

**KENT AND SUSSEX  
ENVIRONMENT GROUP**

**RESPONSE PLAN FOR COASTAL & MARINE  
POLLUTION INCIDENTS**

Final Version 1.0  
Issued September 2015

## **DISTRIBUTION LIST**

This Response plan and amended Response plan will be issued electronically. It will be stored online with the Maritime Management Organisation and on the direct.gov website.

A single copy will be sent to the KSEG representative from each of the organisations listed below. The representative is responsible for distributing further copies within the organisations which they represent, as needed.

- Natural England
- Environment Agency
- Marine Management Organisation
- Public Health England
- Maritime and Coastguard Agency
- Kent County Council
- East Sussex County Council
- West Sussex County Council
- Brighton and Hove City Council

A single copy will also be sent to the organisations chairing the adjacent Environment Groups:

- Thames SEG
- Solent SEG

## **ABBREVIATIONS LIST**

CEFAS	Centre for Environment, Fisheries and Aquaculture Science
EA	Environment Agency
ELO	Environment Liaison Officer
EG	Environment Group
LRF	Local Resilience Forum
MCA	Maritime & Coastguard Agency
MMO	Marine Management Organisation
MRC	Marine Response Centre
NCP	National Contingency Plan for Marine Pollution from Shipping and Offshore Installations
NE	Natural England
NEBA	Net Environmental Benefit Analysis
OCU	Operations Control Unit
PHE	Public Health England
PREMIAM	Pollution Response in Emergencies: Marine Impact Assessment and Monitoring
ResCG	Response Coordinating Group
SCAT	Shoreline Clean-up and Assessment Team
SCG	Strategic Coordinating Group
SCU	Salvage Control Unit
SEG	Standing Environment Group
SOSREP	Secretary of State's Representative
STOp	Scientific, Technical and Operational Advice Note
TCG	Tactical Coordinating Group

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## 1. INTRODUCTION

- 1.1 The Kent and Sussex Environment Group (KSEG) is established in response to coastal and marine pollution incidents, particularly where there may be a threat from oil or other hazardous substances, has a vital role to play in advising on the incident response and minimising environmental harm.
- 1.2 This response plan details the contingency arrangements put in place by the Kent and Sussex Environment Group (KSEG) for the establishment and operation of a KSEG to respond to actual or threatened pollution incidents along the Kent and Sussex coastline.
- 1.3 The role of the KSEG is to develop and maintain a response plan which sets out the measures that will be taken on the Kent and Sussex coast to minimise the impact of a coastal or marine pollution incident on the **public health** and the **natural environment**. This type of incident will fall under the scope of an “emergency” under the Civil Contingencies Act (2004).
- 1.4 The response plan has been prepared by the KSEG to complement the Maritime & Coastguard Agency (MCA) National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).
- 1.5 The response plan has been developed taking into account the possible sources of pollution associated with port operations, shipping and any facility with the potential to cause major pollution.
- 1.6 The remit of the KSEG and this response plan is public health and the natural environment (water quality, wildlife including commercial fish, landscape) including socio-economic factors linked to human health eg through food chains.
- 1.7 The nature of the KSEG response will be directly proportional to the nature of the incident and the threat posed to public health and the natural environment.
- 1.8 The response plan will be reviewed after every occasion it is activated whether for multi-agency maritime exercises or in the light of lessons learnt through incidents, and at least biennially. It will also take account of changes in legislation or national guidance.

## 2. KSEG OPERATIONAL AREA

- 2.1 The Operational Area of the response plan is the estuarine, coastal and marine environment from Foreness Point, Margate to land, east of Selsey Bill in West Sussex (Appendix 1) out to the 12 nautical mile territorial limit.
- 2.2 KSEG will work with the neighbouring SEGs of Thames and Solent when incidents are reported in their Area of operation, and support their deployments. KSEG will prepare to undertake the lead role if a pollution incident moves wholly into the KSEG operational area.
- 2.3 The KSEG will be able to provide advice on the effects of any pollutant on all of the ecosystems and amenities that are found on the Kent and Sussex coast.

### 3. KSEG MEMBERS

3.1 Core members of the KSEG are:

- Natural England
- Environment Agency
- Marine Management Organisation
- Public Health England
- Maritime and Coastguard Agency
- West Sussex County Council
- East Sussex County Council
- Brighton and Hove City Council
- Kent County Council

3.2 The core members of the KSEG recognise that there are other organisations that may or will offer advice and support during the operation of the response plan. These organisations will be contacted through the core membership group and will include organisations such as;

- RSPB
- RSPCA
- Kent and Essex Inshore Fisheries and Conservation Authority (IFCA)
- Sussex Inshore Fisheries and Conservation Authority (IFCA)
- Primary Care Trusts
- Kent Wildlife Trusts
- Sussex Wildlife Trust
- Harbour Authorities
- National Trust
- Private Beach owners

### 4. ACTIVATING A KSEG RESPONSE

4.1 The KSEG will be activated when the MCA initiate the activation of the NCP.

4.2 The organisation chairing the KSEG, usually the Environment Agency or Natural England will, on notification of activation of the NCP or on receipt of the first pollution report (POLREP) from the MCA, hold a conference telephone call with the other KSEG core members to discuss the incident and response, including whether and where a KSEG will be set up (*see KSEG Response Activation Checklist at Appendix 2* ).

