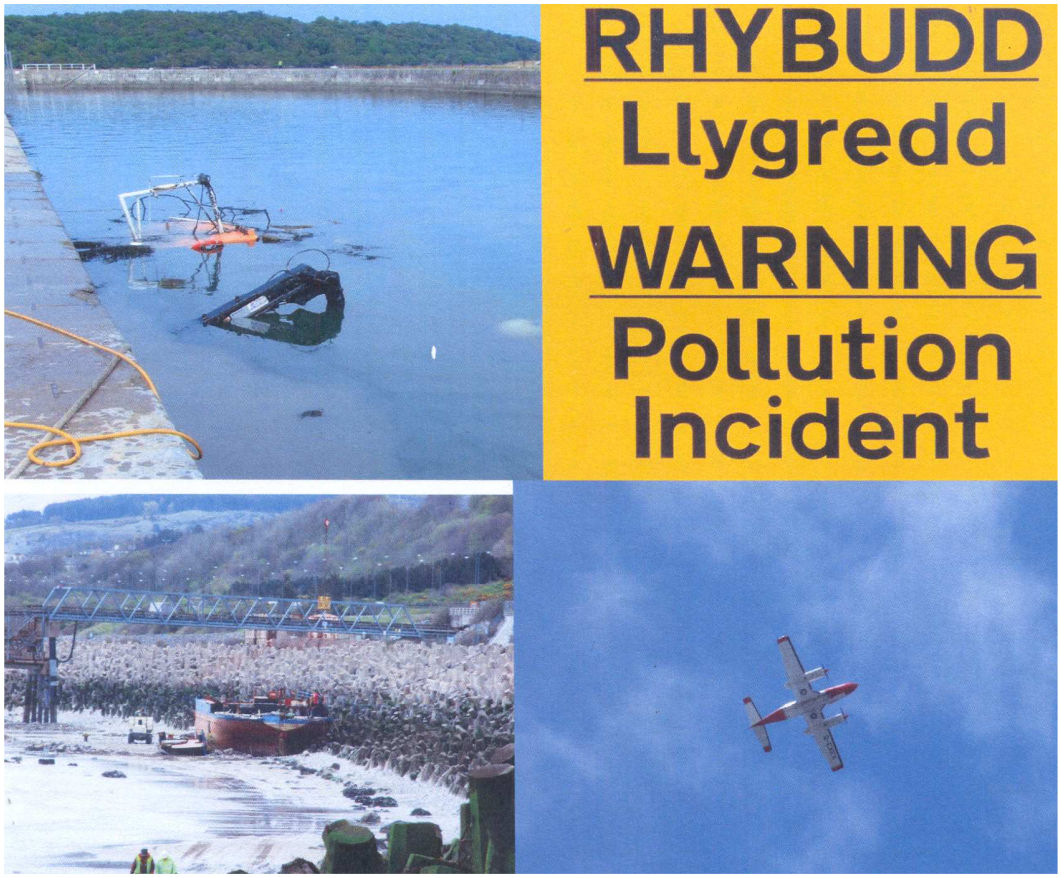
NORTH WALES ENVIRONMENTGROUP

MARINE POLLUTION CONTINGENCY PLAN

January 2013



CONTROLLED DOCUMENT

Plan Owner: North Wales Standing Environment Group

[To be used in conjunction with the MCA National Contingency Plan for Marine Pollution from Shipping and Offshore Installations.]

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SECTION 1

1.1 List of plan holders:

Copy Number:	Organisation:	Location
1	CCW - SPG	Maes y Ffynnon
2	CCW - Library	Maes y Ffynnon
3	CCW – North Region	Michael Willis, Plas Penrhos
4	CCW – North Region	Incident box, Llys y Bont
5	CCW – North Region	Incident box, Mold
6	CCW – North Region	Incident box - Dolgellau
7	CCW – West Region	Incident box - Aberystwyth
8	CCW – West Region	Incident box - Pembroke Dock
9	CCW – South & East Region	Incident box - Cardiff St Mellons
10	EAW – North Area	Llwyn y Brain, Bangor
11	EAW – North Area	Buckley
12	WG Fishery Office	Milford Haven
13	WG Fishery Office	Holyhead
14	MMO - Marine Pollution Response Team	Newcastle
15	MCA	Holyhead
16	MCA	Southampton
17	Natural England	Kendal
18	Natural England	Crewe
19	Natural England	Sheffield
20	Flintshire & Denbighshire EPO	Mold
21	JNCC	Aberdeen
22	Conwy EPO	Conwy
23	Gwynedd EPO	Caernarfon
24	Ynys Mon EPO	Llangefni
25	SNPA	Penrhyndeudraeth
26	Ceredigion EPO	Aberaeron
27	Wirral MBC EPO	Birkenhead
28	West Cheshire EPO	Chester
29	Cheshire, Halton & Warrington LRF	Chester
30	North Wales LRF	St Asaph
31	PHW	Cardiff
32	PHW	Mold
33	WG - Radioactivity & Pollution Prevention Branch	Cardiff

1.2 Record of amendments

Amendment No	Date	Details	Signature

1.3 Introduction

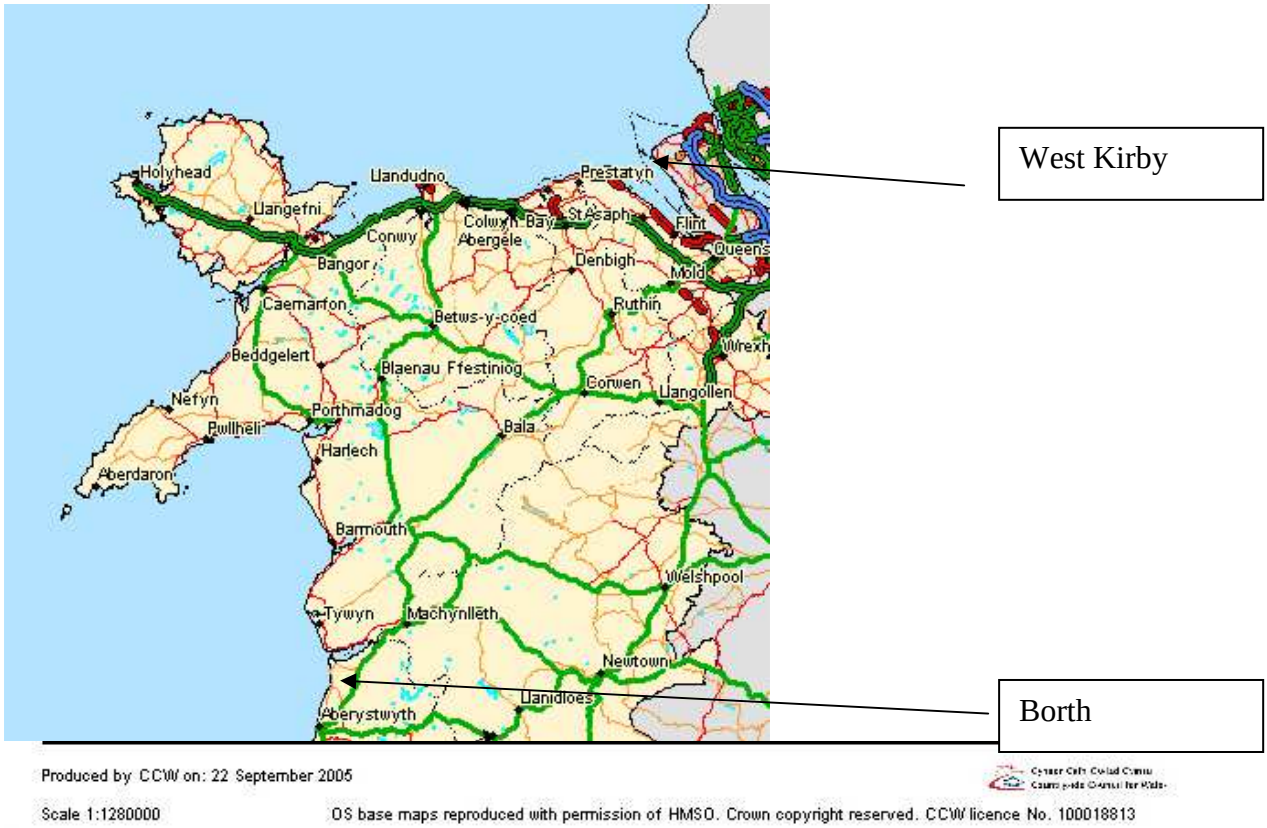
In the event of a marine pollution incident impacting on the coastline between West Kirby, Wirral and Borth, Ceredigion, the North Wales Environment Group will operate as defined within the National Contingency Plan for Marine Pollution from Shipping and Offshore Installations. Under normal conditions, with no marine pollution incident, the Environment Group will function as a "Standing Environment Group", when plans and procedures can be formulated under "peacetime" conditions.

The purpose of this document is to provide a framework within which member organisations function quickly and efficiently to provide environmental advice to the National Contingency Plan Response Units. In addition the Environment Group has a responsibility to monitor, assess and document the impact of the incident on the marine environment and to facilitate welfare, rehabilitation or humane disposal of wildlife casualties.

This Plan and the activation of the Environment Group will be invoked for any incident at the request of SoSREP, MCA, or other National Contingency Plan Responder such as the Environment Agency, Local Authority or MCA approved Port Plan Holder. A Tier 3 incident (as defined by MCA National Contingency Plan) will automatically activate the Environment Group and this plan. It is also possible that the Environment Group may be activated to a lesser extent in the event of a Tier 1 or 2 incident.

Joint working will occur with neighbouring Environment Groups when an incident straddles more than one Environment Group operational area.

OPERATIONAL AREA OF NORTH WALES ENVIRONMENT GROUP



1.4 Environment Group

The role of the Environment Group is defined within the National Contingency Plan as published by the Maritime and Coastguard Agency.

(http://www.dft.gov.uk/mca/mcga07-home/emergencyresponse/mcga-dops_cp_environmental-counter-pollution_and_response/mcga2007-ncp.htm)

1.4.1. Terms of reference

The Environment Group has a vital role in the response to any maritime incident, particularly where there might be a threat of land, air or sea pollution involving oil and/or hazardous and noxious substances. The purpose of advice from the Group is to minimise the impact of the incident on the environment and public health in the widest sense.

This type of event falls under the scope of an “emergency” as defined by the Civil Contingencies Act Part 1 (Local Arrangements for Civil Protection) and is therefore subject to the Regulations of the Act.

The Act includes in its definition of an “emergency”:

> “an event or situation which threatens serious damage to the environment of a place in the United Kingdom”
>
> and : “An event or situation threatens damage to the environment only if it involves, causes or may cause:
>
> (a) contamination of land, water or air with biological, chemical or radio-active matter, or (b) disruption or destruction of plant life or animal life.”

For the main duties of the Act to be met by an organisation one of two tests must apply:

a) the emergency would be likely to seriously obstruct its ability to perform its functions and/or

b) the organisation would consider it necessary or desirable to act to prevent, reduce, control, or mitigate the emergency's effects , or otherwise take action and would be unable to act without changing the deployment of its resources or acquiring additional resources.

Public health issues are addressed initially by the Environment Group. However, should a threat to public health be deemed significant and specialist knowledge and advice be needed then a public health officer shall be available to determine the appropriate level of response. Other agencies such as PHW/ HPA may need to be involved to provide specialist public health advice.

The main function of the Group is to provide advice and guidance to the SOSREP, the Salvage Control Unit (SCU), the Marine Response Centre (MRC), the Shoreline Response Centre (SRC), and the command and control centre for response in a harbour (when established) and to the Operations Control Unit (OCU) (if and when established by the SOSREP) for incidents involving the offshore oil and gas industry, on all environmental and public health aspects of a pollution incident. This includes the assessment of environmental risks and potential impacts arising from an

incident, as well as the implications of any clean-up or salvage operations. It achieves this through:

- the appointment of an Environment Liaison Officer (ELO) for each of the response units established to deal with the incident ;
- providing advice and guidance to minimise the impact of the incident and clean-up response on the environment and public health, informed by local knowledge and specific information collected;
- using all relevant environmental information and local knowledge available;
- monitoring the environment and assessing the impact of the incident and clean-up response in both the short and long terms (that is, by fulfilling the role of an impact assessment group unless the extent or complexity of an incident results in a separate group being formed specifically with this task); and
- facilitating the welfare, rehabilitation or humane disposal of impacted wildlife by the RSPCA, or other agreed recognised animal welfare organisations. In the case of significant wildlife casualties there is a requirement to set up a dedicated wildlife treatment centre staffed by suitably qualified personnel. All aspects of wildlife welfare and rehabilitation from search and collection to release should follow established guidelines and procedures under the management of the recognised animal welfare body.

1.4.2. The mechanism for advice provision by the Environment Group

Due to the need for prompt provision of environmental advice, it is recognised that much or most of the advice stemming from the Environment Group is given to the response centres verbally or by telephone. The Group should provide its advice in a timely manner, record its advice and the rationale for it in writing. Where the response units do not accept the advice given by the Environment Group they should similarly record the reasons in writing and pass this to the Group and the heads of all other response units formed.

