DEM Staff and Roles in Incident Command

I. Incident Command

Contact: Environmental Response Administrator
James Ball, X-7129
1. Protect the safety of incident responders and the public
2. Minimize the effect of the incident on the surrounding area
3. Deploy resources efficiently, with maximum effect at minimum cost

II. Command Staff

A. Safety Officer –
1. Monitor safety of incident response
2. Develop measures for ensuring the safety of assigned personnel

B. Liaison Officer –
1. Maintain contact with other agencies assigned to the incident

C. Information Officer –
Contact: Chief Public Affairs Officer, Office of Communications and Media Relations, Rose Jones, X-7273
Contact: Chief, Office of Customer and Technical Assistance Ronald Gagnon, X-7500
1. Collect and synthesize information on the incident
2. Coordinate communication among incident responders
3. In cooperation with other responding agencies, keep the public, government officials, and the media informed

III. Operations Section – Implement the incident action plan (IAP)

A. Compliance and Inspection Branch
Contact: Chief, Office of Compliance and Inspection David Chopy, X-7400
1. Field assessment
2. Assess the impact of the incident on regulated and non-regulated facilities and dams
3. Issue appropriate warnings for responders and the public
4. Coordinate the handling of hazardous materials/waste and reestablishment of compliant facilities

B. Enforcement Branch

Contact: Chief, Division of Law Enforcement
Dean Hoxsie, 222-1980
1. Assess the impact of the incident on environmental law enforcement
2. Maintain order and communications within DEM, its properties and facilities
3. Provide logged, 24-hour telephone access to DEM with relays to State Fire Marshal and RI EMA
4. Provide marine assets
5. With cooperating agencies (e.g., US Coast Guard, state police, or National Guard), secure the boundaries of the incident site and regulate traffic across it

C. Water Branch

Contact: Chief, Office of Water Resources
Brian Moore, X-7700
1. Assess the impact of the incident on water quality
2. Issue appropriate warnings for responders and the public
3. Assist watershed, marine, and groundwater recovery

D. Fish and Wildlife Branch

Contact: Chief, Division of Fish and Wildlife
Robert Ballou, 423-1926
Contact: Chief, Division of Coastal Resources
Vacant
1. Identify sensitive fishing and wildlife areas
2. Assess the impact of the incident on fish and wildlife
3. Issue appropriate warnings for responders and the public (e.g., suspend commercial fishing, keep boats out of spill zone)
4. Minimize impacts on fish and wildlife (e.g., create barriers around incident hazards, tend affected wildlife)
5. Assist in restoring the vitality of fish and wildlife resources

E. Waste Branch

Contact: Chief, Office of Waste Management
Leo Hellested, X-7502
1. Assess the impact of the incident on solid waste generation and disposal sites
2. Issue appropriate warnings for responders and the public
3. Issue permits or waivers for emergency waste handling
4. Coordinate the containment and disposal of sources of pollution (e.g., debris, fish and wildlife casualties)
5. Assist waste generation and disposal sites in reestablishing compliant operation

F. Air Branch

Contact: Chief, Office of Air Resources
Doug McVay, X-7011
1. Assess the impact of the incident on air quality and regulated emissions
2. Issue appropriate warnings for responders and the public
3. Provide technical assistance in reestablishing compliant emissions

G. State Parks and Forests Branch
   Contact: Chief, Division of Parks and Recreation  
   Robert Paquette, 884-2010  
   Contact: Chief, Division of Forest Environment  
   Catherine Sparks, 647-4389 or 647-3367
   1. Identify sensitive areas on state property
   2. Assess the impact of the incident on state parks, forests, and recreational facilities
   3. Issue appropriate warnings for responders and the public
   4. Secure facilities
   5. Participate in search and rescue
   6. With cooperating agencies, suppress wildland fires
   7. Secure, transport, and dispose of debris
   8. Restore RI DEM properties and facilities for public use

