



OIL POLLUTION RESPONSE PLAN

Control Issue No. **Master**



A MEMBER OF THE
KENT AND MEDWAY OIL POLLUTION
GROUP

OIL POLLUTION AND CHEMICAL SPILL RESPONSE PLAN

CONTENTS

PAGE NO.

Contents

Section 1 - Framework

- 1.1 Introduction
- 1.2 Aims
- 1.3 Kent County Council Coastal/Riparian Oil Pollution
Emergency Plan
- 1.4 Degrees of Pollution / Tier of Spills
(including Chemical Spills)
- 1.5 Borough Council Duties
- 1.6 County Council Duties
- 1.7 Responsibilities of other involved organisations
 - 1.7.1 Maritime and Coastguard Agency (MCA)
 - 1.7.2 Kent County Constabulary
 - 1.7.3 Department of the Environment Food
and Rural Affairs
 - 1.7.4 English Nature
 - 1.7.5 Environment Agency –
Thames and Southern Region
 - 1.7.6 Port of London Authority
 - 1.7.7 Kent and Medway Oil Pollution Group
 - 1.7.8 Thames Estuary Standing Environment
Group
 - 1.7.9 International Tanker Owners Pollution
Federation Ltd (ITOPF)
 - 1.7.10 United Kingdom Petroleum Industry
Association (UKPIA)

OIL POLLUTION RESPONSE PLAN

- 1.7.11 Royal Society for the Prevention of Cruelty to Animals (RSPCA)
- 1.7.12 Royal Society for the Protection of Birds (RSPB)
- 1.7.13 Thames Oil Spill Control Association (TOSCA)

1.8 Financial Arrangements

Section 2 – Action

- 2.1 Arrangements for reporting Oil Spills
 - 2.1.1 Oil at Sea
 - 2.1.2 Oil on Beaches / Foreshores
- 2.2 District Oil Pollution Officer - Actions
- 2.3 Health and Safety
- 2.4 Catering
- 2.5 Shoreline Response Centre

Section 3 – Support

- 3.1 Collection and Handling of Oil Samples
- 3.2 Pollution Site Survey Form
- 3.3 Clean-up Operations Ashore
- 3.4 Financial Arrangements
- 3.5 Booming

Section 4 - References/Abbreviations

- 4.1 References

4.2 Abbreviations and Acronyms

Section 5 - Annexes

5.A - Riparian Council Outline Responsibilities

5.B - County Council Outline Responsibilities

5.C - National Contingency Plan for Marine
Pollution from Shipping and Offshore
Installations

5.D - Format of Pollution Reports (CG77 - POLREP)

5.E - Oil Pollution Alerting Organisation Chart

5.F - Algorithm for Oil Reports

5.G - Oil Pollution Response Equipment

5.H - Use of Dispersant

5.I - Disposal of Contaminated Waste

5.J - Shoreline Response Centre – Functional Teams

5.K - Scientific, Technical and Operational (STOp)
Guidance Notes

5.L - Grant Aid Claim Form – Oil Pollution /
Hazardous Substances Washed Ashore

5.M - Role of Beachmaster

5.N - Areas of Responsibility

5.P - North Kent Shoreline Plan (Aerial)

Section 6 – Dartford Borough Council (only)

- 6.1 Distribution List
- 6.2 Amendment List
- 6.3 District and Zonal Beachmasters
- 6.4 Directory of Local Contacts
- 6.5 Thames Foreshore (Dartford Creek to Swanscombe Peninsular)
 - 6.5.1 Ordnance Survey Landranger base
 - 6.5.2 Ordnance Survey Aerial base
- 6.6 Dartford Zonal Plans
 - 6.6.1 Zonal Plan 060 – Dartford Creek
 - 6.6.2 Zonal Plan 061 – Queen Elizabeth II Bridge
 - 6.6.3 Zonal Plan 062 - Broadness
- 6.7 Booming Plans
 - 6.7.1 Swanscombe Marshes
 - 6.7.2 River Darent
- 6.8 Nature Conservation Sites
- 6.9 Europort Dartford

SECTION 1 - FRAMEWORK

1.1 INTRODUCTION

- 1.1.1 Arrangements in the United Kingdom for dealing with oil spills stem from the Torrey Canyon Disaster (1967) following which Central Government accepted responsibility for dealing with oil spills at sea.
- 1.1.2 More recently, the Donaldson Report - Safer Ships Cleaner Seas recommended; "that UK governments should impose a duty on local authorities and harbour authorities to produce contingency plans and submit their contingency plans to the Secretary of State for checking, but not for formal approval"
- 1.1.3 The Maritime and Coastguard Agency (MCA) National Contingency Plan states; "Each local authority, at district, islands, county and regional level should have a contingency plan the purpose of which is to allow an effective counter-pollution response to be mounted quickly at any time."
- 1.1.4 Although currently under no statutory obligation to do so, shoreline authorities have accepted responsibility for cleaning-up shoreline pollution arising from oil spills.
- 1.1.5 In Kent (and within the area for which Kent County Council is responsible) this responsibility is shared by the County Council and Coastal/Riparian District Councils.

1.2 AIMS

- 1.2.1 This plan sets out the arrangements for dealing with oil pollution on the Thames' foreshore within the jurisdiction of Kent District and Medway Councils. The area particular to the individual Council is shown in Section 6.5.1
- 1.2.2 The main aim of the plan is to describe how the Council will respond to an oil spillage affecting the foreshore, that being land exposed by falling tide (not owned by the Port of London Authority)

1.3 KENT COUNTY COUNCIL COASTAL/RIPARIAN OIL POLLUTION EMERGENCY PLAN

- 1.3.1 This plan should be read in conjunction with the Kent County Council Coastal/Riparian Oil Pollution Emergency Plan - 2004 which describes the overall arrangements for dealing with an oil spill incident in Kent. The KCC Oil Pollution Emergency Plan contains a comprehensive list of the involved organisations' roles and responsibilities. This plan examines in detail the way in which the riparian Council will fulfil its responsibilities under the Plan.
- 1.3.2 Under the KCC Oil Pollution Emergency Plan, the Council's area of riparian responsibility is as indicated on the plan produced in Section 6.5.1
- 1.3.3 The KCC Oil Pollution Emergency Plan does not apply to oil floating on the

OIL POLLUTION RESPONSE PLAN

parts of the Thames for which the Port of London Authority (PLA) is responsible nor on foreshore, jetties/wharves/structures owned by the Port of London Authority. However, arrangements are in place to ensure close liaison between the PLA and the local authorities.

1.4 DEGREES OF POLLUTION / TIER OF SPILLS (including Chemical Spills)

1.4.1 Oil Spills

A Tier system which classifies the magnitude of oil spills is used to determine the correct and appropriate level of response. An internationally recognised three Tier classification is as follows:

TIER OF SPILLS	LEVEL OF RESPONSE
Tier One	Small operational spills. A spill that can be dealt with immediately (essentially within 30 minutes of initial notification) utilising local resources without assistance from other areas.
Tier Two	Medium sized spills. Beyond the capability of the riparian Council and requires Kent County Council assistance.
Tier Three	Large spills. Beyond the capability of local and regional resources that requires national assistance through implementation of the National Contingency Plan (Abridged version kept with this Plan)

1.4.2 Chemical Spills

Chemical (non-oil) spills on a beach / foreshore arising from a discharge to water from a land-based source or from a water-borne vessel will be identified using an approved/accredited Chemical database. Actions taken to remove the chemical from the beach / foreshore will follow the procedures set out generically in the major Emergency Co-ordination Plan for chemical spillages from land-based sources.

1.5 BOROUGH COUNCIL DUTIES (Outline Responsibilities at Annex 5.A)

1.5.1 Local Authorities have no specific statutory duty to deal with oil pollution. However, Section 138 of the Local Government Act 1972 as amended by Section 156 of the Local Government and Housing Act 1989 empowers County, District and now Unitary Authorities to deal with emergencies and disasters. Oil spill emergencies are thus included and Local Authorities have the power to incur expenditure on the amelioration of the effects of such pollution. In broad terms, the riparian Council is responsible for activities in foreshore clean-up, assisted if necessary by Kent County Council. The County Council may also co-ordinate the response if more than one riparian Council is involved.

1.5.2 The Department of the Environment, Transport and the Regions letter dated 16 July 1999 expects Local Authorities to continue to accept responsibilities for shoreline in their area until such time as the practice is consolidated into Civil

OIL POLLUTION RESPONSE PLAN

Contingencies legislation.

- 1.5.3 The Council has executive power to deal with oil spill pollution on foreshores and frontages (deposited by a falling tide) within its area whether privately owned or otherwise, and where the spill falls within the definition of Tier One and Two spills
- 1.5.4 The Council will generally use a Contracted Service and/or assistance from the Port of London Authority to provide equipment, protective clothing and dispersant needed to carry out its responsibilities under this Plan. The assistance will be reciprocated as required.
- 1.5.5 In the case of Tier Three spills the Council will assist and support the agencies taking the lead roles pursuant to the National Contingency Plan.

1.6 COUNTY COUNCIL DUTIES (Outline Responsibilities at Annex 5.B)

- 1.6.1 Generally the County Council will co-ordinate shore side action whenever it is agreed that the task of dealing with oil or the threat of pollution from small vessels stranded close inshore. In these circumstances, the County Council will deploy its available resources to augment the resources being used by the riparian Council. In the case of the River Thames westward of the defined Estuary Area that responsibility falls to the Port of London Authority.

1.7 RESPONSIBILITIES OF OTHER INVOLVED ORGANISATIONS

1.7.1 Maritime and Coastguard Agency (MCA)

- 1.7.1.1 The Maritime and Coastguard Agency is an Executive Agency of the Department for Transport and is a Category 1 Responder as defined in the Civil Contingencies Act 2004. It is responsible for the developing, promoting and enforcing high standards of maritime safety and pollution prevention for ships, and when pollution occurs, minimizing the impact on UK interests.
- 1.7.1.2 The Maritime and Coastguard Agency comprises inter alia HM Coastguard and the Counter Pollution and Response Branch. Their individual responsibilities are: -

HM Coastguard

- To provide a 24-hour service for receiving, assessing and transmitting onwards pollution reports - POLREPS (this includes alerting Counter Pollution and Response Branch);

Counter Pollution and Response Branch

- To arrange Central Government response to oil pollution at sea and to support local authorities with the on-shore response ;
- To maintain national stockpiles of at-sea and on-shore oil pollution response

OIL POLLUTION RESPONSE PLAN

equipment;

- To provide technical/scientific advice, guidance and support to local authorities;
- To fund Central Government research and development;
- To arrange training courses for local authority personnel.

1.7.2 Kent County Constabulary

- To take necessary action to ensure that counter-pollution work is not impeded by traffic or crowds (including media and protesters).

1.7.3 Department of the Environment Food and Rural Affairs (DEFRA)

- To administer the Food and Environment Protection Act 1985, as it relates to exempting the use of dispersants at sea oil spill clean up operations;
- To advise on the use of approved low toxicity dispersants and their potential impact on fisheries;
- To protect UK fisheries, breeding grounds and the safety of consumers of marine products;
- To arrange toxicity testing and licensing of dispersants.

1.7.4 English Nature

1.7.4.1 The Kent Team of English Nature is responsible for providing advice relating to nature conservation in Kent. This includes:

- Advising on the nature conservation importance of sites;
- Advising on the appropriateness of actions to be taken in the event of an oil spill in view of wildlife interests.

1.7.5 Environment Agency - Thames and Southern Regions

1.7.5.1 In Kent, Environment Agency Thames Region is responsible for pollution control on the Thames Estuary. Environment Agency Southern Region is responsible for the remainder of Kent. Environment Agency Thames Region has an agreement with the Port of London Authority (PLA) that the PLA will take the lead when oil pollution is derived from a ship. Environment Agency Thames Region will take the lead in investigating pollution derived from a land-based source.

1.7.5.2 The Environment Agency is also responsible for: -

- Protecting the tidal reaches of main Rivers, such as Darent/Cray/Shuttle.

OIL POLLUTION RESPONSE PLAN

- Protecting vulnerable rivers;
- Providing advice on the water pollution control aspects of contaminated waste disposal;
- Providing booms for rivers;
- Providing limited assistance to local authorities with clean-up equipment/manpower.

1.7.6 Port of London Authority (PLA)

- The Port of London Authority is responsible for the clean up of oil spillages affecting foreshore and jetties / wharves / structures owned by the PLA in a geographical area specified in the Port of London Act 1968 (as amended). The limits start at the landward limit and extend down both banks of the River Thames at mean high water level and end at the seaward limits.
- The PLA is the statutory oil spill response authority for the Tidal River Thames, and in fulfilling this role will endeavour, in collaboration with other responding organisations will:
 - Eliminate oil pollution where an oil spill has occurred, or where that is not possible, reduce the amount of pollution to a minimum,
 - Restore the situation as quickly as possible with minimum disruption to the ecology,
 - Dispose of the waste oiled material with least impact to the environment,
 - Set and maintain environment standards that exemplify best industry practice and comply with all environmental legislation.

1.7.7 Kent and Medway Oil Pollution Group

The group including district, unitary and county councils, port and harbour authorities, Environment Agency and other stakeholders with an interest in the production of a joint oil pollution plan for the River Thames (the southern shoreline from the estuary up to mid-stream of the River Darent), the River Medway, the Swale and the Channel coastline of Kent to the East Sussex boundary near Lydd.

1.7.8 Thames Estuary Standing Environment Group

- To provide those undertaking operational incident management with timely and authoritative information, advice and tactics as to the environmental and health and safety considerations in all aspects of an oil or chemical marine pollution incident in the sector of coast between Lowestoft and Ramsgate.
- To form a Core Group to devise and maintain (on behalf of and in consultation with the Standing Group) a Plan of arrangements for response to all oil/chemical incidents.
- To identify organisations and individuals to provide information and special

OIL POLLUTION RESPONSE PLAN

roles, and to undertake liaison, technical and administrative support for the preparation, maintenance and implementation of the Plan including training and exercising.

- To provide public health, safety and environmental impact advice and guidance to all agencies involved in response to an oil and or chemical marine pollution incident and on any options or specific operational proposals or strategies proposed or undertaken.
- To advise response units so as to minimise the impact of the incident on the environment in the widest sense taking account of the risks to public health, the natural environment and potential impacts arising from any response operation whether salvage or clean up operations at sea and /or on the shoreline and disposal operations.
- To monitor, assess and document the public health, environmental (including wildlife) impact of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measures implemented in response to the incident.
- To facilitate welfare, rehabilitation or humane disposal of wildlife casualties by recognised animal welfare organisations.

1.7.9 International Tanker Owners Pollution Federation Ltd. (ITOPF)

ITOPF was originally established to administer the Tanker Owners Voluntary Agreement for Oil Pollution (TOVALOP). It has a small staff of technical experts who can:

- Provide technical advice on clean-up techniques to tanker owners and their insurers;
- Provide advice to central and local government on clean-up measures and compensation claims.

1.7.10 United Kingdom Petroleum Industry Association (UKPIA)

The Association can:

- Offer advice, via its Regional Information Co-ordinators during an oil spill;
- Provide access to oil industry expertise.

1.7.11 Royal Society for the Prevention of Cruelty to Animals (RSPCA)

The Society will:

- Deal with all animal related matters;
- Co-ordinate the collection and cleaning of oiled birds.

1.7.12 Royal Society for the Protection of Birds (RSPB)

The RSPB is a charitable organisation which would provide advice on all matters pertinent to birds affected, or likely to be affected by oil spillage. This could entail studies of habitat and food chain damage.

1.7.13 Thames Oil Spill Clearance Association (TOSCA)

- The PLA has responsibility for dealing with floating oil on the river within its area of jurisdiction. This includes all creeks and rivers draining into the River Thames.
- The PLA can mobilise the Thames Oil Spill Clearance Association (TOSCA) The area of operations under TOSCA encompasses the waters of the River Thames from Tower Bridge to the former seaward limit of the PLA between Havengore Creek and Warden Port on the Isle of Sheppey.

The role of TOSCA

The Port of London is one of the UK's major oil ports. Between Tower Bridge and Canvey Island there are a number of key riverside facilities handling, storing and refining oil products (both edible and mineral). The Port of London comprises over 70 independently owned terminals and port facilities handling ships needing bunkering services. More than 12,500 commercial vessels visit the port each year. In addition, each day there are many other vessels operating in and around the port – including private recreational boats, tourist and commuter passenger vessels, tugs and other marine craft. Although London has not had a major oil spill for many years, it is sensible to have good procedures in place to cope with a pollution incident.

As a result, the Port of London Authority (PLA) works with the oil industry on the Thames to run the Thames Oil Spill Clearance Association (TOSCA). Our objective is to provide a united response to oil spills occurring in the tidal Thames. TOSCA was formed in 1992 and is managed by a committee of members and run by the PLA. TOSCA is funded by a charge on every tonne of oil entering or leaving the port.

There is a detailed plan to deal with a tier 1 and 2 (up to 50 tonnes) oil spillage occurring between Sea Reach No.1 Buoy (near Shoeburyness) and Tower Bridge (a distance of 43 miles). For this plan TOSCA must be equipped to:

- respond within 30 minutes to a spillage between Canvey Island and Erith;
- recover oil floating or likely to float from an oil spill of up to 50 tonnes;
- deal with a wide range of oils and certain chemicals which do not mix with water;
- use booms to stop the spread of contamination;

OIL POLLUTION RESPONSE PLAN

- temporarily store recovered material
- arrange to dispose of recovered material.

TOSCA capabilities and equipment

To equip for the plan, TOSCA has a range of booms, skimmers and related equipment and absorbent materials. This equipment is stored in two specially-converted barges which also contain holding tanks which any recovered oil can be stored in temporarily. One barge is moored at Long Reach and the other one at Thames Haven.

TOSCA also has two high-speed vessels to bring equipment to the scene to clear up floating oil. The main recovery vessel, 'Recover', can recover various oils and can be used in both river and the estuary. Its two holding tanks can each hold 4 tonnes of recovered oil.

