendations, and potentially be tasked to conduct the approved tactics along with other responders. Senior Response Officer and Response Specialists may be the initial Incident Commander during a significant marine pollution incident prior to being relieved by a Deputy or Superintendent of Environmental Response.

The Environmental Response Duty Officer provides the initial activation and response component of the Environmental Response program. The Senior Response Officer or their immediate staff may assume the role of Duty Officer. All Duty Officers must have Basic Oil Spill Response Certification and Pollution Response Officer training.

3.3 Internal Coast Guard Support Groups

For the purpose of this plan, CCG Internal Support Groups are defined as Coast Guard programs and services that actively support Environmental Response preparedness and response activities.

3.3.1 Canadian Coast Guard Western Directorates

The Canadian Coast Guard – Western Region is organized into five directorates. The directorates are Incident Management, Marine Programs Navigational Services, Fleet, Integrated Technical Services and Integrated Business Management Solutions. The following describes how the Directorates will support in a spill response.

3.3.2 Incident Management

The Regional Director of Incident Management has the responsibility to provide command structure and support organization as well as maintaining the Western Region Incident Management Plan. Additional duties include:

- Response roles identified in the Western Region Incident Management Plan.
- Liaise with representatives from other government agencies, commercial, industry and other groups in support of the Environmental Response Program and Regional Incident Management objectives.
- Co-chair the Joint Response Team when the Canada/US Joint Plan CANUSDIX/CANUSPAC is activated.

3.3.3 Marine Programs Navigational Services

The Director of Marine Programs Navigational Services is responsible for Aids to Navigation and Marine Communication Traffic Services. The Director of Marine Programs Navigational Services has response roles identified in the Western Region Incident Management Plan.

Marine Communication and Traffic Services (MCTS) – MCTS supports CCG ER during a pollution response by:

- Establishing Movement Restriction Areas as directed by the ER duty officer or CCG Incident Commander and issue a notice to shipping.
- Providing communication operators and networks in support of remote operations.
- Disseminating marine information.
- Providing a centre as a communication focal point.

3.3.4 Fleet

The Director of Fleet is responsible for the Regional Operations Centre (ROC), Lifeboat stations and Fleet Vessels and Helicopters. The Director of Fleet has response roles identified in the Western Region Incident Management Plan.

Regional Operations Centre – The ROC supports CCG ER during a pollution response by:

- Ensuring notification of CCG and other government agency personnel of pollution reports.
- Information gathering during the assessment and initial response of an incident.
- Fanning out reports on marine pollution incidents.
- Coordinating the allocation of CCG fleet resources as requested by the ER duty officer or the CCG Incident Commander to respond to a marine pollution incident.
- Arranging Canadian Coast Guard rotary wing aircraft for the CCG Incident Commander during a spill response to support transportation of both personnel and equipment.
- EOC/ECC functional support to our ICPs and IC's based on RIMT and executive direction in regional order

CCG Ships and Stations – Commanding Officers or Officers in Charge of CCG vessels and stations will provide, depending on the limitations or constraints of the vessel, support to CCG ER during a pollution incident by:

- Being the principle point of contact for the ER Duty Officer or CCG Incident Commander.
- Supporting the assessment of spill reports for the purpose of verification.
- Providing initial on-scene response and relay directions for Pollution Response Officers.
- Providing a suitable platform for emergency evacuation.
- Providing site safety and maintaining emergency zones.
- Providing other operational support as requested by the CCG Incident Commander.

3.3.5 Integrated Technical Services

The Director of Integrated Technical Services (ITS) is responsible for the life cycle management of CCG ER equipment and provision of such equipment for real-time response support. The Director of Integrated Technical Services has response roles identified in the Western Region Incident Management Plan.

Marine and Civil Infrastructure – The Superintendent Marine and Civil Infrastructure (MCI) supports CCG ER in preparation for and during a marine pollution incident in accordance with the Incident Management and Integrated Technical Services memorandum of understanding.

In preparation for an incident, MCI has dedicated staff, including a Regional Asset Manager, to ensure all Pollution Counter Measure Equipment is appropriately life cycle managed, and ready for deployment. During an incident, MCI staff may be called to support logistics, within many Units (Supply, Facilities, Ground) of the Support Branch.

Electronics and Informatics – The Superintendent of Electronics and Informatics supports CCG ER in preparation for and during a marine pollution incident in accordance with the Incident Management and Integrated Technical Services memorandum of understanding.

In preparation for an incident, E&I staff ensure communications equipment, including Mobile Incident Command Posts, are appropriately life cycle managed, and ready for deployment. During an incident, E&I staff may be called to support logistics, within the Communications Unit.

Marine Engineering – The Superintendent of Marine Engineering supports CCG ER in preparation for and during a marine pollution incident in accordance with the Life Cycle Management Roles and Responsibilities Environmental Response Assets – EKME 3930749 document.

In preparation for an incident, M/E has dedicated staff, including a vessel maintenance manager, to ensure ER vessels are appropriately life cycle managed, and ready for deployment. During an incident, ITS M/E may be called upon to support logistics, within the Vessel Support Unit.

3.3.6 Integrated Business Management Solutions

Coast Guard's Integrated Business Management Solutions organization provides many day to day and incident specific support functions to the Environmental Response Program.

Business Resource Management - Support the Superintendent and managers with tracking and reporting on budgets. During an incident, analysts may support the request for dedicated costing project codes or report to an incident command post in a Finance or Logistics capacity.

Indigenous Relationships and Partnerships – This group will provide advice and guidance to ER staff during ongoing response planning and preparedness activities. During an incident, Indigenous Relationships and Partnerships staff may deploy to an incident command post to provide CCG Incident Commander(s) with advice and guidance and facilitate any higher level executive, First Nations discussions.

3.4 Federal Support Agencies

For the purposes if this plan, Federal Support Agencies are defined as agencies and departments which are not part of the structure of the Canadian Coast Guard programs and services, but are part of the Government of Canada. Federal government departments and agencies provide a wide range of direct and indirect responses to spill response operations.

3.4.1 Department of Fisheries and Oceans

Fisheries and Oceans Canada is the federal lead for safeguarding our waters and managing Canada's fisheries, oceans and freshwater resources. DFO supports economic growth in the marine and fisheries sectors, and innovation in areas such as aquaculture and biotechnology. We help ensure healthy and sustainable aquatic ecosystems through habitat protection and sound science.

DFO Science Sector – The Science Sector supports CCG ER during a marine pollution incident by:

- Acting as a Pacific Region Science Environmental Incident Coordinator that can support early response and may deploy to an incident command post.
- Providing scientific and operational advice for response planning and incident response both virtually and on-scene.

DFO Oceans Program – The Oceans Program supports CCG ER during a marine pollution incident by:

- Providing support to response planning initiatives.
- Providing field monitoring and advice on response activities related to habitat concerns.

DFO Operations Branch (Conservation & Protection) – The Operations Branch supports CCG ER during a marine pollution incident by:

- Providing on scene support and liaising with local communities.
- Assisting in the investigations associated with the prosecution of a pollution incident for violations of the Fisheries Act.

DFO Small Craft Harbours – Small Craft Harbours supports CCG ER during a marine pollution incident by:

- Providing Harbour Masters, Wharfingers and/or contractors to verify and provide information on spill reports within Small Craft Harbours.
- Initiating a response in those harbours or ports where such a Coast Guard capability exists in consultation with the ER Duty Officer.
- Providing dedicated berthage for spill response vessels and equipment at Coast Guard Facilities for the duration of a spill response.

- Assisting with the loading and unloading of Coast Guard pollution countermeasure equipment at Coast Guard facilities by ensuring road access, access to cranes, etc.

3.4.2 Transport Canada

Transport Canada (TC) is responsible for developing and administering policies, regulations and programs to protect the marine environment, to mitigate the impact on the environment of marine pollution incidents in Canadian waters and to ensure the safety of the general public under the Canada Shipping Act, 2001. It is Transport Canada's responsibility to ensure that the appropriate level of preparedness is available to respond to marine oil pollution incidents of up to 10,000 tonnes in Canada.

Transport Canada supports CCG ER in preparedness to, and during a marine pollution incident by:

- Supporting response planning initiatives including any information on risk or probability assessment of marine incidents.
- Providing technical advice and making recommendations to the incident, Coast Guard or the ship owner, regarding, but not limited to stability, lightering, damage assessment and salvage.
- Ensuring a ship safety duty officer is available 24 hours a day and to enforce the Canada Shipping Act, 2001.
- When able, conduct on-board investigation of ship source pollution occurrences

3.4.3 Environment and Climate Change Canada

Environment and Climate Change Canada (ECCC) administers laws and regulations as per the Canadian Environmental Protection Act, 1999 and the Fisheries Act, 1985 in order to protect Canadians and the environment. The department provides science-based advice to better prepare and respond to environmental emergencies. In the event of a pollution related emergency, Environment and Climate Change Canada's National Environmental Emergencies Centre is available 24/7 for scientific advice and technical support.

