

BRISTOL CHANNEL ENVIRONMENT GROUP

ACTIVATION PLAN



**May 2018
(Version 4)**

**To be used in conjunction with the MCA National Contingency Plan for Marine
Pollution from Shipping and Offshore Installations and
relevant Scientific, Technical and Operational Advice Notes**

Plan owner: Bristol Channel Standing Environment Group

Introduction

In 'peacetime' conditions, Environment Groups are generally referred to as Standing Environment Groups (SEG) whose principal function is one of preparation. When the group is convened or in any way active in an incident response, it becomes the Environment Group. For clarity, the term Environment Group (EG) is used throughout this plan.

The principal purpose of this plan is to assist the EG in achieving functionality and to operate effectively during an incident. The plan is an operational guidance document; it defines the Group's role in the main aspects of a response. It is not a source of advice, but sets out the framework within which the member organisations of the EG function quickly and efficiently to provide environmental and public health advice to all relevant response cells.

The MCA's National Contingency Plan can be found here:

<https://www.gov.uk/government/publications/national-contingency-planncp>

All the latest MCA STOp notes can be found here:

<https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

Plan status, availability and distribution

The Bristol Channel Environment Group Activation Plan is a public document. It can be accessed and downloaded from the Severn Estuary Partnership and Marine Management Organisation websites.

www.severnestuary.net/bcseg/

www.marinemanagement.org.uk/protecting/pollution/seg

The Plan is also stored on the Group's site on Resilience Direct for the use of Group members and others in the incident response sector. The core Group members are to be advised whenever the Plan is revised; it is the responsibility of the members to distribute the Plan within their respective organisations as they consider appropriate (and the removal / deletion of old versions).

Additional distribution

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Natural Resources Wales	Incident Room, St Mellons
	Incident Room, Monmouth
	Incident Communication Centre, Cardiff
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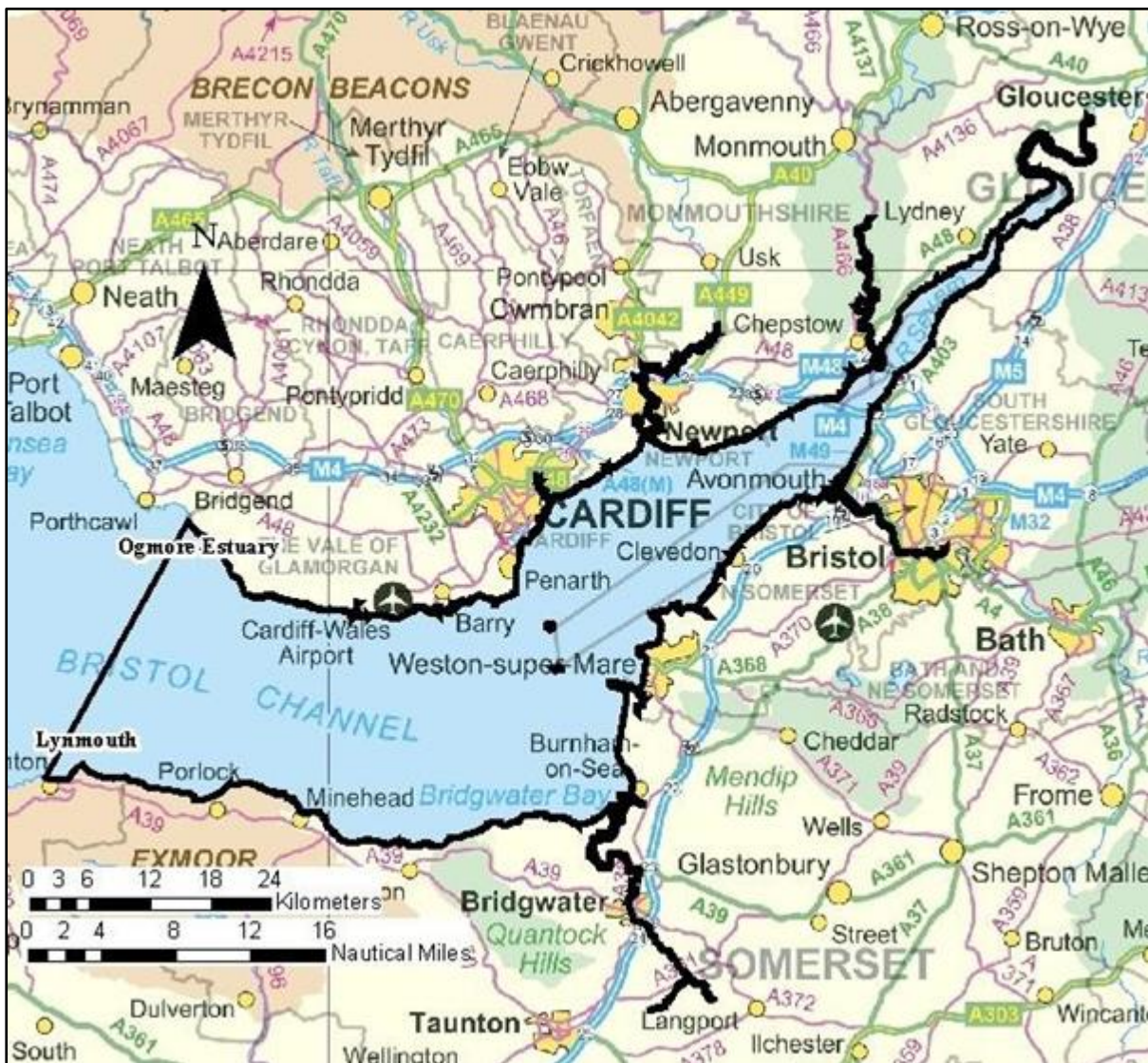
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1 The Bristol Channel Environment Group

1.1 Operational Area

The Environment Group covers the Severn Estuary and Inner Bristol Channel, the water area from Gloucester to a line between the Ogmore Estuary on the Welsh shore and Lynmouth on the English shore. The operational area is bordered by the West Wales and Devon Environment Groups.

Figure 1 Operational area of the Bristol Channel Environment Group



The landward extent of the operational area is not a constant and readily definable line.

Coast - it shall normally be taken as that part of the foreshore and inland area that could be polluted following landfall of a marine generated incident.

River – The EG will normally cover river stretches up to the tidal limit.

Atmosphere – an airborne incident of any significance is likely to be handled by the relevant land-based emergency group.

Tidal limits of the principal rivers within the BCSEG area

River	Normal Tidal limit	Distance (km)	Grid ref.	Port/Harbour Authorities (or similar body)
Ogmore	Portabello Bridge	2.4	287618, 176538	n/a
Thaw	Cement works	1.8	303044, 167460	n/a
Taff / Ely	Barrage	0.0	319083, 172556	Cardiff City Council
Rhymney	Llanrumney weir	7.1	320874, 179879	n/a
Ebbw	Maesglas	2.8	330451, 185694	ABP & Newport Harbour Commissioners
Usk	Newbridge-on-Usk	26.6	338563, 194729	
Wye	Bigsweir Bridge	24.2	353870, 205109	Gloucester Harbour Trustees (GHT)
Severn	Maisemore Bridge	70 *	381694, 221221	
Avon	Netham Dam	17.4	361610, 172600	Bristol City Council
Parrett	Oath	44.5	338445, 127826	Sedgemoor District Council

* taken from the M4 Severn Crossing

1.2 Membership of the Environment Group

1.2.1 Core membership

To fulfil its functions, the EG maintains a core membership representing the appropriate key organisations. The composition of the EG during an incident will largely depend on its nature (magnitude and complexity) and location. The 'standing' core membership is made up of representatives from the following organisations:

- Devon and Severn Inshore Fisheries and Conservation Authority
- Environment Agency
- Marine Management Organisation
- Natural England
- Natural Resources Wales
- Public Health England
- Public Health Wales
- Welsh Government (Fisheries)
- Local authorities – Monmouthshire CC and Bristol CC

The list of recommended organisation types in the MCA's Environment Group STOp Note includes the MCA; given the likely limited resources within the MCA during a major incident, MCA representation is considered unlikely.

Whether in peacetime or during an incident, the decision to expand the Group's membership to include representatives of other organisations is to be the responsibility of the EG Chair.

1.2.2 Potential additional EG members during an incident

The EG may seek to draw on specialist expertise according to the nature of the incident which may dictate specific requirements for information and advice. Extended membership may include, but is not limited to the following:

- Royal Society for the Prevention of Cruelty to Animals (RSPCA)
- Royal Society for the Protection of Birds (RSPB)
- Wildlife Trusts of South & West Wales, Gwent, Gloucestershire, Avon and Somerset
- National Trust
- Local Authorities

1.2.3 Member contact details

Personal contact details of 'Standing' EG members are not available in this Plan. They are available on the Group's site on Resilience Direct. The member organisation's 24hour duty desk / Duty Officer, contact numbers are listed in Appendix 16. Key stakeholder contact details are listed in Appendix 10.

1.3 Environment Group: Its purpose, scope and key tasks

The EG's remit is advisory and it has no powers of direction or enforcement. Regulatory functions of individual members of the EG are exercised outwith the Group structure and function.

The role of the Environment Group is outlined within the MCA's National Contingency Plan and defined in detail in the MCA's STOP Note 2/16 from which the key features are summarised below.