The standby recovery vessel, 'Respond', is designed for transporting and landing clearance equipment (such as booms and skimmers) and associated equipment and helpers. The vessel has a side sweep oil-recovery system to clear up oil spills when the main recovery vessel is being repaired or as a back up when extra help is needed.

1.8 FINANCIAL ARRANGEMENTS

- 1.8.1 The County Council will grant-aid District Councils for oil spill clean-up activities. In the case of large spills (usually Tier 3) it may be possible to reclaim costs from the International Oil Pollution Compensation Fund. Kent County Council maintains a copy of the Fund's Claims Manual. More detailed information concerning the financial arrangements for oil spill clean-up is contained in Section 3 Item 5.

SECTION 2 – ACTION

2.1 ARRANGEMENTS FOR REPORTING OIL SPILLS

2.1.1 Oil at Sea

- 2.1.1.1 All sightings of oil pollution at sea should be reported to HM Coastguard.
- 2.1.1.2 HM Coastguard will investigate reports and alert the MCA Counter Pollution and Response Branch (CPRB). CPRB will determine and direct at-sea counter-pollution activities which it considers necessary. CPRB will inform the County Emergency Planning Officer (CEPO) and keep him advised of the action being taken. In the event of a delay in contacting CPRB, the Coastguard has the authority to deploy counter-pollution resources in the very early stages of an incident.
- 2.1.1.3 HM Coastguard will disseminate reports normally by telex using a standard proforma known as a CG77 "POLREP" (see Annex 5.D).
- 2.1.1.4 A "POLREP" gives details of the time, date and place of the incident, weather and sea conditions, details of the reporting vessel, aircraft or individual, the extent of any slick, the name of the polluting vessel, if known, as well as an opinion on whether oil is likely to come ashore.
- 2.1.1.5 HM Coastguard copies the POLREP to all interested parties including CEPO. CEPO then disseminates the POLREP to the County Oil Pollution Officer and potentially affected district councils.

2.1.2 Oil on Beaches/Foreshores

- 2.1.2.1 All sightings of oil on the beach and/or floating in-shore should be reported to HM Coastguard. Sightings of oil in Statutory Harbour Authority areas are reported to the Port Authority, who in turn would report it to HM Coastguard.
- 2.1.2.2 The Coastguard will investigate any report and if necessary issue a POLREP for all confirmed incidents. The POLREP will then be disseminated as outlined above.
- 2.1.2.3 Annex 5.F gives an algorithm for the initial response to reports of oil at sea, or on or near the foreshore.

2.2 DISTRICT OIL POLLUTION OFFICER (DOPO) - ACTIONS

- 2.2.1 On receipt of a POLREP, DOPO will deploy the Zonal Beachmaster(s) for the Zone(s) affected and consider any protective measures required for sensitive areas.

OIL POLLUTION RESPONSE PLAN

- 2.2.2 In cases where oil pollution occurs or threatens the foreshore and DOPO is the first to receive a report, e.g., from a member of the public, the DOPO should report the incident to Marine and Coastguard Agency (MCA) or to the County Emergency Planning Officer (CEPO). As far as the information is known, the report should contain information about the location, nature and extent of the pollution and the type of oil, including images transmitted from the scene (where available).
- 2.2.3 Samples of the oil should be taken, in accordance with the procedures set out in Section 3 of this Plan, in order to help identify the polluter. The Zonal Pollution Officer(s) will provide a report with images following an inspection of the foreshore for use as evidence in case a subsequent claim for compensation needs to be made.
- 2.2.4 On receipt of the report from the Zonal Beachmaster(s), the DOPO should assess the total clean-up action required with an estimated cost. The prior approval of CEPO should be obtained for grant aid purposes. He should organise a check on available resources, including shovels, heavy duty plastic bags, skips, maps and manpower.
- 2.2.5 If County Council assistance is required CEPO must be informed of the tier of pollution and the type of assistance needed.
- 2.2.6 The DOPO should begin a comprehensive log of events and actions taken. (Successful claims for expenditure will depend upon the District's ability to provide accurate and comprehensive proof of events leading to expenditure).
- 2.2.7 Depending on the circumstances, it may be appropriate to set up the Borough Emergency Centre. Procedures for doing this are described in Council's Major Emergency Plan.
- 2.2.8 Contact should be made with the Environment Agency and harbour authorities about harbours or estuaries that could be affected.
- 2.2.9 Parish councils likely to be affected by pollution should be informed.
- 2.2.10 The Kent County Council Oil Pollution Emergency Plan outlines the circumstances in which the County Emergency Centre and a Shoreline Response Centre would be set up (see Section 4, Reference 2). District Councils will be asked to send a Liaison Officer to the County Emergency Centre. The role of the Liaison Officer will be:
- a) To maintain communication links between the County Emergency Centre/Shoreline Response Centre and the relevant District Council Emergency Centres.
 - b) To provide detailed knowledge of the District's geography to the CEC/SRC.
 - c) To provide information to the Technical/Operations Team concerning specific locations within their District in order to co-ordinate the clean-up strategy.

OIL POLLUTION RESPONSE PLAN

- d) To work with the Procurement/Finance Team to input specific District Council information, i.e. organisation, resource and deployment of equipment and manpower.
- e) To inform the Districts of the agreed strategy and the resources allocated to each site.
- f) To arrange reception of resources at forward sites in conjunction with the Procurement/Finance Team.
- g) To maintain up-to-date details of pollution and clean-up activities within their District.

2.2.11 An oil pollution incident affecting the District is likely to attract substantial media interest. If a County Emergency Centre and or a Shoreline Response Centre has been set up, then some aspects of the response will be handled at these locations. However, the District will need to deal with media interest in its response. Local comment will be limited to what action the District is taking to clean up the spillage on the coastline. All questions about the spillage and operations offshore should be referred to the Marine Pollution Control Unit's Press Officer.

2.3 Health and Safety

2.3.1 Current advice from the Health and Safety Executive is that a simple risk assessment is completed for each activity associated with clean up/response.

2.3.2 Main components of risk minimisation in order of importance are:

- Limiting the timescale of individuals exposed to oil/dispersants.
- Limiting number of personnel/members of public exposed to pollution/dispersants.
- Provision of training for personnel.
- iv. Provision of specialist equipment.

2.3.3 Examples of risk minimisation:

- Children of school age are not to be involved in beach searches.
- Beach searches are to be carried out by teams of at least two people, who maintain direct visual contact with each other at all times.
- All beach teams under the directions of the Beach Master are to log out their names, intended destination and time of departure and log back in on return with the time.
- Protective clothing is to be made available to all volunteers, who must wear

OIL POLLUTION RESPONSE PLAN

a minimum of impervious gloves, Wellington boots and warm clothing.

- Goggles and respirators are to be made available on request and their use to be made mandatory determined by the Beach Master based on reports from experienced personnel.
- Volunteers must have current tetanus cover. Any volunteers without cover must inform the Beach Master and arrangements with the local health board must be made to provide this.
- Barrier cream is to be made available to all outgoing teams who must be warned to minimise skin and eye contact with oil and the inhalation of vapours and aerosols. Returning teams must wash off any skin contaminated with oil with warm soapy water.
- The location and nature of dangerous or suspicious containers or objects on beaches are to be reported to the Beach Master along with any other incidents or accidents.
- If there is any concern about safety e.g. deteriorating weather conditions teams must return to base.

2.4 Catering

Volunteers and staff returning from beaches will need a supply of hot drinks, soup and food. Arrangements will need to be made as soon as possible with the most convenient source.

2.5 Shoreline Response Centre

- 2.5.1 When a SRC is established the MCA will bear the costs of resources it makes available from its own stockpiles together with other resources it decides are necessary, which local authorities cannot reasonably be expected to provide. However local authorities will continue to bear the costs of any resources they make available. A SRC will not be established to manage shoreline response for all maritime pollution incidents in the United Kingdom
- 2.5.2 During a major shipping oil pollution incident spill, which requires a co-ordinated response from both national and local authorities, the MCA CPRB in conjunction with HM Coastguard will take initial action. These are most likely to require a SRC if a significant amount of oil impacts a significant length of coastline.
- 2.5.3 The role of the SRC is to co-ordinate and lead the on-shore response In order to achieve that it must: -
- Determine the extent of pollution along the affected coastline
 - Devise and agree an overall strategy for the clean-up response, assign priorities based on threat, impact and available resources.

OIL POLLUTION RESPONSE PLAN

- Propose, agree and initiate the shoreline clean-up response
- Obtain and allocate resources required on an agreed priority basis
- Agree working liaison with the Environment Group
- Determine methods for disposal of oily wastes arising from the clean-up operations
- Monitor progress and effectiveness of the clean-up operations
- Issue regular briefings to the press, elected representatives, Central Government Ministers and other interested parties.

2.5.4 When established, the full SRC functional team structure comprises:-

- The Management Team
- Strategy Sub-group
- The Technical Team
- Waste Management Sub-group
- Health and Safety Sub-group
- The Procurement Team
- The Media Team
- The Administration Team
- Information Dissemination Team

Response to Incidents Involving More than One County.

2.5.5 Where only one authority is affected by a spill, then it will set up and manage in co-operation with the MCA a single authority SRC.

2.5.6 In the case of two or more authorities being impacted by a significant spill there will be only one formal SRC to manage the overarching response to the shoreline clean up. A successful response will rely on a single management team fairly assessing priorities for action and fairly distributing resources according to those agreed priorities.

2.5.7 The decision on where to establish the SRC will likely be based on factors such as which authority is worst affected and which response centre has the required

OIL POLLUTION RESPONSE PLAN

infrastructure for accommodation, communication and is best placed geographically to co-ordinate the response. Decisions about which site will be used will be made through consultation between the Chief Executive / County Oil Pollution Officer of the respective authorities with advice from MCA

- 2.5.8 To ensure sound and fair collective management of the response it is important that a clear and effective system of multi-authority liaison is implemented. This may be done by setting up neighbouring authority liaison teams.
- 2.5.9 KCC Emergency Planning Unit maintains an SRC Box in accordance with STOp 2/2001.

More detail about the establishment and operation of SRCs in the area covered by this emergency plan are contained in Annex 5.J.

SECTION 3 – SUPPORT

3.1 COLLECTION AND HANDLING OF OIL SAMPLES

3.1.1 Background

3.1.1.1 Where an oil pollution incident is thought to have arisen from an illegal discharge, effort should be made to collect a sample of the pollutant. District Councils may be asked by the Marine Pollution Control Unit (MPCU) to collect samples of beach pollution.

3.1.2 Shoreline Sampling

3.1.2.1 When a large amount of oil is beached, the MPCU may require a minimum of one sample per kilometre of shoreline per day. Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel and that some of it came from other sources. Where an oiled beach is being sampled, a careful examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, these should be noted and some idea of their extent obtained. Samples of such pollution should be retained.

3.1.3 Size of Samples

3.1.3.1 An oil sample for analysis should be as large as is reasonably practicable. The minimum amounts needed for full analysis are:

Unweathered oils that are liquid and substantially free of water	100ml
Oil exposed to sea's surface and forming water-in-oil emulsion	500ml
Overside water discharge where contravention of 100ppm or 15ppm is suspected	2.5 - 5 litres of discharge
Tarry lumps as found on beaches	20 - 50 grammes

A sample should not be withheld simply because the recommended quantity cannot be obtained as much smaller samples can give useful results.

3.1.4 Methods of collecting samples

3.1.4.1 Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed

OIL POLLUTION RESPONSE PLAN

directly into sample containers. No attempt should be made to heat or melt these samples to enable them to flow into a container.

3.1.4.2 Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

3.1.5 Bottling, sealing, packaging and boxing of samples

3.1.5.1 All samples should be securely packed and sealed, using screw topped containers and sufficient packing to prevent breakage in transit. The bottle should be placed inside a plastic bag. The glass bottles recommended for use by MPCU are held by HM Coastguard. MPCU has supplies of the labels.

3.1.6 Labelling and Addressing of Samples

3.1.6.1 The label on each container should provide the following details:

- | | | | |
|----|------------------------|-------|----------|
| a) | An identifying number: | year | 2 digits |
| | | month | 2 digits |
| | | day | 2 digits |
| | | time | 4 digits |

and the initials of the official in charge of taking the samples.

- b) Description of samples.
- c) Position from which sample was taken, with grid reference, if possible.
- d) Date and time of sampling.
- e) Purpose for which sample was taken.
- f) Suspected source e.g. name of tanker, if known.
- g) Whether or not dispersants have been used and their type and make, if known.
- h) Method of sampling (description of sampling device).
- i) Name, address and telephone number of person taking the samples and of anyone witnessing the taking of it.

If possible the following information would also be helpful:

- j) Wind direction and velocity.
- k) Air and water temperature (Celsius)
- l) Sample descriptions i.e. viscosity, colour and contaminants.
- m) Description of the oil spill i.e. distribution and consistency.

OIL POLLUTION RESPONSE PLAN**3.1.7 Transportation of Samples****3.1.7.1 Dispatching of Samples:**

A phone call/facsimile message should be made to Environment & Resource Technology Ltd. (ERT) on 0131 331 5363 (phone) or 0131 3315364 (fax).

3.1.7.2 The number of packages for collection from (address of site) and the exact location and contact name from whom collection can be made and approximate time for pick up should be given. ERT will then arrange sample collection. Please note that analysis will only be carried out and paid for by MPCU if authorised by MPCU.

3.1.7.3 Address packages to :

Jim McDougall
Environment & Resource Technology Ltd.
Environmental Services Unit
Old St James Church
Port Edgar
South Queensferry
WEST LOTHIAN EH30 9SQ

3.1.7.4 Enclose any relevant documents and **state how urgent samples are**. Normal screening analysis time is 10 working days. A 48hour service is available but will attract a high premium.

3.1.7.5 If a sample matches a suspect source then further analysis will be required for cases proceeding to court. This work will be charged at an hourly rate and only undertaken once permission has been received from MPCU.

3.1.7.6 When samples are dispatched to ERT please send a fax to ERT detailing the samples, urgency date and any other relevant information. Follow the fax with a letter to the address above.

NB For full details on the collection and handling of oil samples, see MPCU's STOp Note 1/96. (Section 4, Reference 3)

3.1.8 Supply of Appropriate Sample Bottles

3.1.8.1 Appropriate sample bottles can be obtained from the following supplier :

Abinghurst Limited
Unit 1
Ross Road Business Centre
Northampton NN5 5AX

Tel: 01604 58111
Fax: 01604 588150

3.1.8.2 When ordering sample bottles it is important to consider the following:

1. Wide necked bottles make sampling easier.
2. Sample security can be achieved with locking cap seal.
3. Ensure that no components of the bottle can interfere with analysis e.g. wax cap inserts.

3.2 POLLUTION SITE SURVEY REPORT FORM

If the County Emergency Centre and/or a Shoreline Response Centre have been set up, the District Council may be asked to submit oil reports in accordance with the form on the following page.

Location Name	Amount of Oil (tonnes) Extent of pollution (%cover)
Grid Access to beach	Type/State of Oil
Responsible Authority Contact	Priority for Clean-up
Agreed Clean-up Method(s)	Equipment/Staff
Temporary Storage Arrangements	

3.3 CLEAN-UP OPERATIONS ASHORE

OIL POLLUTION RESPONSE PLAN

3.3.1.1 It is essential to plan any clean-up operation in considerable detail before moving onto the polluted foreshore or amenity beach area. Review the following and make a carefully considered plan of action before starting work. Make sure that all those involved in the clean-up operation understand their roles and are briefed to maintain regular contact with one another.

3.3.1.2 Possible sequence of events

- a) Reconnoitre the area affected;
- b) Consult the national authorities concerned (e.g. MINISTRY OF AGRICULTURE, FISHERIES AND FOOD, English Nature, MPCU and Environment Agency);
- c) Maintain close communications with the District Liaison Officer at the County Emergency Centre, if this has been activated;
- d) Earmark safe access routes to beaches and coves;
- e) Identify suitable temporary storage areas;
- f) Prepare or use pre-prepared maps of beaches, coves and harbours etc;
- g) Bear in mind the load bearing strength required to hold fully laden vehicles on any access routes to and from beaches on coves and on the approach to storage areas;
- h) Organise available manpower into shifts and work teams. Provide for supervision. One foreman to ten men, ten teams to a supervisor and the squad to work to an experienced and well-briefed Beach Master;
- i) Arrange to change shifts every three or so hours. The manual work involved in clearing oil from beaches is extremely tiring. Excessive shifts should be avoided. Transport arrangements will need to be put in place to get staff to and from the scene at the appropriate times;
- j) Consider tidal patterns and match work schedules accordingly. Do not allow over-zealous teams of workmen or vehicle drivers to get caught by the incoming tide;
- k) Provide reliable communications between the front line teams, the District Emergency Centre and the County Emergency Centre/Shoreline Response Centre;
- l) Provide for the decontamination of men, materials, plant and vehicles within the contaminated zone;

OIL POLLUTION RESPONSE PLAN

- m) Arrange for a one-way traffic system and avoid transferring contaminated material on tyres etc. Sound traffic management and clear signposting is essential. Work closely with the Police on these arrangements;
- n) Storage bunds should be staggered for ease of access and placed to simplify dumping and clearance;
- o) Sumps or bunds must have angled sides, must not be too deep and must be above the high water mark. One scoop with a JCB bucket is normally adequate. Bunds should be lined with heavy duty polythene;
- p) All necessary plant, pumps, vehicles and equipment should be mustered. When unloading vehicles, make sure that they straddle sumps and keep wheels clear of contamination;
- q) Be cautious if using bulldozers - they trample oil into the sand or shingle making it difficult to recover and increasing the bulk of contaminated material;
- r) Ensure that drivers do not make more than one pass over a contaminated area. Generally, it is better to squeegee than to dig or scoop (an efficient squeegee can be made by clapperboards grasping a two inch rubber tongue gripped by a JCB bucket);
- s) The containers must be strong enough. Plastic bags split. Use fertiliser bags or clay bags (one cubic metre capacity maximum);
- t) Slurry wagons from farms etc are very useful to clear sumps;
- u) Earmark JCBs, slurry wagons, sludge pumps, portable generators, commercial heavy duty plastic sheeting, hoses, hand tools, squeegees, mops, barrows, shovels, brooms, protective clothing, trucks etc.

