

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN



## SOUND-OFF



### DOCKYARD PORT OF PLYMOUTH MARITIME EMERGENCY AND CONTINGENCY PLAN

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

All items in this document are classed as open under the Freedom of Information Act unless otherwise stated.  
All closed items include the relevant Freedom of Information Act exemption.

<b>TITLE OF DOCUMENT:</b>	<b>SOUND – OFF</b> DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN
---------------------------	--

<b>AUTHOR:</b>	A E House
----------------	-----------

<b>LEAD AGENCY:</b>	Queen's Harbour Master Plymouth
---------------------	---------------------------------

<b>Review Date:</b>	30 NOV 14
---------------------	-----------

### Revision History

Revision Date	Version No	Summary of Change	Changes made by	Authorised by	Date
06 Apr 11	1	Initial Draft Issue	QHM	QHM	06 Apr 11
27 Jul 11	2	Full Issue	QHM	QHM	27 Jul 11
23 Aug 12	3	Full issue linked with QHM's SMS	QHM	QHM	23 Aug12
Jun 14	3.1	Stakeholder Requirements	PSO	QHM	Jun 14

### Revision and Amendment Programme

This Plan will be reviewed every three years reflecting changes in legislation, risk and the experience gained from exercises and incidents. Amendments will be issued for changes that require insertion prior to the periodic revision.

Proposals for amendments are to be forwarded to:

Port Safety Officer  
QHM Plymouth  
Longroom House  
RMB Stonehouse  
Plymouth  
PL1 3RT

Tel: 01752 836508

Fax: 01752 836944

E-mail: [NAVYNBCD-QHMPSO@MOD.UK](mailto:NAVYNBCD-QHMPSO@MOD.UK)

## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### Distribution

<b>Organisation</b>	<b>Department</b>
Queen's Harbour Master	QHM
Queen's Harbour Master	Longroom Port Control
Queen's Harbour Master	Flag Port Control
Ministry of Defence Police	Operations
Devon and Cornwall Police	Emergency Planning
Naval Base Radiation Safety Department	SHP(P)
Devonport Explosive Safety Authorisation Group	DESM
Maritime and Coastguard Agency	MCA
Maritime and Coastguard Agency	Regional Operations Manager (CPSO West)MCA
Maritime and Coastguard Agency	MRCC Brixham
South Western Ambulance Services Foundation Trust	Resilience Team
Cornwall Fire and Rescue Service	Emergency Planning
Plymouth Hospital Trust	Miriam Smith
NHS England	Area Team Head of Emergency Planning Resilience & Response
Devon and Somerset Fire and Rescue Service	Emergency Planning
Local Resilience Forum	LRF Co-ordinator
Plymouth City Council	Environmental Services Emergency Planning Unit
Cornwall Council	Public Safety and Protection Emergency Management Service
Devon County Council	Emergency Planning Unit
West Devon Borough Council	Emergency Planning Unit
South Hams District Council	Emergency Planning Unit
South Hams District Council and West Devon Borough Council	Natural Environment & Recreation Manager
Cattewater Harbour Commissioners	Harbour Master
ABP Millbay Docks	Harbour Master
Sutton Harbour	Harbour Master
Serco Marine Ltd	Devonport Fleet Manager
Babcock Marine	Berthing Manager
Babcock Marine	Emergency Planning Manager
Devonport Safety Group	NBS-CSEPO
Defence Munitions Plymouth	Ernesettle Jetty Manager
Oil Pipeline Agency	Thanckes Oil Fuel Depot

# **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## **CONTENTS**

- i. Title Page
- ii. Review and Amendment
- iii. Distribution
- iv. Contents

### **SECTION 1 – STRATEGY**

- 1.1 Introduction
- 1.2 Statutory Requirements and Responsibility for the Plan
- 1.3 Purpose of the Plan
- 1.4 Area of Operation and Geographic Limits
- 1.5 Training and Exercise Policy
- 1.6 Plan Revision and Validity
- 1.7 Protective Marking and Freedom of Information
- 1.8 Stakeholder Groups and Authorities

### **SECTION 2 – PORT AND MARITIME RISK**

- 2.1 Maritime Risk
- 2.2 Control and Mitigation
- 2.3 Initiating Authorities
- 2.4 Initiating Cascade

### **SECTION 3 – ROLES AND RESPONSIBILITIES**

- 3.1 Introduction
- 3.2 Queen’s Harbour Master
- 3.3 Other Statutory Harbour Authorities
- 3.4 Maritime and Coastguard Agency
- 3.5 Secretary of State Representative
- 3.6 Regional Counter Pollution and Salvage Officer
- 3.7 Ministry of Defence Police
- 3.8 Port Security Authority
- 3.9 Devon and Cornwall Police
- 3.10 Fire and Rescue Service
- 3.11 South Western Ambulance Service Foundation Trust
- 3.12 Local Authorities
- 3.13 The Environment Agency
- 3.14 Plymouth City Council

### **SECTION 4 – COMMAND AND CONTROL**

- 4.1 Emergency Response
- 4.2 Command Levels
- 4.3 Search and Rescue
- 4.4 Acts of Terrorism
- 4.5 Command Structure
- 4.6 Command Response and Decision Process
- 4.7 Initial response
- 4.8 Fire Fighting Onboard the Vessel
- 4.9 Fire Fighting Vessels
- 4.10 Casualty Vessels and Salvage Operations
- 4.11 Tactical Command Ashore (Silver)
- 4.12 Access to the Naval Base and DACC.

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

4.13 Restoration of Normality

#### **SECTION 5 – INCIDENT RESPONSE**

5.1 Introduction  
5.2 Callout Procedures and Contact Lists  
5.3 Reporting Procedures and Report Forms  
5.4 Incident Logs  
5.5 Response Guidelines - Strategies  
5.6 Communications  
5.7 Media (Press and Public Information)  
5.8 Health and Safety

#### **SECTION 6 - THE RESCUE, RECEPTION AND DOCUMENTATION OF SURVIVORS AND CASUALTIES**

6.1 Terminology  
6.2 Immediate Medical Response  
6.3 Arrangements for the Reception and Documentation of Survivors and Casualties Ashore.  
6.4 Survivor Reception Centre  
6.5 Documentation  
6.6 Deceased Persons

ANNEX A Incident First Response Aide Memoire  
ANNEX B DACC Maritime Layout, DACC and LPCS directions.  
ANNEX C Callout and Information Cascade  
ANNEX D List of Associated Plans, Documents and References  
ANNEX E Glossary of Terms and Acronyms

# SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## SECTION 1

### STRATEGY

#### **1.1 Introduction**

The Dockyard Port of Plymouth (DPoP) exists to serve the defence interests of the UK. Safe operation of the Dockyard Port is essential to support the operational programme of the Royal Navy but also for the safety of the many commercial and recreational users of the Dockyard Port waters.

The DPoP contains the largest military Naval Base in Western Europe which operates and maintains naval vessels including a number of nuclear submarines. The port also supports significant commercial, fisheries and recreational activities in an area that constitutes one of the UK's finest estuarine natural environments. It is a complex port covering an area in excess of 6500 hectares. There are many diverse stakeholder interests and it is a key interface between land and sea transport in the region and a major strategic asset to both local and national economies.

The Navigational Safety Management System (SMS), as administered and managed by the QHM, applies to marine operations and activities in the DPoP. The scope of the SMS incorporates all:

- Shipping operations in the port, with the exception of operations that are solely the responsibility of the berth or facility and have no implications for navigational safety;
- Marine operations undertaken by any support or service organisation; including operations that are solely the responsibility of a Statutory Harbour Authority or Competent Harbour Authority; and
- Marine leisure and sports activities.

The port uses a purpose built database called Hazman to manage risk which contains details of *identified* hazards, together with the associated risk control measures employed to mitigate those hazards. Both hazards and risk control measures have a designated 'owner'. All hazards are maintained within the system in ranked order, based on the outcome of the risk assessment process. This ranking structure will change with time as the hazards and risk controls continue to be reviewed, reassessed and re-scored.

Any changes to Hazman will be managed through consultation with the Harbour Authority Liaison Committee (HALC) which is described in Para 1.8a.

#### **1.2. Statutory Requirements & Responsibility for the Plan**

Dockyard ports are not governed within the meaning of the 1847 Harbours, Docks, Piers and Clauses Act and the 1964 Harbours Act as amended but are operated in accordance with 1865 Dockyard Ports Regulation Act. Under the Act, QHM Plymouth is appointed to ensure that the port is operated to serve the defence interests of the UK. In instances where legislation does not bind the Ministry of Defence (MOD), the Secretary of State for Defence has directed that the MOD should comply with any legislation insofar as it is reasonably practicable to do so.

For ports other than Dockyard Ports, the Department for Transport (DfT) Port Marine Safety Code (PMSC) recommends harbour authorities maintain a dedicated Navigational Safety Management System (SMS) for marine operations within the port. Although the PMSC is not binding on the Ministry of Defence (MOD), the MOD recognises it as the authoritative articulation of best practice in port safety, and is committed to meet these or equivalent standards as far as is reasonable and practical. However, the legislative background under which Dockyard ports operate is different from that on which the PMSC is based and the powers of the QHM are not

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

directly analogous to those vested in a Statutory Harbour Authority (SHA). For this reason, as observed by the DfT, the PMSC is not wholly appropriate to a Dockyard Port such as Plymouth<sup>1</sup>.

With this in mind, the Dockyard Ports Board has developed the Dockyard Port Marine Safety Policy (DPMSP) using the PMSC as a basis. The DPMSP details the policies to be adopted by the MOD Dockyard Ports to achieve standards at least equivalent to those provided for in the PMSC so far as is reasonable and practicable. At all times, Dockyard Port safety policies and plans are to be based upon identification of the hazards, assessment of the risks and implementation of effective control measures to minimise or remove those risks, thus ensuring the safety of the Dockyard Port and its users. This allows for safe operation of the Dockyard Port and supports PMSC compliance by the Statutory Harbour Authorities within DPoP.

QHM Plymouth, as the Harbour Authority, is the lead authority for responding to maritime incidents within the DPoP and is responsible for the production and operation of this contingency plan.

Other statutory harbour authorities within the DPoP (Cattewater Harbour, Millbay Docks and Sutton Harbour) will operate individual emergency and contingency plans within their own areas but will be supported at all times by QHM and this plan.

### **1.3 Purpose of the Plan**

This plan details the contingency arrangements for dealing with maritime incidents within or adjacent to the DPoP where an incident may require support and/or resources from the authorities and agencies within the DPoP. It is based on the maritime hazards identified within Hazman in addition to others within the Naval Base. For the purposes of this plan, a maritime emergency or non routine incident includes all forms of marine related security, counter terrorist and environment emergencies involving vessels underway or at anchor in the DPoP or adjacent sea area.

This Plan has been produced in consultation with Local Authorities and the Emergency Services to ensure that a maritime incident or emergency within or close to the DPoP is met with an integrated and flexible response. It should be used in conjunction with the Combined Agency Emergency Response Protocol (CAERP) produced by the Devon, Cornwall and Isles of Scilly Local Resilience Forum (LRF) to provide a framework for the coordinated delivery of effective and efficient integrated emergency management arrangements.

This plan does not replace any other plan or procedure and is intended to be supplemented by the contingency and emergency plans and procedures of any other maritime authority, local authorities, emergency services or other agency involved in any incident.

Nothing in this Plan shall relieve any other authority, organisation or individual from any statutory obligation or responsibility.

### **1.4 Area of Operation and Geographical Limits**

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.

