PORTS OF
TILBURY
AND
TILBURY2
LONDON

Port of Tilbury London Ltd and Tilbury 2 Ltd

OIL SPILL CONTINGENCY PLAN

Version 3
6th December 2018

Approval Number: | **3303 /** / ZZZ/3302/1800003

Maritime & Coastguard Agency

APPROVAL OF OIL SPILL CONTINGENCY PLAN

Issued in accordance with the requirements of
the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998,
under the authority of the Government of
the United Kingdom of Great Britain and Northern Ireland
by the Maritime and Coastguard Agency
an Executive Agency of the Department for Transport.

Name of Port / ~~Harbour / Oil Handling Facility~~ *	**TILBURY**
Category of Port	**A & B**

Name of ~~Operator~~ / Company *	Port of Tilbury
Address	Port of Tilbury London Ltd
	Leslie Ford House
	Tilbury
Post Code	RM18 7EH

APPROVAL

Pursuant to the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998, the Oil Contingency Plan submitted by the above is hereby approved by the Secretary of State for the Department for Transport.

Date of Plan **06 December 2018** Plan version (where applicable) Version 3

This Plan is valid until **16 January 2024**

Issued by the Maritime and Coastguard Agency.

Issued at **MCA HQ (UK)** (Place of issue)

Signed (Signature of duly authorised official issuing the Approval)

Date **17 January 2019** (Date of issue)

Name **ANDREW HEALY** (For and on behalf of the Secretary of State)

MARITIME & COASTGUARD AGENCY mca Official Stamp COUNTER POLLUTION & RESPONSE

* Delete as appropriate

Contents

GLOSSARY

BM	Berthing Master
BPA	British Ports Association
CCW	Countryside Council for Wales
DARD	Department of Agriculture and Rural Development
DOE (NI)	Department of the Environment (Northern Ireland)
DTLR	Department for Transport, Local Government and the Regions
EA	Environment Agency
ECC	Essex County Council
ECPEM	Essex Civil Protection & Emergency Management
SEG	Standing Environment Group
EHS	Environment and Heritage Service of DOE
ELO	Environment Liaison Officer
GT	Gross Tonnage
HFO	Heavy fuel oil
HM	Harbour Master
HNS	Hazardous and Noxious Substances
HWS	High water spring (tide)
IMO	International Maritime Organisation
JNCC	Joint Nature Conservation Committee
MCA	Maritime Coastguard Agency
MEIR	Marine Emergencies Information Room
MFO	Marine fuel oil
MGO	Marine gas oil
MRC	Marine Response Centre
MMO	Marine Management Organisation
NCP	National Contingency Plan
NE	Natural England (formerly English Nature)
NNR	National Nature Reserve
OMT	Oil Spill Management Team
OPRC Convention	Oil Pollution Preparedness, Response and Co-operation Convention 1990
CPSO	Counter Pollution and Salvage Officer
PLA	Port of London Authority
POLREP	Pollution Report
POTLL	Port of Tilbury London Ltd and Tilbury2
SAC	Special Area of Conservation
SCU	Salvage Control Unit
SEEEC	Sea Empress Environmental Evaluation Committee
SFI	Sea Fisheries Inspectorate
SI	Statutory Instrument
SITREP	Situation Report
SOLAS	Safety of Life at Sea Convention
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SPA	Special Protection Area
SRC	Shoreline Response Centre
SSSI	Site of Special Scientific Interest
STOp	Scientific, Technical and Operational Guidance Notes
UKHMA	UK Harbour Masters Association
UKMPG	UK Major Ports Group
UKSPILL	UK Spill Association

SECTION 1 - INTRODUCTION & POLICIES

1.1 General Introduction

The requirement for an Oil Spill Contingency Plan for UK ports has been formalised by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 and its amendment from 2015, which implements the International Convention on Oil Pollution, Preparedness, Response and Co-operation, 1990. This Oil Spill Contingency Plan (herein after referred to as the Plan) has been prepared in accordance with the Oil Spill Contingency Plan Guidelines for Ports and Harbours, issued by the Maritime and Coastguard Agency (herein after referred to as the MCA), who are responsible for applying the Regulations to all Harbours and Ports in the UK. The Plan is subject to approval by the MCA, as the competent National Authority, verifying that it is in compliance with the requirements of the OPRC Regulations.

1.2 Purpose of Plan

It is to guide port personnel and port users through the process of managing a spill originating from operations within the port, to mitigate the consequences of an oil pollution incident within the port and, to allow those involved in the response to a pollution incident to rapidly disseminate information to the parties involved and to ensure the optimum deployment of available equipment.

1.3 Use of the Manual

The Plan is specifically for operations within POTLL (Port of Tilbury London Ltd) and it is designed to initiate an appropriate oil spill response in the event of an incident. The Plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with port operations and the nature of the hydrocarbons that could be spilt. The Manual should be considered in conjunction with the OPRC Guidelines for Ports.

1.4 Scope of the Plan

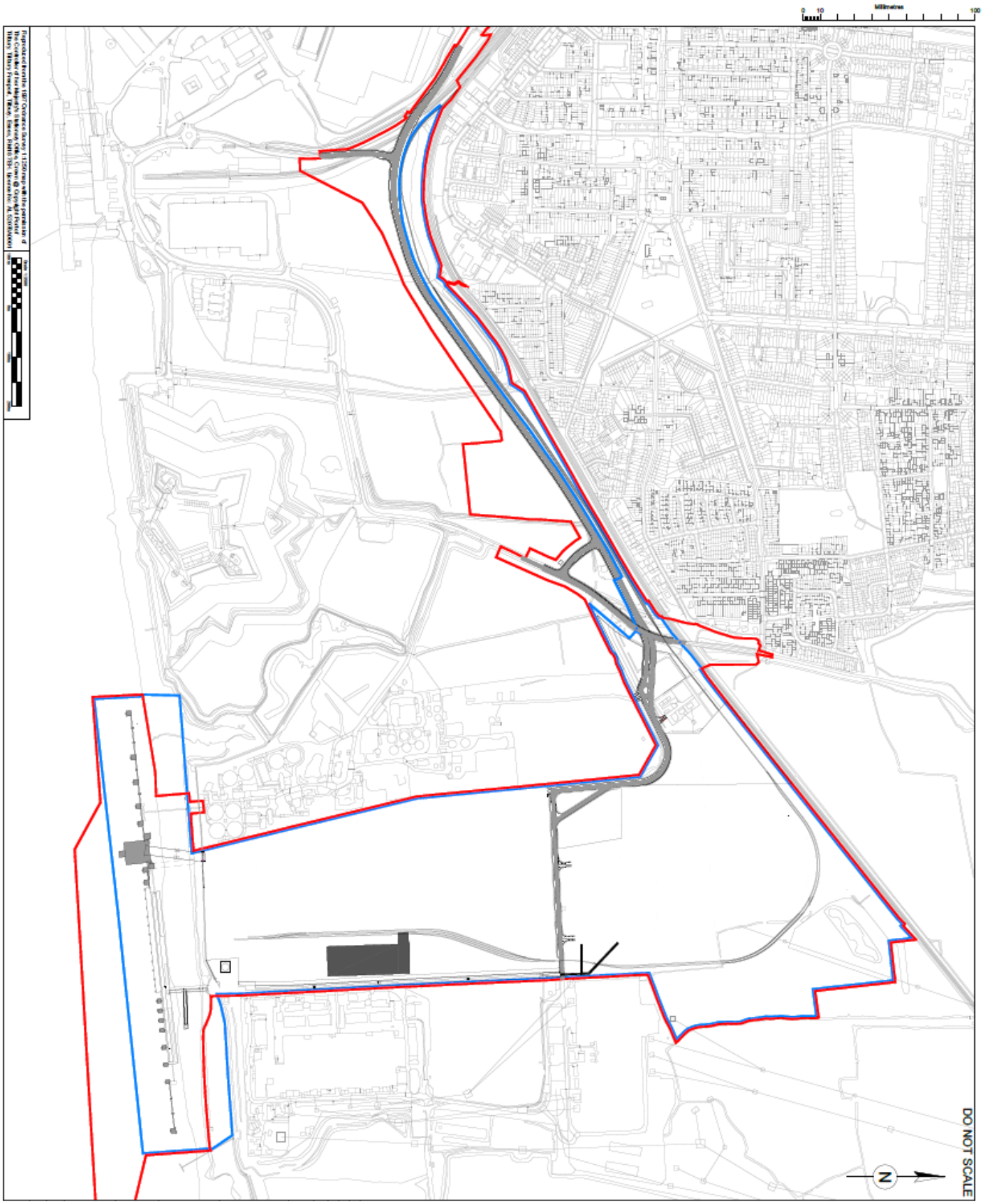
1.4.1 Area of Jurisdiction (See map – Page 7)