4.3 The KSEG will assess the environmental risks and potential impacts arising from an incident, as well as the implications of any marine and shoreline clean up or salvage operations. These will include both natural environment and public health issues that are likely to arise.

4.4 If a KSEG is to be set up then a KSEG Chair and Deputy Chair, usually Environment Agency staff, will be agreed, taking account of the nature of the incident which is likely to

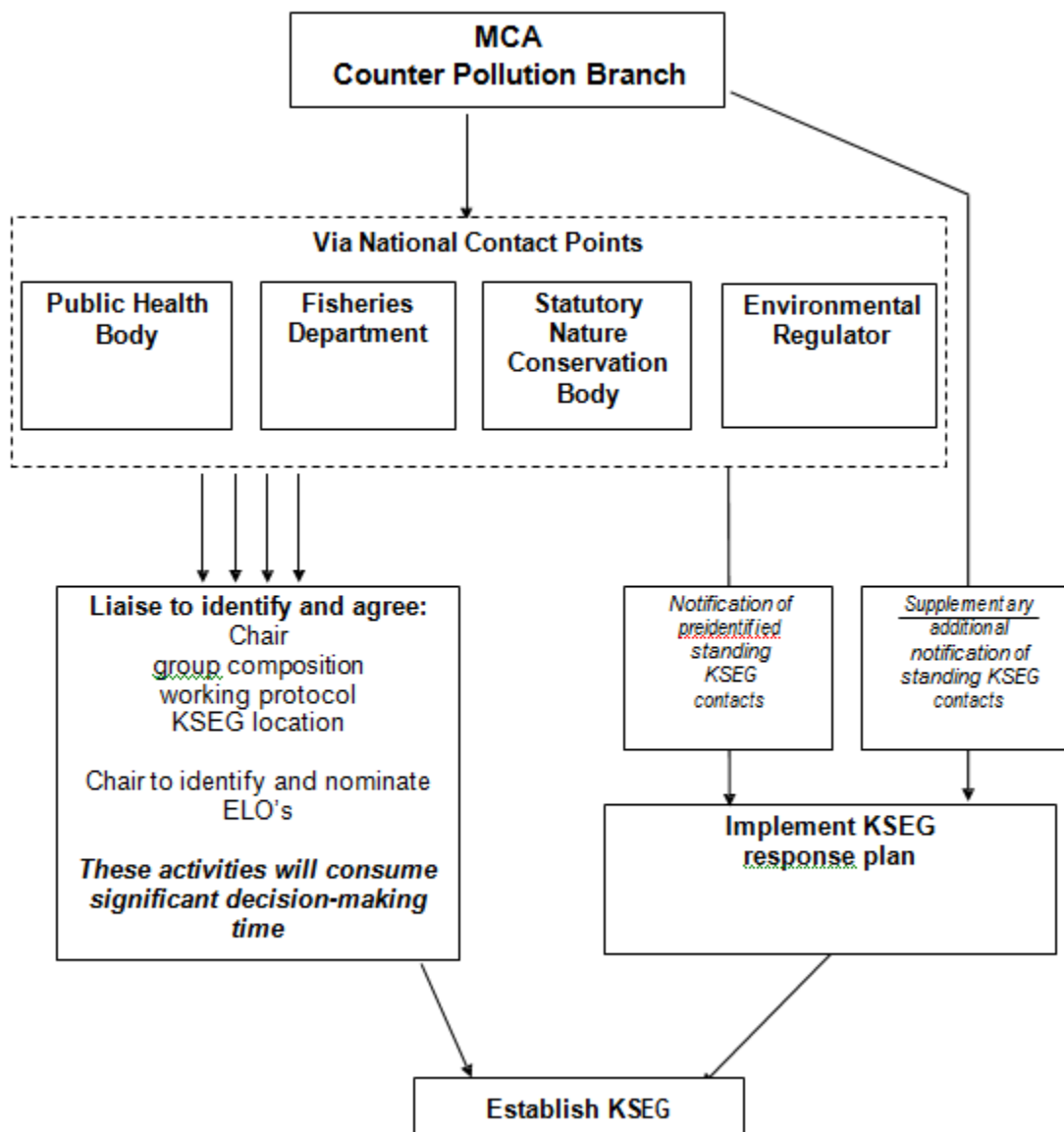
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influence the choice of the Chair. The core KSEG members will be contacted by their 24 hour emergency contact numbers held in the KSEG Contact and Notification List..

- 4.5 Where possible, the KSEG will be located in the same building as the Tactical Coordinating Group (TCG).