H. Agriculture Branch
   Contact: Chief, Division of Agriculture and Resource Marketing  
   Ken Ayars, X-4500
   1. Assess the impact of the incident on agriculture (e.g., loss of produce or market access, risk of outbreak of highly contagious or dangerous livestock or crop disease or insect infestation)
   2. Monitor radioactivity in vegetation
   3. Issue appropriate warnings for responders and the public
   4. Coordinate the evaluation, treatment, quarantine, or euthanasia and disposal of distressed livestock or tainted agricultural products
   5. Issue emergency licenses and institute procedures for pesticide application, for farm pond construction, or for livestock transport
   6. Assist farmers in recovering

IV. Planning Section—Support IAP by monitoring the incident, anticipating needs, evaluating alternatives, and optimizing response
   A. Resources Unit
      Contact: appropriate divisions of Bureau of Natural Resources
      1. Assess and document resource needs (materiel, personnel, allied agencies, community volunteers)
      2. Define optimal deployment strategies (acquisition, check-in, staging, assignment, rotation in- and out-of-service)
      3. Report to Operations on resource readiness
   B. Situation Unit
      Contact: Chief, Office of Compliance and Inspection  
      David Chopy, X-7400
      Contact: Chief, Office of Waste Management  
      Leo Hellested, X-7502
      Contact: Chief, Division of Agriculture and Resource Marketing  
      Ken Ayars, X-4500
1. Evaluate the incident and response functions
2. Identify human and environmental resources at risk
3. Support Operations in modulating response
4. Document situation status

C. GIS Unit
   Contact: Chief, Management Information Systems
          Warren Angell, X-2424
   1. Coordinate the collection and synthesis of geographic information on
      environmental assets in the incident area, incident impacts, and
      response
   2. Supply Operations with mapping equipment and maps

D. Demobilization Unit
   Contact: Chief, Office of Compliance and Inspection
          David Chopy, X-7400
   Contact: Chief, Office of Waste Management
          Leo Hellested, X-7502
   Contact: Chief, Office of Water Resources
          Brian Moore, X-7700
   1. Evaluate long-range alternatives for securing or remediating the site
      of the incident
   2. Establish procedures for taking response resources and facilities out
      of service
   3. Plan for cost recovery (e.g., advise Operations on record keeping)

V. Logistics Section—Provide facilities, services, personnel, and materiel for the IAP

A. Communication Unit
   Contact: Chief, Division of Law Enforcement
          Dean Hoxsie, 222-1980
   Contact: Chief, Management Information Systems
          Warren Angell, X-2424
   1. Implement protocols for optimal communications among responders
   2. Acquire, assign, and maintain equipment for responders to speak with
      or leave messages for each other
   3. Coordinate the collection and sharing of information among
      cooperating agencies
   4. Report regularly to Incident Command and Public Relations

B. Supply Unit
   Contact: Chief, Division of Parks and Recreation
          Robert Paquette, 884-2010
   1. Acquire personnel and materiel for operations
   2. Coordinate purchase, employment, and contracting with Finance and
      Management Services

C. Facilities Unit
   Contact: Chief, Office of Planning and Development,
          Lisa Primiano, X-4307
1. Establish site(s) for incident response (base, command post, staging areas)
2. Coordinate selection of sites for collection, temporary storage, or disposal of incident waste

D. Environmental Unit

VI. Finance/Administration Section – Administer cost accounting, record keeping, and reimbursement

A. Human Resources Unit
   Contact: Administrator, Office of Human Resources
           Lisa Middleton, X-4600
   1. Engage personnel for incident response
   2. Track and document the movement of personnel in and out of incident response
   3. Coordinate emergency employment practices with

B. Management Services Unit
   Contact: Asst. Director, Office of Management Services
           Terrence Maguire X-4902
   1. Identify funds and expedite paperwork for incident response
   2. In consultation with cooperating agencies and the responsible party, advise Operations on budget controls
   3. Coordinate the documenting of resources committed to the incident
   4. Analyze costs and prepare documents for recovering funds

C. Legal Unit
   Contact: Acting Executive Legal Counsel, Office of Legal Services
           Mary Kay, X-2304
   Contact: Office of Criminal Investigation
           Jack McIlmail, 222-1981
   1. Collect evidence for potential prosecution of the responsible party
   2. Represent DEM in legal proceedings (e.g., negotiating with or prosecuting the responsible party, securing injunctions or restraining orders)