Key tasks for the Environment Group

- provides operational advice, including:
    - advising on potential and real impacts on public health;
    - advising on the relative importance of environmental features and wildlife at risk and their sensitivity/vulnerability to oil or other hazardous substances and related clean-up activities;
    - agreeing and prioritising environmentally sensitive sites and wildlife in need of protection;
    - ensuring that priorities of clean-up adequately reflect environmental concerns;
    - advising on the environmental implications of operational response measures and their effectiveness when implemented;
    - taking account of and seeking to resolve conflicting environmental issues and priorities within the group's remit; and

    - contributing EG-appointed members to the SRC-controlled Shoreline Clean-up Assessment Teams (SCAT).
- requires a range of data, information and operational advice including:
    - human population at risk;
    - information on the distribution and seasonal status of all wildlife;
    - information on fishing grounds, spawning and nursery areas, shellfish beds and mariculture generally;
    - information on abstractions from, discharges to and uses of all waters likely to be affected;
    - real time information on wildlife, fishing activity and ecosystems in affected areas;
    - collated records of all wildlife affected by pollution (including wildlife welfare co-ordination); and
    - details of the progress and success of clean-up operations.
- advises on monitoring, including:
    - risks and acute effects to public health;
    - preparation or identification of environmental baselines against which later environmental evaluations can be compared;
    - monitoring the environmental effects of clean-up operations in sensitive areas, ensuring that such activities match the strategy of the Environment Group as agreed in the relevant response centre; and
    - baseline monitoring of impact on wildlife, fisheries and sensitive sites/habitats threatened by pollution.
- initiates long-term impact assessment, including:
    - impact on human health;
    - impact on fisheries (including shell fish beds and salmon farms etc.); and
    - impact on all aspects of the natural environment.

If a situation develops where there is potential for conflict for resources between members of the SRC and the Environment Group, then efforts should be made to coordinate requirements thereby avoiding duplication. The Environment Group should bear in mind that under international conventions, response measures and their associated costs need to be reasonable.

1.4.3 Establishing the Environment Group

Establishing an effective Environment Group for an incident will be best facilitated by sound contingency planning. For most of the UK and all of Wales' coastlines, Standing Environment Groups have been established in order to undertake these preparations. As a minimum, the Chair and the potential pool of ELOs should be nominated in advance, and suitable accommodation and support facilities identified. These standing groups should have links to the Local Resilience Fora (LRF) to ensure an integrated approach to the planning and response phases of such incidents.

1.4.4 Environmental Liaison Officers

The Chair nominates an Environment Liaison Officer for each of the established response centres. The chair establishes lines of communication to allow the provision of timely advice to these units. It is important that the individual ELOs appointed are fit for the task in hand. The expertise required varies with each incident and a pool of suitable nominees with a range of relevant experience, knowledge and specialism should be identified. In all incidents, the common requirement for ELOs is broad familiarity and understanding of the responsibilities and issues relating to the response centre to which they may be appointed. To ensure clarity for communication between response units and the Group, only one ELO is appointed to each response unit, though the ELOs may require relief or support by one or more deputies.

1.4.5 Membership of the Environment Group

Core membership

The composition of the Environment Group depends on the nature (magnitude and complexity) and location of the incident. The core membership may include representatives of the following:

- the relevant statutory nature conservation bodies i.e. (CCW and/or NE plus JNCC);
- the relevant government department with respect to fisheries and other wider maritime environmental interests (MMO, WG Fisheries Dept.);
- the relevant environmental regulator (EA, EAW);
- the local public or port health body (public health interests are represented by specialists from either the Health Protection Agency in England or Public Health Wales)
- the Food Standards Agency may contribute to the process either directly or in partnership with other agencies as appropriate;
- the affected, or threatened, local authorities; and
- MCA may join the core group if deemed necessary by the Chair. The MCA, in any case, maintains close liaison with the Group in the context of overall incident management and continuity.

In addition, the core membership of the EG may include the appropriate Inshore Fishery and Conservation Authorities (IFCA) and National Park Authority(ies) with coastlines as appropriate. In Wales the function of the IFCA is undertaken by the Welsh Government Fisheries Department. As part of the Dee Estuary falling within this Plan lies within NW England, the NW IFCA will be invited to join SEG meetings, as appropriate.

The Chair and core members decide whether to expand the Group's membership to include representatives of other organisations. The Chair and core members also decide when it is necessary to convene the Environment Group close to the scene of the incident.

Animal welfare bodies

The Environment Group may draw members from the RSPCA. They take the lead in wildlife welfare and rehabilitation and coordinate that work thereby avoiding any possible duplication of effort and unreasonable actions. The statutory nature conservation body alerts these bodies when live wildlife casualties are involved.

Other bodies

Depending on how the incident develops, the members may recommend that further environmental organisations become involved. Representatives of Non-Governmental Organisations (NGOs) may also have relevant expertise to offer the group. In the context of this plan, other bodies may include the Royal Society for the Prevention of Cruelty to Animals (RSPCA), Royal Society for the Protection of Birds (RSPB) , Cheshire Wildlife Trust, North Wales Wildlife Trust and the National Trust. However, this does not preclude the membership of other voluntary nature conservation organisations.

1.4.6 Assessment of Long Term Environmental Impact

If a marine pollution incident is expected to produce a significant environmental or public health impact, arrangements should be made to begin to monitor and assess the long-term impact, as well as the short to medium-term implications. Therefore, in addition to providing operational advice to the response centres, the Group needs to initiate and encourage provision for the collection and evaluation of data on the environmental and public health effects of the incident. One of the roles of the Standing Environment Groups is to record data on the pre-existing baseline conditions within their area, for use as reference points during an incident.

It is recognised that some incidents result in extensive pollution of the sea and coastlines. Other incidents may result in the loss of a chemical into the sea that may not have an immediate impact but might be significantly bio accumulated over the years, or maybe in an irrecoverable package which has the potential for bursting open. Either type of incident may require a significant monitoring and assessment programme or a long term monitoring commitment. The EG membership plays an important part in monitoring and assessment work but the process overall may be managed by an independent body set up specifically for that task at that time.

In such major or long-term incidents impact assessment projects may need to be commissioned. The appropriate Government Department or Devolved Administration responsible for environmental issues for the waters where the incident occurs take the lead in coordinating the commissioning of such work. It is necessary to link such new work with the monitoring and assessment activities, particularly so that any monitoring data required for the impact assessment projects is collected as early as possible rather than waiting for two or three months for contractors to be appointed. This data collected in the early phases of an incident, and the manner in which it was collected, is crucial to any subsequent medium and long term evaluation reports. Therefore it may be necessary to transfer the responsibility for coordinating, monitoring and assessment work from the EG to a new separate group. concentrating on coordinating Environmental Impact Assessment at an early stage.

The Environmental Impact Assessment group is charged with obtaining funding for the impact assessment, including public health, and long-term monitoring programmes. They also consider whether any existing research and development

projects or monitoring work should be delayed to release scientific expertise to the impact assessment project. In a major oil cargo spill incident there is a need to involve the IOPC Fund at an early stage if any costs for this work are to be reimbursed.

1.4.7 The Environment Group links with the MRC, SCU, OCU and the SRC

The relative length of time that individual response centres are operational varies according to the nature and scale of the incident. A major incident could involve the establishment of response centres for several months.

The Environment Group and ELOs expertise requirements vary with each incident and a pool of suitable nominees with a range of relevant experience, knowledge and specialism are identified.

Appendix G of the National Contingency Plan (2006) describes the role of the SOSREP and the SCU for shipping casualties and offshore installations.

Appendix H of that Plan describes the at-sea response and the MRC.

Appendix J of the Plan describes the establishment and operation of an SRC. It is important to co-locate the Environment Group and the SRC, where established. This enables the Environment Group to provide timely, appropriate advice to the SRC in consideration of the complexity of the situation and length of operation. To facilitate effective liaison between the Environment Group and teams within the SRC, the ELO appointed to the SRC is a member of the SRC Management Team.

The specific tasks for the Environment Group in a protracted SRC are likely to include:

- an evaluation of the relative importance of nature conservation and other environmental features at risk during an incident. This includes their sensitivity/vulnerability to oil or hazardous substances and clean-up;
- provision of advice with respect to the suitability of emergency beaching of stricken vessels.
- establishment of agreed priorities for protection and clean-up;
- provision of advice and appointment of Environment Group-appointed members to the SRC controlled multi-disciplinary Shoreline Clean-up Assessment Teams (SCAT), as required;
- provision of advice on the suitability of identified locations for the natural degradation of oil;
- provision of advice on whether proposed clean-up techniques are likely to cause more damage than leaving the pollution to degrade naturally. This may involve the preparation of advice for use or non-use of dispersants in specific scenarios to pass on to MCA or other responders before they formally request approval from MMO or others for the required statutory approval. The formal dispersant approval process is outside the Group's remit, those decisions are made centrally by MMO after consultation with the appropriate statutory nature conservation body;
- monitoring clean-up operations in sensitive areas to ensure that clean-up operations match the strategy agreed in the SRC, and
- ensuring the thorough documentation of all decisions and actions taken by, or on behalf of, the Environment Group

SECTION 2

2.1 Alert & callout procedures

Alert:
Pollution Reports (POLREPS) are sent by MCA to all agencies responding to maritime and coastal oil and chemical pollution incidents. For land based incidents giving rise to marine pollution the Environment Agency will notify other responders using a POLFAX (Pollution fax).

Upon receipt of a POLREP/POLFAX the constituent core organisations of the Environment Group will alert their own organisations using their own organisational cascade arrangements. An example of a POLREP is illustrated in Appendix 1.

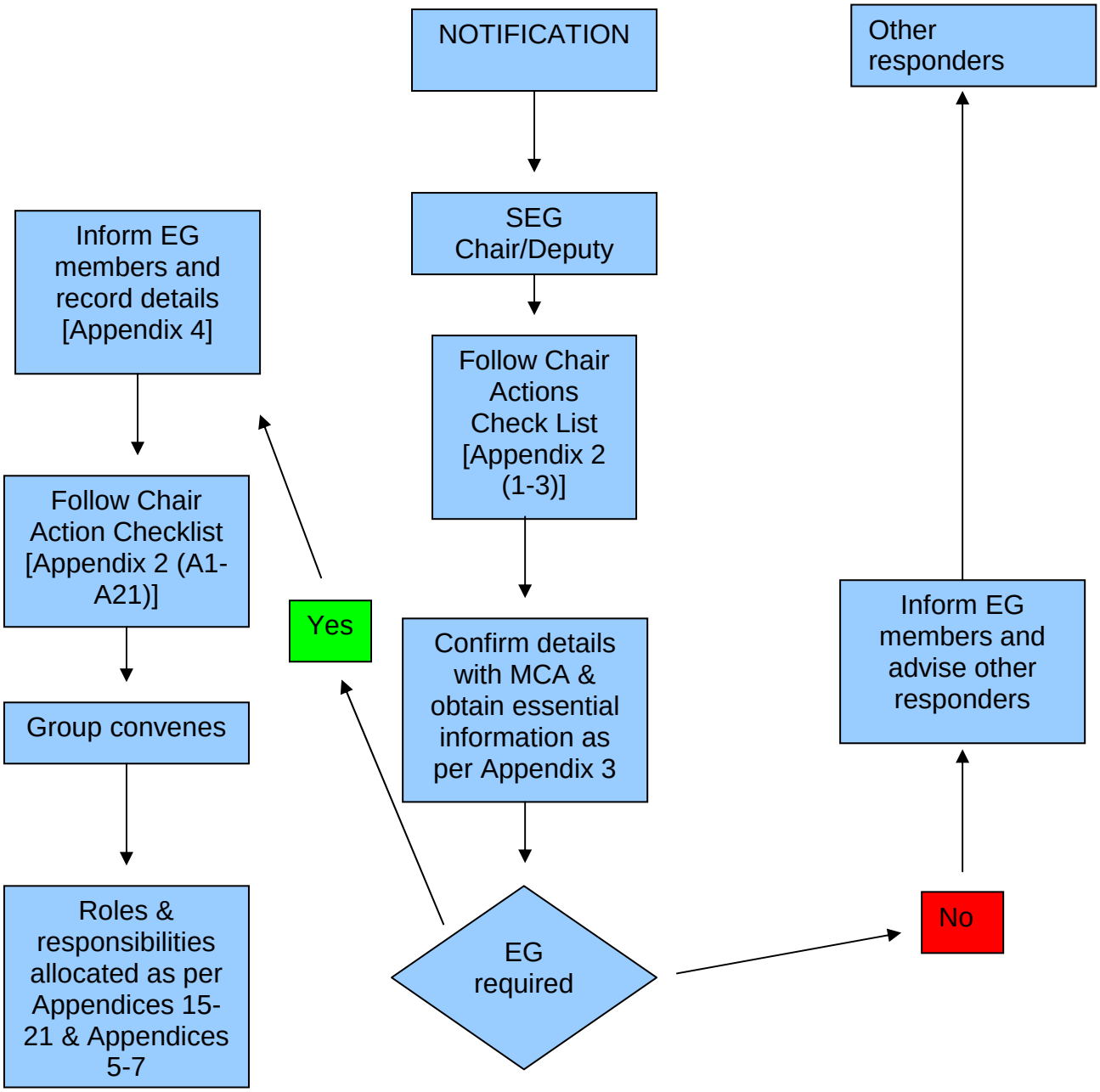
Notification:
The Chairman/ or nominated deputy will be contacted by the CCW 24 hour pager holder (out of hours)(for EAW staff this will be via RCC and standby Officer arrangements) or directly via the receipt of a POLREP during working hours.

The Chairman, in liaison with the notifying organisation (MCA or EAW), will decide on the initial response and whether or not to convene as a group. (see Fig 2)

Communications:
The Chairman will ensure initial communication routes between Members and their parent organisations are in accordance with the communication protocol (Section 2.3). A contact list will be maintained by the Environment Group.

Operational base:
Prior to the setting up of an SRC, the Environment Group could be accommodated at a number of predetermined locations (see Appendix 27). The Environment Group's operational base may be located at the SRC and/or a local control centre dependent upon the size of the incident, the scale of potential pollution. If deployment to an SRC is appropriate, facilities should be made available to the Environment Group either in or near to the SRC or oil spill co-ordination centre.

