

HUMBER STANDING ENVIRONMENT GROUP

**OPERATIONAL GUIDANCE FOR COASTAL & MARINE
POLLUTION INCIDENTS**

October 2016 Version 5

Section 1 - EG EMERGENCY CONTACT DETAILS

CORE MEMBERSHIP

ENVIRONMENT AGENCY	
NATURAL ENGLAND	
JOINT NATURE CONSERVATION COMMITTEE	
MARINE MANAGEMENT ORGANISATION	
PUBLIC HEALTH ENGLAND	
INSHORE FISHERIES CONSERVATION AUTHORITY	
MARITIME AND COASTGUARD AGENCY	

EXTENDED MEMBERSHIP

HUMBER EMERGENCY PLANNING SERVICE	
HULL CITY COUNCIL	
EAST RIDING OF YORKSHIRE COUNCIL	
NORTH LINCOLNSHIRE COUNCIL	
NORTHEAST LINCOLNSHIRE COUNCIL	
RSPCA	
RSPB	
YORKSHIRE WILDLIFE TRUST	
LINCOLNSHIRE WILDLIFE TRUST	

SECTION 2) ACTIVATING THE HUMBER ENVIRONMENT GROUP

2.1 The Humber Environment Group will be activated in the event of a coastal or maritime incident threatening or actually causing marine pollution and/or public health impacts on coastline or estuarine areas between Flamborough Head and Gibraltar Point.

2.2 The Humber Environment Group will only be convened when responding organisations consider it necessary or desirable to act to respond to the pollution and when they are of the opinion that they would be unable to act optimally without setting up the Group.

2.3 The Group will usually be triggered as a result of the MCA informing all organisations likely to be involved in the response to a marine pollution incident

The point of contact for each organisation (e.g. via the in hours or out of hours emergency contact number) will then follow their own internal call out procedures to inform their agreed local EG representatives that a standing EG will be formed.

POTENTIAL HUMBER EG CHAIRS

Name	Organisation

2.4 The EG Chair receiving notification of the pollution should complete the Essential Alert Information Checklist in **Section 3**.

2.5 On receipt of a request for the Environment Group to be triggered the Environment Group Chair will work through the activation checklist in **Section 4**.

SECTION 3) ESSENTIAL ALERT INFORMATION CHECKLIST

Incident:	Date:
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<i>Questions to MCA or notifying organisation:</i>	
What is the nature of the incident?	
What is the pollutant? <ul style="list-style-type: none"> • 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? <ul style="list-style-type: none"> • 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?	
Request copies of chemical / hazard data sheets for pollutant and all other potential pollutants which may be released following incident.	

SECTION 4) EG CHAIR RESPONSE ACTIVATION CHECKLIST

On receipt of confirmed maritime pollution incident where EG advice is required, the Standing EG Chair or the incident EG Chair if & once appointed should take the following actions:

ACTION		Date/time completed
1	Establish & keep log – see <i>LOG (Section 11)</i>	
2	Obtain comprehensive briefing from MCA – see <i>ESSENTIAL ALERT INFORMATION CHECKLIST (Section 3)</i>	
3	Determine scale of incident – does EG need to be convened? YES – go to A NO – No further action required	
A INCIDENT REQUIRES EG TO BE CONVENED		
A1	Establish contact with core EG members <ul style="list-style-type: none"> • Set up initial EG telecon using emergency contact details in section 1 • Telecon details that can be used: Vodafone meet-me tel: Leader pin code: Participant code: • Brief/receive briefing - see <i>ESSENTIAL ALERT INFORMATION CHECKLIST (Section 3)</i> • Agree initial advice to MCA/response units • Agree EG Chair & Deputy Chair & confirm transfer of responsibility • Agree nominations for ELOs • Agree associate EG members to be invited • Agree location of EG • Agree time to convene 	
A2	Alert, brief and mobilise ELOs to following: <ul style="list-style-type: none"> • Salvage Control Unit • Marine Response Centre • Strategic Coordination Group / Tactical Coordinating Group 	

	<ul style="list-style-type: none"> PREMIAM Monitoring Coordination cell (PMMC) (or invite PREMIAM liaison officer to the EG) 	
A3	Provide initial advice to MCA/response units	
A4	Ensure alert of all relevant bodies and individuals are initiated	
A5	Mobilise basic admin support	
A6	Relocate to EG location at agreed time	
A7	Obtain updated briefing from MCA or other key sources of information	
A8	Establish & maintain direct communications with ELOs	
A9	EG Chair to convene meeting of EG – see <i>GENERIC FIRST MEETING AGENDA (Section 10)</i>	
A10	Provide 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 the information and data necessary to inform operational advice is acquired	
A14	Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated	
A15	Ensure further alert and mobilisation of additional staff and resources continue as required	
A16	Ensure nominated & additional deputies/substitutes for EG key & support roles are alerted in good time	
A17	Ensure establishment & mobilisation of necessary health and scientific personnel	
A18	Obtain regular briefings from MCA and ELOs	
A19	Give regular briefings to EG and room-briefs to support staff	
A20	Maintain close liaison with Impact Assessment Coordinator	
A21	Ensure H&S procedures for EG are implemented & managed	
B	STAND DOWN	
B1	Stand the group down when the SCU, SCG, RCG and MRC indicate formally that they have closed at the end of the incident.	
B2	Enter the stand down time and reasons for stand down in the incident log. Inform all interested parties that the EG has stood down. A press release may be considered.	

B3	Collate and preserve all records relating to the incident after the incident.	
B4	Arrange an incident debrief.	

SECTION 5 – POTENTIAL EG MEETING LOCATIONS

Address	Parking?	External wifi/ Internet Access?	Mobile Phone network coverage?
TBC			
TBC			
TBC			
TBC			

SECTION 6 - HUMBER ENVIRONMENT GROUP AIM AND OBJECTIVES

Aim

The Aim of the Humber Environment Group is to provide public health and environmental advice to all cells set up in response to a maritime incident.