The Plan relates to the Port of Tilbury London Limited impounded, enclosed dock system, with three pairs of Lock Gates creating an immediate response. The ‘approach’ to the lock (the Bell Mouth) and riverside berths, operated by POTLL, are covered under the Port of London Authority Oil Spill Contingency Plan. This plan now also includes the addition of Tilbury2. Tilbury2 has 3 river berths, two for RoRo vessels and another deep water berth for construction materials and aggregates. Tilbury2 has its own byelaws as covered in SI No.359 2019, under Schedule 7, also enforced by Tilbury Police.

This document was reviewed and approved by the MCA in December 2018 but on the 20th of February 2019 the Port of Tilbury Expansion Order 2019 was made by the Secretary of State for Transport under the Planning Act 2008 to authorise the construction, operation and maintenance of a new port terminal, associated facilities and extended port limits (known as Tilbury 2) at the site of the former Tilbury Power Station. That Order came into force on the 13 March 2019.

The jurisdiction of Tilbury2 extends approx. 60 metres from the quay wall but anything in the river Thames beyond the blue line on the plan below is under the jurisdiction of the Port of London Authority (PLA). The red line boundary for the DCO (Development Consent Order known as the 'Order Limits') has been established to include all works proposed by the Order including those comprising the Nationally Significant Infrastructure Project itself and Associated Development, as defined by the Planning Act 2008 and the accompanying April 2013 Department for Communities and Local Government Guidance. As per the plan below the blue line corresponds to the extended port limits while the red line is the order limits; including sections of the tidal Thames required for the construction of expanded berthing capacity and associated dredging.

For the rest of this plan the Ports of Tilbury and Tilbury2 shall be considered as the same Port which will be referred to as POTLL.



1.4.2 Chemical Spills

Chemical spill incidents are outside the scope of this plan, requiring the assistance of 'specialists' retained by the 'Shipper'. In the event of such an incident, responders should consult the CHEMDATA data base before initiating containment procedures.

1.5 Plan Revision & distribution

This Plan is a 'controlled document' and has an approved lifespan of 5 years from the date of approval by the MCA and advertised on the Port's website. The plan and all approved updates will be promulgated by e-mail to all the Port's Managers and departments by regular electronic distribution.

The Plan will be reviewed at least every five years and post incident or any earlier if a substantial amendment is required. Approval of Plan revision is the responsibility of the Harbour Master. Any revisions to the plan, following consultation (Section 1.6 refers), will be submitted to the MCA for their formal approval before being incorporated into this Manual.

In addition to the electronically promulgated plan, a limited number of 'controlled' paper copies will be distributed to the following recipients and following any revision of the plan, will be replaced in entirety. These are:

1.5.1 Internal distribution for the Port of Tilbury London Ltd

1. Harbour Master
2. Marine Department – Lockside Operations Room
3. Port Police – Police Station - Main Gate
4. Safety, Health & Environmental Department

1.5.2 External distribution

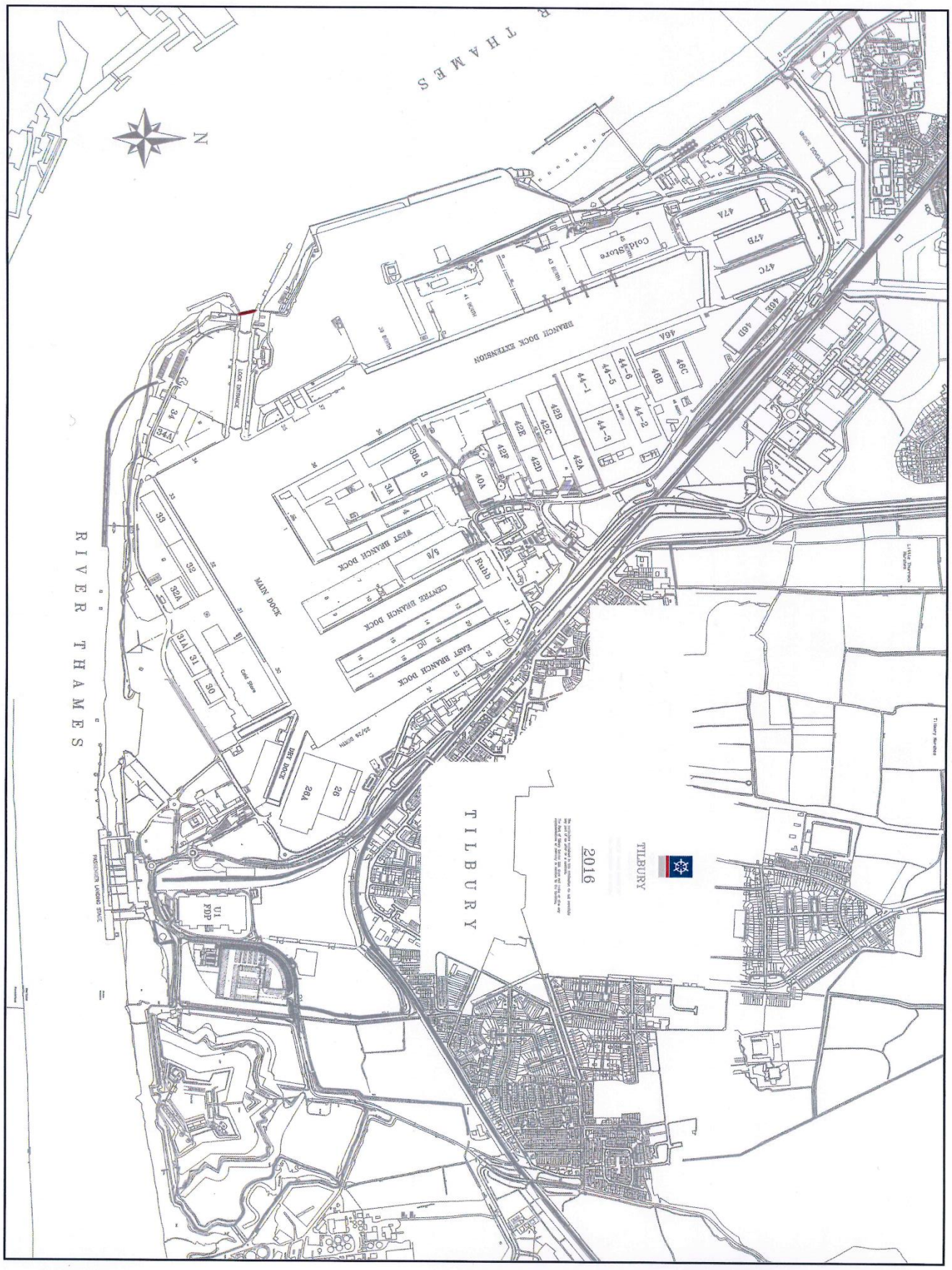
A. MCA – London Coastguard
B. MCA – Marine Emergency Information Room (MEIR), Southampton
C. Port of London Authority – Harbour Master (Lower), Gravesend
D. Adler and Allan – TIER 2 Contractor
E. Environment Agency
F. Natural England
G. Emergency Planning and Resilience Team (Essex County Council).
H. Marine Management Organisation (MMO)
I. Emergency Planning Team (Thurrock Council)