3.3.1.3 The most effective way to recover emulsified oil from the shoreline is to locate and collect. The operation is labour intensive and success depends on the availability of sufficient manpower, plastic containers and mechanical aids. A co-ordinated approach, backed up by cross boundary resources may well be necessary.

3.3.1.4 Depending on circumstances, it may be appropriate to let all the oil come ashore over a period of days before commencing clean-up operations. Handling pollution is a complex and time-consuming operation. Economy of effort will be necessary to avoid wasting resources and escalating costs. Areas of coastline may have to be closed temporarily to the public.

3.3.1.5 Consultation should take place with English Nature to take account of sensitive areas such as estuaries, mud flats, rock pools, areas of Special Scientific Interest etc. Reference should be made to the English Nature data sheets contained in the Kent County Council Oil Pollution Emergency Plan (see Section 4, Reference 1). In such areas natural dispersal may prove to be less damaging to marine and bird life than manual collection which may be counter-productive.

3.3.1.6 Prepared collection areas will be needed to store polluted material before eventual

OIL POLLUTION RESPONSE PLAN

disposal. A flat surface (car park) fenced and covered with heavy duty polythene is suitable. MPCU will supply industrial materials and portable collection tanks. Kent County Council has a number of fastanks at its Preston Depot, Faversham.

3.3.1.7 Disposal of oil impregnated material is a particularly sensitive issue. Every effort must be made to keep the amount of waste to an absolute minimum. A list of disposal sites can be found in the KCC Oil Pollution Emergency Plan. Local disposal tips may be quite inappropriate.

NB For further details see MPCU's Oil Spill Clean-up of the Coastline: A Technical Manual, 2nd Edition 1994 (Section 4, Reference 5)

3.4 FINANCIAL ARRANGEMENTS

3.4.1 GRANT AID

3.4.1.1 Approved Arrangements

Part II paragraph 4 of the KCC Oil Pollution Emergency Plan 1974 (Section 4, Reference 6) states that the coastal/riparian Districts will be responsible for:-

- a) dealing with pollution by oil on the beaches;
- b) dealing with the threatened pollution of beaches by oil at sea out to specified limits (except for the riparian districts);
- c) purchasing, storing and maintaining equipment and protective clothing required to exercise their functions under the Plan.

Part VII paragraph 16 of the 1974 Scheme requires each District to pay all expenses incurred in accordance with paragraph 4. It authorises the County Council to contribute up to 75% of expenditure provided the District Council submits an estimate to the CEPO before the start of an operation and obtains his prior approval. Use should be made of the Grant Aid claim form (see Annex 5.H). Variations in estimated costs should be similarly advised. All verbal notifications and approval will be confirmed in writing. There is also provision for the County Council to make payments on account of up to 90% of the estimated contribution. Exceptionally, District Councils are authorised to submit claims to CEPO for grant aid in retrospect where expenditure has been directly incurred as a result of an occurrence of oil pollution.

3.4.1.2 Equipment

Equipment Types

The oil depollution equipment provided under grant aid currently includes:

- a) beach amphibious vehicles - Invictacat

OIL POLLUTION RESPONSE PLAN

- b) spray trailers - Beachguard
- c) Knapsack sprayers
- d) protective clothing - suits, goggles, gloves and souwesters
- e) plastic drums for dispersant
- f) lightweight boom
- g) boom anchorages - Danforth Anchors

3.4.1.3. Purchase of Equipment

District Councils wishing to purchase major items of oil depollution equipment, with grant aid from the County Council should advise CEPO to obtain approval prior to expenditure. Similarly, an estimate of the cost of maintaining oil pollution equipment should be advised to CEPO. When items of equipment purchased with grant aid have been lost, damaged or reached the end of their useful life, DOPOs are to notify CEPO before write off action on the equipment is taken.

3.4.1.4. Modification

Prior approval is also required for the expenditure involved in modifying equipment to meet the needs of oil depollution.

3.4.1.5. Maintenance

The cost involved in maintaining vehicles and sprayers is eligible for grant aid provided prior approval is obtained. A forecast of expenditure during the following financial year is required annually by 1 October. Unforeseen expenditure for the replacement of major components outside the forecast must be authorised before expenditure is incurred.

3.4.1.6. Repairs

The cost of repairing damaged equipment not covered by insurance will be chargeable to the purpose for which the equipment was being used and will not otherwise be eligible for grant aid from oil pollution funds.

3.4.1.7. Losses of Equipment

The cost of replacing grant-aided equipment which is lost, will normally be met by the authority holding the equipment. Application for special consideration in the event of loss should include details of:

- a) current value of the items which have been lost;
- b) circumstances resulting in the losses;
- c) cost of replacement;

OIL POLLUTION RESPONSE PLAN

- d) action taken to avoid further losses.

3.4.1.8. Running Costs

The cost of running and operating vehicles and equipment for oil depollution should be chargeable to the purpose for which it is being operated, i.e. maintenance, operations, or training.

3.4.1.9. Garage, Storage and Depot Costs

The cost of storage, garaging and the handling of oil depollution equipment purchased with grant aid will be the responsibility of the authority holding the equipment.

3.4.1.10. Disposal of Grant Aided Equipment

Equipment purchased with grant aid is not to be disposed of without the authority of CEPO. Income from the sale of equipment is to be apportioned to the authorities providing for its purchase in proportion to the amount paid.

3.4.1.11. Use of Equipment

When oil depollution equipment purchased with grant aid is used for other purposes, e.g. weed spraying, cleaning, etc a hire charge is to be made to the service involved and the income apportioned to the providing authorities in the ratio of the amount paid to purchase the equipment. Equipment used in an oil pollution incident where a claim is to be made against an identified source should be charged at an economical hire rate for the period of use. The rate of hire charges for the use of oil pollution equipment will be reviewed periodically by CEPO.

3.4.1.12. Insurance

All oil pollution vehicles are to be covered by the holding authority against loss and third-party risks.

3.4.1.13. Health and Safety

The safe condition and operation of oil depollution equipment is the responsibility of the holding authority.

3.4.1.14. Oil Pollution Materials

District stocks of oil depollution materials such as dispersants, surface wetting agents and solvents are not eligible for grant aid. When these materials are used during incidents or for training, the cost involved will be charged to the occasion concerned and hence attract grant aid in the normal way.

3.4.1.15. Training

OIL POLLUTION RESPONSE PLAN

The County Council arranges training as follows:-

- a) attendance on MPCU Oil Pollution Training Courses for officers of County and District Councils who have responsibility for the control of oil depollution operations.
- b) training at sea for volunteer crews from the Highways and Transportation Department.
- c) beach cleaning for potential supervisors of the County and District Councils staff who would be required to lead beach cleaning teams.
- d) exercises to practice various aspects of oil depollution plans.

If grant aid is to be sought for any specific training by District Councils approval of the expenditure should be obtained before 1 October annually.

3.4.1.15.1 **Equipment for Training**

Equipment used for oil depollution training may be obtained from various sources and should be charged as follows:-

- a) **Grant Aided Equipment** The operating costs of grant aided equipment may be included in the cost of training for grant aid purposes, i.e. fuel, preparation, transport and operator costs.

Where one District Council arranges with another to loan oil depollution equipment provided under grant aid for training, only the transport, preparation, fuel and operating costs will be eligible for grant aid.

- b) **District Council Equipment.** The full cost of hiring District Council equipment for oil depollution training is eligible for grant aid.
- c) **County Council Equipment.** The hire cost of County Council vehicles and equipment used by District Councils for oil depollution training will be charged. However, it will be eligible for grant aid.
- d) **MPCU Stockpile Equipment** MPCU stockpile equipment is available for demonstration purposes, free of charge.
- e) **Commercial Hire.** The cost of hire equipment, films and training aids used for oil depollution training will be eligible for grant aid.

3.4.1.15.2 **Wages and Salaries**

Where management and supervisory staff whose time is not normally recorded against a particular task are employed on oil depollution training their wages/salary and on-costs will not normally be eligible for grant aid. The wages of staff whose time is fully

OIL POLLUTION RESPONSE PLAN

accountable may be included in a claim for grant aid for the time they actually spend on oil depollution training.

3.4.1.15.3 Centralised Training

Grant aid towards the cost of attendance at courses arranged by the County Council or outside bodies is subject to CEPO's prior approval.

3.4.1.15.4 County Council Training

The whole cost of providing instruction and facilities for oil depollution training will be met by the County Council. The travel and subsistence costs of District Council personnel who attend will not be eligible for grant aid.

The payment of wages/salaries will be subject to the same rules of eligibility for grant aid as training arranged by District Councils.

3.4.1.15.5 Outside Courses

The whole of the direct cost of approved attendance on outside courses on oil depollution will be eligible for 75% grant aid. The wages and on-costs of personnel attending courses will not be grant aided.

3.4.1.16. Claims for Grant Aid

Claims for grant aid against oil depollution expenditure should be submitted to CEPO with copies of relevant receipts and documentation. In order to complete transactions within the particular financial year, claims should be submitted as soon as possible and, in any event, no later than 30 April of the following financial year.

3.4.1.17. Claim for Compensation

All appropriate measures are to be taken to identify the source of each individual pollution so that claims may be made for the reimbursement of costs. Under the regulations agreed by the International Convention on Civil Liability for Oil Pollution Damage (1969), local authorities may claim for compensation for coastal oil pollution. The statutory instruments covering these regulations are:

- a) SI No 866(C25) - The Merchant Shipping Act 1974 (Commencement No 2) Order 1975
- b) SI No 867(C26) - The Merchant Shipping (Oil Pollution) Act 1971 (Commencement No 2) Order 1975
- c) SI No 868 - The Merchant Shipping (Limitation of Liability for Oil Pollution) (Sterling Equivalents) Order 1975
- d) SI No 869 - The Oil Pollution (Compulsory Insurance) Regulations 1975

Where only one District Council is involved in a claim for compensation, it will be

Last printed 10/3/2006 5:13:00 PM

OIL POLLUTION RESPONSE PLAN

responsible for the submission of the claim. In cases involving more than one authority, the major claimant or the County Council will submit a claim on behalf of those involved.

Should the oil be the result of a tanker spill, a claim for reimbursement will be made against the relevant international compensation fund. In some cases, if the local authority wishes, MPCU can co-ordinate the claim. The MPCU will prepare a single claim covering both its own and local authority costs. However, this does not mean that Central Government will meet the costs of the local authority.

3.4.2 **RECOVERY OF COSTS - COMPENSATION**

Annex 5.M Grant Aid Claim Form

Dealing with spilled oil, whether at sea or on the shore, is a protracted and expensive operation. Initially the costs of counter-pollution operations at sea are borne by the MPCU. Local authorities pay for any beach cleaning. However, the UK subscribes to the "polluter pays" principle which requires that the victims of damage caused by oil pollution should be compensated for their losses by the polluter. This principle is enshrined in two international conventions - the International Convention on Civil Liability for Oil Pollution Damage 1969 and the International Oil Pollution Compensation Fund Convention. Two voluntary industry agreements exist to provide compensation for damage arising from spillages of persistent oil. These are the Tanker Owners' Voluntary Agreement Concerning Liability for Oil Pollution (TOVALOP) and the Contract Regarding an Interim Supplement to Tanker Liability for Oil Pollution (CRISTAL).

There are no comparable national or international arrangements regarding liability and compensation for damage arising from spillages of oil from ships other than tankers.

It is the policy of HM Government to seek compensation or recovery of costs in any oil spill incident where clean-up action or precautionary measures are taken to prevent or reduce the threat of pollution. It is important to keep contemporary records during a counter-pollution incident, not least, for the subsequent preparation and support of claims for the recovery of the money spent.

Compensation procedures are explained in detail in MPCU's National Contingency Plan - Part III, paragraphs 20 to 21.7 (Section 4, Reference 7).

3.5 BOOMING

3.5.1.1 Booms may help protect harbours and estuaries. However, their effectiveness is most sensitive to the prevailing sea state. Booms may be of little value in areas where tidal streams exceed two knot or waves exceed two metres. Sites must be surveyed in advance. Suitable mooring or tethering points must be pre-determined as must the angle at which the boom will be placed and the position of any collection sumps. It may be possible to use a boom to deflect oil into a collection trap or sump.

3.5.1.2 There are a number of points which should be considered prior to boom deployment:

- a) Check that the boom angle of deflection will be appropriate to the expected maximum current strength;
- b) Will oil be deflected to relatively quiet waters for recovery?
- c) Is it possible to stagger booms from opposite banks and thereby keep a navigation channel open?
- d) Where extensive deflection booms are required, is there sufficient expertise and time to lay multiple moorings? How easily can each boom configuration be laid out?
- e) The correct type of mooring equipment must be identified for the type of boom to be deployed;
- f) Use local knowledge. Local people can be a vital source of information such as local currents and vehicle access over soft sediment areas.

3.5.1.3 For further advice on booming see MPCU's STOp notice 1/94 on 'The Use of Booms for Estuary Protection'.

3.5.1.4 Local Booming Plans: refer to Section 6.7.

SECTION 4 - REFERENCES/ABBREVIATIONS

4.1 REFERENCES

1. Kent County Council Oil Pollution Emergency Plan (2004).
2. MCA STOp Notice 1/93 - The Establishment, Management Structure and Layout of a Shoreline Response Centre.
3. MCA Stop Notice 1/96 - Collection and Handling of Oil Samples.

4.2 ABBREVIATIONS AND ACRONYMS

ACPO	Association of Chief Police Officers
ARCC	Air Rescue Co-ordination Centre
BEC	Borough Emergency Centre
BNFL	British Nuclear Fuels
BOSCA	British Oil Spell Control Association
BTA	British Tugowners Association
CAA	Civil Aviation Authority
CAST	Coastguard Agreement on Salvage and Towage
CCW	Countryside Council for Wales
CEC	County Emergency Centre
CEPO	County Emergency Planning Officer
CHAG	Chemical Hazards Advisory Group
CIA	Chemical Industry Association
CLC	The International Convention on Civil Liability for Oil Pollution Damage 1969
COI	Central Office of Information
COPO	County Oil Pollution Officer
COSSH	Control of Substances Hazardous to Health
CRISTAL	Contract regarding an Interim Supplement to Tanker Liability for Oil Pollution
DARD	Department of Agriculture and Rural Development
DDO	Duty District Officer
DEFRA	Department of Environment, Fisheries and Rural Affairs
DETR	Department of Environment, Transport and the Regions
DLO	District Liaison Officer
DMO	Director of Maritime Operations (MCA)
DOE NI	Department of the Environment for Northern Ireland
DOPO	District Oil Pollution Officer
DRO	Duty Regional Officer (MCA)
DTI	Department of Trade and Industry

OIL POLLUTION RESPONSE PLAN

EA	The Environment Agency
EG	Environment Group
EHS	Environment and Heritage Service (Northern Ireland)
EN	English Nature
ELO	Environment Liaison Officer
EPG	Environment Protection Group
ESA	Environmentally Sensitive Area
ETV	Emergency Towing Vessel
FCC	Forward Control Centre
FCO	Foreign and Commonwealth Office
FEPA	Food and Environment Protection Act (1985)
FPSO	Floating Production Storage and Offloading Vessel
FSU	Floating Storage Unit
HMCG	Her Majesty's Coastguard
HMSO	Her Majesty's Stationery Office
HOO	Head of Operations, MCA
HSE	Health and Safety Executive
IMO	International Maritime Organisation
IOPC	International Oil Pollution Compensation Fund Convention
ITOPF	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
KCC	Kent County Council
LNR	Local Nature Reserve
MCA	Maritime and Coastguard Agency
MARPOL	Convention for the Prevention of Pollution from Ships 1973 as modified by the Protocol of 1978
MEHRAs	Marine Environmental High Risk Areas
MEIR	Marine Emergencies Information Room
MEPC	Marine Environment Protection Committee
MOD	Ministry of Defence
MOU	Memorandum of Understanding
MPL	Medway Ports Limited
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
MRSC	Maritime Rescue Sub Centre
MSD	Marine Safety Division
NAWAD	National Assembly for Wales Agriculture Department
NCP	National Contingency Plan
NHS	National Health Service
OPMU	Oil Pollution Management Unit
OPOL	Offshore Pollution Liability Association Ltd
OPRC	Oil Pollution Preparedness, Response and Co-operation Convention 1990
OS	Ordnance Survey
P&I Club	Protection and Indemnity Club
PCPSO	Principal Counter Pollution & Salvage Officer
PLA	Port of London Authority
POLPLAN	Port of London Oil Pollution Contingency Plan

Last printed 10/3/2006 5:13:00 PM

OIL POLLUTION RESPONSE PLAN

POLREP	Pollution Report
PPE	Personal Protective Equipment
RAMSAR	Special protected wetland habitat for wildfowl
RDO	Regional District Officer
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	Special Area of Conservation
SAR	Search and Rescue
SCAT	Shoreline Clean-up Assessment Team
SCU	Salvage Control Unit
SEEEC	Sea Empress Environmental Evaluation Committee
SEPA	Scottish Environment Protection Agency
SERAD	Scottish Executive Rural Affairs Department
SFI	Sea Fisheries Inspectorate
SNH	Scottish Natural Heritage
SOLAS	Safety of Life at Sea
SOSREP	Secretary of State's Representative
SPA	Special Protection Area
SRC	Shoreline Response Centre
SSSIs	Sites of Special Specific Interest
STOp	Scientific, Technical and Operational Guidance Notices
TDA	Temporary Danger Area
TEZ	Temporary Exclusion Zone
TOSCA	Thames Oil Spill Clearance Association
TOVALOP	Tanker Owners Voluntary Agreement Concerning Liability for Oil Pollution
UK	United Kingdom
UKOOA	United Kingdom Offshore Operators' Association
UKPIA	United Kingdom Petroleum Industry Association
UNCLOS	United Nations Convention on the Law of the Sea
WM	Watch Manager
WRA	Water Resources Act

SECTION 5 - ANNEXES

ANNEX 5.A - RIPARIAN COUNCIL OUTLINE RESPONSIBILITIES

- 5 . A . 1 To nominate a District Oil Pollution Officer (DOPO) and deputies.
- 5 . A . 2 To pass all reports of oil pollution on-shore/floating offshore to the Marine and Coastguard Agency (MCA) and the County Emergency Planning Officer (CEPO).
- 5 . A . 3 To provide a point of contact to receive alerts and warnings.
- 5 . A . 4 To maintain a log of events.
- 5 . A . 5 To carry out reconnaissance and reporting as required.
- 5 . A . 6 As necessary, to establish the Borough Emergency Centre (BEC).
- 5 . A . 7 To seek prior approval from CEPO for all grant aided expenditure e.g. clean-up operations, equipment etc.
- 5 . A . 8 To deal with oil pollution of beaches/foreshores.
- 5 . A . 9 To liaise with CEPO for the supply of additional resources.
- 5 . A . 10 To make arrangements for the clearance of private beaches.
- 5 . A . 11 To provide mutual aid to neighbouring districts where required.
- 5 . A . 12 To ensure appropriate personnel are trained in oil pollution response.
- 5 . A . 13 To make arrangements for funding and to maintain financial records of expenditure.
- 5 . A . 14 To provide a liaison officer, if required, at the County Emergency Centre.
- 5 . A . 15 To store and maintain equipment, protective clothing funded under grant aid.
- 5 . A . 16 To update and maintain an Oil and Chemical Spill Contingency Plan.