Environment and Climate Change Canada supports CCG ER in preparedness to, and during a marine pollution incident by:

- Supporting response planning initiatives.
- Leading the Environmental Unit of an Incident Command Post when available.
- Providing Shoreline Cleanup and Assessment Techniques training.
- Providing meteorological forecasting and site specific weather information.
- Providing assistance on migratory bird information.
- Providing spill trajectory projections (with DFO at the Institute of Ocean Sciences).

3.4.4 Public Safety Canada

Public Safety Canada is responsible, through the all-hazards Federal Emergency Response Plan, for coordinating an integrated federal response when an incident may lead to a provincial Request for Assistance, affects multiple jurisdictions and/or government institutions, directly involves federal assets or responsibilities or affects confidence in government or affects other aspects of the national interest. During significant marine pollution events, Public Safety Canada will act regionally, in collaboration with the Federal Coordination Group, and nationally through the Government Operations Centre and the Federal Emergency Response Plan's governance structure, to support primary federal response activities and coordinate with the Province of BC.

3.5 Indigenous Partners

The government of Canada is committed to working in a collaborative nation-to-nation approach with Indigenous communities. The knowledge, laws, authorities and responsibilities among Indigenous communities are vital to informing marine oil spill preparedness and response. Coast Guard Western Region works directly with Indigenous communities through response planning, training, exercising and during a response to a marine pollution incident. Local and traditional knowledge and perspectives are critical in all aspects of spill preparedness and response.

Indigenous Nations, as identified under the appropriate Area Plan, will participate along with CCG ER in preparedness to, and during a marine pollution incident by:

- Participating in area response planning along with local, provincial and federal representatives.
- Participating in ongoing training activities that may be detailed in area response plans.
- Participating in planning and playing in spill response exercises that may be detailed in area response plans.
- Participating in Unified Command.
- Staffing within and providing traditional knowledge and expertise in the Environmental Unit.
- Staffing any role within an Incident Management Team within the Command Post as required and qualified for.
- Participating as first responders, on-water operations, where trained and appropriately equipped.

3.6 Provincial Partners

Responding to marine spills requires a multi-jurisdictional joint effort. Important partners in a major response are Provinces and Territories. Canadian Coast Guard Western Region touch on multiple provincial and territorial authorities including the Provinces of British Columbia, Alberta, Saskatchewan, Manitoba and the Yukon and Northwest Territories. Provincial agencies specific roles and responsibilities may be detailed in relevant area response plans but in general may include the following areas:

- Participating in Unified Command, the Environmental Unit and other aspects of a significant response as necessary.

- Taking an active leadership and participatory role in coastal resource identification, protection and treatment on the inter-tidal shorelines.
- Supporting the Waste Management Plan review and identifying approved disposal sites if necessary.
- Collaborating with CCG ROC to distribute notifications of marine pollution incidents.
- Participating in response planning initiatives.

3.7 Local Government

Although not legislated to have a lead role in marine pollution response, local governments and agencies are critical to a successful response. Local governments provide local knowledge and have insight into what is important to citizens in their area, allowing important local insight and knowledge to be brought into the decision-making process.

Local Authorities (including Municipalities and Regional Districts), as identified in the relevant Area Plans will support CCG ER during a Coast Guard mandated marine pollution response by:

- Participating in Unified Command (1 member only in Unified Command)
- Providing local knowledge to the Environmental Unit.
- Participating as first responders, on-water operations, where trained and appropriately equipped.

3.8 External Resources

3.8.1 Response Organization

Canada's Marine Oil Spill Preparedness and Response Regime is designed to ensure that industry has the capability to clean up its own spills. Under the Regime, industry is required to maintain a 10,000 tonne response capability in marine regions south of 60°N latitude in Canada. The Regime requires the establishment of an industry-funded, Transport Canada certified Response Organization possessing equipment and personnel adequate for a spill response on behalf of its member companies. For the Canadian Coast Guard Western region, Western Canada Marine Response Corporation is the certified Response Organization for the coast of British Columbia, and Eastern Canada Response Corporation is the certified Response Organization for the remaining waters in Coast Guard's Western Region.

A Response Organization may be contracted by Canadian Coast Guard personnel to either respond or augment the response to a marine pollution incident in Canadian waters. All standard contracting rules shall apply when contracting a Response Organization. In an emergency situation, the Canadian Coast Guard may use its emergency contracting authority to enter into a contract with a Response Organization.

3.8.2 Oil Handling Facilities

The Regime requires that prescribed Oil Handling Facilities must have oil pollution prevention plans in place to prevent discharges and oil pollution emergency plans to respond to discharges. These facilities

must have equipment and resources for immediate use to contain and control an oil discharge that has occurred while engaged in the loading to, or unloading from, a prescribed vessel that directly or indirectly results in the pollutant entering the water. In addition, they are also required to have a membership with a certified Response Organization to provide support in spill response from their operations.

Should a discharge occur at an Oil Handling Facility as a result of loading to or from a prescribed vessel, the response operation to the oil pollution incident is to be managed in coordination with the CCG and federal, provincial and other bodies responsible for, or involved in the protection of the environment. Oil handling facilities and ship owners are also required by regulation to take into account any contingency plan for the area that is issued by the Canadian Coast Guard.

4: Pollution Reports and Notification

Western Region receives well over 1000 pollution reports each year with the majority being either non-pollution or non-recoverable where no response is required. The Canadian Coast Guard Marine Spills Contingency Plan – National Chapter describes the progression of a case from its initial discovery and report to the Coast Guard, notification, assessment, and activation of a response. An important part of the case progression is the receipt of pollution reports and notification of others.

The Environmental Response program currently maintains three 24/7 standby duty officers, located in each Area of Response, that are available to lead the assessment of pollution reports and that carry Pollution Response Officer powers under the Canada Shipping Act, 2001 for directing initial response actions if necessary. See *Duty Officer Standard Operating Procedures* for details and requirements.

4.1 Reporting

Pollution reports can come into the Canadian Coast Guard by many means: reports made to Coast Guard Radio (Marine Communication and Traffic Services Centres) or Regional Operations Centre; partner Agency's alerting lines from members of the public, polluters, and other agencies; and through individual officers' phones or in-person accounts. It is the responsibility of those that caused the pollution to report directly to the Coast Guard.

24 Hour British Columbia, Alberta, Saskatchewan, Manitoba, Yukon and the Northwest Territories Pollution Reporting Line:

Toll Free: 1-800-889-8852

The above number is a 24 hour pollution reporting line that is continuously staffed by the Coast Guard's Regional Operations Centre. This line will record all available information reported in order to pass it off to Environmental Response program staff to determine appropriate response measures needed (if any). Upon receipt of the report, the Regional Operation Officer (Western) Alerting Desk shall triage, collect and document the necessary information in accordance with **Annex D, Response.** Upon completion of the collection and documentation of the required case information, the Regional Operation Officer (Western) Alerting Desk shall notify the Environmental Response Duty Officer

Additional spill reports may be received either through the GNWT spill line or at Montreal, Iqaluit and Victoria ROC. The GNWT spills line will forward the spill report to ROC Victoria. Often a call will get received at the ROC Montreal or AWN in Iqaluit because that was the line of communication when the NWT was C&A region. Once received both Iqaluit and Montreal will forward to ROC Victoria.

4.2 Notification

When the Canadian Coast Guard receives a marine pollution report, an initial Pollution Report is immediately created, and fanned out with limited information. During the Duty Officer's assessment (Section 4.3), Pollution Report updates will provide additional information as it is gathered, including the intended actions. Additional external notifications may be sent to response partners and communities that may be impacted. These notifications will be made in accordance with the corresponding Area Plans. The Duty Officer may task the Regional Operations Centre Alerting Desk to distribute these notifications, including the most up to date version of the pollution report. The protocols for notifying Indigenous Communities can be found here: *First Nations Notifications Standard Operating Procedure* identified in Annex B: Readiness. Provincial emergency management organizations such as Emergency Management BC may support with further providing notification to Local Authorities within their jurisdiction.

Agency Briefing (as required): The intention of the *National Incident Notification Procedure* (NINP) is to provide Senior CCG and DFO Management, including the Deputy Minister, with an immediate initial alert to inform the organization that an event of significance has or is occurring. Criteria and procedures for NINP activation is identified in the National Directive.

4.3 Assessment

Assessment is the step where the Environmental Response Duty Officer analyses the report of pollution, or threat of pollution, to see if it falls within the mandate of the Canadian Coast Guard. As well, the assessment will identify any potential impact to the safety of the responders / public, and to the environment.

