



SCIENTIFIC, TECHNICAL AND OPERATIONAL ADVICE NOTE - **STOp 3/2003**

This STOp notice replaces STOp 3/2001, please destroy your
copy of STOp 3/2001

PREPARING LOCAL AUTHORITY OIL AND CHEMICAL SPILL CONTINGENCY PLANS IN LINE WITH THE “NATIONAL CONTINGENCY PLAN FOR MARINE POLLUTION FROM SHIPPING AND OFFSHORE INSTALLATIONS”.

CONTENTS

- 1. Introduction.**
- 2. The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations.**
- 3. Contingency Planning in the UK.**
- 4. MCA Assistance to Local Authorities for Shoreline Clean-up Operations.**
- 5. Oil and Chemical Spill Contingency Plan Format and Structure**
 - Part One: Preamble**
 - Part Two: Strategy**
 - Part Three: Actions**
 - Part Four: Data**

Note: This document should be read in conjunction with:

- STOp 1/2001 - The Environment Group and Maritime Pollution Response in the UK.
- STOp 2/2001 - The Establishment, Management Structure, Roles and Responsibilities of a Shoreline Response Centre during a Maritime Pollution Incident in the United Kingdom.
- The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).

All extant MCA STOp notices may be found on the MCA web site: www.mcga.gov.uk and all enquires regarding this and other MCA STOp notices should be directed to meor_meor@mcga.gov.uk

Please note:

Voluntary Review of Local Authority Contingency Plans.

MCA CPB do not have the statutory responsibility to check or approve local authority plans, unlike the OPRC Plans produced by Ports and Harbours. However, CPB do have a procedure to assist maritime local authorities in ensuring that key elements of structure and content are covered in their plans.

MCA CPB also maintains a database and a hard copy of all the Local Authority Marine Pollution Contingency Plans and regularly sends questionnaires to local authorities to check on plan status and update the database of emergency, office, daytime and email contact points. New plans, updated plans and any changes in contact details (emergency contact point (day and 24hr), telephone numbers, name of oil pollution officer/contingency plan holder or e-mail address) should be forwarded to:

The Local Authority Plan Database Co-ordinator,
Counter Pollution Branch,
Maritime and Coastguard Agency,
Bay 1/11,
Spring Place,
105, Commercial Road,
Southampton,
SO15 1EG

Tel : 023 8032 9483

Fax : 023 8032 9485

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1 INTRODUCTION.

“The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations” (NCP) was published in January 2000 after extensive consultation with the partner organisations of the Maritime and Coastguard Agency (MCA) throughout the United Kingdom. The NCP was prepared as part of the UK Government’s obligation to protect and preserve the marine environment as party to the UN Convention on the Law of the Sea (UNCLOS). This plan identifies procedures in place to respond to shipping incidents that cause or threaten to cause pollution of the seas around the UK. It also outlines the roles and responsibilities of the other organisations that may become involved.

Contingency plans prepared by coastal local authorities, harbour authorities, and operators of offshore installations in the UK underlie and underpin this national plan. These local plans provide detailed information on the local response to marine incidents and should describe arrangements for mutual support. **This STOp Notice provides guidance on the structure and content of local authority plans with respect to the changes in oil and chemical spill response in the UK following the recommendations in “Lord Donaldson’s Review of Salvage and Intervention and their Command and Control”, and subsequently agreed and incorporated into the NCP.**

2. THE NATIONAL CONTINGENCY PLAN FOR MARINE POLLUTION FROM SHIPPING AND OFFSHORE INSTALLATIONS.

The purpose of the NCP is to ensure that there is a timely, measured and effective response to maritime incidents. The owners and masters of ships and the operators of offshore installations bear the primary responsibility for ensuring that they do not pollute the sea. Harbour authorities are likewise responsible for ensuring that their ports operate in a manner that avoids marine pollution, and for responding to incidents within their limits. However, ships, offshore installations and harbour authorities may have to respond to problems that exceed the response capabilities that they can reasonably maintain (especially in the provision of counter pollution equipment). Similarly, coastal local authorities may have to respond to incidents that require equipment or expertise beyond their capabilities. Therefore, the MCA may need to provide national assets in the response to a marine pollution incident. Copies of the NCP can be found on the MCA website at www.mcga.gov.uk

