



DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES



OIL SPILL POLLUTION CONTINGENCY PLAN

King's Harbour Master
Longroom House
RMB Stonehouse
Plymouth
PL13RT.

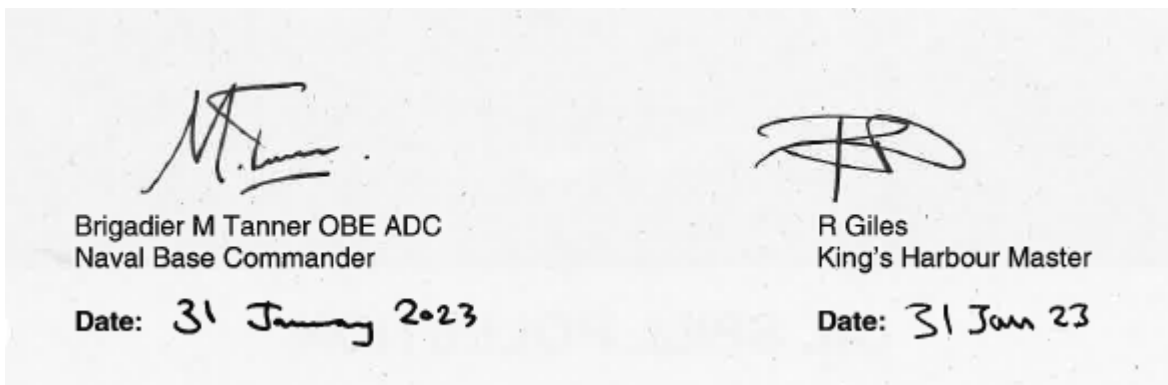
Tel: 01752 553475

E-mail: stephen.boot102@mod.gov.uk



FOREWARD

1. This Oil Spill Contingency Plan details the management and practical arrangements needed to respond to any oil spill incident in the Dockyard Port of Plymouth (DPoP).
2. The King's Harbour Master (KHM), as the statutory Harbour Authority, is responsible for the generation and management of this Plan. KHM is the On-Scene Commander for any pollution incident and will retain Command and Control of all response resources.
3. The MCA has agreed that this is the only plan required for submission and approval but other statutory Harbour Authorities within the DPoP (ABP Millbay Docks, Sutton Harbour and the Cattewater) must submit their oil spill plans to QHM and retain Tier 2 contractor support.
4. The Naval Base Commander, Devonport (NBCD), is responsible for the dispersal or recovery of oil spills from the waters and MOD owned shoreline and this plan is designed to complement the existing Naval Base Emergency Response Organisation.
5. This plan has been produced with the full agreement of the Tamar Estuaries Consultative Forum and is the result of close co-operation between MOD, other government departments and agencies, local authorities, harbour authorities, statutory bodies, commercial enterprises and voluntary and charitable organisations. This ensures that the plan provides an integrated and flexible emergency organisation, both vital in ensuring that the DPoP and Tamar Estuaries gets the best possible protection.



GLOSSARY

ABP	ASSOCIATION OF BRITISH PORTS
CHC	CATTEWATER HARBOUR COMMISSIONERS
COMPLAN	COMMUNICATIONS PLAN
COPO	COUNTY OIL POLLUTION OFFICER
CPSO	COUNTER POLLUTION AND SALVAGE OFFICER
DACC	DEVONPORT ACCIDENT CONTROL CENTRE
DEFRA	DEPARTMENT FOR THE ENVIRONMENT, FOOD AND RURAL AFFAIRS
DPOP	DOCKYARD PORT OF PLYMOUTH
DSG	DEVONPORT SAFETY GROUP
EA	ENVIRONMENT AGENCY
EG	ENVIRONMENT GROUP
EPO	ENVIRONMENTAL PROTECTION OFFICER
ERO	EMERGENCY RESPONSE ORGANISATION
FIS	FUTURE INDUSTRIAL SERVICES LIMITED
FOST	FLAG OFFICER SEA TRAINING
HMCG	HER MAJESTY'S COAST GUARD
HNS, 2000	HAZARDOUS AND NOXIOUS SUBSTANCES PROTOCOL 2000
IBC	INTERNALLY BUNDED CONTAINER
IMO	INTERNATIONAL MARITIME ORGANISATION
INMARSAT	INTERNATIONAL MARITIME SATELLITE
IRG	IMMEDIATE RESPONSE GROUP
ITOPF	INTERNATIONAL TANKER OWNERS POLLUTIONS FEDERATION
KHM	KING'S HARBOUR MASTER
MARPOL	MARITIME POLLUTION (EQUIPMENT)
MCA	MARITIME AND COASTGUARD AGENCY
MCAA	MARINE AND COASTAL ACCESS ACT 2009
MCZ	MARINE CONSERVATION ZONE
MMO	MARINE MANAGEMENT ORGANISATION
MRC	MARINE RESPONSE CENTRE
NBC	NAVAL BASE COMMANDER
NBHQ	NAVAL BASE HEADQUARTERS
NCP	NATIONAL CONTINGENCY PLAN
NLIMS	NAVAL LESSONS IDENTIFIED MANAGEMENT SYSTEM
OFD	OIL FUEL DEPOT
OPC	OIL POLLUTION CONTROL
OPRC	OIL POLLUTION PREPAREDNESS, RESPONSE AND CO-OPERATION
OSC	ON SCENE COMMANDER
OSMT	OIL SPILL MANAGEMENT TEAM
OSRL	OIL SPILL RESPONSE LIMITED
PCS	PORT CONTROL STATIONS
POLREP	POLLUTION REPORT
PRO	PUBLIC RELATIONS OFFICER
SAC	SPECIAL AREA OF CONSERVATION
SCU	SALVAGE CONTROL UNIT
SI	STATUTORY INSTRUMENT
SITREP	SITUATION REPORT
SOSREP	SECRETARY OF STATE'S REPRESENTATIVE
SPA	SPECIAL PROTECTED AREA
SPRO	SENIOR PUBLIC RELATIONS OFFICER
SSEPO	SENIOR SAFETY AND ENVIRONMENTAL PROTECTION OFFICER
STAC	SCIENTIFIC AND TECHNICAL ADVICE SELL
SYLOC	SOUTH YARD LUBRICATIONG OIL CENTRE
TCG	TACTICAL CO-ORDINATION GROUP
TECF	TAMAR ESTUARIES CONSULTATIVE FORUM
VHF	VERY HIGH FREQUENCY RADIO
VTMS	VESSEL TRAFFIC MANAGEMENT SYSTEM
VTSO	VESSEL TRAFFIC SYSTEM OPERATOR
VTSS	VESSEL TRAFFIC SYSTEM SUPERVISOR

	<u>INDEX</u>	<u>PAGE</u>
	Foreword By Naval Base Commander	1
	Glossary	2
	Index	3
	List of Key Stakeholders	4
	Revision Procedure	5
	<u>PART 1 – STRATEGY</u>	6
1.	Statutory Requirements	
2.	Purpose of the Plan	
3.	Scope of the Plan	
4.	Objectives of the Plan	
5.	Responsibilities for the Plan	
6.	Area of operation and Geographic Boundaries	
7.	Other Statutory Harbour Authorities	
8.	Non-Statutory Authorities	
9.	Regional and Local Authority Plans	
10.	Interfacing Contingency Plans	
11.	UK National Contingency Plan	
12.	Oil Spill Classification	
13.	Risk Assessments	
14.	HNS Protocol	
15.	Incident Organisation	
16.	Tier 2 Responders	
17.	Incident Control Arrangements	
18.	Roles and Responsibilities	
19.	Immediate Response Group	
20.	Oil Spill Management Group	
21.	Casualty Vessels and Salvage	
22.	Plan Revision	
23.	Plan Validity	
	<u>PART 2 – ACTIONS</u>	24
1.	Introduction	
2.	Operations Planning and Notification of Key Members and Authorities	
3.	Callout Procedures and Contact List Cascades	
4.	Reporting Procedures and Report Forms	
5.	Response Guidelines	
6.	Use of Dispersant	
7.	Communications	
8.	Press Relations and Public Information	
9.	Health and Safety	
10.	Waste Management	
ANNEX A	Response Flowchart	36
ANNEX B	Actions by Marine Services Contractor (Oil Pollution Unit)	37
ANNEX C	Pollution Incident Report Forms and Incident Sheets	38
ANNEX D	Action Cards	42
ANNEX E	Example of a Communications Plan (COMPLAN)	49
ANNEX F	Spill Assessment and Fate of Spilled Oil	50
ANNEX G	Site Specific Health and Safety Plan	53
	<u>PART 3 – DATA</u>	54
Section 1	Contact Directory	55
Section 2	Training and Exercise Policy	61
Section 3	Environmental, Commercial and Recreational Sensitivities	65
Section 4	Booming Plans	68
Section 5	Roles and Responsibilities	69
Section 6	Counter Pollution Resources	72
Section 7	Information for Associated Ports, Establishments and Installations	79
Section 8	List of Documents held by KHM	90

LIST OF KEY STAKEHOLDERS

The master plan is held by the KHM Support Manager. An Electronic Copy is posted on the KHM Internet Website and Electronic Copies are sent to the following:

Internal:

TITLE	EMAIL ADDRESS
KHM	NAVYNBCD-KHM@MOD.GOV.UK
Long Room Port Control Station	NAVYNBCD-KHMLongroom@mod.gov.uk
MOD Police Devonport	MDP-DEVONPORT-CONTROL-GMB@MOD.GOV.UK MDP-DEVONPORT-DSOS-GMB@MOD.GOV.UK
NBHQ DCO	NAVYNBCD-1LT@MOD.GOV.UK
NB Infrastructure EM	JEMMA.GUEST114@MOD.GOV.UK
NB SSEPO1	NAVYNBCD-HSAASSTHDSAFETYEP@MOD.GOV.UK

External:

TITLE	EMAIL ADDRESS
ABP Plymouth (Millbay Docks)	adrian.buss@abports.co.uk
Babcock Marine	Kevin.Smale@babcockinternational.com
Cattewater Harbour Commission -	sandra@plymouthport.org.uk hm@plymouthport.org.uk
Cornwall Council	emergencymanagement@cornwall.gov.uk
Cornwall Council Resilience and Emergency Management Officer	criticalcontrol@fire.cornwall.gov.uk
DEFRA	SH.Plymouth@marinemanagement.org.uk
Devon and Cornwall Police	contingencyplanning@devonandcornwall.pnn.police.uk
Devon County Council	epduty@devon.gov.uk
Devon Wildlife Trust	contactus@devonwildlifetrust.org eparrferris@devonwildlifetrust.org
Environment Agency (SW)	robin.hooper@environment-agency.gov.uk
Future Industrial Services	Richard.Spreadbury@futureindustrial.com
HMCG Falmouth	Tago.Mcleod@mcga.gov.uk
HMS Raleigh	Colin.Puddy101@mod.gov.uk
Marine Management Organisation (MMO)	Carley.Elson@marinemanagement.org.uk Dispersants@marinemanagement.org.uk
MMO (Plymouth)	plymouth@marinemanagement.org.uk
Mashford Brothers Ltd.	mashfords@ukdocks.com
Mayflower Marina	Charles@mayflowermarina.co.uk
MCA Regional Operations Manager - Counter Pollution and Salvage Officer (West)	Jayne.Ede@mcga.gov.uk
Natural England	marine.incidents@naturalengland.org.uk
OFD Thanckes - Depot Manager	David.Cates@oilandpipelines.com
Princess Yachts Ltd	laura.parry@princessyachts.com
Plymouth City Council (Civil Protection Service)	julian.setterington@plymouth.gov.uk civil.protection@plymouth.gov.uk
Plymouth Yacht Haven Ltd	steve@plymouthyachthaven.com
Plymouth City Council (Environmental Services)	julian.setterington@plymouth.gov.uk civil.protection@plymouth.gov.uk
Queen Anne's Battery Marina	r.perry@mdlmarinas.co.uk
RM Tamar	Jason.Childs989@mod.gov.uk
SERCO	neil.deane@serco.com
South Hams District Council	Ian.Luscombe@swdevon.gov.uk
Sutton Harbour Company – Harbourmaster	M.Veale@Sutton-Harbour.co.uk
The Mountbatten Centre	enquiries@mount-batten-centre.com
Tamar Bridge and Torpoint Ferry Joint Cttee	davood.kalantar@tamarcrossings.org.uk

REVISION PROCEDURE

This plan will be reviewed annually reflecting changes in legislation, risk and the experience gained from exercises and spill incidents. Full updates and MCA validation will be conducted every 5 years. Amendments will be issued for changes that require insertion prior to the full revalidation.

Amendment Record

Amt. No.	Date	Details
Issue 7	Jan 2020	Major Review
Issue 7.1	Apr 2022	Update following a validation of contact details which highlighted significant changes (especially due to Covid19)
Issue 7.2	Jan 2023	Update to reflect change of nomenclature to King's Harbour Master. Updated list of equipment held by SERCO following validation. Some minor changes to personnel (including new NBC and KHM)

1. **This Plan is a Controlled Document.** Proposals for amendments are to be forwarded to:

King's Harbour Master
 Longroom House
 RMB Stonehouse
 Plymouth
 PL1 3RT.

Tel: 01752 553475

E-mail: stephen.boot102@mod.gov.uk

PART 1 - STRATEGY**CONTENTS**

<u>Paragraph</u>	<u>Subject</u>	<u>Page</u>
1.	Statutory Requirements	7
2.	Purpose of the Plan	7
3.	Scope of the Plan	7
4.	Objectives of the Plan	7
5.	Responsibilities for the Plan	8
6.	Area of operation and Geographic Boundaries	8
7.	Other Statutory Harbour Authorities	9
8.	Non-Statutory Authorities	9
9.	Regional and Local Authority Plans	12
10.	Interfacing Contingency Plan	12
11.	UK National Contingency Plan	12
12.	Oil Spill Classification	13
13.	Risk Assessment	13
14.	HNS Protocol	16
15.	Incident Organisation	16
16.	Tier 2 Responders	17
17.	Incident Control Arrangements	17
18.	Roles and Responsibilities	18
19.	Immediate Response Group	18
20.	Oil Spill Management Team	19
21.	Casualty Vessels and Salvage	21
22.	Plan Revision	23
23.	Plan Validity	23

1. **Statutory Requirements**

- 1.1 The Dockyard Port of Plymouth and Tamar Estuaries Oil Spill Contingency Plan is published in response to the International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (the OPRC Convention) and the Merchant Shipping (Oil Pollution Preparedness, Response and co-operation Convention) Regulations 1998 (Statutory Instrument No SI1998 No 1056). These require harbour authorities to establish:
- a. A minimum level of pre-positioned oil spill combating equipment, commensurate with the risk involved, and programmes for its use.
 - b. A programme of exercise for oil pollution response organisations and training of relevant personnel.
 - c. Detailed plans and communicating capabilities for responding to an oil pollution incident. Such capabilities should be continuously available.
 - d. A mechanism for arrangement to co-ordinate the response to an oil pollution incident with, if appropriate, the capabilities to mobilise the necessary resources.

2. **Purpose of the Plan**

- 2.1 This plan details the management arrangements for dealing with oil pollution incidents occurring within the DPoP and is intended to assist users in providing an immediate and continued response in order to stop, minimise and mitigate any spill and protect valuable environmental, economic and social resources through co-ordinated actions.

3. **Scope of the Plan**

3.1 This plan has been written in the format recommended by the Maritime Coastguard Agency (MCA) Contingency Planning for Marine Pollution Preparedness and Response: Guidelines for Ports 2012. The plan contains three main sections followed by supporting Annexes and Appendices.

- a. **Part 1 – Strategy**: This section describes the purpose of the plan, including the geographical coverage, overview of the perceived risks, division of the responsibilities, roles of authorities and the proposed response strategy. This section is used for reference and for planning.
- b. **Part 2 – Action**: This section contains information detailing early response actions and emergency procedures, which allow rapid mobilisation of resources. This is the most important section in the event of an oil spill.
- c. **Part 3 – Data**: This section contains all supplementary information relevant to the performance of the plan such as contact directory, training and exercise policy, risk assessment, resources directory, sensitivity map. The roles and responsibilities of all key players required to assess an oil spill situation and conduct the response in accordance with pre-agreed strategy are also included in this section.

4. **Objectives of the Plan.**

- 4.1 The principal objectives of the plan are:
- a. Define the roles and responsibilities of the various authorities involved.

- b. Indicate the initial and follow-on actions to be taken.
- c. Identify the control and co-ordination system.
- d. Identify the resources (equipment, manpower and communications) available.

5. Responsibility for the Plan and Lead Authority

- 5.1 Under the Dockyard Ports Regulations Act 1865 and the responsibilities vested in the Ministry of Defence (MOD), NBC Devonport is the lead authority for responding to pollution incidents within the DPoP and the containment, dispersal and recovery of oil spills from DPoP waters and Ministry of Defence (MOD) owned shoreline. In complying with the statutory requirements, NBC is further responsible for producing this joint plan and through the contractor, for the provision of an in-house Tier 2 response. This Tier 2 response is provided to other military establishments and by separate agreements to other commercial installations with the DPoP.
- 5.2 KHM, on behalf of NBC Devonport, is responsible for the generation and management of The Dockyard Port of Plymouth and Tamar Estuaries Oil Spill Contingency Plan.
- 5.3 This plan had been produced with the full co-operation and agreement of the Tamar Estuaries Consultative Forum and is the result of close co-operation between MOD, government departments, local authorities, statutory bodies, commercial enterprises and voluntary and charitable organisations.

6. Area of Operation and Geographical Boundaries

- 6.1 The Dockyard Port of Plymouth (DPoP) limits are defined in Statutory Instrument (SI) 1999 No 2029 as all waters including all the bays, creeks, lakes, pools and rivers, so far as the tide flows, to the northward of a line starting at a point on the shore due south of the Chapel on Rame Head and proceeding in a south-easterly direction to a point 175 degrees, 1.25 nautical miles from Rame Church, thence in an east-north-easterly direction to the Shagstone and thence due East to the shore as shown at Figure 1.
- 6.2 The DPoP encompasses an area of water space in excess of 6000 hectares (15000 acres) and extends about 12 miles inland. Both the MOD and the Environment Agency (EA) share a responsibility in countering marine pollution and enjoy an appropriate infrastructure to meet their needs. Skills and resources, although complimentary are better deployed to advantage in areas more appropriate to prime areas of expertise and it may be decided that KHM takes the lead in the deeper parts of the DPoP and the EA in inshore or inland waters.
- 6.3 In the upper reaches of the DPoP an oil spillage or other pollution is unlikely to have emanated from a marine source and may also in the first instance be beyond the reach of KHM to respond with waterborne assets.
- 6.4 In these situations, KHM and the EA have agreed that the EA will take the lead with KHM providing support. Responsibility for leading the response to an incident of this sort will be established at the first meeting of the Immediate Response Group (IRG).
- 6.3 Figure 1 shows the geographical limits of the DPoP limits and the Local Authority boundaries.

7. Other Statutory Harbour Authorities

7.1 Other statutory harbour authorities within the DPoP are:

ABP Millbay Docks
Cattewater Harbour Commission (Includes Oil Terminal)
Sutton Harbour Company

7.2 Although these harbour authorities are required to comply with the OPRC regulations and develop individual oil spill contingency plans, the MCA has agreed the benefits of this joint plan and the harbour authorities named do not need MCA approval of their specific plans. They are however required to provide KHM with their Tier 1 and Tier 2 response plans and evidence of Tier 2 contractor agreements. Copies of harbour authorities Tier 2 Contract Agreements are retained by KHM. Further details of their Oil Spill Response capabilities are at Part 3 Section 7¹

7.3 In the event of an oil spill occurring from their facility or premises, these authorities will initiate the first response actions in accordance with their individual plans. They will immediately inform KHM and satisfy him that the appropriate measures are being taken and request assistance and additional resources as necessary.