1.5.3 Oil Spill Contingency Plan, Revision History

Date	Section	Page	Amendment details or introduction
Dec 13	Plan		Approved and issued
July 14	Plan		Contacts updated
Sept 15	Plan		Contacts updated +7.3 + 8.1 updated
July 2016	Contents	6	Revision History updated
	4.4	16	Addition of new additional lengths of buoyant fence
	6.2	19-20	Removal of redundant *PERSPECTIVE software*
	7.2.3	21	Removal of redundant *PERSPECTIVE software*
	8.1	22-24	Removal of redundant *PERSPECTIVE software*
	10	25-26	Updated contacts list
	11.1	27	Addition of new additional lengths of buoyant fence
	11.3.3	28	Addition of new additional lengths of buoyant fence
	Appendix 3	31	Contact details updated
	Appendix 5	33	New media statement
June 2017 Edition 2	1.5	5	Removal of reference to TILNET
	1.5.1 & 1.5.3	6	Internal distribution list updated & Revision History updated
	2.1	11	Reviewed Risk Assessment
	3.5	13	Change of wording from "holding statement" to "initial press statement"
	9.2	23	Removal of Managing Director and Port Promotions Officer
	10	25-26	Updated contacts list
	Appendix 2	30	Delete COO e-mail address

Nov 2018 Version 3	Drawing	9	Port Plan updated
	1.8	10	Definitions updates
	2.1	13	Updated risk assessment
	4.2.1	17	Legislation updates
	4.3.2	18	Weathering processes detail
	5.2	21	Exercise type frequency update
	7.1	24	Change in method of communication
	8.2	25	Additional information for pollution report form
	10	28	Contact details update
	Appendix 1	32	Bunkering checklist logo
	Appendix 2	33	MCA e-mail address update
	Appendix 3	35	Added incident checklist
	Appendix 4	36-37	Added incident log
	Appendix 5	38	Added post-exercise form
	Appendix 6	39	Added ports annual return form
	Appendix 7	40	Media consultants details update
Nov 2018 Version 3	1.5.2	7	External distribution update
	Drawing	9	Port Plan updated
	1.6	10	Liaison with other Authorities
	1.11	11	Disposal of waste & recovered materials
	1.12	12	Place of refuge overview. Environmentally sensitive areas.
	4.1	17	Use of oil spill dispersants
	4.2.4	18	Disposal of contaminated clothing
	5.1	20	Change oil spill training level requirement
	7.1	24	Update on notification matrix method
	10	28	Contact details update
	11.3.3	31	Adler and Allan e-mail address addition
	Appendix 3	34	Lockside work instruction contact details update
	Appendix 8	41	Useful links
Jan 2019 Version 3	3.3.1	15	Port Police escort
	Appendix 9	42 – 47	Useful documents
July 2019 Version 3.1	1.4.1	6	Incorporation of Tilbury2 to the area of jurisdiction
	Drawing	7	Extended port limits plan
	Drawing	11	Tilbury2 location plan
	1.7	12	Tier 3 responsibilities
	1.10	13	Environmental sensitivities at Tilbury2
	2.2	16	Incorporation of Tilbury2
	3.3.1	18	Responsibilities at Tilbury2
August 2019 Version 3.1	1.12	15	Incorporation of Tilbury2 berths
	2.1	16	Tilbury2 operations
	2.2	16	Hazards identification
	2.3	16	Risk management - Control measures in place
	2.3.1	17	Oil spill in different area of river Thames

This plan shows the location of the Port of Tilbury impounded dock and the area of jurisdiction in relation to the Port of London's Authority from the red line at the lock entrance towards the dock.



This plan shows the location of Tilbury 2 berths in relation to the Port of Tilbury and the river Thames.

1.6 Liaison with Other Authorities

The following organisations were consulted during the compilation of this manual;

- Environment Agency
- Natural England
- Essex County Council
- Thurrock Unitary Authority
- Marine & Coastguard Agency
- MMO

The consultation process with the above bodies will continue to apply before any changes are implemented.
For the 5 years revision in December 2018 the Marine Management Organisation, the Environment Agency, the Thurrock Council, the Essex County Council and Natural England were consulted and their comments/amendments applied before getting approval for the oil spill contingency plan from the MCA.

1.7 Identification of the Roles and Responsibilities of Parties Associated with the Plan

The competent national authority designed to oversee all matters pertaining to the OPRC Shipping Convention under the Merchant Shipping Act, 1995 and the Merchant Shipping and Maritime Security Act 1997, is the MCA. Tier 3 oil spill incidents may result in the Maritime and Coastguard Agency to decide to implement the National Contingency Plan and to take control form a Marine Response Centre.

However, in the event of an oil spill incident within POTLL, the Harbour Master will be responsible for the overall co-ordination of the spill response and for the maintenance and up keep of this plan.

1.8 Categories of Incident

The Plan requires a tiered incident response system for oil spillages in accordance with internationally agreed formats and classifies the magnitude of a spill to determine the appropriate level of response.

The definitions of the tiered levels used in the Port are as follows:

TIER 1	*< 0.2 m3*	*Small operational type spills that may occur within a location as a result of daily activities. The level at which a response operation could be carried out successfully using individual resources and without assistance from others.*
TIER 2	*0.2 to 50 m3*	*A medium sized spill within the vicinity of a company's location where immediate resources are insufficient to cope with the incident and further resources may be called in on a mutual aid basis. A Tier 2 incident may involve Local Government.*
TIER 3	*> 50 m3*	*A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is an incident that requires national assistance through the implementation of the National Contingency Plan and will be subject to Government controls.*