The NCP sets out the circumstances in which MCA deploys the UK’s national assets to respond to a marine pollution incident from shipping in order to protect the overriding public interest. It also describes how MCA manages these resources and the format, arrangements and procedures for initiating the command and control centres managing the response to the incident. These are described in Figure 1 below.

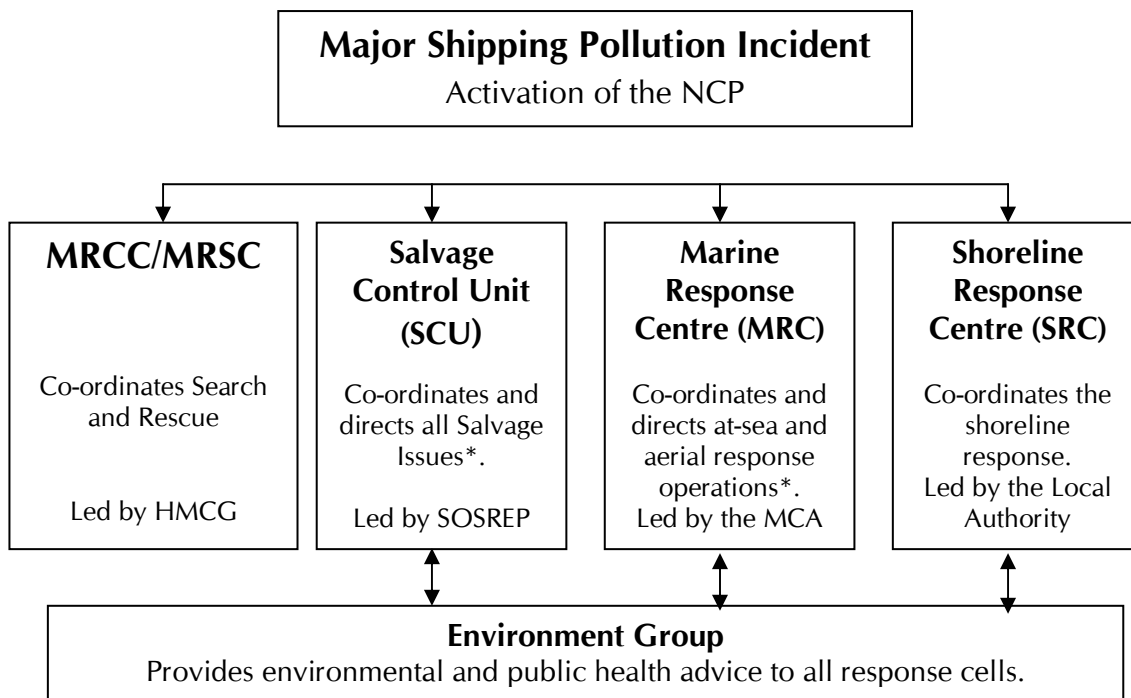


Figure 1 : Command and control centres managing the response to a major pollution incident from shipping

3. CONTINGENCY PLANNING IN THE UK.

For the purpose of contingency planning and response, a tiered approach is used to categorise marine pollution. This approach identifies resources for responding to oil and chemical spills of increasing magnitude.

Tier	Definition
<i>Tier 1</i>	Background and minor operational spills resulting in shoreline pollution which can be wholly dealt with by the relevant local authority or harbour authority.
<i>Tier 2</i>	Small-scale incidents where local authorities may require mutual aid in order to initiate and maintain a shoreline response.
<i>Tier 3</i>	A large spill where substantial further resources will be required and support from National Government is necessary through the implementation of the NCP. If such a spill threatens the coastline it is likely that a Shoreline Response Centre (SRC) will be set up.

