

River Tees Environment Group

Marine Incident Response Plan

June 2016



TO BE USED IN CONJUNCTION WITH THE NATIONAL CONTINGENCY PLAN FOR MARINE POLLUTION FROM SHIPPING AND OFFSHORE INSTALLATIONS, THE CLEVELAND EMERGENCY PLANNING UNIT CLEVELAND EMERGENCY MARINE PLAN AND PD TEESPORT INTEGRATED REPOSE PLAN.

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1 DISTRIBUTION LIST

This plan will be issued electronically. A single copy has been sent to the Standing Environment Group (SEG) representative from each of the organisations listed below. That representative is responsible for distributing further copies within the organisation which they represent.

Cleveland Emergency Planning Unit
Environment Agency
Hartlepool Borough Council
Industry Nature Conservation Association
Natural England
Public Health England
North East Inshore Fisheries and Conservation Authority
Marine Management Organisation
Maritime and Coastguard Agency
Middlesbrough Borough Council
PD Ports
Redcar and Cleveland Borough Council
Stockton on Tees Borough Council
Darlington and Durham CCU
North Yorkshire EPU

A copy has also been sent to the organisations chairing the adjacent Environment Groups:

North East SEG
Humber SEG

2 RECORD OF AMENDMENTS

The table below lists the amendments made to this document dated April 2013. All amendments are to be approved by the Chair and made only by the Chair, his/her nominated person within their organisation.

| Amendment Number | Section/Page | Details |
|------------------|--------------|--|
| 1 – June 2016 | | Operational Guidance reviewed and reissued following amendments inc updates to: SEG contacts, Distribution list, Abbreviations, Appendix |
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3 ABBREVIATIONS

ACOPS Advisory Committee on Pollution of the Sea
AONB Area of Outstanding Natural Beauty
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
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)
DECC Department of Energy and Climate Change
DEFRA Department of Environment, Fisheries and Rural Affairs
DfT Department for Transport
EA Environment Agency
EG Environment Group
EIA Environmental Impact Assessment
ELO Environmental Liaison Officer
EMSA European Maritime Safety Agency
ETV Emergency Towing Vessel
FC Fund convention
FEPA Food and Environment Protection Act 1990
FSA Food Standards Agency
GESAMP Group of Experts on the Scientific Aspects of Marine Pollution
GIS Geographical Information System
HMCG Her Majesty's Coastguard
HSE Health and Safety Executive
IFCA Inshore Fisheries Conservation Authority
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
MMO Marine Management Organisation
MNR Marine Nature Reserve

MOU Memorandum of Understanding
MRC Marine Response Centre
MRCC Maritime Rescue Co-ordination Centre
MSA Marine Safety Agency
MSDS Material Safety Data Sheet
NCEC National Chemical Emergency Centre
NCP National Contingency Plan
NE Natural England
NEBA Net Environmental Benefit Analysis
NGO Non-governmental Organisation
NNR National Nature Reserve
NT National Trust
OCU Offshore Control Unit
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
SEG Standing Environment Group
SFI Sea Fisheries Inspectorate
SITREP Situation Report
SLAR Sideways Looking Airborne Radar
SMRU Sea Mammal Research Unit
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
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
VTS Vessel Traffic System
WWF World Wide Fund for Nature

4 INTRODUCTION

In “peace time” conditions, with no marine pollution incident, the Environment Group will function as a “Standing Environment Group”, when plans and procedures will be formulated and tested. In the event of a marine pollution incident within the Groups defined boundaries (see section 5), the Tees Environment Group will operate as defined within the National Contingency Plan for Marine Pollution from Shipping and Offshore Installations and the Scientific and Technical and the Operational Advice Note (STOp 1/2014) “Maritime Pollution Response in the UK – The Environment Group”.

The purpose of this document is to provide a framework within which the Environment Group can quickly and efficiently provide sound environmental and public health advice.

This Plan can be invoked for any incident at the request of SoSREP, MCA, a National Contingency Plan Responder such as the Environment Agency, a Local Authority or PD Teesport. A Tier 3 incident (see Appendix A), as defined by the incident response matrix within the MCA National Contingency Plan, will automatically activate the Environment Group. It is also possible that the Environment Group will be activated in the event of a Tier 2 incident. It is unlikely that the EG will be activated in the event of a Tier 1 incident.

The remit of the SEG/EG and this Operational Guidance is public health and the natural environment (water quality, air, wildlife including commercial fish, landscape) including socio-economic factors linked to human health eg through food chains.

The nature of the EG response will be directly proportional to the nature of the incident and the threat posed to public health and the natural environment.

Joint working will take place with neighbouring North East and Humber Environment Groups when an incident straddles the Northern or Southern boundaries of the Tees Group's geographic area.

The Tees Industry Nature Conservation Association (INCA) has been appointed to provide secretarial services to the SEG. – is this still the case?

The Operational Guidance 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.

5 Area of Operation

- 5.1 This plan covers the coast line of Cleveland from Crimdon in the North (map ref NZ492 368) to Staithes Beck in the South (map ref NZ 789189), and out to the 12 nautical mile territorial limit (see Appendix J)
- 5.2 In addition to the Coast, the River Tees and its tidal tributaries is covered, from Teesmouth to the Tees Barrage.