ANNEX 5.B - COUNTY COUNCIL OUTLINE RESPONSIBILITIES

- 5 . B . 1 To nominate the County Oil Pollution Officer (COPO) and deputies.
- 5 . B . 2 To provide a point of contact to receive alerts and warnings.
- 5 . B . 3 To alert the appropriate authorities and County Council Departments.
- 5 . B . 4 When requested, to support District Councils with County Council resources.
- 5 . B . 5 To arrange for external resources for use by the County Council and where appropriate, District Councils.
- 5 . B . 6 Where appropriate establish the County Emergency Centre (CEC) and/or a Shoreline Response Centre (SRC).
- 5 . B . 7 To take overall responsibility for co-ordination when more than one district is involved, or when any one district is unable to cope.
- 5 . B . 8 To maintain financial records of County Council expenditure and make arrangements for funding.
- 5 . B . 9 To alert and liaise, where appropriate, with Central Government departments, other public bodies and any other organisations which may be involved in the incident.
- 5 . B . 10 To exercise any authority which may be delegated by Central Government.
- 5 . B . 11 To provide arrangements for dealing with the media and the public.
- 5 . B . 12 To make arrangements for the disposal of waste arising from the incident.
- 5 . B . 13 To store and maintain equipment.
- 5 . B . 14 To arrange for the training of personnel in oil depollution activities.
- 5 . B . 15 To update and maintain the Kent County Council Coastal/Riparian Oil Pollution Emergency Plan.

**ANNEX 5.C - NATIONAL CONTINGENCY PLAN FOR MARINE
POLLUTION FROM SHIPPING AND OFFSHORE INSTALLATIONS
(ABRIDGED VERSION)**

Issued by the Maritime and Coastguard Agency (MCA)
(This may contain duplicates of sections elsewhere in this Plan)

TABLE OF CONTENTS**1. SCOPE AND PURPOSE**

INTRODUCTION

LEGAL BASIS

MARINE POLLUTION

AREA COVERED

PURPOSE

IMPLEMENTATION

2. INITIAL INFORMATION MCA EXPECTS TO RECEIVE**3. ESTABLISHING THE LEVEL OF RESPONSE**

OPTIONS AND FACTORS CONSIDERED BY THE PCPSO

ACTION TAKEN AFTER INITIATING A NATIONAL OR REGIONAL RESPONSE

4. SETTING UP THE NATIONAL RESPONSE UNITS**5. SALVAGE**

THE ROLE OF SOSREP AND THE SCU FOR SHIPPING CASUALTIES

ACCESS TO THE CASUALTY

OFFSHORE INSTALLATIONS

6. AT SEA RESPONSE

MARINE RESPONSE CENTRE

OPTIONS FOR THE CLEAN UP OPERATION

DISPERSANT SPRAYING

INTRODUCTION OF FISHING RESTRICTIONS

7. HARBOUR RESPONSE

POWERS OF HARBOUR AUTHORITIES

ROLES OF THE HARBOUR MASTER AND SOSREP

COMMAND AND CONTROL CENTRE

DIVISION OF RESPONSIBILITIES FOR CLEAN UP

8. SHORELINE AND ON SHORE RESPONSE

SHORELINE RESPONSE CENTRE

LOCAL AUTHORITY/EHS CONTINGENCY PLANS

HAZARDOUS SUBSTANCES

9. ENVIRONMENTAL ADVICE AND MONITORING**10. MEDIA**

INTRODUCTION

MEDIA TEAM AND DESIGNATED PRESS OFFICER

MINISTERIAL AND VIP VISITS

LIAISON WITH OTHER GOVERNMENT DEPARTMENTS AND AGENCIES

11. FINANCE**12. PROSECUTION**

LIST OF ACRONYMS

ARCC Air Rescue Co-ordination Centre
BOSCA British Oil Spill Control Association
BTA British Tugowners Association
CAST Coastguard Agreement on Salvage and Towage
CCW Countryside Council for Wales
CEFAS Centre for Environment, Fisheries and Aquaculture Science
CHAG Chemical Hazards Advisory Group
CIA Chemical Industry Association
COI Central Office of Information
DANI Department of Agriculture for Northern Ireland
DETR Department of the Environment, Transport and the Regions
DMO Director of Maritime Operations, MCA
DOE (NI) Department of the Environment for Northern Ireland
DTI Department of Trade and Industry
EA Environment Agency
EHS Environment and Heritage Service of DoE (NI)
ELO Environment Liaison Officer
EN English Nature
EPG DETR's Environment Protection Group
ETV Emergency Towing Vessel
FCO Foreign and Commonwealth Office
FEPA Food and Environment Protection Act 1985
HMCG Her Majesty's Coastguard
HOO Head of Operations, MCA
HSE Health and Safety Executive
IMO International Maritime Organisation
IOPC Fund International Oil Pollution Compensation Fund
ITOPF International Tanker Owners Pollution Federation
JNCC Joint Nature Conservation Committee
MACC Military Aid to the Civil Community
MCA Maritime and Coastguard Agency
MAFF Ministry of Agriculture, Fisheries and Food
MAIB DETR's Marine Accident Investigation Branch
MEIR Marine Emergencies Information Room
MLL Marine Land and Liability Division of DETR
MOD Ministry of Defence
MOU Memorandum of Understanding
MRC Marine Response Centre
MRCC Maritime Rescue Co-ordination Centre
MRSC Maritime Rescue Sub Centre
NAWAD National Assembly for Wales, Agriculture Department
NHS National Health Service
NOTAM Notice to Airmen
OIM Offshore Installation Manager
OPOL Offshore Pollution Liability Association Ltd

OIL POLLUTION RESPONSE PLAN

OPRC Convention Oil Pollution Preparedness, Response and Co-operation Convention 1990

P&I club Protection and Indemnity club

PCPSO Principal Counter Pollution and Salvage Officer

RSPCA Royal Society for the Prevention of Cruelty to Animals

SAR Search and Rescue

SCU Salvage Control Unit

SEEEC Sea Empress Environmental Evaluation Committee

2 December 1999 - 6 -

SEPA Scottish Environment Protection Agency

SERAD Scottish Executive Rural Affairs Department

SERS Ship Emergency Response Service

SFI Sea Fisheries Inspectorate

SNH Scottish Natural Heritage

SOSREP Secretary of State's Representative

SP3 Shipping Policy (3) Division, DETR

SRC Shoreline Response Centre

SSPCA Scottish Society for the Prevention of Cruelty to Animals

SSSIs Sites of Special Specific Interest

STOp Scientific, Technical and Operational Guidance Notices

TDA Temporary Danger Area

TEZ Temporary Exclusion Zone

UKOOA United Kingdom Offshore Operators' Association

UKPIA United Kingdom Petroleum Industry Association

UNCLOS United Nations Convention on the Law of the Sea 1982

1. SCOPE AND PURPOSE

Introduction *Associated with Appendix A (Roles and responsibilities) and Appendix B (Contact details).*

- 1.1 As a Party to the UN Convention on the Law of the Sea (UNCLOS), the UK has an obligation to protect and preserve the marine environment. This plan is one of the measures that the UK has taken to meet this obligation.
- 1.2 After saving human life, the key purpose of responding to a maritime incident is to protect human health, and the marine and terrestrial environment. A range of national and local agencies, some of which have more specific statutory duties than others, undertake the response to incidents that threaten to pollute the seas around the UK. **Appendix A** outlines the roles and responsibilities of the organisations that may become involved. **Appendix B** contains contact details for these organisations.
- 1.3 This plan parallels similar documents dealing with the UK Government's responsibility for saving life at sea, for search and rescue and for caring for survivors brought ashore. Plans prepared by coastal local authorities, harbour authorities, and operators of offshore installations underlie this national plan. These local plans provide detailed information on the local response to marine incidents and should describe arrangements for mutual support.

Legal basis

OIL POLLUTION RESPONSE PLAN

- 1.4 The legal basis for this plan is section 293 of the Merchant Shipping Act 1995, as amended by the Merchant Shipping and Maritime Security Act 1997 (the “1995 Act”). This section gives the Secretary of State for the Environment, Transport and the Regions the function of taking, or coordinating, measures to prevent, reduce and minimise the effects of marine pollution.
- 1.5 This plan also meets one of the UK Government’s obligations under the International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (the “OPRC Convention”). The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 implement other obligations under the Convention. In particular, they require harbour authorities to have oil pollution emergency plans that are compatible with this plan. Harbour authorities must submit revised plans to the Maritime and Coastguard Agency (MCA) every five years, or earlier if a substantial change is required. MCA has published advice in their ***Oil Spill Contingency Plan Guidelines for Ports, Harbours & Oil Handling Facilities***.
- 1.6 Local authorities in England and Wales have a general power under section 138 of the Local Government Act 1972 to act with respect to emergencies or disasters. Local authorities in Scotland have similar powers under the Local Government (Scotland) Act 1973. Local authorities have prepared, and implemented, local response plans based on these powers. MCA advises them to submit revised plans every five years, or earlier if there is a substantial change.
- 1.7 In Northern Ireland, the Water Act (Northern Ireland) 1972 authorises the Department of the Environment for Northern Ireland (DOE (NI)) to carry out pollution clean up work through the Environment and Heritage Service (EHS). The EHS prepares local response plans in the same way as local authorities do elsewhere in the United Kingdom.

Marine pollution

- 1.8 The scope of this plan matches the scope of the Secretary of State’s powers of intervention. References to “marine pollution” therefore refer to pollution by oil or other hazardous substances. “Oil” means oil of any description (section 151 of the 1995 Act). “Other hazardous substances” are those substances prescribed under section 138A of the 1995 Act. They also include any substance that, although not so prescribed, is liable to create hazards to human health, to harm living resources and marine life, to damage amenities or to interfere with other legitimate uses of the sea.
- 1.9 Such pollution can result from spills of ships’ cargoes carried in bulk or in packages, ships’ bunkers, and leaks from oil and gas installations and pipelines.

Area covered

*Associated with **Appendix C** (International assistance and cooperation) and **Appendix D** (Maps of the UK pollution control zone)*

- 1.10 This plan covers all incidents in, or likely to affect, the UK pollution control zone¹ - that is, any part of the sea within the area designated under the Merchant Shipping (Prevention of Pollution) (Limits) Regulations 1996, as amended.
- ¹ This area includes the UK’s internal waters, defined as waters inside the baseline of territorial waters; territorial seas, defined as 12 miles from the baseline; and the UK’s pollution control zone, defined as 200 miles from the baseline or out to the nearest median line.

OIL POLLUTION RESPONSE PLAN

- 1.11 The Isle of Man and the Channel Islands are responsible for their own counter pollution arrangements but, as they have only limited resources, MCA provides assistance in a major incident.
- 1.12 **Appendix C** summarises the bilateral and multilateral agreements on co-operation. MCA's Director of Marine Operations (DMO), Head of Operations (HOO), and Counter Pollution Branch based at its headquarters in Southampton discharge all obligations under these agreements. MCA headquarters also informs other States of any pollution threat to their waters or shoreline, and co-ordinates any requests for international assistance.
- 1.13 Maps illustrating the UK's pollution control zone and search and rescue boundaries are at **Appendix D**.

Purpose

- 1.14 The purpose of this plan is to ensure that there is a timely, measured and effective response to incidents. The owners and masters of ships and the operators of offshore installations bear the primary responsibility for ensuring that they do not pollute the sea. Harbour authorities are likewise responsible for ensuring that their ports operate in a manner that avoids marine pollution, and for responding to incidents within their limits. However, ships, offshore installations and harbour authorities may face problems that exceed the response capabilities that they can reasonably maintain (especially in the provision of counter pollution equipment). Similarly, coastal local authorities may face incidents that require equipment or expertise beyond their capabilities. Therefore, the MCA may need to use national assets in the response to a marine pollution incident.
- 1.15 This plan sets out the circumstances in which MCA deploys the UK's national assets to respond to a marine pollution incident to protect the overriding public interest. It also describes how MCA manages these resources.

Implementation

*Associated with **Appendix E** (Intervention powers)*

- 1.16 MCA, an Executive Agency of the Department of the Environment, Transport and the Regions (DETR), has overall responsibility for the implementation of this plan. For this purpose, MCA exercises the functions of the Secretary of State (for the Environment, Transport and the Regions) under the 1995 Act, including the Secretary of State's intervention powers. Details of these powers are at **Appendix E**.
- 1.17 Regulations under the Pollution Prevention and Control Act 1999 will create parallel powers for the Secretary of State (for Trade and Industry) in relation to offshore installations and pipelines. MCA will exercise these powers too.
- 1.18 Within MCA, the following officers may exercise the Secretary of State's powers:
- the Chief Executive;
 - DMO;
 - the Secretary of State's Representative (SOSREP);
 - HOO; and
 - a Principal Counter Pollution and Salvage Officer (PCPSO), if so authorised by one of the above for a specific incident.
- 1.19 The Government has appointed SOSREP to provide overall direction for all marine pollution incidents involving the salvage of ships or offshore installations that require

OIL POLLUTION RESPONSE PLAN

a national response. The normal arrangement is therefore for him to exercise operational control, as explained below. As recommended in Lord Donaldson of Lymington's report on Salvage and Intervention and their Command and Control, Ministers and senior officials should not attempt to influence SOSREP's operational decisions while operations are in progress. In Lord Donaldson's words, they should "back him or sack him".

- 1.20 Action to prevent marine pollution remains a function of the UK Government. Nevertheless, the Scottish Executive, the Northern Ireland Departments, and the National Assembly for Wales (the "devolved administrations") need to be closely involved when their areas are, or may be, affected. They have responsibilities for the marine environment and fisheries in waters adjacent to their coasts, and are concerned with the effects on coastal areas. MCA has signed an Operational Agreement with the Scottish Executive Rural Affairs Department (SERAD), and a Memorandum of Understanding with the Environment and Heritage Service (EHS) of DoE (NI). Discussions on an operational agreement between the MCA and the National Assembly for Wales are underway.
- 1.21 This plan refers to the relevant units in the devolved administrations dealing with environmental and fisheries issues as the "devolved environment and fisheries departments". For Wales, this includes the Ministry of Agriculture Fisheries and Food (MAFF) in respect of the fisheries functions where MAFF acts on behalf of the National Assembly for Wales.

2. INITIAL INFORMATION MCA EXPECTS TO RECEIVE

*Associated with **Appendix B** (Contact details) and **Appendix F** (Forms for gathering and disseminating information on marine incidents)*

- 2.1 An immediate response to reported marine pollution or a risk of significant pollution is important. Incidents at sea should be reported urgently by radio or telephone to HM Coastguard (HMCG). If an incident occurs in a harbour, it should be reported to the harbour master who immediately informs HMCG. Operators of offshore installations immediately inform HM Coastguard's Maritime Rescue Co-ordination Centre (MRCC) in Aberdeen, and the Department of Trade and Industry, Oil and Gas Division, of any spill of oil or other pollutants, of any quantity.
- 2.2 The HMCG Watch Manager contacts the ship or offshore installation to ascertain, among other things:
- . the nature of incident (collision, loss of containment, etc.);
 - . the number of people on board;
 - . the type, size and name of the ship or installation;
 - . the identity of the owner or operator;
 - . the precise location, course and speed of the ship, and its proximity to other ships, offshore installations, shallow water and the shore;
 - . information on the ship's cargo, stores or bunkers, and whether any are dangerous;
 - . the structural and mechanical integrity of the ship or installation;
 - . the weather, sea state and tidal conditions;
 - . any assistance available to the casualty and the intentions of the Master or Offshore Installations Manager (OIM); and
 - . any measures already taking place.
- 2.3 The Watch Manager initiates any search and rescue response required. He reports any pollution incident (whether or not known to involve oil or any other hazardous

OIL POLLUTION RESPONSE PLAN

- substance, and even if of unknown origin) to the duty PCPSO, with a copy to MCA Headquarters.
- 2.4 Any other organisation (for example, a local authority, harbour authority or environmental organisation) receiving a report of marine pollution of any quantity, or a threat of marine pollution, whether from a ship, offshore installation or unknown source, should send that information immediately to HMCG. HMCG contacts the duty PCPSO.
- 2.5 Organisations sending information should make every practicable effort to identify, as a basis for decisions:
- . the nature and quantity of the pollutant involved;
 - . its location;
 - . its source;
 - . the weather, sea state and tidal conditions in the area; and
 - . events and actions so far.
- 2.6 Forms used for gathering information on a marine incident are at **Appendix F** and the contact details for disseminating information to those involved are at **Appendix B**.