Objectives

Provision of health advice

- Provide advice on potential and real impact on public health from oil and chemicals.
- Carry out impact assessments on the human food chain, for example shellfisheries
- Advise on requirements for the monitoring of threat to public health.

Provision of environmental advice

- Assess environmental priorities at risk from pollutant and from clean-up activity.
- Establish EG priorities for resource protection and pollution clean-up.
- Prepare an incident-specific EG view on at-sea and on-shore dispersant and chemical treatment product use.
- Provide advice and guidance on preferred options and health and environmental implications of proposed salvage, clean-up response and waste disposal strategies to achieve a net environmental benefit.
- Ensure thorough and timely documentation of advice provided to the response units.
- To provide environmental fate and toxicological modelling information where possible
- Monitor on-shore clean up operations, particularly in sensitive areas to ensure that clean-up operations match the strategy agreed for the shoreline response.
- Advice on sensitive species and habitats and the vulnerability of “at risk” receptors.
- Provision of baseline data on the species and ecological characteristics of the various habitats around the Humber/Lincolnshire coastline.
- An assessment on the potential impact on statutory environmental standards, such as those included in the Habitats and Bathing Water Directives
- Collate baseline monitoring data on wildlife, fisheries and sensitive sites/habitats threatened by the pollution incident and/or response measures
- Advise and contribute to the PREMIAM Cell if set up.

Health and safety

- Ensure the full implementation of health and safety measures for personnel working in the field on behalf of the EG [for example, through risk assessments, COSHH, Personal Protective Equipment, and health tracking].

SECTION 7 - HUMBER ENVIRONMENT GROUP AND INCIDENT RESPONSE STRUCTURE

7.1 Response Structures

Figure 1 Environment Group structure

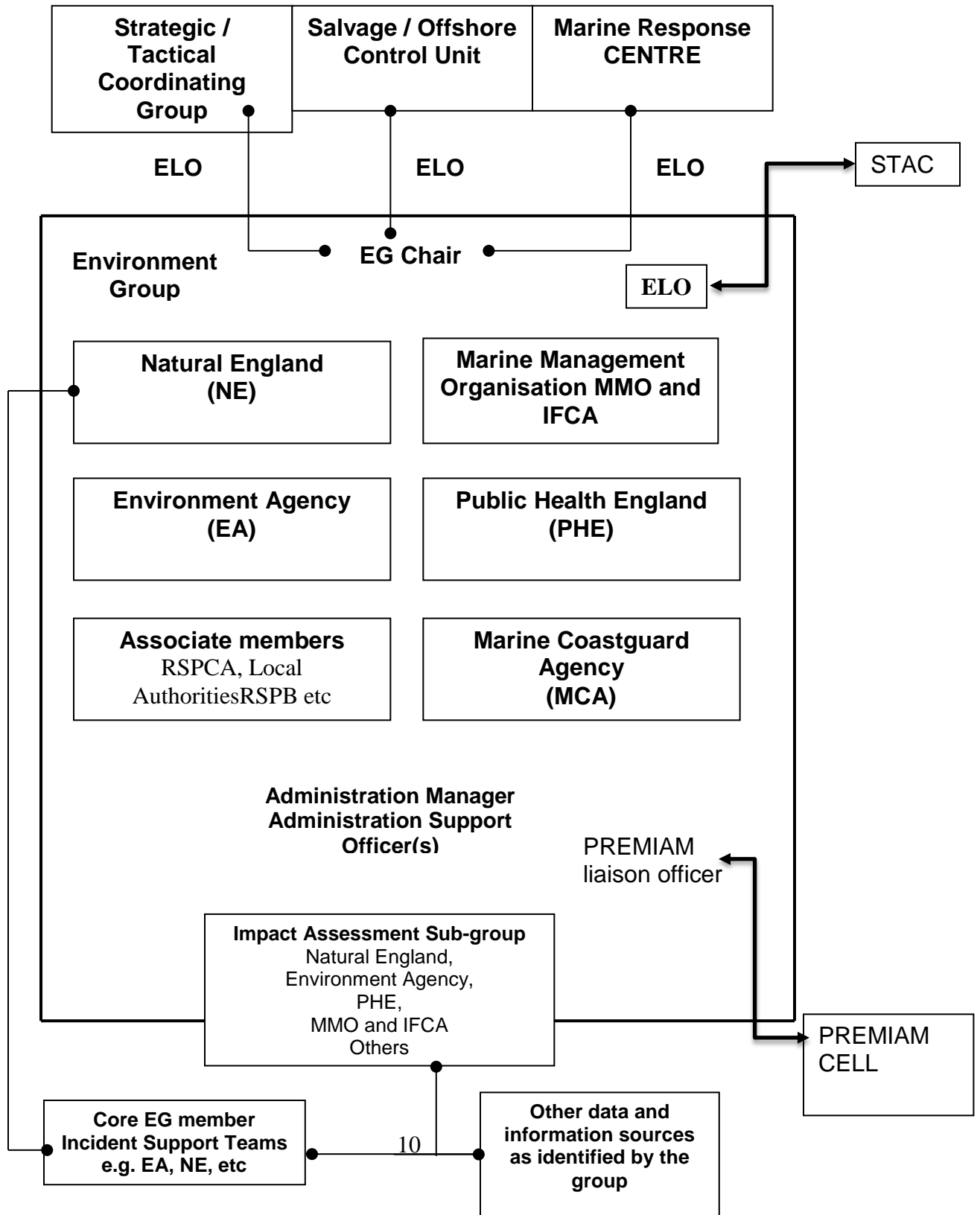


Figure 2 shows the typical emergency response structure that will be put into place following a maritime oil / chemical spill and the key liaison points for the Environment Group. These arrangements are explained in more detail in the [NCP](#), the Humber Local Resilience Forum Emergency Procedures Manual and the MCA’s Scientific Technical and Operational Advice Note – [STOp No 1/14](#).