6. Scope of Plan

- 6.1 This plan details the contingency arrangements put in place by the Tees Standing Environment Group (TEES SEG) for the establishment and operation of an Environment Group (EG) to respond to actual or threatened pollution incidents along the Cleveland coastline and the tidal River Tees.
- 6.2 This plan has been prepared by the TEES SEG to complement the Maritime & Coastguard Agency (MCA) National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP), the Cleveland Emergency Planning Unit Cleveland Marine Plan and the PD Teesport Integrated Response Plan.
- 6.3 The 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.
- 6.4 The remit of the SEG/EG and this plan is public health and the natural environment (water quality, wildlife including commercial fish, landscape) including socio-economic factors linked to human health e.g. through food chains.
- 6.5 The nature of the EG response will be directly proportional to the nature of the incident and the threat posed to public health and the natural environment.

7. Purpose of the Environment Group

The purpose of the EG is to

- To provide public health and environmental advice and guidance to all response centres (SCU, SCG, TCG, MRC) involved in response to an oil and or chemical marine pollution incident and subsequent clean up operations.
- In Tier 1 incidents (where response centres have not been set up) core members of the SEG ensure the provision of advice and information to the MCA, Port Authority or Local Authority dealing with the pollution on all aspects of public health and environmental resources at risk, via the Chair.
- To advise response centres 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 environmental, and potential impacts arising from any response operations, whether salvage or clean up operations, at sea and on the shoreline.
- To monitor, assess and document the public health and environmental (including wildlife) impact of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measure implemented in response to the incident.
- To facilitate welfare, rehabilitation or humane disposal of wildlife casualties by recognised animal welfare organisations.

8 Environment Group Membership

8.1 Core members of the River Tees SEG and the EG established during an incident are

- PD Teesport
- MCA
- Natural England
- Environment Agency
- Marine Management Organisation
- Public Health England
- Industry Nature Conservation Association (INCA)
- North Eastern Inshore Fisheries and Conservation Authority (NE IFCA)

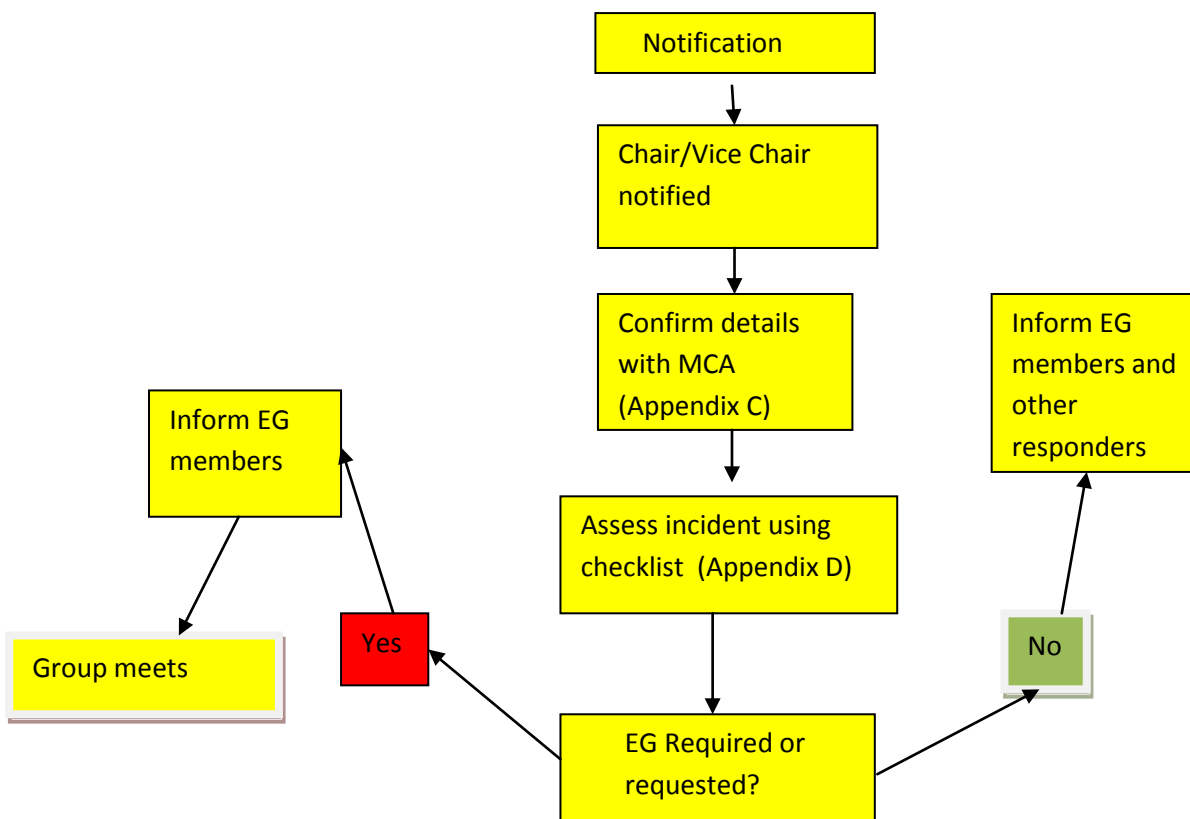
8.2 To ensure that appropriate linkages with Local Authorities are made in developing and maintaining this plan and providing advice during an incident membership will include a representative of the Cleveland Emergency Planning Unit and Local Authorities as appropriate.