When a Duty Officer receives a pollution report they must determine the severity of an incident based on the available information. Their primary function of the Duty Officer is to complete the initial incident verification and assessment, and then make recommendations for appropriate action as necessary. Tools to assist this process include the Duty Officer Handbook for Western Region and the National Environmental Response Directive - *Assessing a Marine Pollution Incident*.

If the information provided on the pollution report is insufficient, the Duty Officer will use all methods of information gathering, and work with the Regional Operations Centre to gather any information that may be missing or inadequate.

As part of the assessment, the Duty Officer may task local resources to assist in the information gathering process. Each geographically specific Area Plan has information on key response partners in their respective plan areas.

Upon completion of the analysis of the incident information, where a response is recommended, the Environmental Response Duty Officer shall contact the Environmental Response Activation Authority for approval or handover in accordance with **section 4.4.**

4.4 Activation of Response

Following the assessment, when the Duty Officer determines that a required response meets CCG's mandate, approval to initiate a response is done through the Activation Authority. Once approved, the Activation Authority will determine who the CCG Incident Commander will be.

Following approval, the CCG IC will initiate Coast Guard operations through two stages:

- **Initial Response**
  The Initial Response occurs immediately after the activation of a Canadian Coast Guard response and is characterized by the execution of pre-determined plans and response strategies (where available) using the pre-staged / closest / most appropriate government and industry resources available.
- **Tactical Response**
  During the Tactical Response period, the Canadian Coast Guard (Unified Commanders) have been able to establish an Incident Command (or Unified Command) and are working towards an increasingly structured format. Actions are characterized by tactical limitations as additional resources are cascaded in from government and industry in support of a tailored response. Planning horizons are typically up to 72 hours, longer in remote environs.

If the Duty Officer has deemed the pollution incident significant such that formal notifications are being sent out and a coordination call established, then the response portions of a respective Area Plan will also come into effect. During the transition from the initial response phase to the planned/tactical response phase, coordination calls and meetings will continue to ensure communication is maintained amongst the response partners until the Incident Command Post is fully established. The Canadian Coast Guard will use the Incident Command System to respond to marine pollution incidents which is further described in **Annex C, Preparedness**.

5: Regional Environmental Response Capabilities and Capacity

To effectively exercise its responsibility for a safe and effective response, the Canadian Coast Guard has personnel and equipment strategically located across the region to assess, activate, and execute a response triggered by a report of pollution. The Canadian Coast Guard has evaluated its response capacity, taking into account the response capacity of the private sector, and against the risks related to ship-source oil spills.

The Canadian Coast Guard's capacity serves as:

- a safety net to the industry regime
- an immediate response capability when required
- assistance to spills in unsheltered water
- primary responders for spills north of 60^0N.

Through the Environmental Response National Equipment Committee (NEC), the *ER Unit and Task Force Mission and Equipment Standards* document creates set missions that can be applied to facilities and ships in region. The Standards document provides a catalogue of units to choose from, which in turn defines the regional and national response capacity. Through Area Response Planning, in collaboration with industry and coastal communities, Western Region's capacities are outlined in section 5.1. For

more information on the *ER Unit and Task Force Mission and Equipment Standards* document, please reach out to the Regional NEC representative.

5.1 CCG Facilities and Ships:

For facility location and details:
https://www.arcgis.com/apps/MapJournal/index.html?appid=cf06fbccc5004375a3a3d096bb486e42

5.1.1 Staffed ER Depots

Staffed ER Depots are currently the main response option to ship-sourced spill for CCG. Comprised of a three or four person ER First Response Unit, they are frequently deployed for source control, containment and protection. The ER-FRU has a primary response radius of 12 hours by road and can be tasked during the business day. Response during quiet-hours is subject to staff availability.

The tactical response is designed for a spill up to a 10 tons from a vessel up to 450'.

The Unit's equipment is trailered for rapid movement by ground or rigged for deployment by sea as well as containerized for rapid movement by air, ground, or sea transport.

The three (or four) person unit's primary role is:

- Reliable identification / verification (initial assessment) of pollution;
- Incident stabilization;
- Initial incident management;
- Initial source control, containment, protection;
- In field observation for situational awareness;
- Wildlife deterrent; and
- Initial on-water recovery (4 person units).

5.1.1.1 Richmond Depot

Staffed with a Senior Response Officer and four Response Specialists. Located on the Sea Island Coast Guard base along side the Hovercraft Unit this depot maintains pollution countermeasure equipment including various types of near-shore containment boom suitable for ocean and river deployment, mechanical and non-mechanical oil pollution recovery equipment, portable oil pollution storage, shoreline clean up equipment, fuel transfer pumps and Trash Pumps. This location also maintains a Pollution Response Vessel Class II, Pollution Response Vessel Class III and a variety of small workboats. Equipment is able to be mobilized by truck and trailer, Pollution Response Vessels or the Hovercraft.

Unit/Task Force	Location
First Response Unit: CCG Environmental Response	Sea Island Station
Task Force: Shoreline Cleanup	Sea Island Station
Task Force: On-Water Recovery - SPASS	Sea Island Station
Task Force: Rapid Air Transport	Sea Island Station
Task Force: Vessel Lightering	Sea Island Station
Task Force: Staging Area	Sea Island Station

Task Force: Command and Control	Sea Island Station
Task Force: Spill Response Reconnaissance	Sea Island Station

5.1.1.2 Victoria Depot

Staffed with a Senior Response Officer and four Response Specialists. Located on the main Coast Guard Base in Victoria and Western Region HQ, this depot maintains primary response equipment including various types near-shore containment boom, off-shore containment boom, mechanical and non-mechanical recovery equipment, Nofi V Sweep System, Current Busters, offshore TransRec Skimmer, portable oil pollution storage, shoreline clean up equipment, fuel transfer pumps and Trash pumps. This location also maintains a Pollution Response Vessel Class II, Pollution Response Vessel Class III, high speed safety RHIB, crew boat and a variety of small workboats. Equipment is able to be mobilized by truck and trailer, Pollution Response Vessels or Large Fleet Canadian Coast Guard Ships

Unit/Task Force	Location
First Response Unit: CCG Motor Lifeboat Station	Victoria Base
First Response Unit: CCG Environmental Response	Victoria Base
First Response Unit: CCG Ship	Victoria Base
Task Force: On-Water Recovery - Unsheltered	Victoria Base
Task Force: Shoreline Cleanup	Victoria Base
Task Force: On-Water Recovery - SPASS	Victoria Base
Task Force: Vessel Lightering	Victoria Base
Task Force: Staging Area	Victoria Base
Task Force: Command and Control	Victoria Base
Task Force: Responder Decontamination	Victoria Base
Task Force: Spill Response Reconnaissance	Victoria Base

5.1.1.3 Prince Rupert Depot

Staffed with a Senior Response Officer and four Response Specialists. Located on the Seal Cove Coast Guard Base in Prince Rupert, this depot maintains primary response equipment including various types near-shore containment boom, off-shore containment boom, mechanical and non-mechanical recovery equipment, V Sweep System, Current Buster, portable storages and shoreline clean up equipment. This location also maintains a Pollution Response Vessel Class II, Pollution Response Vessel Class III and a large crew boat with in house accommodations. Equipment is able to be mobilized by truck and trailer, Pollution Response Vessel or Large Fleet Canadian Coast Guard Ships

Unit/Task Force	Location
First Response Unit: CCG Environmental Response	Seal Cove Base
Task Force: Shoreline Cleanup	Seal Cove Base
Task Force: On-Water Recovery - Unsheltered	Seal Cove Base
Task Force: On-Water Recovery - SPASS	Seal Cove Base
Task Force: Vessel Lightering	Seal Cove Base

Task Force: Staging Area	Seal Cove Base
Task Force: Command and Control	Seal Cove Base
Task Force: Responder Decontamination	Seal Cove Base
Task Force: Spill Response Reconnaissance	Seal Cove Base

5.1.1.4 Port Hardy

Staffed with a Senior Response Officer and two Response Specialists. This depot maintains equipment meant for initial response including various types near-shore containment boom, mechanical and non-mechanical recovery equipment, portable storages, shoreline cleaning equipment. This location also maintains a Pollution Response Vessel Class III. Equipment may be mobilized using truck and trailer or Pollution Response Vessel. This permanent depot is being established and the equipment cache will be similar to the Prince Rupert Depots once it's fully operational.