Fig.1

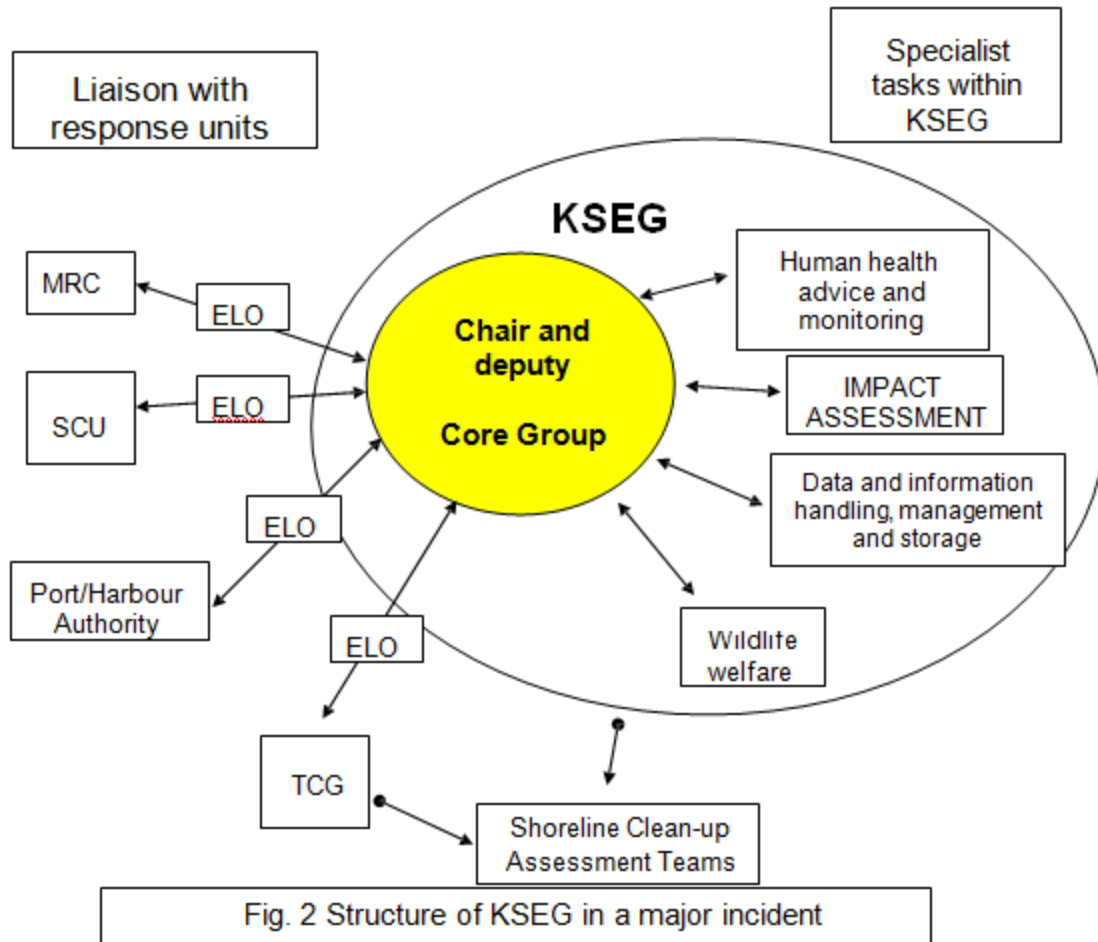
Diagram showing how KSEG is established in an incident



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Fig.2

Diagram showing how KSEG operates in an incident





## **5. PURPOSE, SCOPE AND KEY TASKS OF KSEG**

### **5.1 Purpose of the Kent and Sussex Environment Group**

- 5.1.1 The purpose of the KSEG has evolved since the concept was introduced following the Donaldson recommendations in 1999.
- 5.1.2 To provide public health and environmental advice and guidance to all response units involved in response to an oil and or chemical marine pollution incident and subsequent clean up operations.
- 5.1.3 To advise response units so as to minimise the impact of the incident on the environment in the widest sense, taking account of risks to public health and the natural environment, and potential impacts arising from any response operations, whether salvage or clean up operations, at sea and on the shoreline.
- 5.1.4 To monitor, assess and document the public health and environmental including wildlife) impact of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measures implemented in response to the incident
- 5.1.5 To facilitate welfare, rehabilitation or humane disposal of wildlife casualties by recognised animal welfare organisations.

### **5.2 Scope of the Kent and Sussex Environment Group**

- 5.2.1 The scope of the KSEG functions will be directly proportional to the scale and nature of the incident, its geographical location, extent, severity, pollutant involved, potential hazard to human health and the environmental sensitivities. The scale of incident and response and their constituent phases are likely to evolve over time and the functions of the KSEG will need to be graduated to meet changing requirements, escalating or diminishing in the input to each phase over time.
- 5.2.2 The definition of marine and coastal environment in the KSEG's context includes public health, the natural environment, water quality, wildlife including fish, cultural, landscape, habitats and socio-economic factors linked to human health, e.g. through food chains.
- 5.2.3 The scope of the KSEG functions includes:
  - Provision of public health and environmental advice to all cells set up to respond to a maritime incident, and may include:
    - Secretary of State's Representative (SOSREP) and the Salvage Control Unit (SCU)
    - Marine Response Centre (MRC)
    - Shoreline Response Strategic Coordinating Group – (SCG), Tactical Coordinating Group – (TCG), Recovery Coordinating Group for the long haul (RCG), Response Coordinating Group – for cross border incident coordination, (Res CG).
    - Operations Control Unit (OCU – for offshore incidents)
  - Liaison with and obtaining any relevant information the KSEG requires to fulfil its functions from all response units established to deal with the pollution.
  - Proactive management of information on all health and environmental issues between the units
  - Seeking to minimise the impact of an oil and or chemical pollution incident on human health

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- Seeking to minimise the impact of an oil and or chemical pollution incident on the environment, by determining optimal environmental end points, beyond which the response will not provide environmental benefit, or may actually produce a disbenefit. This process is undertaken through 'Net Environmental Benefit Analysis'.
- The prompt planning, implementation and management of data gathering to enable an integrated evaluation of acute and chronic health and environmental impacts of the pollution incident across the widest appropriate range of issues
- Ensuring that proper consideration is given to all health and safety requirements for personnel working for the KSEG

### **5.3 Key tasks of the Kent and Sussex Environment Group**

**NB:** The following tasks are not in order of priority nor intended to be exhaustive, and not all may be necessary in individual incidents. Tasks and priorities will be incident specific.