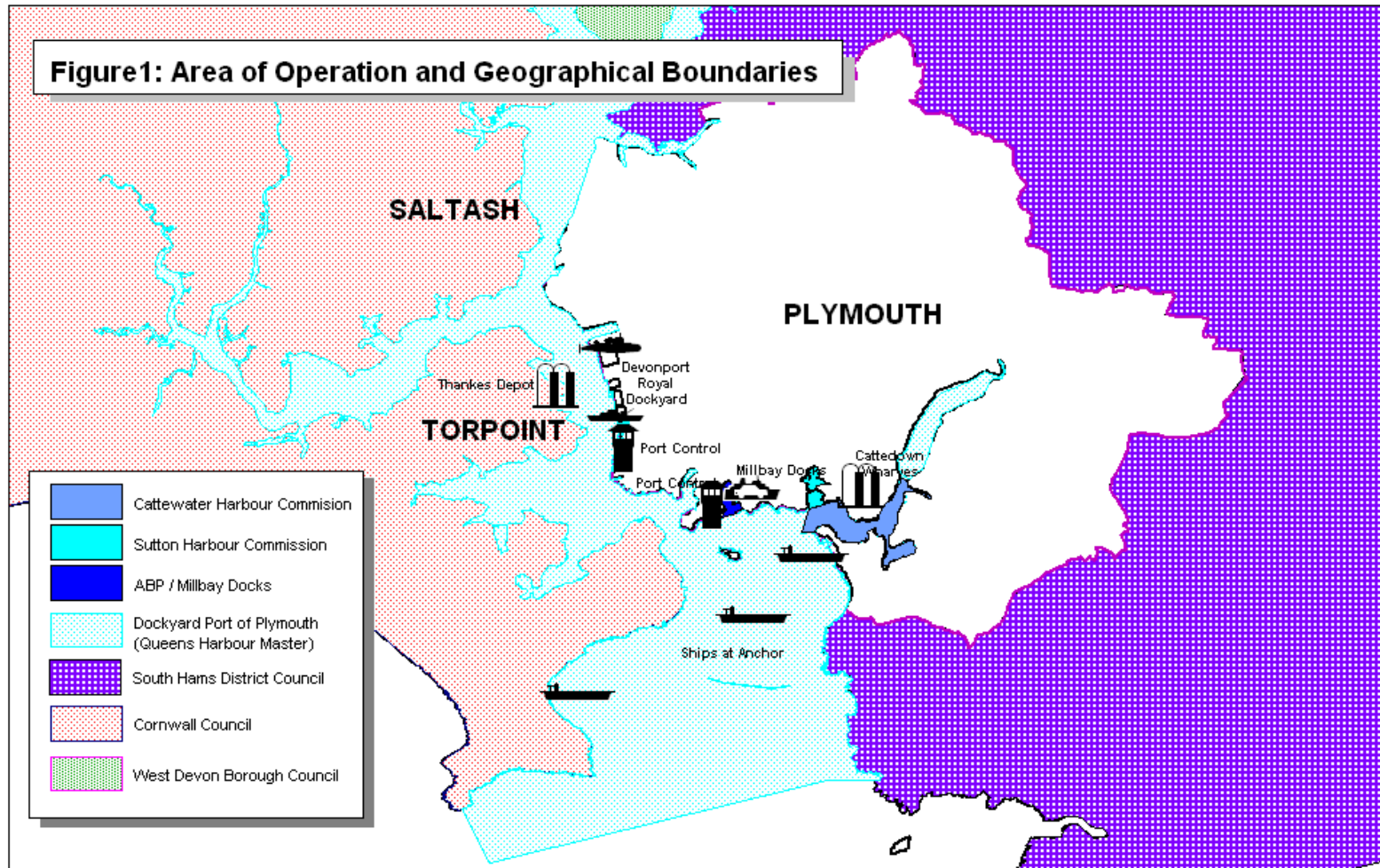
8. Non-Statutory Authorities

8.1 The following conduct operations involving pollutants at or close to DPoP waters:

Babcock Marine Ltd
Mashfords – Cremyll Shipyard
Future Industrial Services Ltd
Mayflower Marina
Tamar Bridge and Torpoint Ferry Joint Committee
SERCO
Oil Fuel Depot (Thanckes)
Queen Anne’s Battery Marina
Plymouth Yacht Haven
Princess Yachts Ltd

8.2 These authorities have responsibilities to provide Tier 1 response and to inform KHM of any spill that has or may enter the water and, whatever the nature or origin of a spill, to clean those jetties, wharves, structures, beach and shoreline which they own or control. The clean-up response should be co-ordinated directly with the local authority or through the Tactical Coordination Group (TCG) should it be established. Further details of their Oil Spill Response capabilities are at Part 3 Section 7

¹ Page 91



Reproduced from the Ordnance Surveys digital maps with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Plymouth City Council Licence No. 100018633. This map extract has been produced for the sole purpose of providing you with reference information only. NO FURTHER COPIES CAN BE MADE. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

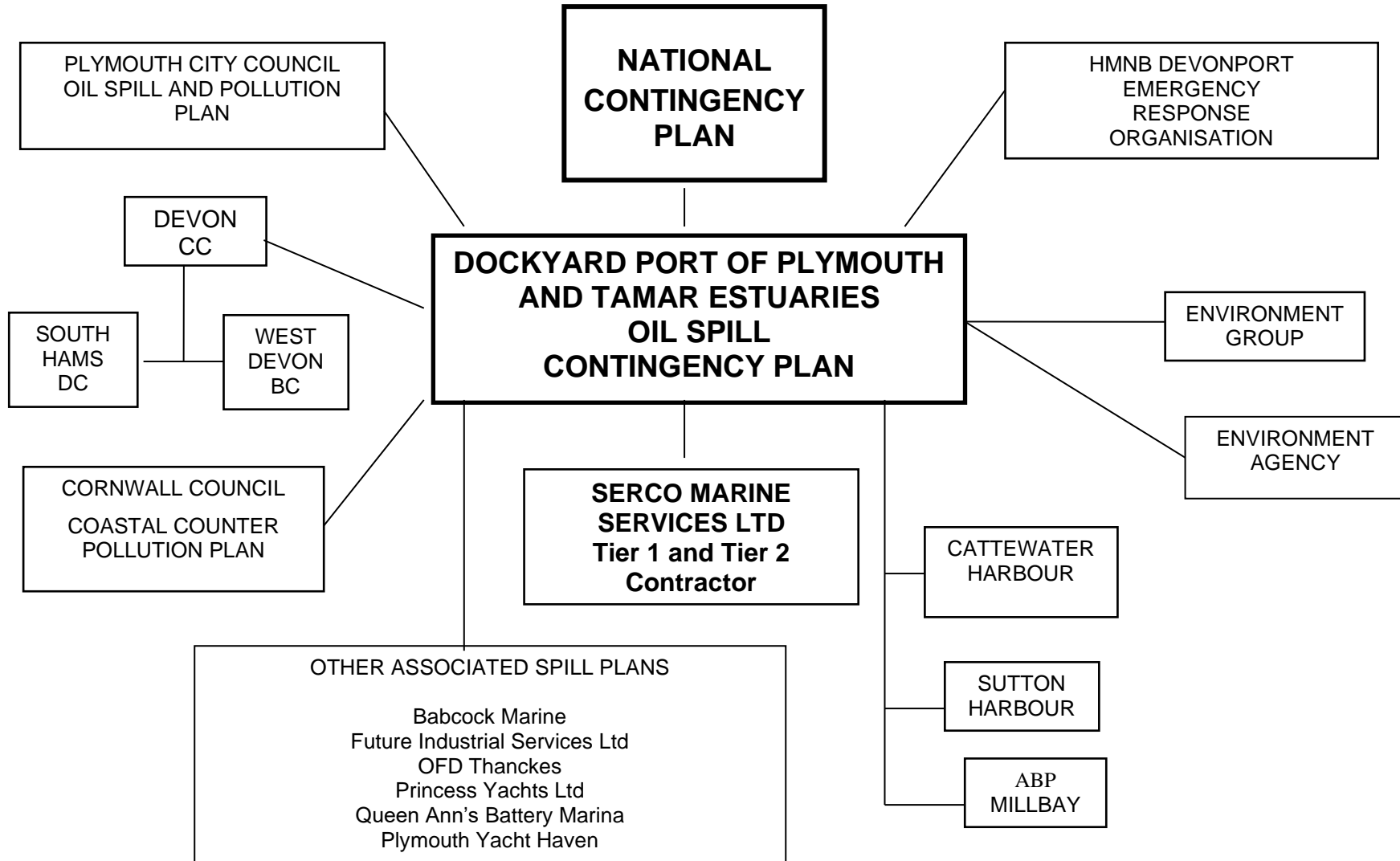


FIGURE 2

9. Regional and Local Authority Plans

- 9.1 Local authorities have a general power under Section 138 of the Local Government Act 1972 and the Civil Contingencies Act 2004 to act with respect to emergencies or disasters. Local authorities have prepared and implemented local response plans based on these powers.
- 9.2 The Water Resources Act 1991, Section 161, gives the Environment Agency powers to deal immediately with pollution in controlled waters (which includes estuarine waters) and allows for recovery of costs afterwards.
- 9.3 In the event of oil impacting on or threatening to impact on the shoreline of waters covered by this plan, then the relevant plan for the local authority immediately affected will be activated. KHM will initiate a conference call with the appropriate Local Authority Emergency Planning Officers to agree which Authority will take primacy and instigate and co-ordinate the relevant response.

10. Interfacing Contingency Plans

- 10.1 Through the Tamar Estuaries Consultative Forum (TECF) and the Harbour Authorities Liaison Committee (HALC), all relevant authorities, organisations and agencies have been consulted and their approval sought on this plan. They have agreed, and will be expected, to act, support and assist action by any other agency, to deal with any pollution incident in the DPoP and Tamar Estuaries.
- 10.2 To achieve the appropriate level of response by all agencies to any oil spill this plan has considered the various other plans that may be activated as a result of pollution in the areas covered.
- 10.3 Local authority plans considered in the production of this plan are:
- Plymouth City Council Emergency Response Plan and associated plans
 Devon County Council Coastal Oil Pollution Plan
 Cornwall Council Coastal Counter Pollution Plan
 South Hams District Council Coastal Oil Pollution Plan
 West Devon Borough Council Coastal Oil Pollution Plan
- 10.4 The scope of this plan does not extend to a detailed description of clean up procedures for spills on land. It is imperative that action should be taken to prevent such spills affecting the water environment. Relevant arrangements are contained in the following contingency and other plans:
- a. MOD Marine Services Contract
 - b. OFD Thanckes - Spillage Response Plan
 - c. Babcock Marine Partnering Agreement
 - d. HMS DRAKE Standing Orders
- 10.5 A diagrammatic interpretation of the interfacing contingency plans is at Figure 2.

11. UK National Contingency Plan

- 11.1 The Maritime and Coastguard Agency (MCA) has responsibility for the co-ordination of civil maritime search and rescue, through HM Coastguard, and counter pollution operations within the UK Pollution control Zone which extends out to 200 nm from the UK or to the median line with other States. The MCA is responsible for approving individual harbour authority pollution plans and for implementing the National Contingency Plan when necessary.

11.2 In the event that a pollution incident within the DPoP is beyond the resources of local plans and requires a Tier 3 response the NCP may be implemented. KHM will consult with the MCA and a Marine Response Centre will be established at an agreed venue together with a formal hand over of responsibility for conduct of the operation.

11.3 Depending on the scale of the incident and the threat to the shoreline, the MCA may require and assist in the establishment of a Tactical Coordination Centre (TCC).

12. Oil Spill Classification System

12.1 For the purpose of planning, Tiers are used to categorise oil spill incidents. The tiered approach to oil spill contingency planning identifies resources for responding to spills of increasing magnitude by extending the geographical area over which the response is co-ordinated.

12.2 The Tier classification system used within the DPoP is defined below.

<u>Classification</u>	<u>*Description</u>	<u>Reaction</u>
Tier 1:	Small operational spills - < 2 cubic metres	A spill that can be dealt with using resources immediately available.
Tier 2	Medium sized spills – < 60 cubic metres	A spill that requires a substantial commitment of the Plan resources and which will possibly require implementation of local and regional plans.
Tier 3	Large Spills – > 60 cubic metres	A spill which may exceed the full resources of the Local and Regional Plans, and which may require national assistance and implementation of the National Contingency Plan.

* Quantities included are for guidance only and not prescriptive.

13. Risk Assessment

13.1 The DPoP also hosts several internationally recognised sites of environmental importance and contains one of Britain's finest estuarine complexes. The rich and diverse wildlife, landscape and historic heritage are recognised through its national and international designations. In part and because of this natural environment, the area provides enormous recreational opportunities and much needed employment for thousands of people.

13.2 The DPoP is also a thriving port that sees the movement of more than 50,000 vessels a year ranging from military and commercial merchant shipping to fisheries and a wide variety of pleasure and recreational craft. To support these activities the Naval Base and commercial ports all have fuel handling, transfer and storage facilities.

13.3 The challenge to conserve the areas natural and historic heritage, whilst encouraging appropriate opportunities and giving full recognition to the important needs of defence, commerce, tourism, and leisure interests is recognised and a huge commitment has been

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

made to an integrated form of management and consultation to meet this challenge. Examples are the Tamar Estuaries Management Plan and the Tamar Estuaries Consultative Forum (TECF). This full and wide-ranging consultation process allows a full assessment and evaluation of the risks posed in the writing of this oil spill contingency plan.

13.4 The ports see substantial movements and transfers of oil and has large storage facilities on adjacent land sites. The oil dealt with is predominantly light oils, i.e. diesel, petroleum and spirit products although heavy fuel oil is stored at Millbay and carried as bunkers within many commercial vessels. The most significant activities are:

Location	<i>Operations and Quantities</i>
a. HMNB - MOD Installations	
i. OFD Thanckes	Storage tanks for marine diesel (145,000 tonnes), aviation fuel (17,000 tonnes). Storage and renovation of oily water, dirty fuel and compensating water. (34,000 Tonnes)
ii. Navy vessels within DPoP	Fuel bunkering for helicopter operations various amounts
b. HMNB - Non-MOD Installations	
i. Babcock Marine	Boiler fuel storage Arisings from ship repair and maintenance activities
ii. Future Industrial Services	Removal, renovation and storage of dirty oil and waste oil products
c. Cattewater Wharves shared oil handling facility	
i. Cattedown Wharves	Discharge point for tankers up to 15,000 dwt. 1.25 million tonnes per annum.
ii. Greenergy storage facility close to Sparrows Quay	Storage of distillates in 3 tanks
iii. Greenergy storage facility (within old quarry)	Storage of distillate and spirits.
iv. Valero storage facility on Oakfield Terrace Road.	Storage of refined oil products
d. <u>ABP (Millbay) Ro-Ro Facility</u>	Storage and transfer of heavy fuel oil, diesel and lubricating oils. (3,000 Tonnes in 3 tanks)
e. <u>Various Marinas</u> (Queen Ann's Battery, Plymouth Yacht Haven etc)	Storage and transfer of small quantities of petrol, diesel and lubricating oils
f. <u>Sutton Harbour</u>	Storage and transfer of small quantities of petrol, diesel and lubricating oils
g. Princess Yachts Ltd	Petrol delivered by tanker direct to vessel but not stored. Gas Oil (max 12,350 Ltrs in 10 tanks).

13.5 Control and Mitigation.

In addition to national and international regulation these risks are minimised and mitigated locally by:

a. Port Control Stations (PCS). Longroom and Flag Port Control Stations are strategically positioned to oversee harbour and river operations within the DPoP. Control of movements and port safety is delegated to the Vessel Traffic Services Supervisor (VTSS) who is supported by a Vessel Traffic Services Operator (VTSO) at each of the PCS. The PCS are manned continually and can respond and react immediately to accidents and incidents in the DPoP that might pose a pollution threat.

b. Vessel Traffic Management System (VTMS). A Vessel Traffic Service (VTS) is operated by KHM at Longroom and Flag Port Control Stations and its direction is compulsory for all shipping within the DPoP. Vessel traffic is continually monitored and controlled by KHM staff and reduces the risks of collision and/or grounding during transit.

c. Pilotage: Port Orders and Pilotage Directions require compulsory pilotage for commercial vessels over 50 metres in length and military vessels above 150 metres. Some Masters and Commanding Officers of ships are exempt pilotage by having accepted qualifications or pilotage exemption certificates accepted by KHM.

d. Law Enforcement: The Ministry of Defence Marine Unit operates several vessels that provide a constant patrol and presence in DPoP waters.

13.6 A summary assessment of these risks is shown below:

EVENT	SOURCE	CAUSE	ASSESSED SPILL (CUBIC METRES)	LEVEL OF RISK	MITIGATION AND CONTROL MEASURES
FUEL TANKER GROUNDING OR COLLISION IN DPoP	CARGO TANKS BUNKERS BILGES	HUMAN ERROR EQUIPMENT MALFUNCTION	< 500 (PETROLEUM PRODUCTS)	LOW	VTS CONTROL PILOTAGE TUG SUPPORT NAVIGATION EXCLUSION ZONES
LARGE VESSEL COMMERCIAL OR WARSHIP GROUNDING OR COLLISION	BUNKERS BILGES	HUMAN ERROR EQUIPMENT MALFUNCTION	< 100 (DIESO / AVCAT)	LOW	VTS CONTROL PILOTAGE TUG SUPPORT NAVIGATION EXCLUSION ZONES
SMALL VESSEL COLLISION OR SINKING	BUNKERS BILGES	HUMAN ERROR EQUIPMENT MALFUNCTION	< 20 (DIESO)	LOW	VTS CONTROL NAVIGATION EXCLUSION ZONES
TRANSFER OF FUELS (CARGO)	EQUIPMENT FAILURE PIPE OR TANK OVERFLOW	HUMAN ERROR EQUIPMENT MALFUNCTION PROCEDURAL FAILURE	< 50 (PETROLEUM PRODUCTS)	MODERATE	FUELLING PROCEDURES EQUIPMENT MAINTENANCE TRAINING

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

EVENT	SOURCE	CAUSE	ASSESSED SPILL (CUBIC METRES)	LEVEL OF RISK	MITIGATION AND CONTROL MEASURES
TRANSFER OF FUELS (VESSEL FUELLING OPERATIONS)	EQUIPMENT FAILURE PIPE OR TANK OVERFLOW	HUMAN ERROR EQUIPMENT MALFUNCTION PROCEDURAL FAILURE	< 5 (DIESO / AVCAT / SULLAGE)	MODERATE	FUELLING PROCEDURES EQUIPMENT MAINTENANCE TRAINING
OIL LEAKS FROM VESSELS	VALVES / MANIFOLDS AND FUEL LINE FITTINGS	EQUIPMENT FAILURE	< 1	MODERATE	VESSEL MAINTENANCE OPERATING PROCEDURES
LAND SPILL RUN OFF	ANY	ACCIDENT PROCEDURAL FAILURE	< 1	MODERATE	BUNDING OPERATING PROCEDURES
DELIBERATE ACT	ANY	CRIMINAL DAMAGE	< 50	LOW	OPERATIONAL PROCEDURES SECURITY OF PREMISES PERSONNEL MANAGEMENT
STRANDING OF LARGE TANKER IN OR CLOSE TO DPoP	CASUALTY VESSEL	ACCIDENT AT SEA	< 15,000	LOW	OPERATING PROCEDURES INTERNATIONAL REGULATION AND LAW AT SEA

14. HNS Protocol.

- 14.1 The protocol on Preparedness, Response and Co-operation to Pollution Incidents by Hazardous and Noxious Substances, 2000 (OPRC-HNS Protocol) was formally adopted by states already party to the OPRC Convention and entered into force 14 Jun 07. The HNS Protocol will require a regime to be established like that in existence for oil incidents.
- 14.2 Ships carrying HNS products are required to carry a specific shipboard emergency plan and equipment to deal with any spillage. Should a serious chemical spill take place within the DPoP that is beyond local response capabilities then specialist help must be sought immediately. Advice can be sought from:
- a. MOD Emergency Spill Response Service - 01225 467165
 - b. Adler & Allan Ltd – 0800 592827

15. Incident Organisation

- 15.1 Information about a marine oil spill within the DPoP and Tamar Estuaries can emanate from various sources but will normally be received at Longroom PCS, Flag PCS, the MCA (normally via Falmouth Coastguard), local emergency services or the EA.

- 15.2 Tier 1 - MOD Liability: KHM, through the PCS, will instruct the Marine Services Contractor to respond. KHM will, through selected members of the Immediate Response Group, assess the situation and ensure that the classification and response to the spill is correct.
- 15.3 Tier 2 – MOD Liability. If KHM decides that a Tier 2 response is required then KHM will act as On Scene Commander (OSC) and co-ordinate the waterborne activities from Longroom or Flag PCS as appropriate, forming an Oil Spill Management Team (OSMT).
- 15.4 The Naval Base Incident Commander will co-ordinate the Naval Base support actions, calling on the Emergency Response Organisation (ERO) to assist as required.
- 15.5. Tier 1 – Other Harbours Authorities Within the DPoP. For incidents that occur within other harbour authority areas (Cattewater etc) within the DPoP, the local Tier 1 response is to be implemented and nominated authorities, in accordance with respective Tier 1 Plans, are to be informed. These must include KHM via Longroom PCS.
- 15.6 Tier 2 – Other Harbour Authorities Within the DPoP. Should the incident escalate beyond a tier 1 response then the maintained Tier 2 Contractor is to be activated. By this time, the incident will be a port incident and command and control will pass to KHM.
- 15.7 Tier 3 Incident (MOD or Other Harbour). An incident requiring a Tier 3 response within the DPoP will be activated through the NCP. An incident of this magnitude is most likely to be caused by the grounding or collision of laden tanker entering or leaving the Port.