Table 1 Definitions of the Tier System to describe oil and chemical spills.

In the UK, the responsibility for dealing with pollution from shipping lies with the MCA. Additionally, certain ports and harbours are required to have the capability to respond to a Tier 2 incident in their jurisdiction. This has arisen through the UK Government's obligations under the

International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (“the “OPRC Convention”). This is enacted through The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which stipulates categories identifying which ports must have this capability. The relevant harbour/port authorities must submit an oil spill response plan to the MCA for approval every five years and advice on these plans is published by the MCA (Contingency Planning for Marine Pollution Preparedness and Response – Guidelines for Ports)

The responsibility for dealing with marine pollution from land based sources lies with the environmental regulator.

Additionally, operators of offshore installations must have the capability to respond to Tier 3 incidents and submit their plans to the Department of Trade and Industry.

Local authorities in England and Wales have a general power under section 138 of the Local Government Act 1972 to act with respect to emergencies or disasters. Local authorities in Scotland have similar powers under the Local Government (Scotland) Act 1973. Local authorities have prepared, and implemented, local response plans based on these powers. The MCA does not have a statutory duty to approve these plans but will check them voluntarily and provide advice on oil and chemical spill contingency planning as necessary. Local Authorities should also consider revising their contingency plans following the publication of the NCP and subsequently every five years, or earlier when local authority arrangements and structures change. Information that alters frequently, such as contact directories, should be updated at least annually.

In Northern Ireland, the Water (Northern Ireland) Order 1999 empowers the Department of the Environment for Northern Ireland (DOE(NI)) to carry out pollution clean up work through the Environment and Heritage Service (EHS). EHS prepares the local response plan in the same way as local authorities do elsewhere in the United Kingdom.

The Isle of Man and the Channel Islands are responsible for their own counter pollution arrangements but, as they have only limited resources, MCA may provide assistance when asked during a major incident.

4. MCA ASSISTANCE TO LOCAL AUTHORITIES FOR SHORELINE CLEAN-UP OPERATIONS.

For tier one and tier two incidents it is for local authorities to initiate such action as they consider necessary. In these circumstances, the MCA Counter Pollution staff are available, free of charge, for scientific/technical advice on the efficiency of available clean-up techniques and their application. If necessary, the MCA will also hire out items of specialised equipment from their shoreline clean-up stockpile to the local authority. If a tier 3 response is required, overwhelming the local authority, and a Shoreline Response Centre (SRC) is set up (please refer to STOp Note 2/2001 on the setting up of a SRC), then the SRC and the shoreline response will be set-up, controlled and financed by the Local Authority, with MCA resources provided free of charge.

5. OIL AND CHEMICAL SPILL CONTINGENCY PLAN FORMAT AND STRUCTURE

Introduction

This section covering plan format, structure and content is not intended to be overly prescriptive. Its aim is to provide an aide memoire for local authorities to follow in plan writing to ensure:

- ◆ Comprehensiveness
- ◆ Compatibility with other local plans
- ◆ Ease of finding information in a readily comprehensible format

A contingency plan should comprise four main parts:

- ◆ **Part One** **Preamble**
- ◆ **Part Two** **Strategy** – This should describe the scope of the plan, including the geographical coverage, overview of the perceived risks, division of responsibilities, roles of authorities and the proposed response strategy. This section should be used for reference and planning.
- ◆ **Part Three** **Actions** – Information detailing emergency procedures which allow for rapid mobilisation of resources such as notification flow charts and individual action cards.
- ◆ **Part Four** **Data** – This section should contain all relevant maps, lists and data sheets and support information required to assess an incident and conduct the response accordingly.

Colour coding of document sections can greatly assist navigation of the plan.