Unit/Task Force	Location
First Response Unit: CCG Environmental Response	Port Hardy Depot
Task Force: Shoreline Cleanup	Port Hardy Depot
Task Force: On-Water Recovery - Unsheltered	Port Hardy Depot
Task Force: Vessel Lightering	Port Hardy Depot
Task Force: Spill Response Reconnaissance	Port Hardy Depot
Task Force: Command and Control	Port Hardy Depot

5.1.1.5 Hay River

Staffed with a Senior Response Officer and two Response Specialists. This depot maintains pollution countermeasure equipment including various types near-shore containment boom, mechanical and non mechanical recovery equipment, portable storages, shoreline clean up equipment as well as Rapid Air Transferable equipment to deploy quickly to remote locations. This location also maintains a Pollution Response Vessel Class I, Pollution Response Vessel Class II and several workboats. Equipment may be mobilized using truck and trailer, Pollution Response Vessel or aircraft. For defined capabilities and capacity north of 60°N, please reference the Central and Arctic Region Spill Contingency Plan.

5.1.2 Unstaffed Equipment Caches

5.1.2.1 Ucluelet

Unit/Task Force	Location
Task Force: Shoreline Cleanup	Ucluelet
Task Force: Rapid Air Transport	Ucluelet
Task Force: Vessel Lightering	Ucluelet
Task Force: Staging Area	Ucluelet

5.1.1.1 Shearwater

Unit/Task Force	Location
Task Force: Rapid Air Transport	Shearwater
Task Force: Shoreline Cleanup	Shearwater

5.1.1.2 Bella Coola, Kitimat, Masset & Southern Interior

Unit/Task Force	Location
Task Force: Community Response Unit: Non-Mechanical	Bella Coola
Task Force: Community Response Unit: Non-Mechanical	Kitimat
Task Force: Community Response Unit: Non-Mechanical	Masset
Task Force: Community Response Unit: Non-Mechanical	Belfour

5.1.2 CCG Motor Lifeboat Stations

The First Response Unit: Canadian Coast Guard Motor Lifeboat Station (CCG MLB), when directed by the Regional Operation Centre (ROC) and not tasked with their primary SAR duties, is a four person crew that operates 24/7 that provides initial source control, containment and protection. These units are the most widely distributed CCG resources across the country that provides an extensive network of FRUs.

The tactical response is designed for a spill up to 2 tons from a vessel up to 100'. The Unit's equipment is trailered and/or containerized for rapid movement and deployment by ground, or rigged for deployment by sea.

When not tasked with their primary SAR duties, the Unit, when tasked by the ROC, will provide trained responders for:

- Reliable identification / verification (initial assessment) of pollution;
- Initial source control, containment and protection;
- In field observation for situational awareness; and
- Initial non-mechanical recovery in a local setting.

Unit/Task Force	Location
First Response Unit: CCG Motor Lifeboat Station	Ganges
First Response Unit: CCG Motor Lifeboat Station	Victoria Base
First Response Unit: CCG Motor Lifeboat Station	Tofino
First Response Unit: CCG Motor Lifeboat Station	French Creek
First Response Unit: CCG Motor Lifeboat Station	Prince Rupert
First Response Unit: CCG Motor Lifeboat Station	Sandspit
First Response Unit: CCG Motor Lifeboat Station	Bella Bella
First Response Unit: CCG Motor Lifeboat Station	Kitsilano
First Response Unit: CCG Environmental Response	Kitsilano
Task Force: Vessel Lightering	Kitsilano
Task Force: Command and Control	Kitsilano

Task Force: Spill Response Reconnaissance	Kitsilano
First Response Unit: CCG Motor Lifeboat Station	Gimli
First Response Unit: CCG Motor Lifeboat Station	Powell River
First Response Unit: CCG Motor Lifeboat Station	Port Hardy
First Response Unit: CCG Motor Lifeboat Station	Campbell River
First Response Unit: CCG Motor Lifeboat Station	Bamfield

6: Related Plans

There are many response plans that may be developed and maintained by other jurisdictions that either support or are related to the Marine pollution response regime(s) and overall incident management within Western Region's area of operation. The plans outline below are ones in which Coast Guard Environmental Response - Western Region has a direct responsibility for maintaining.

6.1 Canada – U.S. Joint Marine Pollution Contingency Plan

The need for an international marine pollution contingency plan in the contiguous waters between Canada and the United States is satisfied by the Canada-United States Joint Marine Pollution Contingency Plan. There are five areas that are covered by this plan: the Great Lakes, the Atlantic Coast, the Pacific Coast, Dixon Entrance and the Beaufort Sea. For the Canadian Coast Guard Western Region, the Pacific Coast (CANUSPAC) and Dixon Entrance (CANUSDIX) regional annexes contain relevant information for marine pollution response.

6.1.1 CANUSPAC

The purpose of the Pacific Geographical Annex (CANUSPAC) to the Canada - U.S. Joint Marine Pollution Contingency Plan, is to identify the specific processes whereby both Coast Guards communicate, consult and coordinate in response to a discharge or a threat of discharge of pollution into the contiguous waters of interest of both Canada and the United States.

Figure 3. The Southern marine transboundary area applicable to the CANUSPAC Annex of the Canada - U.S. Joint Marine Pollution Contingency Plan

6.1.2 CANUSDIX

The Northern Pacific geographic annex to the Joint Contingency Plan establishes specific processes whereby both Coast Guards communicate, consult and coordinate in response to a discharge or threat of a discharge of pollution into the contiguous waters of interest of both in the Northern Transboundary area around Dixon Entrance—in areas comprising the waters of the Dixon Entrance off the Pacific Coasts of Canada and the United States.

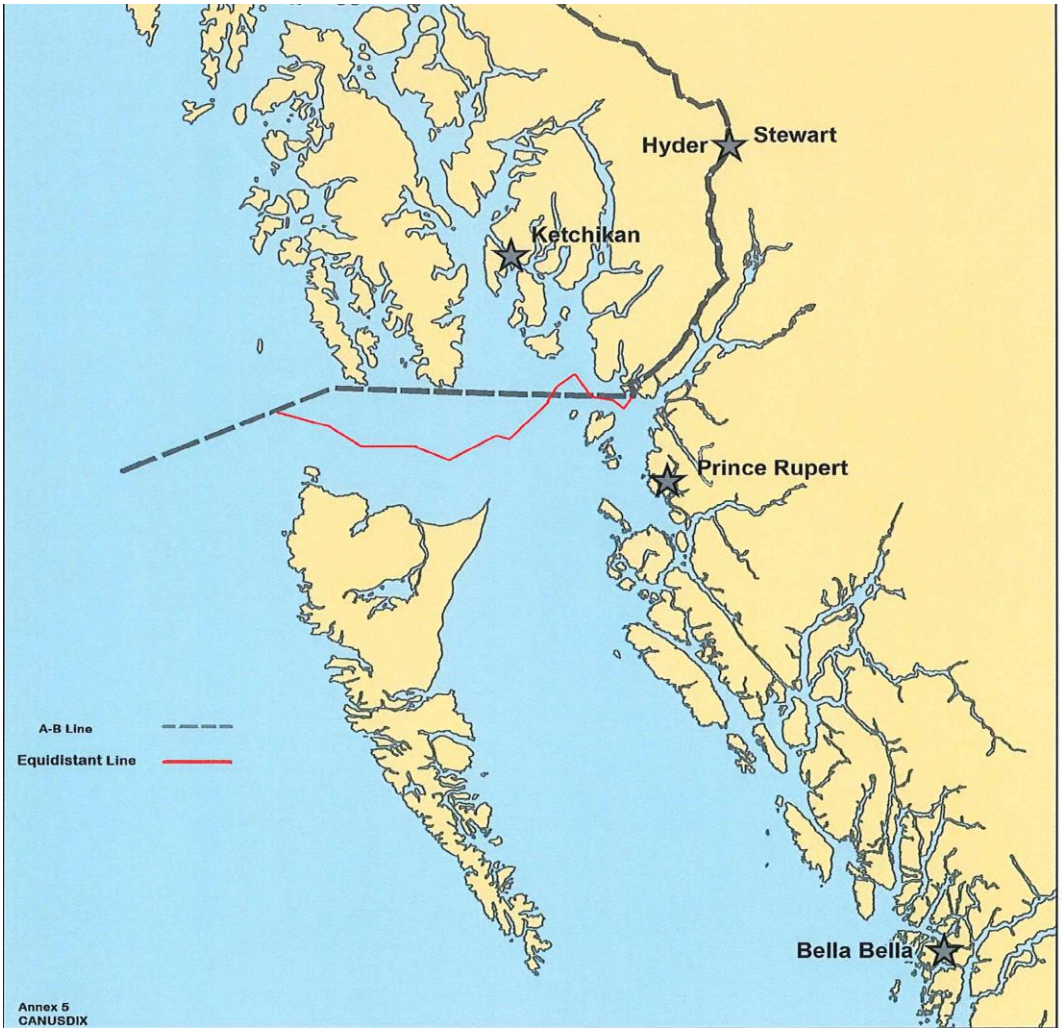


Figure 4. Northern Pacific transboundary border applicable to the CANUSDIX Annex of the Canada - U.S. Joint Marine Pollution Contingency Plan.

