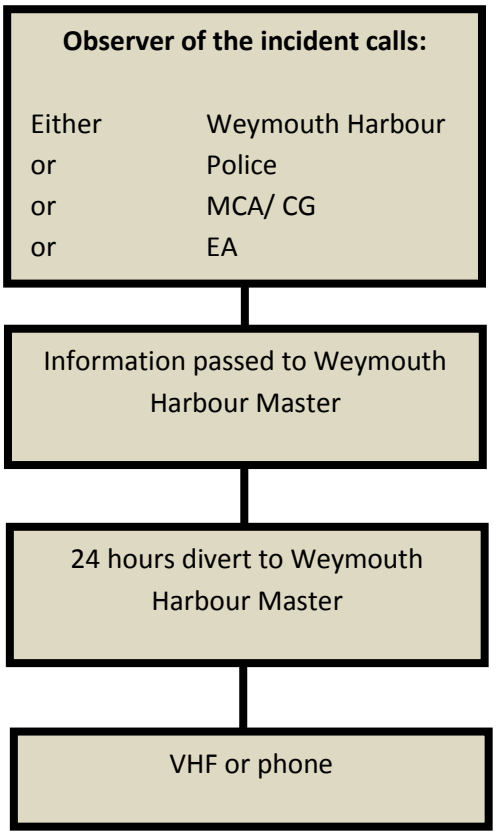
Part 2: Actions & Operations

Section 5: Actions Sheets

5.1 Observer of the Incident

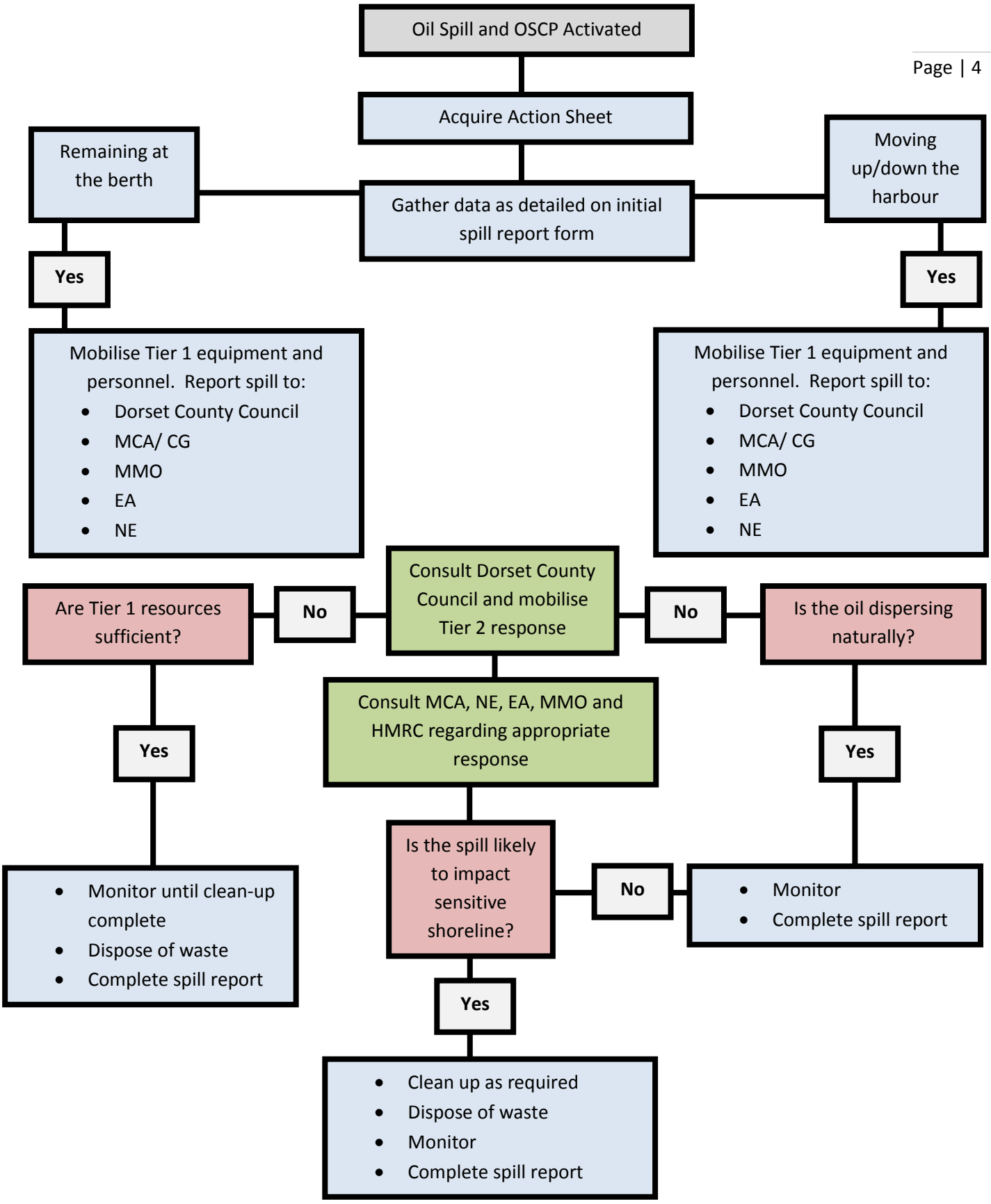


Information to be obtained as Initial Spill Report

Date and Time:
Name of person reporting incident:
Call back number:
Location of the Incident:
Estimated quantity of spilled oil: litres/tonnes
Weather and tide height:
Type of oil spilled:
Action taken to prevent further spillage:
Other relevant information:
Contact Address:

5.2 Weymouth Harbour Master

Initial response upon notification of a spill



Action Sheet

In the event of a call out requirement, the following action sheets should be used as a check list to ensure proper cover of all aspects of response.

Weymouth Harbour Master		
No	**Action**	**Refer to**
1	Obtain all available information regarding the spillage and ensure that an Incident Log has been started.	Incident log sheet section 8.1 - 8.2
2	Go to spill site to confirm the spill quantity and determine the initial level of manpower and equipment resource mobilisation required.	Tiered response Section 4.2 & 11
3	Attempt to contain the oil.	
4	Report the spill to the Dorset County Council, MMO, EA and NE.	
5	Contact MCA to inform them of spill in accordance with the notification matrix and inform them that the POLREP will follow in due course.	Statutory notification section 6.1 & 8.1
6	Fill in the POLREP Report Form and forward to MCA for submission to statutory bodies.	POLREP Report form section 8.1
7	Call-out additional response personnel ensuring appropriate PPE is available.	
8	Ensure that a sample of spilt oil is taken, especially when the origin of the spill is unknown or legal proceedings are liable to be taken.	MCA STOp Notice 4/2001
9	Constantly monitor situation.	
Tier 2 and 3 Incidents		
10	Inform Dorset County Council, MMO, EA and NE of decision to mobilise Tier 2 response contractor.	