#### **5.3.1 Provision of health advice:**

- Provide advice on potential and real impact on public health with respect to oil and chemicals.
- Advise on requirements for the monitoring of threat to public health.

#### **5.3.2 Provision of operational advice:**

- Assess environmental priorities at risk from pollutant and from clean-up activity.
- Establish KSEG priorities for resource and pollution clean-up.
- Prepare and incident specific KSEG view on at-sea and on-shore dispersant and chemical treatment product use.
- Provide advice and guidance on health and environmental sensitivities, and risks, preferred options and health and environmental implications of proposed salvage and clean-up response strategies with respect to achieving a net environmental benefit.
- Ensure that the above advice is timely and accurately reflects the dynamics of health and environmental resources at risk.
- Ensure thorough and timely documentation of all advice provided to the response units. Where a response unit does not follow such advice, the reasons for not doing so should be recorded. Copies of all records of advice provided and feedback from response units should be circulated within the KSEG.
- Facilitate effective communication on health and environmental matters between the response units and the KSEG via appointed Environmental Liaison Officers (ELO).
- Ensure that appropriate coordinated and timely arrangements for incident specific assessment of the effects on public health and environment are initiated and subsequently managed.
- Monitor and keep under review public health and environmental implications of ongoing salvage and at-sea clean up operations.

#### **5.3.3 Contribution to the Shoreline Response:**

- Ensure representation in the lead Shoreline Cell via the appointed ELO

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- Monitor on-shore clean up operations, particularly in sensitive areas to ensure that clean-up operations match the strategy agreed in the Shoreline Response.
- Advise, contribute to and provide members of the TCG controlled multi disciplinary Shoreline Clean-Up Assessment Teams (SCAT), as required.
- Advise and contribute to the PREMIAM Cell if set up.

**5.3.4 Health and Safety**

- Ensure the full implementation of health and safety measures for personnel working in the field on behalf of the KSEG (for example, through risk assessments, COSHH, personal Protective Equipment and health tracking).

**5.3.5 Requirements of KSEG in order to fulfil functions**

- A wide range of expertise in the impact of oil and chemicals on public health, marine and coastal ecology, wildlife, water quality, fisheries and animal welfare.
- Sufficient experienced personnel with appropriate local knowledge to carry out the many and varied key and essential tasks. A major incident will require a significant number of personnel, potentially 24 hours a day, seven days a week.
- Comprehensive information and data: pre-incident health and environmental baseline data and all incident related data.
- A prepared organisational framework.

## **6. KSEG PERSONNEL AND THEIR ROLES**

6.1 Each of the key roles should be filled by the individuals most suited to the job and purpose, independent of their parent organisation or their position within that organisation. They must be able to command respect and authority of personnel within KSEG and the incident response units. Each should have one or more clearly identified deputies.

### **6.2 KSEG Chair**

6.2.1 The role of the Chair is to ensure the KSEG undertakes its functions so as to be able to enable the provision of;

6.2.2 The best possible health and environmental advice to all response units

6.2.3 The management of a prompt and timely evaluation of the pollution incident

6.2.4 Responsibilities

- Management of the group
- Ensuring strategic objectives are met
- Coordination of all group functions and activities
- Development and maintenance of most appropriate group structure
- In the simplest incidents, act as a conduit of advice (usually by telephone) to SOSREP, MCA or any response unit or local authority response coordination centre.

6.2.5 The KSEG Chair must nominate at least one deputy; working 24 hours / day, 7 days / week may be required.

6.2.6 Competencies

- Manager.
- Good judgement.
- Top communication skills and clear ability to mediate in times of debate over contentious issues.
- Able to command respect and authority.
- Ability to exercise delegated authority on behalf of and within KSEG.
- Ability to understand, interpret, and address the full range of health and environmental issues.
- Ability to identify the key issues and the organisations and individual specialists who can provide support and advice to the group.
- Familiarity with relevant public health issues and the environmental features of the affected marine and coastal area.
- Familiarity with the NCP and associated STOp notices
- Some experience in maritime pollution response would be advantageous, through exercising with Ports and Harbours, Local Authorities or oil companies preferably with several of the key members of KSEG.

6.2.7 The chair must be able to take an overview independently of personal professional interest and the working culture of his / her parent organisation. The chair does not need to be a specialist.

### **6.3 Environmental Liaison officers (ELO)**

6.3.1 The role of the ELO's is to provide:

- Public health and environmental advice to the response units

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- The communications link between the KSEG and the response units

6.3.2 The KSEG must have an ELO in each response unit established to deal with a pollution incident. ELO's need to have a comprehensive range of specialised competencies and must be appropriately qualified and trained for the role. It is the responsibility of the KSEG Chair to nominate ELO's for each response unit, taking into account the location, nature and scale of the incident, the views of the KSEG and the expertise each unit is most likely to require. Because of the specialised nature of the ELO role, the Chair's task will be assisted by a pre-incident planned list of suitably qualified and experienced personnel across a range of disciplines.

