ILFRACOMBE HARBOUR

EMERGENCY RESPONSE PLAN

CONTENTS

I DOCUMENT CONTROL

This Plan will be reviewed periodically and at periods of no greater than 2 years.

It shall also be reviewed following any significant changes in Harbour operations or after relevant exercises or real-life incidents, to ensure that it still covers all potential scenarios within the Harbour area.

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V4 will become V4.1, V4.2 etc.

Amendment proposals should be sent to the Harbour Master using the following means:

Email: harbourmaster@northdevon.gov.uk

Phone: 01271 862108

Post: Harbour Masters Office, the Pier, Ilfracombe EX34 9EQ

II RECORD OF REVIEW /AMENDMENTS

Review (R) or Amendment (A)	Date	Version #	Description of changes
R & A	18/07/20	4.0	inclusion of CCA Cat 2 duties in section 1.4
A	22/08/20	4.1	Updated web links
R	03/07/21	4.1	N/A
R	02/07/22	4.1	N/A
R & A	01/07/23	4.2	GLOSSARY: TO include DGHAR Inclusion of 5.1 Medical Emergencies on Board
A	27/11/23	4.3	Inclusion of 3.4 ACTION by Vessels carrying Dangerous Goods
A	12/07/24	4.4	3.8 Ambulance RVP & 5.0 Number and location of Defibs
New Version		5.0	New Version

III DISTRIBUTION LIST

Harbourmaster	**1**	**Hard/Electronic**
Deputy Harbour Master	**2**	**Electronic**
North Devon Council Rich Squire	**3**	**Electronic**
North Devon Council Adam Tate	**4**	**Electronic**
PMSC - Designated Person	**5**	**Electronic**
Fire and Rescue Service Devon	**6**	**Electronic**
Southwest Ambulance Service	**7**	**Electronic**
Marine Coastguard Agency.	**8**	**Electronic**
R.N.L.I.	**9**	**Electronic**
Devon County Council	**10**	**Electronic**
N.H.S. Devon	**11**	**Electronic**
Police Devon	**12**	**Electronic**
Counter Pollution & Salvage Officer	**13**	**Electronic**
D.E.F.R.A.	**14**	**Electronic**
Ambipar	**15**	**Electronic**

IV DEFINITIONS OF ABBREVIATIONS

ACRONYM	MEANING
AED	Automated External Defibrillators
AIC	Ambulance Incident Commander
BEC	Brynsworthy Environment Centre
CPSO	Counter Pollution & Salvage Officer
DCC	Devon County Council
DEFRA	Department for Environment, Food & Rural Affairs
DfT	Department for Transport
DGHAR	Dangerous Goods in Harbour Areas Regulations 2016
EOD	Explosive Ordnance Disposal Team
ERCC	Emergency Response Command Centre
FCP	Forward Command Post
FRS	Fire and Rescue Services
HM	Harbour Master
ICV	Incident Control Vehicle
ITC	Ilfracombe Town Council
MCA	Maritime & Coastguard Agency
MIMMS	Major Incident Medical Management & Support
NDC	North Devon Council
OSCP	Oil Spill Contingency Pan
R.N.L.I	Royal National Lifeboat Institution
SOPEP	Shipboard Oil Pollution Emergency Plan
SOSREP	Secretary of State Representative
SWAST	South West Ambulance Service Foundation Trust

O

V ILFRACOMBE HARBOUR

Longitudinal & Latitudinal Location: 51.21 N 004.11 W

Ilfracombe is the largest harbour on the North Devon coast and has been in existence as a harbour for several centuries. It is a strategic location to reach destinations such as Lundy Island and other harbours along the North Devon and Bristol Channel coasts.

Ilfracombe Harbour is a naturally formed harbour that provides good shelter from the majority of weather systems experienced in the U.K., with the exception from those winds and swell patterns originating out of the East Quadrant.

It is also conveniently placed to receive vessels in distress and in need of shore side assistance.

Ilfracombe does not handle hazardous cargo in so far as shipping is concerned. However, it is possible, and should be assumed, that vessels alongside have quantities of hazardous cargo and stores on board. The Dangerous Goods in Harbour Areas Regulations 2016 applies to Ilfracombe Harbour Authority Area. A separate Standard Operations Procedure, SOP #6, relating to DGHAR can be found on the Harbour Website.

The Harbour Authority is a licensed Category 2 responder under the Civil Contingency Act and as such has Statutory Duties.

https://www.legislation.gov.uk/ukpga/2004/36/schedule/1

The duties for a Category 2 responder under the CCA are to Information Sharing and Cooperation.

Note: NDC, The Harbour Authority, is a Category 1 responder

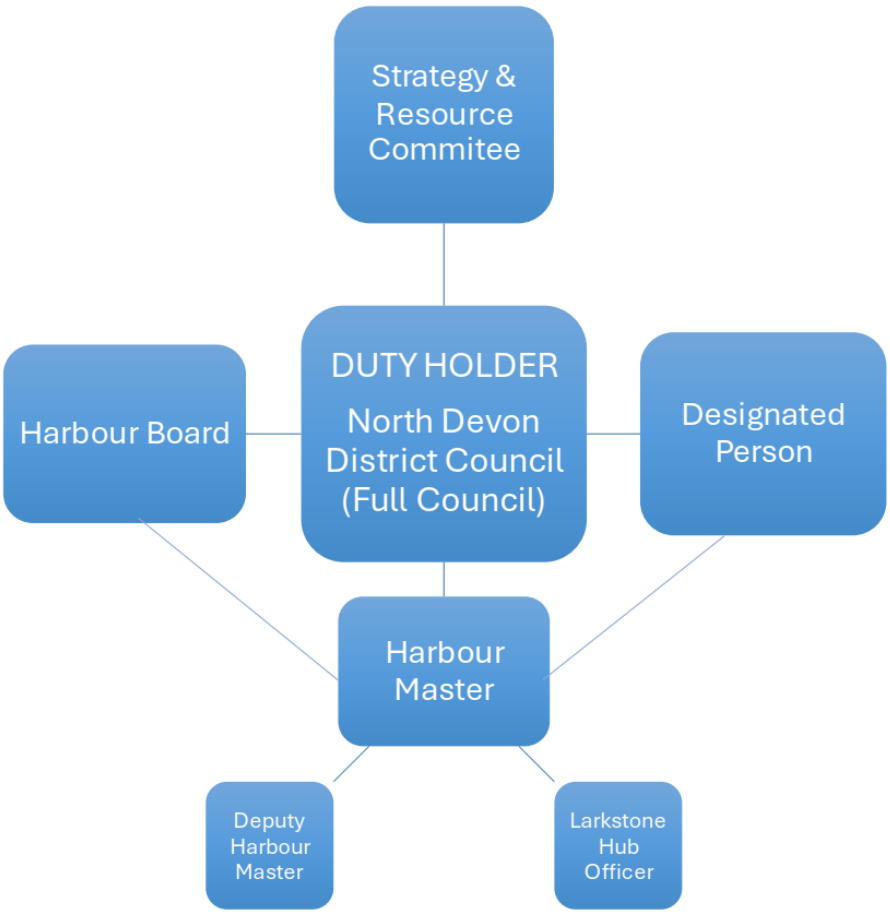
CONSULTATION

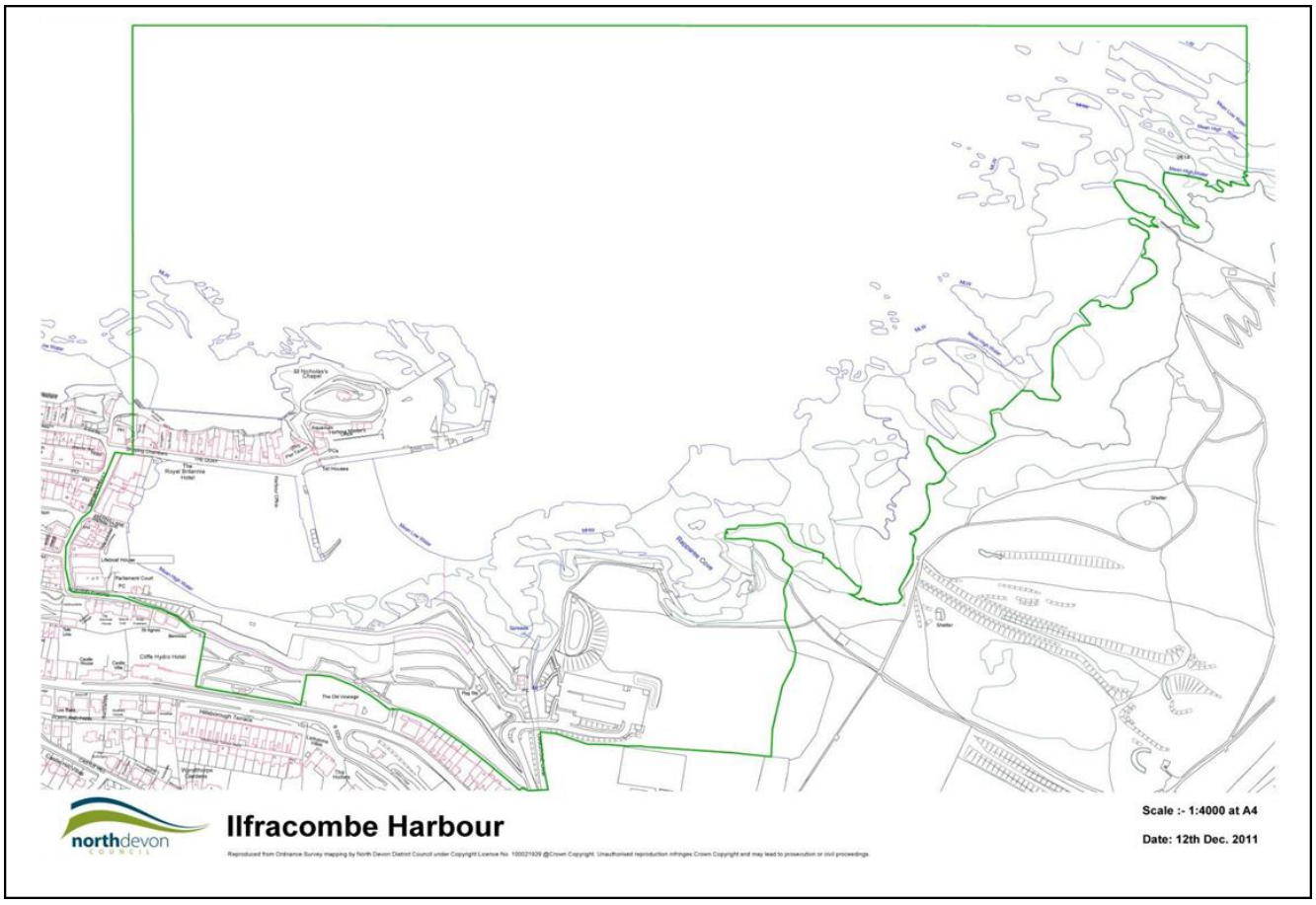
In drawing up this emergency plan the following have been consulted:

- North Devon District Council.
- Devon County Council.
- Devon and Cornwall Police.
- Devon and Somerset Fire and Rescue Service.
- Environment Agency.
- H.M. Coastguard.
- MCA Counter Pollution and Salvage Officer.
- R.N.L.I. – Ilfracombe.
- Ilfracombe Town Council.

Note: In the operation of this plan, it must be noted that the territorial limits of the Harbour are as outlined within the map as provided in section vii. Any oil spill or incident involving a vessel within this area falls to the responsibility of the Harbour Authority.

VI THE HARBOUR ORGANISATIONAL CHART




northdevon
Ilfracombe Harbour
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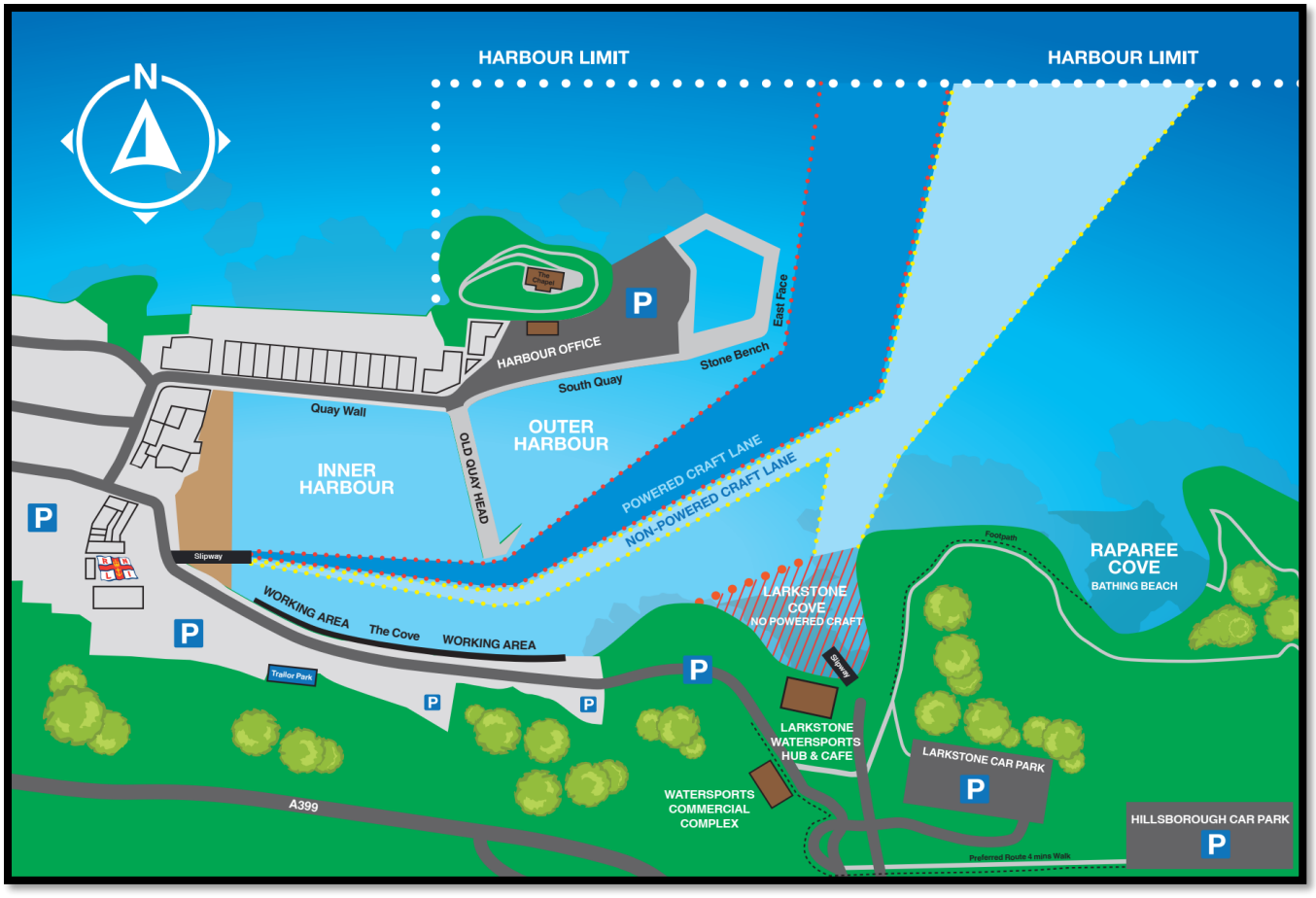

N
HARBOUR LIMIT
HARBOUR LIMIT
HARBOUR OFFICE
South Quay
Stone Bench
East Face
Quay Wall
INNER HARBOUR
OUTER HARBOUR
OLD QUAY HEAD
POWERED CRAFT LANE
NON-POWERED CRAFT LANE
Slipway
WORKING AREA
The Cove
WORKING AREA
Trailor Park
LARKSTONE COVE
NO POWERED CRAFT
Slipway
RAPAREE COVE
BATHING BEACH
Footpath
LARKSTONE WATERSPORTS HUB & CAFE
LARKSTONE CAR PARK
WATERSPORTS COMMERCIAL COMPLEX
HILLSBOROUGH CAR PARK
A399
Preferred Route 4 mins Walk

1.0 INTRODUCTION

This plan has been compiled and published in accordance with the requirements of Regulation 10 of The Dangerous Goods in Harbour Areas Regulations 2016 (DGHAR) and The Port & Marine Facilities Safety Code 2025.