---

<sup>1</sup> [www.dft.gov.uk](http://www.dft.gov.uk)





## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

There are 3 main operational areas within the DPoP (See figure 2):

- a. The River Tamar Estuary- Hamoaze (Highlighted by the **Red** boundary). This area is primarily occupied by HM Naval Base and subject to a large number of military ship movements, including nuclear submarines. There is also recreational interest, mostly in the summer, and some commercial activity notably the operation of charter passenger craft providing sightseeing tours.
- b. The River Plym or Cattewater, Millbay and Sutton Harbour (Highlighted by the **Blue** Boundary). This is the commercial centre of the port handling a wide range of cargo, passenger ferries and fishing vessels and is the principle location for recreational moorings.
- c. Plymouth Sound (Highlighted by the **Yellow** Boundary). This is the sheltered area to the north of the breakwater and is used by military, commercial and private vessels and craft transiting to and from sea to the other areas, as a sheltered anchorage including visiting cruise liners and extensively for recreational activities.

The sea areas adjacent to the DPoP are those where any maritime incident may require the support of facilities and agencies normally based within the DPoP.



Figure 2

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **1.5 Training and Exercise Policy**

For the response to any maritime incident to be safe and effective all personnel involved must have an understanding of their responsibilities. They must also be competent to fulfil their roles which may have required specialised training. For incidents when the Devonport Accident Control Centre (DACC) is utilised all members of an incident management team, operators, supervisors and responders are to receive appropriate training.

For this Plan and other emergency and contingency or supporting plans to be of value, they must be familiar to those expected to use them. Regular exercises are necessary to ensure everyone remains familiar with the plans and their contents and to ensure they function as expected.

It is intended that this plan will be exercised as part of the wider LRF approved exercise programme but will usually consist of:

- a. A notification exercise once a year during which communication systems and availability of personnel can be checked.
- b. A table top exercise once every 3 years (taking place 1 year prior to the fully integrated exercise) to demonstrate the response management capabilities, communications and integration of roles. This should where practical, form a rehearsal for the fully integrated exercise.
- c. A fully integrated exercise every 3 years. This may form part of a wider LRF approved exercise.

### **1.6 Plan Revision and Validity**

This plan will be reviewed every three years 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.

Following the use of this plan in any maritime incident, or after an exercise, the effectiveness of this plan is 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.

### **1.7 Protective Marking and freedom of Information**

This Plan is not subject to a protective classification. However, under the terms of the Freedom of Information Act 2000 (FOIA) (Sections 31 and 40) if the Plan is made available for public disclosure then care is taken to ensure that personal data is not compromised. This may require that the contact lists are removed before any release of information.

### **1.8 Stakeholder Groups and Authorities**

The following local authorities have responsibilities that adjoin the waters of the DPoP:

Cornwall Council  
Devon County Council  
Plymouth City Council  
South Hams District Council  
West Devon Borough Council

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

In addition, the following consultative groups meet regularly:

a. Harbour Authority Liaison Committee (HALC) - The HALC provides the Harbour Authority with a routine interface with the civilian Statutory Harbour Authorities (SHA) established within DPoP. Through application of its specialist expertise, HALC acts as the advisor to the Harbour Authority on all matters related to the management of navigation within port waters; it is the forum that brings together regulatory stakeholders to promote the delivery of integrated safety management for DPoP.

The Harbour Authority will consult with the HALC on all matters substantially affecting the management, maintenance, protection or regulation of the harbour that impact on the Navigational SMS.

The HALC will consist of such number of persons appointed by the Harbour Authority as the Harbour Authority considers appropriate from time to time, but would normally include:

- The QHM;
- The Harbourmasters of:
  - Cattewater Harbour;
  - Sutton Harbour;
  - Millbay Docks;
- A representative of PCC if considering matters related to the safety of small commercial vessels; and,
- An external appointee if required e.g. for matters relating to safety of large commercial vessels.

b. Tamar Estuaries Consultative Forum (TECF). - The TECF comprises of all the organisations with statutory powers or functions relating to the Tamar Estuaries. It has developed and oversees The Tamar Estuaries Management Plan, a document written to provide guidance in delivering statutory compliance and best practice in the management of the Estuaries. The development of environmental policy as it affects the Navigational SMS, e.g., oil spill response, is facilitated through the TECF and with the Port of Plymouth Marine Liaison Committee (PPMLC), which also provides a mechanism for consultation with port users.

c. The Tamar Estuaries Emergency Planning Forum (TEEPF). - The TEEPF brings together the operators of the Radiation (Emergency Preparedness and Public Information) Regulations, Major Accident Control Regulation (MACR) and [Control of Major Accident Hazard \(COMAH\)](#) sites in the Tamar Estuary (Devonport Dockyard, Defence Munitions (Plymouth), Greenergy/Valero/Origin Fuel Distribution Terminal Cattewater and Thanckes Oil Fuel Depot) and Category 1/2 responders and other agencies/organisations to share information and enhance emergency planning and response.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **SECTION 2**

#### **PORT AND MARITIME RISK**

##### **2.1 Maritime Risk.**

All the hazards within the DPoP are assessed and a record of these assessments are kept within a database called the Hazard and Management Risk Assessment (HAZMAN) examples of the type of port risks identified are as follows:

- a. Grounding of warships, submarines, cargo and passenger vessels etc.
- b. Contact– Berthing/Navigation of warships, submarines, cargo and passenger vessels etc. with the breakwater, buoys and other fixed object or vessels berthed in the DPoP.
- c. Collision of warships, submarines, cargo and passenger vessels etc. with underway vessels of similar size or greater.
- d. Swamping and foundering of warships, submarines, cargo and passenger vessels etc.
- e. Fire and explosion on warships, submarines, cargo and passenger vessels etc. whilst berthed alongside or underway.
- f. Rogue vessel - Abandoned or unmanned vessel adrift.

This plan has been devised to allow the user to follow a clear path of actions and instantly identify and select the information required in the event of the following:

- a. A diving Incident.
- b. A fire on a vessel.
- c. A vessel grounding/collision/foundering and salvage emergency.
- d. A hazardous cargo incident.
- e. A suspect package, IED and bomb alert within the port.
- f. A major incident at sea with no MOD vessel involved.
- g. A nuclear submarine incident.
- h. A maritime pollution incident.
- i. A weapons/explosive incident.
- j. An incident at Yonderberry Jetty.
- k. A terrorist/hijacking incident.
- l. Aircraft crash emergencies.
- m. A naval ammunition lighter Incident

##### **2.2 Control and Mitigation.**

In addition to national and international regulations these risks are minimised and mitigated locally in various ways identified within HAZMAN. QHM manages Longroom and Flag Port Control Stations (PCS) which are strategically positioned to oversee harbour and river operations within the DPoP. Control of movements and port safety is delegated to the Vessel Traffic Service Supervisor (VTSS) who is supported by a Vessel Traffic Service Operator (VTSO) at each of the PCS. The PCS are manned continuously and are able to respond and react immediately to accidents and incidents in the DPoP. On behalf of QHM, they provide the Vessel Traffic Service (VTS) to all vessels within the confines of the Dockyard Port of Plymouth and as such are the VTS Authority.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

Other areas of mitigation:

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

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

### **2.3 Initiating Authorities.**

In all circumstances, this Plan will be activated by QHM. However, any organisation involved in a maritime incident and concluding that a multi agency response was required may request QHM to initiate this Plan.

### **2.4 Initiating Cascade.**

A cascade call out list of participating authorities and organisations is at Annex C.

## **TACTICAL RESPONSE ROLES AND RESPONSIBILITIES**

### **3.1 Introduction.**

The roles and responsibilities of authorities and agencies likely to be involved in a maritime incident within the DPoP or adjacent areas are outlined below.

### **3.2 Queen’s Harbour Master (QHM).**

QHM is responsible for the control of the Dockyard Port of Plymouth and for the conduct of emergency response operations and he, or his deputy, will lead the Port’s Silver Command response. In an escalating situation, he may be supported by the Naval Base Incident Commander and the NB Emergency Response Organisation (ERO).

### **3.3 Other Statutory Harbour Masters.**

Each Statutory Harbour Authority within the DPoP is responsible for safe navigation and initial incident response within their defined area of jurisdiction in the event of this plan being activated.

### **3.4 Maritime and Coastguard Agency.**

The Maritime and Coastguard Agency (MCA) is an executive agency of the Department for Transport (DfT). The 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. It is the objective of the Agency to minimise loss of life amongst seafarers and coastal users, minimise the risk of pollution of the marine environment from ships and where pollution occurs minimise the impact caused instigating the National Contingency Plan when necessary. Actions, usually exercised via the HM Coastguard (Maritime Rescue Co-ordination Centre (MRCC)), may include:

- a. Obtaining and evaluating all relevant information from appropriate sources;
- b. Initiating distress and urgency broadcasts as necessary.
- c. Alerting and tasking of appropriate SAR resources.
- d. Determining search areas, formulating search plans and tasking resources effectively.
- e. Where appropriate, appointing an On Scene Co-ordinator (OSC) etc, to exercise local co-ordination at the scene of SAR operations.
- f. Co-ordinating the action of all SAR units involved.
- g. Deciding, after consideration of all the available information, that there is no longer any probability of survival of any missing person, and that SAR action can be terminated.

### **3.5 Secretary of State Representative (SOSREP).**

The Secretary of State for the Department for Transport (DfT) has appointed a Representative (SOSREP) to advise him directly on salvage and pollution aspects of any incident that would pose a significant pollution risk to the UK. SOSREP’s responsibility is solely concerned with the salvage operation. 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

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

behalf of the over-riding public interest. He is 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 (but see note below). To achieve this he may:

- a. Co-ordinate response to at sea salvage and pollution incidents outside of the Harbour Authority Areas.
- b. Monitor salvage and pollution incidents inside the Harbour Authority Area and giving support where necessary.
- c. Provide support to the relevant Marine Response Coordinating Centre (MRC) and Shore Response Centres (SRC) where necessary and setting up the Salvage Control Units (SCU).
- d. Exercise the Secretary of States' Powers of Intervention as and when appropriate.

**Note:** These intervention powers do not cover 'Dockyard Ports' but QHM and SOSREP will co-operate to satisfy the over-riding public interest. SOSREP will exercise his responsibilities in conjunction with the Secretary of State for Defence when an incident is within the DPoP. Should SOSREP take formal control of an incident within the Port then the Government, via SOSREP, assumes responsibility for any liabilities.

### **3.6 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 his role can be found in the National Contingency Plan (NCP) - a copy of which is held by QHM or can be found on line at: <http://www.dft.gov.uk/mca/mcga07-home/emergencyresponse/mcga-pollutionresponse/mcga2007-ncp.htm>

### **3.7 Ministry of Defence Police (MDP)**

The Ministry of Defence Police (MDP) is empowered by the Ministry of Defence Police Act 1987 (as amended) to have constabulary powers in respect of MOD land, assets or personnel. Protocols agreed between the MDP and the Devon and Cornwall Police outline areas of responsibility and accountability.

In addition to the MDP Constabulary powers, QHM grants authority to the MDP to act on his behalf to enforce relevant legislation and Statutory Instruments. QHM retains full authority over the DPoP whilst the MDP Senior Police Officer retains full command of MDP resources.

Operational police response to an incident within the DPoP will be conducted by the MDP. However, for a major incident or event that requires the involvement of the Devon and Cornwall Police, local command may be transferred.

### **3.8 Port Security Authority (PSA)**

For the purposes of the Port Security Regulation 2009(a) the Plymouth Port Security Authority is designated as the port security authority for the Port of Plymouth.