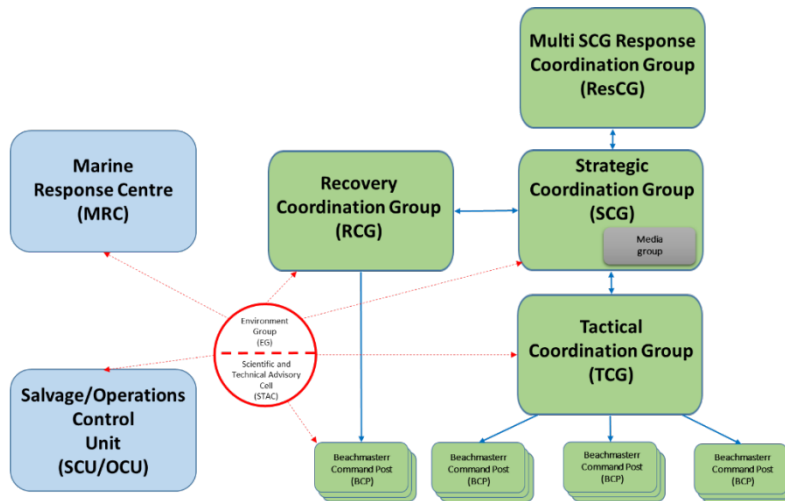


Figure 2 Oil Spill Response Structure during the emergency phase of the incident

When there is no further risk to life, the response structure will handover to a Recovery Co-ordinating Group which will oversee clean up operations. This is outlined in Figure 3.

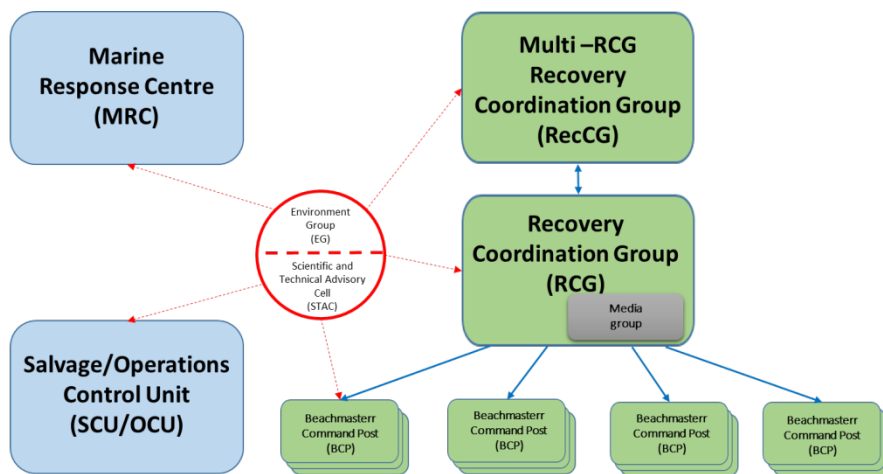


Figure 3 Oil Spill Response Structure during the Recovery phase of the incident

7.2 The role of the Scientific and Technical Advice Cell (STAC)

Where the incident poses a significant threat to health or the environment on land, the SCG may establish a Science and Technical Advice Cell (STAC). The role of the STAC is to provide timely and coordinated advice on scientific and technical issues, for example regarding the public health or environmental implications of an incident.

The role of the STAC is to provide a common source of scientific and technical advice to the SCG, coordinate activity within the scientific and technical community, and share information and agree on courses of action. In addition, it liaises between agencies represented in the cell and their national advisors to ensure consistent advice is presented locally and nationally. Its role is similar to the EG in that it provides guidance and advice to the SCG and TCG. **Note!** Where both the EG and STAC are established for an incident, they will liaise closely and may on occasions merge fully.

7.3 Internal Communications

The EG Chair will appoint an Administrative Support Officer whose role will be to maintain a log of all communications. Establishing a log of events must be one of the first priorities of the group (**Section 11**).

The Environment Liaison Officers (ELOs) appointed by the EG Chair will identify themselves to the various response cells and establish communications with EG.

All direct communication with the media must be co-ordinated through the SCG structure or via the MCA structure for SOSREP, SCU or MRC.

Each member organisation should establish communication with their respective organisations command centres. Direction of field staff involved in reconnaissance and monitoring will be made through the respective agency's command structures.

Communications with Clean-up teams **must not be** made directly by the EG. These teams are co-ordinated through the SCG

The representative of each of the member agencies to the EG must have sufficient breadth and depth of knowledge of their respective organisations roles and responsibilities to enable the EG to fulfil its remit.

SECTION 8 - DATA REQUIREMENTS

Any incident that results in pollutant or chemical pollution at sea will generate an immediate requirement for a range of reliable data collected before, during and after the incident.

Data will be required by the Environment Group to:

- enable risk assessment of implications for human health and environmental damage likely to result from pollution and / or response and clean-up operations, to be carried out to inform advice on response strategies
- enable the best possible advice to be provided to the response units, and hence obtain maximum environmental benefit from the response operations
- enable individual statutory agencies within the EG to fulfil their obligations in relation to the incident
- provide accurate, real-time information on any public health and environmental impacts of an incident to politicians, the media and the general public
- enable any short, medium and long-term impacts of a pollution incident to be described, quantified and evaluated

Data requirements are likely to fall into the following broad categories:

- pre-incident baseline data
- data required for operational purposes (including: fate and behaviour of pollutant, risk assessment, provision of environmental advice, monitoring progress of the incident and of response / clean-up operations)
- data on the effects of the incident. Although primarily required for impact assessment in the short, medium and long-term (human health and natural environment), the data also provides vital feedback to operational advice

Table one overleaf identifies the holders of the key sources of data likely to be required during the incident response.