11	Set up Marine Response Centre (MRC) / Activation of the Strategic Coordinating Group and the Tactical Co-ordinating Group. *N.B. A MRC would be set up by the MCA to deal with an oil spill which has occurred offshore, while the Strategic Co-ordinating groups would be set up to deal with an oil spill which has/may reach land.*	
12	Contact oil spill response contractor and agree primary level of response required.	Resources directory section 11
13	Start and maintain an accurate log of all communications with the oil spill response contractor.	
14	Establish communication link with the oil spill response contractor duty manager and issue a call back number.	
15	Determine extent of incident in terms of: • Casualties • Safety hazards • Damage to facilities	

	• Pollution extent • Result of any action taken so far	
16	Brief oil spill response contractor site supervisor of actions as appropriate.	
17	Establish review/planning meetings. Continue normal communications and ad-hoc reporting.	
18	When incident stood down, confirm incident closure with all agencies involved.	
19	Complete incident log and ensure receipt of report from response supervisor.	

Escalation of Response

In the event that a response escalates to Tier 2 or Tier 3, sufficient personnel must be mobilised to establish an incident centre and a room must be made available to meet with personnel from external agencies. The Weymouth Harbour Master will retain the position of Incident Commander unless any change is agreed with the Government Agencies involved. If the response is likely to become protracted, the Harbour Master must make arrangements for the incident centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally. In the event that outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in Section 4.1 of this Plan.