8.3 The membership of the SEG/EG will also include, as appropriate, other public health and environmental expertise such as

- RSPB
- RSPCA
- Tees Valley Wildlife Trust
- Primary Care Trusts

9 Activating the Tees Environment Group

- 9.1 The MCA will initiate the activation of the NCP. However the Cleveland Emergency Planning Unit “**Cleveland Marine Plan**” and the PD Teesport “**Integrated Response Plan**” make provision for the activation of an EG separately or prior to, the activation of the NCP, dependent on the size or scale of the pollution threat or incident.
- 9.2 If the notification is from the MCA they will issue a pollution report (POLREP) (Appendix B) e- mailed to the Cleveland Emergency Planning unit, Environment Agency, and PD Teesport. This will be followed up by a phone call to the duty Cleveland Emergency Planning Officer.



- 9.3 PD Teesport, which holds SEG group contact details in Port Operations, will contact SEG core group members by their 24 hour emergency contact numbers (Appendix K) if needed. The Chair or Vice-chair in liaison with the Harbourmaster will decide to immediately set up an EG OR to convene a conference call to decide whether an EG should be set up (Appendix D) OR to gather more information to enable a decision to be made later.
- 9.4 A Tier 3 incident (see appendix A) will automatically activate the EG. It is also possible that the Environment Group will be activated in the event of a Tier 2 incident. It is unlikely that the EG will be activated in the event of a Tier 1 incident.
- 9.5 In their conference call the EG core members will make an assessment of whether the scale of the incident and the counter pollution measures require the setting up of an EG. This assessment will include 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. The checklist of essential information to be obtained during the initial alert (see appendix C) should be used to guide the decision.
- 9.6 **Should a Strategic Co-ordinating Group (SCG) be set up then the EG would meet in the same building. The location of the Strategic Co-ordinating Group are shown in Appendix I. In the absence of a SCG and Tactical Co-ordinating Group TCG, and unless agreed otherwise, the initial EG meeting would be at PD Teesport, Harbourmasters Office.**
- 9.7 A single spill incident can readily impact across both local authority and Environment Group boundaries. In the event of a spill impacting 2 or more EG areas the Group Chairs should consider either merging the Groups or at very least maintaining close liaison with respect to a developing and/or changing scenario requiring coordination of response and advice provision.
- 9.8 Should it be decided not to convene the EG then a procedure should be agreed to reassess the need for an EG should the incident subsequently escalate.

10 Key tasks of the Environment Group

10.1 Generic tasks:

- To assist in the prioritisation of areas requiring clean-up.
- The location of temporary beach head storage sites and medium term inland storage sites, if available.
- Advice on disposal options
- The location of recovery and disposal sites.
- The sustainability of clean up and disposal measures.
- Advice on the suitability of booming locations in respect of the protection of sensitive sites and habitats.

- Advice on the suitability of dispersants and degreasants, with consideration of the polluting effects of the clean up chemicals as well as any synergistic effects when mixed with the pollutant.
- Considerations of the “do nothing” approach, with an assessment of the feasibility of natural dilute and disperse principals.
- To provide environmental fate and toxicological modelling information where possible.
- Monitoring of the effect and efficacy of the clean up operation, providing real time information to direct the clean up operation based on the evaluation of incoming information and data.
- Initiating long-term impact assessment of impacts on public health and the natural environment, including fisheries (including shellfish beds, farms etc)

10.2 Provision of health advice

- Provide advice on potential and real impact on public health to include exposure limits for the general public as well as for a health and safety risk assessment for clean up teams.
- Impact assessments on the human food chain, for example shellfisheries.
- Advise on requirements for the monitoring of threat to public health.

10.3 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.
- Provision of baseline monitoring data on the species and ecological characteristics of the various habitats around Tees estuary coastline, giving consideration to the toxicology and environmental fate of the pollutant within the framework provided by the baseline data.
- An assessment on the potential impact on statutory environmental standards, such as those included in the Habitats Directive and the European Directive on Bathing Water Quality.
- 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 centre. Where a response centre 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 EG (see Annex 5 – Record Keeping).
- 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.

Important Note:

Where both the EG and STAC are established for an incident, they will liaise closely and may on occasions merge fully. This decision will be made by the chairs of the EG and the STAC in consultation with the SCG chair and the MCA. The decision will be influenced by whether the incident main threat is to the environment or public health.

10.4 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).

11 The initial EG meeting

11.1 The first action for the group is to agree an EG Chair (Appendix E, EG Roles Responsibilities and Competencies) taking account the nature of the incident.