Table 1

Data Type	Held By:
Human health - Population distribution and potential exposure to pollutant (including aerosols)	
Human health - epidemiology	
Physical environment - tides, currents, inshore bathymetry	
Physical environment - geomorphology and topography of shorelines, coastal hinterland and nearshore seabed.	
Conservation designations - international and national nature conservation designations (including: SAC, SPA, Ramsar, Biosphere reserve, MNR, NNR, SSSI, ASSI, GCR etc)	
National Parks, Regional Parks	
Conservation designations - Scheduled Ancient Monuments	
Conservation designations - local conservation and other designations (AONB, RIGs, LNR, Heritage Coast,)	
Conservation designations - other sites of nature conservation or cultural importance / sensitivity	
Geological features - Geological Conservation Review (GCR) sites boundaries, priority areas and any associated images and data.	
Geological features - Regionally Important Geological Sites (RIGS) – boundaries, priority areas and any associated images and data.	
Geological features Contact data for involving appropriate geological expertise	
Geological features - All available shore profile data	
Biological information: marine mammals (cetaceans, seals) & otters	
Biological information: birds (seabirds, seaduck, wetland birds {wildfowl and waders})	
Biological information: herptiles (marine turtles)	
Biological information: fish	
Biological information: shellfish and other	

Data Type	Held By:
marine invertebrates	
Biological information: flora (eelgrass, algae, saltmarsh plants)	
Biological information: potentially vulnerable terrestrial flora (including lichens) and fauna	
Foodchain: livestock distribution & potential exposure to pollutant (including aerosols)	
Foodchain: fisheries	
Habitats - Distribution of major intertidal and nearshore subtidal rock & sediment habitats (N.B.: inaccessible shores as well as beaches).	
Habitats -Distribution of major coastal and terrestrial habitats on backshore and in coastal hinterland (e.g. dunes, saltmarsh, cliffs)	
Archaeology - Coastal, intertidal and subtidal structures of national and local archaeological and historical importance (e.g. wrecks, sunken forests, harbour / quay walls, lime kilns, iron age forts, burial chambers)	
Cultural features - Historic landscapes, listed buildings	
Pollutant benchmarks - Background data on contaminant levels and variation in sediment, water, air, soil, biota (fish, shellfish, avian, mammal, terrestrial vegetation)	
generic technical information - potential effects of different pollutants	
generic technical information - response techniques and their physical and chemical effects	
oil and chemical hazard data sheets	
generic technical information - sensitivity of environmental features	
generic technical information - response contingency planning - - access, booming, temporary waste holding etc	
generic technical information - legal information (e.g. FEPA, fisheries closure orders, consultation requirements for dispersant use within marine SACs, MNRs)	
Prevailing physical conditions - weather and	

Data Type	Held By:
sea conditions	
Prevailing physical conditions - specific tidal flow information	

Managing Data – Resilience Direct

The EG will use the Humber Environment Group page on Resilience Direct (<https://www.resilience.gov.uk/RDService/Login.aspx>) as a single secure store of information for the response. The mapping function on Resilience Direct plus other GIS data sources such as MAGIC will be used to provide information to other incident response cells, e.g. to show areas of high sensitivity and locations of existing environmental monitoring points and public health receptors.

PREMIAM

Where a Premium Monitoring Coordination Cell (PMCC) is activated, the EG Chair will be responsible for nominating a Premium liaison officer from the EG. Early communication between the PMCC and EG is required as the PMCC’s monitoring programme will be informed by the datasets and expert environmental advice from the EG. The advice provided by the EG to other cells may similarly depend on the results of the PMCC’s monitoring programme.

SECTION 7 - WILDLIFE WELFARE

Management of Wildlife Welfare

In the event that wildlife is affected by a pollution incident there will be public expectation and demand for action to take contaminated animals into captivity for cleaning and rehabilitation. It is imperative that actions taken in pursuit of wildlife welfare be:

- compatible with wider environmental safeguard requirements;
- minimise any risk of increasing impacts on uncontaminated or low risk wildlife;
- compatible with wildlife conservation.

The lead agencies for wildlife welfare action and management will be the RSPCA, RSPB, Yorkshire Wildlife Trust and Lincolnshire Wildlife Trust.

These agencies will not be acting under the direction of the Environment Group when providing wildlife welfare, because the Environment Group is an advisory group. However, the Environment Group will support and advise where appropriate, including ensuring a lead co-ordinating agency has been identified. The agencies will report progress and issues through the Environment Group into the wider response and

recovery structure. The Environment Group will direct the welfare efforts of other third-parties towards these agencies to ensure the maximum benefit for wildlife conservation.

Marking and Release of Rehabilitated Wildlife

The lead agencies for wildlife welfare will ensure the following approaches are adhered to:

Birds

- It is vital that numbers of all birds taken in by rehabilitation centres are recorded and their fate logged through the initial holding and eventual cleaning and release process.
- It is vital that rehabilitated and released birds are ringed (with detailed records kept of their condition and ringing information) so that if they are subsequently found, they will not be attributed to a new pollution incident. This is also essential for increasing our understanding of the effectiveness of the rehabilitation process and the success of different methods of rehabilitation.
- A protocol should be agreed between the RSPCA and EG (or statutory nature conservation agency if no EG is established) over the release of cleaned birds to be rehabilitated. Release locations should be in areas where the risk is minimal, and where there are suitable food supplies nearby.

Marine mammals

- Agreed criteria and protocols for tagging / marking and release of rehabilitated marine mammals must be followed.
- Animals must be released in the areas from which they were taken if possible, or elsewhere by agreement with the and EG (or statutory nature conservation agency if no EG is established) with advice from the Sea Mammal Research Unit.

SECTION 9 - RECORD KEEPING

Introduction

It is essential that during any counter pollution operation all those involved keep records of what was done, when and why, to provide an audit trail. There will inevitably be pressure, frequently severe, to deal with new issues and problems and to relegate record keeping to a lesser priority. However, the importance of contemporary records cannot be over-emphasised. It is simply not realistic to rely on memory to reconstruct events in a fast moving and possibly lengthy incident. Responders must therefore arrange to keep adequate contemporary records which can be used to re-construct the incident at a later date when it may be necessary to fully justify advice provided by the EG or to recover costs.

Records

The precise form of records will vary according to circumstances. There are two principal points to keep in mind:

- records may have to serve a variety of purposes and are the source material from which much information will be drawn
- since responders cannot predict every purpose that records will serve in advance, record keeping should err on the side of too much rather than too little detail.

As a minimum, records should clearly show the information received, orders given, and any action taken as well as date and time details.