3. ESTABLISHING THE LEVEL OF RESPONSE

*Associated with **Appendix G** (Temporary Exclusion Zones and Temporary Danger Areas)*

Options and factors considered by the PCPSO

- 3.1 The duty PCPSO decides in the first instance what level of response (national, regional or local) the incident warrants. This plan lays down no rigid criteria for triggering a regional or national response. However, the PCPSO may trigger a national response if:
- . a shipping casualty gives rise to the risk of significant pollution requiring a salvage operation;
 - . there is a spill of oil or any other hazardous substance at sea from a ship that requires the deployment of sea borne or air-borne equipment to contain, disperse or neutralise it;
 - . there is a spill of oil or any other hazardous substance from an offshore installation that requires the deployment of seaborne, or air-borne equipment by MCA to contain, disperse or neutralise it which the operator of the installation does not have the capacity to deploy (after allowing for mutual support arrangements agreed with other operators);
 - . there is a spill of oil or any other hazardous substance within the area of a harbour authority that requires the deployment of national resources under national control to contain, disperse or neutralize it, or other action beyond the capacity of the harbour authority and local authority concerned (after allowing for mutual support arrangements with neighbouring harbour authorities or local authorities); or
 - . a local authority requests the deployment of national shoreline equipment under national control because the action is beyond the capacity of the local authority after allowing for any mutual support arrangements with neighbouring authorities.
- 3.2 In a regional response, the PCPSO may deploy regional MCA equipment and facilities to support the harbour authorities or local authorities (or, in Northern Ireland, the EHS). A local response is appropriate in all other cases. In a local response,

OIL POLLUTION RESPONSE PLAN

MCA has no role other than to maintain records of any pollution for statistical purposes.

- 3.3 The PCPSO considers the following actions – some of which involve the deployment of regional MCA resources, whereas other actions engage national MCA equipment and facilities:
- . ordering aerial surveillance of the ship, if possible with a qualified observer;
 - . arranging for inspection of the ship by an MCA surveyor or other qualified person;
 - . putting on stand-by or deploying:
 - . dispersant spraying aircraft and ships,
 - . oil recovery equipment,
 - . cargo transfer equipment,
 - . booms, or
 - . ETVs;
 - . establishing the availability of salvage and lightening ships;
 - . moving the ship to shelter;
 - . using statutory powers of intervention;
 - . obtaining specific weather forecasts;
 - . requesting control of airspace in vicinity of the casualty; and
 - . establishing a temporary exclusion zone (TEZ). (**Appendix G** contains information on TEZs.)

Action taken after initiating a national or regional response

- 3.4 When a threat of significant pollution justifies a regional or national response, the PCPSO immediately informs DMO, SOSREP, or HOO at MCA headquarters of the incident. The PCPSO ensures that MCA keeps a record of actions taken. DMO, HOO, or SOSREP may decide to supplement the response or stand down a national response.
- 3.5 In relation to incidents involving ships, MCA takes the lead in providing UK Government Ministers with situation reports. DETR's Shipping Policy (3) Division (SP3) takes the lead in providing policy advice, consulting colleagues in DETR, other government departments and the devolved administrations as appropriate. In relation to incidents involving offshore installations, the Oil and Gas Division of the Department of Trade and Industry (DTI) takes the lead in providing both operational and policy advice. MCA or the DTI, as appropriate, also give situation reports to officials of the devolved administration affected, so that they can similarly advise their Ministers.
- 3.6 Thus, when MCA triggers a regional or national response, DMO, HOO, or SOSREP arranges for the following to receive situation reports:
- . the offices of the Secretary of State for the Environment, Transport and the Regions, the Minister for Transport, the Minister for the Environment, and the Parliamentary Under-Secretaries handling maritime and environmental issues (by fax or e-mail);
 - . the DETR Duty Press Officer (by telephone, via the MCA Public Relations Office);
 - . SP3, Marine Land and Liability (MLL) and Ports Divisions of DETR, the Oil and Gas Division of the DTI, MAFF, and the devolved environment and fisheries departments, as appropriate (by telephone, fax or e-mail);
 - . affected local authorities;
 - . National Focus (if there is potential or actual risk to public health); and
 - . those organisations that provide the core members of the Environment Group (see Section 9).

OIL POLLUTION RESPONSE PLAN

3.7 The remainder of this plan sets out the framework for a national response.

4. SETTING UP THE NATIONAL RESPONSE UNITS

- 4.1 In managing the counter pollution response to an incident, the hierarchy of aims is:
- . first, to prevent pollution occurring;
 - . second, to minimise the extent of any pollution that occurs;
 - . third, to mitigate the effects of that pollution.
- 4.2 Separate, but linked, response units direct operations. There may be units to handle salvage (the Salvage Control Unit (SCU)), action at sea (the Marine Response Centre (MRC)), action in the area of each harbour authority involved, and action on shore (the Shoreline Response Centre (SRC)). An Environment Group provides environmental advice to all of these units. Not all incidents require all these response units. However, the arrangements for managing the incident must allow for the possibility of salvage operations, action at sea and action on shore taking place simultaneously.
- 4.3 The accommodation for each unit should have sufficient telephone lines to enable full liaison with outside bodies. Photocopier and fax facilities are essential, although noisy equipment should be located in a separate room. Fixed VHF equipment would be desirable. Television and video facilities can be extremely useful for playing back videotapes from aircraft and helicopters, as well as watching local and national coverage of the incident. Wall space to display several charts and situation boards is essential. Those holding responsibility for keeping the situation boards continuously updated should be aware that their objective is to present a summary of the current situation and response actions being taken.
- 4.4 A well-prepared set of situation boards and annotated charts greatly assists the preparation of:
- . press briefing notes;
 - . briefing for Ministers and elected representatives; and
 - . briefing for incoming relief staff.
- 4.5 Each of the units need support from an Administration Team responsible for the general management of the unit and providing personnel for:
- . communication links between the units;
 - . the distribution of messages within the units;
 - . keeping records of messages and expenditure;
 - . taking minutes during meetings to record decisions;
 - . typing services;
 - . updating situation boards and charts; and
 - . providing catering to the units.

5. SALVAGE

Associated with Appendix H (Salvage)

The role of SOSREP and the SCU for shipping casualties

- 5.1 If there is a threat of significant pollution HMCG issues a broadcast to the salvor or, if not yet appointed, the master or owner of the ship, and the harbour master, if the incident is in a port or its approaches, stating that intervention powers may be exercised and directing him to give SOSREP information. This information must include:

OIL POLLUTION RESPONSE PLAN

- . whether the owner has appointed a salvor and, if so, its name and contact details;
- . the broad nature of the contract between owner and salvor;
- . information on the intentions of the salvor; and
- . any other important information that has not yet been gathered (see **Appendix F**).
- 5.2 It is for SOSREP to decide whether the salvor has the capability to carry out the necessary salvage actions, in terms of experience, personnel, and material. He decides whether it is necessary to set up a SCU. If the size of the incident merits the establishment of a SCU, SOSREP travels to the scene at an appropriate time.
- 5.3 The members of the SCU are:
 - . SOSREP;
 - . the Salvage Manager from the salvage company appointed by the shipowner;
 - . the harbour master, if the incident involves a harbour or its services;
 - . a single representative nominated by agreement between the shipowner and the insurers (for both the physical property and their liabilities);
 - . a PCPSO;
 - . an Environmental Liaison Officer, nominated by the Chair of the Environment Group;
 - . and
 - . if SOSREP decides to appoint one, SOSREP's personal salvage adviser.
- 5.4 DMO, or HOO, controls the salvage operation from the Marine Emergencies Information Room (MEIR) at MCA headquarters while SOSREP is en route to an MRCC, a Marine Rescue Sub-Centre (MRSC), or other appropriate forward base, and until he has established the SCU. DMO or HOO also activate all members of MCA Counter Pollution Branch necessary to assist in the response.
- 5.5 SOSREP uses all the information available to him to assess whether the actions proposed are in the public interest. SOSREP also considers what should happen if the current salvage plan goes wrong or the incident escalates in severity. He is empowered to exercise intervention powers to what ever extent is required in the public interest and may take control of the salvage operation, by issuing directions. If SOSREP takes control of a salvage operation, all those involved will act on his directions. In other cases, the salvors operate by agreement with, or with the tacit approval of, SOSREP, without the need to issue further directions.
- 5.6 Irrespective of any directions issued, MCA arranges for a written record of all decisions made by SOSREP and sends copies to the other response units as soon as practicable.

Access to the casualty

- 5.7 If SOSREP decides that it is necessary for the salvage operation, he establishes an On Board Salvage Team in addition to the SCU. This team normally comprises the Salvage Master and his crew, SOSREP's own representative and, if the shipowner wishes, a Shipowner's Casualty Representative. SOSREP strictly monitors and, if necessary, controls access to the casualty.
- 5.8 SOSREP uses discretion in limiting access. Every additional body increases the potential problem of rescue, and every additional person increases the risk of confusion as to what the Salvage Master and his crew are doing.
- 5.9 SOSREP's own representative keeps SOSREP fully informed of developments on board and monitors compliance with any directions issued to those on board. The Shipowner's Casualty Representative may discuss the handling of the casualty with the Salvage Master and report to his colleague in the SCU. However, none of those on board has any power of direction.

OIL POLLUTION RESPONSE PLAN

- 5.10 Additionally, SOSREP may allow others with a clearly defined and beneficial role access to the casualty. For example, SOSREP may grant a single special representative of hull insurers, or a single special representative of cargo owners and insurers, access to the casualty.
- 5.11 Similarly, as soon as he judges that the situation is safe, SOSREP grants access to one or more inspectors of the Marine Accident Investigation Branch (MAIB). MAIB has a statutory duty to investigate accidents falling within its jurisdiction and prompt access to witnesses and to other evidence on board greatly facilitates the work of these technical investigators.

Offshore installations

- 5.12 Incidents occurring at an offshore installation fall under the remit of the installation's oil spill response plan. In general², when there is a release of oil from an installation, the tasks of containing and responding to the oil on the water are identical to when a ship spills oil.
- 5.13 At the outset, the installation manager is in control of implementing the emergency plan at the installation. On shore, the company activates its Emergency Response Centre under the control of the Emergency Operations Manager. MCA controls any national resource deployed, in consultation with SOSREP and the Emergency Operations Manager.
- 5.14 The company has a duty to implement its plan to contain the spill and minimise the environmental damage caused. There is unlikely to be a need to exercise the Secretary of State's powers of intervention. Nevertheless, in a major spill, SOSREP monitors the progress of the salvage operation under the control of the Emergency Operations Manager. SOSREP is empowered to exercise intervention powers on behalf of the Secretary of State for Trade and Industry to what ever extent is required in the public interest and may take control of the salvage operation, by issuing directions. If SOSREP takes control of a salvage operation, all those involved will act on his directions.
- 5.15 The approved oil spill response plan for the installation must identify the location for a command and control centre. Suitable accommodation may be available close to the operator's Emergency Control Centre; otherwise, it is likely to be the MRCC at Aberdeen. This command and control centre requires the same support and structure as an SCU and similar links to other operational units engaged in other tasks including search and rescue, at sea clean up and shoreline clean up, as appropriate.
- 5.16 The members of the operational group that supports SOSREP and their roles are:
- . the Emergency Operations Manager of the installation to provide, when necessary, a communications link between SOSREP and the Offshore Installation Manager;
 - . a single representative of the owners and of the physical property and liability underwriters;
 - . a PCPSO;
 - . an Environmental Liaison Officer, nominated by the chairman of the Environment Group;
- 2 One significant difference is that "live" crude may generate an inflammable gas cloud that could make operations at sea hazardous.
- . a representative of the DTI to provide SOSREP with advice on the importance of the installation to strategic supplies and other matters of national interest and give independent advice on the technology of the installation; and
 - . if SOSREP decides to appoint one, a personal advisor.

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OIL POLLUTION RESPONSE PLAN

- 5.17 Again, there need to be timely written records of all SOSREP's decisions. All response units should receive copies of these as soon as practicable.

6. AT SEA RESPONSE

Associated with Appendix I (Counter pollution operations) Marine Response Centre

- 6.1 In almost all cases involving a national response, whether ship or offshore related, MCA establishes a Marine Response Centre (MRC) at the nearest MRCC or MRSC. As soon as HOO can leave the MCA Headquarters and reach the site of the MRC, he takes control of it. Until then, the PCPSO has control of the MRC. It contains the following persons, although some of MCA staff may play more than one role:
- . a PCPSO, to manage sea borne and air borne operations;
 - . where a ship is involved, an MCA officer to manage cargo transfer operations;
 - . an MCA Logistics Officer, to organise the deployment of the equipment needed and monitor financial commitments;
 - . if the incident involves a harbour or its services, a representative of the harbour authority;
 - . an officer of the relevant fisheries department, to advise on the impact of fisheries and to liaise with fishing organisations. Where the relevant fisheries department is part of the Scottish Executive, or is the Department of Agriculture for Northern Ireland, this officer also acts as liaison officer with the devolved administration. If the incident involves waters designated under the Government of Wales Act 1998, the MRC also contains a liaison officer nominated by, or on behalf of, the relevant Assembly Secretary of the National Assembly for Wales;
 - . a local authority officer (or, in Northern Ireland, an officer of the EHS), to act as liaison with the Shoreline Response Centre;
 - . an Environmental Liaison Officer nominated by the Chair of the Environment Group; and
 - . an MCA Public Relations Officer, to liaise with the DETR Press Office and the media.
- 6.2 In consultation with DMO, HOO nominates other members of MCA Counter Pollution Branch staff to assist in the response.

Options for the clean up operation

- 6.3 HOO (subject to any instructions from SOSREP in a salvage operation) decides on actions to contain, disperse, or neutralise pollutants, and to remove potential pollutants from the scene. If circumstances allow, he consults DMO at MCA Headquarters before reaching decisions on the following methods of response:
- . assessing and monitoring;
 - . dispersant spraying operations;
 - . mechanical recovery operations; and
 - . cargo transfer operations.
- 6.4 The aim of any clean up operation is to minimise the damage (environmental, ecological, amenity or financial) that the spill would cause. The MRC decides between the options for clean up bearing in mind the following:
- . the severe limitations on the effectiveness of at sea clean up techniques;
 - . the distance from shore of the casualty;
 - . the type of spill;
 - . the weather conditions and currents;

OIL POLLUTION RESPONSE PLAN

- the time needed to deploy resources to the scene.
- 6.5 DMO has the right to change a decision on response action taken by the MRC. *Appendix I* outlines counter pollution procedures.

Dispersant spraying

Associated with **Appendix J** (*Procedure for approving and testing oil treatment products*)

- 6.6 The manufacture and use of dispersants and other oil treatment products is subject to regulation. Details of the controls are at **Appendix J**.

Introduction of fishing restrictions

- 6.7 Under Part I of the Food and Environment Protection Act 1985 (FEPA), Departments or Agencies with food safety responsibilities can prohibit the taking of fish and edible plants from a designated sea area. They may do this when the consumption of contaminated food from that area could present a health risk to consumers. They may therefore restrict fishing, on a precautionary basis, if resources are, or are likely to become, contaminated.

7. HARBOUR RESPONSE**Powers of harbour authorities**

- 7.1 For an incident occurring inside the harbour authority's jurisdiction, the harbour master is in control of the incident response from the outset. All harbour masters have powers to direct the time and manner of a ship's entry into, departure from, or movement within a harbour. This gives a harbour master the power to regulate day to day movements within the harbour. However, it does not permit the harbourmaster to prohibit or insist upon entry.
- 7.2 Some harbour authorities have powers to issue general directions. Unlike the harbour master's powers, these powers are not ship and movement specific. Neither do they enable the harbour authority to prohibit or insist upon a ship's entry or departure. However, the Dangerous Vessels Act 1985 does permit a harbour master to prohibit entry or require departure from a harbour. He may do so if, in his opinion, the condition of that ship, or the nature of anything it contains, is such that its presence in the harbour might involve a grave and imminent danger to the safety of persons or property or risk that that the ship may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other ships. He must have regard to all the circumstances and to the safety of any person or ship. SOSREP is empowered to exercise the powers of the Secretary of State to over-rule such directions.

Roles of the harbour master and SOSREP

- 7.3 A harbour authority exercising any of its functions, including those of the harbour master, must have regard to any potential threat to the environment and should have access to the advice of the Environment Group. The harbour authority has responsibility for the response to any incident and this should be in accordance with the approved local plan. This will allow appropriate regard to other harbour

OIL POLLUTION RESPONSE PLAN

operations. SOSREP secures by direction, if necessary, information on the way the harbour authority powers are to be exercised. He is empowered to exercise intervention powers to what ever extent is required in the public interest and may take control of the salvage operation, by issuing directions. If SOSREP takes control of a salvage operation, all those involved will act on his directions rather than those issued by the harbour authority. SOSREP's directions over-rule any directions issued by the harbour master in respect of the casualty or its cargo.

Command and control centre

- 7.4 The command and control centre is located either at the port's own operations room or at the nearest MRCC or MRSC. Some ports can cope with large salvage operations. In these ports, SOSREP may view it as an advantage to exercise control using port facilities. The harbour master is a member of the SCU and it may be beneficial to maintain his presence at the port so that he can keep control of other activities within the port. The decision whether to use the port or Coastguard facilities for the control centre should be predetermined in the local plan taking account of many factors, including:
- . the availability and range of communications equipment (radio link with the casualty, salvors, and emergency units on scene, spare telephone lines, faxes etc.);
 - . the need for ancillary equipment such as radar equipment for the control of port traffic;
 - . the availability of local knowledge of environmentally sensitive areas, bathymetry, port resources to supplement rescue, salvage and counter pollution efforts;
 - . size of building and number of rooms available (large rooms for press briefings and communications, quiet rooms for decision making by the SCU);
 - . the availability of support staff; and
 - . location (ease of access, available parking).