1.1 AIM

The Aim of this plan is to provide an easy source of reference to those dealing with an emergency within the Harbour Authority area of jurisdiction.

1.2 OBJECTIVE

The Objective of the plan is to ensure that all agencies respond to an emergency within the Harbour Authority Area in a coordinated manner.

1.3 OVERALL OPERATION

The DGHAR 2016 require that Harbour Authorities have an effective Emergency Plan in place to deal with emergencies involving dangerous substances within the Harbour or Harbour area.

This plan extends to include other potential major incident scenarios that would require the implementation of a large-scale emergency response. This is to be construed as any one of the following styles of incidents:

- Fire/explosion at premises / areas within the Harbour's confines.
- Fire/explosion on a vessel alongside a quay or whilst moving within the Harbour's confines.
- Any vessel in distress approaching the Harbour.
- A vessel sinking within the Harbour's confines.
- A vessel capsizing within the Harbour's confines.
- A vessel stranding within the Harbour's confines.
- Vessels colliding within the Harbour's confines.
- Major oil or chemical leakage / spill into harbour.
- Escape of toxic and / or flammable gas forming vapour cloud.
- Electricity power failure / blackout.
- Extreme weather event.
- Earth tremor / damage to property.
- Onshore incident – Fire / vehicle accident / crane collapse.

Note: The list is not exhaustive, though illustrates the sort of emergencies that can arise in the operation of a Harbour.

1.4 EXERCISING THE PLAN.

Arrangements will be made to test the Harbour Emergency Plan periodically, preferably by means of a full-scale exercise.

2.0 ACTION

Purpose - The Emergency Response Plan is to ensure that the following action is taken:

I. Risk assessments undertaken prior to any action being considered.
II. Primarily to minimise injuries / fatalities and thereafter damage to property. It is essential that personnel do not endanger their own safety.
III. Minimising the risk of further injuries / fatalities, Minimising suffering of personnel and damage to other property.
IV. Ensuring that other Harbour activities, which may affect, or be affected by the response to an emergency, are aware of the situation and appropriate actions are taken to ensure that activities are stopped or controlled as required.
V. Action to prevent' minor becoming major' incidents in a timely manner.
VI. Evacuating personnel when deemed appropriate, to a "safe distance", to safeguard life.
VII. Removing casualties from the scene of the incident to a safe location.
VIII. Ensuring that the appropriate level of assistance (emergency services) is brought on site, as and when required.
IX. Provision of first aid and hospitalisation arrangements, including the assignment of dedicated first aiders to handle casualties and direct the emergency services to the scene of the incident.
X. Establishing operational controls and communication channels.
XI. Control of shipping movements including those as perceived to be in danger and if necessary, the closure of the Port. This will include the designation of certain vessels to assist with the incident.
XII. Assistance with salvage operations and assisting the emergency services.
XIII. Safeguarding the environment, where possible.
XIV. Facilitation of an investigation into the incident and lessons learnt in order to prevent a future recurrence of a similar loss scenario.
XV. Restoration of normal operations as quickly as possible.

2.1 TYPES OF POTENTIAL INCIDENTS

I. Collision, Allision, Sinking, Stranding.
II. Escape of toxic gases, liquids and hazardous chemicals.
III. Explosion.
IV. Fire.

2.1.1 POTENTIAL SOURCES OF INCIDENTS

I. Commercial Day Trip vessels.
II. Passenger Ferries.
III. Fishing vessels.
IV. R.N.L.I vessels.
V. Pleasure craft.
VI. Warships / government vessels.
VII. Harbour premises.
VIII. Vehicles operating within the Harbour area.
IX. Cargoes stored within the Harbour area.

2.3 DANGEROUS GOODS

Ilfracombe does not handle hazardous cargo in so far as shipping is concerned. However, it is possible, and should be assumed, that vessels within the jurisdiction may have quantities of hazardous cargo and stores on board.

The Dangerous Goods in Harbour Areas Regulations 2016 applies to Ilfracombe Harbour Authority Area. A separate Standard Operations Procedure, SOP #6, relating to DGHAR can be found on the Harbour Website.

One of the most important things to be established at the start of any incident will be what Dangerous Goods, if any, may affect, or be affected by the incident. Under the Dangerous Goods in Harbour Areas Regulations 2016, the harbour authority must be notified of all dangerous goods entering into and to be stored in, the Harbour Area. Records of all dangerous goods should therefore be readily available in the Harbour Master's Office and should be handed over to the senior fire officer, on his arrival on scene. A list of key I.M.D.G. Code dangerous goods placards which will be displayed is attached to Appendix 1. Consequences of Incidents Involving Dangerous Goods at Appendix 2.

3.0 RAISING THE ALARM.

In an emergency it is vital that the alarm is raised immediately.

All reasonable steps must be taken by those at the scene of an incident to render whatever aid is immediately available.

The decision to designate a Harbour emergency and implement this plan rests with the Harbour Master. However, a full-scale emergency can only be designated by the emergency services who will make that decision based on consultation at the scene.

All incidents occurring at the Harbour are to be reported to the Harbour Master Office using all available means in the first instance, The Harbour Master or their Deputy will be responsible for notifying the emergency services, if not already notified.

If the Harbour Master Office is not contactable then emergency incidents should be reported to the North Devon Council Emergency Officer. NDC will then be responsible for designating a Harbour emergency.

The responsibility for raising the alarm using all available means rests with the Master /Skipper of the vessel/s involved with the emergency or with the person/s who are first on the scene.

3.1 MEANS OF RAISING THE ALARM

- A loud vocal alarm.
- 24 Hr. Mobile **07775 532606**
- Office landline (working hours only) **01271 862108**
- VHF Ch. 16/12
- Vessel's sound signaling equipment.
- Send someone to the harbour office or nearest building.
- Ring 999 and report exactly what has been seen. A telephone box is situated on Old Quay Head.

If the Harbour Master is not contactable then emergency incidents should be reported to 999 or the North Devon Council Emergency Officer on **01271 388240** as appropriate.

For a full contact directory see Annex 1.0.

Due to the size of Ilfracombe harbour all Serious and Major incidents are to be treated as emergencies and as such they are to be considered a threat to the harbour, other craft, property and people.

In all cases pass details of location, casualties, missing persons and vessels involved.

The Harbour Master will assume the role of the "On Scene Commander". In their absence, the Deputy Harbour Master will assume this role until the arrival on scene of the Harbour Master, unless they are unavailable.

4.0 INCIDENTS WITHIN THE JURISDICTION

The response plan provides a specified course of action intended to minimise the risk of injuries and / or fatalities.

A stranding, capsizing or sinking may occur because of a number of differing reasons. It is essential that given such a circumstance, action be taken as a matter of urgency, to mitigate the worst effects of such an incident.

At all times during the incident response period, the vessel's Master will retain command of the vessel. The Harbour Master, in consultation NDC EPO and the M.C.A. Counter Pollution and Salvage Officer, if required, will be responsible for any recovery operation. The Vessel's Master, whilst assisting with the management of the situation, will be subordinate to the orders as given by the Harbour Master.

The first notification of a potential problem is most likely to be made via the Harbour's V.H.F. radio transmission system. It is essential that the Harbour team member at the time of an incident initiates this plan and follows the procedures stated in the relevant flow chart in Annex 3 of this Plan.

The Harbour team will maintain regular contact with the vessel involved in the incident, to ascertain and review any changed requirements and action which needs to be undertaken. They should report any information to the Harbour Master, or the emergency services, upon their arrival.

In anticipation of any pollution around the Harbour, the Harbour Master will activate the Harbour's approved Oil Spill Contingency Plan.

Any incident that results in evacuees, casualties or fatalities will require a co-ordinated response from the emergency services and other responding agencies, who have specific plans for dealing with all eventualities. Such arrangements would be progressed via North Devon Council which would be established at BEC.

4.1 RESPONSIBILITIES'

It must be assumed that should there be an incident, employees would be required to take on certain responsibilities, beyond those as normally expected of them. These roles will be as follows:

Head of Communications: Harbour Master

Head of Incident Control: NDC Emergency Planning Officer

Head of Insurance Response: NDC section head.

Head of Normal Harbour Operations: The Deputy Harbour Master.

If one or more of the named parties is not present within the office, these roles shall be delegated to the following members of staff:

Head of Communications: NDC Duty Comms.

Head of Incident Control: Deputy Harbour Master.

Head of Insurance Response unit: NDC Insurance Officer.

Head of Normal Harbour Operations: Larkstone Support Officer

4.2 GENERAL GUIDANCE POINTS

The following key points must be considered:

It must be emphasised that, at no time, should any North Devon Council employee become or allow any third-party individual(s) to become involved in any action which might endanger their own personal well-being.

Each member of staff will always follow the directions of their immediate superior, or if not available, the next person upwards within the chain of command.

Where other third-party individuals become involved in an emergency response, any such individual will always follow the instructions provided to them by the Harbour staff.

The Harbour Master should assume control of the scene of the incident and report regularly back to the E.R.C.C.

A rota system should be put in place, in order that staff spend no more than twelve hours on duty at any one time.

If required, board members and stakeholders should be enlisted to aid.

The Harbour Office telephone number should be always manned throughout the incident response, until such time as the 'stand down' order is given.

A communications plan should be put in place so that response personnel understand how information should be passed on. General information may be passed on by V.H.F., though more sensitive information will need a more secure form of transmission: mobile phone.

Casualty information needs to be strictly controlled, and a runner should be considered.

The E.R.C.C. should keep all personnel fully advised as to the "current" situation of the incident response.

It is understood that various members of staff will have been trained as qualified first aiders, or in responding to various styles of incidents. These personnel must be given priority as regards issuing directives to other members of staff.

Any action undertaken in response to an incident must be done, with the involvement / active participation of any relevant parties. This must not mean that decisions are subordinate to any directives given by such organisations.

In extreme circumstances, it may be necessary to contact the energy supplier to cut off power supplies, to prevent further damage and injury.

Their emergency contact number is contained in the Contacts Directory in this Plan.

Should catering facilities be required, there are several establishments within the Ilfracombe area which can be contacted, in order that they can provide meals. There are also supermarkets in the Ilfracombe area where food and other supplies can be obtained.

5.0 FIRES

The following procedures should be always followed, in relation to all fire incidents:

5.1 GENERAL

An initial response to a fire being discovered should be undertaken by the person/s on scene with any equipment and materials available and suitable for the task using the following principle.

F ind

I nform

R estrict

E xtinghuish/Evacuate

The Fire and Rescue Service (F.R.S.) should be called with immediate effect.

The Harbour team should not make any attempt to extinguish all but the most minor fires in buildings. The priority must be to raise the alarm and evacuate all personnel from the area in which a fire is taking place.

The F.R.S. Incident Officer will, upon arrival, take command of the scene. They will possess sole responsibility for the incident response, until such time as the situation has been brought under control. Thereafter responsibility will revert to the Duty Harbour Master / the “On Scene Commander”.

On no account should either the Harbour team or members of the public consider becoming involved in any substantive fire-fighting measures, unless specifically instructed to do so by the fire and rescue service commander.

The area shall be classed as a potential crime scene by the Police, on their arrival, they shall have control over access to the area once the incident is brought under control.

Upon calling out the fire and rescue service, the Harbour team / Harbour users will assemble an inventory of any chemicals or other inflammable materials, which might be stored within the affected / neighbouring areas and hand this over to the attending fire and rescue service’s officer as soon as practicably possible. This should include details of any flammable material, especially those which might give off noxious fumes when ignited or be subject to an explosion, upon heating.

Under the The Dangerous Goods in Harbour Areas Regulations 2016 (DGHAR.), the Harbour Authority must be notified of all dangerous goods entering and to be stored in the Harbour Area. Records of all dangerous goods should therefore be readily available at the Harbour Office and should be handed over to the senior fire officer, on his arrival on scene. A list of the dangerous goods placards which will be displayed on vehicles or containers is attached to Appendix 1.

5.2 FIRE ON VESSELS

For fires on vessels, the firefighting effort will be managed by the Master/Skipper of the vessel until the arrival of the Fire and Rescue Service (FRS). On arrival at the scene the Senior FRS Officer present will assume control of the incident.

Any firefighting when utilising water as a medium on a vessel must be carefully controlled with due regard to the free surface effect water would have on the vessel's stability. If not monitored excessive use of water could lead to the vessel capsizing, this could cause a navigational danger and/or a pollution incident on top of any active emergency. The Master/Skipper and the Senior FRS Officer should always liaise closely during and after the incident and the HM should always be consulted when stability becomes an issue.

During the incident the HM and the Senior FRS Officer should maintain close contact and if there is any concern regarding the safety of the Harbour or the future use of the Harbour arises then a coordinated response will be initiated ensuring the continued safe and efficient running of the Harbour.

In cases of suspected arson or sabotage the Police will liaise directly with the FRS.

5.3 FIRE ON LAND

For fires originating on the land side of the Harbour the steps detailed in 3.1, Means of Rasing the Alarm, should be followed, 5.1, General, should also be followed, if able to do so, and the Fire and Rescue services and HM called. The senior Officer on site will take control of the incident and keep in close contact with the HM to coordinate best use of personnel and resources.

5.4 ACTION BY VESSELS CARRYING DANGEROUS GOODS

If a vessel is carrying Dangerous Goods as defined in DGHAR 2016, the Master of the vessel must inform the Harbour Master at the earliest opportunity that they have dangerous goods on board.

It is imperative that the Material Data Safety Sheets are made available to best determine the firefighting method to implement.

The Master of the vessel should take every effort to isolate the dangerous goods.

5.5 ACTION BY VESSEL

Incidents involving any size of vessel often happens very quickly and can become out of control in a very short time. Therefore, it is essential that any response to such an incident is aggressive and positive. It is also essential that the Harbour Master be informed as soon as is practicable so that local resources can be activated prior to the arrival of the emergency services.

Having raised the alarm, the responsibility for fighting the fire, or dealing with any other emergency, rests with the vessels Master/Skipper until the arrival of the Fire and Rescue Service (FRS). Overall control of the operation will then pass to the FRS Senior Officer present, who will follow internal procedures.

A check of all personnel on board must be taken by the Master or senior on-board crew member to account for missing persons. This should be reported immediately to the FRS on their arrival on scene.

Medical Services should be alerted. The need for ambulances will be ascertained as soon as is practicable, either by the vessel owner, at the initial emergency call, or later by the FRS if required.

The FRS will set up a control point where contact can be maintained between the FRS, other emergency services, vessel owners and the Harbour Master.

The vessel owner remains responsible for keeping the Harbour Master informed of all developments affecting the safety of their and other vessels.

5.6 ACTION BY HARBOUR MASTER

The Harbour Master will declare any such emergency by VHF Ch. 16/12, and any other means where appropriate, ensuring that all persons concerned are alerted. All VHF communications will remain on Ch. 16 throughout the emergency phase unless otherwise directed. Private non-emergency related communications will remain on the Ilfracombe Harbour Radio.

Assistance with initial firefighting will be given where possible

The Harbour Master will arrange water borne transport if available and as required by the emergency services.

If required, the Harbour Master will transmit hourly situation reports by VHF.

The Harbour Office will remain open throughout any emergency with open and tested communication lines.

5.6.1 ACCESS TO SITE.

Access to the site must be restricted to essential personnel only, as and when sufficient manpower has been brought on site. This should, if necessary, be by blocking off roads and public access to the scene of the incident. The 'On- Scene Commander', in conjunction with the emergency services, will be responsible for deciding upon any exclusion zone to be put in place. Should reflective tape be available, this should be used to mark the boundary of the exclusion zone. This should include temporary barriers and fencing. If required, temporary buoys and beacons, advice may be sought from Trinity House for this. Vehicle access routes must be made known to all the emergency services.

5.6.2 PERSONNEL ON SITE

Access should only be permitted to persons who have a valid reason to enter the area and are authorised by OSC to do so and then, only once the individuals concerned are made fully aware of the potential hazards involved in any recovery operation and of their duties / designated role(s).