16. Tier 2 Responders

- 16.1 NBC (Devonport) is responsible for the dispersal or recovery of oil spills from the DPoP waters and MOD owned shoreline and through a contractual agreement with Serco Marine Services Ltd provides a Tier 1 and Tier 2 in-house response. The MCA and EA have approved Serco Marine Services in accordance with the UK National Standard for Marine Oil Spill Response Organisations (<https://www.gov.uk/government/publications/uk-national-standard-for-marine-oil-spill-response-organisations>).
- 16.2 Serco Marine Services Ltd. As a requirement of the MOD Marine Services Contract, Serco Marine Services is accredited as an oil spill response contractor in accordance with by the UK National Standard for Marine Oil Spill Response Organisations and is authorised to carry out work for and on behalf of the EA at Level 3 (Marine) of the accreditation scheme.
- 16.3 ABP Millbay have a national contract with Adler and Allan who keep equipment at various depots around the UK. The nearest depot to Plymouth is located at Bristol. Evidence of this contract is held by KHM.
- 16.4 Cattewater Harbour Commission have a contract with Adler & Allen for the Provision of Port (Tier 2) Oil Spill Response Services. A copy of the Special Conditions of the Contract is held by KHM.
- 16.5 Sutton Harbour Company have in place an agreement for Tier 2 response from Adler & Allen. As Sutton Harbour is well protected by a lock gate, the spread of any spill from the area can be prevented, or at least controlled and recovery can be undertaken from land based mechanical methods. Evidence of this contract is held by KHM.

17. Incident Control Arrangements

- 17.1 KHM's oil spill response organisation is supported by the Naval Base Emergency Response Organisation. This allows a 24-hour commitment that can be used to assist in the cascade callout system and allows a pool of suitably trained personnel to be available

to assist in either the oil pollution organisation or assist with resolving other incidents, such as a grounded vessel, that may be linked to the pollution.

- 17.2 The incident control and management arrangements allow for an informed and graded response to any incident. For incidents in the DPoP or the Naval Base, KHM will initially form up a team at or close to Longroom or Flag Port Control Stations supported by personnel in the Devonport Accident Co-ordination Centre (DACC) but it is recognised the incident may require transfer to another location.
- 17.3 For other harbours within the DPoP, the Tier 1 management team will form up in accordance with their individual spill plans.

18. Roles and Responsibilities

- 18.1 King’s Harbour Master (KHM). KHM is responsible for the control of the Dockyard Port of Plymouth and is responsible for the conduct of oil spill response operations. The KHM, or their deputy, will be the On-Scene Commander (OSC).
- 18.2 Other Harbour Masters. Each is responsible for responding to a Tier 1 incident and informing KHM and other relevant authorities. For any incident that escalates to Tier 2, KHM would normally become OSC.
- 18.3 Vessel Traffic Service Supervisor. The Vessel Traffic Service Supervisor (VTSS), working from Longroom Port Control, is responsible to KHM for the management and safety of vessel movements within the DPoP. Although the VTSS may respond initially to any reported oil spill incident, they will hand over responsibility at the earliest opportunity to KHM or their deputy. At all times, the VTSS prime responsibility lies with the safe management of the port.
- 18.4 Naval Base Incident Commander / Naval Base Duty Officer. The Incident Commander or Duty Officer is responsible for managing the Naval Base response to an oil spill incident and will form a team within the Naval Base commensurate with the scale of the incident. Initially they will close-up at the Drake Main Gate but may move to the DACC if required.
- 18.5 Additional information on roles and responsibilities can be found in Part 3 – Data.

19. Immediate Response Group (IRG)

- 19.1 For a Tier 1 incident, KHM will form an Immediate Response Group appropriate to the scale and location of the spill. Representation will be decided by KHM or their representative but is likely to comprise as a minimum:

KHM	Duty KHM
Local Harbour Master	Plymouth City Council
Environment Agency	Oil Company/Owners
Local Authorities likely to be affected	Polluter (if known)
Oil Pollution Officers (Serco Marine Services Ltd)	

The role of the IRG is to:

- a. Assess the situation
- b. Consider additional first aid measures to limit the spill
- c. Having assessed the situation, consider the requirement to establish a TCG.

19.2 The agency calling together the IRG should nominate the venue, however, to enable a rapid response and decision process some contact by telephone or via a conference call may be more efficient.

19.3 All pollution initial cascades, even for Tier 1 incidents however small must be reported to the MCA via the coastguard.

20. Oil Spill Management Team (OSMT)

20.1 The response to a Tier 1 oil spill incident will be immediate but if the situation calls for a Tier 2 or Tier 3 response then KHM will form an Oil Spill Management Team (OSMT). The OSMT will include representatives from the following authorities:

KHM (Incident Commander)	NBC Devonport (For MOD)
Local Harbour Master	Plymouth City Council
Cornwall Council	Devon County Council
Environment Agency	Financial Services Officers
Oil company/Owners	Marine Management Organisation
Press Group (PROs)	Oil Pollution Officers
Natural England	Devon Wildlife Trust
MCA	Devon and Cornwall Constabulary
Public Health Department	

20.2 For those oil spills threatening the shoreline (requiring the formation of a Tactical Coordination Group (TCG)) the OSMT needs to establish various planning committees to deal with:

- a. The operational and strategic response
- b. Safety of the Public
- c. Health and safety of port personnel
- d. The environmental impact
- e. Public information and relations and legal aspects

20.3 To achieve all this, the OSMT must set up planning groups and chair the senior planning meetings to which advisors must be available in order to co-ordinate the results of other individual planning groups. The organisation layout, reporting structure and group functions of a typical local response team is at Figure 3. The OSMT must also ensure that proper processes, preferably under the guidance of a lawyer, are followed.

20.4 In a protracted incident, plans will be developed along the following timelines:

- a. Short Term: These plans will be constructed daily to direct the current and next day response. Action plans will be required for each polluted area.
- b. Medium Term. These plans are weekly or monthly as considered necessary and are based on what has been achieved in the previous period and what it is intended to achieve in the next period.
- c. Long Term. These plans are monthly or annual and are based on recovery studies and site surveys.

ORGANISATION LAYOUT, REPORTING STRUCTURE AND GROUP FUNCTIONS

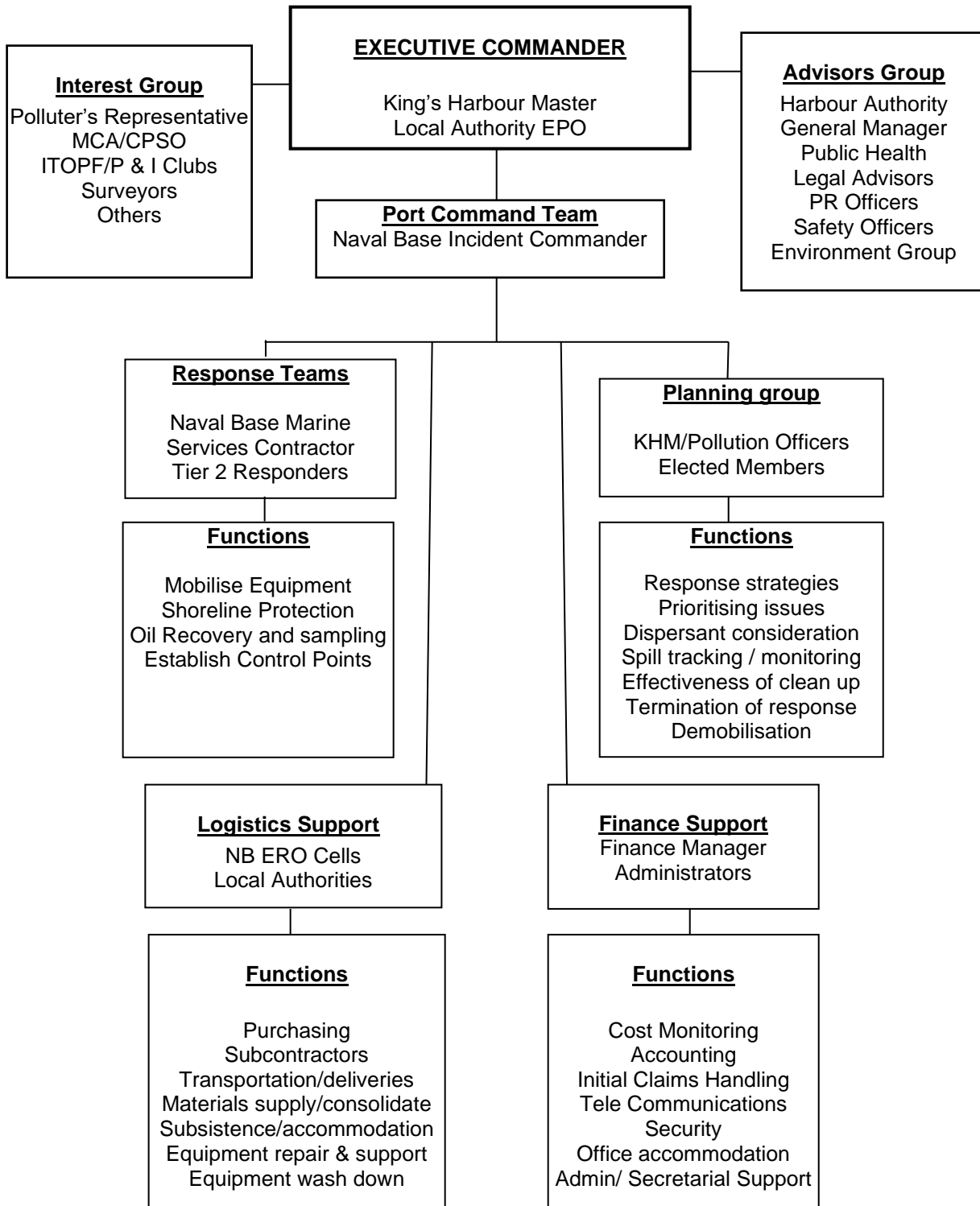


FIGURE 3

- 20.5 Response Team. This team are the operators, both on the water and ashore. They will prevent the escalation of the incident, recover oil, protect shoreline and establish control points and other actions as directed by the strategy group.
- 20.6 Strategy Group is responsible for deciding response strategy, prioritising issues, spill tracking, long term clean-up and demobilisation. This team may be chaired initially by the OSC.
- 20.7 Logistic Support Group will be responsible for material supplies and the transportation of both equipment and personnel. In a prolonged response, manpower, accommodation, hotel services, medical services, food and shelter all have a high priority. Purchasing, sub-contracting and equipment repairs, along with equipment wash-down after clean-up, are also to be considered by this group.
- 20.8 Finance Support Group will be responsible for cost monitoring and accounting. Although the costs will lay where they are incurred, it is the responsibility of each organisation incurring cost to ensure (and record) it is reasonable and proportionate to the event, in order to support subsequent insurance claims. Where appropriate the incident Commander should be consulted in order to confirm this is the case within the context of the event.'
- 20.9 Environment Group. This team will be made up from interested agencies such as the Environment Agency, Natural England and the MMO amongst others. The Environment Agency is also likely to advise the OSMT independently and from outside of this group.
- 20.10 Advisors. This group will be individual experts in specific areas such as public relations officers (both MOD and local authority), health and safety officers and legal advisors.
- 20.11 Interest Group will consist of representatives of oil companies, tanker operators and the like who can also be considered as advisors by the Executive Commander.
- 20.12 Accommodation for Groups. The Devonport Accident Co-ordination Centre can accommodate all the above groups using the Naval Base ERO and crisis management infrastructure and equipment. However, an incident requiring the forming of all groups will almost certainly have an impact on the shoreline and a Tactical Coordination Group (TCG) will be formed. For a major incident, the relevant Local Authorities involved will decide on the most appropriate site for an TCG in accordance with their emergency plans.

21. Casualty Vessels and Salvage

- 21.1 If the pollution incident is from a casualty vessel which additionally requires salvage it is inevitable that the NCP will be activated. The NCP may be established with the MCA establishing a Salvage Control Unit (SCU) at a suitably placed Coastguard Station or at a venue within the DPoP as agreed with KHM.
- 21.2 If the casualty vessel is outside of the DPoP but pollution threatens areas within the DPoP then local plans may have to be activated in addition to the NCP. KHM will discuss with the MCA any plans and consequences of bringing the casualty vessel into the DPoP. KHM retains the ultimate decision on whether to bring a casualty vessel into the DPoP. Many factors will need to be considered including the overall risk to the Port. Specific Harbour/Facility Information can be found in the Channel Pilot (NP27 p 126 – 127), Cattewater Harbour Master Pilotage Directions for the Port of Plymouth and KHM Plymouth Port Guidance and Pilotage and Towage Directions (Defence Related Activities). Details are also available on the relevant websites at the links below:

KHM Plymouth www.gov.uk/government/groups/KHM-plymouth

Cattewater Harbour www.plymouthport.org.uk

ABP Millbay www.abports.co.uk

- 21.3 It may be decided to place a casualty vessel at an emergency berth, anchorage or mooring buoy, surrounding the vessel with a containment boom. Subsequent actions may then be taken to remove remaining fuel from breached compartments along with spillage contained by the boom.
- 21.4 It should be remembered that any escaped oil during this operation could be spread from the position of the incident through to the emergency berth and considerably further depending on the tidal flow and weather conditions. As such, this will require considerable co-ordination of effort to prevent it reaching the shoreline in the DPoP.
- 21.5 KHM together with the Immediate Response Group will need to consider the following:
- a. The Safety, Operational effectiveness and overall protection of the DPoP.
 - b. Availability of facilities within the port.
 - c. Availability of counter pollution facilities and equipment.
 - d. The maximum length of the vessel which could be considered safe to bring into the port.
 - e. Shelter from other prevailing and environmental conditions.
 - f. Health and Safety of local population.
 - g. Effect of local commercial and fishing activities and other economic factors.
 - h. Conservation and environmental issues.
 - i. Effect on recreational facilities.

22. Plan Revision.

- 22.1 This plan, along with all associated Tier 1 response plans, is to be reviewed at least annually to ensure that it remains in accord with statutory legislation, changes in authorities' responsibilities and any amendments to other integrated plans. Amendments to contact lists and resource holdings are to be incorporated on receipt.
- 22.2 Following the use of this plan in any oil spill incident or after an exercise, the effectiveness of this plan and any subsidiary Tier 1 response plans are to be evaluated. Feedback from the participants in the incident or exercise will be encouraged. The plans will then be reviewed to include any amendments, changes and additions found necessary.

23. Validity

- 23.1 This plan is valid for a period of 5 years. Before expiry, and following consultation with statutory organisations and agencies, a revised and updated plan will be submitted to the MCA for approval.

PART 2 - ACTIONS**CONTENTS**

<u>Paragraph</u>	<u>Subject</u>	<u>Page</u>
1.	Introduction	25
2.	Operations Planning and Notification of Key Members and Authorities	25
3.	Callout Procedures and Contact List Cascades	26
4.	Reporting Procedures and Report Forms	26
5.	Response Guidelines	27
6.	Use of Dispersant	31
7.	Communications	31
8.	Press Relations and Public Information	32
9.	Health and Safety	32
10.	Waste Management	33
ANNEX A	Response Flowchart	36
ANNEX B	Actions by Marine Services Contractor	37
ANNEX C	Pollution Incident Report Forms and Incident Sheets	38
ANNEX D	Action Cards	42
ANNEX E	Communications Plan	49
ANNEX F	Spill Assessment and Fate of Spilled Oil	50
ANNEX G	Site Specific Health and Safety Plan	53

1. **Introduction.**

This section is to allow the user of this plan to follow a clear path of actions and instantly identify and select information required. It also contains information that may be required to make immediate decisions in response to an incident. A flowchart for response actions guidance is at Annex A.

2. **Operations Planning and Notification of Key Team Members and Authorities**

2.1 On receipt of a pollution report it is essential that the response is immediate and that the correct callout procedure is activated. Responsibility for the initial response lies with the duty officers at Longroom and Flag Port Control Stations. The Emergency Response Card No 8 held at Longroom covers the immediate actions to take by the Port Control staff including the activation of this plan.

2.2 The level of notification required will depend on the category of oil spill, the geographical location and the source of the pollutant. The contact lists provide the duty officer with an appropriate callout at the level required for each Tier. Contact List 5 provides additional contact information which may be necessary for individual incidents. For each Tier the following will be contacted:

Tier 1 Spill (See Contact List 1)

These are usually small operational spills which can be dealt with using resources immediately available. The following are to be contacted:

- Serco Marine Services Ltd Oil Pollution Control Unit (OPC)
- KHM
- Relevant Harbour Authority
- Suspected Polluter (if not reporting medium)
- Naval Base Senior Safety and Environmental Protection Officer (SSEPO)
- MOD Police Marine Unit
- Naval Base Incident Commander / Duty Officer
- HM Coastguard

Tier 2 Spill (Contact List 1 plus Contact List 2)

These are medium size spills that are beyond the resources immediately available and require the assistance of the Tier 2 contractor. The following are to be contacted:

- Serco Marine Services Ltd Oil Pollution Control Unit (OPC)
- KHM
- Relevant Harbour Authority
- Suspected Polluter (if not reporting medium)
- Naval Base Senior Safety and Environmental Protection Officer (SSEPO)
- MOD Police Marine Unit
- Naval Base Incident Commander / Duty Officer
- Naval Base Commander
- Naval Base Senior Press Relations Officer
- HM Coastguard
- Relevant Local Authorities (Devon, Cornwall and Plymouth)
- Local Public Health Department
- Environment Group
- Marine Management Organisation

Tier 3 Spill (Contact List 1 and 2 Plus Contact List 3)

These are large spills that are beyond the resources and capability of the Tier 2 contractor to contain. In this case the National Contingency Plan will be activated.

Land Spills within the Naval Base (See Contact List 4)

Land spills in the Naval Base Area are separated into 2 areas for response:

- a. HM Naval Base: Babcock Marine
- b. HMS DRAKE: Mitie Ltd

In both these instances, the Naval Base ERO will be activated. The DPoP plan will only be activated if the land spill threatens to reach any waterway.

3. Callout Procedures and Contact List Cascades

- 3.1 On receiving notice of an oil spill or pollution incident, duty personnel, be they MOD or other harbour authority employees, are to:
 - a. Complete a Pollution Incident Initial Report. The aim of this is to collect as many facts as possible to aid not only the initial response strategy, but to assist in the spill assessment, the planning for longer term response, mitigation and any prosecution. A Pollution Incident Report template is at Annex C to this Section.
 - b. Initiate the Cascade Callout System. This ensures that essential groups and authorities are informed of the incident and can respond immediately. The callout cascade lists are in Part 3 – Data – Section 1.
- 3.2 The officer receiving the incident report is to establish if the polluter has activated their spill response team and what is being done. This is of vital importance, as the polluter will be required to pay for the response.
- 3.3 The Naval Base ERO has separate cascade systems for use by Naval Base Duty Officers. These are found at:
 - a. HMS DRAKE Standing orders – Supplement 6 – Emergency Response Organisation.
 - b. HMS DRAKE Standing orders – Supplement 7 – Environmental Protection (Annex B)
- 3.4 If a pollution incident is declared to be a **Major Incident** then the procedures in SOUND – OFF (Dockyard Port of Plymouth – Maritime Emergency Contingency Plan) are to be followed. KHM is responsible for instigating the callout cascade relevant to the incident. For a Major incident OP LINK (Multi Agency Callout Cascade) may be activated, using a METHANE report, *which will connect all LRF partners (See SOUND – OFF Annex C).*

4. Reporting Procedures and Report Forms

- 4.1 In order to respond to an oil spill or pollution incident efficiently it is essential that the correct information is gathered and reported. The following formats have been developed to assist operators in this task.

- 4.2 MCA Form CG77 (POLREP). When informed of an incident, the VTSS at Longroom PCS will inform HMCG Falmouth which will be followed up by the completion of a Pollution Report (POLREP).
- 4.3 The CG77 Form is in three parts and is the reporting format required from commercial organisation and authorities. A copy is at Annex C.
- a. Part 1 is information that should be provided for an initial report
 - b. Part II gives supplementary information provided later
 - c. Part III is a regular daily report on clean-up operations.
- 4.4 MOD Reporting. Commanding Officers and Heads of Establishments who have knowledge of a pollution incident within the DPoP and Tamar Estuaries are to report such incidents in the POLREP signal format as specified in FPN 167 Chapter 12. The (signal) format of this report is like the MCA Form CG77-POLREP and is acceptable to the MCA.
- 4.5 Report on Dispersant Use. The MMO and EA will be consulted but there is little probability of permission being given to use dispersants in the DPoP and Tamar Estuaries. However, the in-house Tier 2 contractor can spray dispersants from some of their vessels but holds no stocks. If approved by the MMO, in consultation with other authorities, to spray dispersants, accurate records (including timings) must be kept of quantities of dispersants provided and subsequently used and of the areas sprayed.
- 4.6 Pollution Incident Sheets and Incident Logs

From the outset, it is essential accurate incident logs be kept of oil spill reports, actions taken and timings. This should be considered a legal document and must be retained. Incident logs are to be maintained by:

- a. Port Control Stations
- b. KHM (as part of the Immediate Response Group and OSMT)
- c. Other Harbour Authorities Involved
- d. Naval Base Incident Commander.
- e. Local and other authorities as required by their response plans.