Fig 2
Environment Group Chair Action Tree



2.2 Initial response checklists

Checklists are provided within the appendices of this plan.

- Environment Group Chair generic & basic action checklist - Appendix 2.
- Checklist of essential information to be obtained during initial alert for maritime pollution incidents - Appendix 3
- Notification checklist for maritime pollution incidents - Appendix 4
- Salvage control unit environmental liaison officer action checklist for maritime pollution incidents - Appendix 5
- Marine response centre environnemental liaison officer action checklist for maritime pollution incidents – Appendix 6
- Shoreline response centre environmental liaison officer action checklist for maritime pollution incidents – Appendix 7

2.3 Communications protocol

2.3.1 External communications

- **Between the Environment Group and Response Units**
  The principal communications links between the EG and the Response Units will be through the ELO. The ELO will communicate directly with the Environment Group through a designated contact point

- **Between the Environment Group and the media**
  The Chair or nominee will normally be the external focus for the EG. The Chair will be responsible for providing briefings to the media centre (and, where appropriate, other media teams/representatives e.g. SRC media team). Media briefings will be prepared and agreed by the core EG, assisted by the Information Manager. In more serious incidents a dedicated EG. Media Officer may be appointed specially to liaise with media teams.

- **Between the Environment Group and parent organisations**
  The Chair represents the whole Environment Group and will not represent their employing organisation, or be a point of contact for them.

  The responsibilities of members of the core EG include acting as advocates for their respective parent organisations within the EG, and ensuring that there is a common understanding and consensus between the EG contributing organisations on all aspects of the incident and response.

  Core EG members should take the lead in briefing their respective organisations and providing them with information, updates on the response and any impact assessment that is initiated by the EG.

Each organisation will develop and describe the means of communication with their representatives and submit as an appendix to this protocol.

- **Between the EG and RSPCA, RSPB and other NGO's collecting wildlife casualties**

  The Impact Assessment coordinator, or whoever is given responsibility within the EG for Impact Assessment, should alert and maintain liaison with the RSPCA and other wildlife groups and coordinate their activities.

  This may also necessitate the Impact Assessment coordinator liaising with the SRC via the relevant ELO in relation to the activities and requirements of these groups as they carry out their activities on the shoreline.

- **Between the Environment Group and contractors/field workers and Consultants working to and on behalf of the Environment Group**

  Communication from the core group shall be through the Information Manager.

2.3.2 Communications within the Environment Group

The Information Manager would have overall responsibility for maintaining and updating information on the Environment Group operation room status boards.

2.3.3 General

Written communications via fax or e-mail are preferred. All communications must be recorded. The EG Administration Manager will be responsible for recording decisions of meetings convened within the EG, filing of faxes, all e-mails and generally recording the business of the group.

2.4 Record keeping

Each core agency must record their individual actions in the incident log. An example of a log is provided in Appendix 11.

Records of all communications must be kept. The communications could be in the form of:

- Minutes of EG meetings
- Email communication
- Telephone conversations
- Fax
- Press releases

The records should be in chronological order to provide a timeline of the incident. It will be the responsibility of the chair through the administration assistant to ensure a continuous record is made. The record of the following should be kept:

- Time of notification of the incident by the MCA
- Time of formation of the EG /those present and venue
- Information supplied to the ELOs
- Press releases
- Provision of information to third parties
- Any costs incurred (in summary form)
- Resources deployed
- Health and safety issues
- Key decisions
- Key events
- Names of staff deployed
- Periodic tide and weather updates
- Time of incident closedown and factors appraised
- All printed documents such as press releases and SITREPs must be retained and placed on the Incident File.
- ELOs should keep a separate running log of their actions.

The Incident File will be compiled by the Chair within one month of the closure of the Incident. The file should make reference to the following post Incident requirements:

- Recovery times
- Waste management
- Resources deployed to any post incident enquiry.
- Liaison with insurance assessors
- Liaison with salvage assessors.

All documents created within the SCU, SRC or MRC or by the ELOs during the incident must be retained and not destroyed. The Chair will arrange for the retention of the records and will liaise with his Head of Legal Service regarding the period of their retention.

2.5 Stand down procedures

2.5.1 It will be the responsibility of the Chair to stand the group down when the SCU, SRC and MRC indicate formally that they have closed at the end of the incident.

2.5.2 The stand down time and reasons for stand down will be entered in the incident log.

2.5.3 The Chair will inform all interested parties that the EG has stood down. A press release may be considered.

2.5.4 The Chair will collate and preserve all records relating to the incident after the incident.

2.5.5 Debrief details and lessons learnt will be provided to all participating agencies within two weeks of the debrief.

APPENDICES

APPENDIX 1:

FORMAT OF MCA POLLUTION REPORT ("POLREP")

Initial information during office hours regarding an incident involving spillages of oil, chemicals or dangerous substances will come through in the following format of a POLREP as formal notification of the incident. Outside normal working hours contact will be via the SEG member organisation emergency contacts list.

Subsequent POLREPs are identified as situation reports ("SITREPS").
All messages are pre-fixed by the code word POLREP followed by a serial number issued by the MCA.

Part 1: **Information that should be provided in an initial pollution report**

A Classification of Report

i. Doubtful
ii. Probable
iii. Confirmed

B Date and Time Pollution Observed
(e.g. 010914 UTC = 01 (day) of the current month at 09:14 (Universal Time Constant)/ reported and identity of observer / reporter

C Position and Extent of Pollution
By latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution.

D Tide and Wind
Speed and direction

E Weather
Conditions and sea state

F Characteristics of pollution
Give type of pollution, e.g. oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals give proper name or United Nations number if known. For all give appearance e.g. liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; visible vapour etc.

G Source and Cause of Pollution
E.g. from vessels or other undertaking. If from a vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description.

Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.

H **Details of Vessels in the Area**
To be given if the polluter cannot be identified and the spill is considered to be of recent origin.

I Not Used.

J **Whether photographs have been taken, and / or samples for analysis**.

K **Remedial action**
Taken, or intended, to deal with spillage.

L **Forecast of likely effect of pollution**
(e.g. arrival on beach, with estimated timing).

M **Names of those informed other than addressees.**

N **Any other relevant information**
(e.g. names of other witnesses, references to other instances of pollution pointing to source).

Part 2 – Supplementary Information

Supplementary information will be provided later and may be disregarded when POLREP's are for UK internal distribution only.

O **Results of sample analysis**.

Results of photographic and chemical analysis.

Q **Results of supplementary enquiries.**

R **Results of mathematical modelling**

Example of actual POLREP

Message 00025-13032007
Priority: Normal
13/03/2007 11:01:37
From: Holyhead Coastguard

To:	Name	Method
	Donald McDonald	Email
	Scott Baker	Email
	Sea Fisheries North West & North Wa	Fax
	. MAIB (email)	Fax
	Donald McDonald/ROMCPS	Fax
	County Council Anglesey	Fax
	County Council Conwy	Fax
	County Council Gwynedd	Fax
	Cncil for Wales Countryside	Fax
	/welsh assembly	Fax
	. CEFAS	Fax
	Liverpool Marine Office/Marine Offi	Fax
	CPR (POLREP) MCA/CPR	Fax
	Bangor Env Agency	Fax
	Fax Press Office	Fax
	[Marine & Waterways Div] DEFRA	Fax
	MRCC Liverpool	GD92
	MRCC Swansea	GD92

POLREP
Menai Strait POLREP No1
A. Confirmed
B. 131022 UTC Mar Pollution reported by Vessel BIG FOOT
C. 53 10N 004 15W / Pollution extends approximately 1 mile by 10metre / thought to be residual oil from factory (disused) waste pipe.
D. Flooding tide direction 045 degrees / Wind Southwesterly force 3
E. Southwesterly force 3 / Sea state slight
F. Floating oil sheen / no smell
G. Possible cause from Ferodo factory (now disused) / similar incident occured June 2006
K. Bangor Coastguard on scene assessing extent of pollution
L. Immediate
N. Coastguard team on scene confirm that waster pipe is the source of the pollution

APPENDIX 2:

CHAIR GENERIC & BASIC ACTION CHECKLIST

Incident	**Date**

ACTION		Date / time completed
1	Establish & keep a log	
2	Obtain comprehensive briefing from MCA [See *ESSENTIAL INFORMATION CHECKLIST*]	
3	Determine scale of incident: does EG need to be convened? YES – go to A NO – go to B	

A	**INCIDENT REQUIRES EG TO BE CONVENED**	
A1	Establish contact with core EG members brief / receive briefing agree initial advice to MCA / response units agree nominations for ELOs agree location of EG agree time to convene	
A2	Alert, brief and mobilise ELOs: SCU MRC SRC	
A3	Provide initial advice to MCA / response units	
A4	Ensure alert of all relevant bodies and individuals is initiated – see *NOTIFICATION CHECKLIST*	
A5	Mobilise basic admin support	
A6	Relocate to EG location at agreed time	
A7	Obtain updated briefing from MCA or other key source of information	
A8	Establish & maintain direct communications with ELOs	
A9	Convene meeting of core EG – see *GENERIC FIRST MEETING AGENDA*	
A10	Provide comprehensive briefing, via ELOs, on health and environmental priorities and advice to response units.	

A11	Ensure all other identified & agreed tasks are actioned**.**	
A12	Ensure all essential EG information requirements are identified.	
A13	Ensure all essential information and data acquisition to inform operational advice is actioned.	
A14	Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated including alerting and coordinating with the RSPCA and other organisations responsible for wildlife casualties.	
A15	Ensure further alert and mobilisation of additional staff and resources continue as required.	
A16	Ensure nominated and additional deputies / substitutes for EG key & support roles are notified and alerted in good time.	
A17	Ensure establishment and mobilisation of necessary health and scientific personnel	
A18	Obtain regular briefings from MCA & ELOs	
A19	Give regular briefings to EG and room-briefs to support staff	
A20	Maintain close liaison with Impact Assessment Coordinator.	
A21	Ensure Health & Safety procedures for fieldworkers are implemented and managed	

B	**INCIDENT DOES NOT REQUIRE EG TO BE CONVENED**	
B1	Establish contact with core EG members and other key organisations relevant to incident. brief / receive briefing - use *ESSENTIAL INFORMATION CHECKLIST* agree initial advice to MCA / response units agree procedure in the event that incident escalates.	
B2	Provide initial advice to MCA / response units.	
B3	Ensure alert of all relevant bodies and individuals is initiated **–** see *NOTIFICATION CHECKLIST.*	
B4	Establish and maintain routine exchange of information with MCA or appropriate response unit(s).	
B5	Consider transferring Chair to more relevant lead body if appropriate	
B6	Establish and maintain routine exchange of information with key EG members relevant to incident.	
B7	Provide comprehensive briefing on health and environmental priorities and advice to response unit(s).	
B8	Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated including alert and coordination of RSPCA and other organisations responsible for wildlife casualties.	
B9	Revise and update advice to MCA or appropriate response unit(s) as appropriate.	
B10	Stand by to increase alert and mobilisation of key personnel in the event that incident escalates.	

APPENDIX 3

CHECKLIST OF ESSENTIAL INFORMATION TO BE OBTAINED DURING INITIAL ALERT FOR MARITIME POLLUTION INCIDENTS

Incident:	**Date:**

Questions to MCA or notifying organisation:	
What is the nature of the incident?	
What is the pollutant? specific name composition	
What is the scale of pollution?	
What is the exact location of the incident?	
What time did the incident occur?	
What is the current extent of the pollution? aerial at-sea on shore	
Sea and Weather conditions:	
Is there a known risk to human health?	
What is the risk of further pollution?	
What is the risk of the casualty / source of pollution moving elsewhere?	
What response action has been taken?	
What response action is planned?	
Who has been notified? [Record on *NOTIFICATION CHECKLIST*]	
Request copies of chemical / hazard data sheets for pollutant and all other potential pollutants which may be released following incident.	