5.6.3 INCIDENT REPORT & LOG

It is vital that an Incident Report Form be completed & Log must be started as soon as possible by the Harbour Master, or the person designated by the HM.

On arrival of the NDC Loggist this responsibility will be passed to them.

The log must make a written record of all actions, decisions and communications taken in relation to an incident. This must be retained in a central location.

Templates for Incident Report Form / Incident log & Resources Used Log

5.6.4 RISK ASSESSMENT.

A risk assessment must be carried out, prior to any response being considered. Where more than 5 people are involved in an operation, this assessment must be in a written format. The risk assessment should be certified by the 'On Scene Commander'.

It should include an analysis of

1) The tasks(s) to be undertaken,

2) The hazards to be encountered,

3) Control measures required to minimise the risks,

4) Personal Protective Equipment required.

Ilfracombe Harbour's Dynamic Risk Assessment Form. Any other Dynamic Risk Assessment Form, produced by the emergency response services may also be used.

5.6.4 A SITE SURVEY ANALYSIS.

This should include an analysis of the following factors:

- Communication requirements,
- Layout of the incident area,
- Possible exposure to extremes of temperature,
- Water hazards,
- Feasibility of handrails,
- Rescue craft and ropes and other associated equipment,
- Hazards to hearing, sight and inhalation of toxic substances,
- Shelter from extremes of weather,
- Lighting conditions,
- Machinery usage,
- Manoeuvrability around the site of the incident,
- Restrictions as to control of pedestrians and vehicles in area
- Collection of evidence / samples where appropriate,
- Designated decontamination / treatment areas,
- Facilities for the disposal of contaminants / mortalities,
- Surface terrain and visibility.

5.7 ACTION BY THE FIRE AND RESCUE SERVICE

All actions will be in accordance with FRS Tactical Information Plan. This will include but not limited to;

Establishing liaison with the Harbour Master and the Vessel owner as soon as possible.

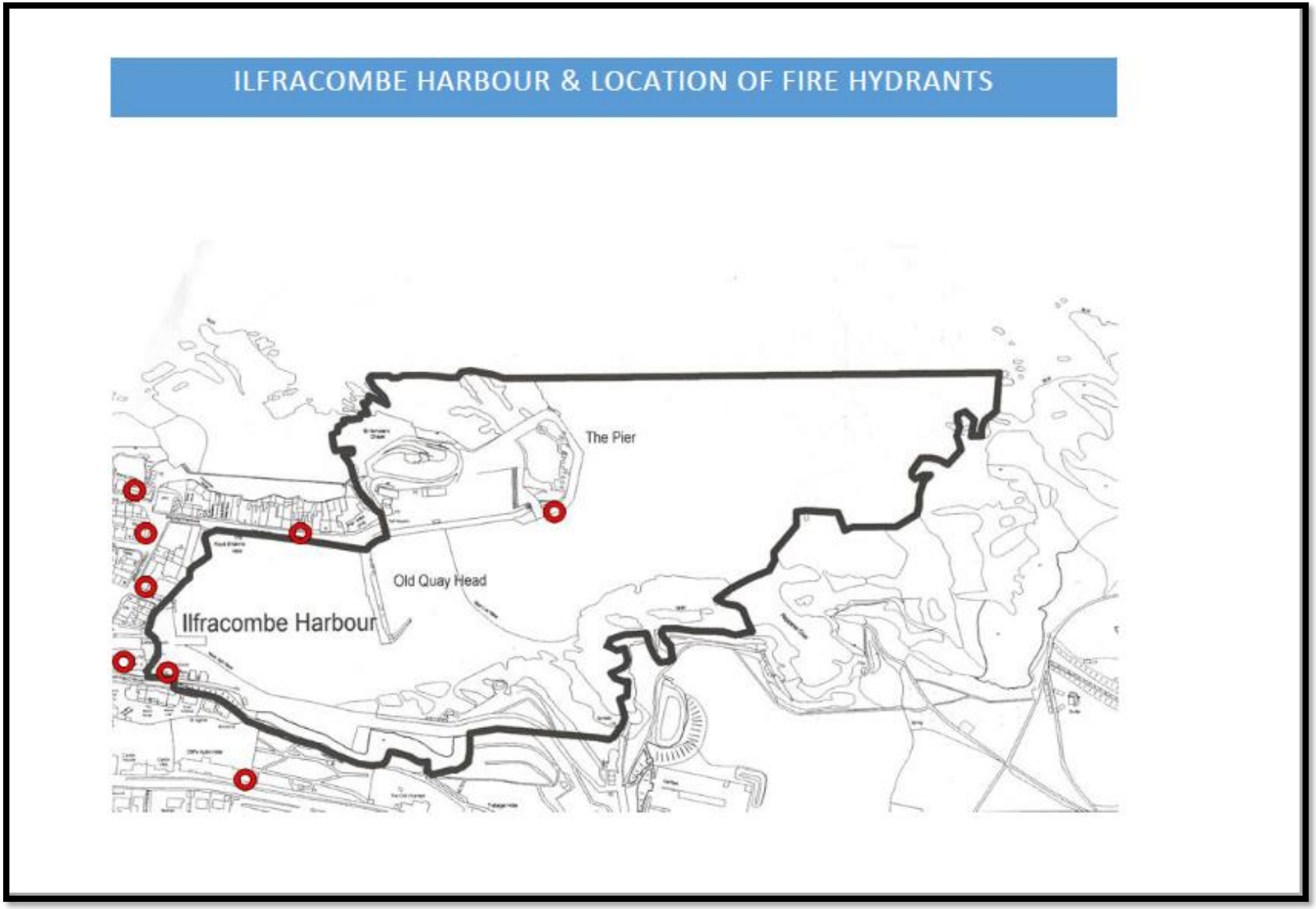
The initial response of 2 pumps would assemble at a designated point near to the incident. This would either be on the Pier, Old Quay Head, Quay Road or the Cove.

It is unlikely that an Incident Control Vehicle (ICV) would be called forward for a 2-pump incident. If 4 pumps were called forward it is likely that a Control Point would be set up in the ICV.

A tally system would be established for all personnel boarding a vessel.

Liaison will need to be established to consider aspects of pollution. The FRS, Environmental Agency and the Harbour Master will coordinate utilising the OSCP.

5.7.1 LOCATION OF FIRE HYDRANTS



5.8 ACTION BY POLICE

Initially a Police Liaison Officer will make contact with the Harbour Office. This will either be in person, by telephone or by VHF.

The first officers attending the scene should not get involved in rescue work. They should survey and assess the situation before disseminating the following information to the Police A.C.R. using the pneumonic ***'METHANE':*** M/ETHANE - JESIP Website

M – MAJOR INCIDENT DECLARED?

E – EXACT LOCATION.

T – TYPE OF INCIDENT.

H – HAZARDS PRESENT, POTENTIAL OR SUSPECTED.

A – ACCESS (SAFE ROUTES IN/OUT).

N – NUMBER/TYPE/SEVERITY OF CAUSALITIES.

E – EMERGENCY SERVICES PRESENT/REQUIRED.

*The officers should then commence a log.

On receipt of an emergency call the Police will assume responsibility for cordons, security, traffic management and evacuation.

As soon as possible after the declaration of a major incident the Police will establish an Incident Unit and maintain contact with the Medical Officer in Charge, FRS, Harbour Master, on scene Control Point, HM Coastguard (Falmouth) and Local Authority.

M/THANE form

5.8.1 INNER CORDON

Depending on the nature and location of an incident, it may be necessary to establish inner and outer cordons. the Fire and Rescue Service are responsible for establishing, securing and managing the inner cordon and are responsible for safety management of all personnel within the inner cordon. Only authorised personnel who have a role, are suitably briefed and are wearing appropriate protective clothing will be permitted entry.

Briefing should include information on hazards and any evacuation signal.

The Fire and Rescue Service will log and verify their own service personnel and other agency staff entering the inner cordon.

Employees of partner agencies and the Fire and Rescue Service also have a legal responsibility to follow their employer's guidance and to look after their own safety and the safety of others under the Health and Safety at Work etc Act 1974, Section 7.

5.8.2 OUTER CORDON

The Police will control all access and egress points to the outer cordon. The identity of non-emergency service personnel requiring access through the outer cordon will be checked and recorded by the Police. Any contractors which Ilfracombe Harbour may require to assist in operations inside the cordon, shall be authorised by consultation between Ilfracombe Harbour and the Police.

5.8.3 OPERATIONS ANALYSIS

A review should be made as to what equipment is available to assist in any operation: radios, fire extinguishers, stretchers, lighting, hoses and pumps, temporary disposal drums / sites, motor and commercial vehicles, buses, cranes, lifejackets, cooking facilities, winches, air quality measurement devices, helicopters, tugs and other privately-owned craft and pollution control equipment. Dispersants can only be used with the permission of the MCA.

5.9 ACTION BY COASTGUARD

If the Coastguard is the primary contact, they will initiate the following actions:

- Alert emergency services as required.
- Send units to assist with search for survivors.
- Despatch a mobile unit to the Harbour Control Point to assist/advise on care of personnel.
- Alert the Harbour Master as soon as is reasonably practicable.

Communications will be established and maintained on VHF Ch. 16 and internal emergency service frequencies.

5.10 ILFRACOMBE HARBOUR SECURITY

In the event of a Bomb threat or any insurgency activity likely to be a threat to the integrity and safety of the public or vessels within the Harbour, the Harbour Team will immediately notify the Police.

6.0 MEDICAL EMERGENCIES

In the event of a medical emergency on Harbour land the initial response is to raise the alarm as per section 2.3 and to call for an ambulance. The R.N.L.I have a trained medic, and the Harbour Master and Deputy are trained to First Aid at Work standards. There are 3 AED defibrillators available at the following locations

I. Lifeboat house
II. Harbour Office
III. Larkstone Hub

A full first aid kit is in the Harbour Office with a smaller kit in the Larkstone Hub office.

Southwest Ambulance Service Foundation Trust possesses statutory duties relative to handling medical emergencies.

6.1 MEDICAL EMERGENCIES ON BOARD

Medical assistance can be divided into two separate categories:

1. Ships in Harbour at anchor or underway.
2. Ships at Berths Alongside.

Requests for routine medical assistance should be made to the Harbour Master by the quickest available means, normally V.H.F. radio or mobile phone.

Requests for urgent medical assistance received from a ship in the Harbour should be relayed by the recipient to the Harbour Office who shall call the ambulance service.

Requests for urgent medical assistance received from a vessel at sea should be directed to Falmouth Coastguard (M.C.A.) who shall make the necessary medical arrangements.

Emergency Rest Centres, of which there are 5 designated in North Devon, are established by Devon County Council (D.C.C.).

Operational Emergency Rest Centres are managed by Devon Social Services, in conjunction with the appropriate District Council.

The British Red Cross Society are available on activation of the Devon County Emergency Plan. They can provide manning and resources for Staff Rest Centres. They can also provide an ambulance service.

The Salvation Army, who are not primarily an emergency disaster relief organisation, have purpose built mobile units that are stocked and equipped with the resources required for a major incident. They have supplies of food, blankets and first aid equipment as well as safety equipment, which allows them to become self-contained when on site. They become activated via the Devon County Council Emergency Response Plan in the event of a medical emergency on board a vessel entering the Harbour Jurisdiction the initial course of action is to contact the Harbour Office as per Section 3.0 and give all known details of the emergency.

The Harbour Office will then direct the vessel to a suitable berth and direct all other traffic to remain clear until the casualty has been attended to by the emergency services.

6.2 ACTION BY MEDICAL SERVICES

The Medical Services will respond to the information given in an emergency call. It is normal that a Paramedic Crew and an Ambulance Incident Commander (AIC) attend in the first instance. If a Major Incident is called the AIC will have overall responsibility for the activity of all NHS personnel at the scene. A Medical Incident Officer may be appointed from the cadre of MIMMS trained doctors and will be responsible for the management and deployment of medics and nurses. They would work closely with the AIC.

For a major incident a Control Point would be established on the Pier, Old Quay Head, Quay Road or the Cove and this would become the ambulance rendezvous point. From there they would be despatched to their required destination.

Current SWAST policy states that its personnel will not deploy beyond the shoreline. Therefore, it is likely that casualties would be transported ashore by Helicopter and/or Lifeboat. The casualty landing site for the Lifeboat is dependent on tidal and weather constraints.

6.3 HELICOPTER OPERATIONS & LANDING SITES

The Harbour Master would agree any Helicopter landing operations, in consultation with the M.C.A. / the Police.

Any landing site should be as level as possible, free of any style of obstruction and large enough to permit manoeuvring.

The landing area should be roughly 50 meters across, with an approach area free of high trees, power cables, masts or similar obstructions. The direction of approach should be as near to the wind as possible.

The landing area should be completely free of vehicles, people, animals, and particularly all loose items / debris which could otherwise be sucked into the aircraft's engines. If time permits, a sweep should be made of the area for any materials which may cause problems.

6.3.1 NIGHT OPERATIONS.

Nighttime flying, especially landing, is a harder task for aircrews, largely due to the absence of visual reference points. For safety reasons, a larger landing site is needed, than in daylight hours. The other criteria are broadly similar.

The landing area should be lit by vehicle headlights, from the extreme edge of the perimeter. It is important that vehicles are not so tasked, extinguish their lights and stay clear of the landing area.

If, in the opinion of the helicopter commander, conditions prevent a safe landing at the Harbour, an alternative location shall be decided in consultation between the helicopter pilot / M.C.A. / the Police and the Harbour Master.

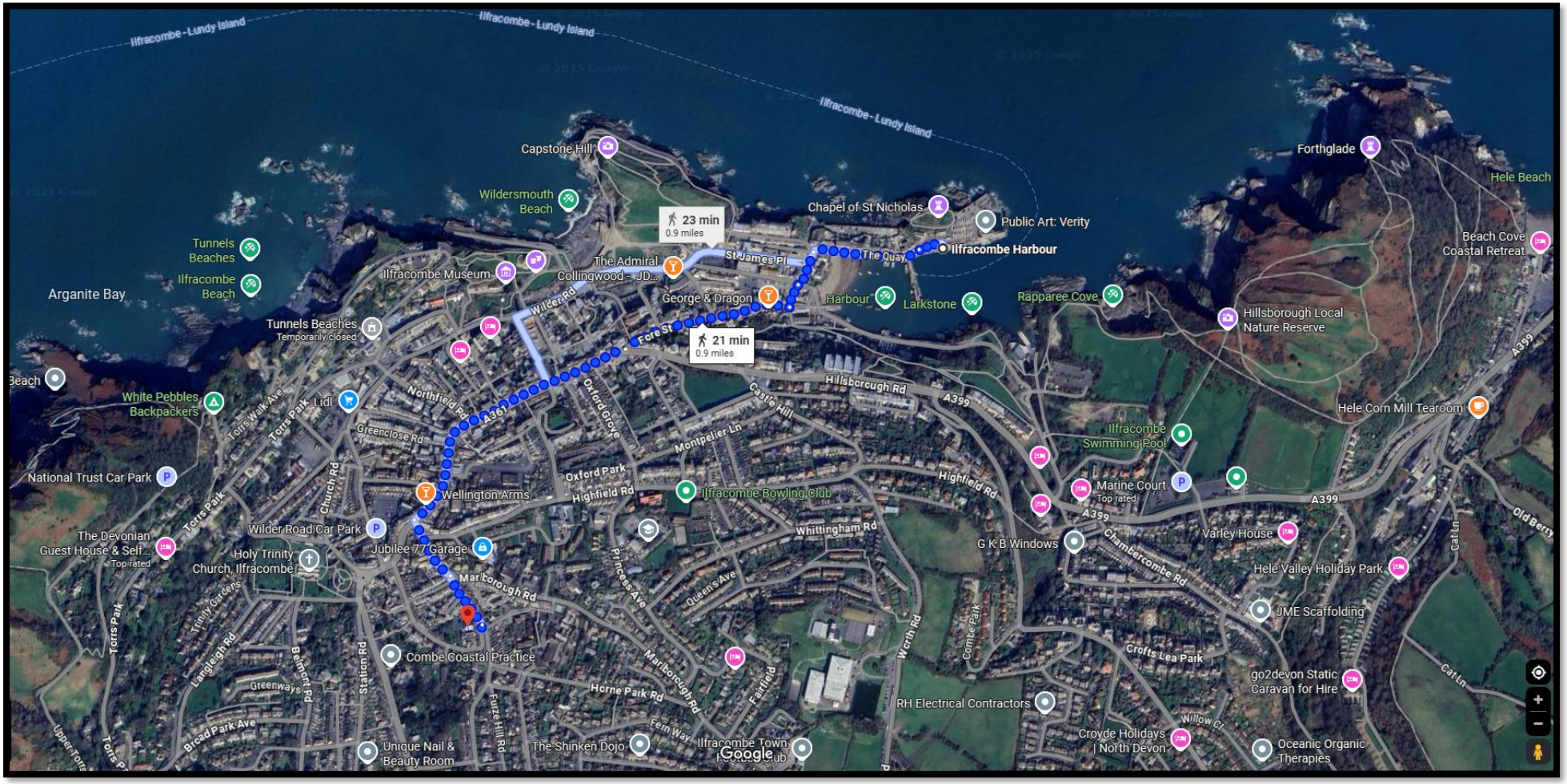
Current SWAST. policy states that its personnel will not deploy beyond the shoreline. Therefore, it is likely that casualties would be transported ashore by Helicopter and / or Lifeboat. The casualty landing site for the Lifeboat is dependent on tidal and weather constraints. The casualty landing site for Helicopters would be the Pier Car Park, if sufficiently clear, the inner Harbour 'beach' area if the tide was out or alternatively on Hillsborough Playing Fields.