The authority's seaward boundary coincides with the seaward Dockyard Port limit. The inland boundary coincides with Laira Road Bridge on the River Plym and a line drawn between Mutton Cove and Cremyll in the Hamoaze.

## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

Within this area the authority has strategic responsibility for the port security risk assessment and the port security plan. The Regulations require compliance at ship/port interfaces and shared waterways and anchorages.

QHM is not a member of the authority but attends (in person or delegated) as an advisor.

### 3.9 Devon and Cornwall Police

For an incident within the DPoP, the key strategic aims of Devon & Cornwall Police will be to:

- co-ordinate the onshore response to the incident (IF REQUIRED),
- save life in conjunction with other emergency services\*,
- protect property within limits that are reasonably practicable to achieve,
- assist the Receiver of Wreck as required,
- contain the scale and nature of the incident,
- protect and preserve the scene,
- investigate any criminal offences which may have been committed,
- collate and disseminate casualty and survivor information,
- identify deceased on behalf of HM Coroner, and,
- Assist the restoration of normality at the earliest opportunity.

\*In the case of a marine emergency the primary responsibilities at sea, for saving life and on-site co-ordination, are the duty of HM Coastguard and other organisations as set out in this plan.

The coordination of the onshore response is likely to involve the activation of a Tactical Coordination Centre at Crownhill Police Station which will support the Tactical Coordinating Group chaired by the Police Silver Commander. The function of the Tactical Coordinating Group is outlined in this plan at paragraph 4.11 on page 21.

In addition, Devon & Cornwall Police will consider sending a police liaison officer allocated to any command centre established as per this plan that is not already under their coordination responsibility as described in CAERP.

Other relevant police responsibilities & capabilities include:

- Coordination of Airwave interoperability,
- Primacy & command over any firearms or terrorist incident,
- Coordination of any media response to an incident **onshore**, where relevant,
- Providing specialist trained underwater search divers, waterborne firearms team & marine patrol unit via the Marine Counter Terrorism Unit based at Plympton,
- Maintaining public order.

Any Devon & Cornwall officer reading this plan should also refer to Police Contingency Plan *Ebbtide* and police working practice DW72 *General Advice on Maritime Incidents*.

### 3.10 Fire and Rescue Service.

#### 3.10.1 Policy/Operations

Fire appliances will be available for assistance at the time of call. The level and manor of the response will be dictated by the incident type which will be dependent on requirement. All incidents requiring activation of this plan will, under the systems operated by QHM, require the mobilisation of the Plymouth fireboat (Vigiles) and a supervisory officer to attend the QHM Operational control (Bronze) at Longroom, Stonehouse Barracks Plymouth.



## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

Duty supervisory Fire Officers will be mobilised and available at the various Command Centres to provide advice.

### **3.10.2 Receipt of Call**

A major incident (as defined by QHM) will require this plan to be activated and DSFRS will be alerted by QHM through dialling Emergency 999.

QHM will relate the nature of the incident and request Fireboat 'Vigiles' and a supervisory officer to Longroom and inform of any requirements at this time for further officers to proceed to the Tactical Coordination Centre (TCC).

### **3.10.3 Action on Receipt of Call**

On receipt of a call Fire Control will:

- Inform the duty Area Contact Point officer (ACP) of the category and nature of the incident. The ACP will decide if any further mobilisations are required at this stage
- Mobilise the Fireboat 'Vigiles' to the area of operations as requested by QHM
- Mobilise a Supervisory officer (minimum Station Manager) officer to proceed to Longroom

### **3.10.4 Fires afloat**

DSFRS will respond to incidents within the area of operation of the Fireboat (North of a line drawn from Rame to Yealm estuary)

Within this area, DSFRS are available to fight fires from the fireboat and assist with rescue and specialist service requirements

DSFRS will not under any circumstances board a vessel afloat that is not moored to shore for fire fighting purposes.

The nature of the DSFRS response will be managed dynamically according to the scale and incident type.

### **3.10.5 Command and Control**

#### **Officer at Longroom**

The role of the Officer at Longroom is to:

- Liaise with QHM staff, providing subject matter expertise as required.
- Be responsible for the safety and welfare of fire service personnel who may be attending the incident.
- Liaise with DACC (offshore silver) and Crownhill (Onshore silver) as required.

#### **Offshore (TCC) Silver (DACC)**

A command post will be established in the DACC located at building SO56, South Yard, HM Naval Base.

The role of the Officer at the DACC is to:

- Liaise with QHM staff, providing subject matter expertise as required.
- Collate any information from the fire officer at Longroom and relieve him/her of any silver command duties that may have been assumed.
- Act as liaison officer for the Fire and Rescue Service, communicating with Fire Control, Off-Site Multi-Agency Tactical and Strategic Co-ordination Centre as necessary.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **Onshore (TCC) Multi Agency Silver**

Devon and Cornwall Police may establish a Multi-Agency Silver at Crownhill Police Station, Plymouth. This will be to support and coordinate any onshore response requirements that may be necessary

The role of the Officer at the Onshore Multi-Agency Silver is to:

- Make contact with the Police Silver Commander and provide advice on Fire and Rescue Service priorities.
- Establish liaison with other agencies as necessary
- Establish communications links with Strategic Co-ordination Centre (if established) and DACC.
- Ensure an appropriate and timely mobilisation to any Shoreline Response Centre that may be required

### **Strategic Co-ordination Centre (Gold)**

On notification that Gold Command is to be established control will mobilise and appropriate officer to Police HQ at Middlemoor

The purpose of the Strategic Command level is to be in overall command of the incidents(s) or emergency within the context of a Local, Regional and National perspective. The Strategic level will establish a framework of policy within which the Tactical Co-ordination (Silver) will operate.

### **Recording of Information**

An Incident Log of actions taken must be maintained and saved by officers at all command centres.

### **3.11 South Western Ambulance Services Foundation Trust.**

The Ambulance Service has a statutory obligation in the management of National Health Service resources at the scene of a Major Incident. It is principally geared to the immediate medical needs of those directly or indirectly associated with the incident and their subsequent transportation to receiving and support hospitals (E/L (96) 79 Guidelines and subsequent enactments). The Ambulance Service will alert the Area Team and local acute hospitals, as necessary to "Major Incidents Standby/Declared" to enable local health plans to be activated.

It is accepted that the overall control and co-ordination at the scene of a major incident will normally be undertaken by the Police. In the event of a maritime emergency, the onsite co-ordination of the emergency services and other organisations will be the duty of HM Coastguard when safety of life is involved and other organisations as outlined in this Plan. Areas of Ambulance Service responsibility include:

- To provide a focal point at the Incident and/or the Incident Co-ordinating Group of all NHS/Medical resources at the scene.
- The saving of life in conjunction with other emergency services.
- The treatment and care of the injured either directly or in liaison with medical personnel.
- Either directly or in liaison with medical personnel and determine the priority evacuation needs of those injured (Triage).
- Determining and advising the Area Team and receiving hospitals of a Major Incident Alert, to prepare for the receipt of those injured.
- Arranging and ensuring the most appropriate means of transporting those injured to the receiving hospitals.

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- Ensuring that adequate medical manpower and support equipment resources are made available.
- The provision of communication facilities for the National Health Service resources at the scene.

### **3.12 Local Authorities.**

Local Authorities comprise Unitary, Borough, County and District Councils. However, a coordinated response will be implemented by the affected authorities. Tasks will be:

- To support the emergency services.
- To respond to any resulting pollution of the coastline.
- To provide welfare support to un-injured survivors.
- To send staff to the command and control centre (Silver) if this is requested.
- To co-operate with the lead organisation in co-ordinating the media.
- In addition the Local Authority public relations or communications officer will respond to the media on matters for which they are directly responsible.
- To co-ordinate all local authority services (e.g. social care and support for adults and children, rest centres and transport) and voluntary organisations within their areas.
- Activating an emergency control centre should the scale of operations require this.

### **3.13 The Environment Agency**

The Environment Agency works to protect and improve the environment and is responsible for:

- regulating major industry and waste
- treatment of contaminated land
- flood and coastal risk management
- water quality and resources
- fisheries
- inland river, estuary, and harbour navigations
- conservation and ecology

In an incident that has or is likely to affect the environment the Environment Agency will:-

- Assess the magnitude of the incident and whether or not input is required from the Environment Agency
- Determine whether other organisations need to be involved, for example, the Fire Service, and contact those organisations to inform / request attendance
- Establish whether others in the vicinity of the incident are likely to be affected. For example downstream water users or downwind populations
- Attempt to establish the source of the pollution
- Assess the potential duration of the incident response and if necessary establish relief rosters for response staff
- Consider the need to set up an incident room to control the Environment Agency response and liaise with other organisations
- Consider measures to minimise the impact of the incident on the environment and any possibly mitigation measures

In a flood incident the Environment Agency will: -

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- Use established criteria in the internal Flood Warning Procedures to predict flooding from statutory main rivers and the sea
- Issue Flood Warnings to partner organisations when conditions indicate that flooding is a real possibility
- Ensure that the public at risk are warned via telephone, Floodline, media, email, fax, text and pager.
- Mobilise a Liaison Officer to the Silver and/or Gold Control once established
- Patrol flood defences and report back on their condition
- Carry out any practicable operational actions to attempt to prevent, delay or minimise the effects of flooding
- Repair breaches of Environment Agency flood defences
- Initiate flood reconnaissance patrols
- Monitor the situation and advise other organisations of any changes to the situation

#### **3.14 Plymouth City Council**

When notification is received from the QHM that there is the potential to activate the Sound off Plan, the Duty Civil Protection Officer must be contacted using the dedicated “on call” Mobile Number: 07729 922577.

It will be the duty of Plymouth City Council to offer support the QHM and emergency services throughout the “response phase” of the emergency.

Upon notification of a major incident by the QHM or other emergency responder, Plymouth City Council On-Call Duty Civil Protection Officer will carry out the following actions:

- Activate the Council's Emergency Response Plan.
- Initiate a cascade callout to other Council officers, appropriate to the level of response required.
- Consider the need for an Emergency Operations Centre which will become the Council's central co-ordinating location.
- Arrange for Local Authority representation as per the Council's Emergency Response Plan.
- Consider activation of the Council's Business Continuity Incident Management Plan.
- In consultation with the Head of Policy, Performance and Partnerships arrange for the activation of the Recovery Co-ordinating Group.
- Consider the need to activate the Council's Rest Centre Plan and liaise with both Community Services and Children and Young People's Services as appropriate.

# SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## SECTION 4

### COMMAND AND CONTROL

#### **4.1 Emergency Response**

The DPoP Maritime Contingency Plan is divided effectively into 2 command areas:

- DPoP (See Figure 1) controlled by QHM
- Adjacent Sea Area Controlled by the Coastguard

The command and control response to an emergency in either of these areas will begin at the scene of the incident with recognised additional layers of command and support being activated as required. Normally, the need for higher levels of incident management will be determined by starting at the operational level and moving on to the tactical and finally strategic levels should this prove necessary.

A guide to the initial responses and actions to be considered before activating this Plan is at Annex A.

#### **4.2 Command Levels**

The following levels of command are recognised throughout the UK emergency services and those organisations and agencies tasked to respond and support major incidents.

- a. Operational Control – (Bronze). Operational control will be via a Forward Control Point (FCP). The team will have an appropriate officer as Forward Control Co-ordinator appointed by the controlling authority. He will be supported by officers from other expert groups from the emergency and other agencies as necessary will control and deploy their specific resources. For the majority of incidents this will be Longroom Port Control Station unless otherwise instructed (such as Flag Port control Station for incidents in the Hamoaze or the Naval Base).