APPENDIX 4

NOTIFICATION CHECKLIST FOR MARITIME POLLUTION INCIDENTS
[Not all contacts will be necessary for every incident]

Incident:	**Date:**

Core members	***When notified***	***Contact name (and deputy)***
Statutory nature conservation body - CCW, NE [Dee Estuary] - JNCC		
Environmental regulator (EAW)		
Fisheries department (WG)		
Chemical Incident Response Service NHS Regional Health Officer		
Snowdonia National Park Authority + affected LAs [if appropriate]		
Health		
Local Authority Environmental Health Department		
Occupational Health Advisor		
Health Protection Agency		
Food Standards Agency		
Chemical Hazards Advisory Group		
UK Petroleum Industries Association		
Fisheries		
NW IFCA (if appropriate)		
Centre for Environmental, Fisheries and Aquatic Science		
Coastal Environment		
Appropriate Coastal LAs		
Wildlife welfare		
RSPCA		
Environmental NGOs		
National Trust		
North Wales Wildlife Trust		
RSPB		
Cheshire Wildlife Trust		
Other: Please specify		

APPENDIX 5

SALVAGE CONTROL UNIT - ENVIRONMENTAL LIAISON OFFICER: ACTION CHECKLIST FOR MARITIME POLLUTION INCIDENTS

Incident	**Date**

ACTION		**Date / time completed**
1	Establish & keep a log note time of alert	
2	Carry out any other personally held immediate pollution incident tasks	
3	Collect grab-pack	
4	Report to SCU or designated EG meeting place for briefing	
ON ARRIVAL AT SCU		
5	Meet officer in charge – SOSREP / PCPSO	
6	Request current summary briefing	
7	Provide immediate environmental briefing if required	
8	Establish telephone contact with EG – brief EG chair	
9	Familiarise yourself with other members of SCU	
10	Familiarise yourself with layout of room and key facilities (fax machine, state boards, information sources)	
11	Secure / request priority / exclusive access to phone line	
12	Establish fax contact with EG	
13	Establish link with MRC ELO – deputy if available	

ROUTINE TASK CHECK LIST	
14	Maintain up to date awareness and understanding of: casualty situation actual and potential risks actual and planned salvage action environmental implications of salvage actions
15	Advise on environmental implications of salvage actions – proactive and on request
16	Where appropriate, seek identification of alternative salvage options
17	Brief SCU regularly on environmental sensitivities and resources at risk
18	Maintain written records of: room briefings communication with EG advice provided to SCU requests from SCU SCU response to ELO advice / information

SCU ELO RECOMMENDED EQUIPMENT	
Action check lists	Record forms
Contacts lists	Fax proformas
Identity badge	Personal Protective Equipment
Sensitivity information (maps GIS/laptop/CD)	Generic guidance and advice

Copy of NWSEG Plan	Mobile Phone
Lap-top computer with wifi connectivity	

APPENDIX 6

MARINE RESPONSE CENTRE – ENVIRONMENTAL LIAISON OFFICER: ACTION CHECKLIST FOR MARITIME POLLUTION INCIDENTS

Incident	**Date**

ACTION		**Date / time completed**
1	Establish & keep a log note time of alert	
2	Carry out any other personally held immediate pollution incident tasks	
3	Collect grab-pack	
4	Report to MRC or designated EG meeting place for briefing	
ON ARRIVAL AT MRC		
5	Meet officer in charge – HOO / PCPSO	
6	Request current summary briefing	
7	Provide immediate environmental briefing if required	
8	Establish telephone contact with EG – brief EG chair	
9	Familiarise yourself with other members of MRC	
10	Familiarise yourself with layout of room and key facilities (fax machine, state boards, information sources)	
11	Secure / request priority / exclusive access to phone line	
12	Establish fax contact with EG	
13	Establish link with SCU ELO – via runner / deputy if available	

ROUTINE TASK CHECK LIST	
14	Maintain up to date awareness: casualty situation actual pollution predicted pollution actual and potential risks actual and planned at-sea response
15	Advise on environmental implications of response actions – proactive and on request
16	Where appropriate, seek identification of alternative response options
17	Brief MRC regularly on environmental sensitivities and resources at risk

18	Maintain written records: room briefings communication with EG advice provided to MRC requests from MRC MRC response to ELO advice / information

MRC ELO RECOMMENDED EQUIPMENT	
Action check lists	Record forms
Contacts lists	Fax proformas
Identity badge	Appropriate Personal Protective Equipment
Sensitivity information (maps GIS/laptop/CD)	Generic guidance and advice
Copy of NWSEG Plan	Laptop computer with wifi connectivity
Mobile Phone	

APPENDIX 7

SHORELINE RESPONSE CENTRE - ENVIRONMENTAL LIAISON OFFICER: ACTION CHECKLIST FOR MARITIME POLLUTION INCIDENTS

Incident	**Date**

ACTION		**Date/time completed**
1	Establish and keep log from first alert, note time of alert (and by who) at start of log	
2	Complete any personally held immediate pollution incident tasks	
3	Collect grab-pack (where available)	
4	Report to SRC or designated EG meeting place for initial briefing	

ON ARRIVAL AT SRC		
5	Meet Chair of SRC Management Team and Chair of SRC Technical Team	
6	Request current briefing from SRC	
7	Attend initial SRC Management Team Meeting	
8	Facilitate health and environmental briefing if required (to SRC Management Team and Technical Team)	
9	Establish direct contact with core EG; brief EG Chair	
10	Familiarise yourself with members of SRC Management and Technical Teams	
11	Familiarise yourself with room lay-outs, other SRC component teams and key facilities (state boards; sources of incoming/outgoing information in SRC; welfare facilities)	
12	Familiarise yourself with any security requirements/procedures within the SRC and HASAWA issues.	
13	Maintain up to date awareness and understanding of: progress with salvage and/or at-sea counter-pollution operations; actual pollution at-sea: quantities, locations, fate and behaviour, and implications for the shoreline predicted fate and behaviour of pollutant at-sea, and threats to shoreline actual (and predicted) pollution on-shore: where, what, how much? actual and planned shoreline response	

ROUTINE TASK CHECKLIST	
14	Advise on health and environmental implications of actual/predicted shoreline pollution and on planned response. Advice to be proactive as well as "on request" from the SRC.
15	Where appropriate, seek identification and assessment of alternative response options.
16	(linked to 17): provide regular briefings/updates to the SRC via technical and management teams on health issues, environmental sensitivities at risk from pollution and/or shoreline response
17	Ensure that you are aware of and understand tasks that are initiated by the EG in connection with impact assessment, and that requests for assistance from the EG are passed to the SRC (e.g. collection of bird corpses: establishment of leave-alone sites; fate of pollutant information).
18	Ensure that the Chair and core EG are briefed regularly on all aspects of the shoreline response
19	Ensure that copies of any generic guidance agreed by the EG on specific clean-up operations/techniques, e.g. use of dispersants are passed to the SRC.
20	Obtain (and keep up to date) copies of written records and reports, including: Written records kept by the SRC of all meetings attended by the ELO in the SRC (e.g. minutes of Technical Team and Management Team meetings) SCAT forms and any other written reports or information on fate and behaviour of the pollutant Copies of any video and photographic records of shoreline pollution and clean-up response collected by the SRC (essential for tracking of the response and impact assessment). Written records of clean-up strategies agreed by the SRC for individual shorelines; status/progress reports on subsequent clean-up operations that are initiated on those shorelines* (including waste management); Copies of policy statements made by the SRC; protocols developed by the SRC (e.g. on waste management/disposal; use of dispersants; determination of end points of individual shoreline clean-up operations) Records of "dead wildlife" received by the SRC, e.g. from beach masters; SCATs Copies of work programmes developed by the SRC (most likely to be relevant after the initial "emergency" phase). * Important: a careful note should be made by the ELO of any changes made to individual shoreline response strategies, and the reasons why those changes are made.

SRC ELO RECOMMENDED EQUIPMENT	
Action checklists	Contacts checklists
Maps: OS 1:25,000 scale	Log book
Copy of NWSEG Plan	Fax and other standard proforma
Identity badge	Copies of generic EG guidance; advice; protocols
Sensitivity information (maps GIS/laptop/CD)	Personal Protective Equipment
Lap-top computer with wifi connectivity	Mobile Phone

APPENDIX 8

GENERIC FIRST MEETING AGENDA FOR MARITIME POLLUTION INCIDENTS

1. Introduction

    1.1 Personnel
    1.2 EG accommodation - fire precautions/H&S issues/domestic

2. Incident briefing - *use ESSENTIAL INFORMATION CHECKLIST*

3. Key roles

    3.1. Allocation of key roles & confirmation of role holders
    3.2. Briefing to EG on identities and locations of ELO's

4. Identification & analysis of immediate risks and threats

    4.1. Identification of public health risks
    4.2. Identification of immediate environmental threats
    4.3. Identification of immediate information requirements
        a) fate & behaviour of pollutant
        b) immediate operational advice requirements
        c) immediate impact assessment requirements
    4.4. Identification of health and environmental priorities and initial advice to response units.
    4.5. Identification of immediate tasks & allocation of tasks
    4.6. Identification of further personnel and resources required

5. Establish timetable for Group briefings/meetings and standing agenda items

6. Establish communications protocol

7. Establish working procedure

APPENDIX 9

NORTH WALES ENVIRONMENT GROUP FAX SHEET

FROM NORTH WALES ENVIRONMENT GROUP
INCIDENT NAME:

TO: **Fax No:**
(recipient) **(recipient's fax no.)**

From:
Location:
Tel. No. **Mobile No:**
Fax No.
Date: **Time:**
IMMEDIATE / URGENT / ROUTINE – *circle*

☐ ACTION – INFORMATION REQUIRED

☐ ACTION – ADVICE REQUIRED

☐ FOR INFORMATION

MESSAGE

APPENDIX 10

ENVIRONMENTAL LIAISON OFFICER – ROOM BRIEFING RECORD
INCIDENT NAME:

Response Unit: SCU/ MRC/ SRC/ Other [circle]

DATE: TIME:

TOPIC/INFORMATION	ACTION

APPENDIX 11

GROUP LOG

DATE:
INCIDENT NAME:

Time	Contacted	Notes	Reported By

APPENDIX 12

MESSAGE RECORD SHEET
INCIDENT NAME:

PRIORITY: IMMEDIATE URGENT ROUTINE - (circle)

TO:	**FROM:**
TIME:	**DATE:**

MESSAGE

APPENDIX 13

SCAT RECORD OF ADVICE GIVEN/ACTION TAKEN

INCIDENT NAME:	

DATE ISSUED:		**TIME ISSUED:**	
LOCATION:			
SECTOR ID:		**SEGMENT ID:**	
GUIDANCE CURRENT FOR:			
PREPARED AND ISSUED BY:		**POSITION**	

The following guidance is issued by:
to minimise the risk to the natural environment from clean-up operations.

The Guidance will be changed as necessary in response to changing conditions and as the pollutant weathers

APPENDIX 14

AGREED ACTION

DATE/TIME: /
CHAIR APPROVAL:

APPENDIX 15

ENVIRONMENT GROUP ROLES, RESPONSIBILITIES AND COMPETENCIES

Introduction

In the event of a marine pollution incident requiring the convening of the Environment Group (EG), a core EG will be established, and the Chair will appoint Environmental Liaison Officers (ELOs) for each response centre set up. The core EG will comprise of:
Chair/Deputy Chair,
ELOs and their deputies, and may draw representation from the following organisations

Countryside Council for Wales (CCW),
Natural England (NE)
Environment Agency – Wales (EAW),
Environment Agency (EA)
Marine Management Organisation (MMO)
Wales Government Fisheries (WG)
Food Standards Agency (FSA)
Relevant Health Authority,
Maritime and Coastguard Agency (MCA)
Snowdonia National Park Authority (SNPA)

Relevant Local Authorities (depending on the location of the incident and subsequent pollution)

The Joint Nature Conservation Committee (JNCC) will be consulted regarding offshore interest.

Roles and responsibilities

The primary role of the members of the core Environment Group is to support and assist the Chair and Deputy Chair with the management of the EG, to ensure that the three main functions of the EG are fulfilled, namely:

- the provision of focussed, prioritised advice to, and maintenance of, the flow of information between the EG and response centres on all aspects of public health and environmental resources at risk, within the required time-frame;

- in Tier 1 incidents (where response units are not set up) members of the standing core EG to assist the Chair if necessary, to provide a conduit of advice and information to the MCA, Port Authority or Local Authority dealing with the pollution on all aspects of public health and environmental resources at risk;

- the prompt initiation and effective co-ordination of any impact assessment that is deemed to be appropriate.

Within the core EG, core group members will have the following responsibilities:

- to assist the Chair and Deputy Chair with the management of EG functions and activities;

- to assist the Chair/Deputy Chair in the 'procurement' of specialist and/or other back-up needed by the EG from their parent organisations;

- to support and assist the Chair/Deputy Chair and ELOs by formulating advice on the likely/actual impact of the pollution incident and subsequent response options on public health and environmental priorities and sensitivities;

- to provide the Chair/Deputy Chair and ELOs with advice on the response options in terms of Net Environmental Benefit Analysis (NEBA);

- to assist the Chair/Deputy Chair to maintain a strategic overview of the incident as it develops, and to monitor the performance of the EG's primary functions and activities within the context of the incident;

- to prepare agreed incident-specific protocols on the use of dispersants and other generic counter-pollution measures and techniques where required, taking NEBA into account;

- to ensure that ELOs and their deputies have all the information that they require to perform their key tasks;

- to assist the Chair/Deputy Chair to ensure that Health and Safety requirements and welfare needs of the EG are met;

- to assist the Chair/Deputy Chair to prioritise EG advice to the response centres, and to ensure that (via the ELOs) the response centres are aware and take account of, EG priorities for protection and response;

- to assist the Chair/Deputy Chair to provide information, including briefings, to the media, media centre and external organisations and individuals as appropriate, and to ensure that the EG communications protocol is rapidly put into place, clearly understood and adhered to;

- to assist the Chair/Deputy Chair and Impact Assessment Co-ordinator to initiate and manage any impact assessment deemed to be appropriate or necessary, including briefing of response centres (via ELOs) of impact assessment requirements/needs;

- to assist the Chair/Deputy Chair and ELOs to build understanding, trust and a good rapport between the EG and response centres;

- to help ensure a common understanding and consensus between the EG and its constituent organisations and other 'stakeholders' on all aspects of the incident, response and impact assessment.

- to act as advocates for their parent organisations with particular reference to statutory and regulatory functions and requirements.

Competencies, skills and personal attributes

The role of members of the core EG is essentially a combination of technical, advisory and managerial roles. Members of the core EG will require a range of technical skills and prior knowledge of public health issues, marine science and coastal ecology, counter-pollution measures, health and safety issues, NEBA, and a familiarity with the environmental resources that are potentially at risk from maritime pollution, within the area covered by the EG. Core members of the EG will also be required to assist the Chair/Deputy Chair with all aspects of the management of the operational and impact assessment work of the EG, including communications within the EG and between the EG and external organisations and individuals. They will also have an important role as 'advocates' for their parent organisations, with responsibility for ensuring that their organisation's interests are properly represented and reflected in the operational advice formulated by the EG. They will need to balance their organisation's interests against the requirement of response centres for focussed, integrated and prioritised advice delivered to them by the ELO, within the required time-frame. Core EG members may be required to resolve potentially conflicting advice and priorities to ensure coherence and clarity and (above all), net environment benefit from the advice given to response centres.