1.9 Environmental Policy

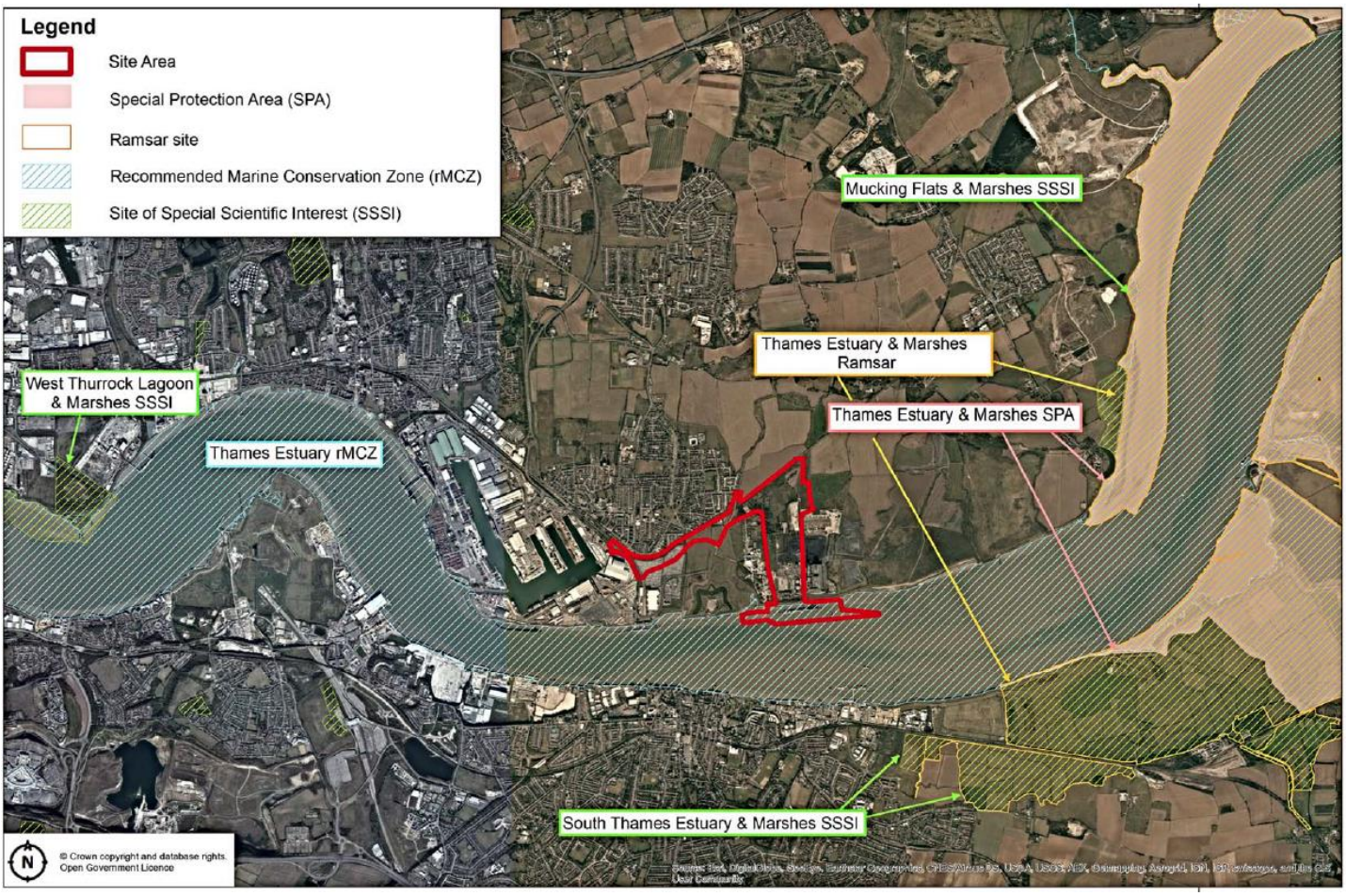
For the purposes of oil spill response, POTLL will endeavour to:

- Take all reasonable steps to ensure that where an oil spill occurs that pollution is avoided or if this is not possible, to be kept to a minimum.
- Dispose of waste oiled material with least impact on the environment
- Set standards that comply with all environmental legislation.

1.10 Environmental Sensitivities and Priorities for Protection

No areas considered to be of special environmental sensitivity such as SSSI and/or SPA and Ramsar sites are contained within the boundaries of the enclosed dock area of POTLL or Tilbury2.

The map below shows the Nature Conservation Designations in the area.



1.11 Disposal of Waste & Recovered Materials

Waste disposal is governed by the relevant sections of the following U.K legislation:

- *The Environmental Protection Act, 1990.*
- *The Controlled Waste Regulations, 1992 & subsequent amendments.*
- *Pollution Prevention & Control Act 1999.*
- *The Waste Management Licensing Regulations, 1994 & subsequent amendments.*
- *The Hazardous Waste Regulations 2005.*
- And any other appropriate legislation.

POTLL considers that disposal of oily waste after an incident is an integral part of any spill clean-up process and Port recognises that it has a duty of care to ensure that the waste is contained, handled, transported and ultimately disposed of in an appropriate manner.

The options for waste disposal or treatment of materials are:

- Temporarily store, clean, stabilise, and then recover or re-use.
- Temporarily store and then take to an appropriate disposal site.
- Take to a refinery/incinerator (mainly for oily liquids only).
- Take to an appropriate disposal site.

If the materials are to be handled by contractors then the Port will ensure that each contractor has the relevant transportation registration and waste management licences, where applicable and, that HM Customs are notified if any recovered oil is landed on the quayside within the dock by a dedicated oil recovery vessel.

Dead or live (oiled) birds and other mammals, fish and invertebrates should be collected and kept separately from other oiled debris. They should be reported to the Standing Environment Group (South East SEG). Wildlife casualties of the oil spill would be considered as biological and hazardous waste and generally sent to incineration.

1.12 Place of Refuge overview

MCA and SOSREP have a responsibility of discharging the SOLAS obligations for the provision of providing a safe haven and / or an area of shelter for maritime casualties.

The main factors that may influence the suitability of a port of refuge are:-

- The degree of shelter that can be provided by the port from the prevailing weather conditions.
- Whether this refuge would pose hazards to navigation within the Port of Tilbury.
- The resources available to the port and the ability to safely assist with a casualty.

Whilst the port does have a range of berths available, with depths from 7m to 11m, it should be remembered that tying up a large area of quay may well have a detrimental effect to the country's import structure.

With the addition of Tilbury2 the pre-existing berthing area part of the former Tilbury Power Station has been extended and there will be three additional berths with capability for larger vessels that could be considered in case of an emergency.

- Upstream Ro-Ro berth for vessels up to 200 metres long and a draft of 7.38 metres.
- Downstream Ro-Ro berth for vessels up to 240 metres long and a draft of 7.38 metres.
- CMAT berth for vessels up to 250 metres long and a draft of 14.48 metres.

Additionally it should be taken in to account that the river Thames does contain large areas of environmentally sensitive sites. Designated sites Swanscombe rMCZ and the Thames Estuary and Marshes SPA/Ramsar could be impacted; other sensitive sites that could be affected are the PHI Coastal Saltmarshes, the Annex 1 habitat Estuaries including the major estuaries SSSI of the Colne, Blackwater, Crouch and Roach, as well as extensive open coast tidal flats at Foulness, Maplin and the Dengie; and the Annex 1 habitat Mudflats and sandbanks not covered by seawater at low tide also including areas in the Colne, Blackwater, Crouch and Roach estuaries and in the Maplin Sands, Foulness and Dengie.

It should be noted that SOSREP does have the power to override any decisions that a port may have made in regard to a port of refuge and the safety of life at sea.

The Port of Tilbury will co-operate fully with SOSREP to ensure that all obligations are upheld.

SECTION 2 - RISK ASSESSMENT

2.1 Risk Assessment – General

The Port comprises an area of approximately 800 acres, and handles a diverse range of cargo. As a developing enterprise, the cargoes handled by the Port may alter in time and as a consequence, the risk assessments will be reviewed at periodic intervals.