*Standard procedure on activation of this plan will be for Longroom Port Control Staff to inform RMB Main Gate to arrange access for responding personnel carrying appropriate identification.*

**Longroom Port Control Tower** is situated within **Longroom, Royal Marine Barracks, Stonehouse, Plymouth PL1 3RT**. See Annex B for directions.

- b. Tactical Coordination Centres- (Silver). Tactical control and command will be co-ordinated as in Figure 3. The following centres will normally be activated:
  - i. Devonport Accident Control Centre (DACC) - Offshore Response in support of Bronze.
  - ii. Police – Crownhill Police Station – To support and coordinate the onshore multi agency response to the offshore incident and would liaise with the offshore tactical command centre in DACC to ensure effective onshore and offshore response.

The purpose of Silver Command is to assume tactical command of an incident to allow the operational control at Bronze to concentrate on immediate actions at the incident site.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- c. Strategic Co-ordination Centre – (Gold). If warranted by a major incident, a Strategic Coordinating Group (SCG) may be established. The SCG may be supported by a Strategic Coordination Centre at Police HQ at Middlemoor, Exeter. This will be under the direction of the Police. Agencies should ensure that they are appropriately represented on the SCG by a person of necessary authority to make strategic decisions on behalf of that agency.

### **4.3 Search and Rescue.**

All search and rescue responses will be co-ordinated by Brixham MRCC. Note that if a death occurs at sea, the police will take the lead in any investigation and in identifying the deceased on behalf of HM Coroner. There does not need to be any crime involved.

### **4.4 Acts of Terrorism**

For any security or terrorist related incident, regardless of where initiated, overall command of the incident will be with Devon and Cornwall Police throughout.

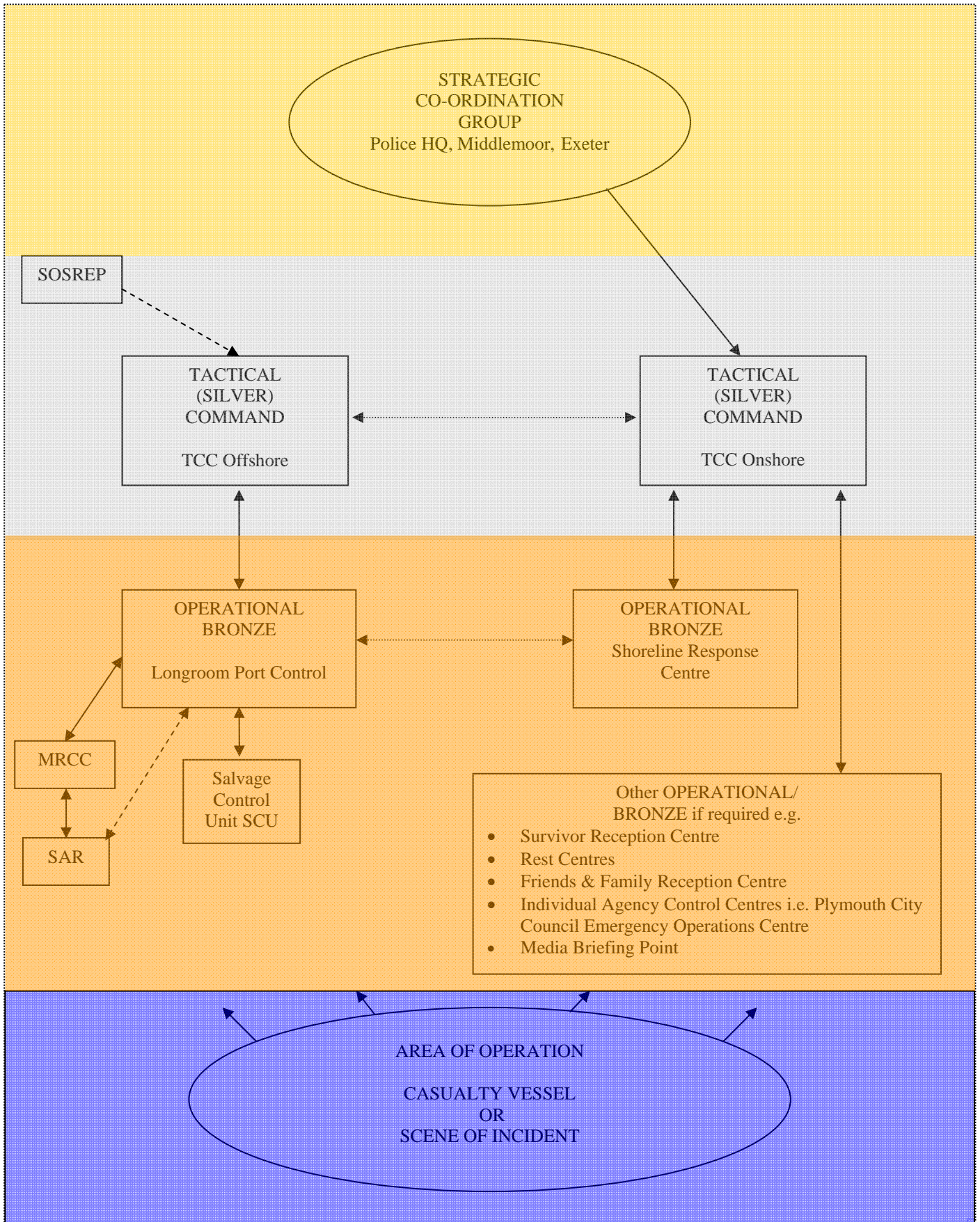
### **4.5 Command Structure**

Response will depend on the type of incident, the location and its severity. Each incident will be distinct and require its own measured response and the initiating authority will need to consider the setting up of a command structure with the necessary experienced organisations and personnel capable of controlling the resources involved.

- a. Incident Outside of the DPoP. For an incident outside of the DPoP the MCA will control and co-ordinate the response. Should assistance be required from resources within the DPoP, then QHM may form up a functional silver command to ensure that assistance and support is properly coordinated within the capabilities of and without detriment to the safety of the port.
- b. Incident within the DPoP. For an incident within the DPoP, QHM will consider the requirement for a Silver Command and will liaise with the MCA, and other relevant agencies over the management of SAR and lifesaving.

An example command structure is shown at Figure 3.

**COMMAND STRUCTURE (Example)**



**Figure 3**

# SOUND – OFF

## 4.6 Command Response and Decision Process

The level of command and control structure required will depend upon incident type and severity. These are categorised as follows:

Category 1: An incident that can be dealt with by the Harbour Control Officer and duty staff using resources readily available. Little or no impact is expected on other port operations.

Category 2: An incident that can be dealt with using resources readily available, but where a level of disruption and safety to port operations requires the Harbour Control Officer and duty staff to be augmented by QHM. Involvement by other maritime and land agencies will require increased liaison and co-ordination from the relevant Port Control Station.

Category 3: A major incident that requires the initiation and support from other maritime and land based organisations and agencies. Outside agencies may well use large amounts of its resources. QHM will activate his silver command in the Devonport Accident Control Centre (DACC).

A visual presentation of this process is at Figure 4

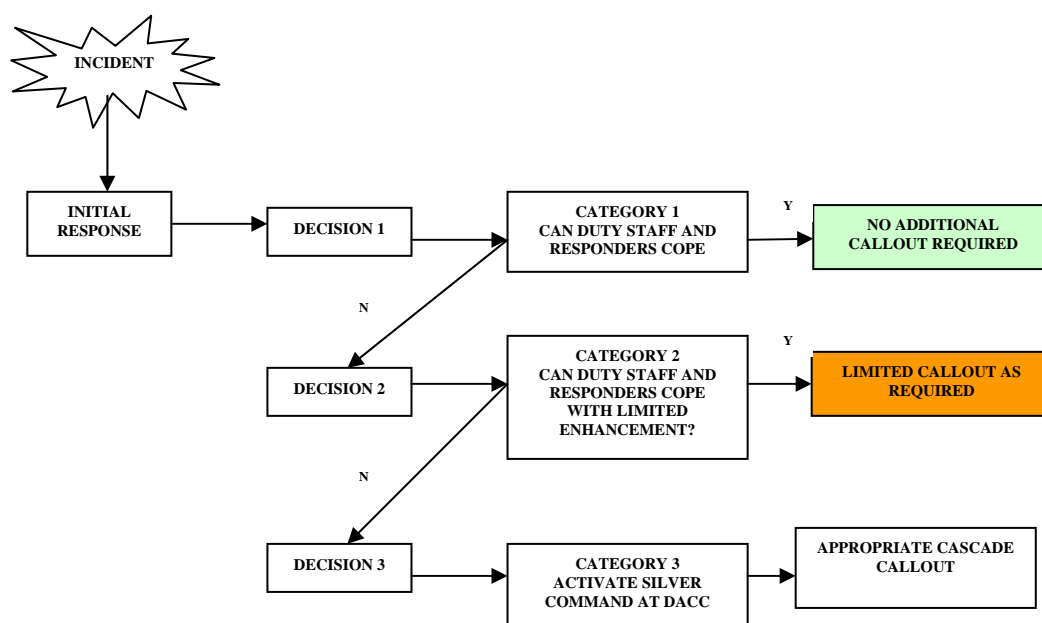


Figure 4



## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **4.7 Initial Response**

Forward Control Point. The FCP will be established by the initiating authority and will liaise directly with the master of the stricken vessel who will retain responsibility for all actions taken on board. The FCP may well consist of various subject matter experts as and when they arrive at the FCP as follows:

- a. Forward Control Co-ordinator (FCC). The Initiating Authority may appoint an appropriate Officer as FCC. The FCC will be responsible for co-ordinating the joint actions of the FCP, facilitating the prioritisation of actions on-scene and any requests for support services.
- b. Fire & Rescue Service Officer. This officer will be responsible for conducting on scene fire fighting for berthed vessels and close liaison with the Master/Commander of the vessel for a fire onboard a vessel at sea.
- c. Ambulance/Medical Officer. This officer will be responsible for establishing a triage of casualties and health communications.
- d. Coastguard Liaison Officer. This officer will provide on scene liaison between the responding Emergency Services, Marine Units and the Master of the vessel. He may be supported by an MCA Marine Casualty Officer (MCO) when available.

### **4.8 Fire Fighting On Board the Vessel.**

On board vessel fire fighting will be the responsibility of the Master/Commander of the vessel. In addition:

- a. The Fire Liaison Officer will attend the FCP.
- b. A fire officer will be appointed to assist and advise Silver Command.
- c. For a fire incident within the Dockyard Port of Plymouth, Devon & Somerset Fire and Rescue will be informed and Vigiles the Fire boat will be requested.

### **4.9 Fire Fighting Vessels.**

There are a number of tugs with fire fighting capabilities located at Devonport. These may be available depending on the situation and locality of the stricken vessel. Royal Navy vessels may also be able to assist. Any tugs deployed may also be equipped and capable for pollution response, salvage and vessel towage.

### **4.10 Casualty Vessels and Salvage Operations.**

An incident at sea may require the assistance of Salvage Experts who may be appointed by either the vessel's Master, Owners, SOSREP or the Initiating Authority. Once appointed, they will be represented in the Forward Control Point or at Silver Command.

Should it be advised by SOSREP or the salvage officer that the casualty vessel should berth within the DPoP either alongside or at an anchorage then QHM will need to consider:

- Availability of facilities within the port.
- Availability of counter pollution facilities and equipment.
- The effect on Defence activities within the port.