In a major (Tier3) incident where an SCU, MRC and SRC are set up and where the response could run into weeks, perhaps months, the core EG will have to continue supporting the Chair/Deputy Chair, ELOs and impact assessment work over a prolonged period of time, in an often intense and stressful working environment. This will require commitment on the part of individual core group members (and their parental organisations), as well as physical and mental stamina. Core group members will also need to be able to adapt, and react quickly to changing or unforeseen circumstances.

All members of the core EG must have delegated authority to act on behalf of their parent organisation within the EG. They must be fully familiar with the NCP, the SRC and EG STOp Notes and the EG plan.

Specific competencies, skills and personal attributes that members of the core EG will require include:

- work management skills: able to establish appropriate courses of actions, set targets and develop a strategic approach to deliver EG responsibilities;
- ability to work as part of a team and to play a supportive role (to the Chair/Deputy, ELOs and the EG as a whole) as required;
- ability to work in an intense and potentially stressful environment; adaptable to changing circumstances;
- ability to communicate clearly and concisely, and to 'network' effectively within the EG and with parent organisations;
- have good judgement: be able to take a balanced view of potentially conflicting views or issues within the EG and to resolve potential conflict;

- ability to rapidly assimilate information and assess complex problems and situations; ability (and preparedness) to reach decisions with sufficient rather than complete information;

- have a broad knowledge and understanding of the full range of public health issues and environmental resources and sensitivities at risk and priorities for protection and response within the area covered by the EG plan;
- have prior knowledge and understanding of the fate and behaviour of pollutants and generic counter-pollution measures and techniques (both at-sea and on shore), including the efficacy, limitations and constraints of the use of dispersants and other oil treatment products;
- have prior knowledge and understanding of the potential impact of at-sea and shoreline counter-pollution measures and techniques on public health and environmental resources.
- have prior knowledge and understanding of NEBA.

The core EG must (collectively) bring together technical knowledge/experience in the following areas:

- marine and coastal science and ecology;
- water quality/chemistry;
- public health issues;
- marine Licencing regulations and licencing ;
- non-biological resources at risk –e.g. archaeology/ cultural resources; landscape; geological resources.
- impact assessment procedures and protocols;
- wildlife resources at risk and issues, including animal welfare;
- knowledge and understanding of statutory and regulatory functions of the organisations represented on the core EG.

The Environment Group will require the following posts to be filled to enable it to function effectively:

- Chair
- Deputy Chair
- Information Manager
- Admin Manager
- Impact Assessment Coordinator
- SRC Environmental Liaison Officer (ELO)
- SCU ELO
- MRC ELO
- Core Group Members
- SCAT Members
- Admin Support Officer(s)
- Media Officer

Nominations will be sought from all members of the core group. Job descriptions and competencies are listed in subsequent appendices.

APPENDIX 16

CHAIR AND DEPUTY CHAIR -
ROLES, RESPONSIBILITIES AND COMPETENCIES:

The Chair and Deputy Chair will be responsible for managing the Environment Group, and for ensuring that the three main functions of the EG are fulfilled, namely:

- the provision of effective and timely advice to, and maintenance of the flow of information between the EG and response centres, on all aspects of public health and the environment (Tier 2 and Tier 3 incidents);

- in tier 1 incidents (where response units are not set up), the provision of a conduit of advice and information to the MCA, Port Authority or Local Authority (as appropriate) on all aspects of public health and the environment;

- the prompt initiation and effective co-ordination of any impact assessment that is deemed to be appropriate.

Specifically, the Chair/Deputy Chair will be responsible for:

- management of the EG, including the development and maintenance of the most appropriate group structure and modus operandii; and to ensure that all involved understand their own role and the roles of others around them.

- ensuring that the strategic objectives and targets of the EG are identified and met;

- ensuring that the human and other resources required by the EG to fulfil its functions are secured as and when required;

- ensuring that the ELOs and their deputies appointed to response centres are properly supported at all times;

- co-ordinating the activities and outputs of the component groupings within the EG;

- ensuring that all health and safety requirements and welfare needs of the EG are met;

- ensuring that there is an external link between the EG and the media and media centre and that briefings are produced/given to the media when required;

- ensuring that EG members are made available to SRC-controlled Shoreline Clean-up Assessment Teams (SCATS), should the SRC request them;

Note: The Chair must nominate at least one Deputy Chair, since 24 hour, 7 days-a-week working may be required in a Tier 2 or Tier 3 incident. The Deputy Chair will provide relief cover for the Chair, and will therefore be required to perform the same role and tasks as the Chair. The Chair and Deputy Chair will need to agree a protocol for briefing/debriefing before going off/coming on duty. The Deputy Chair will not normally be a core EG member, and is a key role in its own right.

Competencies, skills and personal attributes.

The role of the Chair and Deputy Chair is essentially that of a manager. They must have sound management skills and a proven track record in managing people and resources. They must also be able to exercise authority on behalf of, and within, the EG, and to command the respect of EG members and that of the response units.
The Chair and Deputy Chair do not need to be specialists in any particular discipline, although they should be familiar with the relevant public health and environmental issues and sensitivities in the marine and coastal environments that are covered by the EG plan. Ideally they should have experience, or at least knowledge, of generic counter-pollution measures, and they must be fully familiar with the NCP, the SRC and EG STOp Notes and the EG plan.
The Chair and Deputy Chair must be able to develop a strategic overview of an incident, that is independent of their personal professional interest, and they must not be unduly influenced by the working culture of their parent organisation.
The specific competencies, skills and personal attributes that the Chair and Deputy Chair will require include:

- management skills: able to coordinate, delegate, intervene where necessary;

- ability to identify and use to best effect the skills and resources available within the EG, and to identify and secure any additional resources and support required by the EG (this will be dependant on the nature and scale of the incident);

- good judgement: ability to take a balanced view of potentially conflicting issues or views within the EG;

- ability to negotiate, persuade or influence if necessary, to resolve different, potentially conflicting opinions or advice within the EG;

- ability to communicate clearly and concisely; to present issues and solutions to complex problems in a concise and persuasive manner. Must be open to persuasion by well reasoned arguments, hence be able to build empathy, understanding and rapport within the EG and between the EG and the response units;

- the ability to assimilate information and assess complex problems and situations within short time-scales;

- ability to develop awareness and understanding of the needs and priorities of constituent organisations in the EG, and in particular any constraints and

requirements placed on individual organisation's representatives by statutory/regulatory responsibilities;

- ability to take a lead, inspire and motivate the EG, and provide a clear sense of direction which is pro-actively communicated to other members of EG;

- confidence to take decisions in rapidly changing and complex situations, where there may be incomplete information available to the EG;

- resilience: able to maintain effectiveness over a prolonged period of time and to sustain energy when faced with unforeseen events or developments in an incident.

APPENDIX 17

ENVIRONMENTAL LIAISON OFFICER – MARINE RESPONSE CENTRE (MRC) ROLES, RESPONSIBILITIES AND COMPETENCIES:

Introduction

In a maritime pollution incident where a Marine Resource Centre (MRC) is set up, the Chair of the EG will appoint an ELO to represent the EG in the MRC. Only one ELO will be appointed, thus ensuring that there is a clear focus of EG representation and delegated authority to act on behalf of the EG in the MRC. At least one deputy will also be appointed by the EG Chair, to provide relief cover for the MRC ELO, in the (likely) event of a requirement for 24 hours, 7 days a week working. The MRC ELO and deputies will be supported by the Chair (the primary link between themselves and the EG) and core EG.

Role and responsibilities

The primary role of the MRC ELO and deputies will be to provide the EG's contribution to response operations initiated and coordinated by the MRC.

The MRC ELO will be responsible for:

- the provision of focussed, integrated and prioritised public health and environmental advice to the MRC, within the required time-frame;

- the maintenance of the two-way communications and flow of information between the EG and MRC (and vice-versa);

- ensuring the feedback of all relevant information from the MRC to the EG on the fate and behaviour of pollutants at-sea, and counter-pollution measures being considered or implemented by the MRC, and their implications for health and environmental priorities and sensitivities;

- together with the Chair, ensuring that the communications protocol between the ELO and deputies (hence the MRC) and the EG is rapidly put into place, clearly understood and adhered to.

Key tasks which the MRC ELO and deputies will be required to perform include:

- keep themselves appraised of the predicted and actual fate and behaviour of pollutant(s) at all times;

- maintenance of full awareness, and rapid assessment of, risks to public health and environmental resources and sensitivities

- provision of integrated advice on the optimum response options/counter-pollution measures at-sea, in terms of public health requirements and Net Environment Benefit, within the required time-frame;

- monitoring of at-sea counter-pollution operations and their efficacy in terms of NEBA;

- ensuring that the EG is kept fully up-to-date with all aspects of at-sea counter-pollution operations and of their implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol);

- record keeping: ensuring that records of the following are maintained:

    - the fate and behaviour of pollutant(s) at-sea;

    - at-sea counter-pollution measures taken by the MRC and their efficacy;

    - all communications between the EG and MRC ELO e.g. on agreed EG priorities for resource protection and response to pollution; predicted/actual threats to the shoreline;

    - the advice given by the ELO to the MRC and how that advice is used/acted upon (i.e. decisions made by the MRC);

    - all information passed to the MRC by the EG via the ELO.

Competencies, skills and personal attributes
General and specific competencies, skills and personal attributes that will be required by the MRC ELO and deputies are listed below. It is recognised that no one individual is likely to fulfil all the competencies and skills listed, and training in some technical areas will be required. The list is intended to provide guidance, for the identification of the most appropriate individuals for this role.

The MRC ELO will, ordinarily, be the link between the EG and the MRC. The ELO (and deputies) will be supported by the Chair and core EG, although in certain circumstances, they may be required to take the initiative, in order to ensure that health and environmental advice is provided to the MRC within the required time-frame. It is likely that the MRC will have to respond to rapidly changing scenarios, and to unforeseen circumstances, when windows of opportunity for the MRC to develop and implement the most appropriate course of action open and close over very short time-scales.

The period during which an MRC will be in operation is incident-dependant, although it is unlikely to be longer than days, possible a few weeks. The relatively short period of time during which the MRC ELO may be required to function is likely to be counter-balanced by an extremely intense, possibly stressful environment in which the ELO must maintain their effectiveness and alertness to all aspects of the at-sea counter-pollution operations at all times. Physical and mental stamina will be required.

This is a technical, rather than a managerial role. Ideally, the MRC ELO and deputies will have prior experience, or at least knowledge of the fate and behaviour of different pollutants in the marine environment and of generic at-sea counter-

pollution measures, and they must be fully familiar with the NCP and EG STOp Notes, as well as the EG plan.

The MRC ELO must also be able to perform the role, responsibilities and key tasks assigned to the MRC ELO <u>independently</u> of their parent organisation.

Specific competencies, skills and personal attributes required by the MRC ELO and deputies include the following:

- ability to communicate clearly and concisely, to present issues and solutions to complex problems in a succinct and persuasive manner. Must also be open to persuasion by well-reasoned arguments, hence be able to build understanding and rapport between the MRC and EG;

- ability to rapidly assimilate information and assess complex problems and situations within very short time-scales;

- have sufficient confidence to take decisions and give advice on behalf of the EG, in situations where (for whatever reason), the Chair and core EG are temporarily unable to give immediate support, direction or guidance but where (for operational reasons) a EG response is required without delay;

- be able to command the respect and confidence of the MRC and EG;

- be sufficiently motivated, confident and alert to be pro-active within the MRC;

- have resilience and stamina: ability to maintain effectiveness over long periods of time, in an intense and potentially stressful working environment. Must be adaptable to changing and unforeseen circumstances.

The MRC ELO and deputies will require:

- basic knowledge and understanding of marine science;

- broad familiarity with, and understanding of:

    - General and specific (local) environmental resources at risk from maritime pollution (oils and chemicals);

    - EG priorities for public health and environmental resource protection and response;

    - Potential impact of maritime pollution (oils and chemicals) on public health and environmental resources at risk;

    - Generic issues and options in counter-pollution response at-sea (including technical aspects) that are likely to be encountered/considered by the MRC;

- Technical understanding of the use of dispersants at-sea: their efficacy, limitations and constraints on usage, and implications for public health and environmental resources at risk;

- Net Environment Benefit Analysis (NEBA);The relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the MRC.

APPENDIX 18

ENVIRONMENTAL LIAISON OFFICER - SALVAGE CONTROL UNIT (SCU) ROLES, RESPONSIBILITIES AND COMPETENCIES:

Introduction

In the maritime pollution incident where a Salvage Control Unit (SCU) is set up, the Chair of the EG will appoint an ELO, to represent the EG in the SCU. Only **one** ELO will be appointed, thus ensuring that there is a clear focus of EG representation and delegated authority to act on behalf of the EG in the SCU. At least one deputy will also be appointed by the EG Chair, to provide relief cover for the SCU ELO, in the (likely) event of a requirement for 24 hour, 7 days a week working. The SCU ELO and deputies will be supported by the Chair and core EG.

Role and responsibilities

The primary role of the SCU ELO will be to provide the EG's contribution to response operations initiated and coordinated by the SCU.

The SCU ELO will be responsible for:

- the provision of focussed, integrated and prioritised public health and environmental advice to the SCU, within the required time-frame;

- the maintenance of two-way communications and flow of information between the EG and SCU (and vice-versa);

- ensuring the feedback of all relevant information from the SCU to the EG on the status of the casualty, salvage options under consideration by the SCU and their implications for public health and environmental priorities and sensitivities;

- (together with the Chair) ensuring that the communications protocol between the ELO (hence the SCU) and the EG is rapidly put into place, clearly understood and adhered to.