7: Annexes

The Western Region Chapter contains a number of annexes that can be amended from time to time as necessary:

ANNEX A – PROGRAM ADMINISTRATION

ANNEX B – READINESS

ANNEX C – PREPAREDNESS

ANNEX D – RESPONSE

ANNEX E – REGIONAL ICS SUPPORT TOOLS

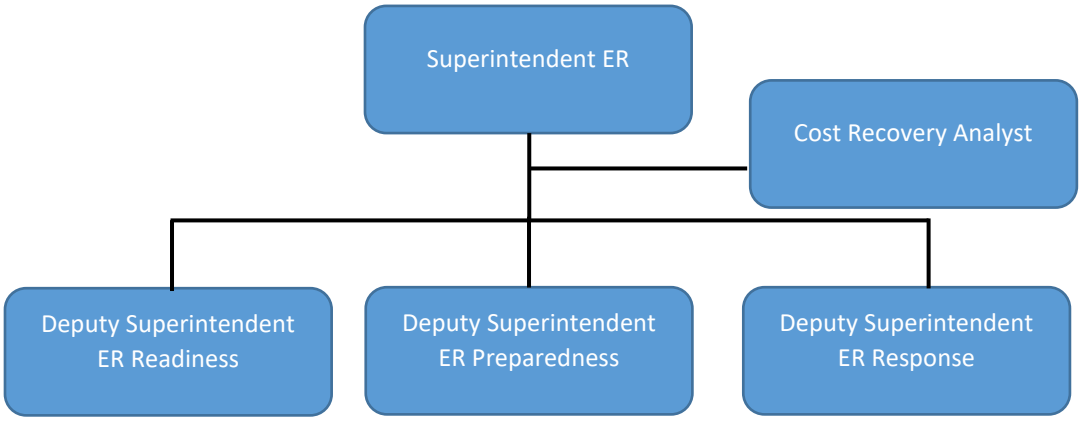
ANNEX A – Program Administration

The Superintendent Environmental Response is responsible for the development and maintenance of this Annex.

1.0 Regional Program Framework

The Environmental Response Program is part of the Incident Management directorate along with the Search and Rescue Program and Vessels of Concern. Environmental Response Western Region is split into three functional components, Readiness, Response and Preparedness, each with a Deputy Superintendent.

1.1 Overall ER Organizational Structure



1.2 Safety Management System

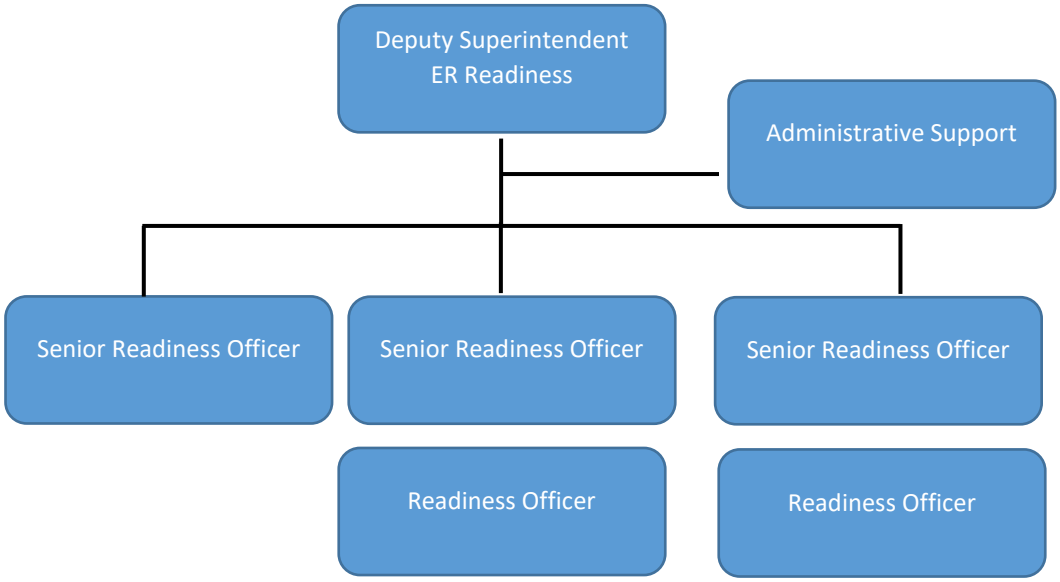
Specified in the Shore-based Safety Manual, the Superintendent of ER has the overall requirement to implement Safety Management System within Enviromental Response Western Region. All staff, supervisors and managers have a responsibility for compliance with all applicable health and safety requirements. The following is a strategic overview of elements that make up CCG ER Western Region's Safety Management System implementation.

Environmental Response Western Region maintains a Risk Register of potential workplace hazards and mitigation measures. Some of the potential mitigation measures include the development of ER specific Safe Work Instructions or Standard Operating Procedures which are outlined in section 8.1.4 below. As part of the Safety Management System, all staff will go complete a site familiarization each year. To ensure compliance with the Safety Management System and to continually improve safety on all levels, a bi-annual SMS meeting will take place with all ER supervisors.

ANNEX B – Readiness

The Deputy Superintendent Readiness is responsible for the development and maintenance of this Annex.

1.0 Readiness Organization Structure:



2.0 Roles and Responsibilities

The Readiness group functions as a supporting organizations for CCG ER Western and generally includes coordination and tracking of officer training; development of procedures for the safe and effective day to day operations and response to hazardous materials; on-going evaluation of the regional response system and the daily case management/provision of Planning Section Chief to active cases. This group will also support the organization's requirements for After Action Reporting and CCG's role in ongoing post incident monitoring, if any. Specifically the ER Readiness group will:

- Development and updating of SOPs/SWIs
- Tracking and Management of inventory at ER Depots/Caches
- Procurement of Standardized PPE packages for ER personnel and Fleet Assets
- Tracking and coordination of training courses for ER personnel
- Supporting ER Preparedness Section with Training Exercises
- Leading hiring process for all ER personnel/summer students
- Providing case management support to ER Response Operations

- Lead set up and staffing of Incident Command Posts when activated
- Provide personnel trained in Incident Command System to support ICPs in response to Pollution Incidents or RFA's for other Incidents (if core mandate operations allow)
- Produce After Action Reports for Exercises and Incidents with support of those personnel who were involved
- Lead efforts to refine reporting procedures and protocols
- Provide Duty Officer coverage to ER Response Depots
- Support ER Operations in field as required

2.1 Program SOPs/SWIs

The Readiness group develops and maintains Standard Operating Procedures (SOP) and Safe Work Instructions (SWI) for a variety of operational and program management areas identified below. These documents are signed by the Superintendent of Environmental Response and are updated from time to time.

- Battery Maintenance
- Notification of Pollution Reports to First Nations
- Boarding Vessels for Environmental Response Purposes
- Oil Recovery & Handling – Incineration
- Dealing with Upset Clients
- Operating PRV II
- Emergency Preparedness and Response Plan
- Operating Small Vehicles
- Equipment Installation & Maintenance - Industrial and Mechanical
- Oxy-Acetylene Cutting
- Equipment Operations - Engines
- Painting in ER Shop
- ER Duty Officer
- Pollution Countermeasure Equipment - Boom Deployment
- ER-Specific PPE for Fleet Vessels
- Pollution Countermeasure Equipment - Skimmers and Pumps
- Extended Work Hours
- Pollution Countermeasures - Shoreline Assessment
- General PPE for ER Personnel
- Pressure Washer
- Hand and Power Tools
- Rigging
- Helicopter Passenger OPS
- Media Blasting
- Helicopter Sling OPS
- MSDS Sheets
- Manual Lifting
- First Nations Notification of Pollution Reports
- ER Training SOP
- Exercise Participation SOP

2.2 Internal Training Management

The National ER Training SOP establishes national standards and minimums for Environmental Response staff. The National Training SOP enables the establishment of the Western Region ER internal training SOP. This SOP along with the Western Region's On the Job Training manual establish additional requirements for Western Region ER staff. All staff will follow this guidance. All required ER related training will be tracked by the ER Readiness group.