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- The maximum length of the vessel which could be considered safe to bring into the port.
- Shelter from other prevailing and environmental conditions.
- Health and Safety of local population.
- Affect of local commercial and fishing activities and other economic factors.
- Conservation and environmental issues.
- Affect on recreational facilities.

#### **4.11 Tactical Control Offshore (Silver)**

If a Tactical Coordinating Group (Silver) is required, consideration for mobilising the outside agencies should be carried out. Dependant upon the type of incident, the following may be invited to be represented on the group:

- NBC Devonport (For MOD)
- Emergency Services
- Other Local Harbour Masters
- Local Authorities
- Health Representation (Public Health Consultant)
- Financial Services Officers
- Ship owners Representative
- Public Relations Officers
- Oil Pollution Officers
- Special Interest Groups

Duties of the Silver Command:

- Tactical response to the incident (Support for the FCP)
- The safety of the public
- The health and safety of port personnel
- The environmental impact assessment
- Public information
- Any legal responsibilities and requirements

To achieve this, separate planning groups may be established to which specialist 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:

- a. Strategy Group. This group is responsible for agreeing and deciding response strategy and assisting the Incident Commander in prioritising actions. This group will consult with Gold Command as necessary.
- b. Logistic Support Group. This 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 are also to be considered by this group.

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- c. Finance Support Group. This group will be responsible for cost monitoring and accounting. They will also deal with initial compensation claims, security, telephones, administration support etc.
- d. Environment Group / Scientific and Technical Advice Group (STAC). 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 Silver independently and from outside of this group. The EG and STAC are never part of the TCG/Silver response but provide environmental advice and guidance to responders via TCG or SCG.
- e. 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.
- f. Interest Group. This group might consist of shipping company owners, agents or other representatives, shipping operators such as Brittany Ferries or other carriers who can also be considered as specialist advisors to the Co-ordinating Group.
- g. Media Cell. The layout for the QHM Silver Command at the DACC is at Annex B.

#### **4.12 Access to the Naval Base and DACC.**

Access to the Naval Base is controlled at the point of entry and non pass holders will normally have to be met and escorted. However, if an emergency is declared, staff at the entry gates will be notified and allow direct passage for personnel from groups involved in the response and attending the DACC. Organisation / Photo ID will be required. It is recommended that personnel enter the Naval Base / DACC enclave area from Granby Way via Sovereign Gate. Out of working hours when the gate may be closed, a walk in security gate (turnstile) is situated opposite the old Granby Gate. An entry phone, with CCTV, will be used by security staff to approve and allow access. See Annex B.

#### **4.13 Restoration of Normality.**

In a prolonged major incident where the marine aspects of the emergency continue after the initial impact on shore-based agencies has declined, the incident classification may be down-graded and levels of control stepped down until normality is restored. A Recovery Co-ordinating Group will be established at an early stage to coordinate the return to normality. It will be the responsibility of QHM in liaison with local authority to set up. Consideration at this group will be given to all official investigations that may be necessary during or subsequent to the incident.

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

- a. Short Term: These plans will be constructed on a daily basis to direct the current and next day response.
- 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.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **SECTION 5**

#### **INCIDENT RESPONSE**

##### **5.1 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. The incident control and management arrangements should allow for an informed and graded response to any incident.

##### **5.2 Callout Procedures and Contact Lists.**

On receipt of an incident report it is essential that the response is immediate and that the correct callout procedure is activated. Although QHM or the MCA will be responsible for initiating this Plan, a request or advice to do so may come from any participating agency or organisation involved in the incident. QHM is responsible for instigating the callout cascade relevant to the incident. See Annex B.

##### **5.3 Reporting Procedures and Report Forms.**

In order to respond to an incident efficiently it is essential that the correct information is gathered and reported. A common system and basis for initial incident reporting that allows a more complete picture to be established is METHANE:

- M - Major Incident
- E - Exact location
- T - Type of incident
- H - Hazards at scene
- A - Access and egress routes
- N - Number of casualties involved
- E - Emergency services present and requested

##### **5.4 Incident Logs.**

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

- Initiating Authority
- Silver Command
- Port Control Stations
- Other Harbour Authorities Involved
- Local authorities and other agencies as required by their response plans.

##### **5.5 Response Guidelines – Strategies.**

The first consideration of the initiating authority dealing with a maritime incident is the safety of those involved in the incident and the protection of the public. Response measures may include some or all of the following:

- a. Saving Life

## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

- b. Protection of the Public
- c. Protection of personnel responding to the incident.
- d. Containment of any pollutants.
- e. Protection of the environment and Environmental Sensitivities.
- f. Salvage and/or cargo removal
- g. Return to normality

### 5.6 Communications.

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

VHF channels will be used by the following organisations:

VHF CHANNEL	USE	CHANNEL MONITORED BY
0	Emergency Services	
6	Working Channel	
8	Working Channel	
10	Working Channel	
11	Working Channel	
12	Working Channel	
13	Ship to Ship Local Maritime Safety	Longroom and Flag Port Control Stations
14	Plymouth VTS And Shipping Information	Longroom and Flag Port Control Stations
16	Distress	All
67	MCA Safety and Working Channel	Coastguard
73	Navigation and Weather Warnings	Coastguard
74	Royal Navy Sea Training	FOST and Longroom Port Control Station
PARKAIR (AIRWAVES)	Emergency Services	Longroom and Flag Port Control MDP

The 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.

### 5.7 Media (Press and Public Information).

#### 5.7.1 Introduction

A major incident in the Port area will create immediate and intense demand for information from the media and members of the public.

All agencies involved with the response will play an important role in ensuring accurate, authoritative and timely information is released to the public through the media throughout the incident.

There will be a co-ordinated response from all responding agencies in order to meet the very high level of demand for information from the media and to ensure that consistent messages are relayed to the public.

## **SOUND – OFF**

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

All agencies will adopt an open and forthcoming approach to the media. Information will only be held back on the grounds of security or to ensure that the families of any casualties are informed first.

#### **5.7.2 Initial Responses**

Following an incident each agency will use their emergency call out systems to notify their press and public relations teams. These officers will then begin to implement this plan.

On declaration of an offshore major incident the Devonport site press offices (MOD and DRDL) will re-locate to the Devonport Accident Control Centre (DACC) which will operate as a Tactical Coordination Centre (Silver Command) for the off-shore response. The DACC is authorised to issue press statements to acknowledge the nature, timing and location of the incident.

If the incident requires an onshore response then an Onshore Tactical Coordination Centre (Multi-Agency Silver) will be set up at Crownhill Police Station. The Police Silver Commander at Crownhill will initially assume responsibility for coordinating the media response; this is likely to include liaison between the press officers of each relevant responding agency whether in person or remotely. Where a Strategic Coordinating Group (Gold) has been established, responsibility for coordinating the media may be deferred upwards. As the incident develops it may be more appropriate for another agency to assume the lead for media response. Any response to the media should be in line with the [Devon, Cornwall and Isles of Scilly Local Resilience Forum Major Incident Media Framework](#). This includes:

##### **5.7.2.1 Establishing a Forward Media Briefing Point**

Located at or adjacent to the scene designated for exclusive use by accredited media representatives and through which official press releases will be issued. The purpose of the Media Briefing Point is to provide a facility for media to receive bulletins and hold interviews as soon as possible and in as close proximity to the main area of operations as is safe. This may be an area which gives media a flavour of an incident through a backdrop for filming or gives an easy vantage point.

Setting up the FMBP would be one of the first priorities during an incident and a nominated spokesperson would be required at a very early stage. This would likely be a police spokesperson at the earliest stages in proximity to the shoreline response centre, with partner agencies involved as any incident progressed.

With the advent of social media, early, concise information from a FMBP becomes ever more critical.

##### **5.7.2.2 Nominating Spokespeople**

A spokesperson should be nominated by the Lead Coordinating Agency to be able to give accurate information at the Forward Media Briefing Point. It may be appropriate for a joint spokesperson to be nominated to represent the On- and Off-shore response to the incident. All agencies should be prepared to nominate a spokesperson for their agency if required, and be able to brief them accordingly.

##### **5.7.2.3 Media Briefing Centre**

Where the incident requires a Strategic Coordinating Group/Strategic Coordination Centre, it is likely that a Media Briefing Centre will be established at Police HQ, Middlemoor. The Media Briefing Centre is a central contact point for media enquiries, providing communications and conference facilities and staffed by Media Liaison Officers from all relevant organisations.

#### **5.7.3 Social Media**

Social media is a critical factor in order to manage rumour, myth and speculation from the public and media. It is also a hugely important tool in giving early communication and advice to the public.

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

Social media messages should be considered by Silver Commander at the earliest opportunity. This should be in line with the [Devon, Cornwall and Isles of Scilly Local Resilience Forum Partnership Social Media Crisis: Communication Strategy](#).

### **5.7.4 Aide Memoire for Media Cell**

#### **Initial Actions**

- Are the correct Media Personnel in Place?
- Have all Senior Media communication personnel been alerted?
- Are all personnel aware of the location of the Media Cell?

#### **Additional Actions Relating to Off –Shore Major Incident**

- Check that all information has been forwarded to the Media Cell
- Is public information being kept up to date?
- Is an update required on the public information being published?
- Has the Media Cell enough knowledge of the incident?
- Have all initial press releases been received and passed to all concerned?
- Are arrangements being made to receive the press?
- Are arrangements being made to deal with telephone enquiries?
- Do the call handlers know what to say?

### **5.8 Health and Safety.**

The initiating authority must have full regard for the health and safety of the incident casualties and those personnel participating in any response. During incident 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.

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.

Careful consideration must be taken with respect to assistance of other agencies including the voluntary section.

## **THE RESCUE, RECEPTION AND DOCUMENTATION OF SURVIVORS AND CASUALTIES**

### **6.1 Terminology.**

To avoid any confusion, the following terminology is to be used when referring to persons involved in any incident.

Survivors	-	All surviving persons, whether casualties or not.
Casualties	-	Those survivors who are injured
Casualty Vessel(s)	-	The vessel(s) involved in the incident

### **6.2 Immediate Medical Response.**

Medical response will be initiated by the QHM or the MCA by the quickest means, contacting South Western Ambulance Service NHS Foundation Trust who will advise and inform the health community as the needs of the incident dictate, initiating one or more of the following:

- a. For a major incident, an Ambulance Incident Commander will be sent to the agreed Tactical Control Centre (SILVER). He/she will liaise closely with the Medical Incident Officer, to ensure effective use of the medical and Ambulance resources required.
- b. As available, to send an Ambulance Officer and winch trained BASICS1 Doctor to join the Forward Control Team on scene as the Forward Ambulance Commander and Forward Medical Officer to provide a situation report of medical needs and instigate triage.
- c. An Ambulance Parking Officer will be mobilised with the appropriate number of Ambulances to the rendezvous (RVP) relative to the proposed disembarkation points.
- d. To advise all potential receiving hospitals and the Area Team, of a Major Incident Standby or Major Incident Declared and provide a communication link with them.
- e. Medical Incident Officer, who will have overall responsibility, in close liaison with the Ambulance Incident Commander, for the medical resources at the scene. He/she should not be a member of any Medical Emergency Response Incident Team (MERIT).

If requested by either the Ambulance Incident Commander or the Medical Incident Officer.

- f. A MERIT and Triage Team or an Ambulance Paramedic Team, dependent upon the nature and location of the incident and the resources available may be deployed to the casualty vessel. The function of the Team will be triage, initiate primary casualty documentation and treat casualties, The Forward Medical Incident Officer will advise the Medical Incident Officer accordingly.