Key tasks which the SCU ELO and deputy(ies) will be required to perform include:

- maintenance of a full awareness of the progress of salvage operations options, and predicted/actual pollution at all times;

- maintenance of full awareness, and assessment of risks to:
    - public health
    - environmental resources and sensitivities

- provision of focussed, integrated advice on the optimum salvage options in terms of public health requirements and Net Environment Benefit, within the required time-frame;

- monitoring of and reporting to the EG on salvage operations, together with any predicted or actual release of pollutants from the casualty;

- ensuring that the EG is kept fully up-to-date with all aspects of salvage operations, predicted or actual release of pollutants from the casualty and implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol) with the Chair/Deputy Chair;

- the maintenance of records of:

    - the incident and any response initiated and coordinated by the SCU;

    - all communications between the EG and ELO;

    - the advice given by the ELO to the SCU, and how that advice is used/acted upon by the SCU;

    - all information passed to the SCU by the EG via the ELO;

    - efficacy (in terms of Net Environmental Benefit Analysis – NEBA) of decisions taken by the SCU, and subsequently implemented.

Competencies, skills and personal attributes

General and specific competencies, skills and personal attributes that will be required by the SCU ELO are listed below. It is recognised that no one individual is likely to fulfil all the competencies and skills listed, and training in some technical areas will be required. The list is intended to provide guidance for the identification of the most appropriate individuals for this role.

The SCU ELO will, ordinarily, be the link between the EG and SCU. The ELO (and deputies) will be supported by the Chair/Deputy Chair and core EG, although in certain circumstances, they may be required to take the initiative, in order to ensure that public health and environmental advice is provided to the SCU within the required time-frame. It is highly likely that the SCU will have to respond to rapidly changing scenarios, and to unforeseen circumstances, when windows of opportunity for the SCU to develop and implement the most appropriate salvage option open and close within very short time-scales: 'time is of the essence'.

The period during which the SCU is likely to be in operation will be incident-dependant, although it is unlikely to be much longer than hours or days. The relatively short period of time during which the SCU ELO may be required to function will be counter-balanced by an extremely intense, potentially stressful environment in which the ELO and deputies must maintain their effectiveness and alertness to all aspects of the salvage operations at all times. Physical and mental stamina will be required.

This is a technical rather than managerial role. Ideally, the SCU ELO and deputies will have prior knowledge of salvage and generic at-sea counter-pollution measures,

and they must be fully familiar with the NCP and EG STOp Note, as well as the EG plan.

The SCU ELO and deputies must be able to perform their role, and undertake the responsibilities and key tasks assigned to the SCU ELO <u>independently</u> of their parent organisation(s).

Specific competencies, skills and personal attributes that will be required by the SCU ELO and deputies include the following:

- the ability to communicate clearly and concisely, to present issues and solutions to complex problems in a succinct and persuasive manner. Must also be open to persuasion by well-reasoned arguments hence be able to quickly build understanding and rapport between SCU and EG;

- the ability to rapidly assimilate information and assess complex problems and situations within very short time-scales;

- have sufficient confidence to take decisions and give advice on behalf of the EG, in situations where (for whatever reason), the Chair/Deputy Chair are unable to give immediate support, direction or guidance, but where (for operational reasons) a EG response is required with the minimum of delay;

- be able to command the respect and confidence of the SCU and EG;

- be sufficiently motivated, confident and alert to be pro-active within the SCU;

- have resilience and stamina: ability to maintain effectiveness over a long period of time, in an intense and potentially stressful environment; must be adaptable to changing circumstances and able to react quickly to unforeseen circumstances.

The SCU ELO and deputies will require:

- basic knowledge and understanding of marine science;

- prior knowledge of salvage issues and generic at-sea counter-pollution measures including the efficacy, and limitations of, and constraints on, the use of dispersants at-sea.

- broad familiarity with, and understanding of:

  - general and specific (local) environmental resources at risk from maritime pollution (oils and chemicals);

  - EG priorities for health and environmental resource protection and response;

  - Net Environmental Benefit Analysis;

- the relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the SCU.

APPENDIX 19

ENVIRONMENTAL LIAISON OFFICER- SHORELINE RESPONSE CENTRE (SRC): ROLES, RESPONSIBILITIES AND COMPETENCIES:

Introduction

In a maritime pollution incident involving the setting up of a Shoreline Response Centre (SRC), the Chair of the EG will appoint an ELO to the SRC. Only one ELO will be appointed, thus ensuring that there is a clear focus of EG representation, and delegated authority to act on behalf of the EG in the SRC. At least one deputy will be appointed by the EG, who will provide relief for the SRC ELO, in the event of a requirement for 24 hour, 7 days-a-week working. The SRC ELO and deputy (ies) will be supported by the Chair and core EG.

Role and Responsibilities

The primary role of the SRC ELO will be to provide the EG's contribution to shoreline response operations initiated and coordinated by the SRC.

The SRC ELO will be responsible for:

- the provision of focused, integrated and prioritised advice on all aspects of public health and environmental resources at risk or impacted, within the required time-frame;

- the maintenance of two-way communications and the flow of information between the EG and SRC (and vice-versa);

- ensuring the feed-back of all relevant information from the SRC to the EG, on the fate and behaviour of pollutant(s), SRC clean-up strategies and programmes of work on individual shorelines, and the implications for public health and environmental resources, sensitivities and priorities for protection and response;

- ensuring that requests made by the EG for assistance from the SRC and vice-versa are communicated in the required time-scale;

- together with the Chair, ensuring that the communications protocol between the ELO and deputy(ies) (hence the SRC) and the EG is rapidly put into place, clearly understood and adhered to.

The specific tasks which the SRC ELO and deputy(ies) will be required to perform on behalf of the EG will depend on the nature and scale of the incident. Key tasks are likely to include:

- maintenance of personal awareness and understanding (at all times) of:

    - progress with salvage and/or at-sea counter-pollution operations and possible implications for the shoreline;

    - actual and predicted fate of pollutant and behaviour of pollutant at-sea and consequent threats to the shoreline;

    - fate and behaviour of pollutant on-shore;

    - actual and planned shoreline response.

- provision of focused, integrated advice on public health and environmental implications of actual or predicted shoreline pollution and on the planned response (to optimise Net Environmental Benefit from the planned response). Where appropriate, the ELO should seek identification and assessment (using Net Environmental Benefit Analysis – NEBA) of alternative response options/strategies;

- provision of proactive advice on public health and environmental priorities for shoreline protection and response;

- representation of the EG on the SRC Management Team and Strategy Sub-group; attendance of meetings and provision of regular briefings and up-dates to the SRC via Management Team, Strategy Sub-group and Technical Team;

- provision of regular briefings to the Chair/Deputy Chair and core EG on all aspects of the shoreline response;

- ensuring that requests for assistance (e.g. with live wildlife casualties; collection of dead wildlife casualties required for impact assessment by the EG; establishment of leave alone sites; fate and behaviour of pollutant) are passed between the SRC and EG in the required time-frame;

- monitoring of and reporting (to the EG) on the shoreline clean-up operations: progress; efficacy; implications for public health and environmental resources;

- attendance of site meetings as requested by the SRC (the Chair/Deputy Chair of EG to be notified of the SRC's request first, and arrangements made by the Chair/Deputy Chair for cover by a deputy);

- ensuring that the SRC has copies of any generic EG advice on specific clean-up techniques;

- record-keeping, in particular maintenance of written records of the following:

    - SRC Technical Team and Strategy Sub-group meetings and the input made by the ELO;

    - SRC Management Team meetings;

    - communications between the ELO and the core EG;

    - requests to/from the EG and to/from the SRC, and how/when actioned;

- advice provided by the ELO to the SRC and how that advice is used by the SRC;

- verbal reports from and debriefings of SRC controlled Shoreline Clean-up Assessment Teams – SCATs; copies of SCAT report forms tabled in the SRC;

- data and information (in written, video or photographic form) on shoreline pollution and response that are collected by, or on behalf of, the SRC (essential for tracking the response and for impact assessment of the clean-up operations as well as of the pollutants);

- written records of clean-up strategies agreed and implemented by the SRC; status/progress reports on clean-up operations initiated on individual shorelines (including waste management);

- copies of any policy statements made by the SRC; protocols developed by the SRC (e.g. on waste management); use of dispersants (if permitted) and other oil treatment products;

- determination of agreed 'end points' of individual shoreline clean-up operations);

- records of 'dead wildlife' passed to SRC (e.g. by Beach Masters; SCATs);

- copies of work programmes developed by the SRC, to pass to the Chair and core EG, thus assist the EG to plan its contribution to the shoreline response in terms of NEBA, proactive, advice, impact assessment and monitoring.

Note: It is anticipated that in a Tier 3 incident, the ELO will have more than one deputy and will also have dedicated secretarial support.

Competencies, skills and personal attributes

General and specific competencies, skills and personal attributes that will be required by the SRC ELO are listed below. It is recognised that no one individual is likely to fulfil all the competencies and skills listed, and training in some of the more specialised, technical competencies will be required. The list is intended to provide guidance, to assist with identifying the most appropriate individuals for the role.

The SRC ELO will, ordinarily, be the link between the EG and the SRC. The ELO (and deputies) will be supported by the Chair and core EG, although they may (at times) be required to take the initiative in order to provide health and environmental advice to the SRC, in response to unforeseen changes in the response scenarios, and in the required time-scale. The period during which an SRC will be operational could be prolonged; the SRC may be required to remain operative for several weeks or months. The SRC will also be, at times, an extremely intense, stressful environment, in which the ELO and deputies will be required to remain pro-active

and alert at all times. Physical and mental stamina, alertness, commitment and initiative will be required.

The role of the SRC ELO does not require managerial experience or aptitude. It is a technical role, for which a range of technical competencies and a thorough approach to 'case work' will be needed. Ideally, the SRC ELO will have prior experience, or at least knowledge of generic shoreline response techniques, and fate/behaviour of pollutants. They must be fully familiar with the NCP, SRC and EG STOp Notes, as well as the EG plan.

The ELO and deputies must be able to perform the role and key tasks assigned to the SRC ELO independently of their parent organisation.

Specific competencies, skills and personal attributes that will be required by the SRC ELO and deputies include the following:

- ability to communicate clearly and concisely; to present issues and solutions to complex problems in a concise and persuasive manner. Must also be open to persuasion by well-reasoned arguments, hence be able to develop understanding and rapport between the SRC and EG.

- ability to assimilate information and assess complex problems and situations within short time-scales;

- have sufficient confidence to present EG views and advice to the SRC Management Team, Strategy Sub-group and Technical Team;

- be able to command the respect and confidence of the SRC and EG;

- be sufficiently motivated and confident to be 'pro-active' within the SRC, balanced against the need to be aware of situations where the ELO should refer back to the Chair and core EG for advice/instructions/directions;

- have resilience and stamina: ability to maintain effectiveness and efficiency over a prolonged period of time, in an intense and potentially stressful environment;

- be methodical and thorough with record-keeping and approach to 'casework';

The SRC ELO (and deputies) will require:

- basic knowledge and understanding of marine and coastal ecology;

- broad familiarity with and understanding of:

    - general and specific (local) environmental resources and sensitivities at risk (biological and non-biological, e.g. landscape; geology; archaeology);

    - public health issues likely to arise from maritime pollution incidents;

- EG priorities for public health and environmental resource protection and response;

- generic issues such as fate and behaviour of pollutants; impact on public health and environmental resources at risk;

- NEBA and its use in assessing shoreline response options and determination of ‘end points’ in shoreline clean-up operations;

- Shoreline Clean-up Assessment Teams; how SCATs work; techniques in surveying and assessing shoreline pollution;

- the relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the SRC.

APPENDIX 20

ADMINISTRATION MANAGER
ROLE, RESPONSIBILITIES AND COMPETENCIES:

Role and responsibilities
In a marine pollution incident requiring the convening of the EG, the primary role of the Administration Manager will be to provide admin support for the core EG and any sub-groups set-up within the EG, to help ensure that the EG fulfils its main functions.

Specific responsibilities of the Administration Manager will include the following:

- organisation and management of clerical/secretarial support for the EG;
- implementation of the EG's record-keeping, and document management and control protocols;
- organisation of access to photocopying, fax and telecom facilities for the EG;
- procurement of stationary and other supplies required by the EG;
- liaison with IT and other providers of specialist equipment or services (e.g. telecom) required by the EG;
- ensuring that access to the EG is controlled (security);
- ensuring that the welfare needs of the EG (e.g. feeding and watering) are met.
- budget management (where appropriate).

The Administration Manager must have authority to act independently of their parental organisation within the EG, and be empowered to take on a management/supervisory role.

Competencies and personal attributes

The Administration Manager's role is essentially to support the EG, and is a combination of office, managerial and communications roles. The Administration Manager will require prior knowledge of and experience in office administration, management of clerical/secretarial staff and procurement procedures. The Administration Manager should be capable of implementing the EG plan from scratch and of developing and maintaining a working environment that is calm, efficient and business-like, at very short notice. They will inevitably be working with individuals drawn from several organisations, each of which has their own administrative procedures and practices. One of the challenges to be met by the Administration Manager is to develop and motivate a coherent, efficient team.