1.3.1 Purpose of the Environment Group

The principal role of the EG is to:

- Provide public health and environmental advice and guidance to all response units involved in response to a marine pollution incident and subsequent clean-up operations
- Advise response units so as to minimise the impact of the incident on human health and 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.
- Document the public health and environmental (including wildlife) impact of a maritime pollution incident and the impact of all measures implemented in response to the incident.

1.3.2 Scope of the Environment Group

The scope of EG 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 EG will need to be graduated to meet changing requirements, escalating or diminishing in the input to each phase over time.

The scope of EG functions includes:

- 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'.
- Ensuring that proper consideration is given to all the health and safety requirements for personnel working for the EG.

1.3.3 Key tasks of the Environment Group

The following list of tasks is not in order of priority nor is it exhaustive, and not all may be necessary in certain incidents. Tasks and priorities will be incident specific.

- 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.
- Assess environmental priorities at risk from pollutant and from clean-up activity.
- Establish EG priorities for resource protection and pollution clean-up.
- Prepare an incident-specific EG view on at-sea and on-shore dispersant and chemical treatment product use.
- Provide advice and guidance on 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 EG.
- Facilitate effective communication on health and environmental matters between the response units and the EG 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.

1.4 Preparedness of the 'Standing' Group

During 'peacetime' the Group shall remain active (standing) in a manner deemed sufficient to fulfil its expected role during an incident. The 'Standing Group' will aim to:

- Meet at least twice a year
- Conduct a communications exercise once a year
- Conduct a major exercise once every 3 years or following any major revision of the Activation Plan if deemed necessary by the EG Chair
- Continue to review operational arrangements and the collation of advice material in line with the MCA's suggested EG work programme stated in its STOp Note.
- Review Contact Directory once a year.
- Maintain full and active Group membership.

- Maintain and broaden where necessary, engagement with key stakeholders.
- Inform MCA of any changes to contact details of Chair and other key EG members.

2 Operational Stage

In the event of the EG being convened, it will seek to utilise the resources available to it in an effective manner in order to operate as defined within the MCA's National Contingency Plan.

The 4 principal aims of managing the response to any incident are:

- to protect public health
- to prevent pollution occurring
- to minimise the extent of any pollution that does occur, and
- to mitigate the effects of any pollution

2.1 Incident classification

For the purposes of planning the response, tiers are used to categorise pollution incidents. This approach identifies resources for responding to spills of increasing magnitude and complexity by extending the geographic area over which the response is coordinated.

Tier	Description
1	Local: Unlikely to involve more than minor localised pollution where the response can be managed within the capability and resources of one local authority or harbour authority.
2	Regional: A more significant scale incident which is beyond the capability of one local authority, or requires additional contracted response from others e.g. ports.
3	National scale incident which is beyond any contracted Tier 2 response capability and requires national resources coordinated by the MCA

Important: Note that the above MCA classification system differs to that used by the Environment Agency, most notably, in that the numbered classification is the reverse i.e. Tier 1 is the most severe incident. Note also that in April 2017, NRW adopted a new classification system using 'High Level' and 'Low Level' descriptors.

2.2 Initial incident notification

The initial point of contact will normally be the EG Chair or his deputy. The route by which notification occurs may vary depending on the nature of the incident.

Direct notification from MCA.

If the MCA consider the circumstances of an incident are likely to require the services of the EG, it (Counter Pollution Team) will normally contact the EG Chair directly by phone.

Indirect notification (POLREP)

Where the MCA does not make direct contact, the EG Chair is reliant on receiving initial information from the EG member organisations that are sent a Pollution Report (POLREP) by the MCA. The MCA maintains lists of organisations with relevant responsibilities to which it will send a POLREP. The EG is not on the MCA list due to its virtual status, however, most of the Group's core member organisations will normally receive POLREPs; Environment Agency, Marine Management Organisation, Natural England, Natural Resources Wales, Public Health bodies, local authorities and Welsh Government (see Appendix 1 for POLREP example and interpretation guidance).

Those constituent core organisations of the EG that receive a POLREP will follow their own organisational cascade arrangements, which should include the notification of the relevant EG Chair. Subsequent POLREPs are identified as situation reports (SITREPs); once lines of communication have been established, the EG should receive these directly.

2.3 Environment Group set-up

Following notification, the EG Chair, in liaison with the notifying organisation (normally the MCA), will decide on the initial response and whether to convene as a group.

The Group may be set up as a precautionary approach when the possibility of incident escalation has potential.

The EG Chair will seek immediate local NRW support to assist with contacting the member organisations via the relevant Duty Desk / Officer (see Appendix 14) and if necessary, prepare an incident room.

At the initial stage, the majority of member organisations will be represented by Duty Officers (DO) who will operate remotely from the EG at their organisational base. Whilst DO involvement may be handed over to more appropriate personnel within their organisation, the remote working could possibly continue throughout the incident.

2.4 Operational base

The choice of location for the EG incident room is likely to depend on a variety of factors, but it will be influenced principally by the location of the incident and/or the area of greatest risk or impacted shoreline. The best equipped location will rarely be the best placed and vice versa; **the EG will therefore be realistic and flexible in the choice of incident room location**. Key considerations in the selection of an incident room along with key features are listed in Appendix 4.

Where several experts advisors, operating remotely, are in close proximity, the use of an EG 'hub' will be considered. This is likely to be most appropriate for Bristol, where EA, NE, PHE and possibly also the Devon and Severn IFCA representatives could operate from EA's Horizon House. This is seen as a potentially effective way of managing the dispersed group.

2.4.1 Initial response and minor incidents – NRW office, Cardiff

Due to the current level of NRW presence within the EG, it is likely that the EG will operate from the NRW office at St Mellons, Cardiff during the immediate post-notification period. This arrangement may continue throughout the incident and is the initial default position for all incidents unless either the EG Chair sees benefit in relocating or following a request from the MCA (or response centre).

2.4.2 Relocation

When the decision has been made to relocate the EG to an alternative location (likely to be on the grounds of proximity to the main response area), the EG Chair will firstly consider those locations on its prepared shortlist (see Appendix 4) unless suitable accommodation and resources are available at an established response centre.

2.4.3 Major incidents

For major incidents, there is every likelihood that the EG will be directed to convene immediately at a location of MCA choosing. In such cases, the EG Chair will seek to establish that appropriate facilities will be available to the EG and that there is unlikely to be any reduction in the Group's functionality resulting from the Group not operating at either its default or pre-assessed reserve locations.

2.5 Operational material

Material for use by the EG to operate effectively and for the provision of advice will be available via several routes.

- Hard copies of key documents are stored in the Incident Response box kept at the NRW office at St Mellons, Cardiff; this material will be taken to wherever the EG is to be located (see list of material listed in Appendix 12).
- Certain key documents are stored on the Group's site on Resilience Direct (see Appendix 12 and Section 2.6).
- EG subject matter experts will access their respective systems to provide detailed subject specific information.

2.5.1 Checklists

Operational checklists are provided within the appendices of this plan. Hard copies of each checklist are kept in the EG Incident Response box at the NRW's St Mellons office, Cardiff; they are also stored as separate documents on Resilience Direct so they may be easily emailed and printed.

- EG Chair generic action checklist – Appendix 2
- Essential Initial Information checklist – Appendix 3
- Generic first EG meeting agenda checklist – Appendix 7
- Generic ELO action checklist – Appendix 8

2.6 Resilience Direct

The EG has its own site on Resilience Direct (RD) where key material is stored. All operational material is available in hard format at the NRW incident Room where the Group will initially convene. Though this material will be taken with the Group if it is relocated, its availability via RD permits easier access for members operating remotely from the core Group and a secure location for member's personal contact details.

2.6.1 Resilience Direct access

All 'Standing Group' members have been granted access rights by the Group's RD Administrator and each member has their own individual log-in details. These personal RD access details are stored on RD (restricted access). Where 'Standing Group' members are not involved, their log-in details are to be given to their colleagues in order to circumvent the need to grant additional access rights.

2.7 Roles within the EG

The roles, responsibilities and competencies of the EG Chair and Environmental Liaison Officers (ELO) are covered in detail in the MCA STOP Note: The Environment Group.

The EG Chair, ELOs and the representatives of the core member bodies together make up the principal mechanism by which advice is provided. In addition to the primary role of providing expert advice, there will be a range of other key EG roles to be managed from within the incident room. These are likely to include, but not be limited to the following:

- Staffing and welfare
- Record keeping (including maintaining the incident log)
- Maintenance of the status board and map/chart plotting
- Communications (including briefings and maintaining contact with remote working members and ELOs)
- Information co-ordination
- Impact assessment co-ordinator (see Wildlife casualties, Environmental impact assessment and SCAT sections)
-

The above non-advisory roles will be allocated amongst the members present at the convened EG, including if necessary, any of the specialist advisers. The EG Chair may relieve the technical specialists of their additional roles should further resources become available.

Important

- The role of the EG is purely advisory; it will not provide personnel for field survey teams.
- The EG does not have a dedicated pool of trained ELOs with specialist competencies; the EG core member organisations will be asked to provide suitable candidates.

- Due to the nature of ELO provision, the EG default position is that the ELO role is to be primarily to act as a conduit, communicating between the EG and the response cell, rather an expert ‘decision maker’ (see Section 2.9.6).