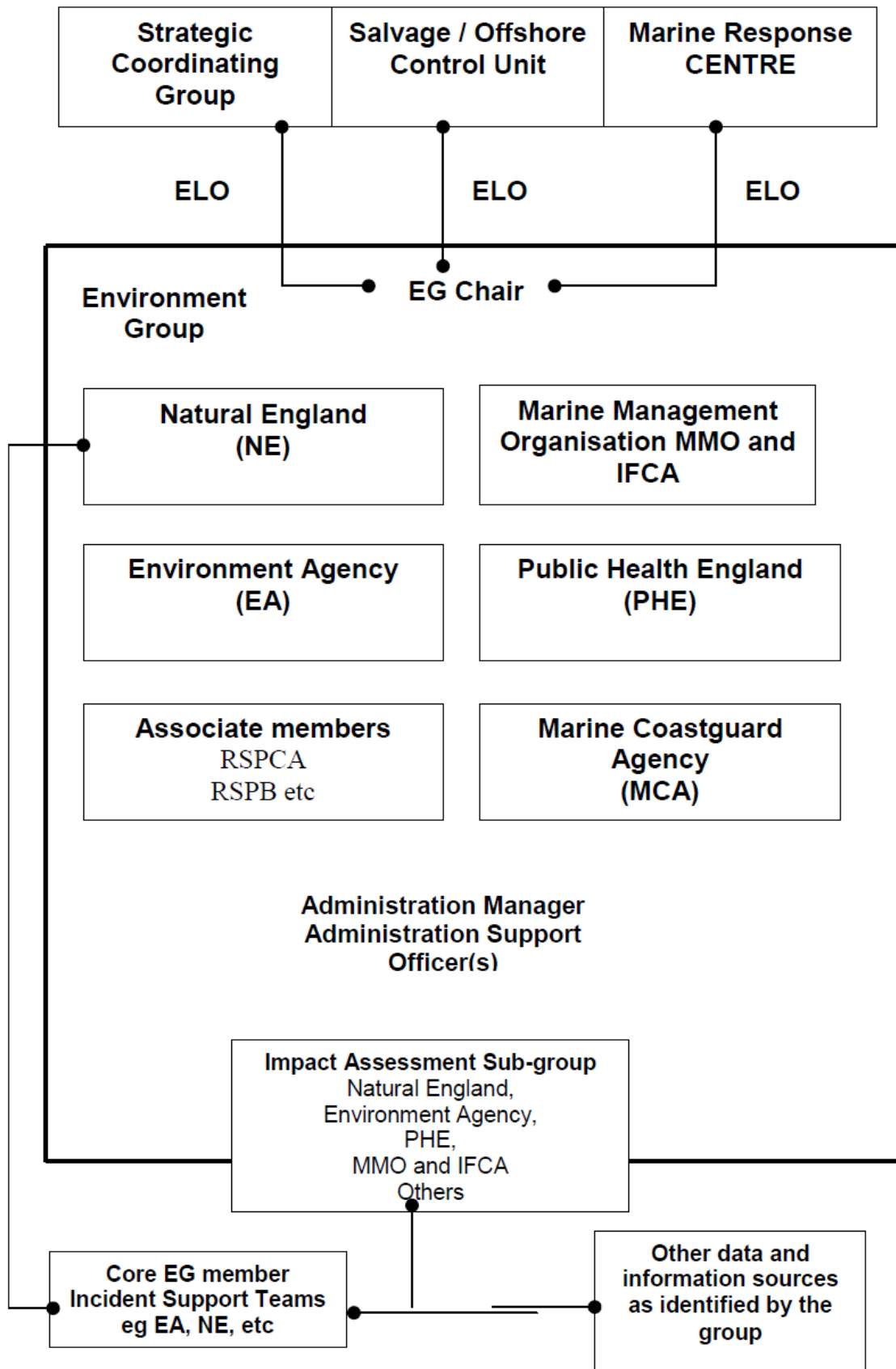
11.2 The chair should use the generic first meeting agenda (Appendix F). Key tasks include

- Introduce personnel
- Brief on accommodation (Domestics, Health and Safety, Fire precautions)
- Agree a note taker
- Share known information
- Identify and analyse immediate risks and threats (health and environmental)
- Identify information gaps
- Identify EG competency gaps
- Agree ELO's (Appendix E, ELO Responsibilities and Competencies)
- Agree initial advice to be given to response units if advice is requested
- Agree priority tasks and allocate them
- Agree timetable for future briefings/meetings
- Agree communications protocol

11.3 The structure of the EG is shown in Figure 1

A map showing Areas of Nature Conservation Interest is shown in Appendix H

Figure 1: Environment Group Structure



12 Impact Assessment

- 12.1 If a marine pollution incident is expected to have a significant environmental or public health impact, arrangements should be made to begin to monitor and assess the impact. Therefore, in addition to providing operational advice to the response centres, the Group needs to initiate and encourage provision for the collection and evaluation of data on the environmental and public health effects of the incident. One of the roles of this Group is to record data on the pre-existing baseline conditions within their area, for use as reference points during an incident. The Group needs to include a public health risk assessment.
- 12.2 Data sheets for any spilt chemicals and oils should be requested from the operator/vessel from which the spill occurred.
- 12.3 Should the spill have originated from a terminal in the estuary then health, safety and environmental advice should be sought from the operator
- 12.4 The Public Health England web site has chemical data sheets showing
- **General Information**
Providing background information on the compound, including its uses and 'frequently asked questions'
 - **Incident Management**
Focusing on information that may be needed during chemical incidents, such as physicochemical properties, health effects and decontamination. More detailed information on the clinical management of individuals who have been exposed to chemicals is available via TOXBASE.
 - **Toxicological Overview**
Providing more in-depth toxicology of the compound.