5. Response Guidelines

- 5.1 Action Cards at Annex C are provided as a guide to the response actions and can be used in conjunction with the response guide. The action cards at Annex C are provided for:
- a. Naval Base Personnel Reporting an Incident.
 - b. Longroom Port Control - Vessel Traffic Service Supervisor
 - c. Flag Port Control - Vessel Traffic Service Operator
 - d. KHM – as On Scene Commander
 - e. Forward Control Officer- usually i/c Oil Pollution Unit
 - f. Naval Base Incident Commander (For Maritime or NB Land Incidents)
 - g. Naval Base Senior Safety and Environmental Protection Officer.

- 5.2 Response Guidelines – Strategies. The first consideration of duty officers in dealing with a pollution incident is safety and protection of the public and the health and safety of personnel involved in responding to the incident.
- 5.3 Response measures may include some or all the following:
- a. Protection of the Public
 - b. Containment of the Spill
 - c. Control of the source of pollution
 - d. Protection of personnel responding to the incident
 - e. Protection of the environment and Environmental Sensitivities
 - f. Monitoring of oil slick
 - g. Assisting and aiding natural degradation
 - h. Salvage and / or cargo removal
 - i. Application of dispersant (**Not likely to be approved in DPoP**)
 - j. Shoreline clean up
 - k. Recovery of the Pollution
 - l. Disposal of contaminated waste.
- 5.4 It is highly desirable to minimise the amount of oil that reaches the shoreline and to limit the amount of coastline affected. If the oil spill originated on land, then efforts should be made to prevent it entering the water environment. If the pollution originated from a vessel then efforts should be made to retain as much as possible onboard.
- 5.5 Given that dispersant use is not considered a viable response option in the DPoP and Tamar Estuaries (because of oil types likely to be spilt and the many environmental sensitivities) the response options are to leave the oil to disperse naturally or to use booms to protect the shoreline or to recover the oil or to use a combination of these options.
- 5.6 For minor spills of highly refined oil, (the most likely risk in the DPoP and Tamar Estuaries), the spill is to be monitored and allowed to disperse naturally. This can be accelerated by the passage of vessels through the spill, speeding up aeration and evaporation.
- 5.7 The risk of a significant spill of heavy fuel oil or crude oil within the DPoP is considered low, although an offshore incident may allow the influx of such oil into the port. Booms and other barriers can be used to limit the spread and concentrate the area of the spill to improve the chances of recovery.
- 5.8 Large spills of refined oil are a medium risk within the port and clean-up will be a combination of the above. The spill should be prevented from coming ashore and booms and barriers are to be used to protect areas of conservation, public amenities and shorelines difficult to clean. The booms and barriers can also be used to divert the spill to locations where it can be easily removed.
- 5.9 Clean-up Principles. The three general clean-up principles that should be considered for any oil spill are as follows:
- a. Prevention of the oil reaching sensitive habitats is always a better option than attempting removal;
 - b. Removal of loose oil from the margins of the habitat should, if access allows, always be undertaken to minimise the risk of other habitats being impacted;
 - c. The clean-up operation should cause less damage than leaving the pollutant in situ.

5.10 Summary of Response Strategies:

Area: Enclosed Water Area (Dockyard Basin or Inland Bay)	
Type of Oil	Petroleum
Strategy	a. Limited action at scene of spill until explosive risk known b. Evaporation / Agitation c. Absorbents d. Containment
Priorities	a. Safety of the public b. Establish exclusion zone c. Monitor movement d. Environmental impact
Other Considerations	a. Petroleum vapour is highly explosive b. Likely to evaporate quickly c. Specialist advice to be sort d. Emergency Services to be involved for shoreline exclusion zones e. Note that petroleum can spread quickly f. Area can be contained by booming
	Diesel
Strategy	a. Containment b. Evaporation c. Absorbents
Priorities	a. Safety of the public b. Establish exclusion zone c. Containment d. Environmental impact
Other Considerations	a. Monitor movement b. Note that diesel can spread quickly c. Keep spill from reaching shore if possible d. Area can be contained by booming e. Agitation may not be enough for larger spills – Recovery of the spill may be necessary f. Disposal requirement for recovered oil
	Heavy Oil (eg: Lubricating Oils)
Strategy	a. Containment b. Recovery
Priorities	a. Safety of the public b. Establish exclusion zone c. Containment d. Environmental impact
Other considerations	a. Heavy oils will not evaporate and must be recovered b. Keep spill from reaching the shore if possible c. Area can be contained by booming d. Disposal of recovered oils e. Use of dispersants for large spills

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

Area: Open Water (Plymouth Sound or Hamoaze)	
Type of Oil	Petroleum
Strategy	a. Limited action at scene of spill until explosive risk known b. Evaporation / Agitation c. Absorbents d. Containment
Priorities	a. Safety of the public b. Establish exclusion zone c. Monitor movement d. Consider safety of other port operations e. Environmental impact
Other Considerations	a. Petroleum vapour is highly explosive b. Likely to evaporate quickly c. Specialist advice to be sort d. Emergency Services to be involved for shoreline exclusion zones e. Note that petroleum can spread quickly f. Area can be contained by booming
	Diesel
Strategy	a. Containment b. Evaporation c. Absorbents
Priorities	a. Safety of the public b. Establish exclusion zone c. Containment d. Environmental impact
Other Considerations	a. Monitor movement b. Note that diesel can spread quickly in open water c. Keep spill from reaching shore if possible d. Area can be contained by booming e. Agitation may not be enough for larger spills – Recovery of the spill may be necessary f. Disposal requirement for recovered oil
	Heavy Oil (eg: Lubricating Oils)
Strategy	a. Containment b. Recovery
Priorities	a. Safety of the public b. Establish exclusion zone c. Containment d. Environmental impact.
Other considerations	a. Heavy oils will not evaporate and must be recovered b. Keep spill from reaching the shore if possible c. Disposal of recovered oils

5.11 Spill Assessment and Fate of Spilled Oil. In assessing an oil spill, certain information should be readily available but other details may require further questioning of the polluter and / or the results of processing of samples. Essential information and details to be obtained are:

- a. Time of incident or of spill reported
- b. Approximate volume of the spill
- c. Has the source been identified and has the spill stopped?
- d. Oil properties, type and weathered state (From polluter and/or samples)
- e. Projected path and fate of spill – 3% of Wind and 100% of Current
- f. Estimated changes in weather conditions
- g. Known hazards (From both the incident and immediate area)
- h. Potential damage
- i. Environmental Sensitivities

5.12. Further descriptions on the fate of spilled oil are at Annex F.

5.13 Responsive Objectives. There are three responsive objectives that may be considered for any oil spill and the decision can well be to use a combination of all three. The OSC must make an early decision (which may well be influenced by decisions made by an Immediate Action Group) on the clean-up response. The response objectives are:

- a. To restore environment to a pristine level
- b. To restore environment to its pre-spill level and use
- c. To leave it alone

5.14 The OSC will also need to consider:

- a. The shore and sea accessibility to the shoreline
- b. The potential for mobility ashore
- c. Temporary storage and removal
- d. Sensitive environments
- e. Clean-up equipment
- f. Can the water borne oil be deflected if not containable?
- g. Local Knowledge
- h. Practicality
- i. Competing demands, seasonal variations and priorities for protection

6. Dispersant

6.1 The Marine and Coastal Access Act 2009 (MCAA), and the related Marine Licensing (Exempted Activities) Orders (for the English inshore and offshore regions), set out the basis for the regulation of oil spill treatment products in UK waters. Permission to use dispersants must be obtained from the MMO. **There is little likelihood of permission being given to use dispersants within the DPoP.**

6.2 The MOD Marine Services Contractor is required to maintain an ability to spray detergents from harbour craft and tugs but holds no dispersant stocks.

7. Communications

7.1 The use of telephone landlines and mobile phones offers the best communications for the shore-based command and control of an incident. VHF and mobile phones can be used for waterborne operations. E-mail can also be used.

- 7.2 The FAX system is also to be fully utilised as hard copies of requests for assistance, reporting of decisions and situation reports are essential for a co-ordinated response and maintaining records of information, decisions and directives passed and received.
- 7.3 BT National Emergency Linkline is a service offered to authorised users as a means of obtaining additional BT services in times of emergency. If activated, BT will normally supply a liaison officer to assist in the setup and operation of telephone, internet or other communication systems.
- 7.3 The Contacts Directory at Part 3 – Data – Section 1 provides a full list of contact details for office and out of hours for all organisations considered to have an interest in response, remediation and mitigation to a major oil spill.
- 7.4 The contact directory is to be checked for accuracy at three monthly intervals. Copyholders of this plan are to forward any known changes to KHM Support Manager.
- 7.5 An example of a communications plans is at Annex E.

8. Press and Public Information

- 8.1 Dealing with the press and media should be left to professionals and public statements should only be made with the advice of the Naval Base SPRO. Information likely to be of immediate interest will include:
- a. Origin of the spill
 - b. Type and quantity of oil spill
 - c. Projected movement of oil spill
 - d. Actions already taken especially for public safety and the environment
 - e. Actions planned to be taken especially for public safety and the environment
- 8.2 Less significant incidents (Tier 1) would be reported to the EA who will decide on what press release, if any, to make. For more significant incidents, Local Authorities, in agreement with the Naval Base SPRO, will issue press releases and arrange any press conferences. Should a TCG be established, KHM will discuss with the Local Authority the best place to base a media incident room and press conference facility.
- 8.3 In the event of a large incident which has attracted MCA involvement, SPRO and local authority press officers are to liaise closely with the MCA Press Officer who will be invited to send a representative to the TCG if the situation warrants.
- 8.4 In the event of a major incident the Incident Commander will nominate the media team lead and all others will liaise with the lead.

9. Health and Safety

- 9.1 During any oil spill response, health and safety must remain paramount. It remains the responsibility of the employer that all necessary health and safety precautions are taken, full briefings on hazards are conducted and personal protection equipment is provided to all personnel involved in response operations. No person is to be sent to the incident before being briefed.
- 9.2 Guidance on health and safety during shoreline clean-up can be found at <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

- 9.3 Health and safety files are to be maintained at the TCG and MRC if formed. The files should be established at the commencement of an operation and be maintained by a health and safety officer for the duration of the incident. The files should contain:
- a. Hazard information (Type of oil)
 - b. Risk assessments
 - c. Health and Safety contacts and telephone numbers
 - d. Reports of accidents and safety incidents
- 9.4 The provision of first aid, medical screening and health services must also be considered. Training and the planned provision of suitable personal protective clothing and equipment for response workers should be included in local plans.
- 9.5 A Site-Specific Health and Safety Plan Assessment Form is at Annex G.

10. Waste Management and Disposal Plan

- 10.1 Disposal of soiled absorbents and the cleaning of soiled hardware will be organised by the Marine Services contractor. A bunded recovery area will be established as near to the incident as is practicable to land the contaminated soiled absorbents and hardware.
- 10.2 Ideally, the overall rate of disposal of oil and oily waste should match the rate at which it is being recovered from the water or shoreline. However, in the short term, it is inevitable that temporary storage near to the recovery operation will be necessary. The use of the MOD Marine Services Contractors oily waste and compensating barges for this storage is to be considered if access is available. MOD and other oil fuel depots and facilities may be able to assist, and local licensed waste contractors may be able to carry out temporary storage and limited onward disposal via separation and renovation systems.
- 10.3 Waste management will require the full co-operation of many of the authorities involved in the water borne and shoreline clean-up operations and will be managed predominately by the TCG. The TCG will seek advice from the EA, the Environment Group and the Scientific and Technical Advice Cell on:
- a. Minimising and separating different types of waste
 - b. Developing clean-up and recovery plans that have a net benefit to the local environmental sensitivities
 - c. Planning and agreeing temporary storage facilities including waste from the water and shoreline
 - d. If necessary, locating and designing the temporary waste storage sites
 - e. Planning how waste in the temporary sites will be recovered and the sites closed on completion
 - f. Identifying and managing sites that may be required for final disposal
- 10.4 Temporary Storage. On first recovery it is most likely that oil and waste products will be recovered to temporary storage pending a decision on the best way to process each type of waste. See Table 4 below for examples of temporary storage methods.
- 10.5 Disposal. Generally, Liquid waste can be reprocessed, and several facilities are established and licensed within the local area for this (the two principal sites being the Devonport Naval Base South Yard Lub Oil Centre (SYLOC) and OFD(T)). There are several methods available for the disposal of solid waste and solid / liquid mixtures, but this will be more difficult, and the final method and site will have to be agreed by the Environment Agency.

- 10.6 The scale of the disposal requirement should not be underestimated. Nominated sites have historically been difficult to establish and sites will need to be carefully selected adjacent to the spill site in consultation with the EA.

METHODS OF TEMPORARY STORAGE

TYPE OF OIL OR WASTE	STORAGE TYPE	REMARKS
LIQUID	Barges	Available from Marine Services Contractor. Can be used on site or a marine spill
	Road Tankers	Available from local Waste Haulage Companies. Can offload from barges within the Naval Base and can transport for disposal.
	Land Pits	Only in areas agreed by the Environment Group. Specialist equipment and expertise required.
	Mobile Bunds	Available from Waste Companies. Sites to be agreed with the Environment Group.
LIQUID AND SOLIDS MIXTURE	Waste Skips	Plentiful supply in local area and easily obtained. Should be suitably lined.
	Land Pits	Only as agreed with the Environment Group
	Mobile Bunds	Only as agreed with the Environment Group
	Oil Drums or other Containers	Easily obtained but may be difficult to handle when filled.
	Plastic Bin Bags	Easy to obtain and deploy. Must be heavy duty.
SOLID WASTE	Hard Standing	Will require bunding. Area to be agreed with the Environment Group.
	Lorries or trailers	Storage area will need additional lining. Parking area will need agreement of the Environment Group.

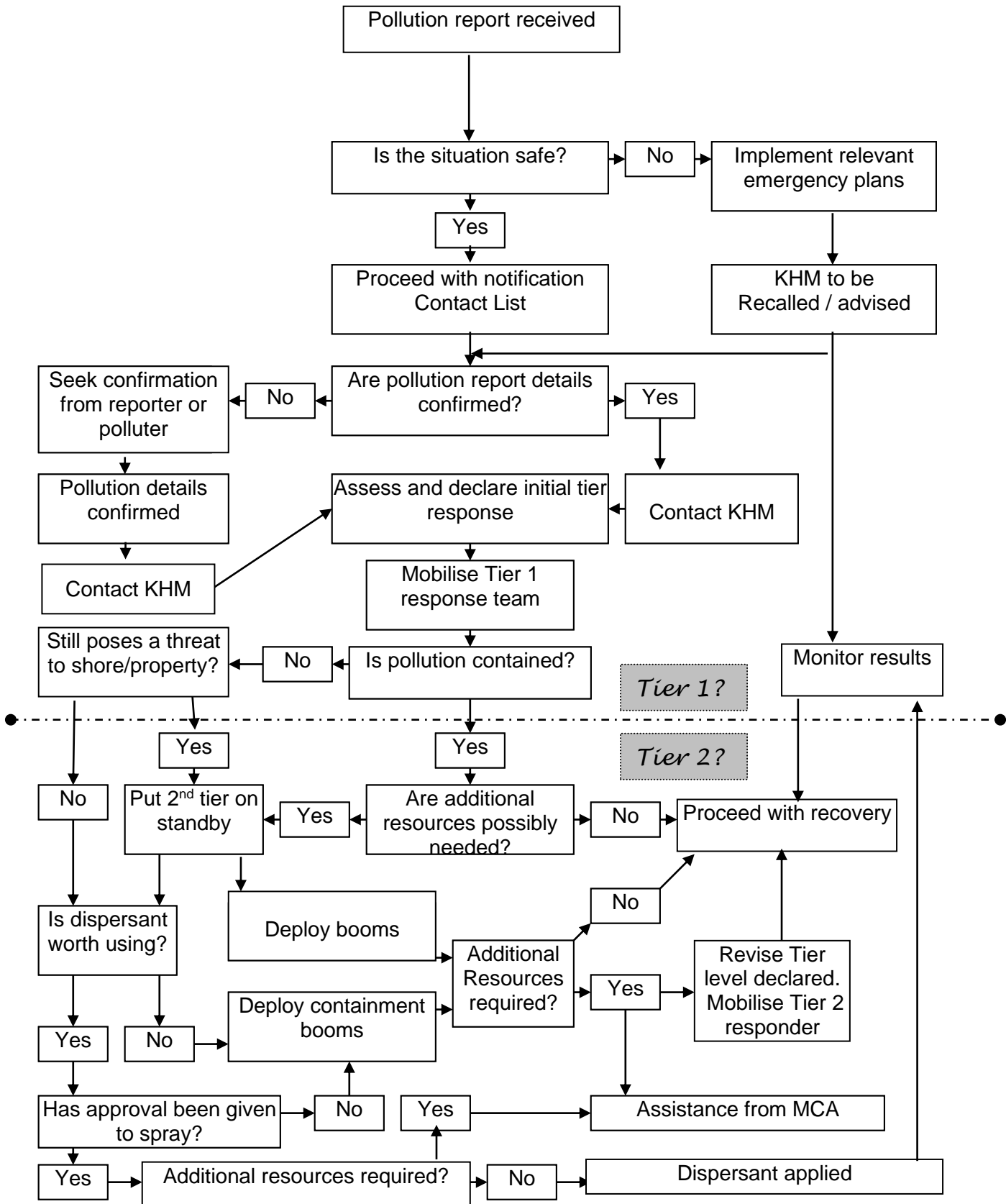
TABLE 4

PART 2 – ACTIONS

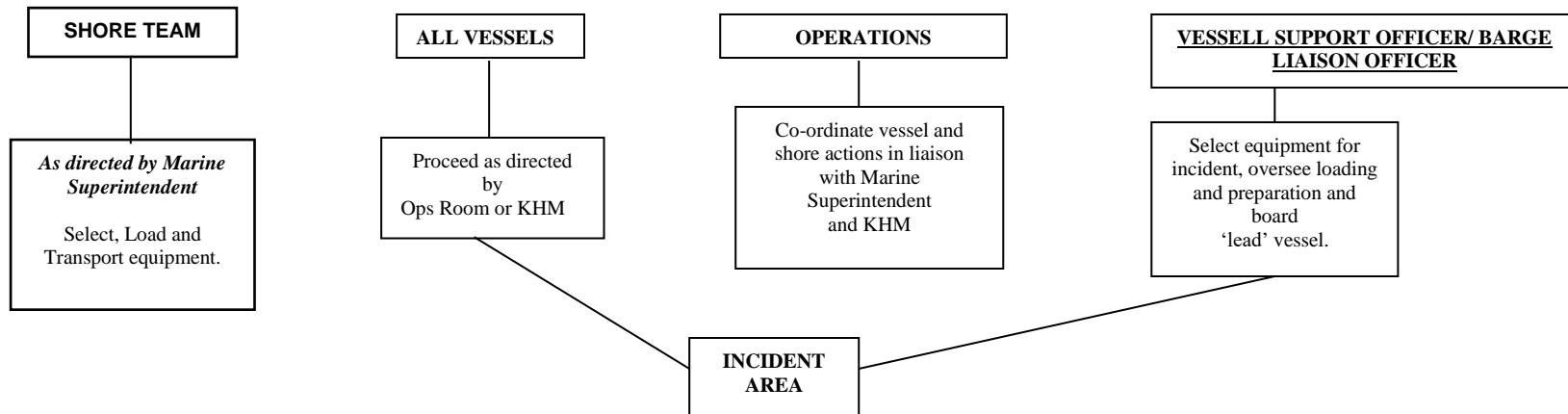
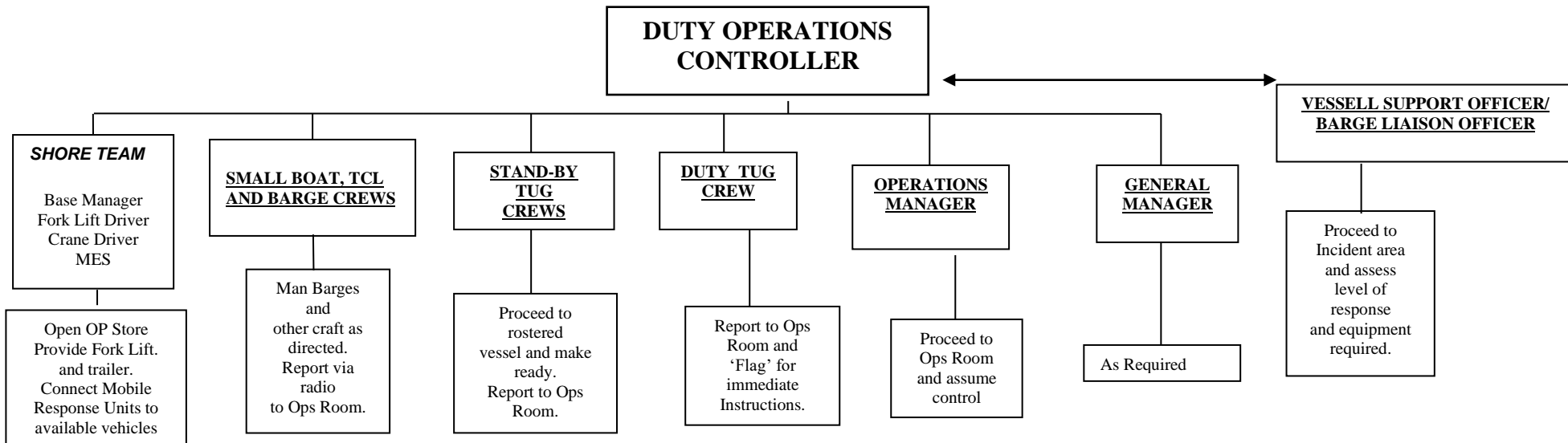
ANNEXES

<u>Annex</u>	<u>Subject</u>	<u>Page</u>
ANNEX A:	Callout and Response Actions – Flowchart	36
ANNEX B:	Actions by Marine Services Contractor (Oil Pollution Unit)	37
ANNEX C:	Pollution Incident Forms	38
ANNEX D:	Action Cards	42
ANNEX E	Example of a Communications Plan (COMPLAN)	49
ANNEX F:	Spill Assessment and Fate of Spilled Oil	50
ANNEX G:	Site Specific Health and Safety Plan.	53

ANNEX 2A - FLOWCHART – CALLOUT AND RESPONSE ACTIONS



ANNEX 2B - ACTIONS BY MARINE SERVICES CONTRACTOR



ANNEX 2C - POLLUTION INCIDENT REPORT FORMS AND INCIDENT SHEETS (CG77)

1. Reporting of incidents: Ports, harbour authorities and oil handling facilities:

(1) A harbour master, or other individual having charge of a harbour, and any individual having charge of an oil handling facility (except those which are pipelines), who observes or is made aware of any event involving a discharge of or probable discharge of oil, or the presence of oil in the sea shall without delay report the event, or the presence of oil, as the case may be, to HM Coastguard.