- An EG should keep records of the following during the course of a maritime pollution incident:
 - incoming and outgoing telephone calls
 - faxes received and sent
 - email messages received and sent
 - text messages received and sent
 - radio messages received and sent
 - telex messages received and sent
 - Dictaphone tapes
 - photographs/ video taken or received
 - copies of all HMCG pollution reports received
 - minutes of meetings of the EG and its component sub-groups
 - records of decisions taken by the EG
 - records of advice provided to response units and action taken in response to the advice provided
 - records of all costs incurred by the Group
 - copies of all relevant press releases

- media reports (including video-recordings of TV news coverage)

Incident Log

The EG should maintain an incident log which should include timely reports on the condition of the casualty, nature of pollution and rate of discharge, location and behaviour of pollutant, action by response units etc, since this information will be a major factor in determining the advice provided to response cells and in impact assessment planning. Charts should be maintained to record the extent of pollution and any response activity and copies should be taken at regular intervals to ensure there is a visual record of how the incident progressed.

Recording decisions taken by the group

The EG should maintain a record of decisions made by the Group including:
the views of individual Group members
resolution of conflicting views
accurate minutes of all EG meetings
options/strategies considered

Environmental advice provided to response units

The development and agreement of the EG views should be concisely and accurately recorded in writing. Records of how EG advice was received and acted upon by response units must be maintained.

In the case of a request for dispersant use, DEFRA will provide a written reply to the response unit, copied to the EG, either authorising or declining the request to use dispersants. Written approval may include conditions associated with that approval, and where the request has been declined, the reasons why it is considered that dispersants should not be used.

ELO's should keep specific records of:

- advice provided to response units and how that advice was received and acted upon,
- requests for information made by response units, how the information was provided and when
- requests for information made to the core EG on behalf of response units.

Financial Records

Although the EG will not itself incur expenditure, its membership will do so and any collaborative EG activities likely to incur expense must be recorded. Records will be used to corroborate claims for reasonable expenditure.

Detailed financial records must be kept of:

- manpower (staff grades, rates of pay, time worked, location, work activity)
- resource costs (equipment, charge out rates, IT costs, communications)
- expenses incurred by EG members
- externally placed contract costs (specialist surveys, secretariat)

For the purpose of:

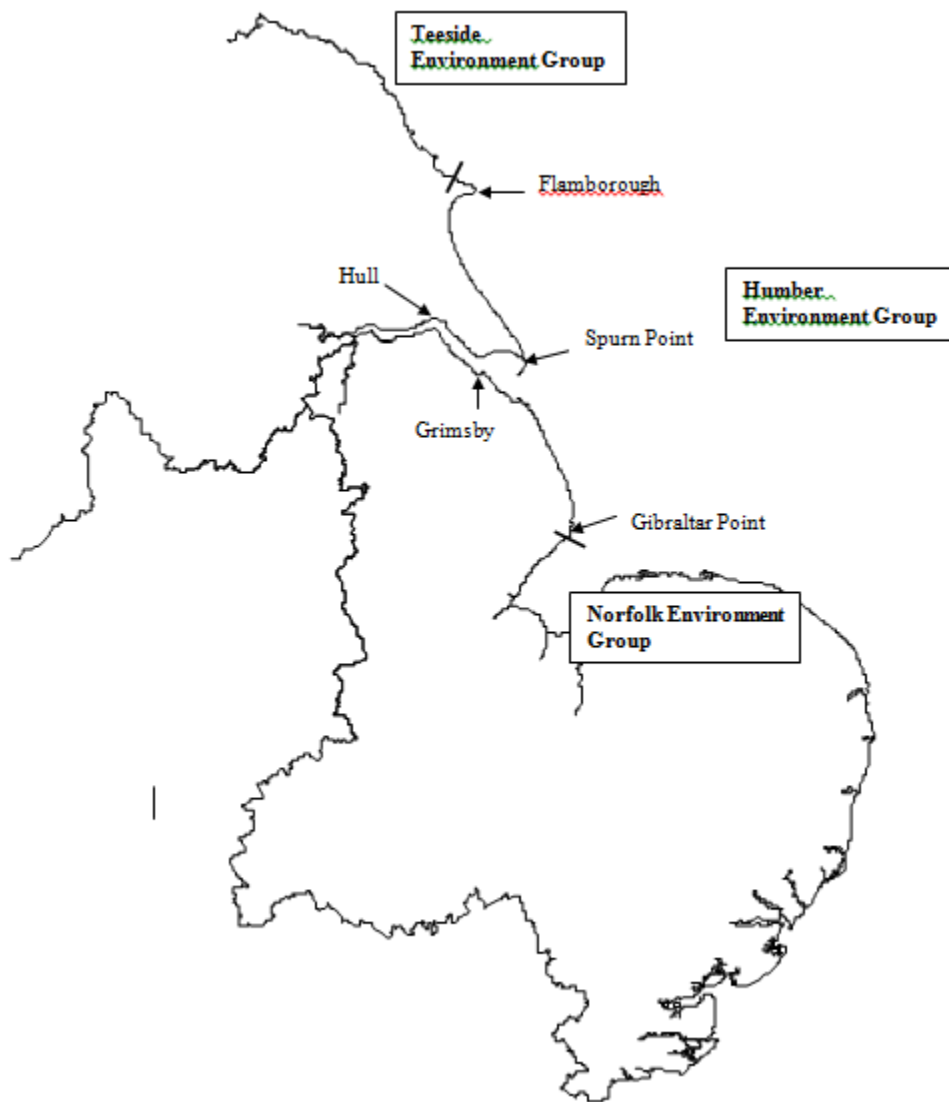
- cost recovery
- financial audit trail
- support of archive records
- official reports on spending by the public and private sector.

Comprehensive documentation and record keeping will assist the prompt preparation and payment of claims for compensation for expenditure incurred by EG members. As with any operation involving the expenditure of large sums of money, the usual rules of propriety, accountability and the need for an audit trail apply.