Even with the incorporation of Tilbury 2 the port operations and cargos will remain the same as the Ro-Ro terminal will be operated by P&O for freight ferries importing and exporting containers and trailers, operation that has been carried out from the dock for several years. With regard to the CMAT berth for construction materials and aggregates terminal, this kind of operation has already been run from the dock by the Bulks department with smaller vessels for a long time.

Oil will not be handled as a cargo at the Port of Tilbury or Tilbury2, therefore the events that can realistically cause an oil spill are listed in the paragraph below.

2.2 Hazard Identification

The Port Marine Safety Code requires that the port undertakes regular 'risk assessments' of all marine and ship operations that occur within the port. Possible operations/incidents that can cause an oil spill are:

- Collision of two vessels whilst underway or with one moored alongside resulting in a rupture of one or more fuel tanks.
- Grounding of a vessel either powered or drifting that touches the river bed.
- Contact of a vessel with the quayside or other port structure whilst berthing, coming in or out of the lock, shifting, etc. resulting in rupture of one or more side fuel tanks.
- Fire/explosion on-board a vessel.
- Sinking of a vessel due to breach in watertight integrity or adverse loading.
- Structural failure due to hull cracks.
- Oil bilge water inadvertently pumped into the water from a vessel.
- Bunkering and oil transfer operations between a ship and a barge or a ship and a road tanker.

The risk of a serious marine incident and resultant marine pollution is directly related to:

- The frequency of ship movement.
- Physical and mechanical condition of the ship and its equipment.
- Performance of ship's crew including the Pilot.
- Traffic density.
- Hydrographic and meteorological conditions.
- Type and quantity of pollutants on-board.

All possible operations/incidents in the Port of Tilbury and Tilbury2 that could result in oil pollution have been identified and risk assessed in separate documents.

2.3 Risk Management

POTLL has recognised the identified risks and where it has not been possible to eliminate them, has control measures, working procedures and practices in place to mitigate any effects resulting from those risks. Should an oil spill occur in Tilbury enclosed, non-tidal dock, it is considered most unlikely that any oil could pass to the River Thames, with three sets of lock gates normally maintained in the closed position, other than when lock transits are in progress. During transits one set of gates will, by the nature of the lock-operation be closed by a computerised control system.

In general, operational incidents such as loading/discharging and bunkering tend to occur in port while accidents such as collisions and groundings tend to occur in route between ports. In the case of the Port of Tilbury and Tilbury2, this oil spill contingency plan, regular dredge campaigns, hydrographic surveys, local knowledge provided by PLA Pilots and Berthing Advisors, aids to navigation regularly maintained, oil spill training provided to the Marine Department personnel, vessel traffic service provided by PLA VTS and the Lockside control office are some of the most important existing controls to mitigate the risk.

2.3.1 General

Oil is not handled as a cargo within the Port. In addition, it is POTLL policy that oil tankers will not be allowed into the enclosed dock or on any of the riverside berths operated by the Port unless empty of cargo and gas free (Dock Bye-Law No.5).

In case of an oil spill in the river Thames that influenced by the tide and/or the wind finishes within Tilbury2 port limits, there will be a response from the Port under the guidance of the MCA and the SOSREP.

2.3.2 Bunkering Operations (see bunkering check sheet at Appendix 1)

A limited number of known supplier's provide marine diesel and blended fuel oil to vessels whilst alongside in the enclosed dock, utilising registered craft, subject to regular survey by the PLA and Classification Authorities.

PORT OF TILBURY AND TILBURY2 LONDON	HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM RISK ASSESSMENT FORM			
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Risk Category: High 15 -25 | Medium 8 – 12 | Low 1- 6

Work Location: MARINE	**Date of Original Assessment:** 06/12/12	**Previous Assessments Dates:** 22/10/14, 30/10/15, 06/06/17, 06/06/18
	Date of Review : 31/05/19	**Date of Revision:** 06/06/17
Task / Activity: Bunkering / transfer of oil onboard		
Risk Assessment reference number: OM1		

Persons Affected (Please tick)		Trades Involved and hours worked	Activities Undertaken
Employee:			
Visitor:			
Contractor:	✓	Daylight hours only (unless permission granted by Harbour Master), 7 days a week, 365 days a year.	Loading and discharging of hazardous liquids.
Member of Public:			
Ships Crew:			

Environmental Aspects / Impact (if not applicable insert N/A)	Oil spill in water
Any Cross referenced Documents (RA's / SSW / SWI's)	Oil and Chemical Pollution and Recovery Contingency Plan, SSW 03

Severity x Probability = Risk Rating

Risk Category: High 15 -25 | Medium 8 – 12 | Low 1- 6

Identified Hazards	Existing Controls	Severity 5	4	3	2	1	Probability 5	4	3	2	1	Risk Rating	Additional Controls Required	Revised Risk Rating
Oil pollution in Harbour waters due to mechanical failure or to human error leading to: Environmental pollution, with flora, fauna, seabed and shoreline affected. Health hazard to staff countering incident from contact with oil, slips and falls, etc. Loss of revenue to fishermen and tourist industry. Suction of pollutant into ships and industrial water intakes.	POTLL Oil Spill Contingency Plan published and exercised as per MCA OPRC Guidelines for Forts. Tier 2 contractor is readily available to the Port. Marine staff competent in Pollution Response.			✓					✓			9	All vessels are required to obtain permission before bunkering can commence. POTLL check sheet to be completed by the Lockside office. Marine Management are competent in oil spill response from level 1 to level 5.	3

Marine risk assessments 2019 Page 1 of 2

PORT OF TILBURY AND TILBURY2 LONDON	HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM RISK ASSESSMENT FORM			
	Proprietary and Confidential	SHEQ- 2-FM-15.01	Rev 02	Page 2 of 2

Risk Category: High 15 -25 | Medium 8 – 12 | Low 1- 6

Names and Signatures of People Undertaking Assessment (Cross Functional Team)			
1) Geoff Holland	3) Ehsan Baig	5) Gary Button	7)
2) Cris Chas	4) Jeff Amora	6)	8)

SECTION 3 - INCIDENT RESPONSE ORGANISATION

3.1 Introduction

This section identifies those Personnel and Organisations that are likely to be involved in an oil spill response and their operational responsibilities.

3.2 Integration with Other Contingency/Emergency Plans

The framework for this Plan is based upon the National Contingency Plan and adopts the same prescribed format, terminology and it is complimentary to the following plans;

- The National Contingency Plan
- The Essex Oil Plan - Essex County Council
- Oil Spill Contingency Plan – Port of London Authority

3.3 Responsibilities

3.3.1 POTLL

Following an initial report of any pollution incident to the Marine Department, the Duty Harbour Master will confirm the incident details and initiate the appropriate call-out actions. The Duty Harbour Master will also be responsible for informing the Duty Port Controller at the Thames Navigation Service, Gravesend of any pollution incident or risk of pollution, which could affect the River Thames and/or traffic on it.

The Marine Department will be responsible for:

- Mobilising the Port's response equipment for Tier 1 category incident.
  In the case of Tilbury2, Tier 1 equipment will be mobilised to contain and clean any oil spill on the quay area. Any oil spill that reaches the water will be immediately reported to the Port of London Authority. Depending on the type and quantity of product spilled in the water and the response from the PLA, the Tier 2 Responder will be called as soon as possible if deemed necessary.

- The attendance of external contractors in event of a Tier 2/3 incident. The Port Police can escort Emergency Services, Authorities and other relevant organisations / contractors to the incident scene.
  In the event of a Tier 2 or Tier 3 oil spill incident in the water, POTLL will draw upon the Thames Oil Spill Clearance Association (TOSCA) and Tier 2 Contractor to assist in the water response. However, once the oil is ashore the clean-up operation becomes the responsibility of the local council.