(2) A report under this regulation shall, so far as appropriate as to form and content, comply with the standard reporting requirements.

2. The following information is to be provided in Electronic Form CG77:

INITIAL INCIDENT REPORT

A. Classification: - Select – Doubtful, Probable, Confirmed

B. Date/Time/Observer: - Enter date/time of obs. – state UTC or local time / Enter name or title of observer

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: - Speed/Direction **Wind:** - Speed/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: - 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 area: - to be given if the polluter cannot be identified and the spill is considered to be of recent origin.

I. Not Used

J. Any Photographs or Samples: - Give details of any photographs or samples taken.

K. Remedial Action: - Give details of any actions taken, or intended, to deal with spillage.

L. Forecast: - Likely effects of pollution – e.g. arrival on shore and estimated timings.

M. Names: - of others informed apart from addressees to this message.

N. Other relevant information: - e.g. Names of other witnesses or references to other instances of pollution which may point to a source.

NOTES

1. POLREPs should be used for oil, chemical or dangerous substance spillages and for illegal discharges of garbage.
2. All messages should be pre-fixed by the codeword POLREP followed by a serial number issued by the originator. Subsequent updating or amplifying reports should repeat this information and add a SITREP number, e.g. "POLREP 21/SITREP 1" would be followed by "POLREP 21/SITREP 2". The first report is assumed to be Sitrep 1 with subsequent reports being numbered sequentially.
3. Groundings, collisions or breakdowns of oil tankers or other vessels carrying pollutants, including bunkers, should be treated as potentially serious incidents with a classification of "PROBABLE" until proved otherwise. The use of link calls or 'Inmarsat' calls to vessels is often the best method of obtaining information.
4. Local contingency plans should establish the following responsibilities:
 - a. HM Coastguard to inform the County Oil Pollution Officer (COPO) where there is an immediate or potential risk of oil coming ashore in their area.
 - b. HM Coastguard to inform COPOs in the counties immediately adjacent to counties at risk, they may also be at risk.
5. Care should be taken to avoid undue escalation of UNCONFIRMED pollution incidents with consequent misleading publicity.

4. **Form CG77 – POLREP Part III:**
Oil Spill Response Daily PROGRESS Report

Incident:	
Updated by:	
Date:	Time (local):
Summary of Incident Response Operations:	
Summary of Incident Response Resource Utilisation:	
Number of Recovery Devices:	Length of Booms in Use: m
Sorbent Used: kg	Number of Storage Devices:
Number of Personnel:	Number of Vessels:
	Number of Vehicles:
Specialist Equipment:	
Oil Spill Balance Sheet:	
Total amount of oil spilled:	litres/tonnes
Total amount of oil recovered:	litres/tonnes
Outstanding amount of spilled oil:	litres/tonnes
Mass balance:	
Estimated Natural Weathering:	litres/tonnes
Mechanically agitated:	litres/tonnes
Skimmer recovered	litres/tonnes
Sorbent recovered:	litres/tonnes
Manually recovered:	litres/tonnes
Other.....	litres/tonnes

6. OPRC Annual Return

Port / Harbour: Enter Name of port.

Annual Return for Enter year.

OPRC PLAN – Approval date: Click here. - Valid until: Click here.

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

[Mandatory Exercises in RED – See Guidelines for Ports](#)

Notification Exercise 1: Click here to enter date.

Click here to enter brief details.

Notification Exercise 2: Click here to enter date.

Click here to enter brief details.

Mobilisation Exercise 1: Click here to enter date.

Click here to enter brief details.

Mobilisation Exercise 2: Click here to enter date.

Click here to enter brief details.

Table-top Exercise: Click here to enter date.

Click here to enter brief details.

Any other exercises (including IME)

Click here to enter brief details including dates or enter 'None'.

SUMMARY OF INCIDENTS DURING THE YEAR

(Click '+' to add additional incidents)

Date: Enter date.

Summary: Click here to enter details.

COUNTER POLLUTION TRAINING UNDERTAKEN

(Leave blank if none otherwise click '+' for each additional person)

Name: Name **Position:** Position. **Course:** Select course attended. **Date:** Date of course.

If 'other' course selected – enter details here.

This form must be completed by Ports, Harbours and Oil Handling facilities at the end of each calendar year nil returns are required, by the 31st January and returned to the Regional Counter Pollution & Salvage Officer. Continue on separate sheet if necessary.

ANNEX 2D ACTION CARDS

FLAG PORT CONTROL – VESSEL TRAFFIC SERVICE OPERATOR (VTSO)		
Responsibilities	<ul style="list-style-type: none"> • Receive pollution report • Initiate first response measures • Inform relevant MOD and external organisations • Maintain communications with all vessels in vicinity • Complete CG 77 POLREP form 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Serco Ops Room • KHM • VTSS • MDP Marine Unit • MDP Control room • Senior Safety and Environmental Protection Officer • Babcock Help Desk (If land based spill) • Public Relations Officer • Naval Base Duty Officer • FOST Duty Ops • HM Coastguard Falmouth 	<ul style="list-style-type: none"> • See contact list 1 <p>Out of working hours only</p>
Further Actions	<ul style="list-style-type: none"> • Brief KHM • Assist KHM as required 	
Final Actions	<ul style="list-style-type: none"> • Submit incident log to KHM • Attend debrief 	

LONGROOM PORT CONTROL – VESSEL TRAFFIC SERVICE SUPERVISOR (VTSS)		
Responsibilities	<ul style="list-style-type: none"> • Safe Navigation and Management of the Port • Receive pollution report • Initiate first response measures • Inform relevant MOD and external organisations • Maintain communications with all vessels in vicinity • Complete CG 77 POLREP form 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Serco Ops Room • KHM • FLAG VTSS • MDP Marine Unit • MDP Control room • Senior Safety and Environmental Protection Officer • Babcock Help Desk (If land-based spill) • Public Relations Officer • Naval Base Duty Officer • FOST Duty Ops • HM Coastguard Falmouth 	<ul style="list-style-type: none"> • See contact list 1 <p>Out of working hours only</p>
Further Actions	<ul style="list-style-type: none"> • Brief KHM • Assist KHM as required 	
Final Actions	<ul style="list-style-type: none"> • Submit incident log to KHM • Attend debrief 	

KING'S HARBOUR MASTER (On Scene Commander)		
Responsibilities	<ul style="list-style-type: none"> • Assume responsibility for oil spill response • Confirm or Amend Spill Classification • Direct Oil Response Team 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Ensure Alert System has been Activated • Naval Base Commander 	<ul style="list-style-type: none"> • Flag Port Control VTSO
Initial Actions	<ul style="list-style-type: none"> • Assess situation • Verify initial spill classification • Convene Initial Response Team • Authorise closure of harbour operations as necessary • Prepare rota of essential personnel 	<ul style="list-style-type: none"> • Authorise change to Tier 2 or 3 response • If spill response required beyond 24 hours
Further Actions	<ul style="list-style-type: none"> • Convene Oil Spill Management Team (OSMT) • Initiate and Issue SITREPS 	<ul style="list-style-type: none"> • If Tier 2/3 Response required • NBC • Press Officer
Final Actions	<ul style="list-style-type: none"> • Terminate response • Organise debrief • Issue Incident report • Revise oil spill plan 	<ul style="list-style-type: none"> • Tier 1 or Tier 2

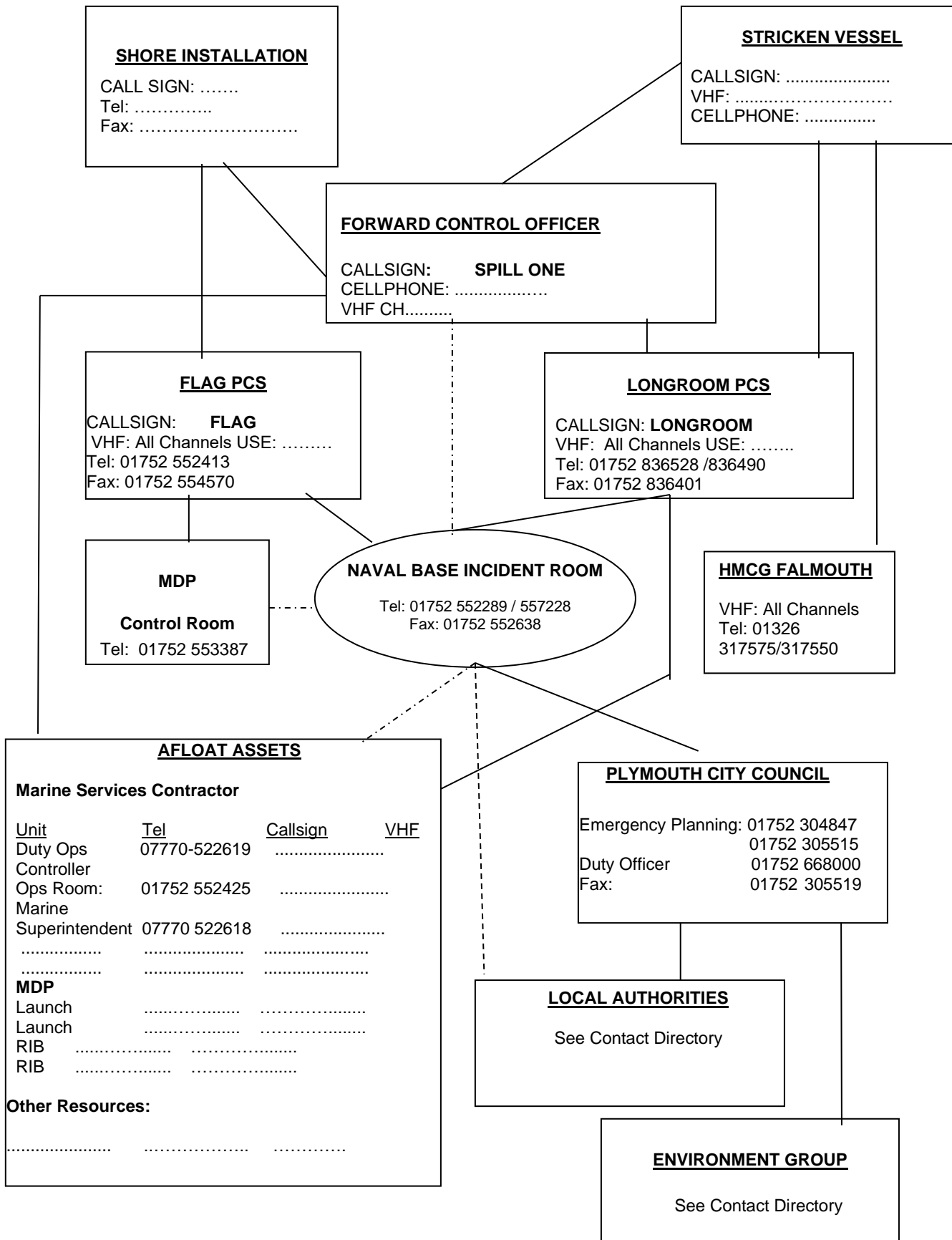
NAVAL BASE INCIDENT COMMANDER CHECK LIST		
MARITIME INCIDENT		
Responsibilities	<ul style="list-style-type: none"> • Confirm Extent of Spill • Control and Direct Naval Base Response • Control Amendments to Naval Base Operations and Business. • Liaise with and Support KHM • Liaise with other authorities as required 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Naval Base Incident Team • Babcock Help Desk 	<ul style="list-style-type: none"> • See contact list – • See Naval Base Emergency Response Orders Table – Action Grid M
Initial Actions	<ul style="list-style-type: none"> • Close up Incident Team • Assess Situation • Start Incident Log 	<ul style="list-style-type: none"> • Note KHM has overall responsibility for oil spill on water
Further Actions	<ul style="list-style-type: none"> • Support and advise KHM Team as Required • Assess and Amend Naval Base Operations • Liaise with Naval Base Business Areas • Respond to manpower requirements as appropriate • Issue SITREPS 	<ul style="list-style-type: none"> • Consider Joint Cell with KHM • Request suitable representation in Incident Room as necessary • Naval Base Business Continuity • Liaise with Press Office
Final Actions	<ul style="list-style-type: none"> • Organise Debrief • Recommend amendments to Oil Spill Plans and Naval Base ERO • Pass incident log to KHM 	<ul style="list-style-type: none"> • Include Contractor Response

FORWARD CONTROL OFFICER (Oil Spill Response Unit)		
Responsibilities	<ul style="list-style-type: none"> • Assess Situation • Verify Classification • Provide Accurate Situation Reports to KHM • Collect Evidence and Statements • Liaise with incident vessel or facility 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Port Control 	
Initial Actions	<ul style="list-style-type: none"> • Proceed to incident • Investigate source and cause of pollution • Inform KHM of spill details • Complete assessment • Obtain sample of pollution • Initiate incident log • Take photographic evidence • Obtain evidence and take statements 	<ul style="list-style-type: none"> • Has spill stopped? • For Immediate Response Team
Further Actions	<ul style="list-style-type: none"> • Track extent of pollution • Coordinate on water response • Provide regular reports to KHM • Survey the shoreline 	<ul style="list-style-type: none"> • Will shoreline clean-up be required?
Final Actions	<ul style="list-style-type: none"> • Submit incident log to KHM • Attend debrief • Recommend and advise updates to Plan 	

NAVAL BASE SENIOR SAFETY AND ENVIRONMENTAL PROTECTION OFFICER		
Responsibilities	<ul style="list-style-type: none"> • Liaise with Environment Agency • Liaise with Other Environment Protection Organisations and Agencies • Advise KHM on Environmental and Protection Measures 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Environment Agency • Other Organisations and Agencies 	<ul style="list-style-type: none"> • Note NBSSEPO may not be available out of working hours • As required by Tier Response Level and Geographical position of the Incident.
Further Actions	<ul style="list-style-type: none"> • Investigate Scene of Incident • Confirm correct environment actions taken. • Brief and Assist KHM 	<ul style="list-style-type: none"> • Complete Form NLIMS Report • Advise on environmental harm caused by water pollution.
Final Actions	<ul style="list-style-type: none"> • Attend Debrief • Recommend amendments to Plan as necessary. 	

NAVAL BASE INCIDENT COMMANDER CHECK LIST		
SPILL ON LAND WITHIN THE NAVAL BASE SITE		
Responsibilities	<ul style="list-style-type: none"> • Confirm Extent of Spill • Control and Direct Naval Base Response • Control Amendments to Naval Base Operations and Business. • Liaise with other authorities as required 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> • Naval Base Incident Team • Babcock Help Desk 	<ul style="list-style-type: none"> • See contact list – • See Naval Base Emergency Response Orders Table Action Grid M • Ensure appropriate Contractor Response.
Initial Actions	<ul style="list-style-type: none"> • Close up Incident Team • Assess Situation • Start Incident Log • Liaise with Contractor to limit spill • Liaise with MDP to establish exclusion zone 	<ul style="list-style-type: none"> • If threat to Maritime Domain – inform KHM.
Further Actions	<ul style="list-style-type: none"> • Assess and Amend Naval Base Operations • Liaise with Naval Base Business Areas • Issue SITREPS 	<ul style="list-style-type: none"> • Request representation in Incident Room as necessary • Naval Base Business Continuity Plans • Liaise with Press Office
Final Actions	<ul style="list-style-type: none"> • Organise Debrief • Revise Oil Spill Plans • Complete incident log 	<ul style="list-style-type: none"> • Include Contractor Response

ANNEX 2E - COMMUNICATIONS PLAN – EXAMPLE (COMPLAN)



ANNEX 2F - SPILL ASSESSMENT AND FATE OF SPILT OIL**Fate of Spilled Oil**

1. In considering the fate of oil on the water, a distinction is made between non-persistent oils, (commonly referred to as white oils) which tend to dissipate rapidly from the sea's surface and persistent oils, (referred to as black oils) which do not.
2. The physical and chemical changes which spilled oil undergoes are collectively known as "weathering" (see Figure 1). Knowledge of these processes and how they interact to alter the nature and composition of the oil with time is valuable in preparing and implementing this contingency plan for effective oil spill response. Note that this figure is not intended to give any timescale to the processes, as this will differ for each different type of oil.

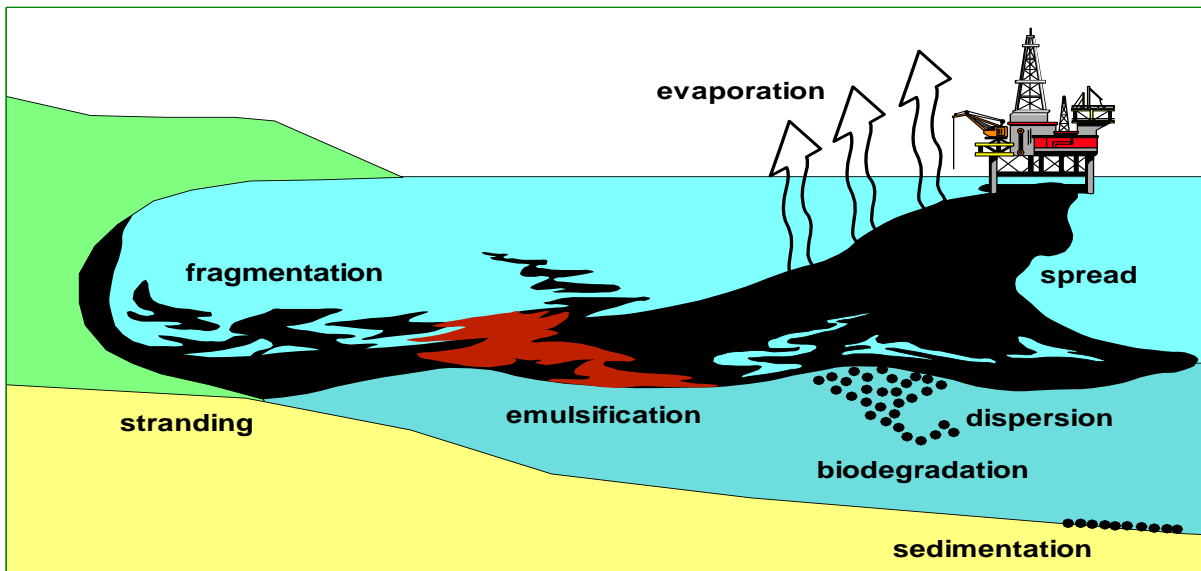


Figure 1

3. The operations taking place within the DPop, including Cattewater Harbour, Millbay Docks and Sutton Harbour involve predominantly the handling of non-persistent oils, although persistent oils are carried within the port for vessels bunkers.
4. The results obtained from a computer model, ADIOS 1.1, (used to give an indication of the likely fate of an oil spill of both Marine Diesel and Heavy Fuel Oil) have been widely published and are reproduced in Table 1.
5. The parameters used for model runs were:

Water temperature:	9°C
Wind Speed:	8 knots
Quantity of Oil Spilled:	20 cubic metres.