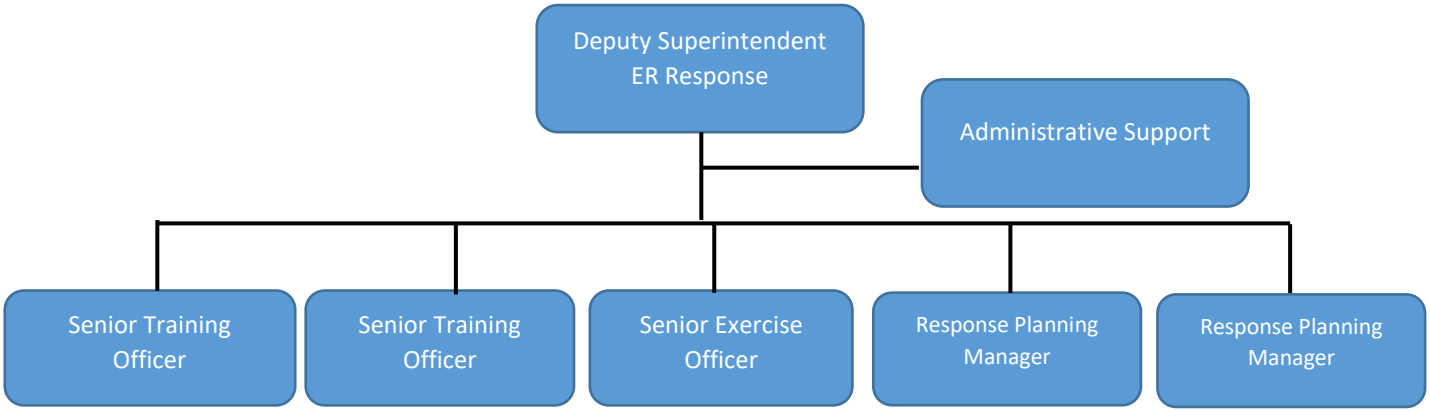
2.3 Case Management

Coast Guard Environmental Response Readiness group will provide case management/provision of Planning Section Chief to active case where response is activated beyond assessment.

ANNEX C – Preparedness

The Deputy Environmental Response Superintendent – Preparedness is responsible for the development and maintenance of this Annex.

Organizational Structure:



The iterative and interactive process of response planning, joint spill response training and integrated response exercises contributes to achieving and maintaining a high level of response preparedness among a whole community of responders. This community consists of those that would play a role in a continuum of responses including Canadian Coast Guard fleet personnel, ER specialists, First Nations, Local Authorities, provincial agencies, industry and other federal government departments. A key aspect to the cycle is a regular review of the response plans for each area ensuring that there is continued strong awareness of the plan, it is up to date, reflects new initiatives and can amend training and exercises as necessary.

Spill Response Plans will be developed for the Western Region in specific geographic areas identified in section 1 below meeting requirements from the Marine Spills Contingency Plan – National Chapter. In coordination with area planning representatives, joint spill response training will be delivered by CCG ER to potential response participants across the coast to support area plan development and support response readiness. Each area plan developed will establish requirements for regular joint training ensuring continued maintenance of skills and ongoing relationship development. The exercise program for Western Region will focus on testing aspects of each area plan on a four year cycle. This cycle will include one main integrated exercise accompanied by multiple smaller drills throughout the cycle to ensure all aspects of the plan are tested and that the competencies of the area responders are maintained. Through the training and exercises, gaps or areas of improvement for response plans will be identified and fed back into the plan maintenance and update process.

The Deputy Superintendent Environmental Response – Preparedness will maintain a running 3 year plan outlining specific activities, priorities, targets and deliverables.

1. Response Planning

As per the Marine Spills Contingency Plan - National Chapter, this plan is managed by the Canadian Coast Guard Environmental Response Western Region under the supervision of the Superintendent Environmental Response.

In addition to this Regional Chapter, Western Region is divided into eight Geographically Specific Response Plans (Area Plans) as outlined in Marine Spills Contingency Plan - National Chapter, which are listed below. Figure B.1 shows the boundaries of these nine plan areas.

- Haida Gwaii
- North Coast
- Central Coast
- North Vancouver Island
- Strait of Georgia including Gulf Islands
- Greater Vancouver
- Juan de Fuca
- West Coast of Vancouver Island

The Area Plans are operational plans aimed at providing geographically specific information about alerting, notifications and integrated response within the geographic area. Additional logistics and local resource information can be found in each area plan. These plans are tailored to local needs, unique risks and environmental conditions specific to the region. The plans developed in these areas emphasize collaborative planning, and include scientific and Traditional Knowledge to inform decision-making. While each area plan is led by the Canadian Coast Guard they are collaboratively developed with input from Fisheries and Oceans Canada, Transport Canada and Environment and Climate Change, First Nations, the Province of British Columbia and stakeholders such as industry.

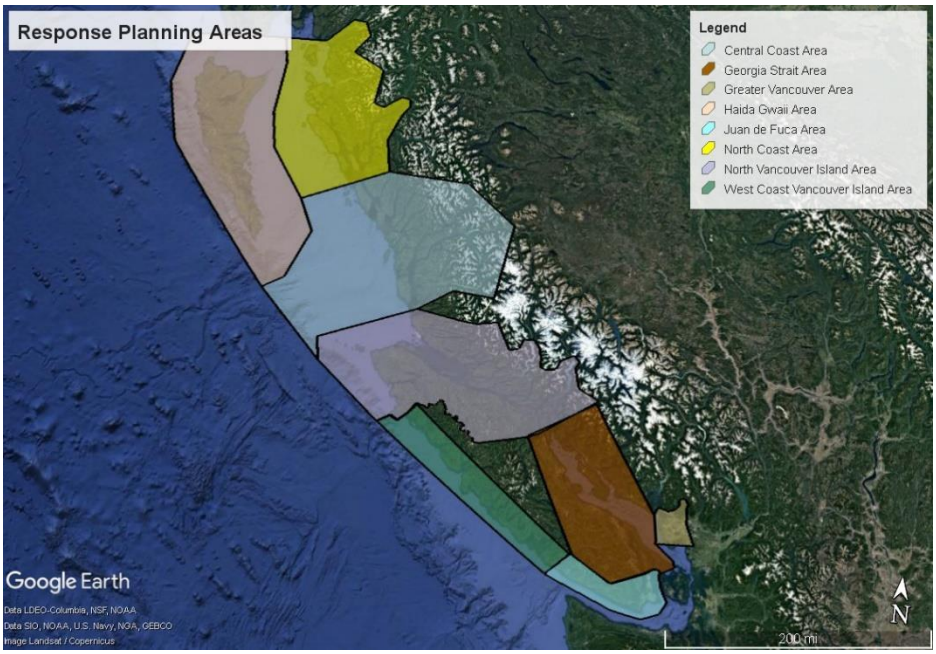


Figure B.1. The boundaries for the eight geographically specific Area Plans in Western Region.

1.1 Principles and Process for Developing Area Response Plans

During the development of each Area Response Plan the following principle should be considered

- Area Plans developed as part of this process are Coast Guard plans enabled under the Marine Spills Contingency Plan – National and Western Region chapters representing the current system of response and operational realities and be inclusive of as many response participants as possible
- The planning approach will include the formation of 1 or more working groups and significant bi-lateral discussions may also be needed.
- While general planning areas have been established exact boundaries are part of the discussion. Principles will be applied across the region and significant responses will likely activate multiple response areas
- Each working group(s) should include federal / provincial / local government / First Nations / Health Authorities / WCMRC / Industry and others as deemed necessary. Geography and other considerations may require that multiple working groups are established to facilitate meaningful participation.
- The working group(s) may fall under existing forums, agreements or other mechanisms
- The process to develop response plans will include regular meetings with the working group(s) and may include the use of workshops on common topics including Spill Notifications, Public Information / ICS / Environmental Unit / Unified Command / Liability and Compensation and others
- Development of response plans will focus on the below areas:

- Increasing common understanding of spill response
- Building relationships
- Contacts for notification
- Documenting logistics and other geographically specific information
- Establishing command and integration of local knowledge

- Geographically Specific plans, to the extent possible, need to be consistent with each other and reflect the National and regions contingency plans
- CCG Environmental Response operational staff should be engaged throughout the process within their area of response (AOR) for awareness and to guide operational principles
- Plans should eventually be made available online to improve transparency

1.2 Methodology / Framework of Integrated Area Response Planning:

There are phases of response planning in both the process of planning and maturity of response plans. In each step or phase there are multiple activities as well as deliverables or outputs that in themselves have value. The phases in our area response planning framework include an initial plan, integrated response plan, and finally a mature plan and continuous improvement.

Level 0: Initial Plan

Key Output: Key contact information for notification purpose and establish working group (s) structure. Focus on current regime

Timeframe: 4 months

Initial Meetings and Scoping

Initial working group and bi-lateral meeting(s) will be held with a focus of introducing Environmental Response, Response Planning the current regime and limitations and constraints. These initial meeting will help refine the geographical area that will be represented by the plan, plan name, working group members (if additional are required), and work plan for the year. In addition introducing the response planning concept and development of workplans, a key deliverable of this phase will be notification information for participating organizations that can be utilized immediately to notify and activate organizations during a significant spill response. Having reliable and up-to-date contact information can make a significant difference at the time of a spill ensuring early awareness of the event and a coordinated response.