In the event of an incident requiring salvage operations the Secretary of State's Representative (SOSREP) will decide whether it is necessary to set up a Salvage Control Unit (SCU). If the size of the incident merits the establishment of a SCU, the Duty Emergency Planning Officer will initiate the establishment of the SCU and the SOSREP will travel to the scene at the appropriate time. Upon establishment of a SCU the Harbour Master will become an active member of the SCU team liaising with the SOSREP throughout the course of the incident.

The members of the SCU are:-

- SOSREP;
- Salvage Manager from the salvage company appointed by the ship-owner;
- Weymouth Harbour Master or nominated representative;
- Single representative nominated by agreement between the ship-owner and the insurers (for both the physical property and their liabilities);
- CPSO;
- Environmental Liaison Officer, nominated by the Chair of the Environment Group; and
- if SOSREP decides to appoint one, SOSREP's personal salvage advisor.

Under the OPRC 1990 the SOSREP has the powers to establish an environmental group where Appointed Environment Liaison Officers (ELOs) will provide environmental and public health advice to the response centres and the relevant authority.

Section 6: Communications

6.1 Notification Matrix

Organisation	Oil spill tier			For contact numbers, see section 10 – Contact directory	
	1	2	3	Method	Remarks
Weymouth Harbour	t	t	t	telephone	
MCA / Coastguard	t/e	t/e	t/e	telephone and email	Coastguard will require information on the oil spill report form in section 8.1. Confirm detail with email completing the POLREP proforma.
NE	t/e	t/e	t/e	telephone and email	Phone all spills. Contact if spill exceeds one tonne. 24/7 monitored email.
EA	t	t	t	telephone	Contact if spill has originated from land based source. Incident Communication Service send report to local EA Environment Officer in working hour and to a designated duty officer out of hours.
MMO	t/e	t/e	t/e	telephone and email	Pollution reports emailed to dispersants@marinemanagement.org.uk
Dorset Councils Partnership	t	t	t	telephone	
Dorset County Council	p	p	p	pager	Contact the Duty Emergency Planning Officer (DEPO) via pager 07623544346
Adler & Allan		t/e	t/e	telephone and email	Contact the 24 hour contact number and ask for the duty manager. Confirmation may be required by email

t: notify immediately by telephone
e: notify immediately by email
p: pager
notify during normal working hours

6.2 Communication and Reporting

Reporting of Oil Pollution

It is essential that all spills are reported by whatever means as quickly as possible.

a) Responsibility for reporting of oil pollution rests with the Master in all cases involving a vessel and with the berth Operator in the case of a berth or quayside incident. In cases involving a vessel alongside both parties are equally responsible.
b) Any person either ashore or afloat, seeing oil pollution on the water within the Harbour Authority's jurisdiction or liable to pose a threat to it, should report it whether or not the source is known (section 5.1).

c) The Weymouth Harbour Master is responsible for ensuring mandatory notifications are made (section 3.6).

Communication

It is essential that all spills are reported by whatever means as quickly as possible. Responsibility for reporting oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth of quayside incident. In cases involving a vessel alongside, both parties are equally responsible. Any person either ashore or afloat, seeing oil pollution on the water within the harbours jurisdiction or liable to pose a threat to it, should report it whether or not the source is known.

Being a relatively small-scale operation, and with the limited number of persons involved, initial reports will be passed by telephone, primarily landline. Should personal mobile phones be used, consideration must be given to security level. In the event of escalation, primary communications will be augmented with assistance from other agencies. In the event of a clean-up operation, a shift system will be instituted to ensure the main switchboard is manned on a 24 hour basis.

Vessel Traffic Management System

Before approaching the Harbour entrance, visiting vessels should contract the port radio signal station 'Weymouth Harbour' on VHF channel 12. This is not manned 24 hours. During silent hours, visiting vessels are asked in advance to proceed to a suitable berth.

The channel leading into the Harbour lies between two piers. Red transit lights on the South Quay bearing 239° 38' indicate the main channel and are conspicuous when entering the Harbour. Traffic control signals are displayed in a vertical line from a mast on the South Pier and are used for large vessel movements.

Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Section 8.2). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, all key personnel should keep logs.

Entries in the log should detail as a minimum, events, actions taken, communications with outside Agencies, decision made and points relevant to the operation.

These logs should be forwarded to the Incident Commander once the incident has ended to form part of the final incident report and provide the basis for a "wash-up" meeting.