Time Elapsed (hours)	Marine Diesel		Heavy Fuel Oil	
	Volume Dispersed (%)	Volume Evaporated (%)	Volume Dispersed (%)	Volume Evaporated (%)
24	20	42	0	5
48	28	46	0	9
72	32	49	0	12
96	34	50	0	15
120	36	52	0	17

Table 1

Oil Spill Quantification (Best practice is to use the BAOAC code.

https://www.bonnagreement.org/site/assets/files/1081/special_on_volume_calculation_20160607.docx (word document) which can be found here <https://www.bonnagreement.org/publications>

6. Estimating the initial release volume of an oil spillage is difficult, unless accurate information regarding flow rates, exact time of spillage and duration of spillage are all known. Best practice is to use the BAOAC code which can be found at this link:https://www.bonnagreement.org/site/assets/files/1081/special_on_volume_calculation_20160607.docx

Further information is available on the Bonn Agreement Website at this link: <https://www.bonnagreement.org/publications>. Five levels of oil appearances are distinguished in the code detailed in the following table:

Code	Description - Appearance	Layer Thickness Interval (μm)	Litres per km ²
1	Sheen (silvery/grey)	0.04 to 0.30	40 – 300
2	Rainbow	0.30 to 5.0	300 – 5000
3	Metallic	5.0 to 50	5000 – 50,000
4	Discontinuous True Oil Colour	50 to 200	50,000 – 200,000
5	Continuous True Oil Colour	More than 200	More than 200,000
Colour	Oil Type	Thickness (mm)	Volume (m ³ /km ²)

Oil Spill Movement

- 7. Spilled oil on water moves as a function of the current and wind, which is illustrated in Figure 2.

Current: - The current has a 100% effect on the speed and direction of an oil slicks movement. Hence, if the current heads north at 3 knots, then the oil slick will travel north at a rate of 3 knots.

Wind: - The wind, on the other hand, has only a 3% influence on the movement of the oil slick.

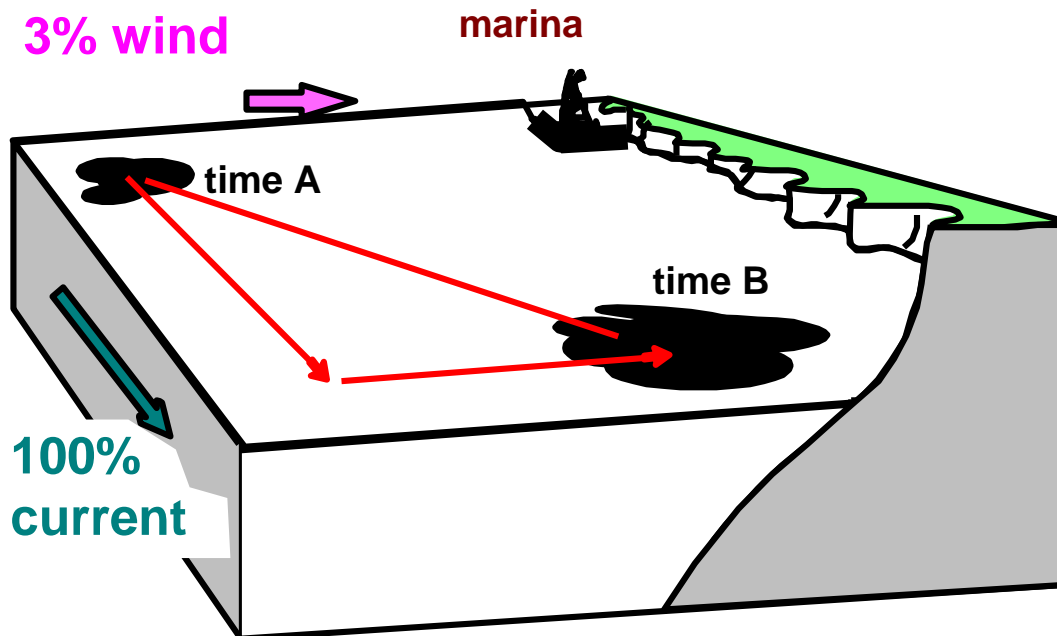


Figure 2

ANNEX 2G SITE SPECIFIC HEALTH AND SAFETY PLAN

Site Specific Health and Safety Plan Assessment Form					
1. APPLIES TO SITE:					
2. DATE:		3. TIME:		4. INCIDENT	
5. PRODUCTS:				(Attach MSDS)	
6. Site Characterisations:					
6a. Area	<input type="checkbox"/> Open Water	<input type="checkbox"/> Inshore Water	<input type="checkbox"/> River	<input type="checkbox"/> Saltmarsh	Other:
	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Sand	<input type="checkbox"/> Shingle	<input type="checkbox"/> Docks	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Public	<input type="checkbox"/> Government	
	<input type="checkbox"/> Residential	<input type="checkbox"/> Other	<input type="checkbox"/> Mudflats	<input type="checkbox"/> Recreational	
7. Site Hazards					
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fire, Explosion, in-situ burn		<input type="checkbox"/> Slips, trips and falls		
<input type="checkbox"/> Chemical Hazards	<input type="checkbox"/> Heat Stress		<input type="checkbox"/> Steam and Hot Water		
<input type="checkbox"/> Cold Stress	<input type="checkbox"/> Helicopter Operations		<input type="checkbox"/> Tides		
<input type="checkbox"/> Drum Handling	<input type="checkbox"/> Lifting		<input type="checkbox"/> Trenches, Excavations		
<input type="checkbox"/> Equipment Operations	<input type="checkbox"/> Motor Vehicles		<input type="checkbox"/> Visibility		
<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Noise		<input type="checkbox"/> Weather		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Overhead/buried Utilities		<input type="checkbox"/> Work Near Water		
<input type="checkbox"/> Others	<input type="checkbox"/> Pumps and Hoses				
8. Air Monitoring (Oil Company Incident)					
<input type="checkbox"/> O ₂	<input type="checkbox"/> LEL	<input type="checkbox"/> Benzene	<input type="checkbox"/> H ₂ S	<input type="checkbox"/> Other	
9. Personal Protective Equipment					
<input type="checkbox"/> Foot Protection	<input type="checkbox"/> Coveralls				
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Impervious Suits				
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Life Jackets				
<input type="checkbox"/> Ear Protection	<input type="checkbox"/> Respirators				
<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Other				
10. Site Facilities					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
11. Contract Details					
<input type="checkbox"/> Doctor		Phone			
<input type="checkbox"/> Hospital		Phone			
<input type="checkbox"/> Fire		Phone			
<input type="checkbox"/> Police		Phone			
<input type="checkbox"/> Other		Phone			
12. Date Plan Completed					
13. Plan Completed By					

PART 3 - DATA

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
Section 1	Contact Directory	55
Section 2	Training and Exercise Policy	61
Section 3	Environmental, Commercial and Recreational Sensitivities	65
Section 4	Booming Plans	68
Section 5	Roles and Responsibilities	69
Section 6	Counter Pollution Resources	72
Section 7	Information for Associated Ports, Establishments & Installations	79
Section 8	List of Documents held by KHM	90

SECTION 1**1. CONTACT DIRECTORY**

- 1.1. The following is the initial contact for reporting an oil spill or pollution incident within the Dockyard Port of Plymouth or Naval Base.
- 1.2. Duty Staff are responsible for activating the appropriate contact list and informing authorities in consultation with KHM. HMS Drake OOW will activate the Naval Base Emergency Response Organisation.
- 1.3. Similar instructions to those below are posted throughout the Naval Base.

24 HOURS

<u>Location of Spill</u>	<u>Contact</u>	<u>Action/Remarks</u>
Spill on land or water within the Dockyard Port of Plymouth including Plymouth Sound, the Hamoaze and the Naval Base.	Longroom Port Control 01752 836490 or Ext 36490	Duty Staff are responsible for activating the appropriate Tier Level Contact List and informing the appropriate authorities in consultation with KHM.

Contact List 1 – Tier 1 Response

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
KHM	KHM	01752 836952	07970243665	robert.giles103@mod.gov.uk
	DKHM	01752 836485	07970243766	Andrew.jones469@mod.gov.uk
Naval Base	Naval Base Duty Officer	07971664206	07971664206	
	SSEPO/DSG Duty Officer	07971 607989	07971 607989	
	HMS Drake OOW	01752 555220 01752 555229 07970246129	01752 555220 01752 555229 07970246129	
Serco Ltd Marine Service	Oil Pollution Unit Tug Ops Passenger Desk	01752 552425 01752 553768 01752 552421	07770524828 or 07717315331	generalenquiries@serco.com NEIL.DEANE@SERCO.COM
Ministry of Defence Police	Marine Unit	01752 553458	01752 553458	
	Control Room	01752 553387	01752 553387	
HM Coastguard	Falmouth CG	01326 317575	01326 317575	zone23@hmcg.gov.uk
Cattewater Harbour Commissioners & Plymouth Pilotage Service	Harbour Office HM Richard Allan Marine Manager	01752 665934 07484 924083 07495 302710	01752 665934 Landline diverts to duty mobile.	hm@plymouthport.org.uk s.marshall@plymouthport.org.uk
	Harbour Staff	Contactable through HM/MM		marinestaff@plymouthport.org.uk
	Pilotage Office	01752 662708 (24 hours)	01752 662708 (Diverts to duty mobile)	pilots@plymouthport.org.uk
ABP Millbay Docks	Initial Calls via Security (24/7)	07385428091	07385428091	Plymouth@abports.co.uk
	Ops Manager Adrian Buss Plymouth & Teignmouth HM	07843976935		Adrian.buss@abports.co.uk
	Karen Dalton- Fyfe	07980816447		
Sutton Harbour	Harbour Master	01752 204730	07973538988	M.Veale@Sutton-Harbour.co.uk
	Lock Keeper	01752 204732	01752 204732	
Mayflower Marina	Office	01752 556633	01752 556633 Or 07840116853	info@mayflowermarina.co.uk
Environment Agency	Incident Hot Line Dedicated Emergency Line	0800 80 70 60	0800 80 70 60	robin.hooper@environment-agency.gov.uk
Babcock Marine	Berthing Manager	07711 388861		Kevin.smale@babcockinternational.com
	Duty Manager		07966 923224	

Contact List 2 – Tier 2 Response

The following are to be informed in addition to those on Contact List 1

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
Naval Base	Duty Director Press Relations Office FOST Duty Ops	Through Duty Officer 07786 586856 01752 557550	Through Duty Officer 07786 586856 01752 557550	
Marine Management Organisation (MMO) (HQ) <i>(If no answer from MMO then call DEFRA)</i>	Marine Pollution emergency response Defra Duty Office	0300 200 2024 0345 0518486	07770 977825 (AH Duty Officer) 0345 051 8486	dispersants@marinemangement.org.uk marineincident@defra.gsi.gov.uk
Devon and Cornwall Police	Force Incident Manager Contingency and Operations Planning Unit	01392 456723 01392 226483	999 01392 226483	controlroom@devonandcornwall.pnn.police.uk contingencyplanning@devonandcornwall.pnn.police.uk
Natural England	Marine Incidents	0300 060 1200	0300 060 1200	marineincidents@naturalengland.org.uk
Plymouth City Council	Duty Civil Protection Officer	07729 922577	07729 922577	civil.protection@plymouth.gov.uk
Devon County Council	Emergency Planning Office	01392 382808 (24 hour duty officer number)	24/7 through NOCC 01392 380380 or 380382	epduty@devon.gov.uk
Cornwall Council	Emergency Management Office	020 3162 2240 (non urgent) 01209 722860 (Urgent)	01209 722860	emergencymanagement@cornwall.gov.uk (Not 24/7)

Contact List 3 – Tier 3 Response

The following are to be informed in addition to those on Contact Lists 1 and 2

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
MCA	Counter Pollution & Salvage Officer	02038172277	07970143493 Note, The Duty CPSO in an incident can be contacted out of hours on 07000405415 but contact should normally be through HMCG	Jayne.Ede@mcga.gov.uk
International Tanker Owners Pollution Federation (ITOPF)	Head Office	02075 666999	02075 666998	central@itopf.org
NBC Finance	Miss Sophie Furzeland	03001511179	07890 666008	Sophie.furzeland100@mod.gov.uk

Contact list 4 – Other Organisations

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
Tamar Estuaries Consultative Forum	Coastal Planning Co-ordinator	01752 307165	N/A	ameliaurgeon@plymouth.gov.uk www.tamar-estuaries.org.uk
Cornwall Fire & Rescue Service	Fire Control	0203 162 2240	0203 162 2240	criticalcontrol@fire.cornwall.gov.uk
Devon and Somerset Fire and Rescue Service	Central Control Room	01392 872200	01392 872200	
Devon Wildlife Trust	Exeter Office	01392 279244		contactus@devonwildlifetrust.org
Mashford Brothers Ltd	Office General Mgr Asst General Mgr	01752 822232	07889025872 07497159010	mashfords@ukdocks.com Ben Smith Darren Tippett
Mountbatten Centre	Office	01752 404567		enquiries@mount-batten-centre.com
National Marine Aquarium	Switchboard	01752 600301		
Plymouth Yacht Haven Marina	Office	01752 404231	01752 404231 (24hr Security)	steve@plymouthyachthaven.com
Yacht Haven Quay (Oreston)	Office	01752 481190	07970 521190	
Queen Anne's Battery Marina	Office	01752 671142	01752 671142	r.perry@mdlmarinas.co.uk
Royal Marines Tamar	Duty Crew room DSO	01752 612568 07773153216	07773153276 07773153216	Jason.Childs989@mod.gov.uk
RSPB	Regional Officer	01392432691		
RSPCA	Regional Headquarters	0300 1234999	0300 1234999	
Southdown Marina (Millbrook)	Office	01752 823084	01752 823084	
South Hams District Council	Emergency Planning Office	01803 861234 (Switchboard)	01803 867034	
South West Water	Emergency Switchboard	0800 378937	0800 378937	
West Devon Borough Council	Emergency Planning	01822 813600	0800 169 4217	
BT	National Emergency Line	01525 290647 0845 7555999 Quote CCA	01525 290647 0845 7555999 Quote CCA	emergencyplanning@bt.com
Adler and Allan	Oil Spill Response	0800 592827	0800 592827	
Future Industrial Services	Ops Manager	01404548333	07849833639	Richard.spreadbury@futureindustrial-services.com
Oil Spill Response Limited	Oil Spill Response	023 80331551	023 80331551	Southampton@osrlearl.com
HMS RALEIGH	Guard Room	01752 811250 or 01752 811426	01752 811250 or 01752 811426	
Princess Yachts Ltd	Office	01752 203845 or 01752 203888	01752 203845 or 01752203888	Laura.parry@princessyachts.com (not 24/7)

Contact List 5 - Land Spill Within the Naval Base

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
Naval Base HMS DRAKE Incidents Only	Naval Base Duty Officer	07971664206	07971664206	
	SSEPO/DSG Duty Officer	07971 607989	07971 607989	
	HMS Drake OOW	01752 555220 01752 555229 07970246129	01752 555220 01752 555229 07970246129	
	Duty Director	Through Duty Officer	Through Duty Officer	
	Press Relations Office	07786 586856	07786 586856	
Environment Agency	Dedicated Emergency Line	0800 80 70 60	0800 80 70 60	Robin.hooper@environment-agency.gov.uk
Babcock Marine (Naval Base Incident Only)	Help Desk	01752 324444	01752 32444	
	Duty Manager		07966923224	
Mitie HMS DRAKE Incidents Only	Interserve Help Desk	01752 556110	01752 556110	

SECTION 2

2. TRAINING AND EXERCISE POLICY

- 2.1 For an oil spill response to be safe and effective all personnel involved must understand their responsibilities. They must also be competent to fulfil their roles as oil spill response is a specialised subject and requires specialised training. All members of an incident management team, operators, supervisors and responders are to receive training conducted by a Nautical Institute accredited training provider.
- 2.2 The MCA considers that the minimum level of training required for a small port using a Tier 2 contractor is Level 4P for persons who will have a management role or responsibility for port operations and Level 1P for all staff who may operate oil spill response equipment. A large port should train further individuals to 2P, 4P and 5P levels as deemed appropriate.

MOD/Naval Base Training Levels:

- 2.3 As the DPoP is considered a large port, KHM, DKHM and the Naval Base Incident Commander are to complete a Level 5P and nominated KHM staff members are to complete a Level 4P.
- 2.4 Other individuals from KHM staff are to complete Level 1, 1P and 2 courses. All KHM staff and department duty officers are to understand this contingency plan and are to partake in all exercises where practical.
- 2.5 Naval Base Duty Officers are to be familiar with this contingency plan and the actions to be taken on receiving an oil pollution report.
- 2.6 The MOD Marine Services contractor is required to maintain personnel trained in oil pollution control (OPC) operating and maintenance techniques able to provide an OPC service within the limits of the DPoP.
- 2.7 KHM is to be assured that the accredited training standards required by all installations, agencies and authorities within the scope of this plan are adhered to. These standards are to be included in individual supplementary Tier 1 and Tier 2 response plans.

c

Post Exercise/Incident Report Form

This form should be completed and issued to all plan holders and MCA CPSO, each time an Exercise is carried out. Applicable to Notification Exercise / Table Top Exercise / Stand Alone Incident Management Exercise and Incidents

Port / Harbour: Enter Name of port.

Report for: Select Tier Select Inc or Ex on: Select date

Scenario:

[Click here to enter scenario – to include position \(Lat/Long\) and weather/tidal information.](#)

Actions taken:

[Click here to enter actions.](#)

On-scene co-ordinator: [Click here to enter name.](#)

Names of participants:

[Click here to enter names.](#)

Equipment used:

[Click here to enter list of equipment.](#)

Other organisations participating:

[Click here to enter list of participants.](#)

Details of amendments to be made to the OPRC plan as a result of this incident / exercise –

[Click here to enter text.](#)

I can confirm that the details on this form are a true account of the exercise/incident. Any action points arising have been actioned as necessary and associated bodies informed. An update to the pollution plan will issued to holders as soon as possible.