The level of tasking will be influenced by the scale of the incident, the nature of injuries and the resources available to transfer the Team to the incident. The Ambulance Communications Centre will liaise with the Tactical Control (SILVER) to identify the means of transport of the Officers and Teams to the incident site and points of embarkation.

### **6.3 Arrangements for the Reception and Documentation of Survivors and Casualties Ashore.**

Contingency Plans for major incidents ashore can be adapted to respond to incidents at sea where large numbers of survivors and casualties need to be landed and processed. The following will need to be considered at an early stage of any major incident:



## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

a. The following locations have been agreed with South West Ambulance Service Foundation Trust as preferred landing places for casualties being brought ashore from Plymouth Sound.

Primary	Millbay Marina Landing Stage	PL1 3GT
Secondary	Queen Anne's Battery Marina Inner Pontoon	PL4 0LP

b. These landing points would normally be used for incidents within the Sound. However, alternatives may be used where the circumstances of the case dictate, the aim must always be to get the casualty treated and transferred to hospital by the most expedient route. This will depend on the area of the incident and the nature of the vessels carrying survivors or casualties to shore.

c. If the lifeboat is on scene the Coxswain will coordinate, decide on the preferred landing point and contact the emergency services through the MRCC.

d. Landing and processing points are best located in a secure environment where medical and other resources can be concentrated and public access and interference can be controlled. Devonport Naval Base or other ports should be considered.

e. Medical teams will need to establish assessment and triage and casualty clearing stations at the landing site. Documentation teams will be required to process personal information for transmission to receiving hospitals and the Police Casualty Bureau.

f. For a foreign vessel or ships carrying foreign crews or passengers, then the UK Border Agency will need to be involved at the landing area and reception centres.

#### **6.4 Survivor Reception Centre.**

Devon and Cornwall Police, with the assistance of the relevant Local Authority will be responsible for establishing a Survivor Reception Centre (SuRC). This is a secure area to which uninjured or slightly injured survivors may be taken for shelter, first-aid, interview and documentation prior to being transferred to a separate rest and temporary accommodation centre.

#### **6.5 Documentation.**

In accordance with established Major Incident Procedures, the Police will assume initial responsibility for the reception, documentation and dispersal of survivors, assisted by HM Revenue & Customs and the Border Force, Port Health Authorities and the Shipping, Port Authorities and Local Authorities.

#### **6.6 Deceased Persons.**

For fatalities at sea, the police will take the lead in any investigation on behalf of HM Coroner. Fatalities brought ashore will be managed by the D&C Police.

## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### ANNEX A

#### INCIDENT FIRST RESPONSE AIDE MEMOIRE

1. This Table is a guide to the initial response to a maritime incident and what immediate actions may need to be considered as a pathway to the initiation of this Plan and the establishment of a Silver Command(s).

2. The initial responses and considerations may be assisted by adopting the SAD mnemonic:

**S** - Survey  
**A** - Assess  
**D** - Disseminate

RISK OR INCIDENT	STAKEHOLDERS AND FIRST RESPONDERS	RELEVANT PLAN(S)	IMMEDIATE CONSIDERATIONS
<b>Diving Incident</b>  (Commercial or Navy)	QHM  Port Control Stations  MRCC  MDP  Other Harbour Authorities  Emergency Services  Local Health Services  Health and Safety	<b>QHM Emergency Response Card No 1</b>  Emergency Services Contingency Plans  Individual Emergency Plans	Commence Incident Log  Assess Situation (SAD)  Availability of Craft to Transport Emergency Services to Vessels  Availability of Craft to Disembark Passengers  Nomination of suitable Shoreline Response Area  MCA – Search and Rescue (SAR)  Escalation of Services Requirement
<b>A fire on a vessel.</b>	QHM  Port Control Stations  MRCC  MDP  Emergency Services  Other Harbour Authorities  Local Authorities  Local Health Services  Environment Agency	<b>QHM Emergency Response Card No 2</b>  Emergency Services Contingency Plans  Local Authority Major Incident Plans  Individual Emergency Plans	Commence Incident Log  Assess Situation (SAD)  Action Fire Boat Vigiles  Availability of Craft to Transport Emergency Services to Vessels  Availability of Craft to Disembark Passengers  Nomination of suitable Shoreline Response Area  MCA – Search and Rescue (SAR)  Escalation of Services Requirement
<b>A vessel grounding/collision/foundering and salvage emergency.</b>	QHM  Port Control Stations  MRCC  MDP  Other Harbour Authorities  Emergency Services  Local Authorities  Local Health Services  Environment Agency	<b>QHM Emergency Response Card No 3</b>  Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan  Local Authority Major Incident Plans  Emergency Services Contingency Plans  Individual Emergency Plan	Commence Incident Log  Assess Situation (SAD)  Availability of Craft to Transport Emergency Services to Vessels  Availability of Craft to Disembark Passengers  Nomination of suitable Shoreline Response Area  MRCC – SAR  Escalation of Services Requirement

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

<b>A hazardous cargo incident.</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>Environment Agency</p>	<p><b>QHM Emergency Response Card No 4</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Local Authority Major Incident Plans</p> <p>Emergency Services Contingency Plans</p> <p>Individual Emergency Plan</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Availability of Craft to Transport Emergency Services to Vessels</p> <p>Availability of Craft to Disembark Passengers</p> <p>Nomination of suitable Shoreline Response Area</p> <p>MCA – Search and Rescue (SAR)</p> <p>Escalation of Services Requirement</p>
<b>A suspect package, IED and bomb alert within the port.</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>Explosive Ordinance Disposal team</p>	<p><b>QHM Emergency Response Card No 5</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Local Authority Major Incident Plans</p> <p>Emergency Services Contingency Plans</p> <p>Individual Emergency Plan</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Availability of Craft to Transport Emergency Services to Vessels</p> <p>Availability of Craft to Disembark Passengers</p> <p>Nomination of suitable Shoreline Response Area</p> <p>MCA – Search and Rescue (SAR)</p> <p>Escalation of Services Requirement</p>
<b>A major incident at sea with no MOD vessel involved.</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>Environment Agency</p>	<p><b>QHM Emergency Response Card No 6</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Local Authority Major Incident Plans</p> <p>Emergency Services Contingency Plans</p> <p>National Contingency Plan</p> <p>Individual Emergency Plan</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Availability of Craft to Transport Emergency Services to Vessels</p> <p>Availability of Craft to Disembark Passengers</p> <p>Nomination of suitable Shoreline Response Area</p> <p>MCA – Search and Rescue (SAR)</p> <p>Escalation of Services Requirement</p>

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

<p><b>A nuclear submarine incident.</b></p> <p><b>(afloat or alongside)</b></p> <p><i>Silver Command initiated by DEVNUSAFE</i></p>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>Environment Agency</p>	<p><b>QHM Emergency Response Card No 7</b></p> <p>Emergency Response Organisation (Naval Base)</p> <p>Nuclear Accident Response Organisation (NARO)</p> <p>DEVNUSAFE</p> <p>Devonport Off Site Emergency Plan (DOSEP)</p> <p>Emergency Services Contingency Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>MDP Establish Safety Cordon</p> <p>Establish Need for Restricting Port Movements.</p> <p>Establish Risk to Civilian Population</p> <p>Incident likely to be Concentrated at Naval Base Area</p> <p>Escalation of Services Requirement</p>
<p><b>A maritime pollution incident.</b></p> <p><b>(Oils or Chemical)</b></p> <p><i>Silver Command initiated by Tamar Estuaries Oil Spill and Pollution Contingency Plan</i></p>	<p>QHM</p> <p>Port Control Stations</p> <p>Oil Spill Responder (SERCO, Adler &amp; Allen)</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Devonport Safety Group</p> <p>Environment Agency</p> <p>MRCC</p> <p>Relevant Local Authorities</p>	<p><b>QHM Emergency Response Card No 8</b></p> <p><b>or</b></p> <p><b>if from Thanckes</b></p> <p><b>QHM Emergency Response Card No 10</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Plan Ouzel (Devon and Cornwall Police)</p> <p>National Contingency Plan</p> <p>Local Authority Coastal Pollution Plans</p> <p>Local Authority Major Incident Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Ensure Oil Spill Contractor is Responding</p> <p>Vessel Traffic Services and Port Restrictions</p> <p>Establish Security and Safety Cordon</p> <p>If a Chemical Incident – the Need for Expert advice</p>
<p><b>A weapons/explosive incident.</b></p>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>DESAG Government Authorised Explosives Representative (GAER)</p>	<p><b>QHM Emergency Response Card No 9</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Local Authority Major Incident Plans</p> <p>Emergency Services Contingency Plans</p> <p>Individual Emergency Plan</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Availability of Craft to Transport Emergency Services to Vessels</p> <p>Availability of Craft to Disembark Passengers</p> <p>Nomination of suitable Shoreline Response Area</p> <p>MCA – Search and Rescue (SAR)</p> <p>Escalation of Services Requirement</p>

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

<p><b>An incident at Yonderberry Jetty.</b></p> <p>Maritime Pollution risk from Thanckes OFD</p> <p><i>Silver Command initiated by Tamar Estuaries Oil Spill and Pollution Contingency Plan</i></p>	<p>QHM</p> <p>Port Control Stations</p> <p>Oil Spill Responder (SERCO)</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Devonport Safety Group</p> <p>Environment Agency</p> <p>MRCC</p> <p>Relevant Local Authorities</p>	<p><b>QHM Emergency Response Card No 10</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Plan Ouzel (Devon and Cornwall Police)</p> <p>National Contingency Plan</p> <p>Local Authority Coastal Pollution Plans</p> <p>Local Authority Major Incident Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Ensure Oil Spill Contractor is Responding</p> <p>Vessel Traffic Services and Port Restrictions</p> <p>Establish Security and Safety Cordon</p> <p>If a Chemical Incident – the Need for Expert advice</p>
<p><b>A terrorist/hijacking incident.</b></p>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p>	<p><b>QHM Emergency Response Card No 11</b></p> <p>DEVSUBVER</p> <p>Emergency Services Contingency Plans</p> <p>Local Authority Major Incident Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>MDP to establish safety cordon</p> <p>Establish need for restricting Port movements.</p> <p>Establish Risk to Civilian Population</p>
<p><b>Aircraft crash emergencies.</b></p>	<p>QHM</p> <p>Port Control Stations</p> <p>Aeronautical Rescue Coordination Centre (ARCC) for Military Aircraft</p> <p>Civil Aircraft Authority (CAA) for civilian aircraft</p> <p>MRCC</p> <p>MDP</p> <p>Devonport Safety Group</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p>	<p><b>QHM Emergency Response Card No 12</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Plan Ouzel (Devon and Cornwall Police)</p> <p>Local Authority Coastal Pollution Plans</p> <p>Local Authority Major Incident Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>MDP to establish safety cordon</p> <p>Establish need for restricting Port movements.</p> <p>MCA – Search and Rescue (SAR)</p> <p>Establish Risk to Civilian Population</p>