SECTION 10 - HUMBER SEG OPERATIONAL AREA

1. SEG OPERATIONAL AREA

- 1.1. The Operational Area of the Guidance is the estuarine, coastal and marine environment of the Humber area and part of Lincolnshire, from Flamborough to Gibraltar Point, from the coastline to 12 nautical miles out at sea. Where an incident crosses EG boundaries agreement will be required between EG chairs over which group has primacy or whether to combine as a single group.



SECTION 11 - GENERIC AGENDA FOR FIRST EG MEETING

1. Introductions
 - 1.1. Personnel
 - 1.2. EG accommodation – fire precautions, H&S issues
2. Incident briefing – *use ESSENTIAL INFORMATION CHECKLIST*
3. Agree Aim and Objectives
4. Key roles
 - 4.1. Allocation of key roles & confirmation of role holders
 - 4.2. Briefing to EG on identities and locations of ELOs
5. Identification & analysis of immediate risks and threats
 - 5.1. Identification of public health risks
 - 5.2. Identification of immediate environmental risks
 - 5.3. Identification of immediate information requirements
 - Fate & behaviour of pollutant
 - Immediate operational advice requirements
 - Immediate impact assessment requirements
 - 5.4. Identification of health and environmental priorities and initial advice to response units
 - 5.5. Identification of immediate tasks & allocation of tasks
 - 5.6. Identification of further personnel and resources required
6. Action Required to meet Aim and Objectives
7. Establish timetable for EG briefings/meetings and standing agenda items
8. Establish communications protocol
9. Establish working procedure

SECTION 12 - WIDER EG ROLES AND RESPONSIBILITIES:

EG ROLES AND RESPONSIBILITIES:

Environment Liaison Officer (ELO) – Marine Response Centre (MRC)
Role: <ul style="list-style-type: none">• The primary role of the MRC ELO and deputies will be to provide the EG's contribution to response operations initiated and co-ordinated by the MRC 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..
Actions of the Environment Liaison Officer (ELO) – Marine Response Centre (MRC) <ul style="list-style-type: none">• 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 <u>vice-versa</u>) ensuring the feedback of all relevant information from the MRC to the EG on the fate and behaviour of <u>pollutants</u> at sea, and counter pollution measures being considered or implemented by the MRC, and their implications for health and environmental priorities and sensitivities;• keep themselves apprised of the predicted and actual fate and behaviour of pollutant(s) at all times;• provision of integrated advice on the <u>optimum</u> 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• 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)• maintenance of full awareness, and rapid assessment of, risks to public health and environmental resources and sensitivities• record keeping: ensuring that records of the following are maintained:<ul style="list-style-type: none">• 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
- Provide detailed handover to oncoming ELO

After the Incident

- Contribute to the post incident debriefing
- Contribute to the EG component of the report

EG ROLES AND RESPONSIBILITIES:

Environment Liaison Officer (ELO) – Salvage Control Unit (SCU)
Role: The primary role of the SCU ELO will be to provide the EG's contribution to response operations initiated and co-ordinated by the SCU.
Actions of the Environment Liaison Officer (ELO) – Salvage Control Unit (SCU)
<ul style="list-style-type: none">• the provision of focused, 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 <u>vice-versa</u>);• 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 and the EG is rapidly put into place, clearly understood and adhered to• maintain 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 and environmental resources and sensitivities• provision of focussed, integrated advice on the <u>optimum</u> 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:<ul style="list-style-type: none">○ the incident and any response initiated and co-ordinated 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.• Provide detailed handover to oncoming ELO

After the Incident

- Contribute to the post incident debriefing
- Contribute to the EG component of the report

EG ROLES AND RESPONSIBILITIES:

Environment Liaison Officer (ELO) – Strategic & Tactical Coordination Groups (SCG & TCG) (The SCG / TCG will become a Recovery Coordinating Group when the risks to life caused by the spill has passed. The liaison role will continue to operate as outlined below.)

Role:

The primary role of the SCG & TCG ELOs will be to provide the EG's contribution to shoreline response operations initiated and co-ordinated by the SCG or TCG

Actions of the Environment Liaison Officer (ELO) – Strategic & Tactical Coordination Groups (SCG & TCG)

- 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 SCG & TCG (and vice-versa);
- ensuring the feed-back of all relevant information from the SCG or TCG to the EG, on the fate and behaviour of pollutant(s), SCG or TCG 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 for assistance made by the EG for assistance from the SCG or TCG 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) and the EG is rapidly put into place, clearly understood and adhered to
- 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: where, how much, what is it doing, what is it threatening, what has it impacted?
 - 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 within the SCG or TCG for shoreline response;

attendance of meetings and provision of regular briefings and up-dates to the Chair/Deputy Chair 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 SCG or TCG 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 SCG or TCG (the Chair/Deputy Chair of EG to be notified of the SCG or TCGs request first, and arrangements for attendance will be made by the Chair/Deputy Chair);
- ensuring that the SCG or TCG has copies of any generic EG advice on specific clean-up techniques
- Provide detailed handover to oncoming ELO

After the Incident

- Contribute to the post incident debriefing
- Contribute to the EG component of the report

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.

EG ROLES AND RESPONSIBILITIES:

Administration Manager
Role: 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.
Actions of Administration Manager)
<ul style="list-style-type: none">• 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 telecoms 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. telecoms) 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).• Ensure all EG representatives are keeping appropriate records and logs by EG including<ul style="list-style-type: none">○ SCG Technical Team and Strategy Sub-group meetings and the input made by the ELO;○ SCG meetings;○ communications between the ELO and the core EG;○ requests to/from the EG and to/from the SCG, and how/when actioned;○ advice provided by the ELO to the SCG and how that advice is used by the SCG;○ verbal reports from and debriefings of SCG controlled Shoreline Clean-up Assessment Teams (SCATs); copies of SCAT report forms tabled in the SCG;○ data and information (in written, video or photographic form) on shoreline pollution and response that are collected by, or on behalf of, the SCG (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 SCG; status/progress reports on clean-up operations initiated on individual shorelines (including waste management);○ copies of any policy statements made by the SCG; protocols developed by the SCG (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 SCG (e.g. by Beach Masters; SCATs);
- copies of work programmes developed by the SCG, 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.