2.7.1 Relationship between the EG and parent organisations

The Chair represents the whole EG and will not represent his/her employing organisation, or be a point of contact for them.

A key EG member responsibility is to act as advocates for their respective parent organisations, and to ensure that there is a common understanding and consensus between the EG contributing organisations on all aspects of the incident and response. Members should take the lead in briefing their respective organisations and provide them with information, updates on the response and any impact assessment that is initiated by the EG.

2.7.2 Record keeping

It is essential that all those involved keep records of what is done, when and why, to provide an audit trail. All personnel operating on behalf of the EG must keep records of their personal involvement, such as time worked, role, location and expenses incurred. But the primary operational record keeping will be the EG Incident Room log (started by the EG Chair then maintained by a nominated loggist) and the Response Group logs completed by the attending ELOs

A supply of Incident Logs is kept in the EG’s Incident Resource box and each of the three ELO grab-packs at the NRW office, St Mellons, Cardiff. An electronic version is also available on the EG’s site on Resilience Direct.

Records of all communications and all documentation must be kept. The records should be in chronological order to provide a timeline of the incident.

Post incident, the EG Chair will be responsible for compiling all relevant documentation into an Incident File; this will be done within an appropriate period following closure of the incident.

For more detailed instructions see:

1. MCA STOp Note 2/16: The Environment Group. Appendix F
2. Instructions within the Incident Log

For financial records keeping see Section 2.14 Cost Recovery

2.8 The mechanism for advice provision

Due to the need for prompt provision of advice, much or most of the advice stemming from the EG will be given to the response centres verbally by telephone. The EG must record its advice and the rationale for it in writing either as separate numbered advice notes (see Appendix 11) or in the incident log. Where advice is provided by e-mail; these should be

appropriately circulated and logged. Where the response units do not accept the EG advice, this should also be recorded, particularly, the reasons why.

2.9 Response groups

There are several types of response groups (cells or centres) that can be formed as deemed appropriate according to the nature of an incident. Response groups will always be established when an incident involves a national response.

Whilst the incident remains at sea, these include:

2.9.1 Marine Response Centre

The MRC considers and implements the most appropriate means to contain, disperse and remove potential pollutants from the sea. The Head of the Counter Pollution & Salvage Branch of the MCA determines the need to establish a MRC; it will be chaired by the MCA and will be sited at the most appropriate location.

2.9.2 Salvage Control Unit

During a shipping incident, the primary role of the SCU is to monitor salvage operations and actions that are being taken and/or proposed relating to salvage activity. The SOSREP determines the requirement for a SCU and will normally Chair the group.

When the pollution threatens the shoreline, additional groups may be established.

2.9.3 Strategic Co-ordinating Group

Civil Contingency Gold Command – a SCG may be activated where there is likely to be significant on-shore impacts on health, the economy or the environment or where significant public and media interest will be generated. It is normally chaired by a senior police officer during the response phase, although on occasions, particularly where there is no immediate threat to life, a senior local authority official or other appropriately trained and experienced individual may assume the role. When established, it manages the overall on-shore response strategy, dovetailing when appropriate with the 'at-sea' response; it will develop a long-term plan and the policy and direction of the response.

2.9.4 Tactical Co-ordinating Group

Civil Contingency Silver and/or Bronze Command – when established develops and co-ordinates the on-shore operational response plan. The Tactical Co-ordinating Group usually comprise the most senior officers of each agency committed within the area of operations and assumes tactical command of the event or situation.

The Strategic Co-ordinating Group and the Tactical Co-ordinating Group between them cover many of the functions previously carried out by the Shoreline Response Centre.

2.9.5 Recovery Co-ordinating Group

A shoreline pollution incident will usually have response implications, but the majority of clean-up will take place in the recovery phase, managed by the Recovery Co-ordinating Group (RCG).

It is likely that the SCG will commission the formation of a local authority led RCG early in the incident. The RCG will run concurrently with the SCG / TCG until they hand over control of the incident to the RCG when it is satisfied there is no further risk to life and that the response requires no further strategic or tactical co-ordination. In many cases the membership of the TCG and its groups will morph into becoming the RCG as the situation changes from the urgent response phase to the longer lasting recovery phase. The role of the RCG is to develop a clear strategy for recovering from the incident.

Important: The recovery phase of a major incident could potentially last a significant time, throughout which, it is almost certain that EG representation will be required. This Plan does not cover how this commitment is to be achieved.

2.9.6 Environmental Liaison Officers (ELO)

The EG will normally provide an ELO to each of the main established response groups following a request from the respective Group Head. The principal communications links between the EG and the response groups will be through the ELOs. The EG does not have a pool of prospective ELOs; soon after the initial incident notification the EG Chair will request member organisations identify suitable personnel. Each candidate is to be briefed of the incident details and the ELO role, following which they will either be placed on standby or directed to a response cell. Ideally, the ELO briefings will occur at the EG convened location where they can be given an ELO grab-pack. The grab-pack will have the Generic ELO Action Checklist (see Appendix 8) and other essential material (listed in Appendix 12).

Due to this reactive approach of sourcing ELOs, the EG considers their role to be principally one of an information conduit rather than a subject expert and decision maker. Nevertheless, ELO candidates should have experience in attending pollution incidents and appropriate communication skills.

Important: The first ELO to attend a Response Centre will start an Incident Log specific to that Response Centre which will be maintained by all subsequent ELOs attending that same Response Centre.

ELO handover

Depending on the nature of the incident, ELO coverage will either be continuous (i.e. 24hr) or more on a normal working hours or on a 'as needs' basis.

Continuous coverage handover

The ELO shall brief the replacement ELO of all relevant information relating to the incident and the operation of the Response Group. The briefing should include familiarisation with the grab-pack, ELO Incident Log and all other records and associated material that are to be

left with the new ELO. The new ELO should refer to the Generic ELO Action Checklist (see Appendix 8).

Broken coverage handover

If the Response Centre is located close to the EG then it is likely that the ELO's shift will begin and finish at the EG where all the ELO material will be retained for the next ELO shift. Where the two locations are not close enough for this to occur and the same ELO is to be on duty the following day, then he/she will retain securely all material. Where a different ELO is to be next on duty, the material should be left in a secure location in the Response Centre.

2.10 Sub groups

Circumstances may require the setting up of sub groups to cater for specialist activities. For example:

- The assessment of environmental impact will be undertaken by the established monitoring cells.
- RSPCA will take the lead with respect to wildlife casualties, their collection, welfare and rehabilitation

There will be close liaison between the EG and these groups as they will effectively be operating as EG sub groups – though they will not be under direct EG control (see Sections 3.2 and 3.3).

2.11 Scientific & Technical Advice Cell (STAC)

Where the incident poses a significant threat to human health or the environment on land, the SCG may establish a STAC. The key role of the STAC is to provide a common source of scientific and technical advice to the SCG. Its role is therefore similar to the EG; where both the EG and a STAC are established they will liaise closely and may merge fully.

2.12 Assisting neighbouring Environment Groups

The EG will assist the neighbouring West Wales and Devon Environment Groups if requested and if resources permit. Where the impacts (or potential impacts) of an incident effects the operational area of more than one EG, a lead EG will be agreed by the respective EG Chairs – usually being that EG area most affected (or likely to be).

2.13 Stand down procedures

Where an incident has moved from the response stage to the recovery stage, the EG Chair may consider it appropriate in some circumstances to close the convened group in favour of relevant members continuing to operate remotely on an as needs basis.

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

Debrief details and lessons learnt will be produced and circulated to relevant participating bodies within a reasonable period following the incident debrief.

2.14 Cost Recovery

Although the EG will not itself incur expenditure, its membership will do so and any EG activities likely to incur expense must be recorded. It is essential that all those involved keep records of what they did, when, in what role and why they did it and what resources they used. All records are to be passed to the EG member parent organisations.

For many incidents the MCA is prepared to lead on cost recovery action across the public sector. The decision for the MCA to lead is taken on a case by case basis and subject to agreement by all parties at the time.

Due to the nature of the EG's role it is likely that the costs incurred by its members will largely relate to the normal manpower aspects such as staff time, travel, welfare and accommodation. However, materials and equipment costs are likely to be an additional feature of any sub-group.

All EG members are to update their records on a regular basis – at least at the end of each day or shift and submit information to their parent organisations either when requested or at the end of their involvement.

It is advised that during the early stages of an incident, refer the appropriate departments of their respective organisations to the MCA guidance 'Cost Recovery and Record Keeping' (supplementary guidance to the MCA National Contingency Plan). This 8 page document can be found on the MCA's area of www.gov.uk by following 'Ships and cargoes', 'Pollution Prevention' and 'National Contingency Plan'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478670/151119_Cost_Recovery_and_Record_Keeping.pdf

Further information can be found in Appendix K of the MCA's STOP Notice 2/16 The Environment Group.

3 The Environment Group's involvement in certain aspects of a response

This section outlines the EG's role in some of the main aspects of an incident response and the relevant EG actions for each. Note that incident circumstances may necessitate a measure of variation, but the roles and actions stated below should be considered as being the general initial default position of the EG.

3.1 Communication with the media

The information given to the media and by whom, will largely be dictated by the nature of the incident. Though the lead body in a multi-agency response may differ depending on where the incident is and whether it involves dangers to public health, there is a common principle that the lead body will be the primary interface with the media and all responders/response cells, including the EG will feed relevant information when requested to the lead body.