- Making arrangements for the safe storage and legal disposal of wastes arising.

The Marine Department under the direction of the Duty Harbour Master will provide staff and resources to deploy spill response equipment maintained by the POTLL. The responsibility for escalating an incident from a Tier 1 to Tier 2 response lies with the Harbour Master, who will:

- Alert the Port's Management Response Organisation.

- Ensure that reports to the MCA and other Government Agencies are made.

- Act as overall incident controller. He will retain this position for any spill incident of Tier 2 or Tier 3 magnitude unless a change is agreed with any Government Agencies involved.

- If necessary, following investigation, initiate the prosecution of offenders after consultation with the POTLL Managing Director.

3.3.2 Port of London Authority

The PLA are responsible for bringing into action the requirements of their own oil spill contingency plan should a spillage from their area of responsibility threaten POTLL. If oil enters the lock bell-mouth area from a river incident, the Duty HM

at Tilbury will notify the Duty Port Controller in Gravesend. In such a case, the PLA will be responsible for its removal, as per the PLA Oil Spill Contingency Plan.

3.3.3 Ship Owners and/or Cargo Owners

The ship owner is responsible for any clean-up costs of pollution in the Port attributable to his vessel. In reality, the owner's involvement may be limited to the appointment of the local correspondent of his P & I Club to receive such claims.

3.3.4 Berth Operators

In the event of oil being observed in the vicinity of an enclosed dock berth, the appropriate person should ensure that the Marine Department is advised. For Riverside berths, Tilbury Landing Stage, Tilbury Grain Terminal or the Tilbury Ro-Ro terminal), any oil sightings should be reported directly to the PLA, as required by the PLA Oil Spill Contingency Plan.

3.4 Internal Alerting and Call out Procedure

An initial report of an oil spill may arise from a number of sources and the advice should be relayed in the first instance to the Duty Marine Staff at the Lock-side office, which is manned 24 hours a day, 365 days of the year.

The Duty Harbour Master will be responsible for ensuring that Appendices 2, 3 & 4 and section 10 are completed with the upmost urgency.

Refer to Section 6.

3.5 Incident Control Arrangements

Following a significant incident, a Response Centre will be established at the Lock-side office. If it becomes necessary, the Port has a procedure for dealing with the media during any incident. This procedure includes a pre-written pro forma "initial press statement".

Refer to Section 9.

3.6 Statutory Reporting Arrangements

Under OPRC Regulations, there is a requirement to report any discharge or possible discharge of oil to the local Coastguard station (in the case of Tilbury, to London Coastguard at the Thames Barrier Navigation Centre at Woolwich Barrier), using Form POLREP/CG77. London Coastguard will then initiate the appropriate cascade system to alert other MCA personnel.

The Duty Harbour Master will be responsible for ensuring such notification is given.

Refer to Appendix 2.

SECTION 4 - RESPONSE STRATEGIES

4.1 Use of oil spill dispersants

MMO must be contacted for authorisation prior to the use of an oil spill dispersant in the marine environment. As a strict POTLL policy, oil dispersants will NOT be used.

4.2 Health and Safety

4.2.1 Statutory Duties

The following statutory laws have been considered in the compilation of this Plan:

- *The Health & Safety at Work Act, 1974* - places a clear duty on all employers and persons responsible for premises to ensure that the workplace is safe and in the case of an employer, to have a safe system of work.
- *The Management of Health and Safety Regulations, 1999 and its 2006 amendment* - require employers to carry out risk assessments of all tasks to be undertaken in the workplace, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- *The Provision and Use of Work Equipment Regulations, 1998* - require that all equipment provided for use at work, including machinery, is safe and fit for purpose. The persons using the equipment must be adequately trained in its use and the operation must be properly supervised.
- *The Personal Protective Equipment Regulations, 1992* – require employers to provide appropriate protective clothing and equipment for their employees.
- *The Manual Handling Operations Regulations, 1992* - require that all work where lifting, pulling and pushing is involved, is assessed and all risks to the health and safety of those involved are reduced to a level as low as reasonably practicable.
- *The Control of Substances Hazardous to Health Regulations, 2002* - require employers to assess the risks from hazardous substances to which a worker may be exposed and to take appropriate precautions to reduce risks to a safe and acceptable level.
- *The Health & Safety (First Aid) Regulations, 1981 together with the new Code of Practice on First Aid.* - lays down the requirements for training first-aiders and the equipment that must be provided.

4.2.2 Site Safety

To achieve a safe operation, those in charge of a spill response must follow the generalised requirements of this Contingency Plan, which apply in all circumstances. Access to the area on the quay where oil is being recovered will be restricted to those personnel who are essential to the clean-up only and arrangements will be made for the area to be cordoned off. A site safety assessment will be undertaken to prevent uncontrolled incidents occurring which may cause further damage to the environment or loss due to damage, injury or illness. This assessment will be undertaken by the Harbour Master and appropriate protective clothing will be issued to workers and will include overalls, gloves, boots, eye protection and headgear if required.

4.2.3 Safety on the Water

Personnel operating from marine craft will wear lifejackets. Personnel should be assessed regularly to ensure that they remain unaffected by lengthy exposure to adverse conditions. Everyone should be familiar with the “Man Overboard” procedure and regular drills will be held as part of Marine Department routines to maintain satisfactory recovery capability.

4.2.4 Decontamination

Conditions requiring decontamination. Where workers have been wearing protective clothing, clothing will become contaminated by oil during the clean-up operation. The clothing needs to be cleaned to prevent further contamination. Facilities for such cleaning will be made near to but clear of the work site.

Personal Hygiene practices on the job. Workers should be instructed on the dangers of ingesting hydrocarbons through contact of contaminated equipment or clothing. Facilities for removing protective clothing and washing before consuming food or drink will be made available.

Decontamination area drainage. The decontamination area where clothing and personal equipment is cleansed will be arranged so that cleansing water and contaminants are drained into tanks. Care should be taken to ensure that contaminated waste does not drain into either the normal drainage system or into the soil under the decontamination area.

Disposal of contaminated clothing. Clothing which is not fully washable or capable of having all traces of contaminant removed will need to be disposed of safely. Such contaminated clothing will be considered hazardous waste, in which case it will be delivered to a specialist waste contractor.

4.3 Characteristics of oil and oil spills

4.3.1 Properties of Oil

Oil contains a variety of different types of hydrocarbons. The actual composition is dependent upon its origins. Oil will also contain a variety of impurities such as sulphur and nitrogen products. Generally, oil is of relatively low toxicity; however this is dependent upon the properties of the source oil. The route of human exposure is via inhalation and skin absorption.

4.3.2 Behaviour of oil on water

Oil spilt onto a water surface will be subject to several processes: spreading, evaporation, dispersion, emulsification, dissolution, oxidation, sedimentation and biodegradation at varying rates and to varying degrees, dependent upon the oil characteristics and weather conditions. This process, known as weathering, might bring about a number of chemical and physical processes, which change the compounds that make up oil.

The effect of wind on an oil patch is to move the oil at 2.5% to 3.5% of wind velocity.

The type of oil spilt has a major effect on the outcome of a spill incident, very light oils will naturally disperse and evaporate quickly reducing the level of pollutant, whilst heavier oils will persist and in some cases may form emulsions which are very resistant to biodegradation. Studies have shown that 75% of diesel can be lost by evaporation within 24 to 48 hours, compared with only 10% from a heavy or residual fuel oil.