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

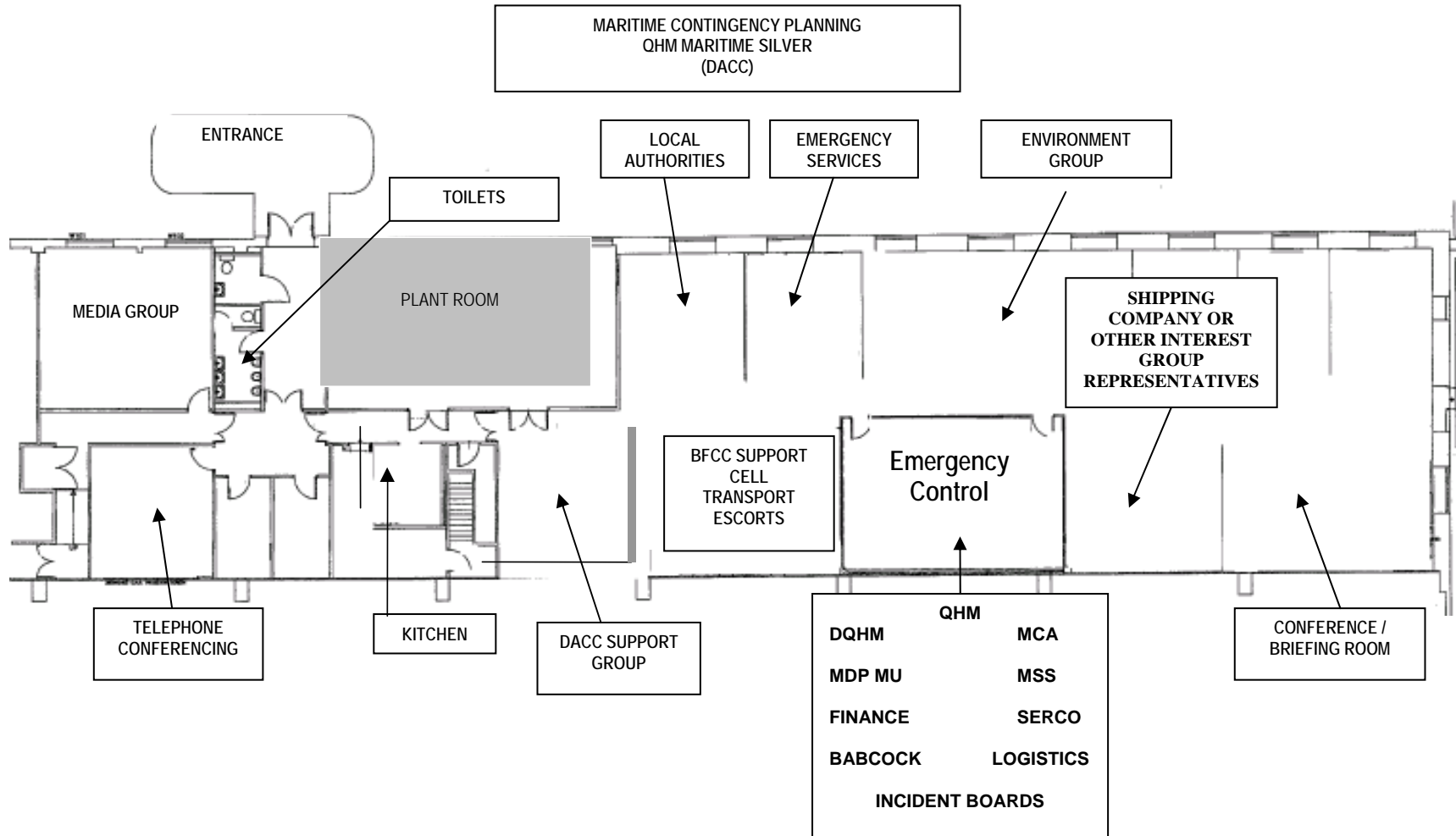
<b>A Naval Ammunition Lighter Incident</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p> <p>Local Health Services</p> <p>DESAG Government Authorised Explosives Representative (GAER)</p>	<p><b>QHM Emergency Response Card No 13</b></p> <p>Dockyard Port of Plymouth and Tamar Estuaries Oil Spill and Pollution Contingency Plan</p> <p>Local Authority Major Incident Plans</p> <p>Emergency Services Contingency Plans</p> <p>Individual Emergency Plan</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>Availability of Craft to Transport Emergency Services to Vessels</p> <p>Availability of Craft to Disembark Passengers</p> <p>Nomination of suitable Shoreline Response Area</p> <p>MCA – Search and Rescue (SAR)</p> <p>Escalation of Services Requirement</p>
<b>Explosive incident at Defence Munitions (Plymouth)</b>	Defence Munitions (Plymouth)	Ernesettle On Site/Off Site Plan	Commence Incident Log
<b>Deliberate Blockade of the DPoP (Protest Action)</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p>	<p><b>QHM Manual Section B</b></p> <p>DEVAND</p> <p>Emergency Services Contingency Plans</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>MDP to Establish Security and Safety Cordon</p> <p>Need to Restrict or close Port</p> <p>Nuclear Protest Likely to be Concentrated around the Naval Base and Nuclear Berths</p>
<b>Rogue Vessel -Abandoned or unmanned vessel adrift.</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Emergency Services</p> <p>Other Harbour Authorities</p> <p>Environment Agency</p>	<b>None</b> unless it creates another incident on this Aide Memoire	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p>
<b>Major incident within the Naval Base or military installations that may interfere or effect the operation of the port.</b>	<p>QHM</p> <p>Port Control Stations</p> <p>MRCC</p> <p>MDP</p> <p>Other Harbour Authorities</p> <p>Emergency Services</p> <p>Local Authorities</p>	<p><b>Emergency Response Organisation (Naval Base)</b></p> <p>Plan Electron (Devon and Cornwall Police)</p>	<p>Commence Incident Log</p> <p>Assess Situation (SAD)</p> <p>MDP to establish safety cordon</p> <p>Establish need for restricting Port movements.</p> <p>Establish Risk to Civilian Population</p>

# SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## ANNEX B

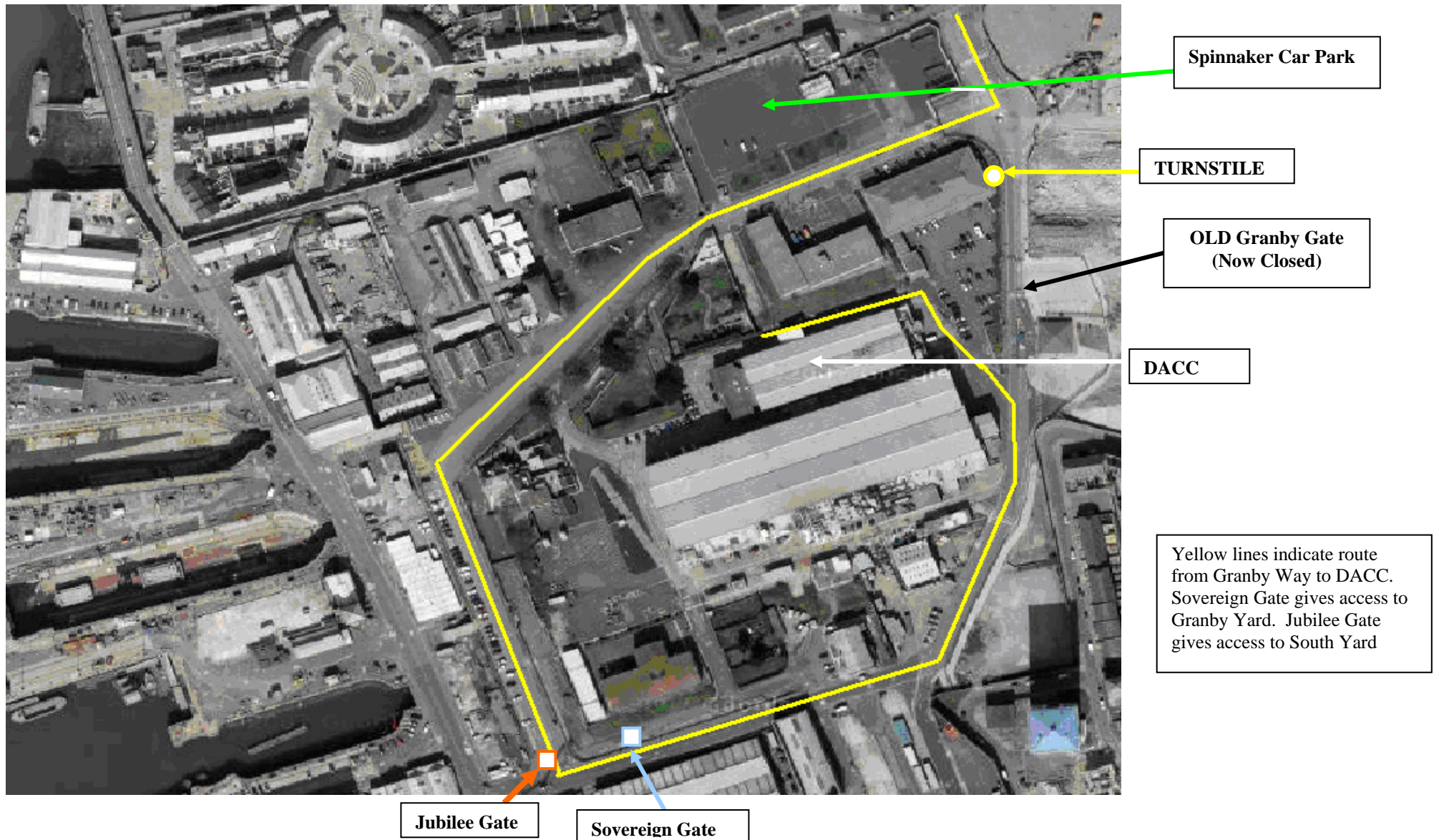
### DEVONPORT ACCIDENT CONTROL CENTRE MARITIME INCIDENT LAYOUT



# SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## Map showing access gates/turnstile for the DACC and Granby Yard enclave





## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN



#### Directions to Longroom Port Control, RM Stonehouse, Plymouth

1. Come down the A38 and take the signs to the Naval Base, turning left on the A3064 then as you come to a set of Traffic lights just passed a Fire Station (on the left) go straight through to the next set of traffic lights then turn left onto a dual carriageway.
2. When you come to the next set of traffic lights turn right onto Saltash Road passing HMS Drake gate on the left and follow the dockyard wall, passing St Levan's Gate and Albert Road gate on your right hand side.
3. At the second set of traffic lights turn right into Park Avenue A374 and continue along this road through to Stonehouse Creek.
4. At the roundabout take the 3<sup>rd</sup> exit onto Durnford Street.



5. Just past the main gate to RM Stonehouse, turn left into Admiralty Street then at the junction cross to Longroom entrance and you will find Longroom Port Control Station at the top of the hill.