Division of responsibilities for clean up

- 7.5 The responsibilities for the clean up of pollution within the jurisdiction of a harbour authority are as follows:

Location of pollution Responsibility for clean up lies with:

on the water harbour authority jetties/wharves/structures harbour authority
beach/shoreline owned by the harbour authority harbour authority shoreline
(including land exposed by falling tide) local authority/EHS

8. SHORELINE AND ON SHORE RESPONSE

Associated with Appendix K (The shoreline response centre)

Shoreline Response Centre

- 8.1 When the threat of pollution to the shoreline exceeds the capability of the most affected local authority (or EHS), and MCA initiates a national response, that local authority or EHS sets up a Shoreline Response Centre (SRC).
- 8.2 Each local authority's own contingency plan (and, in Northern Ireland, the EHS contingency plan) should specify how to set up the SRC in the light of its own

OIL POLLUTION RESPONSE PLAN

practices and organisation. These plans also contain the necessary authorisations by each local authority to enable the designated officer directing the SRC to take decisions on behalf of the other local authorities concerned.

- 8.3 The SRC needs to contain representatives of all the local authority services that may need to participate in the clean up operation, and representatives of all local and port authorities that may become involved. In addition, it contains a liaison officer nominated by the Chair of the Environment Group.

Local authority/EHS contingency plans

- 8.4 The local authority/EHS contingency plans should at least contain the following:
- . guidance on what equipment and personnel is at the disposal of the SRC, including neighbouring local authority resources;
 - . arrangements for establishing accommodation and catering arrangements for members of the SCU, MRC, SRC and Environment Group who may need to be in the area away from their own base; Section 101 of the Local Government Act 1972 and section 84 of the Local Government (Scotland) Act 1973 provide for such authorisations.
 - . arrangements for handling liaison with the SCU, the MRC and the Environment Group;
 - . arrangements for handling the media;
 - . temporary, intermediate and final storage sites and routes for the disposal of waste;
 - . maps, clearly depicting sensitive sites, access points, terrain types etc.; and
 - . guidance on the health and safety of workers involved in preventive measures and clean up activities.
- 8.5 Further advice is at **Appendix K**.

Hazardous substances

- 8.6 Some marine accidents may release hazardous substances that have the potential to threaten public health. In such cases, MCA expects the NCP to run in parallel with, and dovetail into, existing major incident plans normally invoked when there is an incident involving hazardous substances onshore. Under Home Office arrangements for dealing with disasters, the Police, as the lead body for co-ordinating the response, sets up a strategic command centre at a previously designated appropriate location. MCA nominates a representative to attend the strategic co-ordination meetings providing a link to the maritime response units. More details are at **Appendix I**.
- 8.7 In 1974, local authority associations agreed that shoreline county councils would extend their oil spill contingency plans, in consultation with district councils, to cover emergencies arising from hazardous substances washed ashore.⁵ EHS deals with hazardous substances washed ashore in Northern Ireland.

9. ENVIRONMENTAL ADVICE AND MONITORING

Associated with Appendix L (The environment group)

- 9.1 The response to any maritime incident in the UK requiring a regional or national response involves the establishment of an Environment Group. All those involved in operations at sea (including salvage) and shoreline clean up need environmental advice. The Environment Group advises on environmental aspects and impacts of

OIL POLLUTION RESPONSE PLAN

these operations. The Group is a common facility, providing comprehensive advice to all response units.

The environment agencies recognise the need to develop strategic plans for the disposal of waste .

Resolution of this issue partly depends upon finalisation of the exemption proposals that DETR is currently preparing, but the environment agencies need to undertake further work to ensure that disposal is in accordance with existing legislation.

See joint DOE Circular 123/74 and Welsh Office Circular 201/74, and SDD Circular 75/1975 as amended or added to by SDD Circulator No 28/1981 and SOEnD Circular No 35/1992.

- 9.2 As well as provision of "expert advice" based on immediately available data and information, there may be a need to initiate the collection of real time environmental data. Its purpose is initially to provide accurate baseline data of vulnerable environmental features immediately before impact of the pollution plume, so that the damage can be quantified. The Group also needs to track the success of preventive and counter pollution measures throughout the incident, and to assess the overall long-term environmental impact.
- 9.3 It is the responsibility of the MCA Chief Scientist, or his representative, to initiate the process for the formation of the Environment Group. The core membership of the Group comes from the relevant statutory nature conservation agency, fisheries department, environmental regulator, and (in the case of incidents beyond territorial waters) the Joint Nature Conservation Committee (JNCC). The Group also includes a representative from MCA. These core members nominate a chairman for the Group as quickly as possible. In general, the chairman comes from the relevant statutory nature conservation agency. However, with the agreement of the members, the chairmanship of the Group may change to reflect any alteration in the nature of the incident.
- 9.4 In the simplest incidents, the chairman acts as a conduit of advice (probably by telephone) to SOSREP or the response units. The chairman is also free to offer any environmental advice that he may think appropriate. The chairman also decides when it is necessary to convene the Environment Group at the scene of the incident and nominates Environment Liaison Officers for any response units established. Local contingency plans need to identify suitable accommodation and support facilities for the Environment Group.
- 9.5 As the incident develops, the chairman and core members decide whether to expand the Group's membership to include representatives of other relevant bodies, such as local health authorities, animal welfare groups, or other non-governmental organisations.
- 9.6 Response units should make all reasonable efforts to consult the Environment Group, or its chairman, about any proposed action that is likely to have lasting impact on the environment. If time does not permit the response unit to consult before acting, it must circulate a full written report to the Environment Group and all other response units as soon as possible after the event. This report must detail the actions taken, the reasons for them, and their anticipated outcome.
- 9.7 The Environment Group should record its advice in writing and circulate it to the response units as soon as practicable. Where a response unit does not follow such advice, it should record the reasons for not doing so as soon as practicable.
- 9.8 If a marine pollution incident is expected to have a significant impact on the marine environment, or the shoreline, arrangements will be made to monitor and assess the impact in the longer term.

OIL POLLUTION RESPONSE PLAN

- 9.9 **Appendix L** gives further details of how the Environment Group is to be established, its terms of reference, membership and functions.

10. MEDIA

Associated with **Appendix M (Media)**

Introduction

- 10.1 A major maritime incident is of immediate interest to the local media and, depending on the scale and nature of the incident, may result in national and international media attention. It is in the public interest and the interest of all concerned to keep the media informed as fully and as regularly as possible. Failure to consider the media response at an early stage may have serious implications for the management of the whole incident.

Media team and designated press officer

- 10.2 From the outset of an incident, MCA should ensure that it has an adequate media response team in place, under a Designated Press Officer. One of the team's roles is to liaise on behalf of SOSREP with the press and other Government press offices (for example, the DETR and DTI press offices). In particular, it is the task of the Designated Press Officer to advise SOSREP on media relations, to arrange press conferences, and to issue regular news bulletins.
- 10.3 It is essential that the media team ensure that the media do not interfere with the operational activity of the emergency services or harass casualties.
- 10.4 Further details of the suggested procedure for dealing with the media from the outset of a major incident are at **Appendix M**.

Ministerial and VIP visits

- 10.5 It is inevitable that, in the case of a major or high profile incident, a Minister will wish to visit the scene. A designated MCA senior officer will escort Ministers or other VIPs who visit the scene - whether from central Government, a devolved administration or a Government Agency - at all times.
- 10.6 The media team must consider how to accommodate a Minister and any Ministerial press conference on site and advise DETR and/or DTI Press Office accordingly.

Liaison with other government departments and agencies

- 10.7 The media team establishes and maintains a line of communication with the DETR or DTI Press Office to keep it informed of the progress of an operational response. In addition, appropriate officials must stand ready during the course of the response to provide any advice or draft statements requested by Ministers or Press Office.
- 10.8 In the case of an incident occurring in an area covered by a devolved administration or within a port, the media team establishes and maintains a line of communication with the press office of the devolved administration or harbour authority to keep it informed of progress.

11. FINANCE

Associated with **Appendix N** (*Liability & compensation for pollution damage*) and **Appendix O** (*Cost recovery*)

- 11.1 Dealing with marine pollution incidents can be a protracted and expensive business. Initially the costs of such operations fall on those undertaking them. In line with the “polluter pays” principle, those incurring expenses as part of the response operation later seek to recover them from those responsible. **Appendix N** contains a brief summary of compensation regimes that may enable them to recover those costs. **Appendix O** contains guidance on the procedure that they should follow when claiming compensation.
- 11.2 It is essential that, from the outset, all participants keep records of how, when, and why, they respond. They will need these records to support claims for cost recovery and to show that the actions taken were reasonable and commensurate with the threat from pollution and the risks to safety.

12. PROSECUTION

- 12.1 The regulatory body for each piece of legislation has a duty to secure evidence for possible use in court if it has reason to believe that an offence has been committed. The gathering of such evidence must not interfere with the operational activities of the salvors and other emergency services.

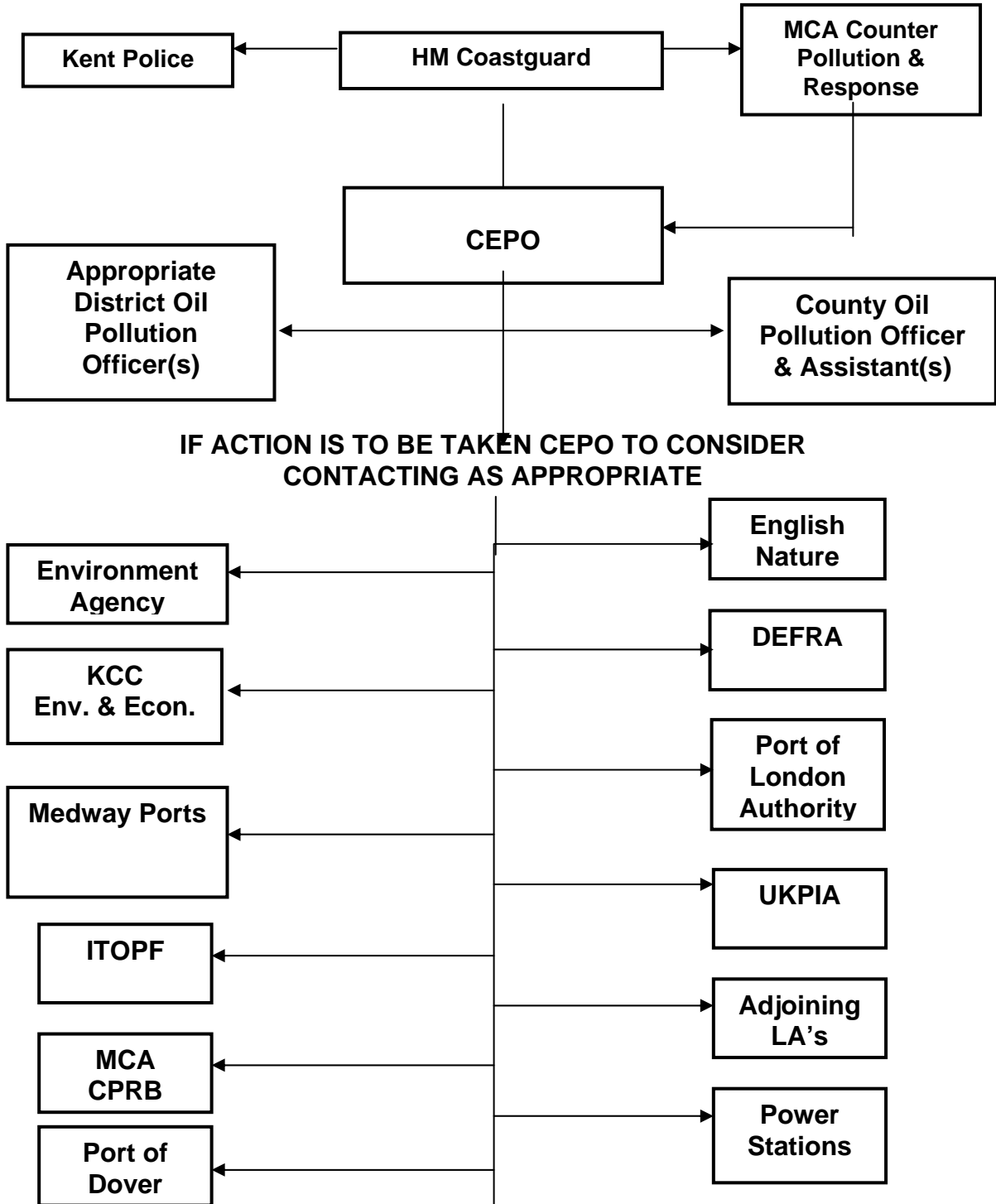
ANNEX 5.D – FORMAT OF POLLUTION REPORTS (CG77-POLREP)

5.D.1 Oil pollution reports will be provided by Marine and Coastguard Agency (normally to the Kent Police) in the following form:

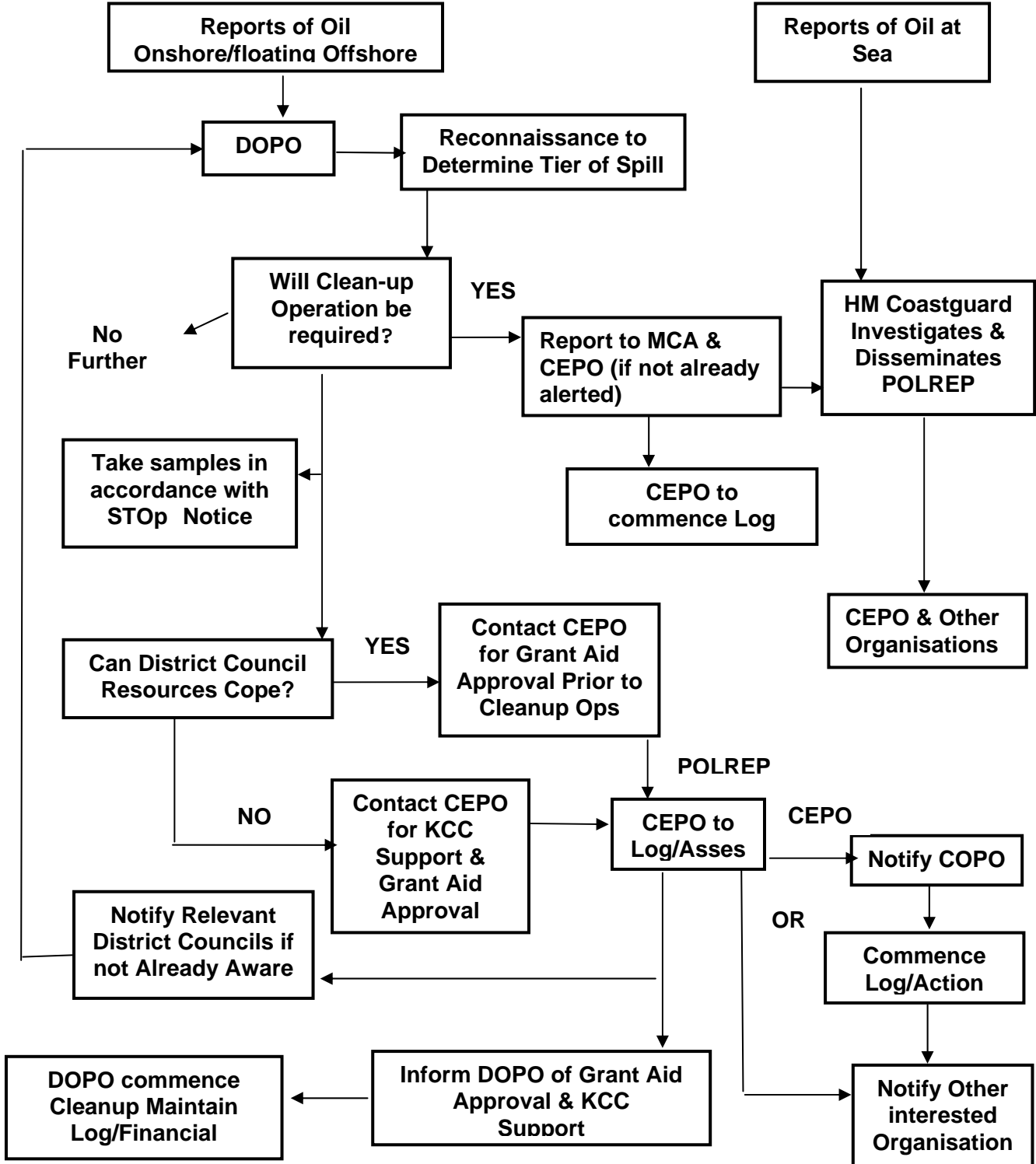
	POLREP No	DTG
A	Classification of report. (I) Doubtful: (ii) Probable: (iii) Confirmed:	
B	Date and time pollution observed/reported: Identity of Observer/Reporter	
C	Position and extent of pollution	
D	Tide, wind speed and direction	
E	Weather conditions and sea state	
F	Characteristics and appearance of pollution	
G	Source and cause of pollution	
H	Details of vessels in the area	
J	If photographs have been taken or samples obtained	
K	Remedial action taken or intended	
L	Forecast of likely effect of pollution	
M	Names of those informed other than addressees	
N	Any other relevant information	

OIL POLLUTION RESPONSE PLAN

ANNEX 5.E - OIL POLLUTION ALERTING ORGANISATION CHART



ANNEX 5.F - ALGORITHM FOR OIL REPORTS



ANNEX 5.G - OIL POLLUTION RESPONSE EQUIPMENT

5.G.1. Oil Pollution Response Equipment Held by KCC

KCC holds a small stockpile of oil pollution response equipment which is available for use by District Councils as appropriate. The equipment is held at the Ringways Depot at Preston on the A2 near Faversham (see below). Any request for its use should be made via CEPO.