Section 7: Sensitivity Areas Response Information

7.1 General Information

Sensitive areas that should be considered in the clean-up operation include the SSSI and RSPB Reserve that are mentioned in Section 1.8. In addition, the predominantly sandy Weymouth Beach does contain some invertebrate interest in the lower shore especially. Weymouth bay itself is included within the Portland and Fleet Sensitive Marine Area for the shallow water habitats and is a locally important gull roost. Eelgrass beds are also found within the shallow water fronting Weymouth Harbour. Commercial fisheries should also be considered (also mentioned in Section 1.8).

Recommendations

Dispersant is not to be used and manual collection of tar balls and other oily debris is recommended. If particularly sensitive areas are under threat, it is sometimes possible to place booms, strategically positioned to deflect the oil away from the area. If this strategy is employed, care should be taken on deciding where to place the booms and their configuration. Booming should only be undertaken by trained personnel, otherwise there is a grave risk that the boom will fail. Prevention of oil reaching sensitive habitats is always a better option than attempting removal. Removal of loose oil from the margin of the habitat, if access allows, should always be undertaken to minimise the risk of other habitats being impacted. Furthermore, the clean-up operation should cause less damage than leaving the pollutant in situ.

Weymouth Bay and Harbour Clean-up Strategy (extract from Dorset Local Resilience Forum Coastal Pollution Plan)

CLEAN-UP STRATEGY	
Useful Contacts and agreements	**Weymouth Harbourmaster** - 01305 838423. **WPBC** - 01305 838000 **Beach Office** – 01305 838513 **Adler & Allan** – Tier 2 Contractor There is a Memorandum of Understanding between Portland Port Ltd and Weymouth Harbour for mutual aid. In the event of a Tier 1 or 2 the Weymouth Harbour Oil Pollution Contingency Plan will be used.
Special Considerations	**Weymouth Harbour Oil Pollution Contingency Plan** **Protection / Booming Positions** - Weymouth Harbour **Water Table** - ease of clean up on sandy beaches may depend on the height of water table.
Agreed Treatment (Natural England and Local Authorities)	• Avoid excessive disturbance to seabirds during breeding season. use mechanical removal. • Lodmoor is not likely to be affected by oil due to the sea wall with two large surface water outlets. Lodmoor must be avoided when locating oily waste collection points. Any oil that does enter the saltmarsh should be left to degrade naturally and become covered by further deposits. Limited disturbance during the summer due to nesting bearded tits. • Ensuring that the sluice is closed should protect Radipole Lake. Oil that does enter the lake should be left to degrade naturally.
Equipment Guidelines and Resources.	**Held Locally** • Weymouth Harbour Boom Equipment • Oil Pollution equipment held by Portland Port • Weymouth Beach Office: 5-15 personnel available throughout the year.
RVP's	• Greenhill/Sea Life Centre Car Park • Bowleaze Cove
Beachmasters Command Post	Harbour Office and Portacabins along the promenade.
Temporary Storage	Pavilion Car Parks – Tarmac Surface Weymouth Promenade – Tarmac Surface Intermediate Waste Site – Lodmoor Household Recycling Centre be closed to the public. Lined skips would be required for on-site storage of recovered oil or oily debris.

Weymouth Bay and Harbour Sensitivity Score (extract from Dorset Local Resilience Forum Coastal Pollution Plan)

Sensitivity Score Worksheet							
ECONOMIC	range	S	W	AESTHETIC	range	S	W
Income or Use Reduction	0-4	4	2	Scenic Quality	0-4	3	3
Natural Resource Damage	0-4	3	3	Visual Impact	0-4	4	4
Replacement / Restoration Costs	0-4	3	3	Local Appreciation	0-4	4	4
Sub Total	0-12	10	8	Sub Total	0-12	11	11
SOCIAL	range	S	W	ENVIRONMENTAL	range	S	W
Purpose of Use	0-4	4	3	Water quality Degradation	0-4	3	2
Effect of Oil	0-4	4	4	Biological Productivity	0-4	1	1
Degree of Direct Contact	0-4	4	3	Ecological Significance	0-4	3	3
Amount of Use	0-4	4	3	Unique Habitat Uses	0-4	2	2
Treatment before Use	0-4	2	2	Ecological Vulnerability	0-4	2	2
Sub Total	0-20	18	15	Sub Total	0-20	11	10
Total Sensitivity Rating	**0-64**	**50**	**44**				