### 6.3.3 Responsibilities

- Providing timely, prioritised and focussed health and environmental advice to the individual response unit where he / she is based.
- Providing an efficient and effective two-way communications link, with respect to health and environmental issues, between the response unit and the KSEG.
- Assimilating a sound and timely overview of the operational response units health and environmental information requirements
- Ensuring feedback to the KSEG of all relevant information from the response unit on progress of the incident.

6.3.4 Only one ELO should be appointed to each response unit to ensure a clear focus of KSEG representation. However, depending on the scale of the incident, ELO's must have back up in the form of one or more deputies because health and environmental advice to the response units may be required 24hrs / day, 7 days / week. The Shoreline Response ELO will be required to be a member of the SCG/TCG and must have appropriate administrative and technical support and assistance.

6.3.5 It is particularly important the ELO's understand their role and links between the KSEG and the individual incident response units. Communications protocols between ELO's and the KSEG are critical and should be pre-planned for optimum operational effectiveness. ELO's are responsible for the management and passing of information within the KSEG remit only.

### 6.3.6 Competencies

**NB.** Clearly, no one individual is likely to fulfil all the competencies listed below. The competencies listing provides guidance to assist with the identification of the most appropriate individuals for the role, depending upon the nature of the incident.

### 6.3.7 General competencies

- A broad understanding of relevant public health and marine / coastal environmental issues, and comprehensive understanding of relevant local health and environmental resources, issues and priorities for protection.
- General understanding of relevant statutory and regulatory responsibilities of member organisations of core KSEG and ability to evaluate the implications of these in providing advice.
- Ability to balance a wide and potentially conflicting range of issues in presenting KSEG advice succinctly. This is particularly important, because, when there is insufficient time to consult the KSEG as a whole, ELO's may need to provide immediate, on-the-spot advice to the response units.
- Ability to exercise delegated authority on behalf of KSEG.
- Ability to command respect and authority within assigned response unit.

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- Sound judgement.
- Ability to communicate clearly and succinctly.
- Experience in counter pollution response and understanding of Net Environmental Benefit Analysis.

### 6.3.8 *Specialised competencies*

#### SCU /MRC

- Familiarity with and understanding of technical issues relevant to assigned response units; e.g. shipping, salvage, pollutant behaviour, response options including dispersant use, efficacy and limitations.
- Marine ecology and science.

#### SCG / TCG

- Ability to effectively represent the KSEG on the TCG Management and Technical Teams
- Familiarity with and understanding of pollutant behaviour, shore clean-up techniques and their efficacy and limitations, including dispersant use, and waste management and disposal issues.

6.3.9 ELO's must be able to take an overview independently of personal professional interest and the working culture of his / her parent organisation.

## 6.4 Other key roles in KSEG

6.4.1 In addition to the representatives of the core member bodies, depending on the scale, location and complexity of any marine pollution incident and associated response, there may be a need for other key roles within a core KSEG.

These are likely to include, but not be limited to the following:

## 6.5 Environmental Impact Assessment Coordinator

6.5.1 An incident resulting in marine pollution may have an impact on the environment. There will inevitably be both public and political expectations of those involved in the response to an incident and its aftermath to 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 KSEG, 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.

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

- MFA/CEFAS
- EA
- Natural England

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

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6.5.4 In the event of a large-scale incident, the Government may establish a committee, to co-ordinate 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.

6.5.5 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 KSEG 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.

6.5.6 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.

6.5.7 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.

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

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

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- 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 KSEG;
- ensuring consensus and common understanding of the general aims and objects of impact assessment and or priorities for EIA within the KSEG and between the statutory agencies;
- ensuring that appropriate action is taken to meet the data requirements of the EIA sub-group and statutory agencies (eg 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 KSEG, 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 KSEG (eg 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.

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

### 6.5.10 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



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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.

6.5.11 The Impact Assessment Co-ordinator would normally be a marine scientist. They must be fully familiar with the NCP, the KSEG STOp Note and the KSEG plan.

6.5.12 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 eg archaeology, cultural resources; landscape; geological resources;
- impact assessment methodologies and protocols;
- quality assurance protocols;
- wildlife resources at risk (spatial and temporal) and issues eg animal welfare;
- knowledge and understanding of the duties and responsibilities of statutory agencies represented within the KSEG and of the WAG in the context of impact assessment and reporting.

6.5.13 Specialists according to nature of incident, e.g. Public Health advisors, chemists, marine ecologists, ornithologists, water quality, geologists.

### **6.6 Administration Manager**

#### 6.6.1 Role and responsibilities

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

6.6.3 Specific responsibilities of the Administration Manager will include the following:

- organisation and management of clerical/secretarial support for the KSEG;
- implementation of the KSEG's record-keeping, and document management and control protocols;
- organisation of access to photocopying, fax and telecoms facilities for the KSEG;
- procurement of stationary and other supplies required by the KSEG;
- liaison with IT and other providers of specialist equipment or services (eg telecoms) required by the KSEG;
- ensuring that access to the KSEG is controlled (security);

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- ensuring that the welfare needs of the KSEG (eg feeding and watering) are met.
- budget management (where appropriate).

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

6.6.5 Competencies and personal attributes

6.6.6 The Administration Manager's role is essentially to support the KSEG, 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 KSEG 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 its 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.