Contents of Securistore Box

2	Barrel Lifts
6	KCC Flags
1 x	200 metres Nylon Rope Coil
8	Fuel cans - explosion proof
4	First Aid Kits
33	pair goggles
28	Life jackets - Crewsaver (self- inflating)
6	Blankets
3	Fast tanks (200 gall), 3 roof covers + 6 polythene liners.
6	CP3 series knapsack sprayers.
	200 metre Sea Sentinel Boom mounted on a hydraulically powered reel on a trailer.
1	200 metre Beach Sealing Boom
1	Oil Mop Skimmer
1	Floating Disc Skimmer
2	Power Vacuum System
3	Suction Head Skimmers
1	Weir Skimmer

5.G.2. Oil Pollution Response Equipment Held by District Councils

The Council is responsible for holding its own stock of equipment as necessary.

5.G.3. Availability of MCA's Stockpile Equipment

When the local authority can cope with an oil spill, MCA scientific/technical advice will be free of charge. MCA will deploy staff to local emergency centres if appropriate. Items of MCA specialised shoreline clean-up equipment will be made available on a repayment basis.

If the incident outstrips the local authority's resources, MCA will, at the request of the local authority, consider establishing a SRC. If a SRC is established, MCA will bear the cost of resources it makes available from its own stockpiles together with other resources it deploys. Local authorities will continue to bear the cost of any resources that they make available. The stockpile list is approximate at any point in time as equipment may be moved temporarily from site to site. Response times for the stockpile are to be anywhere on the mainland within 12 hours. Mobilisation times are half an hour

OIL POLLUTION RESPONSE PLAN

during the working day and two hours at night. Mobilisation of MCA equipment can only be authorised by Maritime and Coastguard Agency staff.

ANNEX 5.H – USE OF DISPERSANT

5.H.1. PRODUCT APPROVAL AND TESTING

Part II of the Food and Environment Protection Act and the Deposits in the Sea Exemptions Order 1985 prohibit the use in UK waters of oil treatment substances unless approved by the licensing authority (in the UK the Department of the Environment Food and Rural Affairs (DEFRA)).

DEFRA acts on behalf of the other licensing authorities for the testing and approval of dispersants and other oil treatment products intended for use in UK waters. Products must pass tests for toxic effects on marine species using standard protocols developed by the Centre for Environment, Fisheries and Aquaculture Science, an executive agency of DEFRA.

These tests ensure that approved products are safe for use at sea. The relative toxicity of a mix of oil and dispersant must be no greater than the toxicity of the oil alone. The tests also ensure that products are safe for use on rocky shores. Products must also pass tests for efficacy at the time of manufacture to standards set by the National Environmental Technology Centre of AEA Technology plc.

There are also requirements for periodic re-testing. If stocks remain sealed in the original packaging, this must take place after ten years to ensure that they remain effective. For all other stocks, such as those poured into ships' tanks a re-test must take place after five years. Further efficacy tests must take place at five-year intervals. A list of currently approved products is available from DEFRA on request.

5.H.2. APPROVAL FOR USE

It is also a statutory requirement to obtain specific approval from the licensing authority for any use of oil treatment products in water depths of less than 20 metres or within one nautical mile of any such area. If the use of such products is to take place in deeper waters, the licensing authorities wish to be consulted beforehand except under force majeure conditions (for example if human life is at risk).

The licensing authorities issue some standing approvals to ports and oil companies to enable them to use limited amounts of dispersant according to terms specified in the approval and the procedures described in an approved oil pollution contingency plan. The licensing authority must approve any use in shallow waters not covered by the terms of a standing approval or that exceeds the approved amount on a case by case basis. In each such a case, the licensing authority seeks advice from the statutory nature conservation agencies, or if set up, the Environment Group, before granting any approval.

Environment Protection Act covers the entirety of the sea, including estuaries and other tidal waters, tidal docks and structures covered by the tide, as well as beaches and rocky shores.

ANNEX 5.1 – DISPOSAL OF CONTAMINATED WASTE

5.1.1. INTRODUCTION

- 5.1.1.1 Kent County Council has a responsibility to provide technical support and make arrangements for the safe disposal of oil contaminated waste arising from any oil pollution incident affecting the Kent coastline.
- 5.1.1.2 When a pollution incident involving oil on the shore of the County has been reported the following response procedure should be implemented. It will be important to set in motion plans to dispose of any oil contaminated waste permanently. Although oil pollution on the beach is a very sensitive subject with the public there is nothing to be gained in hasty and improper storage and disposal of waste. This will simply transfer the problem elsewhere and may add to the overall pollution.
- 5.1.1.3 Any waste generated from such an incident should be disposed of according to the Best Practicable Environmental Option (BPEO). This means that wherever possible the waste should be used to benefit the environment, but if this is not possible it should cause the minimum detriment to the environment. In the case of waste oil it is a potential fuel with a high calorific value. Wherever possible the oily waste should be disposed of in a manner that reclaims the oil for onward use or in a way that uses the calorific value to produce energy, e.g. incineration.
- 5.1.1.4 The final resort will be disposal to landfill, and it is accepted that in some cases this will be inevitable. However, it may be that some pre-treatment would reduce any likely environmental impact after the waste is deposited in the landfill.
- 5.1.1.5 The waste may be in two distinct physical states - solid and liquid.

5.1.2. STORAGE AND DISPOSAL OF LIQUID WASTE

- 5.1.2.1 If oil is washed ashore in any sizeable quantity it is likely that some liquid oil will be collected. This material is likely to contain seawater and possibly dispersant. The immediate problem will be suitable means of storage of the liquid. The preferred option will be to pump the material straight into tankers for removal off-site. This will necessitate a potentially large fleet of tankers being on call. A second option would be the construction of temporary holding lagoons.
- 5.1.2.2 The difficulty in constructing suitable lagoons should not be under-estimated. It would be necessary to excavate a fairly large area and then to install an impermeable liner that is resistant to the liquid to be stored therein.
- 5.1.2.3 The use of non-lined lagoons is not recommended.
- 5.1.2.4 Properly installing a liner is a technical job and one which requires careful supervision. Any weaknesses in the liner could result in groundwater pollution.

OIL POLLUTION RESPONSE PLAN

- 5.1.2.5 If it is considered necessary to construct a lagoon the Environment Agency (EA) should be contacted for advice. Only after that advice has been given should work commence.
- 5.1.2.6 A stock of suitable liner material and liner-welding equipment may need to be held for such occasions subject to problems of deterioration. Alternatively, arrangements may be made to obtain such material quickly. Liners are readily available from builders' merchants in the form of impermeable membranes used beneath house foundations.
- 5.1.2.7 Once oil has been placed in the lagoon the primary objective is to remove and dispose of it within the shortest time-scale.
- 5.1.2.8 In addition to the potential pollution problems that lagoons create, there are health and safety considerations. The lagoon should be securely fenced and warning notices may be required. The Health and Safety Executive will assist with any enquiries on this subject.
- 5.1.2.9 The Dungeness area is within a highly sensitive groundwater zone and the construction of lagoons in the area is not recommended. If oil is spilled and washed ashore in this area, immediate action should be taken to pump the liquid away to tankers as detailed above. Failing this the liquid should be removed to a holding lagoon situated outside the sensitive zone. For reference purposes the zone extends south of a line between Camber and Lydd. The EA will provide more details on this area.
- 5.1.2.10 Whether a lagoon is used or not, the problem then arises of what to do with the oil waste. There are a number of waste disposal sites that are licensed to accept oil and oil contaminated wastes. Details of these sites can be obtained from the Environment Agency. It is the legal responsibility of those producing the waste to ensure the site it is destined for is properly licensed to accept it. It is also a legal requirement that, subject to a small number of exceptions, any carriers of waste are registered under the Control of Pollution (Amendment) Act 1989, with the Environment Agency.

5.1.3. STORAGE AND DISPOSAL OF SOLID WASTE

- 5.1.3.1 This is likely to consist of sand, earth, shingle and possibly some small rocks which are contaminated with oil.
- 5.1.3.2 There may be hundreds of tonnes of this material in a large incident and the problems posed in disposing of this waste may inevitably lead to the need for stockpiles.

5.1.4. STOCKPILES

- 5.1.4.1 It is recognised that any large oil spill will probably necessitate a temporary stockpile. Unlike the liquid fraction, solid waste need not always be placed within a lined lagoon. The very nature of the waste will reduce the amount of oil leaching into the soil. However the stockpile should be removed and disposed of as quickly as possible. In some cases the waste may contain enough oil to create haulage problems. It may be that specialist vehicles or vehicles specially adapted to contain sludges will be required.
- 5.1.4.2 If significant leaching of the oil over several weeks or months is likely from the stockpile,

OIL POLLUTION RESPONSE PLAN

serious consideration should be given to whether a liner should be placed under the stockpile. This will need careful thought in design. Bunds around the edge would be required to prevent uncontrolled liquid run-off. Heavy plant will damage any liner unless the design is adequate.

5.1.4.3 In some areas there may be a low permeability soil nearby, e.g. alluvial clay is present in some areas of the North Kent coast. With the prior agreement of the EA, a stockpile could be created using the properties of the underlying soil to retard leaching rather than constructing a basal liner.

5.1.4.4 The final decision on where to site any lagoon or stockpile should only be taken after advice has been provided by the EA.

5.1.5. **SUMMARY OF ACTION TO BE TAKEN AS A RESULT OF AN OIL POLLUTION INCIDENT**

- Remove liquid fraction direct to tankers if practicable.
- If lagoons are used for liquid fraction they should be properly lined after consultation with the EA.
- The liquid fraction should be removed from lagoons as soon as possible.
- Wherever possible the waste should be taken to a site that will make use of it rather than a landfill site.
- No lagoons or stockpiles should be created south of a line from Camber to Lydd.
- Stockpiles of solid material will often be necessary.
- Any stockpiles should be as short-lived as possible.
- A basal liner should be considered if considerable leaching of oil is likely from a stockpile.
- Solid waste may require specially designed vehicles.
- Solid waste will only usually be accepted at certain landfill sites.
- Before finally deciding on the location of a lagoon or stockpile consult the EA.
- If in doubt contact the EA.

Below are some guidelines prepared by the EA concerning the identification of temporary storage sites, which includes a site assessment form.

5.1.6. **GUIDANCE NOTES ON IDENTIFYING TEMPORARY STORAGE SITES**

5.1.6.1 **Identifying a suitable location**

Storage facilities should be located with easy access to public roads, but close to the centre of clean-up operations. Easy access will also be required from the beach and firm ground adjacent to the temporary holding area is essential to allow access for tankers and removal vehicles. Car parks at the head of beaches are ideal locations as they have easy access, are often tarmaced or hard standing and can be secured to keep members of the public out.

If using the beach, the storage area must be sited above the high tide mark.

Agency advice and approval must be sought on the location of these sites. The construction of storage lagoons on Dungeness beach would, for example, be unacceptable due to the risk it would pose to the highly sensitive groundwater zone. A clean up on these shores should therefore involve taking the waste immediately away from the area e.g. by tanker or at least moved to a holding area located outside of the sensitive groundwater zone. To avoid enforcement action being taken by the Agency the use of temporary sites must demonstrate that the storage or treatment of polluted material at the temporary sites is proportionate to the requirements of the emergency and in the public interest.

Before a temporary storage site is established the 'Assessment form for Temporary Holding area for oily waste' should be completed following the guidelines given below.

5.1.6.2 **Assessment Form**

The assessor must visit and assess the site prior to a temporary storage area being set up. Access to the beach, access to the main road network, the suitability of the proposed storage area, the habitat, protected sites, and source protection zones should all be assessed. Extra pollution prevention measures may need to be put in place to prevent pollution to watercourses and the area around the storage site.

Surface: important as this will determine ease of access to the beach, holding area and route to the main road. Will also determine type of temporary storage that can be used.

Water Bodies adjacent: If there is a water body adjacent could it be polluted by a poorly sited storage area?

Source Protection zone: these are zones to protect groundwater, specifically drinking water boreholes. The Environment Agency will advise you in which zone the proposed storage area lies and what protection is required.

Surface water drains: If surface water drains are present where do they discharge? Do they need covering/protecting, especially if they are situated in or adjacent to the storage

OIL POLLUTION RESPONSE PLAN

area?

Special site: Does the proposed storage area fall within a specially protected site? If 'yes', what restrictions will this put on the siting and operation of an oily waste storage site in the area? English Nature and the Environment Agency will be able provide information on special sites.

Habitat: The type of habitat will determine ease of access and what type of storage should be used.

Health & Safety: A risk assessment should address the health and safety of both members of the public as well as personnel involved in the incident response. Is the site secure and unauthorised preventable? Is physical access to the site likely to pose a risk e.g. due to traffic, steep gradient etc?

Other: For noting any other relevant information about the site i.e., who owns land, has access key.

OIL POLLUTION RESPONSE PLAN

Environment Agency - Southern Region
Assessment form for Temporary Holding area for Oily waste

Site reference : _____ NGR of holding area: _____

Beach name : _____ Date assessed : _____

Assessor name : _____

Access from Beach			Holding Area			Route to Main road		
Surface	Tarmac		Surface	Tarmac		Surface	Tarmac	
	Shingle			Shingle			Shingle	
	Sand			Sand			Sand	
	Earth			Earth			Earth	
	Other			Other			Other	
Water Bodies Adjacent	Stream		Water Bodies Adjacent	Stream		Water Bodies Adjacent	Stream	
	Pond			Pond			Pond	
	Lake			Lake			Lake	
	Other			Other			Other	
	None			None			None	
Source Protection Zone			Source Protection Zone			Source Protection Zone		
Surface water drains in area?	Yes		Surface water drains in Area ?	Yes		Surface water drains in area?	Yes	
	No			No			No	
Is drain protection required?	Yes		Is drain protection required?	Yes		Is drain protection required?	Yes	
	No			No			No	
Special Site	RAMSAR	Y/ N	Special Site	RAMSAR	Y/ N	Special Site	RAMSAR	Y/ N
	SSSI	Y/ N		SSSI	Y/ N		SSSI	Y/ N
	SNCI	Y/ N		SNCI	Y/ N		SNCI	Y/ N
	Heritage coastline	Y/ N		Heritage coastline	Y/ N		Heritage coastline	Y/ N
	None			None			None	
Habitat	Dunes		Habitat	Dunes		Habitat	Dunes	
	Saltmarsh			Saltmarsh			Saltmarsh	
	Woodland			Woodland			Woodland	
	Freshwater marsh			Freshwater marsh			Freshwater marsh	
	Grassland			Grassland			Grassland	
	Maritime cliff			Maritime cliff			Maritime cliff	
	Other			Other			Other	
	Other (specify)				Other (specify)			

ANNEX 5.J – SHORELINE RESPONSE CENTRE – Functional Teams

When a Shoreline Response Centre is established, as part of the activation of this Emergency Plan, its establishment and operation will be based on the following functional teams.

The Management Team and Strategy Sub-Group

The Technical Team including Waste Management and Health and Safety Sub- Groups

The Procurement Team

Media and Public Relations Team

Administration Team

Information Dissemination Team

In addition to the above there will also be an Environment Team to provide environmental and public health advice to those involved in the response.

5.J.1 THE MANAGEMENT TEAM

- To manage the shoreline clean-up operation in its totality

Tasks:

- to assess the threat and impact of pollution to the shoreline.
- to determine the overall clean-up strategy such as deciding the order of priority for action in protecting sensitive areas and dealing with pollution at the various polluted sites. The Management Team should produce an initial Strategy Statement as quickly as possible for dissemination to those within and outwith the SRC.
- to monitor progress against the agreed strategy
- to consider and manage the general financial aspects of the operation
- to interact closely with Elected Representatives, Central Government, the public and the press and media
- to prepare regular situation reports, concerning the conduct of operations, for circulation to all interested parties (based on briefings supplied by the Technical Team and the EG) specifically - Elected Members and Ministers.

Membership

- KCC County Oil Pollution Officer or nominated substitute (Chair)
- District Oil Pollution Officer / Emergency Planning Officer
- Environmental Liaison Officer (Environment Group)

OIL POLLUTION RESPONSE PLAN

- MCA Counter Pollution and Response Branch
- Chairs of functional Teams within the SRC (As required)
- Environment Agency
- English Nature

5.J.2 STRATEGY SUB-GROUP

The objective of this sub-group is to provide the Management Team with an overview of short, medium and long term issues to be addressed as the response evolves. The groups work should aim to minimise operational 'firefighting' and maintain a clear overall perspective as well as highlighting otherwise unnoticed issues before they become a problem.

The group will identify the short, medium and longer term issues for each of the functional teams in the SRC to consider. They will draw up a matrix identifying significant and potentially significant issues for the SRC response strategy as a whole but especially the management team for consideration looking at time frames of say: the next 1-3 days, 3-10 days and beyond 10 days. This group will agree the matrix with the Management Team and report back on progress on the agreed issues. The group should comprise individuals with experience in dealing with major incidents and oil/chemical pollution in particular who are not directly involved operationally in the response and who can provide an objective assessment of the response from a strategic viewpoint.

5.J.3 THE TECHNICAL TEAM

To report to the Management Team. The Technical Team is responsible for directing and implementing the operational response.

Tasks:

- determining and agreeing all possible shoreline protection strategies with the Management Team and Environment Group.
- determining optimal clean-up strategy to be adopted to deal with pollution. Close liaison with the Environment Group is essential.
- allocating resources on a priority basis as determined by the Management Team.
- informing the Management Team of any resource shortfalls.
- allocating contractors to specific tasks as agreed with the Management Team.
- transmitting decisions and work instructions to forward control centres.
- monitoring the progress of operations.
- meet/liaise with all Beach Masters to assess progress of operations and produce a revised forward plan for the next day's operations.
- deploying staff to beaches to assess and report on beached and stranded oil (in conjunction with the Environment Group) and acting on reports received.
- identifying and deploying strategic area beachmasters to promote consistency of operations and ensure that the Technical Teams instructions are being implemented properly.
- ensuring that operations are technically reasonable.
- ensuring that resources are being reasonably allocated.
- to ensure that health and safety risk assessments have been carried out and are implemented on a site by site basis.

OIL POLLUTION RESPONSE PLAN

- briefing the Management Team on the conduct of operations.

Membership.