6.3.2 LANDING SITES FOR HELICOPTERS

A. On the upper level of the Pier Car Park, if sufficiently clear
B. On the Harbour beach at the upper end of the inner Harbour, if tide was out
C. If neither option was viable then the landing site would be Hillsborough Playing Fields.

6.3.3 MAP SHOWING ROUTE TO NEAREST HOSPITAL

[NHS Royal Devon | Ilfracombe Tyrrell Hospital]



7.0 EVACUATION PROCEDURES

In order that a variety of scenarios are covered, the locations of 2 assembly points are shown on the Map below.

The Harbour Master shall nominate the appropriate assembly point, which may be dictated by the time of day that an incident occurs, the prevailing wind and weather conditions, what other operations are taking place and the nature of the incident.

The evacuation points are: -

- The Harbour Office.
- Larkstone Water sports Hub

This plan is aimed at initial response to incidents and the evacuation of personnel to a safe place within the Harbour area.

Where many evacuees require longer term shelter and / or humanitarian assistance, this shall be arranged as a co-ordinated action with the NDC EPO

Any evacuation will be controlled and directed by the Harbour Master in consultation with the emergency services. Harbour team shall commence evacuation procedures, potentially assisted by the Police when sufficient personnel are available.

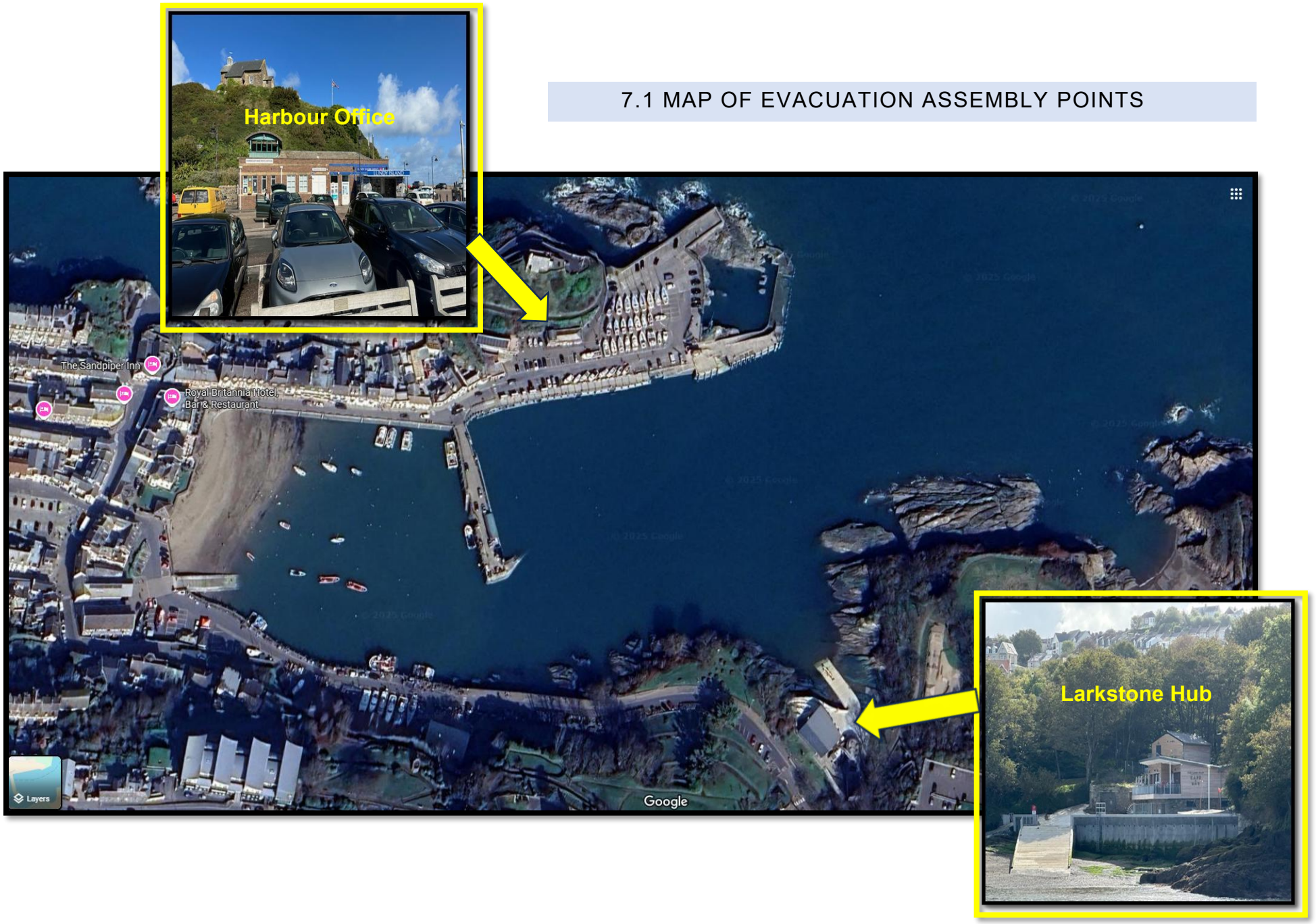
Parking space must be cleared at Evacuation Point(s) to facilitate any required measures.

Any evacuation must be carried out in an orderly fashion.

Any properties / areas as evacuated should be clearly marked, to assist with the operation.

IMPORTANT: It is essential that any evacuation site as chosen should be up-wind from the source of any leak, spill, smoke or fumes.

7.1 MAP OF EVACUATION ASSEMBLY POINTS



8.0 SUBSIDIARY CONSIDERATIONS:

Note: It will be imperative that the Harbour's insurers are kept appraised as regards investigations into the fire. Though they may rely on the fire and rescue service / police report(s) to assist in reviewing any causation process, they may well decide to appoint their own expert, in order to review the findings of the fire & rescue service and police. Evidence as to cause should therefore not be tampered with until such time as insurers have had the opportunity of carrying out their own investigations.

The Senior Fire Service Officer present will control fire-fighting operations, both on and offshore.

Consideration should be given to bringing on site other response agency vehicles, if available.

If a situation deteriorates to such an extent that further action is deemed detrimental to the general well-being of the response team, the Senior Fire Officer will possess the right to order that any rescue operation cease. Should the incident involve a vessel in distress, any decision in this regard will be conveyed to the vessel master and Harbour Master at the earliest opportunity.

Closure of the Harbour, control of shipping movements, or the creation of exclusion zones will be the responsibility of the Harbour Master in consultation with the Harbour Authority and the Secretary of State's Representative (S.O.S.R.E.P.) if applicable.

It needs to be considered that V.H.F. is a completely open communications system and as such any information that is broadcast is uncontrolled. Most commercial vessels carry alternative communications devices such as mobile phones and email.

A Ship's Master who considers his vessel (other than the incident vessel) to be endangered must only take the action he considers necessary for the safety of his own ship, subject to approval being given by the Harbour Master.

Any vessel involved in an incident within the Harbour shall only be moved with the express permission of the Harbour Master.

Vessel incidents will be monitored by the Maritime and Coastguard Agency. If a vessel has declared a maritime emergency, the Coastguard will be responsible for co-ordinating any response offshore. Assistance from Ilfracombe Harbour Authority will be provided, if requested.

Until such time as any such vessel enters the Harbour's confines, the M.C.A. / Coastguard will have sole responsibility for the movement of any such vessel. The Harbour Master may refuse access to the Harbour to a vessel, which is in a dangerous condition. The vessel may be directed to a safe anchorage, if weather permits. S.O.S.R.E.P. may over-rule the Harbour Master and insist that the vessel is accepted into the Harbour. In this instance, S.O.S.R.E.P.' S ruling must be adhered to.

The Police will take responsibility for control of the scene of the incident and protection of any crime-scene. They will also be responsible for the identification of any fatalities and injured personnel, the provision of adequate records and the advising of relatives. The locus of any incident may be designated as a crime scene by the Police once the area is safe to enter and the incident has been brought under control.

If a vessel has the capability of assisting with the incident, i.e. firefighting / towing / rescuing personnel and it is deemed safe to enter the Harbour area, the Harbour Master may consider the possibility of asking such a vessel for assistance.

9.0 POLLUTION

Multiple factors have been taken into account when considering the effects of a pollution incident in Ilfracombe Harbour.

Ilfracombe Harbour has an Oil Spill Contingency Plan, approved by the M.C.A. / E.A. and Devon Council, which covers the response procedures for any incident which results in pollution occurring within the Harbour Area or Limits. This plan is specific to Ilfracombe and is re-approved by the M.C.A. on a 5-yearly basis.

The Plan will inevitably be activated for all but the most minor of incidents.

It is the duty of Ilfracombe Harbour Authority to ensure rapid reaction to pollution incidents and to ensure the clean-up of pollution from the waters of the harbour and foreshore within their ownership.

This plan does not address pollution outside the Authority area, unless it subsequently threatens or enters the Authority's area of jurisdiction, or air borne pollution.

The MCA has established a Chemical Hazards Advisory Group to supplement the advice of its own scientific staff on the appropriate response to a spillage of chemicals from a ship at sea. This group includes representatives of the Fisheries Departments, the Health and Safety Executive, Medical Authorities, Chemical Association and Shipping Companies.

The M.C.A. has under contract a chemical strike team of mariners, experienced in working on board chemical tankers, who can be deployed to inspect the situation in a damaged vessel, advise on and take appropriate action to contain or prevent a spillage.

Prior to granting permission to enter the Harbour, the Harbour Master will require confirmation that the leakage has ceased. Advice will be sought from the pollution officers of both the District and County Councils together with the M.C.A.'s Counter Pollution Salvage Officer (C.P.S.O.)

Should the Harbour Master cannot be immediately contacted: Call 'Falmouth Coastguard' on VHF Ch. 16 requesting that the information be passed to Ilfracombe Harbour via landline. Immediately isolate the source of pollution and take all steps to stop the pollutant entering the harbour.

Ilfracombe Harbour Authority area contains a wide variety of wildlife flora and fauna. There are also areas of special scientific interest both to the East and West of the Harbour entrance. Therefore, it is policy to make every attempt to contain any oil spillage close to its source and/or in areas of natural collection within the Harbour. It is essential that early action be taken to contain an incident. However, strong tidal flows, particularly around Old Quay Head, may make physical containment extremely difficult, if not impossible.

9.1 ACTIONS BY VESSELS

It is the duty of the Master/Skipper of every vessel in the Harbour to ensure that every step is taken to prevent pollution entering the Harbour from his vessel. This includes all leisure craft.

In the event of pollution, **immediate** action must be taken to restrict further pollutant entering the water.

9.1.1 REPORTING OF POLLUTION

The responsibility for reporting a pollution incident rests with the vessels Master/Skipper in all cases.

If the pollution occurs during bunkering from road tankers it is the responsibility of both parties to report the incident. If spillage is first noticed on board a vessel, then it must first be reported to the fuel deliverer so that immediate action can be taken to reduce ingress of oil into the water.

All persons seeing pollution should report it immediately, it is better to have had an incident reported twice than to not have had it reported at all.

9.1.2 METHOD OF REPORTING

9.1.2.1 VESSELS

Vessels sighting pollution should:

Call 'Ilfracombe Harbour' on VHF Ch. 16. Pass information stating where, what and how much pollutant has entered the water and the immediate action taken.

If VHF communication cannot be established, then the Harbour Office should be contacted by telephone.

If the Harbour Authority cannot be immediately contacted: Call 'Falmouth Coastguard' on VHF Ch. 16 requesting that the information be passed to the Harbour Authority via landline.

9.1.2.2 PERSONS ASHORE

Persons sighting pollution from ashore should contact the Harbour Master by all available means. If the Harbour Master cannot be reached immediately then Falmouth Coastguard should be contacted.

Note: In all cases of pollution, a CG77 POLREP is required to be submitted to Falmouth Coastguard.

9.2 ACTIONS ON RECEIPT OF POLLUTION REPORT

9.2.1 HARBOUR AUTHORITY

I. Immediately investigate report.

II. Deploy Tier 1 response equipment and, if the incident is significant, activate the Ilfracombe Harbour OSCP.

9.2.2 SHORE OPERATOR

I. Immediately isolate the source of pollution and take all steps to stop the pollutant entering the harbour.

II. Inform Harbour Master.

III. Activate own emergency procedures.

IV. Assist the Harbour Authority in the clean-up operation.

9.2.3 VESSEL

I. Take all steps to stop further pollutant entering the harbour. Activate damage control procedures (i.e. Shipboard Marine Pollution Emergency Plan, SOPEP) if necessary, blocking scuppers etc.

II. Deploy catchment ropes/booms etc.

III. Stop cargo operations and take steps to ensure that fire dangers are not increased.

9.3 CONTAINMENT OF POLLUTION

Ilfracombe Harbour Authority area contains a wide variety of wildlife flora and fauna. There are also areas of special scientific interest both to the East and West of the Harbour entrance. Therefore, it is policy to make every attempt to contain any oil spillage close to its source and/or in areas of natural collection within the Harbour. It is essential that early action be taken to contain an incident. However, strong tidal flows, particularly around Old Quay Head, may make physical containment extremely difficult, if not impossible.

9.4 DAMAGED/LEAKING VESSEL WISHING TO ENTER HARBOUR

Vessels who require entry into the Harbour, that are leaking or might leak oil as a result of damage, must seek the express permission to enter from the Harbour Master. Until this has been granted the vessel will remain outside of the Harbour Authority limits.

Before granting permission to enter the Harbour the Harbour Master will require confirmation that the leakage has stopped. They will seek the advice of the Pollution Officers from County and District Councils and the MCA's Counter Pollution and Salvage Officer. (CPSO).

On arrival into the Harbour the vessel will require immediate survey to ensure that further pollution is not occurring nor is likely to occur. A strict and continuous watch should be set up to monitor for leakage for the duration of the incident.

If the vessel is leaking or damage is such that leakage is unavoidable permission will not be granted by the Harbour Master unless the Secretary of State's Representative (SOSREP) issues a formal Direction to the Harbour Master and to the vessel.

9.5 POLLUTION ENTERING ILFRACOMBE HARBOUR FROM SEAWARD

On receiving the initial report of pollution that is likely to enter the harbour the Harbour Master will evaluate the situation and dependant on this activate either Tier 1 or Tier 2 response levels as detailed in the OSCP.

Every effort will be made to prevent the movement of pollution from seaward into the Harbour.