Specific competencies, skills and personal attributes, which the Administration Manager will require, include:

- work management skills: able to establish appropriate working routines; prioritisation and allocation of tasks and development of standard procedures (as required by the communications and record-keeping protocols);

- ability to work as part of a wider team, and to take the initiative within the administration team and with statutory agencies when required;

- ability to work in an intense and demanding environment, be resourceful and adaptable to changing circumstances;

- ability to communicate clearly and concisely and to network effectively within the EG and with statutory agencies;

- have a high degree of self- motivation and the ability to motivate others;

- ability to work to tight deadlines;

- have very good organisational skills and a thorough methodical approach to their work;

- have some knowledge/experience in servicing committees and conduct of meetings;

- have good IT skills: familiarity with Word, Access and Excel for record-keeping purposes;

- have some knowledge in the management of budgets and in basic financial procedures such as invoicing, payment of bills and keeping a record of any expenditure made on behalf of the EG.

- they must be fully familiar with the NCP, the EG STOp Note and the EG plan.

APPENDIX 21

ENVIRONMENTAL IMPACT ASSESSMENT COORDINATOR ROLE, RESPONSIBILITIES AND COMPETENCIES:

The Environmental Impact Assessment (EIA) sub-group is likely to comprise technical specialists from the following organisations:

CCW
NE (if incident straddles Wales/England boundary)
WG Fisheries
MMO (if incident straddles Wales/England boundary)
EA(Wales)

The EIA sub-group will be able to draw on additional expertise (e.g. in archaeology) from the wider EG support group. It will be supported by a secretariat, and will be chaired by the Environmental Impact Assessment Co-ordinator.

In the event of a large-scale incident, the Government may establish a committee, to coordinate long-term environmental impact assessment and reporting. If such a committee is established, as was the case in the *Braer* (ESGOSS) and *Sea Empress* (SEEEC) incidents, the initial work carried out by the EIA sub-group will be vital to an authoritative account of impacts on the environment, and the EIA sub-group should be prepared to hand over responsibility and information to a Government-appointed committee.

The broad aims of environmental impact assessment are to:

- determine and quantify any environmental impacts of a marine pollution incident;
- determine the net environmental benefit of advice provided by the EG to response units, and of response actions taken by the response units;
- meet the statutory agencies duties to monitor and report on public health, and on the environmental condition of *inter alia*, designated sites, species and waters;
- meet public and political requirements for environmental information.

In addition to these broad aims, impact assessment should meet the following specific objectives:

- to determine concentrations of pollutant in the environment;
- to ascertain how levels of contaminants in the environment change over time, and to compare those changes with baseline data;

- to determine the environmental effects of shoreline and at –sea response;

- to determine the acute and chronic effects of the pollutants on environmental features and their time-scales, based *inter-alia* on the assessment of the condition, population and distribution of species in their habitats, in comparison with those in control sites and trends in other areas remote from the contamination;

- to determine the longer-term impacts on wildlife populations and distribution (spatial and temporal), based on reproductive and behavioural effects;

- to predict the likely rate of recovery of species and habitats following contamination;

- to monitor the recovery of species and habitats following contamination;

- to provide an overall assessment of the environmental impact of the incident in the context of previous incidents.

Role and responsibilities
The primary role of the Environmental Impact Assessment Co-ordinator is to ensure that the broad aims and objectives of impact assessment following a marine pollution incident are met in full.

Specific responsibilities of the Environmental Impact Assessment Co-ordinator include the following:

- liaison with statutory agencies and the Welsh Government with respect to priorities for impact assessment, national resources required and assessment protocols;

- management of the sub-group including the development and maintenance of the most appropriate group structure;

- ensuring the integration of activities and research initiated by parent organisations to avoid duplication and/or omission of key tasks;

- chairing the Environmental Impact Assessment sub-group within the EG;

- ensuring consensus and common understanding of the general aims and objectives of impact assessment and/or priorities for EIA within the EG and between the statutory agencies, WG and the EG;

- ensuring that appropriate action is taken to meet the data requirements of the EIA sub-group and statutory agencies (e.g. fate and behaviour of pollutant(s); wildlife casualties; clean-up operations carried out by the response centres);

- maintaining close liaison with the Chair and core EG, on behalf of the EIA sub-group, and ensuring that requests from the EIA sub-group for information

from the response centres are communicated quickly and efficiently via the Chair and ELOs;

- responding (as quickly as is reasonably possible) to requests for information on the impact of an incident on environmental resources from the Chair and core EG (e.g. to brief the media or politicians);

- ensuring that initial impact assessment of acute effects of pollutant(s) is carried out in a timely and coordinated fashion;

- identifying any gaps in impact assessment, and subsequently taking steps to plug these;

- ensuring that the EIA sub-group has sufficient admin and data management support.

- preparing any interim reports on the environmental impacts of an incident for the statutory agencies and Welsh Government;

- assisting (where appropriate) statutory agencies to prepare and manage any contracts let;

- Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated including alert and coordination of RSPCA and other organisations responsible for wildlife casualties.

- liaising with other organisations not represented in the EIA sub-group but whose expertise may be required to complete specific environmental impact assessment tasks;

- ensuring that all the work carried out by or on behalf of the EIA sub-group is thoroughly documented and that the data collected are appropriately archived;

- preparation of a final report on the work carried out by or on behalf of the EIA sub-group and (if required), ensuring an efficient and orderly handing-over of responsibilities of and data collected by the EIA sub-group to a Government-appointed committee.

The Environmental Impact Assessment Co-ordinator must have authority to act independently of their parent organisation within the EG.

Competencies and personal attributes

The Environmental Impact Assessment Co-ordinator's role is essentially a combination of technical, advisory and managerial roles. The EIA Co-ordinator will require a prior knowledge and understanding of a range of public health and environmental issues that are likely to arise from a marine pollution incident, and of marine science and coastal ecology, counter-pollution measures and NEBA. They will need to be familiar with the environmental resources that are potentially at risk from a marine pollution incident, and with standard protocols for and methods of

investigating and assessing the impacts of a marine pollution incident. The EIA Co-ordinator must be capable of developing and maintaining a strategic overview of impact assessment, and to be able to balance potentially competing priorities to ensure the development and execution of a coherent work programme that will meet the aims and objectives of impact assessment.

In a major (Tier 3) incident involving large-scale pollution, and where the response could run into weeks, perhaps months, the EIA Co-ordinator will have to continue supporting and co-ordinating the work of the EIA sub-group, and maintaining liaison with the statutory agencies and WG, in an often intense and stressful environment. This will require commitment on the part of the individual (and his/her parent organisation), as well as physical and mental stamina. The EIA Co-ordinator will also need to be able to adapt and react quickly to changing or unforeseen circumstances, as an incident (and subsequent response) progresses.

The Impact Assessment Co-ordinator would normally be a marine scientist.

Specific competencies, skills and personal attributes which the Impact Assessment Co-ordinator will require include:

- work management skills: ability to establish appropriate courses of action; set targets, and develop a prioritised, strategic approach to impact assessment;
- ability to work as part of a wider team and to take the initiative within the IA sub-group;
- ability to work in an intense demanding environment; adaptable to changing circumstances;
- ability to communicate clearly and concisely and to network effectively within the EG and between the EIA sub-group, the statutory agencies and WG.
- ability to source and engage expertise in fields not covered by members of the EIA sub-group;
- have a broad knowledge and understanding of the full range of environmental resources and sensitivities at risk, and of standardised protocols and methods of assessing the impact of pollutants on these;
- have prior knowledge and understanding of the fate and behaviour of pollutants in the marine environment and of generic counter-pollution measures and techniques (both at-sea and onshore), including their potential impact on environmental resources;
- have prior knowledge and understanding of NEBA
- have well developed reporting and presentation skills.

- the EIA Co-ordinator must be fully familiar with the NCP, the EG STOp Note and the EG plan.

The EIA sub-group must (collectively) bring together, or have access to, technical knowledge and experience in the following areas:

- marine and coastal science and ecology;
- water quality/chemistry;
- non-biological resources at risk e.g. archaeology, cultural resources; landscape; geological resources;
- impact assessment methodologies and protocols;
- quality assurance protocols;
- wildlife resources at risk (spatial and temporal) and issues e.g. animal welfare;
- knowledge and understanding of the duties and responsibilities of statutory agencies represented within the EG and of WG in the context of impact assessment and reporting.

APPENDIX 22

INFORMATION MANAGER
ROLE, RESPONSIBILITIES AND COMPETENCIES:

In a marine pollution incident requiring the convening of the EG, the EG may require an Information Manager, whose primary role will be to collate and manage all incoming and outgoing information and data relating to the EG's functions and responsibilities on behalf of the EG and any sub-groups set up within the EG.

The data and information requirements of the EG and parent organisations fall into two broad categories:

a) Operational data and information:

- the nature of the incident (e.g. location, state of vessel etc.)
- prevailing physical conditions(e.g. current and forecast weather conditions, tidal information etc.);
- fate and behaviour of the pollutant (actual and predicted);
- environmental resources at risk;
- response to pollution a) at-sea and b) on shore, and actual and predicted outcomes;
- counter-pollution operations;
- salvage operations;

- b) Data on the initial effects of the pollution incident on public health and environmental resources, to enable any appropriate impact assessment to be carried out and to meet public and political demands for information.

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Specific responsibilities of the Information Manager will include the following:

- collation and archiving of all incoming information in the appropriate format;
- maintenance of maps, charts and state boards showing the current situation and key information (e.g. key contacts etc.), and archiving of used charts etc;
- collation and dissemination of operational information received within the EG;

- collation and dissemination of information on the effects of the incident on public health and environmental resources, within the EG;

- archiving of information received by the EG

- ensuring that any pre-incident data on the location and seasonality of environmental resources and their sensitivities are available to the EG, including the ELOs;

- ensuring that data collected by EG during the incident is made available to the parent organisations represented in the EG, to enable them to meet statutory obligations and to contribute to impact assessment.

- provision of information on wildlife casualties and other effects of an incident to the Chair and core EG, to enable the EG to prepare briefings for the media and politicians.

- liaison with the Administration Manager in the event of problems arising with IT equipment and software;

- responding to specific requirements of individuals and groupings within the EG for information, as well as to their parental organisations.

The Information Manager will be required to liaise closely with the Chair and core EG, the Administration Manager and the Environmental Impact Assessment Co-ordinator.

The Information Manager must have authority to act independently of their parental organisation, and be empowered to take decisions and pursue courses of action as determined by the requirements of the EG.

Competencies and personal attributes

The Information Manager's role is essentially a technical role, to support the EG and the parent organisations of those working in the EG, by meeting their requirements for timely, accurate information and data. The Information Manager will require prior knowledge of and experience in the handling, analysis and management (including dissemination, and archiving) of large data sets. The data received by the EG will be very varied, in large quantities, and from many different sources and formats and of differing quality. The Information Manager will have to pull all these data together into a coherent spatial database. They will be required to master the management of this spatial database that meets the operational, impact assessment and public relations needs of the EG, within a very short timescale. They will also have to be able to respond quickly to data requirements within the EG, analysing and extracting relevant information from the data to aid decision-making.

Specific competencies, skills and personal attributes, which the Information Manager will require, include:

- work management, prioritisation and organisational skills; must be able to organise efficient storage, analysis and management of data and to keep track of incoming and outgoing information;

- ability to work as part of a team, and to take the initiative within the EG and with statutory agencies on matters concerning information and data management;

- have excellent computing skills, including programming and database design and experience of data transfer mechanisms for merging or importing data sets;

- working experience of Geographical Information Systems (GIS);

- thorough experience of Microsoft Office (including Access, Excel and Word);

- experience of working with large datasets, including database management using MS Access, specifically the construction of queries and reports;

- knowledge of legislation affecting the use of computing equipment and the release of data to the public.

- excellent communication and interpersonal skills, including the ability to communicate clearly and concisely, and to network effectively within the EG and with relevant staff in statutory agencies;

- ability to work in an intense, demanding environment; be resourceful and adaptable to changing circumstances, and have a high degree of self-motivation;

- ability to work to tight deadlines;

- a thorough, methodical approach to their work;

- familiarity with the NCP, the EG STOp Note and the EG plan.

- knowledge of the main types and sources of biological and population distribution data available of relevance to a marine pollution incident.

APPENDIX 23

IMPACT ASSESSMENT

Introduction:

The EG will be required to make arrangements to monitor and assess the impact of any marine pollution. Thus, the EG membership will have a responsibility for monitoring and assessment, which they are likely to devolve to a sub-group set up specifically for that task at that time (referred to here as the Impact Assessment sub-group (IAsg)**.** For small and moderate sized incidents the IAsg may cope adequately with all the requirements of the damage assessment, but major or long-term incidents are likely to require greater resources and powers for commissioning appropriate research and development projects. In such cases it will be necessary, at some point, to transfer the responsibility for coordinating monitoring and assessment work to a new separate group managed by the appropriate Government Department or devolved administration (referred to here as the Impact Assessment Committee (IAC)).

The National Contingency Plan describes the main requirements of environmental data collection and impact assessment by the Environment Group (NCP Section 9 and Appendix K). The NCP also states that the Environment Groups should consider the collection and collation of appropriate baseline data, for use as reference points during an incident.

The main aims of impact assessment are to:

- Collect baseline data in the early stages of an incident for comparison before and after impact.
- Quantify the nature and extent of short, medium and long term impacts in programmes that are coordinated, value for money, fit for purpose and where appropriate, cost-recoverable.
- Meet government, public and media expectations for robust information on the short, medium and long term environmental impacts of pollution incidents
- Provide agencies with sufficient information about the condition of important wildlife and conservation features to satisfy the statutory reporting duties of conservation agencies and to inform Government.

Note: Further advice on maritime pollution impact assessment has been published by the MCA in their guidance for Environment Group organisation (MCA STOp Notice 1/2001.