The EG will provide the MCA/SOSREP (or the relevant CCA Command and Control unit) with briefings as requested (see Appendix 9) and will not normally have direct contact with the media, though the EG Chair may be invited to sit on an interview panel. In normal circumstances, the EG will not respond directly to inquiries from the media other than to direct the inquiries to the relevant body/person.

The preparation of briefings will normally be undertaken by the EG Communications Officer if such a role is appointed, otherwise the EG Chair will give the task to one of the 'expert advisors' as a secondary role.

The MCA's '3 Minute Brief' template should be used unless directed otherwise (available from MCA website and BCSEG site on Resilience Direct).

EG Actions	
1	Establish communications with Media Lead / Centre
2	Ensure all personnel operating on behalf of the EG are aware that the EG will not normally have any direct contact with the Media
3	Establish reporting system to enable timely provision of information

Further information: (Resource Box)

Response and Recovery to a Maritime Pollution Incident Impacting the UK Shoreline, MCA SToP Note 1/16 Appendix I

3.2 Environmental Impact Monitoring

Until recently, the monitoring of environmental impacts of a marine pollution incident was a role of the EG. The PREMIAM (Pollution Response in Emergencies: Marine Impact Assessment and Monitoring) initiative promoted by Cefas has removed this role as a direct EG task. PREMIAM sets out a series of procedures and promotes the formation of Monitoring Coordination Cells (MCC). The PREMIAM process has been adopted in both England and Wales for the creation on of an all-England and an all-Wales MCC.

This EG is in a unique position due to the cross-border nature of its water-body and consequently may notify both the Welsh and English monitoring coordination cells.

In the event of an incident in Bristol Channel EG waters, early contact should be made with both the Welsh and English leads regardless of whether or not any shoreline impact is known to have occurred.

Following initial EG notification the MCC Chairs/Leads will decide on the level of monitoring; if monitoring is to be undertaken, it will be the responsibility of monitoring cell leads to resource and directly manage monitoring activities. The monitoring cells will effectively be operating as autonomous EG sub-groups but will be responsible for reporting to the EG.

Note: Monitoring of public health related impacts will be the responsibility of the relevant public health bodies.

EG Actions	
1	Make early contact with the Chairs of both Wales and England Monitoring Coordination Cells (MCC) and provide relevant incident details.
2	Agree with monitoring cell leads whether or not monitoring needs to occur.
3	Confirm lines of communication with monitoring leads.
4	Remind cell leads of health and safety issues with field surveys around the estuary.
5	The MCC Chairs are to be invited to join the EG telecoms
6	Continue throughout the incident to provide MCCs with relevant details such as location of at risk and/or already impacted shoreline and shoreline access data.
7	Establish reporting requirements (during and/or post incident)

Contact details

Wales: Mike Camplin (NRW), deputy Gabrielle Wyn (NRW)

England: Roger Proudfoot (EA)

Further information: (Resource Box)

MCA STOp Note 2/16: The Environment Group. Appendix C

Law, R.J. et al, 2011. PREMIAM: Post-incident monitoring guidelines

3.3 Wildlife Welfare / Rescue

The Royal Society for the Prevention of Cruelty to Animals (RSPCA) will generally be the lead organisation involved in dealing with wildlife casualties; it will take the lead in welfare and rehabilitation and coordinate its work, and that of others, to avoid duplication of effort.

The EG will liaise closely with the RSPCA providing it with relevant information to assist the response. The RSPCA will provide the EG with regular updates on its response. Though the EG will not have direct control of RSPCA activities, the RSPCA could theoretically operate as an EG sub group.

It will be the responsibility of the RSPCA to contact and where necessary, co-ordinate other specialist organisations such as RSPB.

EG Actions	
1	Make early contact with RSPCA and provide relevant incident details regardless of whether or not wildlife casualties have been reported.
2	Continue throughout the incident to provide RSPCA with relevant details to assist the response such as location of sightings and shoreline access data.
3	Record and disseminate as appropriate, details of the response provided by the RSPCA.
4	Remind RSPCA of health and safety issues with field surveys around the estuary.
5	Establish final reporting requirements post incident

RSPCA contact details

24 hour NCC number: 0300 1234 999

See Appendix 6 Notification Checklist with regards to Wildfowling Clubs

Further information:

MCA STOp Note 2/16: The Environment Group. Appendix G (Resource Box)

Oiled wildlife response guidance documents available from www.sea-alarm.org

3.4 Shoreline Clean-up Assessment Technique (SCAT)

An overview of SCAT

SCAT is a standardised system of reporting shoreline conditions during an oil spill incident that has been adopted by the MCA. SCAT field teams systematically survey the affected area using specific and standard terminology to define shoreline oiling conditions; this information is used to develop decisions and to expedite shoreline treatment planning and response operations. SCAT teams may also be required to provide recommendations on appropriate clean-up methods and to define constraints or limitations on the application of clean-up techniques.

SCAT survey teams are to be appointed, managed by and report to, the Tactical Co-ordinating Group. There is no legal duty on organisations regarding the provision of personnel to form SCAT teams, but there is an expectation that relevant bodies such as local authorities, the Environment Agency and Natural Resources Wales would have a significant role in providing staff.

In addition to survey personnel, it is likely that there would also be the need to have a SCAT Coordinator, particularly if there are multiple survey teams and/or repeat surveys.

The Environment Group's role

MCA guidance and its SCAT Manual does not provide a clear-cut description of the EG role; the EG STOP Note merely states that the EG may "assist, and possibly contribute to the SCAT teams as required."

The EG will not contribute any of its core members for SCAT teams due to its limited resources and for the task not falling within the Group's advisory remit.

If there is to be more than one survey team then generally, a SCAT Coordinator would be nominated. There is no information as to where this person would come from, but the MCA Manual states "In many situations it is likely that the EG would carry out much of the coordination as they have considerable expertise in shoreline habitat surveys." If requested, the EG shall endeavour to take on the role of SCAT co-ordination. The Group's 2018 work programme includes the production of survey segment maps for its Welsh coastline.

Though it is generally accepted that the SCAT Coordinator would operate from within the Tactical Co-ordination Centre, if the EG is to assume the co-ordination role, then it should be considered whether this function could be more effectively managed from within the EG.

Summary of the EG's SCAT involvement

Role	Tasks	EG involvement	
SCAT team member	Field surveys	None	
SCAT Coordinator	Appointment of team members. Management of teams. Collating data and reporting.	Possible role	It is feasible that the EG could be asked to fulfil this role. There may be circumstances where it becomes apparent that this role is best undertaken within the EG.
Adviser	Provision of advice on where to survey and on survey results	Principal role	The EG will provide advice to the SCAT Coordinator or others on the aspects of the response based on the results of the SCAT surveys

Early EG Actions	
1	Establish likelihood of the need for SCAT surveys and if necessary, prepare to take on the role of SCAT co-ordination
2	Nominate SCAT Co-ordinator ahead of any request from the Tactical Group
3	(potential) SCAT Co-ordinator to <ul style="list-style-type: none"> • Familiarise with role and tasks – see SCAT Manual and guidance • Prepare material (manuals, survey forms etc.) • Consider potential manpower sources and establish communication links • Begin to identify at risk shoreline
4	Request MCA spill modelling results and/or aerial surveillance report

Further information: (Resource box)

1. EG SCAT briefing note
2. MCA SCAT Manual
3. Survey form instruction sheet
4. A guide to oiled assessment (SCAT) surveys. IPIECA 2014
5. Recognition of Oil on Shorelines, ITOPF Technical Information Paper no. 6
6. Shoreline Assessment Manual, NOAA, August 2013

3.5 Use of Oil Spill Booms

Use of oil spill booms is a key response option; they are routinely used to surround and contain oil spilled at sea and to deflect its passage away from sensitive resources or towards a recovery point. The success of booming operations can be limited by the rapid spread of floating oil and the effects of currents, tides, wind and waves. Effective boom design and a well-planned and co-ordinated response can reduce these problems, although in some cases the use of any boom might be inappropriate.

The Environment Group's position

- Due to the high energy environment of the Severn Estuary, the deployment of booms is likely to be challenging and their use as an effective response option limited to only a small number of locations.
- The EG is not aware of any current validated booming plans for locations within the EG area. Neither is it aware of those locations that may be effectively boomed.
- With advances in design, it's acknowledged that there are likely to be sites where booms could be deployed and operated successfully.
- It will be for the responders that are responsible for boom deployment to assess site suitability.

The Environment Group's role

- The EG will have no direct involvement with the physical deployment of booms.
- The EG's primary role is to provide a prioritised list of sensitive sites that it wishes to be protected.

A key source of information to inform sensitive resources is the EG's Shoreline Environmental Sensitivity Analysis Manual.

EG Actions	
1	EG Chair to familiarise himself with EG position and role (above)
2	Identify key at risk resources and prepare a prioritised list of locations to be protected
3	Maintain awareness of weather (notably, wind) and sea conditions (tide heights, current speeds and wave heights)

Further information: (Resource Box)

1. Use of Booms in Oil Pollution Response, ITOPF Technical Information Paper No. 3
2. Guidelines for the Preparation of Coastal and Estuarine Booming Plans, MCA STOp Note 4/09
3. Shoreline Environmental Sensitivity Analysis Manual

3.6 Use of Oil Spill Dispersants

The MCA may decide that the application of dispersants (oil spill treatment products - OSTP) is an appropriate response option. If the spill is in coastal waters, it is often only an option during the earlier stages of the incident and due to the nature of the tides and currents in the EG area, the window of opportunity is likely to be very small indeed.