AREA SENSITIVITY RANKING - The outside considerations listed below can be added to the total sensitivity rating to modify the score

OUTSIDE CONSIDERATIONS	range	S	W	These priorities were determined and agreed at a meeting in May 2015 by representatives of the following organisations: DCC, WDDC, EA & NE .
Political Pressure	0-4	4	4	
Public Pressure	0-4	4	4	
Time Restrictions	0-4	2	1	
Sub Total	12	10	9	
TOTAL SENSITIVITY	**0-64**	**50**	**44**	
TOTAL MODIFIED SENSITIVITY	**0-76**	**60**	**53**	

Table 11: Recommendations and Avoidances for Differing Shorelines

Type of Beach	Recommendations
Sandy	*Avoid over cleaning or removing more sand than necessary.* *Removal may increase beach erosion and increase disposal problems.*
Pebble Shingle	*Do not use dispersant without prior permission of MMO.* *Avoid spreading oil into unoiled, sensitive lower tidal zone.* *Avoid changing the beach profile.* *Avoid removing large volumes of substrate.* *Avoid pushing the oil further into the substrate.* *Avoid oiling adjacent habitat.* *Avoid physical disturbance to vegetated shingle ridges above high water mark.*
Rocky	*Avoid excessive foot traffic on sensitive areas.* *Danger to manpower from tides, slips and falls.* *The use of heated or freshwater.* *Avoid washing the oil into the ecologically sensitive lower tidal zone.* *Avoid removing bedrocks.*
Boulder	*Avoid overloading plastic sacks, ensure bags are double thickness.* *Avoid the removal of the substrate.* *Avoid changing the beach profile.* *Avoid unnecessary disturbance to ecologically sensitive 'under boulder' communities.*
Muddy Shore	*If possible leave to degrade naturally.* *Closely controlled manual recovery (low pressure flushing and sorbents).* *Avoid pushing oil further into the substrate.* *Avoid use of plant or heavy machinery.*
Salt Marsh and Intertidal Mudflats	*Priority case for protection booming.* *Pruning heavily contaminated vegetation.* *If possible, leave to degrade naturally.* *Closely controlled manual recovery (low pressure flushing and sorbents).* *Avoid pushing oil further into the substrate.* *Avoid use of plant or heavy machinery.* *Avoid completely removing oiled vegetation for cosmetic clean-up.*

7.2 Tidal Data

The Harbour is not subject to drying out at periods of low tides. However, the Harbour is subject to tidal influences, it will be necessary to attach all containment booms to 'running moorings' to allow them to rise and fall with the tide. Weymouth has the smallest tidal range and shortest navigable access distance of any harbour on the South Coast.

Section 8: Report Forms and Checklists

8.1 CG77 POLREP Pollution Report Form

To: MCA – CGOC **Copy to:** Agencies as required **From:** Weymouth Harbour

Part 1 – Information which should be provided in an Initial Pollution Report
Classification of report: *(*delete as necessary)* *doubtful *probable *confirmed
Date: **Time pollution observed:** **Identity of observer/reporter:**
Position of pollution*:* *(latitude/longitude, range and bearing from prominent point of land)* **Extent of pollution in litres/barrels/tonnes:** **Size of polluted area:** *(Estimated amount of pollution, e.g. size of polluted area, number of tonnes of oil spilled; or number of containers, drums, etc. lost. When appropriate, give position of observer relative to pollution).*
Wind speed (knots): **Direction from:** **Tidal status at time of pollution observation (after/before HW/LW:**
Weather: **Sea state:** **Wave height (metres):**
Characteristics of pollution: **Type:** *(crude, diesel, garbage, etc.)* **Appearance:** *(liquid, solid, sludge, etc.)*
Source of pollution: *(from vessel or other)* **Cause of pollution:** *(Apparent deliberate discharge or casualty. If the latter, give a brief description. Where possible name, type, size, nationality and Port of Registry of polluting vessel. If vessel underway, give course, speed and destination if known)*

Detail of vessels in the area: *(To be given if the polluter cannot be identified and the spill is considered to be of recent origin)*
Photographs taken: *(*delete as necessary)* *yes / *no **Sample taken for analysis:** *(*delete as necessary)* *yes / *no
Remedial action taken / intended to deal with spill:
Forecast of likely effect of pollution: *(e.g. arrival on coastline with estimated timing)*
Names of those informed other than addresses:
Any other relevant information: *(e.g. names of other witnesses, references to other instances of pollution pointing to source)*