9.6 CHEMICAL POLLUTION EMERGENCIES

9.6.1 SEA

A vast range of chemicals, of varying properties, are carried by sea either in bulk, in specialist vessels or in packages as part of mixed cargoes on general purpose or other vessels. Unlike the transport of oil by sea there is no overall pattern to the carriage of chemicals and each incident involves a different mix of dangerous substances. Therefore, the response to an incident must be tailored to the individual circumstances and will, if necessary, extend to salvage of the vessel and/or lost chemical packages.

The MCA has established a Chemical Hazards Advisory Group to supplement the advice of its own scientific staff on the appropriate response to a spillage of chemicals from a ship at sea. This group includes representatives of the Fisheries Departments, the Health and Safety Executive, Medical Authorities, Chemical Association and Shipping Companies.

The MCA also has, under contract a chemical strike team of mariners, experienced in working on board chemical tankers, who can be deployed to inspect the situation in a damaged vessel, advise on and take appropriate action to contain or prevent a spillage.

If a Chemical pollution incident occurred at Ilfracombe Harbour or at sea nearby the immediate action would be to notify Falmouth Coastguard by VHF Channel 16 or telephone.

9.6.2 LAND

Any such incident involving chemicals occurring within the Harbour Limits on land the initial response will be as follows.

I. Contain the spill and evacuate the area.

II. Contact the Harbour Master immediately with as much information as to type and quantity as possible

III. If the Harbour Master cannot be reached immediately then the Devon and Cornwall Police must be contacted.

10.0 RECOVERY & SALVAGE OPERATIONS

Should a vessel be in danger of stranding, capsizing or sinking, the Harbour Master may request assistance from other vessels in attempting to move the vessel to a safe location.

Ambipar should be contacted, in order that the latter can aid where deemed appropriate.

Severn Seas Shipping, a local salvage operator, should be contacted, in order that the latter can aid where deemed appropriate. **01598753988**

Given the circumstances that several vessels are brought in to assist in the handling of an incident, all communications should be restricted to the Emergency V.H.F. channel 16 only. Such communication must be kept to a minimum, to avoid the radio channel becoming blocked. Such communications as made, should be ‘clear and concise’.

The Harbour Master will be responsible for the co-ordination of assistance as may be provided by Harbour users capable of aiding.

If a vessel capsizes within the Harbour limits, only limited assistance can be provided. Given such a situation, it would be imperative to bring divers on-site, who could not only assess the condition of the vessel involved in the incident though also work out as to what style of remedial action might be necessitated. Ppossible local diving companies include:

Easy Divers – **07833020424**

Lundy Diving – **07971462024**

Ilfracombe and North Devon Sub Aqua – **01271855652**

In circumstances where a vessel has capsized outside of the Harbour Limits, the rescue operation shall be under the supervision of Falmouth Coastguard (M.C.A.).

Ilfracombe Harbour shall implement their Oil Spill Contingency Plan.

It must be noted that action taken to tow a capsized vessel may result in it sinking. Should any consideration be given to the possibility of towing the vessel away from the main areas of the Harbour, it would be wise to consider seeking guidance from Ambipar in the first instance. Any tow lines as may be

attached in such circumstances must possess release mechanisms, in order that should the vessel move out of control, it can be released, and further casualties are avoided.

Any action as undertaken should act to ensure wherever possible that access to the Harbour whether by vehicles or by vessels is kept clear.

Given the situation whereby a large vessel becomes stranded or grounded on the shore, or inside the Harbour limits, the S.O.S.R.E.P. representative will be the person who needs to be consulted relative to attempts to pull the vessel off.

It may be necessary for a survey of the vessel to be carried out, prior to any movement being considered. It may be best practice to consider leaving the vessel in place until such time as a reputable salvage company arrives on the scene. Ambipar can help in this regard. It should, however, be borne in mind that if the grounding has taken place on an ebb tide, that the vessel may refloat itself on the next rising tide. The ship's master should confirm their tank soundings to determine if there is an ingress of water. Appropriate measures should be considered to prepare for any potential pollution, which might arise, should the vessel refloat. This may involve activating Ilfracombe Harbours Tier 2 Oil Spill Responders and deploying booms around the vessel.

Should the beaching of the vessel involved in the incident be considered, the following area of the Harbour should be considered as possible locations for such a course of action:

- Outer Harbour
- Inner Harbour

Should a crane be required, there are 2 local haulage companies that have resources to respond to all but a major incident.

In an emergency, a crane could normally be mobilised and on-scene within 1 to 2 hours.

In any circumstance whereby a major salvage operation is considered, the S.O.S.R.E.P. must be contacted prior to any works being commenced, in order that a designated representative can be appointed to supervise any operation. It may be deemed appropriate by the Secretary of State's Office, to set up a S.C.U. (Salvage Control Unit). This will comprise a salvage company, the Harbour Master, a ship owner's representative, Environment Agency personnel and potentially S.O.S.R.E.P. / an M.C.A. Counter Pollution and Salvage Officer.

11.0 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

The level of Personal Protective Equipment (P.P.E.) should match with the requirements of the task to be undertaken. This may include protective / fire retardant clothing, harnesses, breathing apparatus, floatation suits, gloves, suitable protective eye wear, hard hats, insulated clothing where appropriate, suitable footwear and lifejackets. It might be necessary to consider provision of shelter, accommodation, warm clothing, food, drinks, rest areas, sanitation and first aid facilities on site.

A separate decontamination / storage zone may need to be set up, where contaminated items or serious casualties can be handled. Any effluent created by pollution cleansing activities, should be stored in the same manner as any contaminants and an appropriate waste disposal contractor contacted to arrange for uplift of the materials.

Under Ilfracombe Harbours OSCP, the Harbour holds a stock of P.P.E and the 2P responders have their own P.P.E stored on the Harbour for immediate use.

12.0 BODIES IN THE HARBOUR

In the event of bodies being found in the Harbour or at the scene of an emergency the Police and Harbour Master must be informed. If required, the Harbour Master will assist the Police in the recovery of bodies within the Harbour limits.

13.0 ANIMALS

If animals have to be landed as the result of an emergency or have been illegally landed then the animals would need to be held within a secure area until the matter has been dealt with by the Devon County Council's Trading Standards Service. In the event of the animals being deceased then there is a separate procedure as outlined in the NDC policy.

Procedures on removing dead animals | North Devon Council

14.0 ON SCENE MANAGEMENT

To achieve a combined and co-ordinated response the capabilities of the emergency services should be closely linked with those of local authorities and other agencies through integrated emergency management arrangements. The adoption of the nationally agreed structure enables all parties to understand their role in the combined response.

The command structure can be divided into three levels commonly referred to as Gold, Silver and Bronze, which correspond to all response agencies i.e. strategic, tactical and operational. It is characteristic of the command-and-control chain that it tends to be created from the bottom up. At the start of any incident the operational level will be activated first with the other levels, tactical and strategic, following. It is possible in some incidents that the activation of all three levels will be concurrent.

14.1 TRANSFER OF COMMAND POST

After initial response and if an incident is declared as a major incident, a central command post will be established. For a major pollution incident this will be the North Devon Council's Offices at BEC. For other emergencies the emergency services will establish a Forward Command Post (FCP)/ E.R.C.C on site.

If a major incident were to be declared then the Devon, Cornwall and Isles of Scilly local Resilience Forum would normally establish a Strategic Co-ordinating Group (a gold level of Command and Control) to run concurrent with the Police Gold Command.

14.2 EMERGENCY RESPONSE CONTROL CENTRE (E.R.C.C.)

Regulation 10 of the DGHAR. states that the Harbour Authority should establish an Emergency Response Control Centre (E.R.C.C.) for the coordination of emergency operations within its own sphere of responsibility and for the necessary coordination with activities of other participants in the Emergency Plan. The setting up of the E.R.C.C. should not be taken as pre-empting the authority of the emergency services within their own fields of responsibility.

This will allow any subsequent on-site action to be coordinated.

The Training Room, situated next door to the Harbour office should be utilised as the E.R.C.C.

The E.R.C.C. will be used to co-ordinate the multi-agency response to the incident, whilst having a knowledge of the other peer activities in progress.

If the incident is of sufficient scale to merit additional tactical support, Silver Command will be established at the Council's Brynsworthy Environment Centre (BEC).

There will be ongoing communication between the E.R.C.C and the BEC. throughout the response phase of the incident.

If the Training Room is out of use or in a restricted access zone, other locations within the Harbour area such as the R.N.L.I House or the Larkstone Hub Platinum Room shall be considered for the duration of the incident. A separate “business-continuity” plan shall be prepared by North Devon Council covering longer-term arrangements.

The regulation of Harbour Movements will be conducted through Ilfracombe Harbour Radio. If required navigation warnings will be transmitted by Falmouth Coastguard.

Upon choice of E.R.C.C., the following procedures will be put into place:

1. That the following will be notified with immediate effect of the location of the E.R.C.C. and contact numbers for key members of staff:
- The Police.
- The Ambulance Service.
- The Fire and Rescue Service.
- Harbour Users (operating within the Harbour at the time).
- North Devon Resilience.
- Maritime Coastguard Agency.
- E.A.
- Natural England.
- Other emergency plan holders should be contacted, as and when the need arises.

2. A command post to be set up at the scene of the incident. The Command Post should be upwind of relevant incidents where smoke / flames /gas etc. are present.
3. Specified areas of responsibility must be defined with a section head confirmed, for dealing with the following aspects:
4. Injuries and mortalities. Casualties will be the responsibility of the Ambulance Service and fatalities will be dealt with by the Police.
5. Physical damage to property, which includes any vessel within the Harbour’s confines.
6. Evacuation procedures.
7. Pollution and associated clean up measures.

The Centre will be always manned by a member from each of the response agencies involved in the incident.

If required, consideration should be given to setting up a Casualty Clearing Station to remove casualties to a temporary sheltered place of refuge for assessment. The location may depend on the location of the incident. The Harbour Master will be aware of what buildings would be available for use. Advice shall then be obtained from the ambulance service as to where casualties and evacuees shall be transported for the longer term.

A command structure will be agreed to confirm each agency’s responsibility.

All decisions relative to the emergency services’ response will be co-ordinated / controlled from the Centre in liaison with the Harbour Master.

Co-ordination with the Local Resilience Forum plan and guidance will be the responsibility of the North Devon Council Emergency Planning Officer.

A dedicated mobile number will be assigned within the E.R.C.C., so that action can be co-ordinated.

Any decisions made shall be subject to review with the relevant “section head”. The On-Scene Commander’s decisions will be binding on all others.

The E.R.C.C. will remain operationally in control until such time as it has been agreed by “all” the participating parties, that the “emergency” situation has been brought under control and the “On-Scene Commander’’ has made an official statement to this effect. The response shall then be stood down and normal operating procedures may resume, if appropriate.

Ilfracombe Harbour shall maintain a lot of all communications, discussions held, decisions made, and action taken in response to an incident. The person making the entry should make short, detailed entries, with timing carefully recorded and if possible, confirm Log Entries with participants.

All external communications will be co-ordinated by the Police with assistance from those agencies represented in the E.R.C.C. and individual staff of all agencies shall be advised that all enquiries must be directed to the E.R.C.C. The Police may set up a dedicated phone number for enquiries in the event of a major incident.

Stakeholders will be requested to attend the Centre, as and when required, in order that they can be provided with designated roles relative to the incident response.

The E.R.C.C. will act to control all shipping movements within the Harbour Limits. This will, if deemed appropriate, include the closure of the Harbour and designation of vessels to assist with any response action. The Harbour Master has the statutory power to give instructions to vessels, where necessary.

Should the scenario arise that the E.R.C.C. must be located within an alternative building, runners will be employed as relays between the incident scene and the Centre, in order to assist with co-ordination of the response.

The E.R.C.C. will provide the framework for co-ordinating the action of and liaising with the following:

- The Fire and Rescue Service.
- The Ambulance Service.
- The Police.
- North Devon Council Emergency Planning Officer.
- R.N.L.I.
- M.C.A.

The E.R.C.C. will determine, in the light of available information, which adjacent premises and areas need to be evacuated or alerted.

On discussion with senior personnel from the emergency services and operators within the Harbour, the Harbour Master will set an appropriate exclusion zone.

Premises to be evacuated / cleared must each be thoroughly checked, to ensure that they are evacuated. A large “X” in chalk / marker pen / paint, etc. should be conspicuously displayed on or near all entrances / exits of each building, to show that the property is empty, and doors should then, if possible, be locked.

Non-emergency personnel should be prevented from re-entering the area until it is safe to do so. In this regard, it should be noted that stakeholders may possess their own evacuation plans in respect of their premises.

14.3 ENVIRONMENT AGENCY (E.A.)

The E.A. is responsible for environmental protection in England and adopts an integrated approach to the protection and enhancement of water, air and land and associated natural resources.

During an emergency the E.A. will deploy its comprehensive scientific capability to give support and advice to other agencies and to the public on such matters.

In responding E.A. will:

- Deploy appropriate staff to meet local co-ordination arrangements.
- Provide advice on all aspects on environmental impact, protection and recovery.
- Assist in determining the footprint and movement of any contamination.
- Give advice about implications to the environment, containment, storage, transportation and disposal of contaminated liquid or solid waste.
- Maintain operational links with Southwest Water, Local Authorities, Environmental Health Departments and Health and Safety Executive.

Additionally, E.A. has powers to prevent, minimize or reduce pollution of the environment and enforces environmental legislation.

The E.A. performs the following functions:

- Regulates the treatment, storage, movement and disposal of waste.
- Provides, as flood warning authority, regularly updated information on flood warnings (Flood line Alerts) across England.
- Administers jointly with the Health and Safety Executive the Control of Major Accident Hazards (C.O.M.A.H.) legislation.
- Regulates the disposal of radioactive waste and manages English interests in the Radioactive Incident Monitoring Network (R.I.M.N.E.T.).

14.4 SECRETARY OF STATE'S REPRESENTATIVE (S.O.S.R.E.P.)

S.O.S.R.E.P. represents the Secretary of State for the Department for Transport. S.O.S.R.E.P. if required, is empowered to make crucial decisions, often under time pressure, without recourse to any higher authority.

S.O.S.R.E.P. will have ultimate responsibility for any marine incident that poses a significant threat of pollution or risk to life.

In the unusual circumstance that directives are issued by S.O.S.R.E.P., they must be always followed. Failure of any individual concerned to follow directions as laid down by S.O.S.R.E.P. constitutes a criminal offence. Should it be deemed necessary, a Salvage Control Unit will be created, to supervise any salvage operation. Such a unit will include the following personnel: a salvage manager from the appointed salvage company, the Harbour Master, a representative of the vessel owner, an environmental liaison officer and a representative of the Counter Pollution and Salvage Team, nominated by S.O.S.R.E.P.

14.5 EMERGENCY RESPONSE CENTRES

The Devon County Council Emergency Planning Service assists the Police at the following emergency response centres.

- Survivor Reception Centres.
- Friends' and Relatives' Reception Centres.
- Emergency Mortuaries.
- Evacuation Assembly Points.
- Emergency Rest Centres.

Most Centres listed above are established and managed by the Police. However, Emergency Rest Centres, of which there are 5 designated in North Devon, are established by Devon County Council (DCC). Operational Emergency Rest Centres are managed by Devon Social Services, in conjunction with the appropriate District Council.

14.6 SUPPORT SERVICES

The British Red Cross Society are available on activation of the Devon County Emergency Plan. They can provide manning and resources for Staff Rest Centres. They can also provide an ambulance service.

The Salvation Army, who are not primarily an emergency disaster relief organisation, have purpose built mobile units that are stocked and equipped with the resources required for a major incident. They have supplies of food, blankets and first aid equipment as well as safety equipment, which allows them to become self-contained when on site. They become activated via the Devon County Council Emergency Response Plan.

15.0 KEY CONSIDERATIONS

15.1 MEDIA & COMMUNICATIONS

In the early stages of an emergency the Harbour Master will endeavour to keep the media updated and designate an area for the media in the safe zone.

On arrival of an NDC Communication Officer the HM will be relieved of this function but continue to liaise closely with the comms officer to enable regular briefings to the media.

Co-ordination with the Local Resilience Forum plan and guidance will be the responsibility of the NDC Communications Officer.