There are processes in place covering the approval of use and the provision of advice to MCA, neither of which normally involve the EG. Nevertheless, it is important for the EG to have a clear understanding of the approval process and the current 'standing' advice.

All commercially available dispersants must be approved for that purpose, and be included in the UK approved list of products before they can be considered for use in UK waters. Approval is granted by the Marine Management Organisation (**no EG involvement**).

The use of dispersants is regulated under the Marine and Coastal Access Act 2009. Under the terms of the Act dispersants may be used if it is an approved substance and used in accordance with the approval conditions.

Use of dispersants within port and harbour areas

Ports can apply for Standing Approval (derogation) to use a specified quantity in harbour areas without further permission. Standing Approvals are not normally granted for use within a site of conservation designation unless specific agreement has been provided by NRW or the MMO. Within the EG area, only the Bristol Port Company has a Standing Approval; this permits use of up to 200 gallons within Avonmouth, Portbury Docks and the River Avon (**no EG involvement in approval process and unlikely to be consulted prior to use**).

Use of dispersants in coastal waters

Until recently, there was a distinction made between deep and shallow waters in that there was a presumed / deemed exemption for use in open water – defined as deeper than 20m and greater than 1nm from areas less than 20m. This may still be considered as a 'rule of thumb' in some cases, but the default position now is that prior approval is required in all English and Welsh waters.

Advice process

The MCA will contact both NRW and the MMO to seek permission for dispersant use in the Bristol Channel EG area. Both authorisation bodies will seek advice from the relevant conservation agencies – NRW will consult internally, the MMO will consult Natural England (and possibly others such as Cefas, JNCC and FSA).

Standing advice exists (see below) in the form of a zoned map of the Bristol Channel EG area; this will form the basis of advice, however NRW and the MMO will seek additional incident specific advice.

NRW and the MMO may also consult the EG Chair if time permits (the normal target deadline for advice is 1 hour). Regardless, NRW and/or MMO should notify the EG Chair of the advice given to the MCA and any subsequent decision.

Standing advice for the EG area

Advice is displayed on a map of the EG area which has been designated as dispersant use or non-use zones.

Three advice zones are applicable to the EG area:

Zone 1- Not approved: This applies to most of the Severn Estuary, Bridgwater Bay and the near shore waters of the Inner Bristol Channel.

Zone 2- Not approved – unless otherwise informed by incident specific assessment: This applies to a small mid channel section immediately upstream of the Holm Islands and the greater part of the Inner Bristol Channel.

Zone 3- Acceptable at all times: This applies only to a small mid-section in the western most part of the Inner Bristol Channel.

Further information: (Resource Box)

1. Dispersant advice map (2015)
2. Feasibility Study on the Use of Dispersants in the Bristol Channel in the event of an Oil Pollution Incident (2002) and summary briefing note
3. Use of dispersants to treat oil spills, ITOPF Technical Information Paper 04

3.7 Places of Refuge

A Place of refuge is defined as a place where a ship in need of assistance can be taken to enable it to stabilize its condition and reduce the hazards to navigation, and to protect human life and the environment. A place of refuge may include harbours, ports, anchorages, temporary holding sites, or offshore waters.

The DfT Secretary of State's Representative (SOSREP) has ultimate command and control. The SOSREP has the authority for making all decisions relating to maritime intervention and/or the salvage operation. As part of any operation, the SOSREP would be expected to consult as far as possible with relevant organisations including the EG.

The SOSREP is not compelled to conduct extensive consultation, nor is he required to accept the advice of consultees. The SOSREP shall take all measures that time and circumstances permit, and shall determine the best course of action based on the available information and his own professional judgement.

The MCA will be responsible for facilitating the assessment. The response decision and choice of location will be taken by the SOSREP

Almost anywhere could be a place of refuge and it's considered unwise to pre-emptively rule anywhere in or out as a potential place of refuge as each incident has its own unique, transient and varied nature; the incident specific conditions will dictate the parameters of available locations.

However, the MCA recommend the pre-event generic analysis of locations which could lend themselves to become a place of refuge for ships. This information can be quickly overlaid onto an incident to enable appropriate risk assessments to be made.

The EG has commenced the pre-event collection of relevant information to assist the timely production of an assessment. Work is still underway at the time of this Plan's publication. It is anticipated that the information will be fully collated by February 2019. When complete, the information will be available on Resilience Direct. The passage below outlines the key features of the project.

Potential Places of Refuge in the Bristol Channel EG area

The EG will be asked to provide an assessment on either

- A site or sites already selected by the MCA
- The entire BCSEG area

Potential Places of Refuge locations have been split into 2 categories

- Ports
- Safe anchorages (at sea)

In the case of ports, it is expected that the MCA will request most of the information directly from the port authorities. The EG role is therefore likely to be limited to public health

considerations relating to the populated areas in close proximity to the ports and environmental considerations relating to areas close to the port approaches.

For safe sea anchorages, whilst it is advised that generally, almost anywhere could be a potential Place of Refuge, given the high tidal range, strong currents and shallow waters present in much of the Severn Estuary and Inner Bristol Channel, a large proportion of the EG's operational area may be considered unsuitable. Consequently, information is being collected on the several 'lay-up' areas currently used by commercial shipping. These are considered as a good starting point as many of the attributes that make them suitable as lay-up areas are common to those of a safe anchorage

Severn Estuary / Inner Bristol Channel advice

A pre-event generic analysis of potential locations in the Severn Estuary and Bristol Channel is currently being undertaken by the EG. When completed, it will be available from the Group's site on Resilience Direct.

Further information: (Resource Box)

A list of potential parameters for location assessment is listed in the MCAs guidance UK Places of Refuge for Ships in Need of Assistance (2013).

3.8 Clean up options

Pollution in coastal waters, on shorelines, or subtidal habitats can harm the environment and be hazardous to public health. Sound clean-up decisions depend on accurate information about the types of habitats that are affected, the degree of impact and the location. And in turn, the effectiveness and consequences of any treatment method are, to a large extent, determined by the way that it is applied and the scale of the operation.

Clean-up operations will be managed by the Shoreline Management Group within the Tactical Coordinating Group or Recovery coordination Group. It will normally be chaired by a local authority representative.

Various clean-up manuals provide guidance on managing numbers of workers, access routes, appropriate vehicles, minimizing and managing waste, minimizing wildlife disturbance and other management good practices. Another important aspect of such guidance is when to stop cleaning: defining end points that provide effective removal of material without excessive impact and promoting natural recovery.

Environment Group role

The EG will be the principal source of advice to the relevant coordinating group.

Further information: (Resource Box)

1. Clean-up of Oil from Shorelines, ITOPF Technical Information Paper no. 7
2. Characteristic Coastal Habitats: Choosing Spill Response Alternatives, NOAA 2010
3. Shoreline Environmental Sensitivity Analysis Manual, BCSEG 2003

3.9 Waste management

Where an incident impacts the shoreline, it is almost certain that waste management will be a key aspect of the response. Waste operations will be managed by the waste management group within the Tactical Coordinating Group or Recovery coordination Group. The group will normally be chaired by a local authority representative; it will operate in close consultation with the regulator.

Environment Group role

The EG will not normally have a direct role; it is likely to be limited to maintaining input to the clean-up strategy. The EG may be asked for advice relating to storage site selection, though this matter would normally be guided by the regulator. The EG may also be asked to advise on any proposals to remove beach debris ahead of shoreline impact.

Further information: (Resource Box)

1. Waste Management Guidance Following a Maritime Pollution Incident in the UK, MCA STOp Note 3/16
2. Disposal of Oil and Debris, ITOPF Technical Information Paper no. 9
3. Guidelines for Oil Spill Waste Minimization and Management, IPIECA Report Series no. 12
4. Guidance on Waste Management during a shoreline pollution incident: Operational Guidelines. Kremer X. Cedre, 2011

Appendices

Relevant operational appendices such as checklists are available in the Incident Resource box and ELO grab-bags; and in electronic format on Resilience Direct.

Appendix 1 Interpretation of MCA pollution report (POLREP)

Initial notification of an incident involving spillages of oil, chemicals or dangerous substances is normally sent as a POLREP by the MCA. The EG will not normally be sent a POLREP directly, but should receive notification via one or more of the POLREP recipient organisations that are EG members. Subsequent POLREPs are identified as situation reports (SITREPs); once lines of communication have been set up, the EG should receive these directly.

A sample POLREP is shown below; they follow a regular format and can be interpreted by using the following guidance.

Date:13/03/2007 Time:11:39:34 Holyhead MRSC VISION FAX SYSTEM MCA Holyhead MRSC Page 1 of 1
Message 00025-13032007
 Priority: Normal
 13/03/2007 11:01:37
 From: Holyhead Coastguard

To:	Name	Method
	Donald McDonald	Email
	Scott Baker	Email
	Sea Fisheries North West & North Wa	Fax
	. MATB (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

POLREP sections explained:**A. Classification of Report**

This may be 'doubtful', 'probable' or 'confirmed'.