Name: [Click here to enter name.](#)

Title: [Click here to enter title.](#)

Signature:

Date: [Click here to enter a date.](#)

SECTION 3

3. ENVIRONMENT, COMMERCIAL AND RECREATIONAL SENSITIVITIES

- 3.1 The DPoP includes the rivers Tamar, Tavy, Lynher, Plym and Plymouth Sound which together constitute one of Britain's finest estuarine complexes. The broader lower reaches of the rivers form extensive tidal mud flats bordered by salt marsh communities. The mud flats contain extensive and varied infauna communities rich in bivalves and other invertebrates and feeding grounds for water birds in numbers of European importance. The salt marshes also provide important feeding and roosting areas for large numbers of wintering and passage water birds.
- 3.2 The DPoP sees the movement of more than 50,000 vessels a year ranging from military and commercial merchant shipping to fisheries and a wide variety of pleasure and recreational craft. To support these activities the Naval Base and commercial ports all have fuel handling, transfer and storage facilities. These ports operate Naval vessels, large tankers and other merchant vessels, cross channel ferries, fishing vessels and a wide variety of pleasure and recreational craft.
- 3.3 The challenge, therefore, is to conserve the natural and historic heritage, whilst encouraging appropriate opportunities and giving full recognition to the important needs of defence, commerce, tourism, and leisure interests.
- 3.4 The Tamar Estuaries Consultative Forum (TECF) evolved from a need to consider a more integrated form of management to meet this challenge, and its rationale was underpinned in the requirement for a deliberate management process in the Habitats Act of 2017. As the Harbour Authority for the Dockyard Port of Plymouth, it falls to KHM to Chair the TECF. This integrated management forms the basis of this oil spill plan.
- 3.5 A huge commitment has been made to consultation and community development, which is embodied within the Tamar Estuaries Management Plan. The Tamar Estuaries Management Plan continues to guide management initiatives for the estuary, and considerable progress has been made towards meeting the key goals, holistic management and sustainable development for the benefit of all.
- 3.6 Plymouth Sound and Estuaries are designated a Special Area of Conservation (SAC) under the European Union's Habitats Directive 92/43/EEC, as implemented by The Conservation of Habitats and Species Regulations 2010. Sections of the Tamar Estuaries are also recognised as a Special Protected Area (SPA) under the Birds Directive 2009/147/EC on the conservation of wild birds, as implemented through the Wildlife and Countryside Act 1981 and through The Conservation of Habitats and Species Regulations 2010. Also, there is the Tamar Estuary Site Marine Conservation Zone (MCZ) (designated in Dec 2013).
- 3.7 An overview of the key habitats that make up the Special Protection area and the Special area of Conservation can be found at the following links:

<http://www.plymouth-mpa.uk/home/about/maps/environmental-designations/#1525342225042-3dbd65fa-7059>

<https://designatedsites.naturalengland.org.uk/>

- 3.8 The following DEFRA Link is to the DEFRA “MAGIC” website which gives access to online maps of sensitive features:

www.magic.defra.gov.uk

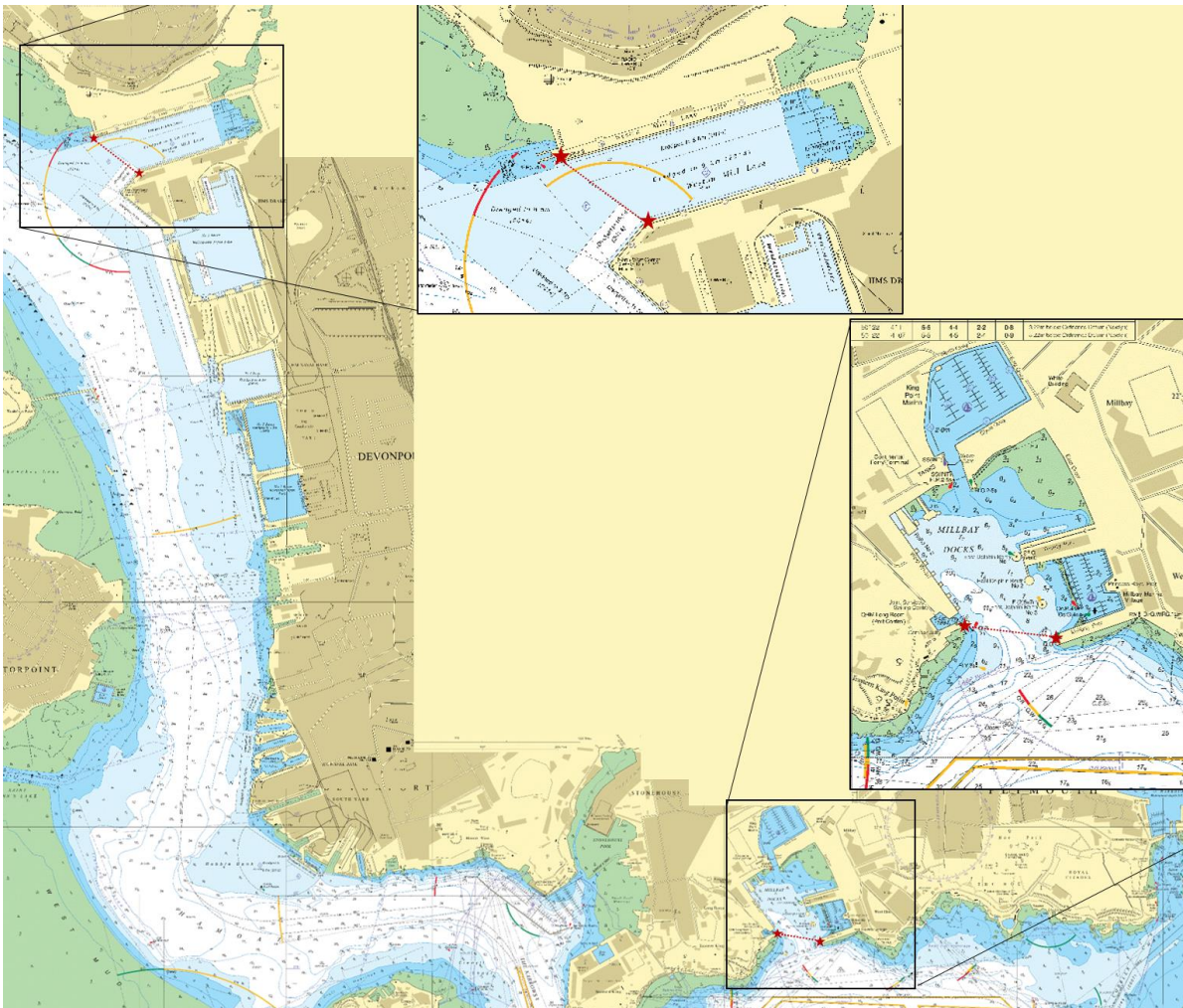
- 3.9 An estimate of the fate and the movement of spills must also be made and the time it will take to impact the identified sensitive areas must be determined. Predictions can be made using wind and weather information and local tidal data. (As a rule of thumb, an oil spill will move at 100% current and 3% wind). This will give an indication of the response times required to minimise impact on the identified areas. A response must be matched to these local conditions.
- 3.10 Tidal Stream Diagrams for Plymouth Sound, Lower Hamoaze, Devonport Dockyard and the River Tamar are held by KHM and the Naval Base Incident Commander. Additionally, KHM has a computer based tidal prediction programme available at Longroom PCS. All information can readily be made available to the TCG.
- 3.11 Sensitive fisheries areas within the Dockyard Port of Plymouth are the oyster beds. The port also has seasonal migratory salmon, trout, Allis shad and smelt passing through and is a nursery area for young bass.
- 3.12 Detail of the migration periods for Allis shad (Apr to Aug) and smelt (Nov to Mar) can be found at the following [link](https://designatedsites.naturalengland.org.uk/Marine/Seasonality.aspx?SiteCode=UK0013111&SiteName=plymouth%20sound&SiteNameDisplay=Plymouth+Sound+and+Estuaries+SAC&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=):
<https://designatedsites.naturalengland.org.uk/Marine/Seasonality.aspx?SiteCode=UK0013111&SiteName=plymouth%20sound&SiteNameDisplay=Plymouth+Sound+and+Estuaries+SAC&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=>
- 3.13 The National Marine Aquarium at Coxside relies on water supplies from the harbour and must be considered early in any protective measures.

SENSITIVITY DATA AND CLEAN UP POLICY

HABITAT	DESCRIPTION	SENSITIVITY	POLICY IN CASE OF OIL SPILL
Saltmarsh	Most productive of all aquatic environments and one of the most important in the area. Practically impossible to clean.	Highest sensitivity	Avoid contamination by containing spill and booming at appropriate point.
Sheltered tidal mudflats	Areas of great biological activity – a combination of high productivity and biomass as well as critical to over-wintering waders and wildfowl. Oil may persist for years and extremely difficult to clean. Practically impossible to clean.	Very high sensitivity	Avoid contamination by containing spill and booming at appropriate point.
Intertidal & Subtidal eelgrass beds	Key species which needs high protection. Practically impossible to clean.	Very high sensitivity	Avoid contamination by containing spill and booming at appropriate point.
Sheltered rocky coasts	Area of reduced wave action such as Cawsand Bay, Jennycliff and Wembury Bay	High sensitivity	Avoid contamination by containing spill. Fixed point booming unlikely to be appropriate.
Exposed rocky headlands	Wave reflection can keep most of the oil offshore and intense wave action will often clean any oil that does contaminate the rocks off fairly quickly.	Moderate sensitivity	Avoid contamination by containing spill. Fixed point booming unlikely to be appropriate.
Man-made solid structures	Often of little ecological significance, being an artificial intrusion into the natural environment.	Low sensitivity	Avoid contamination by containing spill.
Biogenic Reefs (Blue Mussel Beds)	Blue Mussel Beds are present and although not tested for sensitivity to hydrocarbon contamination they should be treated as sensitive (precautionary principal). Detail is available at the following link: https://www.marlin.ac.uk/habitats/detail/1167	Low sensitivity	Contact Natural England for advice

SECTION 4**4. BOOMING PLANS**

- 4.1 The standard response to oil spills within the port is the deployment of absorbent boom by the Tier 2 responder. This initial response, which is rapidly achievable given the lightness and ease of use of the absorbent material, mitigates any spill while the more time consuming and labour-intensive activity of deploying other boom types takes place, if required.
- 4.2 It is accepted that the currents, tide flows and the effect of wind on large areas of the waters in the DPoP make the deployment of fixed booms difficult, and in certain circumstances impossible, their effectiveness can also be called into question. A decision to deploy a boom will be informed by an assessment of the viability of the boom and a cost benefit analysis, and deflection booms are likely to be the most frequently used.
- 4.3 There are permanently sited booms at the entrances to Weston Mill Lake and ABP Millbay.



- 4.4 Booms may be established at other locations throughout the estuary, using mooring buoys, jetty fittings and other structures, depending upon the situation.
- 4.5 Guidelines for the Preparation of Coastal and Estuarine Booming Plans can be found at <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>.

SECTION 5**5. ROLES AND RESPONSIBILITIES**

- 5.1 NBC Devonport. NBC is responsible for the dispersal and/or recovery of all oil spills on the waters within the DPoP limits and from MOD owned shoreline. NBC will assume responsibility for incidents attributable to RN/RFA/MOD chartered vessels.
- 5.2 King's Harbour Master KHM, through the Longroom PCS permanently manned by a VTSS and a Vessel Traffic Service Operator (VTSO) or Flag PCS permanently manned by the A VTSO, is responsible for co-ordinating the initial response to a reported water based oil spill and acts as the OSC. KHM is responsible for co-ordinating the local action required to deal speedily with the effects of major oil spills in the DPoP. Such pollution is unlikely to occur in isolation and will in all probability involve other aspects of emergency response.
- 5.3 KHM is also responsible for arranging the recovery of samples of the spill for later analysis if requested by local authorities or the source is unknown. Serco have been directed to carry out this task on behalf of KHM. Guidance on collection and handling of oil samples can be found at <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>.
- 5.4 Naval Base Incident Commander. In an escalating situation, control of the NB input and support to operations will be passed to the Naval Base Incident Commander and the NB Emergency Response Organisation (ERO). KHM will assume the role of Naval Base Incident Commander.
- 5.5 Serco Marine Services Ltd. is contracted by MOD to provide an Oil Pollution Control service and is responsible to NBC (Devonport) for clearing and dispersing all water born oil spills in the DPoP. As UKSpill 3 Marine contractors, they can undertake Tier 2 response operations for other agencies.
- 5.6 Vessel Traffic Service Supervisor. The VTSS is responsible for the day to day management of port safety and, with the Vessel Traffic Service Operators at Longroom and Flag Port Control Stations is responsible for initiating the oil spill plan and callout procedures on behalf of KHM.
- 5.7 Naval Base Duty Officers. The Naval Base Duty Officer is responsible for initiating the Naval Base response to an oil spill or pollution incident. Out of working hours they will be the Incident Commander until relieved.
- 5.8 Harbour Authorities. Harbour Authorities within the DPoP that are required to comply with OPRC regulations, Cattewater, Sutton and ABP Millbay, are responsible for dealing with background and small-scale incidents originating in waters under their jurisdiction, requesting assistance from their Tier 2 contractors and MOD response team as necessary.
- 5.9 Other Authorities. Marinas, ship repair yards and other commercial organisations within the DPoP are responsible for dealing with background and small-scale incidents originating in waters under their jurisdiction, requesting assistance from MOD, as agreed for Tier 2 response as necessary.
- 5.10 Local Authorities. Local Authorities have voluntarily agreed to be responsible, but without statutory legislation, for clean-up policy and action relating to all oil spills that reach their shoreline. Cornwall Council, Devon County Council and Plymouth City Council are responsible, voluntarily, for producing and updating as necessary the oil pollution clean-up plan for the Tamar Estuaries in consultation with the Tamar Estuaries Consultative Forum.

- 5.11 Maritime and Coastguard Agency (MCA). In the event of an oil spill occurring within or threatening the DPoP and Tamar Estuaries, which requires a Tier 3 response, MCA may decide to implement the NCP. In this case, the MCA may take control of at-sea counter pollution measures from a MRC. The MCA have powers under the Merchant Shipping Act 1995 (amended by the Merchant Shipping and Maritime Security Act 1997) for taking or co-ordinating measures to prevent, reduce and minimise the effects of marine pollution.
- 5.12 Secretary of State Representative (SOSREP) The Secretary of State for the Department for Transport (DfT) has appointed a Representative (SOSREP) to advise them directly on salvage and pollution aspects of any incident that would pose a significant pollution risk to the UK.
- 5.13 As stated in the NCP, SOSREP's responsibility is solely concerned with the salvage operation and will not proceed to direct the Harbour Master in methods of pollution clean-up. Ultimate control of any salvage operation where there is a threat of significant pollution to the UK environment must be exercised by SOSREP acting on behalf of the over-riding public interest. SOSREP secures by direction, if necessary, information on the way the Harbour Authority Powers are to be exercised. They are empowered to exercise intervention to whatever extent is required in the public interest and may take control of a salvage operation, by issuing directions. In such a case, all those involved will act on SOSREP's directions rather than those issued by the Harbour Authority.
- Note: These intervention powers do not apply to 'Dockyard Ports. As the operational situation dictates, KHM and SOSREP will co-operate to satisfy the over-riding public interest.
- 5.14 As the SOSREP will issue directions for salvage related issues in respect of casualty or cargo they may feel that the Harbour Master's response operation is in some way inhibiting the salvage operation. In this instance the SOSREP may exercise powers of intervention and direct the Harbour Master to re-think/alter the pollution clean-up activities taking place.
- 5.15 SOSREP will exercise their responsibilities in conjunction with the Secretary of State for Defence when an incident is within the DPoP.
- 5.16 Regional Counter Pollution and Salvage Officer (CPSO) The Regional CPSO provides additional local knowledge for the MCA and SOSREP and is responsible for the MCA front line response to pollution and salvage incidents within the western region. Full details of their role can be found in the NCP a copy of which is held by KHM.
- 5.17 Devonport Safety Group (DSG). This group has an overall watching brief regarding all matters concerning environmental protection in the Naval Base. The Naval Base Senior Safety and Environmental Protection Officer (SSEPO) is responsible for ensuring that the Base complies with environmental legislation in order to minimise oil pollution damage and for liaison with the Environment Agency and other environment group members.
- 5.18 Marine Management Organisation (MMO). The MMO plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring, in co-operation with the Food Standards Agency, the safety of the aquatic food chain, including the safety of consumers of fish and shellfish. The MMO approves deposits in the sea. Under the terms of the Food and Environment Protection Act 1985 and the Deposits in the Sea (Exemptions) Order 1985, it is a legal requirement that oil treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by the MMO, and the MMO must be contacted during an oil spill incident before an oil dispersant may be used.

The Deposits in the Sea (Exemptions) Order 1985 requires MMO approval for the use of substances to treat oil on the surface of the sea. However, approval is not needed under this Order for the use of equipment to control, contain or recover oil. This means that

respondents do not need to approach the MMO before the use of items of equipment like recoverable absorbent booms, absorbent rolls, absorbent “tails”, and absorbent pads. However, approval is needed from the MMO for the use of any items like loose absorbent granules, chips, moss, sawdust or chemicals which would be classified as substances rather than equipment if there is a possibility of these substances entering the marine environment. The list of currently approved Oil Spill Treatment Products can be found at:
<https://www.gov.uk/government/publications/approved-oil-spill-treatment-products/approved-oil-spill-treatment-products>

SECTION 6**6. COUNTER POLLUTION RESOURCES**

6.1 Counter pollution equipment and resources are held by the MOD Tier 2 Contractor and by other authorities within the local area as follows:

Tier 1 Oil Spill Equipment Held by MOD in the Naval Base.

- a. Serco Marine Services Ltd.
- b. As the prime custodian of oil, fuels, lubricants and petroleum, Babcock Marine maintain land clean up spillage kits at various locations including the Transport section, predominantly for use within fuel distribution areas. OFD Thanckes holds a large kit in the Main Store, Building No 45. Details of contents of these kits is contained within The Devonport OFD Spillage Response Plan held in NBHQ Incident Room and limited information can be found in Section 7.
- c. All RN, RFA, MOD Chartered and contracted Marine Service vessels are required to carry Tier 1 response equipment.

Tier 1 Resources Held Within the DPOp by Other Authorities. The following authorities, commercial businesses and installations are required to hold Tier 1 spill equipment to deal with localised incidents.

- a. RM Tamar
- b. Cattewater Harbour
- c. ABP Millbay
- d. Sutton Harbour
- e. Future Industrial Services Ltd
- f. Mayflower Marina
- g. Mashford Brothers Ltd
- h. Queen Ann Battery Marina
- j. Plymouth Yacht Haven
- k. Princess Yachts Ltd

The above agencies are also required to submit their Tier 1 Oil Spill Response Plans to KHM in order that the command and control of Tier 2 response can be effective. Limited information from these Tier 1 plans is included in Section 7. Copies of all Tier 1 response plans are held by KHM.

Tier 2 Oil Pollution Control Equipment held by Serco Marine Services Ltd.

For any of this equipment initial contact should be made via the Serco Duty Operations Controller. Initial response shall be underway within 15 minutes of any request. The initial response may utilise the Duty Towage Service detailed in their Statement of Requirement.

The Oil Pollution Response Team will be ready to deploy the various items of equipment listed below from the dockside within approximately 2 hours. However, depending on the nature and deployment location of the incident, and the equipment required to be deployed that time may vary.

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

All equipment for Tier 1 and Tier 2 response is provided from the equipment held by Serco .

- a. **Boats:** 1 x 11 Metre Workboat - Dedicated to pollution control.
4 x Twin Unit Tractor Tugs (TUTTs) – (Not dedicated to oil pollution control but fitted to receive and operate the oil pollution control equipment)

- b. **Road Transport:** 1 x 4x4 Vehicle
1 x 3.5 Tonne Twin Axle Large Box Support Trailer
1 x 2.0 Tonne Twin Axle Medium Box Trailer
1 x 1.4 Tonne Single Axle Small Box Support Trailer
1 x Large Twin Axle Drop Side Trailer

- c. **Equipment:** Listed on the table overleaf.

Oil Pollution Control Equipment held by Serco Marine Services Ltd

Function	Comment	
Responsibility	Tier 1 and Tier 2	2M ³ - 60M ³
Response	Underway within 15 mins of notification	Duty Tug
Equipment	Held at Buoy Wharf S123 although there are containment booms held at 16 Wharf Weston Mill & West Wharf at Millbay Docks. 5 x bags (4x 200m x m3m lengths absorbent booms per bag) are held on each of the fuel & sullage barges	

OIL POLLUTION STORE CONTENTS

Fence Boom 250mm		2 x 10m
Fence Boom 250mm		10 x 5m
Boom inter-connector hose		10 x 2m
Boom inflation hose		2 x 5m
Echo Blowers PB200		X 5
Echo Blowers PB400		X 1
Large Air Blowers (Yanmar)	Boom Reels	X 2
Komara 20 Skimmer	Disc Only	X2
Komara Midi 2 Duplex (Disc or Brush)	2 Bank	X 1
Komara 20 Duplex (Disc or Brush)	4 Bank	X1
Roll Skimmer		X 1
Komara Star Skimmer c/w hydraulic hoses		X 1
Hydraulic Power Packs for Skimmers	GP10's	X 3
Hydraulic Hoses for Skimmers		X 4
Oil Mop Unit c/w rope mop & tank		X 1
Oil Mop Unit (head only)		X 1
Floating Rollers for Oil Mop		X 2
Collar Tank 5500 Lts		X 1
Spate Pumps	1 Hydraulic inc	X 4
Komara Star discharge hose		1 x 20m
3" Discharge Hose for Skimmers:		2 x 15m
2" Discharge Hose for Skimmers:		2 x 15m
3" Lay flat Discharge Hose		3 x 20m
3" female to 2" male Camlock adapter		X 3
3" male to 2" male Camlock adapter		X 2
3" male to 3" male Camlock adapter		X 2
2" male to 2" male Camlock adapter		X 2
3" 'T' clamps		X 6
2" 'T' clamps		X 6
Absorbent Boom	20cm x 3m x 4 (per pack)	X 100
Absorbent Pillows	58cm x 38cm x 10 (per pack)	X 5
Absorbent Sock	7.5cm x 1.2m x 12 (per pack)	X 4
Absorbent Pads	51cm x 41cm x 100 (per pack)	X 20
Broom		2
Forks		2
Sinkers		10
Anchors (Brittany)		2
Anchors (Plough)		8
Boom (Sentinel)	600 X 25M	2

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

Delta Head Skimmer		2
Delta Head Skimmer Hose	2"	2
Delta Head Skimmer Pipe	2"	2
Fuel (Diesel for Power Packs	5LTS	1
Fuel (Petrol for Generator	5LTS	2
Generator	3KW	1
Boom (Sentinel)	600 X 10M	6
Boom (Shore Guardian	550 X 10M	4
Boxes 1-20 (see box contents list)		20
Extension Lead (Tripod Lights)		1
First Aid Kit	10MAN	2
Fuel (2 Stroke Echo Blowers)	5LTS	1
Hose Floats		9
Komara 20 Pump Discharge Hose	3" X 20M	2
Komara 20 Suction Hose	3" X 10M	2
Komara 20 Suction Pump		1
Lights (Tripod)	500W	2
Rope (Nylon)	12mm X 220M	1
Fast Tank	9000LTS	2
Toolbox		1

OIL POLLUTION STORE CONTENTS cont.