### **6.7 Information Manager**

6.7.1 Role and responsibilities

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

6.7.2 The data and information requirements of the KSEG and parent organisations include 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;
- data on the initial effects of the pollution incident on public health and environmental resources to enable appropriate impact assessments to be carried out

6.7.3 These data sets will enable the KSEG to formulate the best possible advice, which it will provide to the response units via the ELO, and to enable the KSEG to meet public and political demands for information on the impact of the spill on public health and environmental resources to be met.

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6.7.4 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 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 KSEG;
- collation and dissemination of information on the effects of the incident on public health and environmental resources, within the KSEG;
- archiving of information received by the KSEG
- ensuring that any pre-incident data on the location and seasonality of environmental resources and their sensitivities are available to the KSEG, including the ELOs;
- ensuring that data collected by KSEG during the incident is made available to the parent organisations represented in the KSEG, 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 KSEG, to enable the KSEG 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 KSEG for information, as well as to their parental organisations.

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

6.7.6 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 KSEG.

6.7.7 Competencies and personal attributes

The Information Manager's role is essentially a technical role, to support the KSEG and the parent organisations of those working in the KSEG, 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 KSEG 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 data-base. They will be required to master the management of this spatial database that meets the operational, impact assessment and public relations needs of the KSEG, within a very short timescale. They will also have to be able to respond quickly to data requirements within the KSEG, analyzing and extracting relevant information from the data to aid decision making.

6.7.8 They should have a good knowledge of the main types and sources of biological and population distribution data available of relevance to a marine pollution incident.

## **6.8 Additional Roles**

The core operational KSEG may also require support from:

- Media liaison representative
- Deputies for all key roles, particularly Chair and ELO's.
- Data collectors, loggers and analysts
- Specialist observers to obtain environmental overviews of incident, particularly from any available aerial platforms.
- Specialist 'monitors' at sensitive sites / complex responses. The KSEG needs to provide environmental staff for SCG TCG Shoreline Clean-up Assessment teams.

## **7. COMMUNICATIONS**

- 7.1 The KSEG 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 (Appendix 6).
- 7.2 The Environment Liaison Officers (ELOs) appointed by the KSEG Chair will identify themselves to the SOSREP, SCU, TCG or MRC and establish communications with KSEG.
- 7.3 All direct communication with the media must be co-ordinated through the TCG Management Team via the ELO, or via the MCA structure for SOSREP, SCU or MRC.
- 7.4 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.
- 7.5 Communications with Clean-up teams must not be made directly by the KSEG. These teams are co-ordinated through the Management Team of the TCG.
- 7.6 The representative of each of the member agencies to the KSEG must have sufficient breadth and depth of knowledge of their respective organisations roles and responsibilities to enable the KSEG to fulfil its remit.

## **8. RECORD KEEPING**

- 8.1 Each core agency must record their individual actions in the incident log. An example of a log is provided in Appendix 6.
- 8.2 Records of all communications must be kept. The communications could be in the form of:
  - Minutes of KSEG meetings
  - Fax
  - Telephone conversations
  - E mails
  - Press releases
- 8.3 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.
- 8.4 The record of the following should be kept:

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- Time of notification of the incident by the MCA
  - Time of formation of the KSEG /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
- 8.5 All printed documents such as press releases and SITREPs must be retained and placed on the Incident File.
- 8.6 ELOs should keep a separate running log of their actions.
- 8.7 The incident file will be compiled by the Chair within one month of the closure of the incident.
- 8.8 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.
- 8.9 All documents created within the SCU, TCG 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.

## **9. STAND DOWN PROCEDURES**

- 9.1 It will be the responsibility of the Chair to stand the group down when the SCU, TCG and MRC indicate formally that they have closed at the end of the incident.
- 9.2 The stand down time and reasons for stand down will be entered in the incident log.
- 9.3 The Chair will inform all interested parties that the KSEG has stood down. A press release may be considered.
- 9.4 The Chair will collate and preserve all records relating to the incident after the incident.