B. Date and Time Pollution Observed

The 6 digit number relates to the day of the current month and the time, for example 131022 equates to 13th day of the month at 10:22. UTC = Universal Time Constant, to be taken as GMT. Plus the identity of the observer / reporter. **Note the time/date relates to the report not the incident.**

C. Position and Extent of Pollution

Where possible, this should state the latitude and longitude, range and bearing from some prominent landmark and an estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost.

D. Tide and Wind

Speed and direction

E. Weather

Conditions and sea state

F. Characteristics of pollution

Initial details are likely to be sketchy, but this section should give the type of pollution, e.g. oil crude, packaged or bulk chemicals. An appearance description may also be given 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, where possible, the type, size and nationality of polluting vessel may be given.

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.

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

For example, this may just state 'immediate' or it may include where along with estimated timing.

M. Names of those informed other than addressees.**N. Any other relevant information**

Appendix 2 EG Chair Action checklist

Incident	Date
Notification <i>(From whom and method)</i>	Date & time

ACTION		Date / time completed
1	Establish and keep log	
2	If MCA make contact, obtain comprehensive briefing and agree lines of communication (see Essential Information checklist - Appendix 3)	
3	Determine scale of incident & does EG need to be convened? Yes – go to A: No – go to B	

A	INCIDENT REQUIRES EG TO BE CONVENED	
A1	Mobilise local NRW support Meet at NRW office	
A2	Establish contact with core EG organisations (duty desks / DOs) <ul style="list-style-type: none"> • Provide incident details • Agree initial advice to MCA/response units if appropriate • Agree time to convene / time of 1st telecom • Inform DO of relevant SEG member and their RD log-in details • Request provision of standby ELOs if necessary • Exchange contact details if likely to be different 	
A3	Prepare Incident Room <i>(e.g. status board, log on to RD, main incident log, response material)</i>	
A4	Request ELO attendance if necessary Brief ELOs on arrival & agree lines of communication Direct ELOs to response cells	
A5	Ensure all relevant bodies are notified & agree lines of communications (see Notification checklist - Appendix 6)	
A6	Mobilise basic admin support	
A7	Plot all current details <i>(e. g. Status board, chart, those notified and their contact details)</i>	
A8	Convene initial meeting of core EG (telecom) including ELOs (see Generic First Meeting Agenda – Appendix 7)	
A9	Set 'battle-plan' (regular briefings)	
A10	Establish roles within EG <i>(e. g. loggist, information officer, welfare & staffing)</i>	
A11	Ensure all essential EG information requirements are identified	
A12	Ensure all essential EG information and data acquisition to inform operational advice is auctioned.	
A13	Ensure further alert and mobilisation of additional staff and resources continue as required.	
A14	Ensure deputies / substitutes for EG key and support roles are notified and alerted in good time.	

B	INCIDENT DOES NOT REQUIRE EG TO BE CONVENED	
	ACTION	Date / time completed
B1	Maintain incident log	
B2	Establish contact with core EG organisations Brief EG organisations (use Essential Information checklist - Appendix 3) Agree initial EG position and any advice Arrange time for telecom if necessary Agree procedure in the event that incident escalates	
B3	Establish contact with any other key organisations	
B4	Ensure all relevant bodies are notified & agree lines of communications (see Notification checklist - Appendix 6)	
B5	Establish and maintain routine exchange of information with MCA or appropriate response cell(s)	
B6	Establish and maintain routine exchange of information with key EG members relevant to the incident	
B7	Stand by to increase alert and mobilisation of key personnel in the event that incident escalates	

Appendix 3 Essential Initial Information checklist

Incident	Date
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The recording of information here should begin immediately following the initial incident notification and every effort should be made to collect as much information as possible as soon as possible. If EG notification was not via the MCA, then every effort must be made to contact the MCA to glean all relevant available information. This information will inform the EG's initial response.

	Record the time and source of each information item
Nature of incident <i>(including time and location)</i>	
Vessel type and cargo <i>(chemical / hazard data sheets)</i>	
Casualty status <i>(e. g. grounded, hold, under-tow, drifting, current position)</i>	
Type of pollution	
Scale / extent of pollution <i>(e. g. at sea, on shore, location, direction, volume, release rate)</i>	
Risk of further pollution	
Risks to human health	
Sea and weather conditions <i>(present and forecast)</i>	
Response action taken or planned <i>(e. g. recovery at sea, use of dispersants)</i>	
Spill modelling results	

Appendix 4 Potential EG incident room locations

Location	Organisation	Contact name	Contact details (mobile numbers)	Additional
Rivers House, St. Mellons Business Park, Fortran Rd. St Mellons, Cardiff CF3 0EY	Natural Resources Wales	Incident Communication Centre (ICC) at Cambria House Rivers House reception (24hr security)	0300 065 5111 (ICC) 0300 065 3192	<ul style="list-style-type: none"> • 24hr manned reception • All NRW members have access to building • EG Chair to inform ICC of opening incident room.
Pye Corner, Broad Street, Nash, Newport NP18 2BE	Natural Resources Wales (Inland Drainage District Depot)	IDD Duty Officer ICC Matt Bajowski (T/L)	07827 358315 07813 879901	<ul style="list-style-type: none"> • IDD Duty Officer to open building • Inform ICC of EG location • No land-line (at present)
Horizon House, Bristol BS1 5AH	Environment Agency	Sara Galpin	07990 805573 0800 807060	Arrangements to be determined on the day
Rivers House, Bridgwater TA6 4YS	Environment Agency	Bridgwater ABC via ICS	0800 807060	<ul style="list-style-type: none"> • Access cards required after hours, via ABC or EMDO • No landline available as Jabber – internet based telephone system in place. EA officers only have access.
Bradney Depot Near Bridgwater TA7 8PZ	Environment Agency	Bridgwater ABC via ICS	080 0807060	<ul style="list-style-type: none"> • Access via FIDO after hours. No landline available as Bridgwater.

Key considerations in the selection of an incident room

Location

- Proximity to the incident
- Building security
- Accessibility and car parking
- Access to food and refreshments, and toilet facilities
- Provision of sufficient space and key features/equipment (see below)

Key features of an incident room

Space

- Room and seating for 15 people (minimum 10)

Communications

- Mobile signal and wireless broadband access
- Exclusive use of landline telephone
- Use of a fax machine (not critical)

Other facilities / equipment (not critical)

- One large and several smaller tables
- Status boards
- Display area for maps and charts
- Screen projector

Incident and spill description: Location: Date & time:	Current status: <i>date & time</i>			Contact details: (names, numbers & times first contacted)
	Coastal areas at risk / impacted: Sensitive receptors / resources			MCA : Local authorities:
Vessel 1: Name: Size: Cargo: Vessel status:	SCAT Assessments:			Strategic Group:
	Oil dispersant deployment:	Boom deployment:		Tactical Group:
Vessel 2: Name: Size: Cargo: Vessel status:	Tide information:			Recovery Coordinating Group:
	Tidal phase: <i>position relative to neap and spring tides i.e. increasing or decreasing HW heights</i> www.ukho.gov.uk About us / Admiralty Easytide / free prediction	LW/HW	Time	height
Met data: (note time) Wind speed: Wind direction: Sea state:				England:
EG members operating remotely:				Wildlife response (RSPCA)
				Other:

Appendix 6 Notification checklist

(See Contact Directory – Appendix 9: Not all contacts will be necessary for every incident)

This checklist is relevant to the initial notification stage only; the changing contact details throughout the course of an incident are to be recorded in the Incident Log and on the Status Board.

Incident	Date
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	Contact details <i>(names & tel. Numbers)</i>	When notified
Bristol CC		
Cardiff CC		
Chemical Hazards Group		
Devon and Severn IFCA		
Devon SEG Chair		
Environment Agency		
Foods Standard Agency		
Gloucestershire CC		
Marine Management Organisation		
Monitoring Cell (England)		
Monitoring Cell (Wales)		
Monmouthshire CC		
National Trust		
Natural England		
Natural Resources Wales		
Newport CC		
Public Health England		
Public Health Wales		
RSPCA		
Somerset CC		
South Gloucestershire CC		
Vale of Glamorgan CC		
Welsh Government		
West Wales SEG Chair		
Wildfowling clubs (see below)		
Others		

Wildfowling: Single point of contact – Consortium of Severn Estuary Wildfowling Clubs (CSEWC). Season runs between 1st September and 20th February.