Delta Head Skimmer Pipe	2"	2
Fuel (Diesel for Power Packs	5LTS	1
Fuel (Petrol for Generator	5LTS	1
Generator	3KW	1
Boom (Sentinel)	600 X 10M	6
Boom (Shore Guardian	550 X 10M	4
Boxes 1-20 (see box contents list)		20
Extension Lead (Tripod Lights)		1
First Aid Kit	10MAN	1
Fuel (2 Stroke Echo Blowers)	5LTS	1
Hose Floats		2
Kamara 20 Pump Discharge Hose	3" X 20M	2
Kamara 20 Skimmer		1
Kamara 20 Suction Hose	3" X 10M	2
Kamara 20 Suction Pump		1
Lights (Tripod)	500W	2
Rope (Nylon)	12mm X 220M	1
Fast Tank	9000LTS	2
Toolbox		1

RESPONSE TRAILER UNIT 1

Absorbent Boom	20cm X 3M	25
Absorbent Flat Pads	51cm x 41cm x100	2 BOXES

RESPONSE TRAILER UNIT 2

Response Unit 2 will be loaded with equipment suitable for the incident at hand

ROAD TRANSPORT

4x4 Ford Ranger Pick-up	Ford Ranger	X 1
2.0 Tonne Response Trailer Unit (1)		X 1
2.6 Tonne Response Trailer Unit (2)		X 1

DEPLOYED ASSETS

Sea Sentinel Powered Reel Boom	16 Wharf Weston Mill	250m
Sea Sentinel Powered Reel Boom	South End West Wharf – Millbay Docks	250m

GREEN BOX CONTENTS LIST

DESCRIPTION	<u>BOX NO:</u>	<u>QTY</u>
Barrier Tape	1-6	4
Duct Tape	1-6	2
Gloves (disposable)	1-6	400
Gloves (PVC)	1-6	20
Gloves (riggers)	1-6	40
Gloves (gauntlet PVC)	1-6	10
Green Sacks	1-6	150
Hand Cleaner	1-6	2
Knives	1-6	6
Overalls (cotton)	1-6	12
Overalls (disposable)	1-6	26
Paper Towles	1-6	4
Paper Towles	1-6	8
Rags	1-6	2
Safety Helmets	1-6	12
Tank Suits (PVC)	1-6	12
Tie Raps	1-6	200
Vests (Day-Glo)	1-6	6
Waders	1-6	2
Wellington boots	1-6	12
Wet Wipes	1-6	4

Tier 2 Spill Equipment Available in the Local Area

- a. Adler and Allan are the accredited Tier 2 contractor for ABP Millbay and hold Tier 2 response equipment at Falmouth and Bristol.
- b. The Environment Agency (SW) hold quantities of Tier 2 and Tier 3 response equipment (Booms, Fast Tanks, etc) at their local Depots with a main depot at Clyst Honiton near Exeter.
- c. Cleansing Services Group – Saltash (01752 875405). is an accredited waste disposal company with a fleet of road tankers.
- d. Serco Marine Services are the accredited Tier 2 contractor for Cattewater Harbour Commissioners. Cattewater have some Tier 1 response equipment and up X20 trained personnel ranging from 5P to 2P.

Serco Marine Ltd. Additional Resources Available

- a. **Tugs:** (Note:-Tugs underlined have a fitted external fire-fighting capability)

4 x Twin Unit Tractor Tugs (TUTTs)
 1 x Single Unit Tractor Tugs (SUTTs)
1 x Twin Screw Medium Berthing Tug
 2 x ASD Class Medium Berthing Tugs

- b. **Workboats and Passenger Carrying:**

2 x Harbour Launches (Up to 30 passengers each)
 2 x SWATH Passenger Carrying Craft (Up to 75 passengers each)
 2 x Pilot/VIP Launches (Up to 12 passengers each)

- c. **Lighters and Barges:**

3 x Utility Barges of up to 250 tonnes capacity each (for oily water)
 1 x Utility Barge of up to 200 tonnes capacity (for oily water)
 1 x Sewage Barge of up to 150 tonnes capacity
 3 x Fuel Barges of up to 250 tonnes capacity each

Additional Resources Available in DPoP

- a. Devon & Somerset Fire and Rescue. Devon & Somerset Fire and Rescue has a purpose-built fireboat 'Vigiles', which is normally moored at Turnchapel in Cattewater Harbour. It is crewed by Plymstock Fire Station personnel and can be operational within 6 minutes of an emergency call (if crew are not involved in another incident). The boat is water-jet powered, has fire-fighting monitors, rescue facilities and a limited capability of towing. With a draught of less than 0.7 metres, over 5 hours endurance and considerable versatility, the vessel could be used in a variety of roles in a major pollution incident. Crews are trained to deploy the Tier 1 equipment (booms) and are becoming increasingly involved in exercises.
- b. RM Tamar. This establishment has a varying number of landing craft that have a low draught and are capable and designed to be beached. If not on military duties, there are possibly up to 200 personnel available for boat operations and beach clean-up.
- c. HMS RALEIGH. This establishment maintains several boats at Jupiter Point that could be utilised for oil spill dispersal, recovery booming activities and acting as afloat

communications stations. There may well be large numbers of personnel serving in RALEIGH at any one time although it would be unusual circumstances that would allow new entrants and certain trainees to be used for beach clean-up operations.

- d. HMNB Devonport. Large numbers of personnel available within a period of notice although implications on operational requirements will need to be addressed before deploying for clean-up operations. See Section 7 for further details.
- e. RN Southern Diving Unit. The RNSDU is based within the Naval Base and has two motor launches available for passenger transfers, minor pollution countermeasures operations and acting as afloat communications stations.
- f. RN Hydrographic School. The School has three survey craft capable of undertaking passenger transfers, minor pollution countermeasures operations and acting as afloat communications stations as well as the facility to carry out underwater surveys.
- g. Marine Salvage Unit (South) located within the Naval Base holds MOD salvage equipment for worldwide deployment.
- h. Future Industrial Services. This company operates a vessel for afloat collection of waste from vessels within the harbour. 'FIS Solution' carries commercial skips for this task.

SECTION 7

7. INFORMATION FOR ASSOCIATED PORTS ESTABLISHMENTS AND INSTALLATIONS

7.1 The associated ports, establishments, commercial businesses, and installations within the DPoP (listed below) are required to assure KHM that they have workable Tier 1 response plans, including itemising call out procedures, actions, response, resources and equipment. Copies of these plans are held by KHM.

- a. Oil Fuel Depot Thanckes
- b. 47 Commando (Raiding Group) Royal Marines – RM Tamar
- c. Cattewater Harbour Commission
- d. ABP Millbay Docks
- e. Sutton Harbour Company
- f. Future Industrial Services
- g. Mayflower Marina
- h. Mashford Brothers Ltd – Cremyll Shipyard
- i. Babcock Marine
- j. Princess Yachts

7.2 The following information is extracted from these plans to assist the On-Scene Commander if any incident escalates to Tier 2 or Tier 3.

<u>Devonport Oil Fuel Depots – OFD Thanckes</u>		
Contacts: Operations Manager	Working Hours: Mil Ext. 93630 2000 Ext 01752 811366 Mob 07742401217	Silent Hours: 01752 811412 07849352425
Contacts: Fuel Supervisor	Working Hours: Mil Ext. 93630 2010 Ext 01752 811619	Silent Hours: 01752 811412 07849352425
Plan Sponsor/Contact:	Operations Manager (Fuel) Mob 07742401217	
Tier 1 Plan Location	NBHQ Incident Room	
Oil products capacity	Type: Marine Diesel - <145,000 Tonnes Aviation Fuel. - <17,000 Tonnes Oily Water - <34,000 Tonnes	
Known Hazards	Fuel transfer pipelines	
Access Difficulties	Good road access to both locations. Access to Yonderberry Jetty by sea. No access to Yonderberry Jetty for vehicles. Depot has a Kawasaki Mule for Jetty transport use.	
Resources available:	Working Hours:	Silent Hours:
Personnel:	<12	Nil unless operating
Equipment:	Full Tier 1 Response Kits held at each location, predominantly for dealing with land spills	
Transport:	Kawasaki Mule Iveco flat bed crew cab Ford transit x 2 Citroen van	
Boats:	Nil	
Can the resources be used in other areas?	Not considered advisable	
Other Information:	A damage control kit is held at the Jetty Head	

<u>47 Commando (Raiding Group) Royal Marines - Royal Marines Tamar</u>		
Contacts: Hard Master Duty Crewroom Estate Manager Duty SNCO Duty Staff Officer	Working Hours: 01752 612567 01752 612568 01752 557693 07825307053 07802570012	Silent Hours: - 07773153276 - 07773156712 07773153216
Plan Sponsor/Contact:	Estate Manager 01752 557693	
Tier 1 Plan Location	Duty Crewroom, HMNB(D) Incident Room	
Oil products capacity	Type: Marine Diesel – Max 10,000 litres	
Known Hazards		
Access Difficulties		
Resources available:	Working Hours:	Silent Hours:
Personnel:	Up to 200 dependent on operations and training	2 (Duty crew)
Equipment:	Limited Marpol sited throughout RM Tamar Estate	
Transport:	Various military vehicles from Land Rovers to 10 tonne trucks	
Boats:	Various inflatables, work-boats and landing craft	
Can the resources be used in other areas?	Yes – Dependent on Operations and Training	
Other Information:	<p>A large slipway capable of accommodating HGVs (tide dependant)</p> <p>floating pontoon with access points and berthing aids</p> <p>Within HMNB(D) - patrolled by MOD Police</p> <p>Access and manoeuvring areas for large vehicles</p> <p>Office accommodation with communication links opposite 14/16 Wharf can be made available (Duty Crew Room)</p>	

<u>Cattewater Harbour</u>			
Contacts: Harbour Master Plymouth Pilots Fleet Engineer Tug 'Prince Rock'	Working Hours: 01752 665934 01752 662708 07879 491612 07711 829275	Silent Hours: 01752 665934 01752 662708	Mobile: Landline diverts to Duty Mobile Out of Hours
Plan Sponsor/Contact:	Harbour Master Tel: 01752 665934 Fax: 01752 253624		
Tier 1 Plan Location	1. Harbour Masters Office 2. NBHQ Incident Room 3. Longroom PCS 4. Serco Denholm Marine Ltd.		
Oil products capacity	Type: White oil products (Distillates and spirit) Vessels of up to 16,000 tonnes capacity arrive regularly (daily) for discharge.		
Known Hazards	Vessels can discharge at a flowrate of up to 400 tonnes per hour using 3 chocks arms simultaneously. 3 Pipe lines carry product to the relevant depot.		
Access Difficulties	No difficulties by road or sea		
Resources available:	Working Hours:	Silent Hours:	
Personnel:	Depends on Port Operations		
Equipment:	2 x 150 Metre Troil Booms with power winder. Tier 1 Response equipment held in Trailer		
Transport:	Access to Victoria and Cattedown Wharves can be arranged. Various public slipways and landing stages are close by.		
Boats:	Pilot Boat 'Maker' – Workboat 'Pronto' Tug 'Prince Rock' – Dumb Mooring Barge		
Can the resources be used in other areas?	Subject to Cattewater Harbour Requirements.		
Other Information:	Ideal dockside for loading equipment		

<u>ABP – Millbay Docks</u>			
Contacts: Port Manager Operations Manager Port Engineer Operations Supervisors	Working Hours: 01752 662191 01752 662191 01752 662191 01752 825628	Silent Hours: 07385428091 (Security manned 24/7)	Mobile: Calls routed through Security manned 24/7)
Plan Sponsor/Contact:	Operations Manager / Dock Master Tel: 01752 662191 / 877350 Fax: 01752 825624		
Tier 1 Plan Location	1. ABP Port Office 2. HMNB Incident Room 3. Longroom PCS		
Oil products capacity	Type: Heavy Fuel Oil 3,000 CUM (In 3 tanks)		
Known Hazards	Fuel pipelines		
Access Difficulties	Good access by road and sea		
Resources available:	Working Hours:	Silent Hours:	
Personnel:	Numbers vary depending on Port Operations.		
Equipment:	Tier 1 Response packs held in port. Tier 2 Response Units based in Falmouth and Bristol (Adler & Allen)		
Transport:	Adler & Allen Response Unit.		
Boats:	None		
Can the resources be used in other areas?	Tier 2 Equipment can be deployed as required.		
Other Information:	Adler & Allen response vehicle equipped as appropriate to the scale of the incident.		

<u>Sutton Harbour</u>		
Contacts: Harbourmaster Lock Keeper	01752 204730 01752 204732 Fax: 01752 205403	
Plan Sponsor/Contact:	Harbourmaster Tel: 01752 204730	
Tier 1 Plan Location	1. Harbour Masters Office 2. NBHQ Incident Room 3. Longroom PCS	
Oil products capacity	Type: Gasoil – 24k gallons in storage 15k gallons in refueller Petrol - 1500 gallons in refueller	
Known Hazards	<i>Hydraulic oil storage tank, hydraulic pumps and associated pipework for lock gate operations</i>	
Access Difficulties	Good access by road and sea. Lock gates fitted.	
Resources available:	Working Hours:	Silent Hours:
Personnel:	<3	Nil
Equipment:	Locally retained Tier One Spill Kit available to/in the workboat.	
Transport:	Nil	
Boats:	Waterwitch Workboat Dory Dinghy	N/A
Can the resources be used in other areas?	No	
Other Information:	Sutton Harbour has a lock gate which is defensive for both containing a spill within the harbour as well as preventing an exterior spill entering the harbour.	

<u>Future Industrial Services – HMNB South Yard</u>		
Contacts: Naval Base Operations Operations Manager	Working Hours: 01752 551544 01404548333	Silent Hours: 07849 833639
Plan Sponsor/Contact:	Waste Facilities Manager Tel: 01752 565606 Fax: 01752 551520	
Tier 1 Plan Location	1. On site (FIS) 2. HMNB Incident Room	
Oil products capacity	Type: Dirty oil and oil wastes of up to 1,000 tonnes	
Known Hazards	Oil Pipelines and tank to vehicle transfers.	
Access Difficulties	Good road and sea access	
Resources available:	Working Hours:	Silent Hours:
Personnel:	<6	Nil unless operating
Equipment:	Tier 1 Response Kit for land Spills. Various pumps, pressure washers etc.	
Transport:	Road tankers/Waste lorries	
Boats:	Nil	
Can the resources be used in other areas?	No	
Other Information:		

<u>Mayflower Marina</u>		
Contacts: Main Office	Tel: 01752 556633 Out of Hours: 07840 116853	
Plan Sponsor/Contact:	Harbourmaster/Managing Director Tel: 01752 556633	
Tier 1 Plan Location	Harbour office	
Oil products capacity	Type: Petrol – 8,500lts Gas Oil – 17,500lts Dirty oil storage in bunded tanks – 1,500lts	
Known Hazards	Petrol and Gas Oil storage tanks and dispensing arrangements. Dirty oil waste collection tank	
Access Difficulties	Ready access from sea and by road	
Resources available:	Working Hours:	Silent Hours:
Personnel:	Normal Staff 0800 to 1800	Security only 1800 to 0800
Equipment:	Absorbent Granules - 18kg held in Fuel Kiosk Absorbent Pillows - 16 held in the Rope Store Sweep - 48cm x 30m held in Rope Store Dry sand - 10 x 25kg bags at fuel point and workshop Rags - 1 x bale held in workshop	
Transport:	33 Tonne Boat Hoist with Integral Crane (1.5T Max Lift)	
Boats:	8m Workboat 10m Barge 6m Dory	Not available without recall
Can the resources be used in other areas?	No	
Other Information:	Listening Watch on VHF Channel 80 24/7	

<u>Mashfords - Cremyll Shipyard</u>		
Contacts: General Manager: Richard Porter	Working Hours: Tel: 01752 822232 Fax: 01752 823059	Silent Hours: 01752 823007
Plan Sponsor/Contact:	General Manager: Ben Smith Tel: 01752 822232	
Tier 1 Plan Location	Manager's Office and Longroom PCS	
Oil products capacity	Type: Minor quantities of various lub oils and marine diesel	
Known Hazards		
Access Difficulties	Fair access by road and good access from sea	
Resources available:	Working Hours:	Silent Hours:
Personnel:	16	Nil
Equipment:	Full Tier 1 Response kit held at Shipyard.	
Transport:	2 x Tractors 30T Mobile Crane Nissan Cabstar Truck	
Boats:	9M Workboat 80hp Pacific 22 RIB	
Can the resources be used in other areas?	Yes	Yes subject to recall
Other Information:	Good access slip (if clear) for loading craft, boom deployment etc.	

DOCKYARD PORT OF PLYMOUTH AND TAMAR ESTUARIES OIL SPILL CONTINGENCY PLAN

<u>Babcock Marine</u>		
Contacts:	Working Hours:	Silent Hours:
Berthing Manager	07711 388861	07711 388861
Help Desk	01752 324444	01752 324444
Duty Manager		07966 923224
Environmental Manager	01752 324298	
Caisson Party	01752 324183 / 8553	
Plan Sponsor/Contact:	Environmental Manager & Berthing Manager 01752 324298 01752 325072	
Tier 1 Plan Location	Caisson Office, Building N087 NBHQ Incident Room	
Oil products capacity	Type: Stored Diesel 160 Cubic metres (North Yard) Dirty Oil 200 Cubic Metres (South Yard)	
Known Hazards	General refitting activities, fuel pipelines and bunkering facilities on berths.	
Access Difficulties	Good access by road and sea	
Resources available:	Working Hours:	Silent Hours:
Personnel:	21	2 + Emergency Mobilisation
Equipment:	Tier 1 Response kit held in trailer	
Transport:	Crew Bus Transit Pick-up	Crew Bus Transit Pick-up
Boats:	Steel Workboat (Diving), RIB and Devon Collector	
Can the resources be used in other areas?	Possibly if operations allow	Not without emergency recall
Other Information:	<i>Babcock Marine operates Devon Samson (Self-propelled Crane Barge).</i> Divers and diving boat Non-Tidal Basins Ship Repair facilities	

Princess Yachts		
Contacts: Main Office	Tel: 01752 203845 / 01752 203888 Out of Hours: 07879481935 (Laura Parry)	
Plan Sponsor/Contact:	Managing Director (Chris Gates) Tel: 07860430086	
Tier 1 Plan Location	Harbour office	
Oil products capacity	Type: Petrol – None stored, only in vessel, which is delivered to site in vehicle Gas Oil – 10 tanks of 1235 litres. Approx 12,350 litres Dirty oil storage – none (occasional bunded IBC, within container)	
Known Hazards	<i>Filling of boats and heating systems, delivery have adequate RAMS and spill kits. Waste resin stored externally on bunds, empty IBC visible – no risk</i>	
Access Difficulties	<i>Ready access from sea and by road</i>	
Resources available:	Working Hours:	Silent Hours:
Personnel:	Normal Staff Mon – Thur : 24 hr Fri- Sun : 06:00 – 06:00	Security: 24/7
Equipment:	Spill kits are available on the slipway and within the Outside Crew Area	
Transport:	None	
Boats:	No boats are available, all vessels are leisure craft prepared for customers	No boats are available, all vessels are leisure craft prepared for customers
Can the resources be used in other areas?	Yes, if required and requested.	
Other Information:		

SECTION 8

8. LIST OF DOCUMENTATION HELD BY KHM

8.1 Due to the size of some supporting and associated documentation, the following are held by KHM with this plan but are not included within it.

1. Cattewater Harbour Commissioners Oil Spill Contingency Plan
2. APB Millbay Docks Oil Spill Contingency Plan
3. Sutton Harbour Oil Pollution Response Plan
4. Thanckes Oil Fuel Depots Oil Pollution Prevention Plan.
5. Thanckes Oil Fuel Depots Local Authority On Site Plan
6. Royal Marines Tamar Oil Spill Contingency Plan.
7. Mayflower Marina Oil Spill Contingency Plan.
8. FIS Oil Spill Plan.
9. Cornwall Council Coastal Counter Pollution Plan
10. Serco Denholm Marine Ltd – UKSpill Accreditation Certificate
11. Email Evidence of Consultation with OPRC Statutory Consultees:
 - i. Marine Management Organisation
 - ii. Environment Agency
 - iii. Natural England
12. List of Oil Spill and Pollution Exercises
13. Plymouth Upper Tier COMAH Sites External Emergency Plan