Level 1: Integrated Response Plan

Key Output: Integrated Response Plan issued by Coast Guard

Timeframe: 14 months

Workshops

As part of the workplan, workshops should be planned on specific topics that may be of interest to the established working group(s) to facilitate an increased common understanding of ICS/spill response and to support the planning process.

Workshop topics can include:

- Establishing Command, including UC membership and roles
- Coordination of ICP and EOCs and the Liaison role
- Establishing the Environment Unit
- Establishing a Joint Information Centre and communication flow
- Shoreline Cleanup Assessment Technique (SCAT)
- Cost Recovery and the Ship-source oil pollution Fund

Planning meetings

The main focus through this phase is the holding of regular response planning focused working group meetings as per the work plan. The work plan should clarify that it is a CCG Area response plan that describes an integrated response to a marine pollution incident. It should specify who will sign off on the plan, and what content of the plan is negotiable. These working group meetings are aimed at continuing the joint understanding of awareness of response within the geographic areas and discussing response plan content. An open action tracking document will be maintained throughout to track topics or issues that will not be able to be addressed within the short term or by the working group(s).

Level 2: Mature Plan and continuous Improvement

Key Output: Established ongoing plan update forum, training and exercises and possible for improvements to partner capacity and improvements to regime and may be issued jointly by various response partners

Timeframe: on-going

Plan Maintenance and updates

- Plans will be evergreen and refined over time. Once an Area plan is developed the care and maintenance of a response plan should transition to an existing forum where possible, including a Marine Emergency Response Coordination Committee (MERCC).
- Nevertheless, the plans remain CCG documents, so preparedness planning manager(s) will still be required to maintain the plans and involvement in these forums.

- Where PERT resources are available they should be engaged in supporting ongoing planning and any development of further localized Planning including Geographic Response Strategies that is initiative by communities and First nations to ensure strategies are feasible .
- Depot SROs and staff will participate in ongoing meetings and should support ongoing planning as well as development of further localized Planning including Geographic Response Strategies initiated by communities and First Nations. Including local staff will also help to build local relationships.

Training

As outlined in each area plan, joint training will take place within the area on a regular basis to continue supporting participating organizations readiness and ability to respond in a coordinated and integrated fashion. Lessons from training may be incorporated into updates to the response plan

Exercises

As outlined in each area plan, joint exercises will take place within the area on a regular basis to continue supporting participating organizations readiness and ability to respond in a coordinated and integrated fashion. Lessons from exercising may be incorporated into updates to the response plan

Local Planning and Strategy Development

Local plans and Geographic Response Strategies can be an important part of a continuum of response plans from the local/tactical to the national/strategic plans. CCG will support communities in the development of local plans and strategies as able and ensure that the local plans and strategies are referenced in Area plans as they are developed. Can we link ECCC or WebEOC into here so that we have a place to store GRS within the federal government.

Equipment Coordination

If Coastal Community Response Unit equipment is to be provided the equipment should only be installed within a mature response planning context, after an Integrated Area plan and local plan is developed, joint training and regular exercises has taken place so equipment can safely be deployed and maintained coordinated with other responding partners and agencies, and CCG (or WCMRC) procedures have been developed with First Nations to clarify how First Nations will be dispatched/contracted to a response.

2. Delivery of Environmental Response Training

As part of its Environmental Response mandate, CCG works to respond in a timely and integrated manner with internal and external support groups, First Nations and other response partners. Successful integration begins with early engagement and appropriate joint training long before an incident ever takes place.

CCG delivers Environmental Response training to further enable community support through active participation in Environmental Response and support the goals of minimizing environmental, economic, and public safety impacts of marine pollution incidents. Courses can be provided depending on the community needs and access to response equipment.

Environmental Response Courses Delivered

- Introduction to Oil Spills (INTRO) – 1 day
- First Response to Oil Spills Training (FROST) – 2 days
- Marine Oil Spill Response and Recovery (MOSRR) – 3 days
- Essentials of Marine Oil Spills Training (EMOST) – 4 days

CCG Environmental Response Western Region is required to deliver training to CCG personnel to meet established National crewing profiles as identified below. These crewing profiles identify a level of training that must be attained by CCG personnel working at CCG stations in Western Region. In order to maximize training opportunities and foster relationships between CCG crews and others that may respond in an area during marine pollution incidents, training at or near a CCG station will also include invitations to local responders and First Nations.

CCG Crewing Profiles:

CCG Stations – FROST
CCG Ship-going personnel – MOSRR
CCG ER Specialists – EMOST

While there is no specified recertification or maximum time between training that CCG Personnel or response partners receive, Environmental Response will conduct training for CCG Station Crew and surrounding response partners a minimum of once every three years. Additionally, each area plan identified in section 1 of this annex requires that an ER training course be delivered by CCG Environmental Response once every two years. Training at a CCG station that involves community members and First Nations will meet the requirement established in the area plan.

2.1 Training Audiences:

- CCG ER specialists
- CCG - ROC Staff
- CCG Large Ship and Station Crews

- Communities with Geographically Specific (Area) Response Plans where training has not taken place in past two years
- Communities engaged in Response Planning
- Other areas as requested

3. Exercises

At the time of an incident CCG Environmental Response must work with a variety of local, provincial, federal, First Nation and industry Response Partners. Participation in exercises in an important part of building relationships and testing our abilities prior to an actual incident. Exercises are realistic simulations of various types of marine pollution incidents and can range from a simple alerting exercise to a full-scale deployment of personnel and equipment. The Environmental Response program will conduct exercises in accordance with its National Exercise Program.

3.1 Regional Exercise Program

The Environmental Response Western Region exercise program will be based on verifying and exercising the nine response planning areas along the west coast. As per each Geographically Specific (Area) Response Plan, Coast Guard will lead or co-lead multi-partner spill response exercises for each planning area once every three years, testing all aspects of the area plan. With nine planning areas this will mean there are three multi-partner exercises Coast Guard is leading/co-leading each year of different scales.

In the years leading up to a multi-partner exercise in a certain area, individual drills will be done testing specific elements of a plan and supporting the maintenance of response competencies and overall response preparedness. These drill may be conducted or led by any response partner. Significant events or exercises conducted by any partner or industry in an area may meet the requirement of an exercise if sufficient aspects of the area plan are invoked.

Additional exercises will occur throughout the region that will not substantially test area plans but still require either effort to develop or will require CCG participation, such as some industry exercises and CANUS Exercises. To support coordination of all the various ER exercises that take place across the region, a Regional Exercise Coordination Group has been established consisting of Coast Guard, Transport Canada, Environment and Climate Change Canada, Fisheries and Oceans, provincial government and industry.

3.2 Drills

Drills may include but are not limited to:

- Notification
- Equipment Deployment
- Tactical Communication
- GRS Deployment
- Joint Information Centre
- Environmental Sensitivity Development
- Waste Management

- Mobilization
- Assessment
- ICS Documentation

3.3 Example Area Exercise Plan

- Year 1 – Notification Drill
- Year 2 – Community equipment deployment drill
- Year 3 – Full Scale multi-partner exercise

3.4 Multi-Partner Exercise Three Year Plan

Each exercise should have early involvement of key response partners that are engaged in response planning including federal and provincial departments and agencies, local authorities, First Nations and Industry. A core planning team should be established and shared objectives should be sought from a variety of sources. The Regional Exercise Coordination Group should be engaged to support development of these exercises along with local response partners.

Based on the shared objectives and exercise history these exercises may be Tabletop, Full-scale or other format that allows a full verification of plan elements.