Address:  
Longroom House,  
RMB Stonehouse, Plymouth  
PL1 3RT

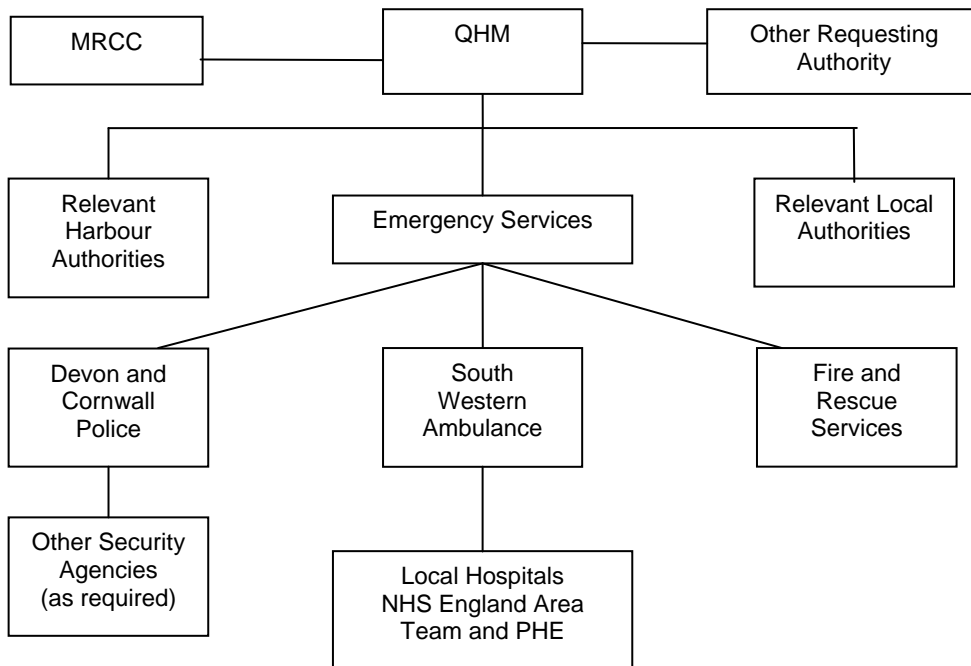
Longroom Gate

# SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

## ANNEX C

### Callout and Information Cascade



## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### Cascade Contacts

#### Initiating Authorities

Organisation	Contact	Office Hours	Out of Hours	e-mail / fax
QHM	QHM DQHM	Via Longroom PCS 01752 836490	Via Longroom PCS 01752 836490	<a href="mailto:NAVYNBCD-QHMLONGROOM@MOD.UK">NAVYNBCD-QHMLONGROOM@MOD.UK</a> <a href="mailto:NAVYNBCD-QHM@MOD.UK">NAVYNBCD-QHM@MOD.UK</a> <a href="mailto:NAVYNBCD-QHMDQHM@MOD.UK">NAVYNBCD-QHMDQHM@MOD.UK</a>
HM Coastguard	Brixham CG	01803 882704	01803 882704	<a href="mailto:brixham.coastguard@mcga.gov.uk">brixham.coastguard@mcga.gov.uk</a>
HM Coastguard	Falmouth CG	01326 317575	01326 317575	<a href="mailto:falmouth.coastguard@mcga.gov.uk">falmouth.coastguard@mcga.gov.uk</a>
MCA	Plymouth Office  Duty Counter Pollution Officer	01752 266211  07000405415	08706006505  07000405415	

#### Emergency Services

Devon and Cornwall Police	Emergency	999 or 101	999 or 101	
	Force Incident Manager	01392 223486	01392 223486	<a href="mailto:controlroom@devonandcornwall.pnn.police.uk">controlroom@devonandcornwall.pnn.police.uk</a>
	Contingency and Operations Planning Unit	01392 224059	01392 223486	<a href="mailto:contingencyplanning@devonandcornwall.pnn.police.uk">contingencyplanning@devonandcornwall.pnn.police.uk</a>
	Tactical Coordination Centre (Silver Control)	01752 751222	01752 751222	
	Strategic Coordination Centre (Gold Control)	01392 452777	01392 452777	
Cornwall Fire & Rescue Service	Fire Control	01872 323205	01872 323205	<a href="mailto:firecontrol@fire.cornwall.gov.uk">firecontrol@fire.cornwall.gov.uk</a>
Devon and Somerset Fire and Rescue Service	Central Control Room	01392 872200	01392 872200	
Plymouth Hospitals Trust Level 7	On Call Manager	0845 155 8155	0845 155 8155	
NHS England DCIOS Area Team	On Call Director	0845 155 296	0845 155 8296	Ask for the Area Team on Call Director
Public Health England (PHE)	Main Office	0844 225 3557	0845 155 8155	Ask for the health protection on call

## SOUND – OFF

### DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

South Western Ambulance Service HQ – Sowton Industrial Estate	Switchboard	01392 261500	01392 261500	
Central Ambulance Control	Emergency Calls	999	999	General Enquiries (24 hrs) 0845 6047093

### Local Authorities

Plymouth City Council	Civil Protection Unit	01752 307723	01752 668000 (Switchboard)	<a href="http://www.plymouth.gov.uk">www.plymouth.gov.uk</a>
	Duty Civil Protection Officer	07729 922577	07729 922577	<a href="mailto:civil.protection@plymouth.gov.uk">civil.protection@plymouth.gov.uk</a>
Devon County Council	Emergency Planning Office	01392 382873	07974 351096	<a href="mailto:emergplan@devon-cc.gov.uk">emergplan@devon-cc.gov.uk</a>
Cornwall Council	Emergency	01872 323752	01872 320205	
South Hams District Council	Emergency Planning Office	01803 861234 (Switchboard)	01803 867034	
West Devon Borough Council	Emergency Planning	01822 813600	0800 169 4217	

### Harbour Authorities

Cattewater	Harbour Master	01752 665934	07711 829277	<a href="mailto:info@plymouthport.org.uk">info@plymouthport.org.uk</a>
		07711 829277	01752 252325	<a href="mailto:harbourmaster@plymouthport.org.uk">harbourmaster@plymouthport.org.uk</a>
ABP Millbay Docks	Port Office	01752 662191	01752 662191	<a href="mailto:Plymouth@abports.co.uk">Plymouth@abports.co.uk</a>
	Operations Manager	01752 662191 07713 877350	01752 662191 07713 877350	01752 825624 / 255499
	Operations Supervisor	07740 041764	07740 041764	<a href="mailto:msullivan@abports.co.uk">msullivan@abports.co.uk</a>
	Security	07436 583088	07436 583088	
Sutton Harbour	Harbour Master	01752 204730	07860 863150	
	Lock Keeper	01752 204732	01752 204732	

## SOUND – OFF

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### HM Naval Base

Naval Base	FAC OOW & Duty Officer	01752 555220 01752 555229	01752 555220 01752 555229	
	Duty Director	Through Duty Officer	Through Duty Officer	
	Press Relations Office	01752 554344	07786 586856	
	FOST Duty Ops	01752 557550	01752 557550	
	SSEPO	01752 557986	0781 807 7068	
	GAER	01752 555173	0797 757 6899 or Duty Mob: 07881511576	
Naval Base	Incident Commander	07917 751081		
	Naval Base Duty Officer	01752 555220	07771 946795	
Serco Ltd Marine Service	Oil Pollution Unit	01752 553768 01752 552425 01752 552421	07774 418712 07738 894740 07770 524828	
Ministry of Defence Police	Marine Unit	01752 553458	01752 553458	
	Control Room	01752 553387	01752 553387	
Babcock Marine	Berthing Manager	07834 849988		<a href="mailto:Alistair.D.Clark@babcockinternational.com">Alistair.D.Clark@babcockinternational.com</a>
	Help Desk	01752 324444	01752 324444	

### Other Contacts

Marine Management Organisation (Plymouth)	Local Officer	01752 228001	07770 977825 (Duty Officer)	<a href="mailto:Plymouth@marinemangement.org.uk">Plymouth@marinemangement.org.uk</a>  01752 221239 (FAX)
Marine Management Organisation (Newcastle)	Oil Spill Response	08707 851050	07770 977825 (Duty Officer)	<a href="mailto:ops@marinemangement.org.uk">ops@marinemangement.org.uk</a> <a href="mailto:dispersants@marinemangement.org.uk">dispersants@marinemangement.org.uk</a>
DEFRA	Duty Room	0845 0858486	0845 0858486	<a href="mailto:emergencies@defra.gsi.gov.uk">emergencies@defra.gsi.gov.uk</a>
Environment Agency	Incident Hot Line	0800 169 2103	0800 169 2103	To be used for initial report
	Dedicated Emergency Line	0845 8503518	0845 8503518	Not to be used for initial report
BT	National Emergency Line	01525 290647 0845 7555999 Quote CCA	01525 290647 0845 7555999 Quote CCA	<a href="mailto:emergencyplanning@bt.com">emergencyplanning@bt.com</a>
South West Water	Emergency Switchboard	01392 431847	0800 378937	

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **ANNEX D**

#### **List of Associated Plans, Documents and References**

1. The following list of associated plans, documents and references is a guide only and not exhaustive. A full list of linking and associated Plans can be found within the Combined Agency Emergency Response Protocol (CAERP)

- A. Combined Agency Emergency Response Protocol (CAERP) - Linking LRF Emergency Plans.
- B. The Dockyard Port Regulations Act 1865
- C. The Dockyard Port of Plymouth Order 1999
- D. Dockyard Port Marine Safety Policy
- E. Marine Safety Management System
- F. Maritime Incidence Response Group Plan
- G. HM Naval Base Emergency Response Organisation - Standing Instructions (EROSI).
- H. The Dangerous Substances in Harbour Areas Regulations 1987
- I. Control of Industrial Major Accident Hazard Regulations 1984
- J. Public Health (Ships) Regulations 19789
- K. Dockyard Port of Plymouth and Tamar Estuaries Oil Spill Pollution Contingency Plan
- L. Devonport Off Site Emergency Plan (DOSEP)
- M. Handbook of Maritime Powers and Legislation
- N. The Crime Manual for Ship's Security Officers
- O. The Major Accident Control Regulations
- P. Devon, Cornwall and Isles of Scilly Local Resilience Forum Major Incident Media Framework
- Q. Devon, Cornwall and Isles of Scilly Local Resilience Forum Partnership Social Media Crisis; Communication Strategy

## **SOUND – OFF**

DOCKYARD PORT OF PLYMOUTH – MARITIME EMERGENCY AND CONTINGENCY PLAN

### **ANNEX E**

#### **GLOSSARY OF TERMS AND ACRONYMS**

AIC	Ambulance Incident Commander
ARCC	Aeronautical Rescue Coordination Centre
Bronze Command	Command group responsible for the delivery of operational tasks
CAA	Civil Aviation Authority
CAERP	Combined Agency Emergency Response Protocol
CHA	Competent Harbour Authority
COMAH	Control of Major Accidents and Hazards
DEFRA	Department for Environment, Food and Rural Affairs
EA	Environment Agency
EOD	Explosive Ordnance Disposal
ERO	Emergency Response Organisation (HM Naval Base)
FCP	Forward Control Point
GAER	Government Authorised Explosives Representative
Gold Command	Command Group responsible for policy and strategic objectives
HALC	Harbour Authorities Liaison Committee
HPA	Health Protection Agency
HPU	Health Protection Unit
LRF	Local Resilience Forum
MAIB	Marine Accident Investigation Branch
MACR	Major Accident Control Regulations
MERIT	Medical Emergency Response Incident Team
MDP	Ministry of Defence Police
MCA	Maritime and Coastguard agency
MOD	Ministry of Defence
MRCC	Maritime Rescue Coordination Centre
NCP	National Contingency Plan for Marine Pollution from Shipping and Offshore Installations
PIO	Police Incident Officer
PSA	Port Security Authority
QHM	Queen's Harbour Master
REPPIR	Radiation Emergency Preparedness and Public Information Regulations
RVP	Rendezvous Point
SALMO	Salvage Officer (Ministry of Defence)
SCC	Strategic Coordination Centre
SCG	Strategic Co-ordinating Group
SHA	Statutory Harbour Authority
Silver Command	Command Group responsible for the tactical and co-ordinated to operational tasking
SOSREP	Secretary of State Representative
SPRO	Senior Press Relations Officer (Ministry of Defence)
SRC	Shoreline Response Centre
SuRC	Survivor Reception Centre
TCC	Tactical Coordination Centre
TCG	Tactical Co-ordinating Group
TECF	Tamar Estuaries Consultative Forum
TEEPF	Tamar Estuaries Emergency Planning forum
STAC	Scientific and Technical Advice Cell
VTS	Vessel Traffic Services (Port Control Stations)
VTSO	Vessel Traffic Services Operator
VTSS	Vessel Traffic Services Supervisor