In addition, incident management and general information sections are available for some additional chemicals to aid in the management of chemical incidents.

The data sheets can be accessed from

www.hpa.org.uk/Topics/ChemicalsAndPoisons/CompendiumOfChemicalHazards

- 12.5 The EG membership has a vital role in initiating appropriate and early monitoring work following an incident. Monitoring programmes may have to be initiated to cover not only short and medium, but also long-term impacts. However, major or long-term incidents may necessitate a considerable monitoring commitment with the commissioning of several impact assessment projects. Data collected in the early phases of an incident, and the manner in which it was collected, is likely to be crucial to any subsequent medium and long term evaluation reports. For significant incidents responsibility for coordinating, monitoring and assessment work should be assigned to a Premium Monitoring Co-ordination Cell (PMCC). The PMCC's specific responsibilities will include:
- The initiation and development of a co-ordinated monitoring programme in line with the Premium post-spill monitoring guidelines.

- The formation and management of a 'monitoring team' (selected from the Premium network of service providers) to undertake the monitoring activities.
- The maintenance of strong communication links to any formed environment group (EG) and other response cells as necessary.
- The management and maintenance of financial and expenditure records pertaining to any initial monitoring activities (including liaison with and payment of any subcontractors used).
- Overseeing the generation and publication of reports as necessary. These will include i) regular/routine updates for Premium partner organisations and the EG, and ii) interim and final monitoring and impact assessment reports.

More info on Premium can be obtained from

<http://www.cefas.defra.gov.uk/premium.aspx>

13.1 External 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 (Appendix 10).
- **Between the Environment Group and Response Units**
The Environment Liaison Officers (ELOs) appointed by the EG Chair will identify themselves to the SOSREP, SCU, SCG or MRC and establish communications with EG. The ELO will communicate directly with the Environment Group through a designated contact point
- **Between the Environment Group and the media**
All direct communication with the media must be co-ordinated through the SCG via the ELO, or via the MCA structure for SOSREP, SCU or MRC.
The Chair or nominee will normally be the external focus for the EG. The Chair will be responsible for providing briefings to response centres. Media briefings will be prepared and agreed by the core EG, assisted by the Information Manager. In more serious incidents a dedicated EG. Media Officer may be appointed specially to liaise with media teams.
- **Between the Environment Group and parent organisations**
The Chair represents the whole Environment Group and will not represent his/her employing organisation, or be a point of contact for them. The responsibilities of members of the core EG include acting as advocates for their respective parent organisations within the EG, and ensuring that there is a common understanding and consensus between the EG contributing organisations on all aspects of the incident and response. Core EG members should take the lead in briefing their respective organisations and providing them with information, updates on the response and any impact assessment that is initiated by the EG.
- **Between the EG and RSPCA, RSPB and other NGO's collecting wildlife casualties**
The Environmental Assessment coordinator, or whoever is given responsibility within the EG for Impact Assessment, should alert and maintain liaison with the RSPCA and other wildlife groups and coordinate their activities. This may also necessitate the Impact Assessment coordinator liaising with the MRC via the relevant ELO in

relation to the activities and requirements of these groups as they carry out their activities on the shoreline.

- **Between the Environment Group and contractors/field workers and Consultants working to and on behalf of the Environment Group**
Communication from the core group shall be through the Information Manager
- **Between clean-up teams and the Environment Group**
Communications with Clean-up teams **must not be** made directly by the EG. These teams are co-ordinated through the SCG

13.2 Communications within the Environment Group

The Information Manager would have overall responsibility for maintaining and updating information on the Environment Group operation room status boards. Remote communication with core members not physically present will require a dedicated link and the Chair will allocate a communication support role.

13.3 Written Communications

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

13.4 Record keeping

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

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

- Minutes of EG meetings
- Fax
- Telephone conversations
- E-mails
- Press releases

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

- Time of notification of the incident by the MCA
- Time of formation of the EG /those present and venue
- Information supplied to the ELOs
- Press releases

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

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

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

All documents created within the SCU, SCG 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.

14 Stand Down Procedures

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

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

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

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

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

APPENDIX A

TEES INCIDENT CLASSIFICATION

The Tees oil spill classification system is as follows:

| | |
|--------------------|--|
| Tier One: | Small operational spills. A spill that can be dealt with immediately utilising local resources without assistance (usually less than 25 tonnes). |
| Tier Two: | Medium sized spills. A spill up to 274 tonnes to which PD Teesport will respond using equipment and craft from its Conservancy Depot resource. |
| Tier Three: | Major spills that require a rapid large scale response. Beyond the capability of local and regional resources. A spill that requires national assistance through implementation of the NCP (usually result from a loss of containment event >274 tonnes or ongoing). |

APPENDIX B

FORMAT OF MCA POLLUTION REPORT ("POLREP")

Initial notification and information regarding an incident involving spillages of oil, chemicals or dangerous substances will come from the MCA as a POLREP (example below) to the Environment Agency Regional Control Centre (RCC) and /or PD Teesport Harbourmasters Office. These follow a regular format and need to be interpreted following the below guidance. Subsequent POLREPs are identified as situation reports ("SITREPS"). These may continue to be received via the RCC, PD Teesport or will be sent to the EG incident room if possible. All messages are pre-fixed by the code word POLREP followed by a serial number issued by the MCA.