It is understood that a media statement shall be prepared by the Police relative to a major incident occurring within the Harbour area. The Maritime Coastguard Agency (M.C.A.) may also prepare a statement if the incident is marine related. If it is considered appropriate for North Devon Council to make a press announcement, an "Initial Press Notification" form is attached at Appendix 6. This shall only be completed and released on the authority of the Ilfracombe Harbour Master following consultation with the NDC EPO, The Police and other agency leads that are present if so required.

Following an incident, there will be heightened interest shown by the local and national media. In order that enquiries are handled in an efficient and timely manner, the following procedures must be always followed:

All enquiries of whatsoever nature, whether from local or national media, must be referred directly to the Harbour Master or in their absence, the North Devon Council section head.

The Harbour Master / Council section leader shall decide as to whether a response to any enquiry would better be provided by either the Council, the Police or stakeholder organisations. If any Ilfracombe Harbour response is considered appropriate, an "Initial Press Notification".

When considering issuing a formal response, the following must be considered:

- A proper investigation of the circumstances surrounding an incident must be carried out, in order that an accurate assessment can be provided to any third party.
- Only factual information needs to be disseminated.
- The role of the emergency services in dealing with the incident and any ensuing casualties.
- Emphasis being given on protecting physical assets, people and the environment.

In the event of a major incident, the Public Communications Group co-ordinated by the Police, will issue press releases relating to the incident.

Enquiries from the general public will be handled in a similar manner as that from the Media. Any communication must be referred to the Harbour Master, or in their absence, the Council section head for their respective comment. Details of any such communication must be recorded for further reference, should the need arise.

If a media representative presents themselves in person at the Harbour Office, they will be handled with due diplomacy and be requested to wait outside the Harbour confines until such time as the person in charge is present to meet them. In no circumstance, shall any issue be reviewed with the media representative, until such time as due authorisation is provided. Any such person must not be given access to any of the Harbour's premises.

All persons involved with any incident shall be requested to refrain from making comments relating to any ongoing incident on social media.

It would be envisaged that a dedicated telephone line within the E.R.C.C would be set up to handle media enquiries. The identity of this number must be made known to all stakeholders and public authorities. Unless required for other purposes, the preferred number will be the principal line to the Harbour Office, namely, 01271 862108.

15.2 MEANS OF COMMUNICATION.

During an emergency the Emergency Services will use their own internal radio frequencies for inter-agency communications. All other radio communications should be conducted on:

15.2.1 V.H.F. RADIO.

The following agencies have marine-band V.H.F and can speak directly to each other by radio:

- M.C.A.
- R.N.L.I.
- Ilfracombe Harbour.
- Coastguard Helicopter.

VHF Channel	Operation
16	Calling /Distress / Navigation Warnings
12/14	Harbour Radio as designated by Harbour Master. Primary Ch12.
0/67	RNLI/Coastguard

Following an incident, maritime communications should be as follows:

- Vessels underway or involved in an incident: channel 12 & 16.
- Ilfracombe Harbour: channel 12 & 16.
- MCA: channels 0, 6, 10, 12, 16, 67 and 73. (Note: Ilfracombe Harbour and vessels cannot use or monitor channel ‘0’)
- R.N.L.I.: channels 0, 1, 6, 10, 12, 67 and 73. Note: Ilfracombe Harbour and vessels cannot use or monitor channel ‘0’)

15.2.2 U.H.F RADIO

The Harbour has a bank of 12 UHF radios, and these will be distributed to “team leaders” at each separate location and to the E.R.C.C to enable fluid communications

15.2.3 MOBILE PHONE COMMUNICATION.

Where possible, communications should be made by mobile phone in order to keep other channels clear. It is essential though, that calls are restricted to essential communications only, as otherwise, the available network(s) will reach their capacity limits very quickly and might even collapse.

By posting one officer from each of the response agencies within the E.R.C.C., enables effective communications can take place between all of the emergency services, which will be operating on other frequencies.

15.3 CONTACT WITH KEY SERVICE PROVIDERS

The key service providers must be notified of any incident as soon as possible. They must be kept abreast of key developments.

These are subdivided as follows:

15.3.1 INSURANCE

It is essential in any such situation to keep the Harbour's insurers closely advised of developments as regards any incident and if possible, seek their prior agreement to 'any' intended course of action.

This would involve the following procedure:

Notification of the incident being given to the Harbour's insurance brokers with immediate effect.

Should a surveyor, loss adjuster and / or lawyer be appointed, that sufficient information be supplied to them at the earliest possible stage. Prior to any information being passed on, prior approval must be obtained from the Chief Executive. Any information as proposed to be released, must be "screened" in the first instance by the "On Scene Commander", in order that only suitable information is divulged to them.

Photographic and video / C.C.T.V. records should be kept, wherever and whenever possible. This will assist in any ensuing investigations into the cause and effect of the incident. Any suggested course of action involving the involvement of third parties such as insurers must be reviewed with the Harbour Master or the Duty Harbour Master, prior to any action being taken.

Should it be deemed appropriate, a suitably competent lawyer should be instructed to protect the Harbour's interests at the earliest opportunity, over and above that as may be instructed by the Harbour's insurers. It would be envisaged that the latter would work in conjunction with the Harbour Master. Insurers must be kept updated with regular bulletins as regards developments in relation to the incident. This should be daily, if circumstances warrant such action.

Should major expenditure be envisaged, a request should be made at the earliest available opportunity, for an interim / advance payment from insurers, in order to ensure stability of cash flow and to cover the cost of any potentially substantial remedial works.

Should it prove necessary, arrangements should be put in place for a meeting to be held between the Harbour's senior staff and insurers, to seek agreement on the proposed response to the incident. Should time not permit, insurers advice should be sought by calling the broker in the first instance or if deemed necessary, their office directly.

An active dialogue with the Harbour's insurers should continue until such time as they have agreed to meet their obligations in full and without any caveat being provided as regards payments / proposed course of action.

It is essential that the prior approval of the Harbour's insurers be obtained wherever possible, as regards any proposed course of action. Should this not be possible, any proposed action must and only be sanctioned by either the head of section of the Council or in the absence of both, the Duty Harbour Master.

15.3.2 HARBOUR USERS / TENANTS OF HARBOUR PROPERTIES

It is essential that Harbour users and tenants of premises within the Harbour area are kept appraised as regards any incident. The following steps must be undertaken:

Notify Harbour users and tenants as and when required. Some relevant Harbour users may be asked for assistance by supplying personnel or equipment where necessary.

Advise Harbour users and tenants of any implications the incident may have as regards their ability to operate within the Harbour. This must include a request to suspend services until such time as the incident has been brought under control.

The Harbour users and tenants should receive regular updates as regards the Harbour's operational status.

The Harbour users and tenants must be advised as and when the incident is brought under complete control, in order that normal port operations are resumed.

15.3.3 GOVERNMENT AUTHORITIES

It is important that the Local Authority and Government Agencies including the M.C.A., Marine Accident Investigation Branch (M.A.I.B.) (if the incident has involved a vessel) and the Health and Safety Executive (H.S.E.) are notified of any incident at the very earliest stage and are kept fully and regularly appraised of any developments in relation to the incident.

The Harbour Master shall be responsible for contacting Falmouth Coastguard and M.A.I.B.

It is essential that the following steps be taken in this regard:

That any communication be channelled through the Harbour Master.

That a copy of the relevant legislation be always kept in an easily accessible location within the E.R.C.C. and that it is referred to, prior to any substantive course of action being undertaken.

That the instructions as given by such bodies are always complied with. Should any confusing or contradictory advice be given, such concerns must be raised with the Harbour Master or in their absence, the Duty Harbour Master, prior to any action being considered.

The Authorities are duly advised when the "stand down" order has been given.

15.3.4 SUPPLIERS OF REPLACEMENT EQUIPMENT

Should any of the Harbour's equipment become damaged beyond economical repair, it is essential that potential suppliers be notified promptly, in order that (temporary) replacement equipment / structures can be sourced at the earliest opportunity.

Should any externally sourced equipment be required to bring the situation under control, the suppliers as detailed within this plan must be contacted at the very earliest opportunity. Some of the suppliers will have active 24-hour helplines, which should be contacted.

It is essential that comprehensive records be kept as regards any communications as had with any service provider. A full record should also be maintained of all resources, including manpower, used throughout the duration of the incident.

A Record Form for maintaining a log of resources used, is attached as Annex 2.4 to this plan.

ANNEXES

1.0 CONTACT DIRECTORY

Prior to contacting any of the organisations holding the plan, every effort should be made to contact the Harbour Master or Deputy Harbour Master. Should this not be possible, a person should be designated to co-ordinate such action, until such time as Harbour personnel arrive on site.

The Harbour Master or their Deputy will take control of Ilfracombe Harbour response to an incident and act as the "On Scene Co-ordinator" for Ilfracombe Harbour. All personnel will act under their authority except as designated separately within this Plan.

Ilfracombe Harbour	
Harbour Office	**01271862108**
Harbourmaster mobile	**07775532606**
Deputy Harbour Master mobile	**07748111290**
Ilfracombe Town Council Offices	**01271855300**
PMSC - Designated Person (Jon Triggs)	**01271388221**
Devon County Council - Main	**01392382680**
North Devon Council **Emergency** **Customer Services** **Emergency Planning Officer**	 **01271388240** **01271327711** **07584382324**
Resilience & Emergencies Division 24hr Emergency	**03034442718** **03034442799**

Emergency Services	
Fire and Rescue Service.	999 01392872200
Police.	Emergency 999 Non-emergency 112
Ambulance	999
HM Coastguard – Falmouth Operations Centre	999 01326317575
R.N.L.I. (Ilfracombe Lifeboat House).	01271863771
Ambipar Response Ltd 24hr Emergency	01202653558
Government Agencies	
Health & Safety Executive.	Online at www.HSE.gov.uk/
Environment Agency	0800807060
Resilience & Emergencies Division 24hr Emergency	030 344 42718 030 344 42799
Marine Management Organisation (MMO) General Enquiries Duty Officer	 03001231032 07770977825
Natural England	03000601200
D.E.F.R.A. Duty Room	03450518486

INSURERS	
Garry Frost.	07979806334
Graham Jackson.	07973289370
Robert Iremonger, (ARC Marine Insurance Advisor)	02079377176 (Office) 07979860828 (24 hrs)
Chaucer Syndicate / Justin Brewster	07850150643
OTHER AGENCIES	
Energy Supplier. EDF	Electric 105 Gas 0800 111 999
British Red Cross Society Crisis response contact centre.	07734734342
Salvation Army (Emergency response).	07711731751
St Johns Ambulance (24 hours)	03300535097 (Select option 1)
Devon Wildlife Trust, Exeter	01392 279244 (Use answer phone)
RSPB, Southwest England	07899 797473
RSPCA	03001 234999
V.H.F. FREQUENCIES	
Calling /Distress / Navigation Warnings.	16
12/14 Harbour Radio as designated by Harbour Master.	12 / 14
R.N.L.I./ Coastguard.	0/67

Key

2.0 TEMPLATES

2.1 INCIDENT REPORT FORM

Casualty Details:	**Comments:**
Vessel Name / Location:	
Length Overall, Tonnage and Draught.	
Contact Details:	
Details Of Incident Including Extent of Casualties:	
Casualty Situation:	
Type Of Cargo and Stowage. If Oil Spill, Presumed Type and Rate:	
Number Of People Aboard:	
Any Potential Language Barrier:	
Potential Hazards / Avoidance Techniques Possible Such as Towage:	
Prevailing Wind and Weather Conditions:	

2.2 INCIDENT LOG

Incident.			**Date of Incident.**		**Page No.**	
Date.	**Time.**	**Comment / Action / Details.**				

2.3 RESOURCES USED IN INCIDENT RESPONSE FORM

Date.	IHT				External Contractors.		
	Personnel / Hours.	Materials.	Boats.	Other.	Personnel.	Booms.	Other.

2.4 PRESS RELEASE FORM

2.4.1 INITIAL PRESS NOTIFICATION.

Ilfracombe Harbour confirms that an incident has occurred (Give brief description of incident) at approximately (Insert time and day).

Emergency response procedures have been initiated, and the relevant authorities have been advised. All support services are being coordinated through the Council's Incident Response Team and every possible effort is being made both to minimise risk to personnel at the scene and to contain / mitigate any adverse effects.

Further information will be released, at a press conference scheduled for……

Authorised Signatory…….

Position……..

Ilfracombe Harbour.

Website: www.northdevon.gov.uk/business/ilfracombe-harbour

E-mail: harbourmaster@northdevon.gov.uk

2.5 DYNAMIC RISK ASSESSMENT FORM

"Do Not Carry Out Any Task That Is Not Safe"

	Amend existing risk assessment
	New Task (send copy to Harbour Master)

Risk assessment appending # : RA/……..

Section 1 - Job

	Division:		Marine		Harbour
Job:					
Location:		Date:			

Section 2 – Hazards ✓ Tick relevant box(es)

	Access and egress		Electricity		Falling Objects		Vibration/ Noise		Drowning
	Slips, trips, falls		Confined Spaces		Dust/Vapour/Fume		Hazardous Substances		Radiation
	Working at height		Unguarded Machine		Moving Objects		Weather Conditions		Asbestos
	Lone Working		Manual Handling		Vehicular Movement		Collapse		Working near water
	Collision		Grounding		Sinking		Fire		Explosion
	Other:								

Section 3 - Risk Controls

Hazard		Who could be harmed	Control Measures	Actioned		Level of risk
				Yes	No	H/M/L
1						
2						
3						
4						
5						
6						

Section 4 – Personal Protective Equipment Requirements ✓ Tick relevant box(es)

	Head Protection		Gloves		Fall Protection		Other (specify)
	High Visibility Garment		Respiratory		Buoyancy Aid		
	Safety Footwear		Eye		Protective Clothing		

Section 5 – Permit to Work Required ✓ Tick relevant box(es)

	Permit to Work Required	Permit Issued
	Confined Space	
	Hot/Cold Work	
	Other:	

Section 6 – Additional Comments

Section 7 – Assessed / Briefed

	Print Name	Signature
Assessed by:		
Briefed to:		

2.6 CG77 POLREP

This form should be completed and sent to the MCA within 12 hours of verbal communication, using the email address specified in Section 27: Zone26@hmcg.gov.uk.