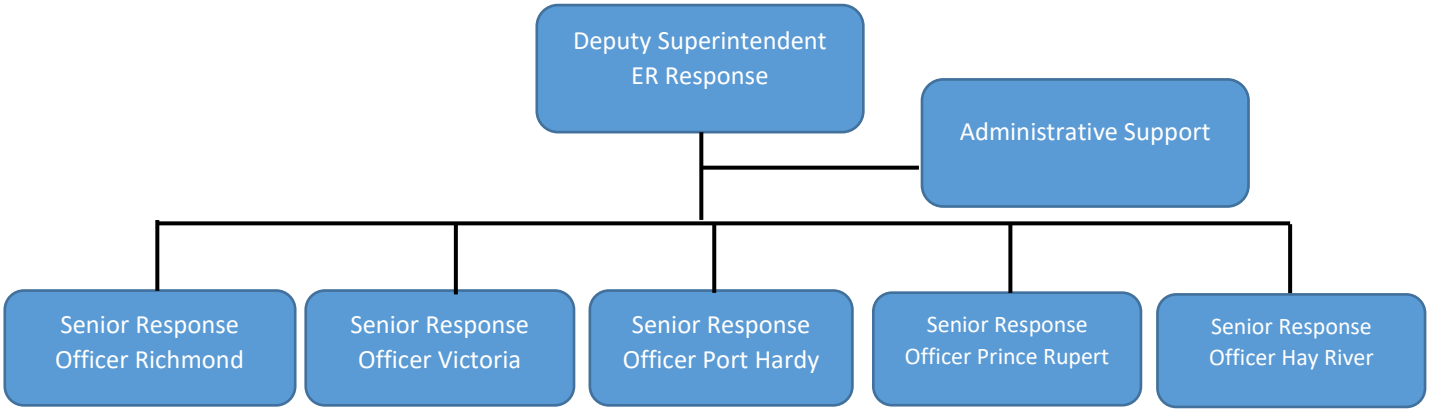
4 CANUS Agreements

The Readiness group will be the primary supporting group for the CANUSPAC and CANUSDIX annex including supporting the update and maintenance of the annex linking with the ER planning teams and coordinating CANUS exercises with support the ER exercise group. The Deputy Superintendent Readiness will be a primary point of contact for USCG JRT coordinators and the CCG JRT co-chair (Director of Incident Management)

ANNEX D – Response

The Deputy Environmental Response Superintendent – Response is responsible for the development and maintenance of this Annex.

Organizational Structure:



1.0 Procedures and Directives

All CCG employees are required to comply with the laws of Canada at all times, to faithfully apply the procedures developed under the Shore-Based Safety Manual, and to take any necessary precautions to protect themselves, their colleagues, CCG assets, cargo, and the environment.

A complete list of Regional Standard Operating Procedures, and Safe Working Instructions can be found on the ER Share Drive. On an annual basis, all Response staff are required to review these procedures.

National Manuals and Directives can be found on the Canadian Coast Guard's Intranet page: https://intra.ccg-gcc.gc.ca/operations/en/incident-management/environmental-response/publications.html

1.1 SAR to ER - Transfer of Command

During an incident involving a vessel, where there is a risk to the safety of lives, ER staff must coordinate response efforts with the Joint Rescue Coordination Centre (JRCC). This will ensure a clear lead for the incident has been identified, there is no duplication of efforts, and that a line of communication has been established. For an incident that initiated as a SAR mission, but no longer risks the safety of life, the JRCC will likely want to transfer command for the incident. Prior to the transfer, a briefing must occur, and cover the following:

- Incident history (what has happened)
- Resource assigned
- Facilities established
- Status of communications

- Any constraints or limitations
- Incident potential

In significant incident where a handover occurs, staff must follow the *CCG Hand-Over Procedures*, and request "Hand-Over" message be sent to you. Once received, you must reply and acknowledge that you have received their message.

1.2 ER to VOC - Transfer of Command

Continuous communication & relationships within region will determine how successful the ER to VOC handover of an incident/case is. Workload, timing, area variances, staffing, and the details of the incident will all play a part. Some criteria to assist in deciding whether a transfer should or should not occur, may be:

- When ER has no further intentions with the incident/vessel
- An incident involving a vessel where immediate operational intervention is likely not required (regardless of quantity/presence of oil)
    - These are the vessels that ER traditionally "monitors" for changes or reasons to intervene
    - VOC may take lead, and use a graduated approach to enforce WAHVA on the owner
    - When intervention required, but not time sensitive, VOC may take CCG lead and work with owner/contractors to mitigate the hazard.
- No vessel involved (mystery spill), would obviously not initiate a Transfer of Command
- Confirmed one-time discharge, would not initiate a Transfer of Command
- If the vessel was removed from the marine environment, no Transfer of Command would take place

Regardless of lead/timing/incident, ER may take necessary measures when needed

As the nature of VOC is not imminent risk, the VOC officers are not on call so an email or voicemail in the off hours is acceptable with follow up during the day.

1.3 Resource Agency

In the event of an incident outside CCG's mandate (land-based spill, pipeline, train etc..), CCG can be requested as a Resource Agency. When a request is made by another government department, agency or the polluter, it is important to receive any request in writing, using the Assisting Agency Request Form. When CCG is used as a resource agency, it should be for logistical and operational requirements of the incident, not planning or decision making. Unless it authorized by the Superintendent.

1.4 Place of Refuge

The Places of Refuge Contingency Plan (PORCP) for Western Canada applies to all situations where a ship is in need of assistance and requests a place of refuge within Canadian waters. This includes Canada's internal waters, territorial sea and the EEZ. The PORCP also applies in the case where a ship is destined for Canada and has reported a problem (a defect, deficiency or a casualty).

Transport Canada is the lead agency for decisions related to a ship in need of assistance and requesting a place of refuge. As such, Transport Canada is responsible for ensuring the IMO Guidelines are taken into account and implemented to the extent possible.

The Transport Canada, in collaboration with the Canadian Coast, is responsible for the decision to grant or deny access to a place of refuge, the selection of the place of refuge and any operational instructions and conditions given to the master or salvors related to the decision.

2.0 Use of Incident Command System

The Incident Command System (ICS) is the incident management methodology that has been adopted by the Coast Guard when responding to events to ensure effective command, control and coordination regardless of the size, scope and complexity of the incident. The Coast Guard routinely works with Indigenous communities, federal, provincial and municipal partners as well as industry representatives in the following categories:

- Maritime Incidents
- Environmental Response
- Humanitarian Assistance
- Marine Security
- Planned Security Events
- Internal Incidents

Key ICS Functions

This section identifies a few key ICS functions where collaboration and shared understanding of ICS implementation are particularly important. As the Coast Guard has adopted ICS, all spills will be managed using the Incident Command System. The ICS expands or contracts to fit the size and scope of the response. Consequently, for complex or large-scale incidents, more people will be assigned to fill the roles below, thereby growing the incident organization.

Two components comprise what is known as the Incident Management Team; the Command Staff and the General Staff. Each element is distinguished by the colour of vest they wear and this colour translates into an organization chart as well.

Incident Management Team

Command Staff consists of the Incident Commander or Unified Command, Liaison Officer, Information Officer, a Safety Officer and, in some cases, an Intelligence Officer. The Incident Commander or Unified Command wear green vests while the remainder of Command Staff wear red.

The Incident Commander or Unified Command is/are in charge of the overall activities at the incident site and responsible for establishing incident objectives for each operational period.

The Information Officer (IOFR) The IO is responsible for developing and releasing information about the incident to the media and public. While less often discussed, the Information Officer is also responsible for ensuring that an incident's command staff are kept apprised as to what is being said or reported about an incident. The officer may have Deputies as necessary, and they may come from other Assisting or Cooperating Agencies.

For a large marine pollution incident, a Joint Information Centre (JIC) may be established by the Information Officer to manage communication resources and generate media products when multiple organizations are involved in the incident response. A JIC, or portion of it, may be located in close proximity to the Incident Command Post. Remote JICs may be needed for response to major incidents involving large geographic areas and JIC members may be distributed geographically as long as the JIC is able to develop and approve products in a timely manner. The JIC are working toward the objectives of Unified Command and not the objectives or procedures of their home department or agency.

The Safety Officer (SOFR) ensures that the safety of responders and the public is not compromised while carrying out response operations. The SOF evaluates proposed strategies and tactics and works closely with the Operations Section Chief to implement safeguards as necessary.

The Liaison Officer (LOFR) represents the Incident Commander in communicating with agencies that are providing support to the incident. In addition, the LO interfaces with stakeholders to ensure that their concerns are brought to the attention of the Incident Commander. Only one primary Liaison Officer will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. There may be a need, driven by the complexity or scope of the incident, to appoint one or more Deputy Liaison Officers in the ICP or field in order to maintain a manageable span of control.

An agency that participates in the response may assign an Agency Representative to make decisions on all matters affecting their agency's participation at the incident.

Intelligence/Investigation Section fulfills a traditional role of collecting and analyzing intelligence information to support the incident objectives. This position or group, if activated, could either report to the Incident Commander or to another position within General Staff, such as Planning Section Chief.

General Staff

The Operations Section Chief is responsible for managing all tactical operations at an incident and has a key role in assisting in the development of the Incident Action Plan. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

The Planning Section Chief is responsible for providing planning services for the incident and has the primary role regarding the development in the Incident Action Plan. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, in formal briefings, or through map and status board displays.

The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations.

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. For smaller incidents there will likely be one Incident Commander with a small tactical team who are able to respond and resolve the incident within a short period of time. Unified Command is beneficial for those responses that cross geographic boundaries, involve various levels of government, a polluter and industry and impacts the livelihood of the communities adjacent to the spill.

3.0 References

1.	ER Unit and Task Force Mission and Equipment Standards document
2.	Duty Officer Handbook
3.	Table of relevant SOP's, Directives, and SWWI

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