Date:13/03/2007 Time:11:39:34
Message 00025-13032007
Priority: Normal
13/03/2007 11:01:37
From: Holyhead Coastguard

Holyhead MRSC VISION FAX SYSTEM MCA Holyhead MRSC

Page 1 of 1

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

POLREP

Menai Strait POLREP No1

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

Key to POLREP sections

PART 1

A Classification of Report

- i. Doubtful
- ii. Probable
- iii. Confirmed

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

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

D. Tide and Wind Speed and direction

E. Weather Conditions and sea state

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

G. Source and Cause of Pollution e.g. from vessels or other undertaking. If from a vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description. Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.

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

I. Not Used.

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

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

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

M. Names of those informed other than addressees.

N. Any other relevant information

(e.g. names of other witnesses, references to other instances of pollution pointing to source).

Part 2 – Supplementary Information

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

O. Results of sample analysis.

Results of photographic and chemical analysis.

Q. Results of supplementary enquiries.

R. Results of mathematical modelling

APPENDIX C

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

| | |
|----------|------|
| Incident | Date |
|----------|------|

| Questions to MCA or notifying organisation | |
|---|--|
| What is the nature of the incident? | |
| What is the pollutant? specific name composition | |
| What is the scale of pollution? | |
| What is the exact location of the incident? What time did the incident occur? | |
| What is the current extent of the pollution? aerial at-sea on shore | |
| Sea and Weather conditions: | |
| Is there a known risk to human health? | |
| What is the risk of further pollution? | |
| What is the risk of the casualty / source of pollution moving elsewhere? | |
| What response action has been taken? | |
| What response action is planned? | |
| Who has been notified? [Record on NOTIFICATION CHECKLIST – Appendix 4] | |
| Request copies of chemical / hazard data sheets for pollutant and all other potential pollutants which may be released following incident. | |

APPENDIX D

CHAIR ACTION CHECK LIST

| | |
|----------|------|
| Incident | Date |
|----------|------|

| ACTION | | Date/time completed |
|--------|--|---------------------|
| 1 | Establish and keep log | |
| 2 | Obtain comprehensive briefing from MCA – see <i>ESSENTIAL INFORMATION CHECKLIST (Appendix C)</i> | |
| 3 | Does the scale of the incident and the counter pollution measures justify setting up an Environment Group YES – go to A NO – go to B | |

| A | Incident requires EG to be convened | Date/time completed |
|-----|--|---------------------|
| A1 | Establish contact with core SEG members - brief / receive briefing - agree initial advice to MCA / response units - agree nominations for ELO's - agree location of SEG - agree time to convene | |
| A2 | Alert, brief and mobilise ELO's - SCU - MRC - SRC | |
| A3 | Provide initial advice to MCA / response units | |
| A4 | Ensure alert of all relevant bodies and individuals is initiated – | |
| A5 | Mobilise basic admin support | |
| A6 | Relocate to SEG location at agreed time | |
| A7 | Obtain updated briefing from MCA or other key source of information | |
| A8 | Establish & maintain direct communications with ELO's | |
| A9 | Convene meeting of core SEG – see <i>GENERIC FIRST MEETING AGENDA</i> | |
| A10 | Provide comprehensive briefing, via ELO's, on health and environmental priorities and advice to response units. | |
| A11 | Ensure all other identified & agreed tasks are actioned. | |
| A12 | Ensure all essential SEG information requirements are identified. | |

| | | |
|-----|---|--|
| A13 | Ensure all essential information and data acquisition to inform operational advice is actioned | |
| A14 | Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated. | |
| A15 | Ensure further alert and mobilisation of additional staff and resources continue as required. | |
| A16 | Ensure nominated and additional deputies / substitutes for SEG key & support roles are notified and alerted in good time. | |
| A17 | Ensure establishment and mobilisation of necessary health and scientific personnel | |
| A18 | Obtain regular briefings from MCA & ELO's | |
| A19 | Give regular briefings to SEG and room-briefs to support staff | |
| A20 | Maintain close liaison with Impact Assessment Coordinator. | |
| A21 | Ensure Health & Safety procedures for fieldworkers are implemented and managed | |

| | | |
|----------|--|--|
| B | Incident does not require an EG to be convened | |
| B1 | Establish contact with core SEG members and other key organisations relevant to incident. brief / receive briefing use <i>ESSENTIAL INFORMATION CHECKLIST</i> agree initial advice to MCA / response units agree procedure in the event that incident escalates. | |
| B2 | Provide initial advice to MCA / response units. | |
| B3 | Ensure alert of all relevant bodies and individuals is initiated – see <i>NOTIFICATION CHECKLIST</i> | |
| B4 | Establish and maintain routine exchange of information with MCA or appropriate response unit(s). | |
| B5 | Consider transferring Chair to more relevant lead body if appropriate | |
| B6 | Establish and maintain routine exchange of information with key EG members relevant to incident. | |
| B7 | Provide comprehensive briefing on health and environmental priorities and advice to response unit(s) | |

| | | |
|-----|--|--|
| B8 | Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated including alert and coordination of RSPCA and other organisations responsible for wildlife casualties | |
| B9 | Revise and update advice to MCA or appropriate response unit(s) as appropriate | |
| B10 | Stand by to increase alert and mobilisation of key personnel in the event that incident | |