- MCA Senior Scientist or nominated substitute.(Chair)
- Local Authority Representatives covering Waste Management, Health and Safety, Technical and Engineering Services.
- MCA Scientist
- Environmental Liaison Officer (Environment Group)
- Environment Agency
- Police
- HM Coastguard
- Administrative Staff.

5.J.4 WASTE MANAGEMENT SUB-GROUP

To manage and direct waste disposal issues in consultation with the regulator

Tasks:

- development of a waste disposal strategy
- advising on waste minimisation and segregation
- preparing a plan for temporary storage of collected oily waste
- provision of technical advice on the location and format of temporary storage and treatment areas and disposal options for the oily waste
- ensuring all waste regulations are followed by the technical team and fully understood by the forward control centres and beachmasters
- ensuring oily waste is transported by registered carriers as set out in the Special Waste Regulations
- management of the final disposal options and identification of sites for oily waste

Note: the environmental regulator has a statutory role in approving sites for temporary storage and treatment, ensuring those disposal sites are appropriately licensed.

Membership

- The responsible Environmental regulator
- Local authorities' Waste Management Section

5.J.5 THE HEALTH AND SAFETY SUB GROUP

[refer to the MCA STOp notice 1/1998 – Health, Safety and Welfare during Shoreline Clean-up]

To manage, direct and oversee the health and safety requirements of the shoreline clean-up operation.

OIL POLLUTION RESPONSE PLAN**Tasks:**

- promptly develop an overall Health and Safety strategy
- ensure that proper health and safety procedures are in place for all shoreline clean-up operations
- ensure that formal H&S risk assessments are carried out before commencement of operations
- preparation of generic risk assessments for all routine clean-up procedures
- maintain the health and safety continuity of practice throughout the incident
- ensure that Beach Masters have sound understanding of H&S regulations and practice and carry out regular H&S briefings on site
- ensure formal records are maintained: accident record books, recording of dangerous practice, formal risk assessments etc

In the case of extensive, complex and protracted incidents it may prove prudent to engage experienced health and safety consultants to oversee and advise on SRC H&S protocol both in the SRC and at operational sites.

5.J.6 THE PROCUREMENT TEAM.

- Local authority: (Resource Procurement, Plant Hire Officers, Transport Officers and Finance Officers)
- MCA
- Environmental regulator
- Industry
- All other organisations providing significant resources

Members of this team must be aware of resources available to their parent organisation and how they can be contracted. Local authority will likely have listings of plant providers.

5.J.7 MEDIA AND PUBLIC RELATIONS TEAM.

This team will act as a focal point for media and public interest and will work closely with the Management Team and the MCA/ local authorities' press and media response for the shoreline response operation.

Tasks:

- preparing press briefings from the SRC in consultation and agreement with the Management Team.
- maintaining sound links with media staff in other response cells.
- calling, arranging and managing press conferences.
- arranging press interviews in consultation with the Management Team.
- managing the press briefing room, likely to be established outwith the confines of the SRC, and ensuring that regular press briefing notices are supplied to the briefing room.
- handing all press enquiries, which could involve a massive number of calls.
- contributing to text for incident web pages as and when established.

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OIL POLLUTION RESPONSE PLAN

If a public helpline is established this will be organised by the Media Team but staffing should be provided from outside of that Team as those trained to deal with the media are not necessarily those best trained to deal with the public.

Note: Callers offering assistance, in particular equipment and products may generate significant message traffic. In this event the MCA may set up a dedicated line in the MEIR to handle those calls, in which case offers of assistance should be redirected from the SRC to the MEIR, where information will be collated, evaluated and made available to all response cells.

Membership

- Local authority media staff and press officers.
- The Maritime and Coastguard Agency press office.
- Oil industry press and media staff.
- Government News Network

5.J.8 ADMINISTRATION TEAM.

Responsible for the general administrative management of the SRC, providing administrative support for all functional teams.

Tasks:

- providing and maintaining communication links within the SRC.
- the reception and transmission of message traffic into and out of the SRC.
- distribution of message traffic within the SRC.
- log keeping of message traffic.
- circulating messages to correct team/group in the SRC, ensuring that messages get to the appropriate team/team leader.
- detailed minute taking during the Management and Technical Team discussions.
- filing messages, minutes and records for future reference and compensation claims.
- typing services.
- logging and updating of information boards and operational maps.
- providing catering to the SRC.
- providing security for the SRC.
- dissemination of information within the SRC from the MRC and SCU.

Membership

- local authority administrative staff.
- oil Industry staff.
- other participating organisations.
- MCA staff.

5.J.9 INFORMATION DISSEMINATION TEAM.

OIL POLLUTION RESPONSE PLAN

To prepare, collate and update information on the progress of the incident response and ascertain the means for dissemination of that information

Tasks:

- Set-up and maintain web pages for the shoreline clean-up element of the incident response.
- Prepare electronic data for dissemination outside the SRC in agreement with the Management Team.

Membership

- Local authority.
- MCA.
- Oil industry.
- Other participating organisations.

5.J.10 THE ENVIRONMENT GROUP

The concept of an ENVIRONMENT GROUP, (EG), providing environmental advice to all units with a role in responding to a maritime pollution incident was recommended by Lord Donaldson in his 'Review of Salvage and Intervention and their Command and Control' (The Stationary Office, Cm 4193, March 1999). This recommendation was accepted by Government and incorporated in the National Contingency Plan (NCP) January 2000 (Section 9 & Appendix L). [STOp Note 1/2001 sets out in detail the setting up, roles and responsibilities and working of the Environment Group.]

Purpose

The purpose of the EG is derived from the Terms of Reference detailed in the NCP Appendix L, paragraphs L.3 - 5.

- To provide environmental advice and guidance to all response centres involved in response to an oil and or chemical marine pollution incident and subsequent clean up operations. To minimise the impact of the incident on the environment in the widest sense, taking account of risks to public health, the natural environmental and potential impacts arising from any response operations, whether salvage or clean up operations at sea and on the shoreline.
- To monitor, assess and document the public health, environmental and wildlife impact of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measures implemented in response to the incident.
- To facilitate welfare, rehabilitation or humane disposal of wildlife casualties by recognised animal welfare organisations.

Scope

The scope of EG functions will be directly proportional to the scale and location of the incident, its geographical location, extent, severity, oil and or chemicals involved, potential hazard to

OIL POLLUTION RESPONSE PLAN

human health and the environmental sensitivities. The scale of incident and response and their constituent phases are likely to evolve over time. The functions of the EG will need to be graduated to meet changing requirements, escalating or diminishing in the input to each phase over time.

The definition of environment includes public health, the natural environment, water quality, wildlife, cultural, landscape, habitats and socio - economic factors linked to human health, e.g. through food chains.

Tasks:

- To provide environmental advice to the SOSREP (SCU), the MRC, the SRC and the Command and Control Centre for incident response in ports and harbours.
- To liaise with and obtain environmental information from all response units established the deal with the pollution. To proactively manage information on all environmental issues between the cells.
- In order to minimise the impact of an oil and or chemical pollution incident on human health and the environment, the EG has a role in determining optimal environmental end points, beyond which the response will not provide environmental benefit, or may actually be a disbenefit. The scope of this task includes identification of how 'clean' the environment needs to be to enable ecological recovery. This process is undertaken using Net Environmental Benefit Analysis

5.J.11 RESPONSE TO INCIDENTS INVOLVING MORE THAN ONE LOCAL AUTHORITY.

Where only one authority is affected by a spill, then it will set up and manage in co-operation with MCA a single authority SRC. In many cases the county councils have produced a county wide plan which incorporates each of their district maritime authorities. The new unitary authorities have produced their own plans or have collaborated with others to produce joint plans.

In the case of two or more authorities being impacted by a significant spill there will be only one formal SRC to manage the overarching response to the shoreline clean-up. A successful response will rely on a single management team fairly assessing priorities for action and fairly distributing resources according to those agreed priorities.

The decision on where to establish the SRC will likely be based on factors such as which local authority is worst affected and which available response centre have the required infrastructure for accommodation, communications and is best placed geographically to co-ordinate the response. Decisions about which site will be used will be made through consultation between the Chief Executive/Oil Pollution Officer of the respective local authorities with advice from MCA. To ensure sound and fair collective management of the response it is important that a clear and effective system of multi authority liaison is implemented.

Collective management between the affected authorities will be best achieved through the setting up of neighbouring authority liaison teams.

OIL POLLUTION RESPONSE PLAN

5.J.12 DESIGN AND LAYOUT OF THE SRC

- The SRC should be large enough to accommodate the number of teams and persons likely to be present during the incident. In addition it should be equipped with sufficient telephone lines to enjoy effective liaison with outside bodies. Fax and email facilities are essential (two at least – one for incoming faxes and one for outgoing faxes – that are monitored continuously to distribute incoming messages and check on paper levels).

It is preferable that the Management Team and the supporting functional teams are situated within one room. However, it is useful if there are one or two private rooms available to provide a quiet area for group discussion.

A large-scale map of the coastal area and situation boards should be mounted on the wall, preferably near the Management Team, and continuously updated to provide a focal point for briefing members of the SRC on events along the coastline. There should be a separate status board for each polluted coastal location. An accurate record of all status boards should be made on a day by day basis as changes are made and the boards updated.

The group (loggers and plotters) charged with the responsibility of keeping the large scale map and the situation boards correctly annotated and continuously updated should be aware that the object of creating this briefing area is to present an up to date summary of the progress and response action taken.

A well prepared set of situation summary boards and a properly annotated map will greatly assist:

- the Media/Public Relations Team in preparing press briefing notes;
- the Management Team in preparing periodic situation reports;
- briefing Ministers/Elected Representatives; and
- briefing incoming relief staff.

Care should be taken in where to situate the maps and how best to present the data on the situation boards when planning the layout of the SRC. For each coastal location a typical status board should have a layout similar to the following:

5.J.13 COASTAL DATA AND CLEAN-UP RECOMMENDATIONS

Example of Status Board for each Coastal Location

SITE:	AMOUNT: Tonnes of oil
PRIORITY: As assigned by the Management Team	
TREATMENT:	EQUIPMENT/PERSONNEL:
	Personnel 10
	Skimmers 2
	JCBs 3
	Fast Tanks 4
	Etc

OIL POLLUTION RESPONSE PLAN

In addition to the main briefing area a second large-scale map and situation boards should be available to the Technical Team to assist them in their operational planning.

An Admiralty Chart of the area, to plot oil movements, and a weather board is also useful.

The press briefing room should be situated outside the SRC in order to provide a focal point for informing the press whilst minimising the impact on SRC activities.

The fax communications centre should be located in a separate room with operators allocated by the SRC Manager.

TV and video facilities can be extremely useful for playing back video tapes from the aircraft/helicopters and beach clean-up operations, as well as watching local and national coverage of the incident.

It is vitally important that security arrangements are made to prevent unauthorised access to the SRC.

ANNEX 5.K – SCIENTIFIC, TECHNICAL AND OPERATIONAL (STOp) GUIDANCE NOTES

- 5.K.1 STOp 2/94 Low Viscosity Type 3 Dispersant.
- 5.K.2 STOp 1/98 Health, Safety and Welfare During Shoreline Clean-up
- 5.K.3 STOp 2/95 Operational Guidance for the Application of Bioremediation Agents.
- 5.K.4 STOp 5/99 Guidelines for the Preparation of Coastal and Estuarine Booming Plans.
- 5.K.5 INF Note 2/2000 Petroleum Industries Association Ltd (UKPIA) Regional Co-ordinators.
- 5.K.6 STOp 1/2001 Maritime Pollution in the UK The Environment Group.
- 5.K.7 STOp 2/2001 The Establishment, Management Structure, Roles and Responsibilities of a Shoreline Response Centre During a Marine Pollution Incident in the UK.
- 5.K.8 STOp 3/2001 Preparing Local Authority Oil and Chemical Spill Contingency Plans in line with the “National Plan for Marine Pollution from Shipping and Offshore Installations”
- 5.K.9. STOp 1/2003 Guidance for the Operation of the Technical Team, Waste Management Sub-Group Within a National Contingency Plan Shoreline Response Centre.
- 5.K.10. STOp 2/2003 Procedure for Initiating Response to Public Health Threat Prior to and During a Maritime Pollution Incident.
- 5.K.11. Advice to Local Authorities on the Collection and Handling of Oil Samples.

OIL POLLUTION RESPONSE PLAN

ANNEX 5.L - GRANT AID CLAIM FORM - OIL POLLUTION/HAZARDOUS SUBSTANCES WASHED ASHORE

To: County Emergency Planning Officer, Waterton Lee House, 99- 102 Sandling Road Maidstone, Kent ME14 1AE	From:	Reference: Date:
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Item (*Incident/Equipment/ Training Costs/Maintenance	Authority for Expenditure	Reference: Expenditure Authorised: Incident Date: Identity of Polluter
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Outline Details of Claim (Location, Type of Equipment etc)
--

Anticipated Income (if any) Amount £
Source

Grant Aid Claim *Approved/Actual Expenditure (whichever is less) less income and 25% District Contribution:

	£ p
Grant Aid Due	
Less Payment on Account	
Balance Claimed	

Certification: I certify that the above details are correct:

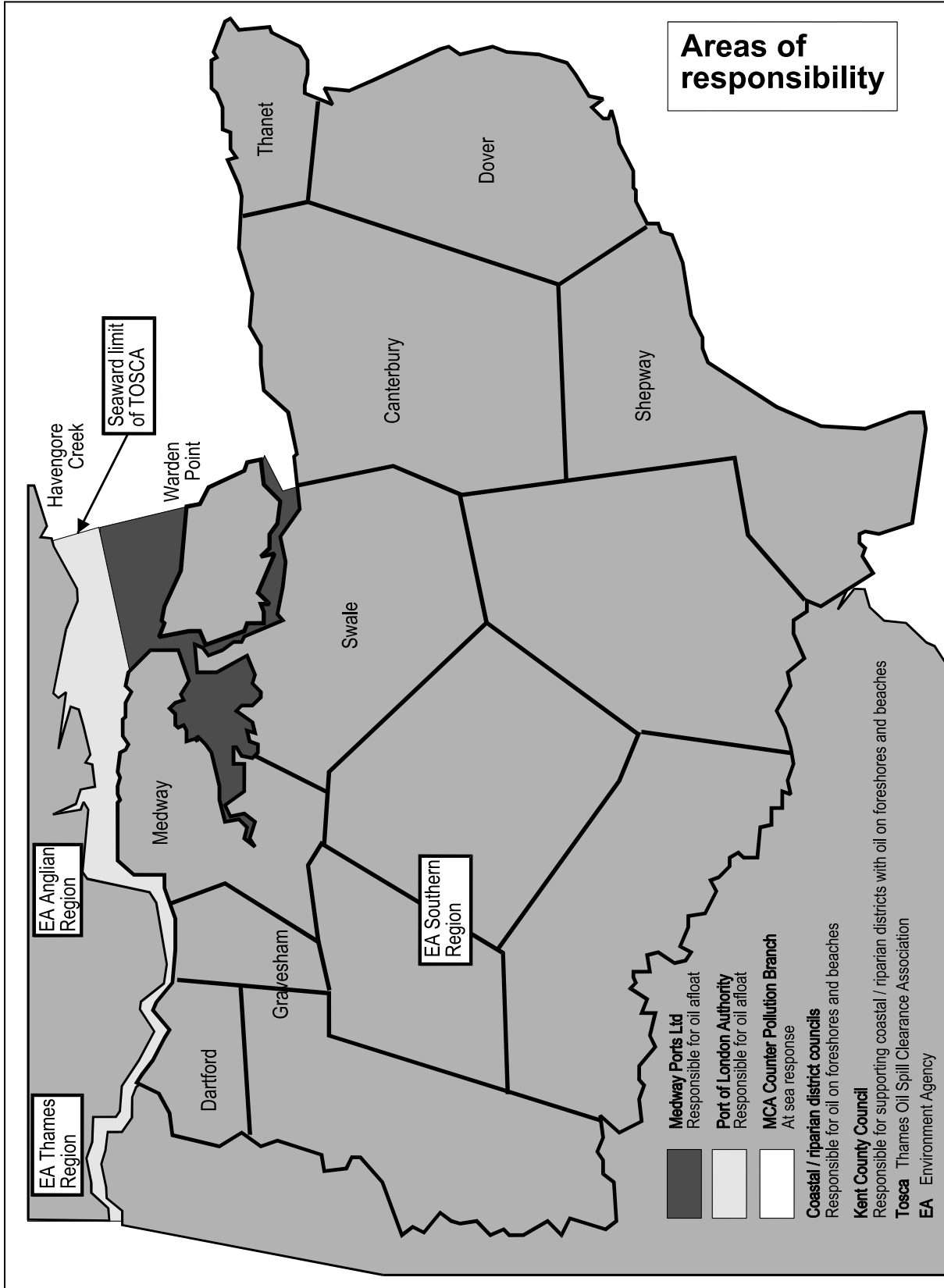
Signed	Chief Financial Officer	
Date	Enquiries to	Telephone

*Delete as appropriate
 NB Please attach copies of supporting vouchers/receipts.

ANNEX 5.M - ROLE OF THE BEACHMASTER

- 5.M.1 Experienced Beach Masters should be sourced via MPCU contractors. Selected Beach Masters will be responsible for supervising gangs of beach cleaners and equipment.
- 5.M.2 Each Beach Master will be responsible for an allocated area.
- 5.M.3 Beach Masters should understand the clean-up method to be adopted and any specialist equipment to be used.
- 5.M.4 Instructions will be given by the DOPO to his authority staff/contractor(s).
- 5.M.5 Beach Masters will oversee the safety of the staff under their control. They should be particularly aware of tide changes.
- 5.M.6 Staff should be instructed to wear protective clothing
- 5.M.7 Beach Masters should ensure all equipment is steam cleaned at the end of each working day, or on removal from the beach.

OIL POLLUTION RESPONSE PLAN



ANNEX 5.P – NORTH KENT SHORELINE PLAN (AERIAL)

(to be inserted)