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

## **APPENDICES**

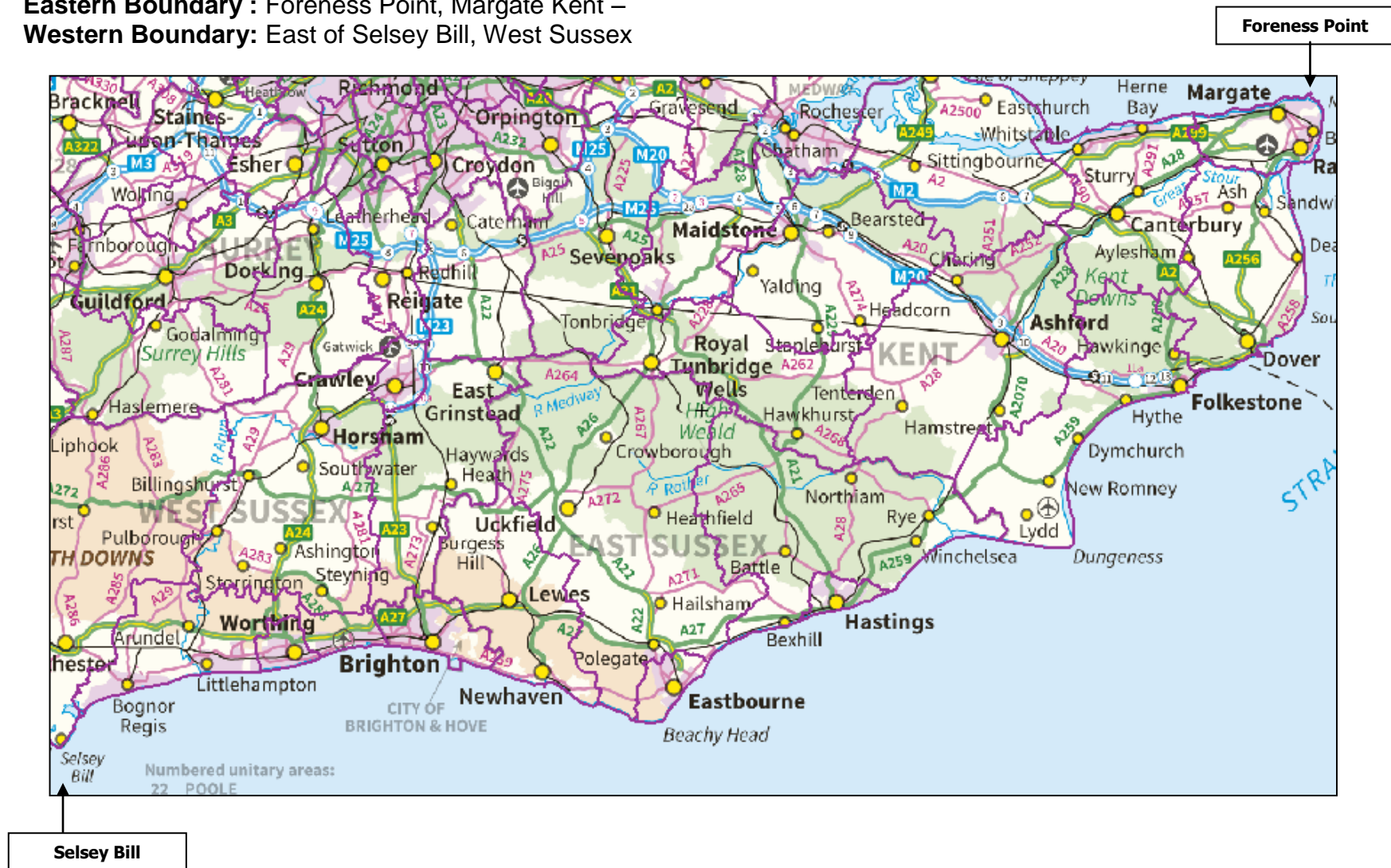
- Appendix 1 EG Operational Area**
- Appendix 2 KSEG Response Activation Checklist**
- Appendix 3 KSEG Essential Alert Information Checklist**
- Appendix 4 Options for KSEG Operating Locations**
- Appendix 5 Generic agenda for first KSEG meeting**
- Appendix 6 KSEG Incident Log sheet**

## APPENDIX 1 KSEG OPERATIONAL AREA

The Operational Area of the KSEG is the estuarine, coastal and marine environment part of Kent and Sussex from:

**Eastern Boundary :** Foreness Point, Margate Kent –

**Western Boundary:** East of Selsey Bill, West Sussex





## APPENDIX 2 KSEG RESPONSE PLAN ACTIVATION CHECKLIST

Incident:	Date:
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***On receipt of confirmed maritime pollution incident where KSEG advice is required, the KSEG Chair should take the following actions:***

ACTION	Date/time completed
<b>1</b> Establish & keep log – <i>see LOG (Appendix 6)</i>	
<b>2</b> Obtain comprehensive briefing from MCA – <i>see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 3)</i>	
<b>3</b> Determine scale of incident – does KSEG need to be convened? <b>YES – go to A</b> <b>NO – go to B</b>	
<b>A INCIDENT REQUIRES KSEG TO BE CONVENED</b>	
<b>A1</b> Establish contact with core KSEG members <ul style="list-style-type: none"> <li>Brief/receive briefing - <i>see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 3)</i></li> <li>Agree initial advice to MCA/response units</li> <li>Agree KSEG Chair &amp; Deputy Chair &amp; confirm transfer of responsibility</li> <li>Agree nominations for ELOs</li> <li>Agree associate KSEG members to be invited</li> <li>Agree location of KSEG</li> <li>Agree time to convene</li> </ul>	
<b>A2</b> Mobilise basic admin support	
<b>A3</b> Alert, brief and mobilise ELOs to following: <ul style="list-style-type: none"> <li>Salvage Control Unit</li> <li>Marine Response Centre</li> <li>Tactical Coordinating Group</li> </ul>	
<b>A4</b> Provide initial advice to MCA/response units	
<b>A5</b> Ensure alert of all relevant bodies and individuals is initiated – <i>see KSEG Contact and Notification List document</i>	
<b>A6</b> Relocate to KSEG location at agreed time	
<b>A7</b> Obtain updated briefing from MCA or other key sources of information	
<b>A8</b> Establish & maintain direct communications with ELOs	
<b>A9</b> KSEG Chair to convene meeting of KSEG – <i>see GENERIC FIRST MEETING AGENDA (Appendix 5)</i>	
<b>A10</b> Provide briefing, via ELOs, on health and environmental priorities and advice to response units	
<b>A11</b> Ensure all other identified & agreed tasks are actioned	