Appendix 7 Generic First Meeting Agenda

(Not all agenda items may be necessary for every incident)

Incident: Date:	Date & time of meeting
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Agenda headings	Comments, outcomes, actions
1. Introductions 1.1. Personnel (Reminder to all involved of the need to keep an accurate log) 1.2. EG accommodation (domestics, H & S issues)	
2. Incident briefing <i>(essential info. checklist)</i>	
3. Establish which SEG organisations need to be directly involved and how they are to operate i.e. in person or remotely.	
4. Key roles 4.1. Allocation 4.2. ELOs: Identities and locations	
5. Identification & analysis of immediate risks and threats	
5.1. Identification of public health risks	
5.2. Identification of environmental threats	
5.3. Identification of immediate information requirements	
a). Fate & behaviour of pollutant	

b). Environmental resources at risk	
c). Immediate operational advice requirements	
d). Immediate impact assessment requirements	
5.4. Identification of health & environmental priorities and initial advice to response units	
5.5. Identification of immediate tasks and allocation of tasks	
5. 6. Identification of further personnel and resources required	
6. Establish timetable for Group meetings and agenda items	
7. Establish communications protocol	
8. Establish working procedure	

Appendix 8 Generic Environmental Liaison Officer Action checklist

Incident	Date
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Initial action	Date/time completed
1 On receipt of notification, establish communication links with EG	
2 Establish and keep log from first alert, note time of alert (and by who) at start of log	
3 Complete any immediate tasks given by EG Chair	
4 Report to designated response centre or EG location for initial briefing	
5 Collect ELO grab-pack (if possible)	

On arrival at Response Centre (RC)	
1	Meet officer(s) in charge
2	Request current summary briefing
3	Establish direct contact with EG (phone and email) and brief EG Chair
4	Familiarise yourself with other members of the RC
5	Familiarise yourself with the room layout, other component teams and key facilities (status boards, sources of information, welfare facilities) and security requirements/procedures

Routine task checklist (some are generic, others are dependent on the RC)	
1	Maintain up to date awareness and understanding of: <ul style="list-style-type: none"> • Casualty situation (and salvage and/or at-sea counter pollution operations) • Actual pollution: type, quantities, locations, fate and behaviour and implications • Predicted pollution: where and how much? • Actual and potential risks • Actual and planned action (shoreline response / at-sea response / salvage action) • Implications of response / actions
2	Advise on health and environmental implications of pollution and planned actions – proactive and on request
3	Where appropriate seek identification and assessment of alternative response options
4	Brief RC regularly on health issues and environmental sensitivities and resources at risk from the pollution and/or the response
5	Ensure that the EG is briefed regularly
6	Maintain records of: <ul style="list-style-type: none"> Room briefings / meetings Communications with the EG Requests from the RC Advice provided to the RC RC response to ELO advice/information Response strategies (and any changes to these strategies including reasons why)
7	Maintain record of time worked and travelled, expenses and materials used

ELO recommended equipment	
Laptop / tablet	ELO grab-pack: OS maps and charts BCSEG Activation Plan Shoreline Environmental Sensitivity Manual
Mobile phone	
Appropriate personal protective equipment	
Identity badge	
Log book	

Appendix 9 Three Minute Brief

Heads of Response Centres / SOSREP / MCA will require regular briefings to inform both the overall response and to fulfil media requirements. The EG Chair will hold a “3 Minute Brief” session prior to these briefings to gather key information from its various areas of responsibility, i.e. at-sea, on-shore etc for inclusion within the brief. This is the MCA suggested briefing format:

3 Minute Brief

Name of incident:	Date & time of briefing
Produced by Bristol Channel Environment Group	EG Chair name:
Brief No.	
<p>What? (e. g. what is the current situation? What information is known or unknown?) <i>Too much detailed or unnecessary information is to be avoided</i></p>	
<p>So what? (e. g. what does this mean? How can the situation be interpreted?) <i>Too much detailed or unnecessary information is to be avoided</i></p>	
<p>Now what? (e. g. what can this lead to? What can happen next? What do we need to consider for the future?) <i>This should be factual and concise, highlighting the main issues, the potential solutions and potential future issues to be considered.</i></p>	

Appendix 10 Contact Directory

Company / body name	Contact	Telephone Office hours	Telephone Out of hrs.	Email / fax
Associated British Ports (Barry, Cardiff & Newport Docks)	Switchboard Harbour Master	02920 400500 02920 400561		02920 471071
Braemar Howells Ltd		01646 697041 24hrs		
Bridgwater (port of)	Harbour Master	01278 782180		Harbour.master@sedgemoor.gov.uk
Bristol Port Company	Marine Department	0117 9820000	0117 9802638	Marine.admin@bristolport.co.uk
Canal & River Trust (Sharpness Port Authority)	Waterway Manager Port Office Pier Head	030 30404040 01453 811863 01453 511968	0800 4799947	01452 318076
Cardiff Harbour Authority (CCC)	Reception Harbour Master	02929 877900 02920 877901	Barrage Control 24hrs 02920 700234	
Cardiff County Council	switchboard	02920 872087		
Environment Agency	Incident hotline (24hr.)	0800 807060	0800 807060	
Flat Holm	See Cardiff Harbour Authority			
Forest of Dean District Council	District Poll. Officer	01594 810000	01594 810000	
Gloucester Harbour Trustees (Sharpness)	Harbour Master	01453 811913	07774 725270	01453 810381
Gloucestershire County Council	Civil Protection Team	01452 888764	07920 766400	civilprotectionteam@glosfire.gov.uk
MCA (incident reports)	Milford Haven CGOC	01646 690909	01646 690909	Zone27@hmcg.gov.uk
MCA (routine)	Counter Pollution & Salvage Officer	02380 329480 07901 104931	01646 690909 (Milford Haven)	
Marine Management Organisation	Marine Poll. Response Team	0300 2002024	07770 977825	01913 762682
Monmouthshire County Council	Emergency Planning Mgr.	01633 644091 01633 644092	0300 1231055	
Natural England	24hr. Poll. Response	0300 0601200	0300 0601200	Marine.incidents@Naturalengland.org.uk
Natural Resources Wales	Incident hotline	0800 807060 (option 4)	0800 807060 (option 4)	
Newport City Council	Duty Officer 24hr	07071 784347	07071 784347	Civil.contingencies@newport.gov.uk 01633 258095

Company / body name	Contact	Telephone Office hours	Telephone Out of hrs.	Email / fax
Public Health	24hr chemical hotline 0344 892 0555			
RSPCA	Wildlife rehabilitation	0300 1230119	0300 1234 999	wildlife@rspca.org.uk inspectorate@rspca.org.uk 03031 230119
South Gos. Council	Emergency Planning Unit	01454 868009	01454 868009	01454 863878
Steep Holm Kenneth Allsop Memorial Trust		01934 522125		Info@steepholm.org.uk
Vale of Glamorgan CC	Switchboard	01446 700111		
Welsh Government	Duty Officer	08450 103300		

Appendix 11 Message / Advice record sheet

Bristol Channel Environment Group

Document No.

To:	From:
Date:	Time:

Relay method	Phone / email / fax / other <i>(circle method used)</i>
Contact details	<i>e.g. phone number, email address</i>

Message / Advice

Appendix 12 EG support material

Section 1. Material kept in the Incident Room at NRW offices, St Mellons, Cardiff

- 1a. Incident Resource box
- 1b. Additional material
- 1c. ELO grab-bags
- 1d. SCAT Coordinator grab-bag

2. Material available electronically via EG site on Resilience Direct

Section 1: NRW Incident Room material

1a. Incident Resource Box

Folder 1: Operational

No.	Document	Version no. / date
1	Activation Plan (4 copies)	Feb. 2017
2	EG Chair Action checklist x 3	Feb. 2017
3	Incident log x 3	Feb. 2017
4	EG member organisation contact details (24hr)	April 2017
5	'Standing EG' member contact details	March 2017
6	Essential Initial Information checklist x 3	Feb. 2017
7	Status board layout	
8	Notification checklist x 2	Feb. 2017
9	Generic First EG Meeting Agenda x 2	Feb. 2017
10	Generic ELO Action checklist x 6	Feb. 2017
11	Message / Advice sheet x 6	Feb. 2017
12	Three Minute Briefing template x 8	Feb. 2017
13	Time / activity recording sheet x 6	
14	MCA National Contingency Plan	Sept. 2014
15	MCA STOP Note – Environment Group	2/16
16	MCA STOP Note – Response and recovery to a maritime pollution incident impacting the UK shoreline	1/16
17	MCA STOP Note – Waste Management	3/2016

Folder 2: Generic Response Information

No.	Document	Version / date
	Oil types, Behaviour when spilled and Impact	
1	Marine Fuel Oils	BCSEG Info. Sheet (draft), April 17
2	Fate of marine oil spills	ITOPF Tech. paper 2
3	Persistent versus non-persistent oils	ITOPF paper, 2001
4	The Environmental Impact of Marine Oil Spills – Effects, Recovery and Compensation.	ITOPF paper, 1999
5	Effects of oil pollution on fisheries and mariculture	ITOPF Tech. paper 11
6	Effects of oil pollution on the marine environment	ITOPF Tech. paper 13
7	Aerial observation of oil spills at sea	IPIECA guidance, 2015

Response Options		
8	Use of booms in oil pollution response	I TOPF Tech. paper 3
9	Use of dispersants to treat oil spills	I TOPF Tech. paper 4
10	Dispersants: surface application	I PIECA guidance, 2015
11	Recognition of oil on shorelines	I TOPF Tech. paper 6
12	A guide to oiled shoreline assessment (SCAT) surveys	I PIECA guidance, 2014
13	Impacts of oil spills on shorelines	I PIECA guidance, 2016
14	Clean-up of oil from shorelines	I TOPF Tech. paper 7
Miscellaneous		
15	Effect of wind on spills	Internal advice note, Feb. 2017
16	Disposal of oil and debris	I TOPF Tech. paper 9
17	Sampling and monitoring of marine oil spills	I TOPF Tech. paper 14
18	Response to marine chemical incidents	I TOPF Tech. paper 17
19	Are HNS spills more dangerous than oil spills?	I TOPF, 2009
20	UK Places of Refuge for Ships in Need of Assistance	MCA (draft?), 2013