Part One **Preamble**

- ◆ Title page.
- ◆ Disclaimer, Copyright and Acknowledgements.
- ◆ Document control.
- ◆ Amendments.
- ◆ Distribution list.
- ◆ Procedures for and record of contingency plan amendment and update.
- ◆ Procedures for updating contact points (cascade lists and plan distribution list) at least every six months
- ◆ Detailed contents listing

Part Two **Strategy**

Section 1: Introduction.

- ◆ Who's Plan is this? This section should clearly state ownership of and geographical area covered by the plan illustrated by an annotated map.

Section 2: Aim and Objectives.

This section should identify the strategic aim and objectives of the plan.

- ◆ For example: Aim:
 - ◆ To provide the means, mechanism and structure for the authority to mount an effective and timely response to pollution of the coastline from shipping in order to mitigate the impact upon the economic and environmental well-being of the area.
- ◆ For example Objectives
 - ◆ To facilitate a co-ordinated seamless multi-agency response to marine pollution, for all scales of incident.
 - ◆ To ensure the document is consistent with those of the NCP, the local port authorities, oil/chemical companies, government departments, utility services and other agencies.

In the interest of consistency, all local authority's plans should be fully integrated with any other plans in the area, e.g.:

- Neighbouring local authority oil spill plans – Regional/County/District/Unitary
- County Council plans where appropriate.
- Devolved administration Plans
- Port and harbour plans (especially with respect to shoreline clean-up in harbour areas).
- Oil refinery and chemical plant plans.
- Standing Environment Group plans
- Ministry of Defence plans.
- Power station plans.
- Fish farm plans.

Section 3: Roles and responsibilities for oil and chemical spill response.

- Definition of the roles and responsibilities of the local authority and all organisations who would be involved in the response to a maritime pollution incident. These may include:
 - ◆ Other local authorities
 - ◆ Central Government MCA
HMCG
 - ◆ The Devolved Administrations – (where appropriate)
 - ◆ The Government Fisheries Department
 - ◆ The Statutory Nature Conservation Body
 - ◆ The Environmental Regulator
 - ◆ Police
 - ◆ Fire Brigade
 - ◆ Ambulance
 - ◆ Public Health Authority
 - ◆ The DTI
 - ◆ The Ministry of Defence
 - ◆ Local Ports and Harbours
 - ◆ Local Oil Companies

Section 4 Summary of maritime pollution incident risk assessment

A) Identification of potential oil and chemical pollution risk.

- A risk assessment based on the threats of pollution using information on:
 - Potential spill sources,
 - Likely types of oil/chemicals handled in the region,
 - Quantities of oil/chemicals handled in the region,
 - Historic data on spill size and frequency in the region,
 - Local prevailing currents and wind,
 - Environmental/socio-economic resources at risk,
- An assessment of the probable fate of these spills.
- Development of most likely and worst-case spill scenarios – including oil/chemical type, possible quantities and the likely threats to the coastline.

B) Identification and prioritisation of local environmental and economic resources at risk from oil and chemical pollution. Summary in this section, full details in Part Three Data.

- Identification of designated nature conservation sites and other environmentally sensitive sites in the region i.e. saltmarsh/mudflats, sheltered rocky shores, seabird colonies, SSSI's, SPA's, SAC's, MNR's etc.
- Identification of fisheries interests in the region – spawning areas, mariculture.
- Identification of socio-economic and amenity resources – bathing beaches, marinas, seawater abstraction intakes.
- Prioritisation of sites for protection – have booming sites been identified and validated?
- Links and evidence of liaison/consultation with the statutory nature conservation body, environmental regulator and Government fisheries department.

Part 3 Actions

Section 5 Initial reporting procedures following a pollution incident from shipping.

- Plan must clarify actions to be taken when pollution report received from whatever source.
- Command and control protocol in the emergency phase of a response.
- Reference to the initial contact procedure from HMCG through a POLREP (CG77) (with template definitions).
- Local authority initial call out procedure, alerting procedures, including contact cascades – internal and external.
- Graduated response to Tier 1, Tier 2 and Tier 3 incidents. Integrated response for a tier 3 incident with MCA.
- Identification of shoreline protection and clean-up priorities.