Further guidance on impact assessment including assessment methodologies and the prioritisation of impact assessment studies, can be found in Moore 2005[1] Further guidance on impact assessment including assessment methodologies and the prioritisation of impact assessment studies, can be found in Moore[2] (refer to Appendix 5)

SCAT Teams:
In marine pollution incidents where a Shoreline Response Centre (SRC) is set-up, the Chair of the Environment Group will (on receipt of a request from the SRC) appoint one or more EG members to be seconded to the SRC controlled Shoreline Clean-up Assessment Teams (SCAT).

The main purposes of SCATs are to:

- assess and document the nature and extent of shoreline pollution;
- evaluate the potential/actual impact of shoreline pollution;
- identify and advise the SRC on appropriate clean-up measures required to mitigate against any adverse impacts of shoreline pollution.

In circumstances where shoreline clean-up operations are expected to be prolonged, and where secondary clean-up operations (following bulk oil removal) are required, repeat visits by SCATs will be necessary, to:

- accurately record and reassess the fate and behaviour of the pollutant(s) over time;
- assess the need for further clean-up operations and to advise the SRC on the most appropriate clean-up techniques and on the clean-up end point;
- provide a consistent, accurate historical record of the fate and behaviour of the pollutant(s) on-shore for the duration of operations, and the counter-pollution measures taken to deal with the pollution. This record would subsequently be available to the EG for any environmental impact assessment of the incident and subsequent counter-pollution operations and as background information for the SRC and EG for any work in connection with claims that may arise from an incident.

Role and responsibilities

The primary role of EG – appointed members of SCATs is two-fold:

- to assess the threat to, or impact of, shoreline contamination on environmental resources and sensitivities;
- to ensure that any counter-pollution measures formulated and subsequently recommended to the SRC by the SCATs contribute to achieving Net Environmental Benefit.

Specific responsibilities will include the following:

- to provide the environmental input into shoreline surveys and documentation of the fate and behaviour of the pollutant(s);
- to identify and evaluate any environmental resources at risk from pollution;
- to evaluate and record any actual impact of the pollutant on environmental resources;
- to assist the other SCAT members to develop shoreline clean-up strategies, in which the rationale, targets (i.e. end-points) and methods and equipment to be used are clearly identified, and which will contribute to achieving Net Environment Benefit;
- to advise the SCAT of any environmental dis-benefits of, and constraints on, clean-up options/techniques;
- to alert the EG via the ELO or Chair of any environmental issues or potential areas of conflict with other clean-up drivers, and to seek advice on the EG's view, as necessary;
- to collect and pass on any observations of the environmental impact of shoreline contamination, e.g. on intertidal habitats and communities, and wildlife casualties to the Information Manager in the EG;
- to brief the SRC ELO on a daily basis on individual shoreline surveys and any clean-up strategies devised by SCATs for individual shorelines;
- to maintain a daily log of all activities in connection with SCATs;
- to familiarise themselves with and adhere to Risk Assessments and any other Health & Safety requirements for SCATs that are stipulated by the SRC.

EG – appointed members of SCATs must have authority to act independently of their parental organisation, on behalf of the EG.

Competencies and personal attributes

The role of EG appointed members of SCATs is essentially technical, requiring a methodical approach to fieldwork and reporting. They will be working as part of multidisciplinary teams (usually with personnel appointed by the SRC Technical Team). The SCAT approach is based on a systematic method of determining and describing the presence of surface and subsurface contamination and pollutant behaviour using an accepted standardised set of (oil) spill definitions and terms. Information gathered by SCATs is normally recorded on standardised proforma. In a

major oil spill, the shoreline response is likely to go through several phases, and the level of information required by SCATs by the SRC will vary accordingly. In the initial phase, when the removal of bulk oil from the shoreline is the primary objective, SCATs may not need to do more than a rapid survey of surface contamination and assessment of clean-up requirements. In later phases, SCAT surveys may be more time-consuming, involving a thorough survey and description of residual surface and sub-surface contamination. Decisions on clean-up strategies will be correspondingly much more complex and difficult, involving Net Environmental Benefit Analysis (NEBA) and determination of "end points" for individual clean-up operations.

EG appointed members of SCATs will be required to work as part of a multidisciplinary team. They will require a prior knowledge and understanding of the full range of environmental sensitivities at risk (from clean-up operations as well as from pollution) and of shoreline counter-pollution measures, techniques and equipment. They will need to have a very methodical approach to fieldwork, and be capable of working to strict deadlines. They must be a team-worker, and possess physical and mental stamina. EG-appointed SCAT members must also be aware (at all times) that their role is essentially technical and that they will not have delegated authority to act on behalf of the EG (delegated authority will be vested in the SRC/OSCC ELO).

Specific competencies, skills and personal attributes, which EG – appointed members of SCATs will require, include:

- an ability to work as part of a multidisciplinary team;
- an ability to organise and manage fieldwork;
- a methodical approach to fieldwork and to reporting and writing up;
- an ability to communicate clearly and concisely both verbally and in writing;
- an ability to accurately map/record field observations, and to assess and interpret situations/observations quickly and accurately;
- prior knowledge of the full range of environmental sensitivities/resources at risk or impacted on the shoreline and the immediate hinterland;
- prior knowledge and understanding of the fate and behaviour of pollutants in the intertidal and immediate sub-tidal environments and of generic clean-up techniques and equipment, including their potential impact on environmental resources;
- prior knowledge of appearance and physical characteristics of different oils and other likely bulk pollutants;
- prior training in SCAT methodology and oil spill terminology;

- a basic knowledge and understanding of coastal processes and their potential influence on the fate and behaviour of pollutants on-shore.

- familiarity with the NCP, the EG and SRC STOp Notes and the EG plan.

EG – appointed members of SCATs would normally be marine ecologists. In addition to shoreline ecology, they will also be required to cover the following:

- landscape resources at risk/impacted;

- terrestrial habitats and species at risk/impacted;

- cultural resources (e.g. archaeology; historical features) at risk/impacted;

- geological resources at risk/impacted;

- public health issues that may arise.

They will also require a knowledge and understanding of the duties and responsibilities of the EG-appointed ELO, the statutory agencies represented in the EG and the SRC or OSCC in the context of the functions and responsibilities of SCATs.

SCATs will report to and be controlled by the Technical Team in the SRC/OSCC. (Refer to Appendix 6 for the CCW/MCA SCAT manual)

APPENDIX 24

DEVELOPMENT OF CCW IMPACT ASSESSMENT RESPONSE FRAMEWORK FOR A MARINE OIL POLLUTION INCIDENT – SEPT 2005
(see separate pdf file contained within CD version of this document)

APPENDIX 25

THE UK SCAT MANUAL – SHORELINE CLEANUP ASSESSMENT TECHNIQUE - APRIL 2007
(see separate pdf file contained within CD version of this document)

APPENDIX 26

STOp NOTICE 1/2001
MCA GUIDANCE – MARINE POLLUTION RESPONSE IN THE UK - THE ENVIRONMENT GROUP
(see separate pdf file contained within CD version of this document)

APPENDIX 27

ACCOMMODATION AND EQUIPMENT

The immediate need of the group will be a room for 15 people, equipped with multiple phone points and 6-8 telephone handsets or adequate mobile phone signal, and wired for several computers and exclusive use of 2 fax machines.

There needs to be sufficient space for a large table and chairs to seat 15, and also for status boards and the display of maps and charts.

Security will be required.

There must be access to toilets and car parking.

In a large incident there will be a rapid subsequent need for further accommodation for the wider environment group and impact assessment group.

Possible **initial** locations: (subject to availability at time of incident)

- Environment Agency, Parc Menai, Bangor, Gwynedd
- Environment Agency, Buckley, Flintshire
- Relevant Local Authority Office accommodation, if hosting SRC, if appropriate

Medium to long term

- Portacabin accommodation adjacent to SRC
- British Red Cross, Abergele

Environment Agency (Wales), Chester Road, Buckley, Flintshire, CH7 3AJ
Grid Ref: SJ293636

Access:
From Junction 35 of A55
Leave A55 at Junction 35 and take the A550, signposted Wrexham. At Dobshill roundabout (Petrol station on left hand side), take the 3rd exit onto the A549 to Buckley. Take the 3rd junction on the left, 1 mile from the roundabout. Environment Agency office is then on the right hand side.
From Wrexham (A550)
Take the A550 towards the A55. At Dobshill roundabout (Petrol station on right hand side), take the 1st exit onto the A549 to Buckley. Take the 3rd junction on the left, 1 mile from the roundabout. Environment Agency office is then on the right hand side.

Environment Agency (Wales), Ffordd Penlan, Parc Menai, Bangor, Gwynedd, LL57 4DE
Grid Ref: SH 542698

Access :
From Anglesey
Leave the A55 at junction 9 - first turn off after crossing the Britannia Bridge. Take the 3rd exit at the roundabout which is signposted for the A487 Caernarfon. At the second roundabout take the 2nd exit into Parc Menai Business Park. After 100 metres, go straight ahead at the roundabout and drive down the hill past the accountants and the NSPCC office (on left). The Agency office will be the next office on the left. For access turn into Ffordd Penlan on the left and enter via main entrance.

From A55
Leave the A55 at junction 9 - signposted for Ysbyty Gwynedd Hospital. At the roundabout take the 3rd exit into Parc Menai Business Park. After 100 metres, go straight ahead at the roundabout and drive down the hill past the accountants and the NSPCC office (on left). The Agency office will be the next office on the left. For access turn into Ffordd Penlan on the left and enter via main entrance.

APPENDIX 28

OTHER MARINE POLLUTION CONTINGENCY PLANS ACTIVE IN THIS AREA

(These plans may refer to a specific location or have a wider strategic perspective)

- Coastal and Marine Resources Sensitive to Oil Pollution, CCW, 2003
- Dee Estauary Oil Spill Plan, 2011
- Emergency Response Information System – Gwynedd Coastline Data and Clean-up Guidelines, Cyngor Gwynedd
- Environmental Advice on the Use of Dispersants around the Welsh Coast in the Event of an Oil Pollution Incident, CCW, 2005
- Gwynedd Onshore Oil Pollution Plan (draft), Cyngor Gwyned
- Liverpool Bay Asset Oil Spill Contingency Plan, BHP Biliton Petroleum Ltd, 2002
- Major Emergency Plan (Interim), Conwy County Borough Council, 1997
- Marine Pollution Contingency Plan, CCW, 2009
- Menai Strait and Bae Conwy OPRC Plan [In progress]
- Merseyside Shoreline Oil Spill Clean-up Guidelines and Sensitivity Maps, 1990
- National Contingency Plan for Marine Pollution from Shipping and Offshore Installations, MCA, 2006
- Denbighshire CC Coastal Oil Pollution Response Procedure 2010
- Denbighshire CC Coastal Oil Pollution Clean Up Handbook 2010
- Denbighshire CC Coastal Oil Clean Up Technical Recommendations Handbook 2010
- Flintshire CC Coastal Oil Pollution Response Procedure 2010
- Flintshire CC Coastal Oil Pollution Clean Up Handbook 2010
- Flintshire CC Coastal Oil Pollution Clean Up Technical Recommendations Handbook 2010

- Oil Pollution Incident Plan, Wales Assembly Government, 2002
- Port of Holyhead Stena Line Ports Ltd OPRC Plan, 2011
- Port Penrhyn OPRC Plan, 2001 (under revision)
- RMC Aggregates, Raynes Jetty, OPRC Plan, 2002

APPENDIX 29

TRAINING AND EXERCISING.

The plan is owned and produced collaboratively by the members of the North Wales Standing Environment Group (SEG).

The plan will be reviewed by the SEG on an annual basis and it will be exercised at least once in every three years.

The objective of regular reviews and exercising is to ensure that the SEG Plan is up to date and fit for purpose.

Appropriate training will be delivered to the staff likely to be involved in the management of the Environment Group i.e. employees of the various organisations that form the core SEG membership or members of the wider membership such as Animal Welfare organisations.

Training is required to:-

- Ensure SEG members can operate effectively within the EG and fully understand the practical application of the UK National Contingency Plan

- Facilitate the effective flow of information between the SEG, and other emergency response partners

- Train staff in the various roles to support the SEG, such as Administration Officers

APPENDIX 30

ACRONYMS

BTO	British Trust for Ornithology
CCW	Countryside Council for Wales
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CIA	Chemical Industry Association
CPR	Counter-pollution and Response Branch
CPSO	Counter-pollution and Salvage Officer, MCA
EA	Environment Agency
EAW	Environment Agency (Wales)
ELO	Environment Liaison Officer
EPC Regs	Offshore Installation (Emergency Pollution Control) Regulations
EG	Environment Group
HSE	Health and Safety Executive
ITOPF	International Tanker Owners Pollution Federation Ltd
JNCC	Joint Nature Conservation Committee
LRF	Local Resilience Forum
MAIB	Marine Accident Investigation Branch
MCA	Maritime and Coastguard Agency
MMO	Marine Management Organisation
MRC	Marine Response Centre
NE	Natural England
NEBA	Net Environment Benefit Analysis
NGO	Non Governmental Organisation
NHS	National Health Service
OPRC Convention	Oil Pollution Preparedness, Response and Co-operation Convention 1990
RSPCA	Royal Society for the Prevention of Cruelty to Animals
PHW	Public Health Wales
RSPB	Royal Society for the Protection of Birds
SAC	Special Area of Conservation
SCAT	Shoreline Clean-up Assessment Team
SOSREP	Secretary of State's Representative for Salvage and Intervention
SPA	Special Protection Area
SRC	Shoreline Response Centre
SSSIs	Site of Special Scientific Interest
STOp Notes	Scientific, Technical and Operational Guidance Notes
WG	Welsh Government