4.3.3 Explosion and Fire Hazards

- Any spilled petroleum-based product is volatile. This means that it can produce a gas, which then mixes with air around the spill. It is this gas which can cause explosions and fire.
- Where there is a risk of a flammable atmosphere, the area should be tested and assessed. Unrestricted entry into the affected area or space should not be considered until the area is sufficiently ventilated and tested.
- If the oil has ignited, where there is no danger of the fire causing damage to person or property, consideration may be given to allow any fire to burn out.

4.4 Response to Oil Spills

Regardless of the size of spill, the first consideration will be to contain the oil or allow it to travel with the wind to a convenient catchment area. Stocks of buoyant, absorbent oil boom, (some 200 metres) and 100m of buoyant fence boom are held by the Port's Marine Department that can be launched and towed to, or deployed directly to a site area as required.

Small quantities of oil spilt within the enclosed dock will in the first instance be recovered using sorbent materials in addition to the absorbent boom. In the event that a larger spill occurs, it will be recovered and disposed of using

port personnel in conjunction with an approved contractor, nominated in this plan. Waste arising will be legally carried for disposal.

The Harbour Master has the authority to order any other marine craft held within the dock to tend and participate in a clean-up operations.

4.5 Oil Spill Samples

Samples of spilt oil should be taken as soon as possible. These samples may be required as evidence in legal proceedings. Guidance in the collection of samples is given in MCA Stop Notice 4/2001 and can be down-loaded from; www.mcga.gov.uk.

4.6 Disposal Plan

All waste arising taken from an oil spillage will be handled systematically and strictly in line with current procedures and will be disposed of using a local licensed contractor.

In the event of a Tier 2/3 spill response, the legal disposal of recovered oil will be undertaken through a disposal route agreed with the Environment Agency on behalf of the Port, using licensed transport contractors are listed in Section 10 of this Plan.

SECTION 5 - TRAINING AND EXERCISES

5.1 Training Policy

For an effective and efficient response to any oil spillage, the Port recognises that key personnel involved must have an understanding of their roles and responsibilities. Consequently, specified individuals involved in management aspects of oil spill response will attend recognised courses run by accredited establishments covering oil spill contingency planning and response.

These are as follows:

- Harbour Master - UK Accreditation Level minimum 4P - Operations Supervisor
- Deputy Harbour Master - UK Accreditation Level 4P - Operations Supervisor
- Duty Harbour Masters and Berthing Masters - UK Accreditation Level 1P or 2P – First Responder

In addition, general awareness training on the POTLL Oil Spill Response Plan will be provided for applicable new employees as part of their Induction Training.

5.2 Exercise Programme

The plan will be exercised to a level that includes the deployment of Tier 2 equipment at least once every three years, an Incident Management Exercise in the three year of the plan's three-year life-cycle providing for the "lessons-learned" to be captured within the final plan review / update year. This enables any lessons learned to be incorporated during its revision in the third year or sooner, if required.

The ultimate test of any contingency plan is measured by performance in a real emergency, and the effectiveness of the plan will be examined in the light of any actual oil spill emergencies, which occur. It may be that activation of the plan to a real event may negate the requirement for a subsequent exercise of the plan.

The following list gives examples of exercise types that can be undertaken.

Notification Exercise - announced or unannounced

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out twice per year.

Mobilisation Exercise

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another of the framework exercises

Table-Top Exercise

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual and also team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response strategies. These exercises can be used to test coordination with local authorities and the emergency services. Some organisations, which have peripheral responsibilities, may be role-played. During this exercise the capability to respond to a Tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. It can be effective to combine this exercise with an equipment mobilisation / deployment exercise, but in any case a table-top exercise of the incident management structure should be incorporated within the exercise programme at least annually.

Incident Management Exercise - requires significant planning

These exercises can test the capability of local teams to respond to Tier 1, Tier 2 and Tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. The MCA considers that each port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years,

following initial plan approval. This is likely to incorporate, or be combined with a Tier 1 equipment deployment. Such exercises need, so far as possible, to involve actual involved organisations to represent a real emergency. However, if this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities.

A Balanced Programme of Exercises

Different types of exercises should test different facets of the plan. Notification exercises, useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises. Before any exercise takes place, the appropriate authorities should be notified as required.

A post-exercise form as per Appendix 5 should be completed and forwarded to the CPSO each time an exercise is carried out.

A typical programme of exercise frequency is as follows:

Exercise Type Frequency

- Notification exercise - Twice per year
- Mobilisation exercise – Twice per year
- Table-top Exercise (may incorporate mobilisation and deployment of local equipment) - Once per-year
- Incident Management Exercise (will incorporate mobilisation and deployment of resources up to Tier 2 level) - Once every 3 years

Training and Exercise Matrix

Accredited Course	Duration	Harbour Master and Deputy Harbour Master	Duty Harbour Master	Berthing Masters	Frequency / refresher training.	Notes
MCA level 4P Oil Spill Response Training	5 days	X			Every 3 Years For One day	For on-scene commanders of oil spill response teams who have responsibilities for planning and logistics in marine operations
Beach Masters or MCA level 2P Oil Spill Response Training	2 Days		X	X	Every 3 Years For One day	For on-scene staff that are on the front line, which gives a brief knowledge of oil spills and the Health and safety aspects.

SECTION 6 – ACTIONS

6.1 Observer of an Incident

1. Should make an initial report to the Duty Marine Staff at Lock-side;
2. Telephone 01375 852456 (24 hour), or
3. VHF Channel 04 (24 hour), Call-sign 'TILBURY CONTROL'
4. The Observer reporting the spill should be prepared to provide the following information to the Duty Officer:
    - Contact name.
    - Telephone number.
    - Source and cause of pollution (if known).
    - Name of vessel (if applicable).
    - Spilt material (if known).
    - Estimated size of spill or slick.
    - Time (elapsed) of spill.
    - Has source of Pollution been isolated?.
    - What actions are seen being taken?.
    - Any known hazards associated with the spilt material.

6.2 Duty Officer – Immediate Response & Action Checklist

1. Obtain all available information from the 'Observer'.
2. Commence 'incident log' of all actions and notifications.
3. Dispatch duty watch to the reported scene to determine initial level of staff and equipment mobilisation required.
4. Secure all sets of lock gates & sluices in the closed position until the type and size of the spill has been verified.
5. Following visual report from (Action 3) above, mobilise equipment and notify the Harbour Master.
6. Is the spill considered a threat to the River (Thames) via the lock, (secure the lock), or via associated sluices and drains?.
7. Determine whether shipping programme needs to be suspended or modified and advise the relevant Masters, Agents, Berth operators, PLA/VTS and Dock Pilots.

6.3 Harbour Master's Actions (Tier 1 Response)

1. Direct operations locally as may be required and there is sufficient resource to assist with deployment of Port response equipment.
2. Notification of spill to MCA London Coastguard, with follow-up call by telephone and arrange for a sample of the spilt oil to be taken.

6.4 Harbour Master (Tier 2 & 3 Response)

1. Authorise necessary expenditure to employ outside contractors.

2. Consider the establishment of a Marine Response Centre to meet with personnel from external Agencies.

3. If the response is liable to become protracted, make arrangements for the Marine Response Centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally.