Section 6 Control and Co-ordination of Operations. - SRC formation

(Note: reference should be made to STOp Note 2/2001 on the establishment, management structure, roles and responsibilities of a Shoreline Response Centre during a maritime pollution incident in the United Kingdom).

Generic information:

- Control and co-ordination of Tier 1,2 and 3 incidents.
- Set up, format and manning of a Shoreline Response Centre.
- Agreement of criteria to be considered with MCA for the setting up of a SRC.
- Integration with MCA response (the SCU and MRC if set up).
- Consideration and agreement for the set-up of a multi-authority SRC.
- Agreement on who would chair a multi-authority SRC.
- Set up, format and manning of Forward Control Centres.
- Set up, format and manning of Beach Cleaning Operations.
- The roles and responsibilities of each of these operational centres.

Specific information:

(** - Detailed information can be presented in Part Four - Data)

- Procedures for establishing and staffing incident control rooms.
 - Procedures for setting up a SRC (premises, equipment and staffing).
 - Links to the local Standing Environment Group and arrangements for co-locating this Group with the SRC if appropriate
 - Integration with the Environment Group through the Environment Liaison Officer.
 - **Identification of SRC team structures and chairs. *
 - Identification of suitable SRC accommodation available regionally.
 - **Identification of suitable facilities in the SRC - adequate desk space, communications, IT systems, message system / status boards and support services.
 - Identification of a SRC room manager and support staff.
 - Identification of Chairs and deputies for the different teams within the SRC.
 - **Identification of manpower availability (on-site, on-call), i.e. administration staff, finance department staff, press office staff, IT managers, telephone engineers and staff with oil spill expertise, waste expertise and health and safety expertise.
 - **List and description of local authority and central Government resources.
 - **Development of a suitable decision recording and information dissemination system.
 - **Plans to exercise the SRC.
 - **Production of action checklists for individual team chairs. Guide for checklists at Appendix A.
- **Strategic and Protective Measures - Operational Information**
 - Consideration of feasible response options.
 - Identification of immediate response priorities. Development of clean-up and protection priorities through consultation with the statutory nature conservation body, environmental regulator and fisheries department.
 - Immediate response initiation.
 - **Defined strategy for pollution recovery inshore and the clean-up of the shoreline including amenity beaches and ecologically sensitive areas.
 - **List of equipment held locally regionally and nationally.

- Equipment mobilisation procedures.

Section 7: Booming.

- ◆ Review and identification of possible booming sites and where possible site prioritisation. Detailed booming plans should be incorporated in Part Four Data.

Section 8: Use of Dispersants.

- ◆ Summary of arrangements, controls and permissions required for the use of dispersants on the shoreline for tertiary cleaning. Protocol details can be incorporated in Part Four – Data.

Section 9: Communications.

- ◆ Arrangements for setting up communications
 - ◆ within the SRC;
 - ◆ between the SRC and other command and control centres;
 - ◆ with the public and media; and,
 - ◆ between the SRC and the forward control centres/beaches.
- ◆ Identification and procurement of field communications equipment

Section 10: Record Keeping.

- ◆ Arrangements for logging key decisions and record keeping.
- ◆ Arrangements for setting up display boards in the SRC.
- ◆ Procedures for logging all incident information and plotting on boards, maps, charts and electronically (GIS). Day by day updates, status boards maintenance.
- ◆ Agreed reporting formats – including proformas.
- ◆ Reporting proformas for:
 - ◆ Beachmasters daily reports
 - ◆ Waste reporting
 - ◆ Booming operations
 - ◆ Beach surveys – SCAT forms and guidance for completion.
- ◆ Procedures for minuting of all meetings.
- ◆ Procedures/templates for the preparation of daily incident log and management reports.
- ◆ Procedures for the preparation of operations accounting and finance reports.
- ◆ Procedures for briefing local and central Government officials.
- ◆ Access to relevant reports, manuals, maps and charts.