INITIAL INCIDENT REPORT

A. Classification: -

B. Date/Time/Observer: -

C. Position and Extent of Pollution: -

D. Tide: - **Wind:**

E. Weather: -

F. Characteristics of Pollution: -

G. Source and Cause of Pollution: -

H. Details of Vessels in area: -

I. Not Used

J. Any Photographs or Samples: -

K. Remedial Action: -

Forecast of oil movement: -

L. Names of others informed: -

M.Other relevant information: -

JESIP

Working Together – Saving Lives

M/ETHANE COMPLETION FORM

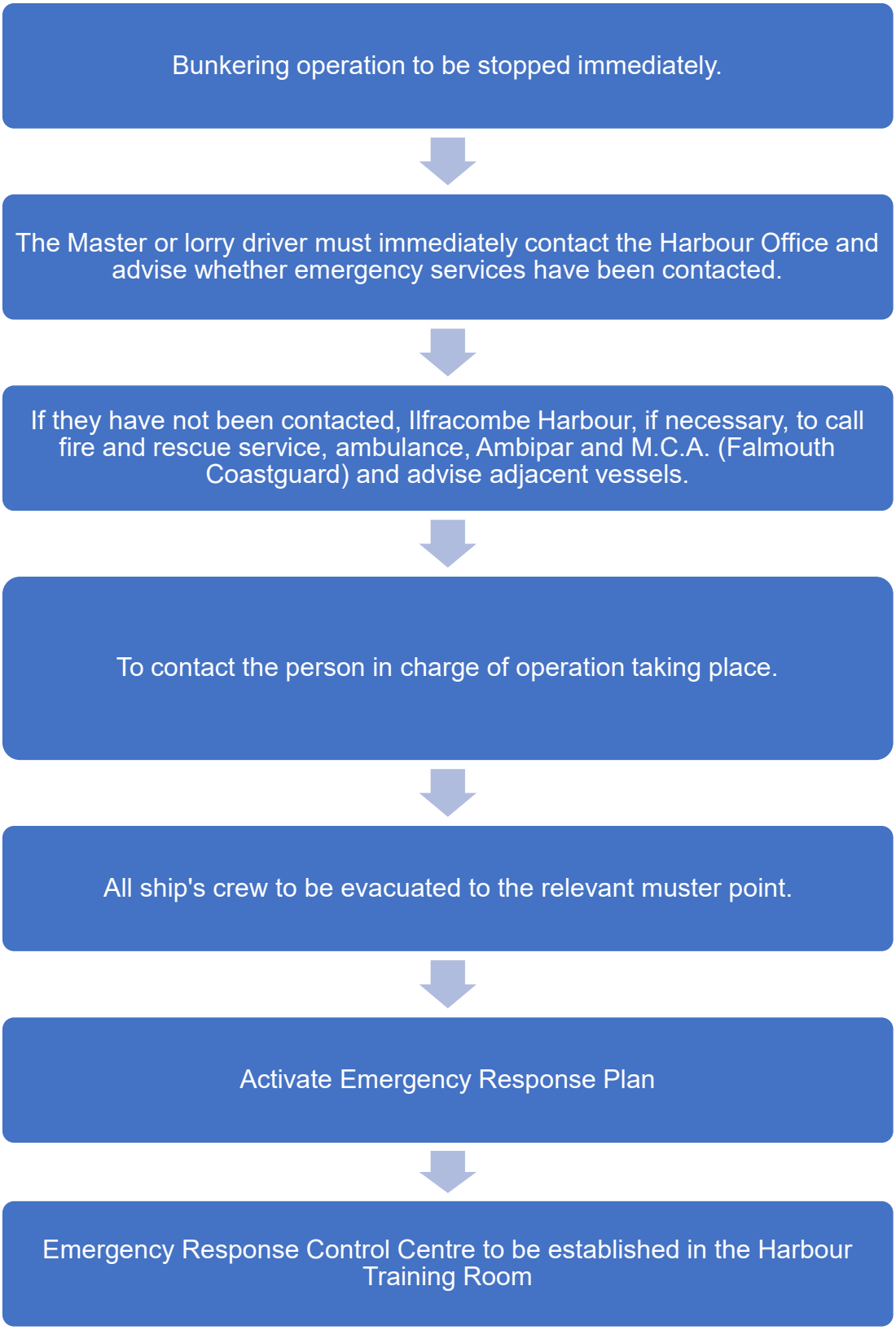
DATE: TIME: LOCATION:

M	MAJOR INCIDENT	Has a major incident been declared? (Yes/No – If 'No', then complete ETHANE message)	○ ○
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	
T	TYPE OF INCIDENT	What kind of incident is it?	
H	HAZARDS	What hazards or potential hazards can be identified?	
A	ACCESS	What are the best routes for access and egress?	
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	

RESTRICTED WHEN COMPLETE

WEBSITE: WWW.JESIP.ORG.UK | EMAIL: CONTACT@JESIP.ORG.UK | TWITTER: @JESIP999

3.1 FIRE INCIDENT INVOLVING A ROAD TANKER WHILE BUNKERING A VESSEL.



3.2 FIRE ON QUAYSIDE – GENERAL.

Person(s) discovering fire to advise the Harbour Office of an incident and advise whether the emergency services have been contacted.

If they have not already been contacted, Ilfracombe Harbour to call Fire & Rescue Service and if necessary, Ambulance Service.

Activate Emergency Response Plan

Emergency Response Control Centre to be established in the Harbour Training Room

Ilfracombe Harbour to advise the Police in case road access restrictions or control of members of the public are required.

Wind speed and direction to be assessed to ascertain what evacuation may be necessary.

Ilfracombe Harbour to start evacuation of relevant people from areas or buildings which may be affected.

All vessels in Harbour to be advised of the incident and where possible, moved to a safe area.

3.3 FIRE – SHIP WHILST ALONGSIDE BERTH

The Master must immediately contact the Harbour Office and advise whether emergency services have been contacted.

If they have not been contacted, Ilfracombe Harbour to call Fire & Rescue Service, Ambipar and if necessary, ambulance.

ILFRACOMBE HARBOUR TO BE ADVISED WHAT CARGO TYPES / QUANTITIES REMAIN ONBOARD.

Vessel discharge or loading operation to be stopped immediately.

All ship's crew to be evacuated to a safe area.

Ilfracombe Harbourto contact Falmouth Coastguard for possible assistance.

All other operations in vicinity to be stopped and personnel evacuated.

Emergency Response Control Centre to be established in the Harbour Office.

All vessels in Harbour to be advised of the incident and where possible, moved to a safe area.

Vessels to be made ready to provide assistance.

Access and secure area around vessel to be barriered off to control access.

3.4 FIRE – BUILDING WITHIN HARBOUR AREA

Person discovering fire should sound appropriate fire alarm and then evacuate all personnel from the building.

Person discovering fire should advise the Harbour Office , stating whether they have contacted the emergency services.

Ilfracombe Harbour should contact fire and rescue service (and ambulance, if appropriate) if they have not already been contacted.

In the Harbour Master's absence, the Deputy Harbour Master should advise the Harbour Master.

The Deputy H.M. should attend on-scene to ensure that evacuation is taking place to the appropriate muster point.

A head count should be undertaken by a representative from each company to confirm that everyone has been evacuated.

Access to the area should be secured and any operations in the immediate area stopped.

Activate Emergency Response Plan

Establish an Emergency Response Control Centre at the Harbour Office.

If building under Ilfracombe Harbour control, keys to be provided to emergency services.

Power supply to building , if possible, should be isolated.

3.5 FIRE / GROUNDING / SINKING OR CAPSIZING OF A VESSEL IN HARBOUR LIMITS.

Vessel Master to advise Falmouth Coastguard and the Harbour Office of incident.

In the H.M.'s absence, the Deputy H.M. to contact H.M.

Decision to be made whether vessel should come alongside a berth. (Harbour Master / S.O.S.R.E.P.).

3.6 ACTIONS ASSUMING VESSEL NOT BERTHING

Relevant Emergency Services to be contacted to advise of the incident.

Emergency Response Control Centre to be set up in Harbour Training Room with representatives from emergency services. Contact with Ambipar provider to be made.

Ilfracombe Harbour to contact any other vessels capable of assisting and give directions to vessels not involved or required to assist.

Harbour personel to make a landing point ready for casualties / survivors being brought ashore.

Access to landing point to be barriered off and controlled.

Reception facilities to be arranged for people coming ashore.

If required, confirm that welfare provision and other Care for People aspects are being co-ordinated by NDC EPO

3.7 ACTIONS IF VESSEL IS ABLE TO COME ALONGSIDE A BERTH

Relevant Emergency Services to be contacted to advise of the incident and Ambipar.

Activate Emergency Response Plan

Emergency Response Control Centre to be set up in Harbour Training Room with representatives from emergency services.

Ilfracombe Harbour to prepare berth for accepting vessel & casualties.

Access to berth to be barriered off and controlled.

Reception facilities to be arranged for people coming ashore.

If required, confirm that welfare provision and other Care for People aspects are being co-ordinated by NDC EPO

3.8 FIRE OR EXPLOSION ON A VESSEL CARRYING EXPLOSIVE/HAZARDOUS MATERIALS

3.8.1 ACTIONS IF VESSEL IS ALONGSIDE A BERTH

The Master must immediately contact the Harbour Office and advise whether emergency services have been contacted.

If not already contacted, Ilfracombe Harbour to contact Fire & Rescue Service, Ambipar and if necessary, Ambulance Service.

Harbour Master to request information concerning quantity and hazard division of explosives or IMDG code for Hazardous materials and details of any other dangerous substances onboard.

All operations on the quayside concerned and adjacent quaysides are stopped immediately and their personnel are evacuated to an appropriate Muster Point.

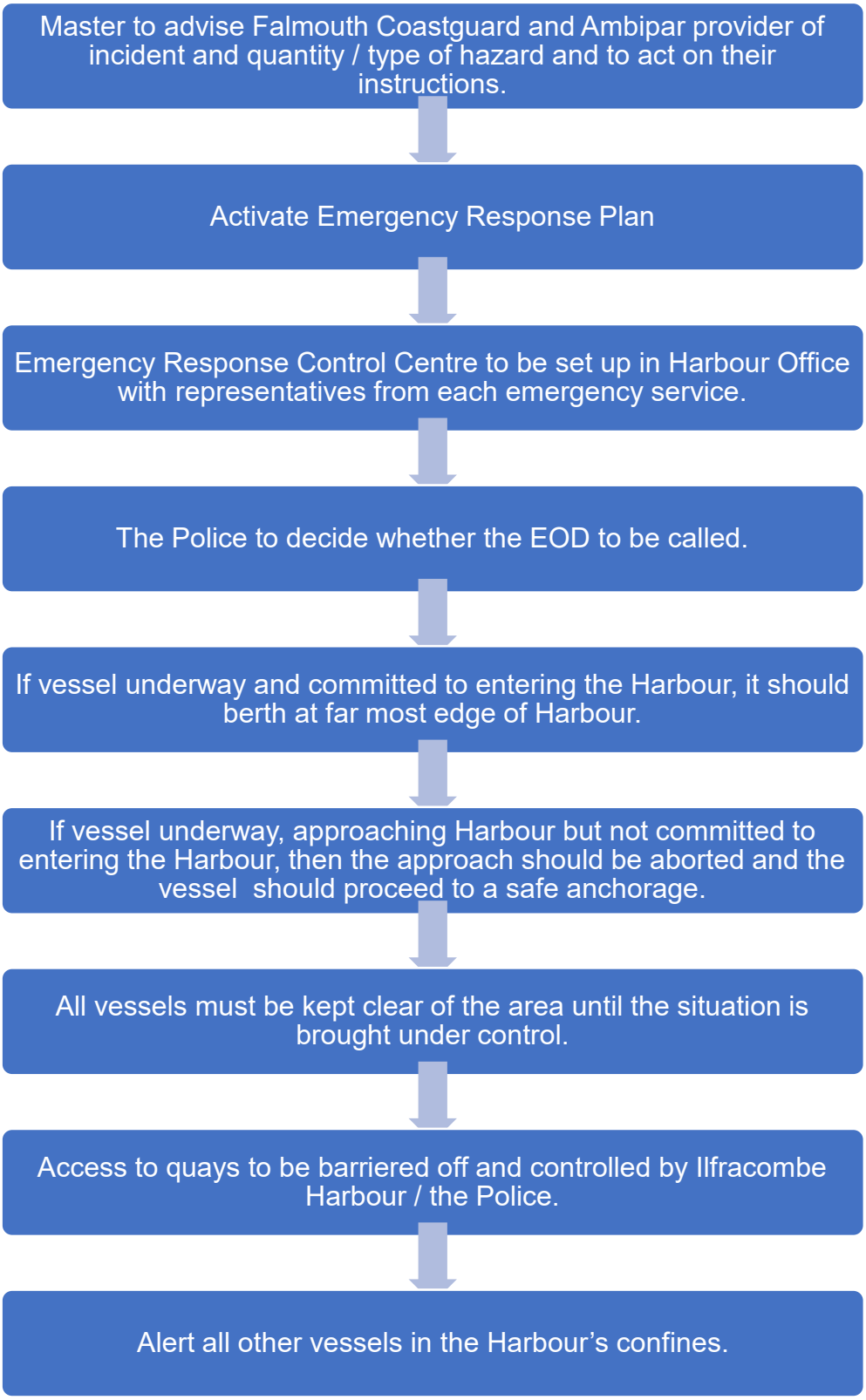
The ship concerned and all ships and personnel on adjacent quays to be evacuated to an appropriate Muster Point.

Activate Emergency Repsonse Plan

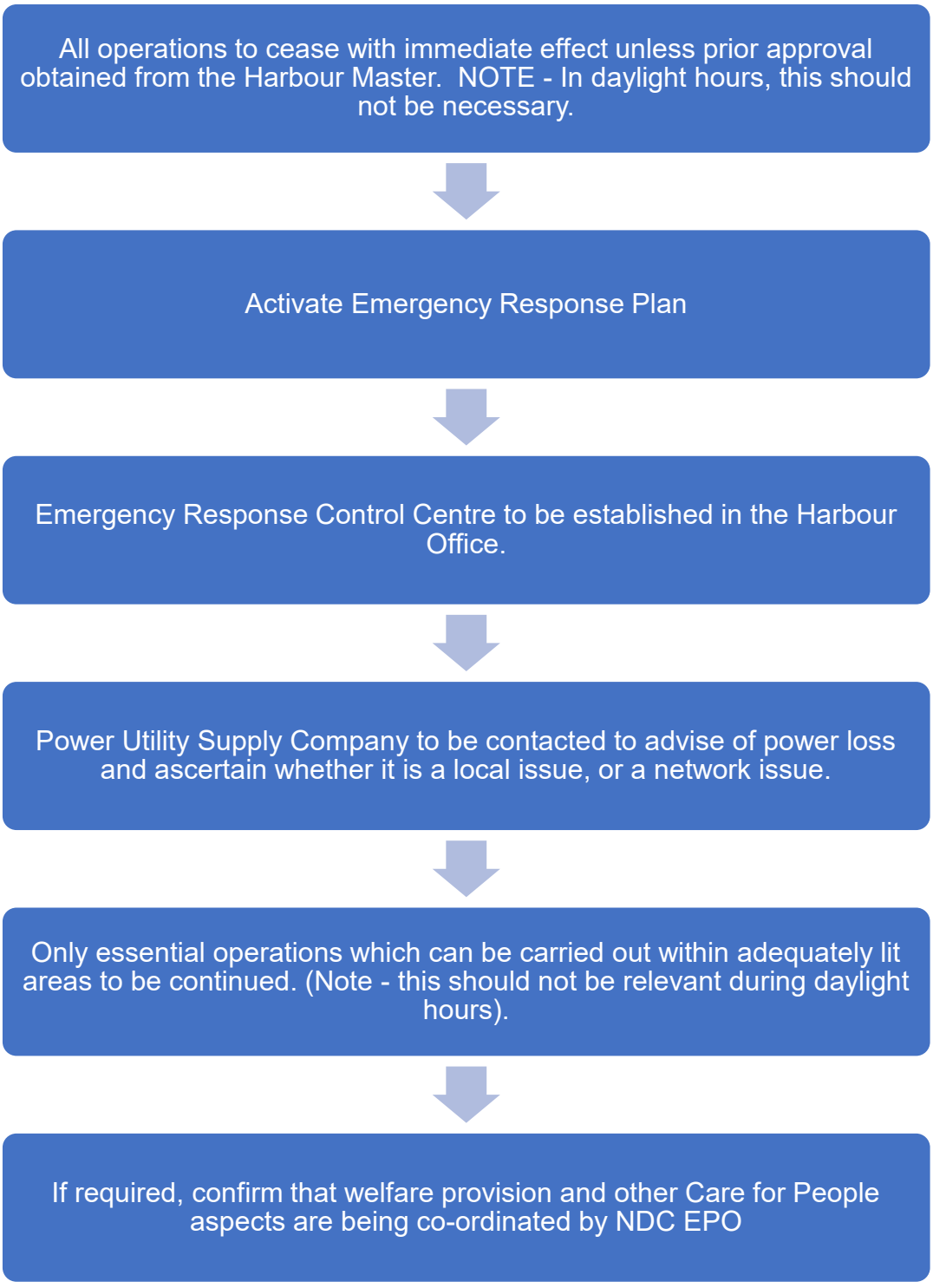
Emergency Response Control Centre to be set up in Harbour Training Room with representatives from emergency services.