I TOPF – International Tanker Owners Pollution Federation

I PIECA – International Association of Oil and Gas Producers

Folder 3: Information specific to the Bristol Channel EG area

No.	Document	Version / date
1	Shoreline Environmental Sensitivity Analysis Manual (separate folder)	2002
2	Feasibility Study on the Use of Dispersants in the Bristol Channel in the event of an Oil Pollution Incident and summary briefing note (2017)	2002
3	Summary of above dispersant feasibility study	Jan. 2017
4	Dispersant advice map	2015
5	Port and Navigation Authority jurisdiction map	
6	Port information sheets	
7	Bristol Channel Vessel Traffic Services (VTS) – internal fact sheet	
8	Principal navigation routes map	
9	Local Authority map	
10	Severn Area Rescue Association (SARA) internal fact sheet	2011
11	Sevenside Industrial Centre – internal fact sheet	

Folder 4: Incident Log

Resource box - additional material

Admiralty charts
OS maps – OL14, 140, 151, 152, 153, 154 and 167 (1 set)
SCAT manual
Oil Spill Response Handbook

1b. Additional material in NRW Incident Room

- Large scale printouts of Status Board layout (see Appendix 5) are kept separately in cardboard tube.
- Set of Bristol Channel Admiralty charts and chart plotting equipment

1c. Environmental Liaison Officer grab-bag contents (x 3)

Each ELO grab-pack contains the following material:

No.	Document / item	Version / date
1	Incident log (specific to Response Centre) x 3	Feb. 2017
2	Generic ELO Action Checklist x 3	Feb. 2017
3	Message / Advice sheets x 8	Feb. 2017
4	Time/activity recording sheet x 3	
5	BCSEG Activation Plan	May 2017
6	MCA STOP Note – Environment Group	2/16
7	MCA STOP Note – Response and recovery to a maritime pollution incident impacting the UK shoreline	1/16
8	Shoreline Environmental Sensitivity Analysis Manual	2002
9	OS maps – OL14, 140, 151, 152, 153, 154 and 167 (1 set)	
10	Admiralty charts –1166, 1176 and 1179	

1d. SCAT Coordinator grab-bag contents

No.	Document / item	Version / date
1	MCA CSAT manuals x 4	April 2007
2	Survey forms	
3	Survey form – instructions for completion	Dec. 2011
4	A guide to oiled shoreline assessment (SCAT) surveys, IPIECA	Jan. 2014
5	Generic risk assessment: Shoreline observations	Oct. 2014
6	Incident log	Feb. 2017
7	Message / Advice sheets	Feb. 2017
8	Time/activity recording sheets	Feb. 2017
9	BCSEG Activation Plan	May 2017
10	MCA STOP Note – Environment Group	2 / 2016
11	MCA STOP Note – Response and recovery to a maritime pollution incident impacting the UK shoreline	1 / 2016
12	OS maps – OL14, 140, 151, 152, 153, 154 and 167 (1 set)	
13	Admiralty charts –1166, 1176 and 1179	

Section 2: Material on Resilience Direct

1	Core EG member's contact list	March 2017
2	Bristol Channel Environment Group Activation Plan	May 2017
3	BCEG Incident log	Feb. 2017
4	EG Chair Action checklist	Feb. 2017
5	Essential Initial Information checklist	Feb. 2017
6	Generic First EG Meeting Agenda	Feb. 2017
7	Generic ELO Action Checklist	Feb. 2017
8	Three Minute Briefing template	Feb. 2017
9	Message / Advice sheet	Feb. 2017
10	Time / activity recording sheet	Feb. 2017
11	Shoreline Environmental Sensitivity Analysis Manual	2002
12	Dispersant advice map	2015

Appendix 13 Acronyms

ABP	Associated British Ports
ACOPS	Advisory Committee on Pollution of the Sea
AIR	Area Incident Room
AIS	Automatic Identification System (navigation safety system that provides real time vessel tracking and information)
AONB	Area of Outstanding Natural Beauty

BCSEG	Bristol Channel Standing Environment Group
BTO	British Trust for Ornithology

CAST	Coastguard Agreement on Salvage and Towage
CCA	Civil Contingencies Act
Cedre	Centre of Documentation, Research & Experimentation on Accidental Water Pollution
CEFAS	Centre for Environmental, Fisheries & Aquatic Science
CGOC	Coastguard Operations Centre
CHAG	Chemical Hazards Advisory Group
CIRS	Chemical Incident Response Service
CPR	Counter Pollution and Response Branch (MCA)
CPSO	Counter Pollution and Salvage Officer (MCA)
CRCE	Centre for Radiation, Chemical and Environmental Hazards (PHE)

DEFRA	Department of Environment, Fisheries and Rural Affairs
DfT	Department for Transport
DO	Duty Officer
DTM	Duty Tactical Manager

EA	Environment Agency
EIA	Environmental Impact Assessment
EG	Environment Group
ELO	Environment Liaison Officer
EPU	Emergency Planning Unit
ETV	Emergency Towing Vessel

FSA	Food Standards Agency
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GESAMP	Group of Experts on the Scientific Aspects of Marine Pollution
GRT	Gross Registered Tonnage
GT	Gross Tonnage

HMCG	Her Majesty's Coastguard (now MCA)
HNS	Hazardous Noxious Substances
HOO	Head of Operations (MCA)
HPA	Health Protection Agency

ICC	Incident Communication Centre (NRW)
IFCA	Inshore Fisheries Conservation Authority
IMDG Code	International Maritime Dangerous Goods Code
IMO	International Maritime Organisation
IOPCF	International Oil Pollution Compensation Fund

IPIECA	International Petroleum Industry Environmental Conservation Association
ITOPF	International Tanker Owners Pollution Federation Ltd

JNCC	Joint Nature Conservation Committee
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LA	Local Authority
LRF	Local Resilience Forum

MAIB	Marine Accident Investigation Branch
MARPOL	International Convention for the prevention of Pollution from Ships
MCA	Maritime and Coastguard Agency
MCC	Monitoring Co-ordination Cell (see PREMIAM)
MCZ	Marine Conservation Zone
MEIR	Marine Emergency Information Room (MCA)
MMO	Marine Management Organisation
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordinating Centre
MSA	Marine Safety Agency
MSDA	Material Safety Data Sheet

NCP	National Contingency Plan
NE	Natural England
NEBA	Net Environmental Benefit Analysis
NRW	Natural Resources Wales
NT	National Trust

OAN	Operational Advice Note (MCA)
OCU	Operations Control Unit
OPRC	Oil Pollution Preparedness, Response and Co-operation Convention 1990
OSIS	Oil spill Information System
OSTP	Oil Spill Treatment Product

PCPSO	Principal Counter Pollution & Salvage Officer (MCA)
P & I Club	Protection and Indemnity Club
PHW	Public Health Wales
PMSC	Port Marine Safety Committee
POLREP	Pollution Report
POR	Place of Refuge
PREMIAM	Pollution Response in Emergencies Marine Impact Assessment and Monitoring

RC	Response Centre
RCC	Regional Communication Centre
RCG / C	Recovery Coordinating Group (or Centre)
RD	Resilience Direct
RecCG	Multi-RCG Recovery Coordinating Group
RED	Resilience and Emergencies Division (Dept for Communities and Local Government)
RSPCA	Royal Society for the Prevention of Cruelty to Animals
RSPB	Royal Society for the Protection of Birds

SAC	Special Area of Conservation
SAR	Search and Rescue
SARA	Severn Area Rescue Association
SARIS	Search and Rescue Information System (drift modelling software developed for

	search and rescue but may also be used to plot potential landfall of a spill)
SBM	Single Buoy Mooring
SCAT	Shoreline Clean-up Assessment Technique / Team
SCG	Strategic Co-ordination Group
SCU	Salvage Control Unit
SEG	Standing Environment Group
SITREP	Situation Report
SLAR	Sideways looking aerial radar (attached to underside of aircraft to locate spills)
SOLAS	International Convention for the Safety of Life at Sea
SOSREP	Secretary of State's Representative (for 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 Note	Scientific, Technical and Operational Notice (MCA)
TCG	Tactical Coordinating Group
TEZ	Temporary Exclusion Zone
VTS	Vessel Traffic System
WG	Welsh Government

Appendix 14 Core EG member organisation contact details

In the event of an incident, initial contact is to be made with each member organisation's 24hr duty desk / Duty Officer. When notifying the Duty Officer of the incident also inform the DO of the SEG representative as if available, they will be able to assist (see also Section 2.3).

EG member organisation	24hr number duty desk / Duty Officer	SEG representative and other contacts
Devon and Severn IFCA	07740 175479	Libby West
Environment Agency	0800 807060 0845 8503518 (Ex. Dir.)	John Bateman (Midlands) Andrea Burton (Midlands) Sara Galpin (Wessex)
Marine Management Organisation	03002 002024	Steven Worth
Natural England	03000 601200	Nicholas Hartley
Natural Resources Wales	0800 807060 03000 653000	Tim England Rhys Morgan Gary White Sarah Reville
Public Health England	03448 920555	Charlotte Landeg-Cox
Public Health England CRCE (Wales)	03448 920555 (Chemicals hotline) 02920 416388 (office hrs)	Paul Harold
Public Health Wales	03000 030032 03001 239234	Huw Brunt
Welsh Government		Barrie John Hilary Evans

Natural England

Marine.incidents@naturalengland.org.uk