Section 11: Health and Safety.

- ◆ Summary of the Authority's Health and Safety Policy.
- ◆ A strategy for the development of detailed health and safety procedures.
- ◆ Arrangements for setting up a Health and Safety Sub-Group in the Technical Team and its role in the response.
- ◆ Likely LA staff expertise, likely external requirement.
- ◆ A Health and Safety Strategy for shoreline clean-up operations.
- ◆ Arrangements for setting up health and safety training for shoreline clean-up operatives.
- ◆ Generic Risk Assessment for Shoreline Cleaning.
- ◆ A strategy for the development of risk assessments during incident response.

- ◆ Links and evidence of liaison/consultation with the Local Health Authority
- ◆ Arrangements for overall H&S supervision of clean-up operations.

Section 12: Waste Management. (Further guidance in STOp 1/2003)

- ◆ A Waste Management Strategy for Shoreline Clean-up, identifying potential sites for intermediate storage, temporary storage and permanent disposal, promoting waste minimisation and identifying waste licensing regulations.
- ◆ Arrangements for setting up a Waste Management Sub-Group in the Technical Team and its role in the response.
- ◆ Identification of temporary storage sites.
- ◆ Identification of intermediate storage sites.
- ◆ Identification of a final disposal route.

Section 13 Termination of Operations

- Procedures for developing termination criteria for beach cleaning operations.
- Procedures for the preparation of post spill reports. Who will produce what when?
- Post-incident (and post-exercise) strategy for reviewing contingency plans and procedures.

Section 14: Public Relations

- Arrangements for setting up a Media Team/Press Centre for the local authority response.
- Integration with the Central Government response (MCA, COI, GNN) during a major incident.
- Allocation of accommodation for a press briefing centre.
- Initial press statement template.
- Strategy for preparing press releases for the public and press conferences.
- Identification of press team structure, chair and personnel. Likely shortfalls?
- Identification of adequate communications, personnel resources and IT support.

Section 15: Financial Control

- Arrangements for setting up a method of financial control of an incident within the SRC.
- Finance Team – staffing requirements.
- Procedures for liaison with the procurement and administration team in order to reconcile all local authority expenditure.
- Procedures for recording expenditure for each working location on a day-by-day basis.
- Identification of incident specific financial codes.

Part 4 Data

Section 16: Beach Data and Clean-up Guidelines.

- use of the shoreline, access points, shoreline ownership, substrate type suggested clean up techniques and methods of temporary storage of waste for each beach.

Section 17: Environmental sensitivities

- Review of the shoreline highlighting environmental sensitivities.

Section 18: Booming Plans

- Validated Boom Plans.
- Pre-determined priorities for booming to be developed in conjunction with the Standing Environment Group.
- Local booming resources.
- Arrangements and manning for Booming Operations.

Section 19: Local authority resources and contracting arrangements.

- ◆ **Haulage**
- ◆ **Plant**
- ◆ **Personnel**

Appendices (suggested)

- ◆ Check List for the Chief Executive/Lead Director
- ◆ Check List for the County Oil Pollution Officer
- ◆ Check List for the Administrative Manager
- ◆ Check List for the Health and Safety Adviser
- ◆ Check List for the Marine Team Liaison Officer
- ◆ Check List for the Finance Manager
- ◆ Check List for the Media Officer
- ◆ Check List for the Procurement Officer
- ◆ Check List for the Chairperson of the Waste Management Team
- ◆ Check List for the Chairperson of the Technical Team
- ◆ Check List for the Chairperson of the Environment Group
- ◆ Check List for a Beach Manager/Beachmaster
- ◆ Waste Disposal Options
- ◆ List of Scientific, Technical and Operational Advice Notes
- ◆ Format of a Pollution Report (POLREP)
- ◆ Contents list of Shoreline Response Centre box