APPENDIX E: EG ROLES AND RESPONSIBILITIES

Chair & Deputy Chair

Role:

The Chair and Deputy Chair will be responsible for managing the Environment Group delivery and 24/7 resourcing as required, and ensuring that the main functions of the EG are fulfilled,

Actions of the Chair & Deputy Chair

- the provision of effective and timely advice to, and maintenance of the flow of information between the EG and response centres, on all aspects of public health and the environment (tier 2 and tier 3 incidents);
- in tier 1 incidents (where response units are not set up), the provision of a conduit of advice and information to the MCA, Port Authority or Local Authority (as appropriate) on all aspects of public health and the environment;
- the prompt initiation and effective co-ordination of any impact assessment that is deemed to be appropriate.
- management of the EG, including the development deployment of resource and maintenance of the most appropriate group structure and mode of operation and to ensure that all involved understand their own role and the roles of others around them.
- ensuring that the strategic objectives and targets of the EG are identified and met;
- ensuring that the human and other resources required by the EG to fulfill its functions are secured as and when required;
- ensuring that the ELOs and their deputies appointed to response centres are properly supported at all times;
- co-ordinating the activities and outputs of the component groupings within the EG;
- ensuring that all health and safety requirements and welfare needs of the EG are met;
- ensuring that there is an external link between the EG and the media and media centre and that briefings are produced/given to the media when required;

After the Incident

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

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

Competencies, skills and personal attributes

The role of the Chair and Deputy Chair is essentially that of a manager. The Chair and Deputy Chair must have sound management skills and a proven track record in managing people and resources. The Chair/Deputy Chair must also be able to exercise authority on behalf of, and within, the EG, and to command the respect of members of the EG and that of the response units. The Chair and Deputy Chair do not need to be specialists in any particular discipline, although they should be familiar with the relevant public health and environmental issues and

sensitivities in the marine and coastal environments that are covered by the EG plan. Ideally the Chair and Deputy Chair should have experience, or at least knowledge, of generic counter-pollution measures, and they must be fully familiar with the NCP and EG STOp Notes and the EG plan.

The Chair and Deputy Chair must be able to develop a strategic overview of an incident, that is independent of their personal professional interest, and they must not be unduly influenced by the working culture of their parent organisation.

ENVIRONMENT LIAISON OFFICER (ELO) – MARINE RESPONSE CENTRE (MRC)

Background

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

Role and responsibilities

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

The MRC ELO will be responsible for:

- the provision of focussed, integrated and prioritised public health and environmental advice to the MRC, within the required time-frame;
- the maintenance of the two-way communications and flow of information between the EG and MRC (and vice-versa);
- ensuring the feedback of all relevant information from the MRC to the EG on the fate and behaviour of pollutants at sea, and counter pollution measures being considered or implemented by the MRC, and their implications for health and environmental priorities and sensitivities;
- together with the Chair, ensuring that the communications protocol between the ELO and deputies (hence the MRC) and the EG is rapidly put into place, clearly understood and adhered to.

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

- keep themselves apprised of the predicted and actual fate and behaviour of pollutant(s) at all times;
- maintenance of full awareness, and rapid assessment of, risks to public health and environmental resources and sensitivities
- provision of integrated advice on the optimum response options/counter pollution measures at sea, in terms of public health requirements and Net Environment Benefit, within the required time-frame;
- monitoring of at-sea counter pollution operations
- ensuring that the EG is kept fully up-to-date with all aspects of at-sea counter pollution operations and of their implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol);
- record keeping: ensuring that records of the following are maintained:
 - the fate and behaviour of pollutant(s) at sea;
 - at-sea counter pollution measures taken by the MRC and their efficacy;
 - all communications between the EG and MRC ELO e.g. on agreed EG priorities for resource protection and response to pollution; predicted/actual threats to the shoreline;
 - the advice given by the ELO to the MRC and how that advice is used/acted upon (i.e. decisions made by the MRC);
 - all information passed to the MRC by the EG via the ELO.

Competencies, skills and personal attributes

This is a technical, rather than a managerial role. Ideally, the MRC ELO and deputies will have prior experience, or at least knowledge of the fate and behaviour of different pollutants in the marine environment and of generic at-sea counter pollution measures, and they must be fully familiar with the NCP and EG STOp Notes, as well as the EG plan.