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<b>A12</b>	Ensure all essential KSEG information requirements are identified	
<b>A13</b>	Ensure the information and data necessary to inform operational advice is acquired	
<b>A14</b>	Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated	
<b>A15</b>	Ensure further alert and mobilisation of additional staff and resources continue as required	
<b>A16</b>	Ensure nominated & additional deputies/substitutes for KSEG key & support roles are alerted in good time	
<b>A17</b>	Ensure establishment & mobilisation of necessary health and scientific personnel	
<b>A18</b>	Obtain regular briefings from MCA and ELOs	
<b>A19</b>	Give regular briefings to KSEG and room-briefs to support staff	
<b>A20</b>	Maintain close liaison with Impact Assessment Coordinator	
<b>A21</b>	Ensure H&S procedures for KSEG are implemented & managed	
<b>B INCIDENT DOES NOT REQUIRE KSEG TO BE CONVENED</b>		
<b>B1</b>	Establish contact with core KSEG members and other key organisations relevant to the incident: <ul style="list-style-type: none"> <li>• Brief/receive briefing – <b>see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 3)</b></li> <li>• Agree initial advice to MCA/response units</li> <li>• Agree procedure in event that incident escalates</li> </ul>	
<b>B2</b>	Mobilise basic admin support	
<b>B3</b>	Provide initial advice to MCA/response units	
<b>B4</b>	Ensure alert of all relevant bodies and individuals is initiated – <b>see KSEG Contact and Notification List document</b>	
<b>B5</b>	Establish and maintain routine exchange of information with MCA or appropriate response unit(s)	
<b>B6</b>	Consider transferring Chair role to more relevant core KSEG member if appropriate	
<b>B7</b>	Establish and maintain routine exchange of information with key KSEG members relevant to incident	
<b>B8</b>	Provide briefing on health and environmental priorities and advice to response unit(s)	
<b>B9</b>	Revise and update advice to MCA or appropriate response unit(s) as appropriate	
<b>B10</b>	Standby to increase alert and mobilise key personnel in the event that the incident escalates	

### APPENDIX 3 ESSENTIAL ALERT INFORMATION CHECKLIST

<b>Incident:</b>	<b>Date:</b>
<b>Questions to MCA or notifying organisation:</b>	
<b>What is the nature of the incident?</b>	
<b>What is the pollutant?</b> <ul style="list-style-type: none"> <li>• specific name</li> <li>• composition</li> </ul>	
<b>What is the scale of pollution?</b>	
<b>What is the exact location of the incident?</b>	
<b>What time did the incident occur?</b>	
<b>What is the current extent of the pollution?</b> <ul style="list-style-type: none"> <li>• aerial</li> <li>• at sea</li> <li>• on shore</li> </ul>	
<b>Sea and weather conditions:</b>	
<b>Is there a known risk to human health?</b>	
<b>What is the risk of further pollution?</b>	
What is the risk of the casualty / source of pollution moving elsewhere?	
<b>What response action has been taken?</b>	
<b>What response action is planned?</b>	
<b>Who has been notified?</b> <b>(Record on <i>KSEG Contact and Notification List</i>)</b>	
Request copies of chemical / hazard data sheets for pollutant and all other potential pollutants which may be released following incident.	

## APPENDIX 4 – Options for KSEG Operating Locations

### LOCAL AUTHORITY LOCATIONS FOR THE KSEG

Location	Address	Telephone
West Sussex County Council	County Hall, West Street Chichester PO19 1RQ	
East Sussex County Council	County Hall, St Annes Crescent Lewes BN7 1SF	
Kent County Council	Invicta House, County Hall Maidstone, Kent ME14 1XX	

### MARITIME AND COASTGUARD AGENCY LOCATIONS FOR THE KSEG

Location	Address
Maritime and Coastguard Agency	44a Marine Parade West Lee on Solent PO13 3LT

### ENVIRONMENT AGENCY LOCATIONS FOR THE KSEG

Location	Address
Environment Agency (Guildbourne House)	Chatsworth Road, Worthing, West Sussex, BN11 1LD
Environment Agency Scots Float Depot	Military Road, Playden Rye East Sussex TN31 7PH
Environment Agency Canterbury Office	Rivers House, Sturry Road Canterbury Kent CT2 0AA
Environment Agency Pevensey Office	Coast Road Pevensey Bay BN24 6ND
Environment Agency Chichester Office	Oving Road Chichester PO20 6AG

**The KSEG will always be located in the best location to support the response and maintain communication with all the relevant response centres and is not limited to the locations above. The above list provide options from within the core group membership**

## **APPENDIX 5**

### **GENERIC AGENDA FOR FIRST KSEG MEETING**

1. Introductions
  - 1.1. Personnel
  - 1.2. KSEG accommodation – fire precautions, H&S issues
2. Incident briefing – use *ESSENTIAL INFORMATION CHECKLIST Appendix 3*
3. Key roles
  - 3.1. Allocation of key roles & confirmation of role holders
  - 3.2. Briefing to KSEG on identities and locations of ELOs
4. Identification & analysis of immediate risks and threats
  - 4.1. Identification of public health risks
  - 4.2. Identification of immediate environmental risks
  - 4.3. Identification of immediate information requirements
    - Fate & behaviour of pollutant
    - Immediate operational advice requirements
    - 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 KSEG briefings/meetings and standing agenda items
6. Establish communications protocol
7. Establish working procedure

## Kent and Sussex Environment Group Response Plan - Appendices

## Appendix 6

### KSEG INCIDENT LOG

INCIDENT:		DATE:				Page:	
			dd	mm	yy		

[illegible]