After the Incident

- Contribute to the post incident debriefing
- Contribute to the EG component of the report

EG ROLES AND RESPONSIBILITIES:

Environmental Assessment Coordinator

Role:

The primary role of the Environmental Impact Assessment Co-ordinator is chair an Environmental Impact Assessment (EIA) sub-group which would likely to comprise technical specialists from the following organisations:MMO / IFCA / EA / Natural England

to ensure that the broad aims and objectives of impact assessment following a marine pollution incident are met in full both during response to an incident where an EG is activated and its aftermath. Be able to describe and quantify the extent to which the environment was affected by it. In the event of a marine pollution incident requiring the convening of the EG, it is likely that an Environmental Impact Assessment sub-group will be formed, the main tasks of which will be to initiate, coordinate and report on any impact assessment that is deemed to be appropriate and necessary.

Actions of the Environmental Coordinator

- liaison with statutory agencies and the Welsh Assembly 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 objects of impact assessment and or priorities for EIA within the EG and between the statutory agencies, WAG 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 government;
- assisting (where appropriate) statutory agencies to prepare and manage any contracts let;
- liaising with 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 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.
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After the Incident

- Contribute to the post incident debriefing
- Contribute to the EG component of the report

EG ROLES AND RESPONSIBILITIES:

Information Manager
Role: <p>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</p> <p>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</p>
Actions of Administration Manager)
<ul style="list-style-type: none">• collation and archiving of all incoming information in the appropriate format;• maintenance of maps, charts and stateboards 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.•
After the Incident
<ul style="list-style-type: none">• Contribute to the post incident debriefing• Contribute to the EG component of the report

SECTION 13 - EG INCIDENT LOG

INCIDENT:		DATE:				Page:	
			dd	mm	yy		

Serial	Time	<i>Information</i>	Initials	<i>Action taken</i>	Initials	Time
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SECTION 14 - Environment Group advice note template

HUMBER ENVIRONMENT GROUP - Environment Group Advice Note	
Advice Note Ref No.	
Date (yyyymmdd)	Time (hh:mm)
Incident Name	
EG preferred response options:	
Sensitivity Summary:	
EG Comments (for use when commenting on response plans i.e. Salvage)	
Sensitivity summary supporting information	

SECTION 15 – HUMBER ENVIRONMENT GROUP BEACH CELLS

<u>Cell Number</u>	<u>Cell Start Point</u>	<u>Cell End Point</u>
0	Speeton (ERYC boundary)	Flamborough Head
1	Flamborough Head	Danes Dyke Farm
2	Danes Dyke Farm	Danes Dyke Farm
3	Danes Dyke Farm	Sewerby
4	Sewerby	Bridlington Harbour
5	Bridlington Harbour	Ulrome Sands
6	Ulrome Sands	Skipsea Sands
7	Skipsea Sands	Double Gates
8	Double Gates	Mappleton Sands
9	Mappleton Sands	Cowden Sands
10	Cowden Sands	Grimston
11	Grimston	Withernsea
12	Withernsea	Old Hive
13	Old Hive	Easington
14	Easington	Kilnsea Caravan Park
15	Kilnsea Caravan Park	East of Spurn Head Lighthouse
16	East of Spurn Head Lighthouse	Greedy Gut
17	Greedy Gut	Skeffling
18	Skeffling	Partington Channel
19	Partington Channel	Hawkins Point
20	Hawkins Point	Stone Creek
21	Stone Creek	Paull Holme Sands
22	Paull Holme Sands	Paull
23	Paull	King George Dock
24	King George Dock	Holderness Drain
25	Holderness Drain	Victoria Pier
26	Victoria Pier	St Andrews Quay
27	St Andrews Quay	Humber Bridge
28	Humber Bridge	East Clough
29	East Clough	Brough
30	Brough	Broomfield Island
31	Broomfield Island	Faxfleet Grange
32	Faxfleet Grange	Blacktoft
33	Blacktoft	Blacktoft
34	Blacktoft	Opposite Whitgift
35	Opposite Whitgift	Opposite Swinefleet
36	Opposite Swinefleet	Opposite Swinefleet
37	Opposite Swinefleet	Goole Bridge
38	Goole Bridge	Goole
39	Goole	Goole Docks
40	Goole Docks	Swinefleet

41	Swinefleet	Reedness
42	Reedness	Blacktoft Sands
43	Blacktoft Sands	Blacktoft Sands
44	Blacktoft Sands	Island Farm
45	Island Farm	Waterton Hall
46	Waterton Hall	Arncotts
47	Arncotts	Keadby
48	Keadby	Owston Ferry
49	Owston Ferry	Gainsborough
50	Gainsborough	East Ferry
51	East Ferry	Grove Wharf
52	Grove Wharf	Flixborough Ind. Estate
53	Flixborough Ind. Estate	Flixborough Ind. Estate
54	Flixborough Ind. Estate	The Cliff
55	The Cliff	Devils Causeway
56	Devils Causeway	Winteringham Haven
57	Winteringham Haven	Roman Settlement (Winteringham)
58	Roman Settlement (Winteringham)	Ferriby Sluice
59	Ferriby Sluice	Chowder Ness
60	Chowder Ness	New Holland Pier
61	New Holland Pier	Goxhill Haven
62	Goxhill Haven	Goxhill Haven
63	Goxhill Haven	Skitter Ness
64	Skitter Ness	East Halton Skitter
65	East Halton Skitter	North Killingholme Haven
66	North Killingholme Haven	South Killingholme Haven
67	South Killingholme Haven	Immingham Dock
68	Immingham Dock	Immingham Dock
69	Immingham Dock	Immingham Ind. Works
70	Immingham Ind. Works	Immingham Ind. Works
71	Immingham Ind. Works	Pyewipe Works
72	Pyewipe Works	Grimsby
73	Grimsby	Cleethorpes
74	Cleethorpes	Tetney Haven
75	Tetney Haven	Donna Nook
76	Donna Nook	Saltfleet
77	Saltfleet	Theddlethorpe St Helen
78	Theddlethorpe St Helen	Mablethorpe
79	Mablethorpe	Sutton on Sea
80	Sutton on Sea	Anderby Creek
81	Anderby Creek	Chapel St Leonards
82	Chapel St Leonards	Ingoldmells
83	Ingoldmells	Gibraltar Point