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

The MRC ELO and deputies will require:

- basic knowledge and understanding of marine science;
- broad familiarity with, and understanding of:
 - general and specific (local) environmental resources at risk from maritime pollution (oils and chemicals);
 - EG priorities for public health and environmental resource protection and response;
 - potential impact of maritime pollution (oils and chemicals) on public health and environmental resources at risk;
 - generic issues and options in counter pollution response at sea (including technical aspects) that are likely to be encountered/considered by the MRC;
 - technical understanding of the use of dispersants at sea: their efficacy, limitations and constraints on usage, and implications for public health and environmental resources at risk;
 - the relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the MRC

ENVIRONMENT LIAISON OFFICER (ELO) –SALVAGE CONTROL UNIT (SCU)

Role and responsibilities

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.

The SCU ELO will be responsible for:

- 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 vice-versa);
- ensuring the feedback of all relevant information from the SCU to the EG on the status of the casualty, salvage options under consideration by the SCU and their implications for public health and environmental priorities and sensitivities;
- (together with the Chair) ensuring that the communications protocol between the ELO (hence the SCO) and the EG is rapidly put into place, clearly understood and adhered to.

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

- maintenance of a full awareness of the progress of salvage operations options, and predicted/actual pollution at all times;
- maintenance of full awareness, and assessment of risks to public health and environmental resources and sensitivities
- provision of focussed, integrated advice on the optimum salvage options in terms of public health requirements and Net Environment Benefit, within the required time-frame;
- monitoring of and reporting to the EG on salvage operations, together with any predicted or actual release of pollutants from the casualty;
- ensuring that the EG is kept fully up-to-date with all aspects of salvage operations, predicted or actual release of pollutants from the casualty and implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol) with the Chair/Deputy Chair;
- the maintenance of records of:
 - the incident and any response initiated and 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 (of decisions taken by the SCU, and subsequently implemented.

Competencies, skills and personal attributes

This is a technical rather than managerial role. Ideally, the SCU ELO and deputies will have prior knowledge of salvage and generic at-sea counter pollution measures, and they must be fully familiar with the NCP and EG STOp Note, as well as the EG plan.

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

The SCU ELO and deputies will require:

- basic knowledge and understanding of marine science;
- prior knowledge of salvage issues and generic at sea counter pollution measures including the efficacy, and limitations of, and constraints on, the use of dispersants at sea.
- broad familiarity with, and understanding of:
 - general and specific (local) environmental resources at risk from maritime pollution (oils and chemicals);
 - EG priorities for health and environmental resource protection and response;
 - Net Environmental Benefit Analysis
 - The relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the SCU.

ENVIRONMENT LIAISON OFFICER (ELO) – Strategic and Tactical Coordination Groups (SCG&TCG)

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:
 - o progress with salvage and/or at sea counter pollution operations and possible implications for the shoreline;
 - o actual and predicted fate of pollutant and behaviour of pollutant at sea and consequent threats to the shoreline;
 - o fate and behaviour of pollutant on-shore: where, how much, what is it doing, what is it threatening, what has it impacted?
 - o 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.

Competencies Skills and personal Attributes

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

EG plan.

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

The SCG&TCG ELO (and deputies) will require:

- basic knowledge and understanding of marine and coastal ecology;
- broad familiarity with and understanding of:
 - general and specific (local) environmental resources and sensitivities at risk (biological and non-biological, e.g. landscape; geology; archaeology);
 - public health issues likely to arise from maritime pollution incidents;
 - EG priorities for public health and environmental resource protection and response;
 - generic issues such as fate and behaviour of pollutants; impact on public health and environmental resources at risk;
 - Shoreline Clean-up Assessment Teams; how SCATs work; techniques in surveying and assessing shoreline pollution;
 - the relevant statutory and regulatory responsibilities of member organisations of the core EG, and their implications for the provision of EG advice to the SCG and TCG.

APPENDIX F

GENERIC FIRST MEETING AGENDA FOR MARITIME POLLUTION INCIDENTS

1. Introduction
 - 1.1 Personnel
 - 1.2 EG accommodation - fire precautions/H&S issues/domestic
2. Incident briefing - use ESSENTIAL INFORMATION CHECKLIST – App. C
3. Key roles
 - 3.1. Allocation of key roles & confirmation of role holders
 - 3.2. Briefing to EG on identities and locations of ELO's
4. Identification & analysis of immediate risks and threats
 - 4.1. Identification of public health risks
 - 4.2. Identification of immediate environmental threats
 - 4.3. Identification of immediate information requirements
 - a) fate & behaviour of pollutant
 - b) immediate operational advice requirements
 - c) immediate impact assessment requirements
 - 4.4. Identification of health and environmental priorities and initial advice to response units.
 - 4.5. Identification of immediate tasks & allocation of tasks
 - 4.6. Identification of further personnel and resources required
5. Establish timetable for Group briefings/meetings and standing agenda items
6. Establish communications protocol
7. Establish working procedures

Appendix H: Areas of Nature Conservation Interest



Appendix I: Shoreline Response Centre Maps



Redcar Bowl
TS10 5BJ
NZ 597 253

Hartlepool Borough Hall
TS 24 0JD
NZ 527 337



Appendix J: Operational boundary map