Part 2 – Supplementary information to be provided later **(this part may be disregarded when POLREPS are for UK internal distribution only)**
Results of sample analysis:
Results of photographic analysis:
Results of supplementary inquiries: *(e.g. Inspection by surveyors, statements from ship's personnel, etc. if applicable)*
Results of mathematical models:

8.2 Incident Log Sheet

Incident:		**Date:**	
Name:		**Location:**	
Time:	**Details:**		

8.3 Waste Disposal Action Checklist

Oily Waste Generated from a Shoreline Clean-up Operation

a) Direct Transportation to Appropriate Disposal Site for Burial

1. Identify suitably licensed waste carrier to remove material from site.
2. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
3. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.
4. Ensure all associated paperwork is retained and catalogued.

b) Temporary Storage/Clean, Treat, Stabilize, Recover, Reuse

1. Discuss requirement to establish temporary storage sites along the shoreline with EA, the Local Authority and NE.
2. If agreed, identify temporary storage sites in close liaison with EA, NE and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site.
6. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.

c) Temporary Storage and then to Appropriate Disposal Site for Burial

1. Discuss requirement to establish temporary storage sites along the shoreline with EA and the Local Authority.
2. If agreed, identify temporary storage sites in close liaison with EA and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
6. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.

d) Take to a Refinery/Incinerator (mainly for oily liquids)

1. Identify suitably licensed waste carrier to remove material from site.
2. Identify suitable facility to receive waste.
3. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
4. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.

Oily Liquids Recovered at Sea and Held on a Dedicated Oil Recovery Vessel

1. Notify HM Revenue and Customs that you intend to land recovered oil.
2. Identify suitable oil handling plant (refinery) to receive the waste.
3. If 2 is not available identify a harbour with a suitable berth for handling oils.
4. Identify a suitably licensed waste carrier to take the oily liquids off the vessel.
5. Confirm the disposal route with the waste carrier.
6. Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.
7. The removal of landed ships waste that is Hazardous Waste to:

    a. conveyance for transport outside the harbour area.
    b. reception facilities within the harbour area.
    c. by pipeline to reception facilities outside the harbour all require to be consigned. However, there is no requirement to pre-notify these movements and consignment notes can be SC coded.
    d. all oil wastes including fuels, mixtures, emulsification and spills are classed as Absolute Entries in terms of the regulations therefore there is no longer any percentage threshold of carcinogenic compounds; they are now Hazardous Waste regardless. All waste oils with the exception of edible oils are considered Hazardous Waste irrespective of their composition, biodegradability, synthetic nature or otherwise. There is no longer any threshold applicable to consider whether they are Hazardous Waste or not.

    Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes are retained and catalogued.

Please refer to STOp note 3/16 for more information.

Section 9: Press and Public Information

9.1 Press Statement

In the event of a pollution incident, it will be necessary for an efficient and comprehensive information service to be brought into action so as to:

- Deal professionally with the representatives of the media.
- Co-ordinate and release information to the general public regarding the pollution incident and the harbour response to it.
- Keep staff and involved personnel informed of developments regarding the progress of the incident; in so far as it affects their responsibilities.
- Minimise the pressures on those directly concerned with combating the spill.

Responsibility for media relations needs to be clearly understood and who will be required to respond. Under no circumstances should any person connected to the response speculate to the press as to the cause of the incident, not comment on any aspect of the response operation.

For guidance it would be expected as follows:

- Tier 1 spill – Weymouth Harbour involvement only.
- Tier 2 spill – Local Authority and Weymouth Harbour involvement.
- Tier 3 spill – Activation of the Strategic Co-ordinating Groups with MCA Press Office staff in attendance.

It is essential that the media are provided with a "balanced" view of the incident and actions taken. Remarks like "no comment" only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that could be used by a responsible manager pending full details becoming available and a press release issued.

Initial Press Statement

"Weymouth Harbour can confirm that an incident has occurred (state where and give brief description) …….. at approximately (give time) ……..hours today.

Emergency response procedures have been initiated and the contingency plan has been activated. Relevant authorities (have been / are being) advised. All support services are being co-ordinated through the Authority's incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (as it becomes available) at a press conference scheduled for …….. time today."