Map of Beach Cells



SECTION 16 - ABBREVIATIONS LIST

ACOPS	Advisory Committee on Pollution of the Sea
AONB	Area of Outstanding Natural Beauty
ASSI	Area of Special Scientific Interest (Northern Ireland)
BOD	Biological Oxygen Demand
BTO	British Trust for Ornithology
CaMRA	Coastal and Marine Resource Atlas
CAST	Coastguard Agreement on Salvage and Towage
CCA	Civil Contingencies Act
CCDC	Consultant in Communicable Disease Control (PHE)
CCG	Clinical Commissioning Group (Health)
CCW	Countryside Council for Wales
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CGOC	Coastguard Operations Centre
CHAG	Chemical Hazards Advisory Group
CIRS	Chemical Incident Response Service
COSHH	Control of substances hazardous to health
CPSO	Counter Pollution & Salvage Officer (MCA)
CRCE	Centre for Radiation, Chemical and Environmental Hazards (PHE)
DARD	Department of Agriculture & Rural Affairs (Northern Ireland)
DECC	Department of Energy and Climate Change
DEFRA	Department of Environment, Fisheries and Rural Affairs
DfT	Department for Transport
DH	Department of Health
DPH	Director of Public Health (Local Authority)
DOE	Department of the Environment (for Northern Ireland)
EA	Environment Agency
EG	Environment Group
EHS	Environment & Heritage Service (Northern Ireland)
EIA	Environmental Impact Assessment
ELO	Environmental Liaison Officer
EMSA	European Maritime Safety Agency
ESGOSS	Ecological Steering Group on the Oil Spill in Shetland
ETV	Emergency Towing Vessel
FC	Fund convention
FEPA	Food and Environment Protection Act 1990
FSA	Food Standards Agency
GCR	Geological Conservation Review
GESAMP	Group of Experts on the Scientific Aspects of Marine Pollution
GIS	Geographical Information System
GNN	Government News Network
GRT	Gross Registered Tonnage
GT	Gross Tonnage
HMCG	Her Majesty's Coastguard
HPS	Health Protection Scotland

HPT	Health Protection Team (PHE)
HSE	Health and Safety Executive
IFCA	Inshore Fisheries Conservation Authority
IFG	Inshore Fisheries Groups (Scotland)
IMDG Code	International Maritime Dangerous Goods Code
IMO	International Maritime Organisation
IOPC Fund	International Oil Pollution Compensation Fund
IP	Institute of Petroleum
ITOPF	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
LNR	Local Nature Reserve
LRF	Local Resilience Forum
LWT	Local Wildlife Trust
MAGIC	Multi-Agency Geographic Information for the Countryside
MAIB	Marine Accident Investigation Branch
MARPOL	International Convention for the prevention of Pollution from Ships
MCA	Maritime and Coastguard Agency
MEIR	Marine Emergencies Information Room
MEPC	Marine Environment Protection Committee
MLMS	Marine Laboratory Marine Scotland
MMO	Marine Management Organisation
MNR	Marine Nature Reserve
MOU	Memorandum of Understanding
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
MS	Marine Scotland
MSA	Marine Safety Agency
MSDS	Material Safety Data Sheet
MSS	Marine Scotland Science
NCEC	National Chemical Emergency Centre
NCP	National Contingency Plan
NE	Natural England
NEBA	Net Environmental Benefit Analysis
NGO	Non-governmental Organisation
NIEA	Northern Ireland Environment Agency
NNR	National Nature Reserve
NPHS	National Public Health Service (Wales)
NRW	Natural Resources Wales
NT	National Trust
NTS	National Trust for Scotland
NWESEG	North West England Standing Environment Group
OCU	Offshore Control Unit
OPA90	US Oil Pollution Act of 1990
OPRC	Oil Pollution Preparedness Response and Co-operation Convention 1990
OSIS	Oil Spill Information System

OSPRAG	The Oil Spill Prevention and Response Advisory Group
P&I	Protection and Indemnity 'Clubs'
PHE	Public Health England
POLREP	Pollution Report (MCA)
RCG	Recovery Coordinating Group (Shore response – long haul)
ResCG	Response Co-ordinating Group (Shore response cross borders)
RIGS	Regionally Important Geological Site
RRF	Regional Resilience Forum
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	Special Area of Conservation (EU Habitats Directive)
SAM	Scheduled Ancient Monument
SAR	Search and Rescue
SBM	Single Buoy Mooring
SCAT	Shoreline Cleanup Assessment Team/Technique
SCG	Strategic Coordinating Group (Shore response – Strategic)
SCU	Salvage Control Unit
SE	Scottish Executive
SEEEC	Sea Empress Environmental Evaluation Committee
SEG	Standing Environment Group
SEPA	Scottish Environmental Protection Agency
SFI	Sea Fisheries Inspectorate
SG	Scottish Government
SITREP	Situation Report
SLAR	Sideways Looking Airborne Radar
SMRU	Sea Mammal Research Unit
SNH	Scottish Natural Heritage
SOLAS	International Convention for the Safety of Life at Sea
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SPA	Special Protection Area (EU Birds Directive)
SRC	Shoreline Response Centre
SSPCA	Scottish Society for the Prevention of Cruelty to Animals
SSSI	Site of Special Scientific Interest
STAC	Scientific and Technical Advice Cell
STOp	Scientific, Technical and Operational Guidance Notes
TCG	Tactical Co-ordinating Group (Shore response – Tactical)
TEZ	Temporary Exclusion Zone
UKOOA	United Kingdom Offshore Operators Association
UKPIA	United Kingdom Petroleum Industry Association
UNCLOS	United Nations Convention on the Law of the Sea
USPCA	Ulster Society for the Prevention of Cruelty to Animals
VTS	Vessel Traffic System
WG	Welsh Government
WWF	World Wide Fund for Nature