If required, confirm that welfare provision and other Care for People aspects are being co-ordinated by NDC EPO

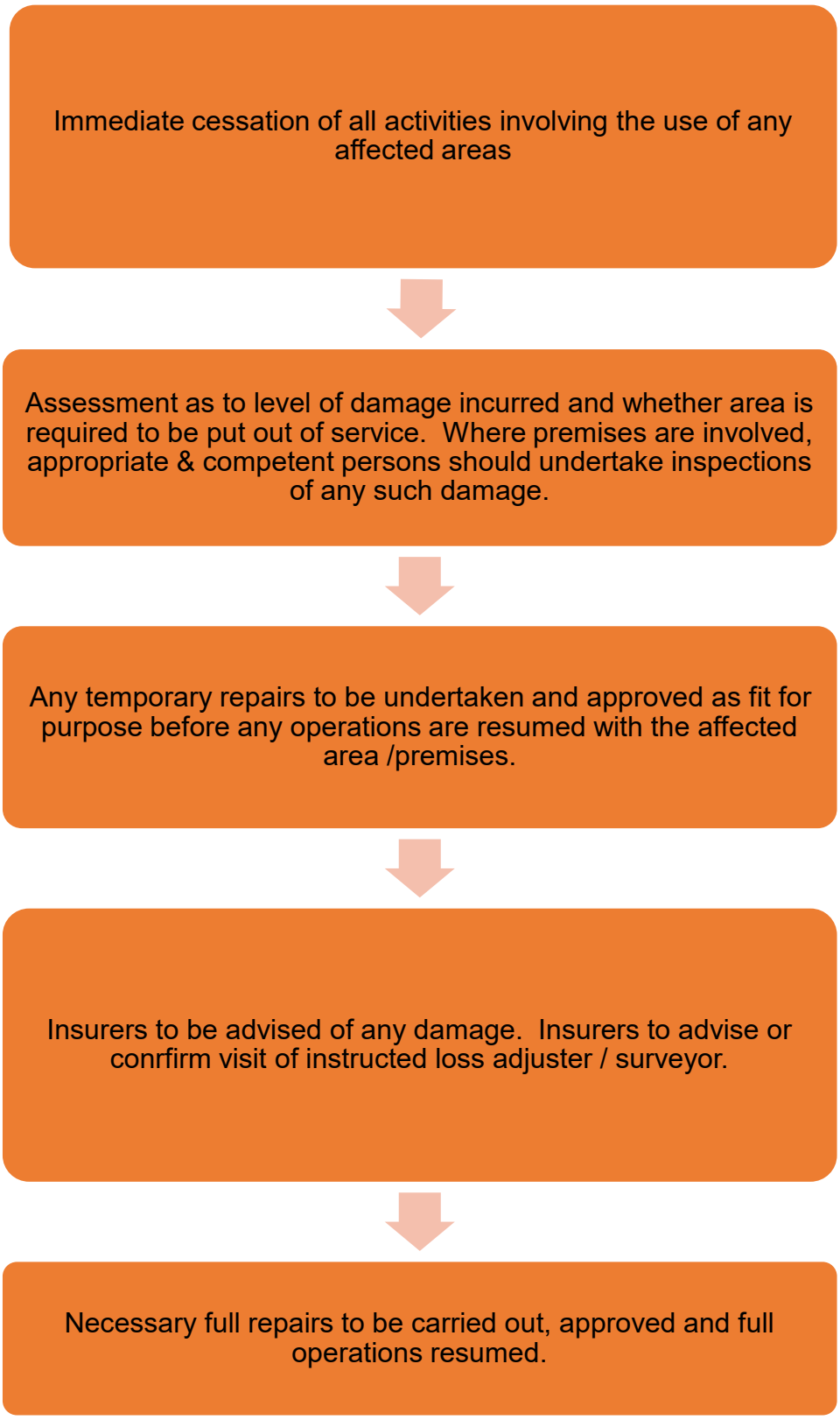
3.8.2 ACTIONS IF VESSEL UNDERWAY OR AT ANCHOR IN HARBOUR LIMITS



3.9 INCIDENT INVOLVING ELECTRICAL POWER LOSS WITHIN THE HARBOUR JURISDICTION



3.10 INCIDENT INVOLVING DAMAGE TO HARBOUR INFRASTRUCTURE



3.11 VEHICLE INCIDENT ON ROADWAY WITHIN THE HARBOUR JURISDICTION

Unless a very minor incident, close off relevant roadway (barriers/cones) and divert traffic.

Emergency Services to be called.

Casualties to be assessed and area made safe for them.

Assess any oil or chemical leakages from any vehicles and where necessary, arrange for contaiment, cleaning and disposal of any contaminents. Make contact with Ambipar to assess clean-up porocedures.

Photographic evidence of the area to be gathered.

Insurers to be contacted if North Devon Council personnel or vehicles involved. If not involved, then insurers to be advised in case of any external claims.

Once all investigations completed, all vehicles / debris to be removed and area made safe for full operations to resume.

1.0 DANGEROUS GOODS / EXPLOSIVE PLACARDS

1.1 I.M.D.G. CODES & INTERPRETATION.

- A chart showing key IMDG codes.

2.0 DANGEROUS GOODS – CONSEQUENCES OF INCIDENTS

2.1 EXPLOSIVES.

Introduction.

The Harbour does not hold an explosive license; however, certain types of explosives may be handled through the Harbour as follows:

- Those in Division I.4 of the U.N. Classification scheme for Dangerous Goods – “Substances and articles which present no significant hazard”.
- Those in any other Division of the U.N. Classification Scheme (except explosives in Compatibility Group L) where the total quantity of explosive involved does not exceed 10 kilograms.
- Explosives that are to be used immediately by a vessel at sea.
- Explosives to be dumped at sea or, in the case of a military explosive, with consent of the Secretary of State.
- Explosives of less than 1 tonne in quantity intended for immediate use in connection with harbour works or for wreck dispersal within the harbour’s confines.
- Explosives carried by a British or foreign warship.
- Explosives carried by any other vessel in the service of the Crown, where those explosives are for use at sea and no handling of the explosives takes place while the vessel is in the Harbour’s confines.

In all circumstances, this will be with the written consent of the Harbour Master and the explosives as carried and used in accordance with any conditions as attached to that consent.

The following are consequences of an incident involving Explosives:

• Blast waves.

• Flying debris.

• Extreme heat.

Comprises: Explosive substances which are wetted with water or alcohols or are diluted with other substances to form a homogeneous solid mixture to suppress their explosive properties. The desensitizing agent shall be distributed uniformly throughout the substance in the state in which it is to be transported. Where transport under conditions of low temperature is anticipated for substances containing or wetted with water, a suitable and compatible solvent, such as alcohol, may have to be added to lower the freezing point of the liquid. Some of these substances, when in a dry state, are classified as explosives. Where reference is made to a substance which is wetted with water, or some other liquid, it shall be permitted for transport as a class 4.1 substance, only when in the wetted condition specified.

2.2 FLAMMABLE GASES.

The following are consequences:

• Flammable gas cloud.

• Explosive reaction inside and outside buildings.

• Thermal radiation (flash fire or fireball).

• Blast waves.

• Flying debris.

• Pool fire if leakage from pipeline or tank.

• Jet fire if leakage from pipeline or tank.

• Flash fire.

Comprises: Gases which at 20ÅãC and a standard pressure of 101.3 kPa are ignitable when in a mixture of 13% or less by volume with air; or have a flammable range with air of at least 12 percentage points regardless of the lower flammable limit.

2.3 NON-TOXIC & NON-FLAMMABLE GASES.

The following are consequences:

• Asphyxiating atmosphere in confined spaces.

• Toxic gas cloud.

Comprises: Gases which: 1) are asphyxiant – gases which dilute or replace the oxygen normally in the atmosphere; or .2) are oxidizing – gases which may, generally by providing oxygen, cause or contribute to the combustion, of other material more than air does; or .3) do not come under the other classes.

2.4 POISON GASES.

The following are consequences:

• Poisonous gas clouds.

• Fire.

• Thermal radiation.

• Flammable.

• Biological infection.

Comprises: Gases which are known to be so toxic or corrosive to humans as to pose a hazard to health; or are presumed to be toxic or corrosive to humans because they have a LC50 value equal to or less than 5,000 mℓ/m3 (ppm).

2.5 FLAMMABLE LIQUIDS.

The following are consequences:

• Leakage from tank or pipeline, which results in flammable gas cloud.

• Pool fire.

• Flash fire.

• Explosion inside and outside buildings.

• Toxic gas cloud.

• Thermal radiation.

• Blast waves.

• Flying debris.

Comprises: Liquids, or mixtures of liquids, or liquids containing solids in solution or suspension (such as paints, varnishes, lacquers, etc., but not including substances which, on account of their other dangerous characteristics, have been included in other classes), which give off a flammable vapour at or below 60 C closed-cup test (corresponding to 65 C open-cup test), normally referred to as the “flashpoint”.

This also includes: 1) liquids offered for transport at temperatures at or above their flashpoint; and 2) substances transported or offered for transport at elevated temperatures in a liquid state, which give off a flammable vapour at temperatures equal to or below the maximum transport temperature. This class also comprises liquid desensitized explosives which are explosive substances that are dissolved or suspended in water or other liquid substances, to form a homogeneous liquid mixture to suppress their explosive properties.

2.6 FLAMMABLE SOLIDS.

The following are consequences:

• Fire / spontaneous combustion.

• Explosion.

• Blast waves.

• Flying debris.

• Thermal radiation.

• Substances which, in contact with water, emit flammable gases.

• Thermal radiation.

• Toxic gas clouds.

Comprise: Readily combustible solids, (fibres, powdered, granular, or pasty substances) which can be easily ignited by brief contact with an ignition source such as a burning match. The danger may come not only from the fire but also from toxic combustion products. Metal powders are especially dangerous because of the difficulty of extinguishing a fire, since normal extinguishing agents such as carbon dioxide or water can increase the hazard.

2.7 SPONTANEOUS COMBUSTIBLE.

The following are consequences:

• Fire.

• Explosion.

• Toxic gas cloud.

Comprise: Thermally unstable substances liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). Self-reactive substances are classified into seven types according to the degree of danger they present. The decomposition of self-reactive substances can be initiated by heat, contact with catalytic impurities (such as acids, heavy-metal compounds, bases), friction or impact. The rate of decomposition increases with temperature and varies with the substance. Decomposition, particularly if no ignition occurs, may result in the evolution of toxic gases or vapours. For certain self-reactive substances, the temperature shall be controlled. Some self-reactive substances may decompose explosively, particularly if confined. This characteristic may be modified by the addition of diluents or by the use of appropriate packaging. Some self-reactive substances burn vigorously.

2.7.1 SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION.

The following are consequences:

• Fire.

• Endothermic reaction.

Comprise: 1) Pyrophoric substances, which are substances, including mixtures and solutions (liquid or solid), which, even in small quantities, ignite within 5 minutes of coming into contact with air. These substances are the most liable to spontaneous combustion;

2) Self-heating substances, which are substances, other than pyrophoric substances, which, in contact with air without energy supply, are liable to self-heating. These substances will ignite only when in large amounts (kilograms) and after long periods of time (hours or days).

2.8 DANGEROUS WHEN WET.

The following are consequences:

• Fire.

• Explosion.

• Blast waves.

Comprise: Either liquids or solids which, by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities. Certain substances, in contact with water, may emit flammable gases that can form explosive mixtures with air. Such mixtures are easily ignited by all ordinary sources of ignition, for example naked lights, sparking hand tools or unprotected light bulbs. The resulting blast wave and flames may endanger people and the environment.

2.9 OXIDIZERS.

The following are consequences:

• Thermal radiation.

• Blast waves.

• Flying debris.

• Fire.

• Explosion.

Comprise: Substances which, while in themselves are not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

• Substances which in certain circumstances directly or indirectly evolve oxygen. For this reason, oxidizing substances increase the risk and intensity of fire in combustible material with which they come into contact.

• Mixtures of oxidizing substances with combustible material and even with material such as sugar, flour, edible oils, mineral oils, etc., are dangerous. These mixtures are readily ignited, in some cases by friction or impact. They may burn violently and may lead to explosion.

• There will be a violent reaction between most oxidizing substances and liquid acids, producing toxic gases.

• Toxic gases may also be evolved when certain oxidizing substances are involved in a fire.

2.10 ORGANIC PEROXIDES.

The following are consequences:

• Be liable to explosive.

• Burn rapidly.

• Be sensitive to impact or friction.

• React dangerously with other substances.

• Cause damage to the eyes.

Comprise: Organic substances which contain the bivalent –O–O– structure and may be considered derivatives of hydrogen peroxide, where one or both hydrogen atoms have been replaced by organic radicals. Organic peroxides are thermally unstable substances which may undergo exothermic self-accelerating decomposition.

2.11 POISONS.

The following are consequences:

• Harmful to health.

• Dangerous when in contact with skin.

• Dangerous when inhaled.

• Toxic gases.

Comprise: Substances liable either to cause death or serious injury or to harm human health if swallowed or inhaled, or by skin contact.

• The dangers of poisoning which are inherent in these substances depend upon contact with the human body, that is by inhalation of vapours by unsuspecting persons at some distance from the cargo or the immediate dangers of physical contact with the substance.

• Nearly all toxic substances evolve toxic gases when involved in a fire or when heated to decomposition.

2.11 INFECTIOUS SUBSTANCES.

The following are consequences:

• Infectious.

• Causes diseases.

• Causes permanent disability.

• Toxic gases.

Comprise: Substances which are known or are reasonably expected to contain pathogens. Pathogens are defined as micro-organisms (including bacteria, viruses, rickettsiae, parasites, fungi) and other agents such as prions, which can cause disease in humans or animals. An infectious substance which is transported in a form that, when exposure to it occurs, is capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy humans or animals.

2.12 RADIOACTIVE.

The following are consequences:

• Radioactive emission.

Comprises: Any material containing radionuclides, where both the activity concentration and the total activity in the consignment exceed specified values. Radioactive material shall be assigned to one of the specified U.N. numbers depending on the activity level of the radionuclides contained in a package, the fissile or non-fissile properties of these radionuclides, the type of package to be presented for transport, and the nature or form of the contents of the package, or special arrangements governing the transport operation.

2.13 CORROSIVE.

The following are consequences:

• Skin and eye burns.

• Thermal radiation.

• Toxic gas clouds.

• Poisoning.

• Destructive effect on metals and fabrics.

• Corrosive to glass and earthenware.

Comprise: Substances which, by chemical action, will cause severe damage when in contact with living tissue or, in the case of leakage, will materially damage, or even destroy, other goods or the means of transport. Some of them can cause (severe) burns to skin, eyes and mucous membranes. Many substances are sufficiently volatile to evolve vapour irritating to the nose and eyes. A few substances may produce toxic gases when decomposed by very high temperatures. When involved in a fire, they evolve toxic gases. Poisoning may result if they are swallowed, or if their vapour is inhaled; some of them even may penetrate the skin. All substances in this class have a more or less destructive effect on materials such as metals and textiles. A few substances in this class can corrode glass, earthenware and other siliceous materials. Many substances in this class only become corrosive after having reacted with water, or with moisture in the air. The reaction of water with many substances is accompanied by the liberation of irritating and corrosive gases. Such gases usually become visible as fumes in the air. A few substances in this class generate heat in reaction with water or organic materials, including wood, paper, fibres, some cushioning materials and certain fats and oils.

2.14 MISCELLANEOUS DANGEROUS SUBSTANCES.

The following are consequences:

• Fire

• Leakage

• Thermal radiation.

• Carcinogenic particles.

Comprise: Substances which, on inhalation as fine dust, may endanger health (asbestos, etc.). Substances evolving flammable vapour (polymeric beads, plastic moulding compounds, etc.) together with lithium batteries, electric double layer capacitors, lifesaving appliances (air bags inflators, seat belt pretensioners), substances and articles which, in the event of fire, may form dioxins, substances transported or offered for transport at elevated temperatures, environmentally hazardous substances and genetically modified microorganisms (GMMO s) and genetically modified organisms.

The basic elements for classification of environmentally hazardous substances (aquatic environment) are: aquatic toxicity, potential for or actual bioaccumulation; and degradation (biotic or abiotic) for organic chemicals. Marine pollutants are transported under appropriate coding, according to their properties.

3.0 REFERENCES

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Ilfracombe Harbour Oil Spill Contingency Plan 2022. **This is a restricted document**

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Local Resilience Forum Combined Agency Emergency Response Plan. https://northdevon.gov.uk/community-safety-and-emergencies/emergency-planning/

Dangerous Vessel Act 1985. https://www.legislation.gov.uk/ukpga/1985/22?view=extent

Devon County Council Emergency Telephone Directory. **This is a restricted document**