4. Receive and respond to regular reports from the duty team and contractors on spill response progress.

5. Provide any necessary verbal reports of progress to Port Directors.

6. Advise Natural England and the Environment Agency of the incident.

7. If assistance of outside contractors is required, organise the attendance of a suitable company.

8. Ensure that recovered oil is stored in a suitable manner until licensed contractors can remove the same from the Port.

9. Monitor the effectiveness of the clean-up campaign, calling in further assistance as may be deemed necessary.

6.5 Port Director(s) (Tier 2 & 3 Response Only)

A Port Director should be ready to assist in any matter where corporate decisions may have to be made, especially with regard to contractors or media response, liaising with the Port's insurance underwriters, etc.

1. Assess the incident in terms of; people, environment, damage to facilities & disruption to business.

2. Approve outline response strategy.

3. Approve immediate and future contract equipment requirements.

4. Arrange initial PR programme as appropriate.

SECTION 7 – COMMUNICATIONS

7.1 Notification Matrix

Organisation	Oil spill tier 1	2	3	Method	Remarks
Harbour Master	X	X	X	telephone/mob	Refer to call-out numbers
Port Director		X	X	telephone/mob	
MCA	X	X	X	telephone plus e-mail	London CG - Form CG77
PLA	X	X	X	telephone / e-mail	Refer to call-out numbers
Oil Spill Contractor		X	X	telephone & e-mail for further details	Initiated by the Harbour Master or authorised Deputy
Other Agencies		X	X	telephone / e-mail	Refer to contacts directory
Local Government		X	X	telephone / e-mail	Refer to contacts directory

7.2 Communications Plan

7.2.1 Reporting Oil Pollution

It is essential that all spills be reported by whatever means as soon as possible.

- The responsibility for reporting oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth or quayside incident. In cases involving a vessel alongside, both parties are equally responsible.
- Any person either ashore or afloat, seeing oil pollution on the water within the Port or liable to pose a threat to it, should report the matter whether or not the source is known (Section 6.1 refers).
- The Harbour Master is responsible for ensuring that the statutory notifications are made (Section 3.6 and 6.3 refers).

7.2.2 Communication

Initial reports will be passed by telephone. However, when using mobiles, due consideration should be given to security implications. The Marine department maintain a spare VHF set, which can be utilised as may be required.

7.2.3 Records

It is essential that all events occurring during an incident are logged and recorded.

SECTION 8 – REPORTS

8.1 Incident Reporting

An incident report will be made using parts 1 and 2 of the MIS forms.

8.2 Pollution Report – MCA (London Coastguard) (FORM CG77) Appendix 2

The format and supporting information for this report is contained in Appendix F of the MCA Contingency Planning for Marine Pollution Preparedness and Response;

A. **Classification** - of Report – Doubtful / Probable / Confirmed.

B. **Date and Time** - pollution observed / reported and identity of observer / reporter.

C. **Position and Extent of Pollution** – Port of Tilbury – 'XX' berth. Estimated amount of pollution, e.g. size of polluted area number of tonnes of spilled oil, or number of containers, drums, etc. lost.

D. **Tide and wind -** wind speed and direction.

E. **Weather** – conditions and sea state.

F. **Characteristics of pollution –** give type of pollution, e.g. fuel oil or otherwise, packaged or bulk chemicals, garbage. For chemicals give proper shipping name or U.N number, if known. For all give appearance, e.g. liquid, floating solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapour, etc.

G. **Source and cause of pollution –** from vessels or other undertaking. Give a brief description of incident, the name and details of polluting vessel including type, size, nationality and Port of Registry. If vessel is proceeding on its way, give course, speed and destination if known.

H. Details of **Vessels in the Area** – to be given if the polluter cannot be identified and the spill is considered to be of recent origin.

J. Whether **photographs** have been taken, and / or **samples for analysis.**

K. The **remedial or intended action taken** to deal with spillage. Lock gates secured etc.

L. **Forecast** of likely effect of pollution (e.g. port closed).

M. **Names** of those informed other than addressees.

N. Any **other relevant information** (e.g. names of other witnesses, references to other instances of pollution pointing to source).

8.3 MCA - Post Exercise/Incident Report

The Proforma for this report is contained in Appendix J of the MCA Contingency Planning for Marine Pollution Preparedness and Response. See Appendix 5.

8.4 MCA – Ports & Harbours Annual Return Form

The Proforma for this report is contained in Appendix K of the MCA Contingency Planning for Marine Pollution Preparedness and Response. See Appendix 6.

SECTION 9 – PRESS & PUBLIC INFORMATION

9.1 General

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

1. Deal professionally with the representatives of the media.

2. Co-ordinate and release information to the general public regarding the pollution incident and the Port's response to it.

3. Keep staff informed of developments regarding the progress of the incident, in so far as it affects their responsibilities.

4. Minimise the pressure on those concerned with combating the spill.

9.2 Press Policy

The Port's policy regarding the Press is that all matters are to be handled by Senior Managers only. No other member of staff is authorised to pass any Port information to the media.

For guidance, it would be expected:

Tier 1 incident - Port staff involvement only.

Tier 2 incident - Port staff and possibly local authorities / PLA involved.

Tier 3 incident - MCA Press office staff will lead, but not necessarily in attendance.

It is essential that the media be provided with a "balanced view" of the incident and actions taken. Remarks like "no comment" only increases rumour and fuels unnecessary speculation.

Below is the format of an initial press statement that can be used by the Port pending full details becoming available and a press release being issued.

9.3 Initial Press Statement

Appendix 7 gives full details about dealing with the Media. It will be the responsibility of the Senior Harbour Master to decide whether any initial statements is given by staff at the Port of Tilbury, after discussion with the Chief Operating Officer. All further communications should then be passed through the company Media Relations partner as outlined in **Appendix 7**.

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SECTION 10 - CONTACT DIRECTORY CHECK SHEET

Updated November 2018 following Statutory Consultation.

Date:

Port of Tilbury (London) Ltd - POTLL		Time and Initial
Marine Department	01375 852456 /447 (24-hour) 07876652745	
	VHF Channel 04 (24-hour) Call sign "Tilbury"	
Harbour Master	07825 113728	
Deputy HM	07810 058213	
Port Police	01375 846781 (24-hour)	

Port of London Authority		Time and Initial
Duty Port Controller (Gravesend)	01474 562215 VHF Channel 68 (24-hour)	
Harbour Master (Lower)	01474 562212	

Government Agencies		Time and Initial
Maritime & Coastguard Agency	020 8312 7380 (24-hour) E-mail: zone12@hmcg.gov.uk	
UK Border Agency	07500 126556 (1st Choice Duty Officer) 01375 853356 (Primary) 01375 859677 (Secondary)	
Marine Management Organisation; (MMO)	Head Office: 0300 200 2024 office hours Monday–Friday. 24 hour Duty Officer: Evenings and Weekends 07770977825 Or DEFRA Duty Room 0345 0518486 E-mail: dispersants@marinemanagement.org.uk	

Local Authorities		Time and Initial
Emergency Planning & Resilience Team (Essex County Council).	Duty Officer: 07767 298483 (24-hour) E-mail: emplans@essex.gov.uk	
Thurrock Council	Emergency Planning Team: 01375 652528 Emergency Planning D/O (24/7): 01375 391605 Cheryl Wells: 07801547212 Pollution Team: 01375 652096 Daytime Thurrock Council: 01375 652652	

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Date:

Environmental Groups		Time and Initial
Environment Agency	0800 807060 0800 5876032 (Fax) Incident_Communication_Service@Environment-Agency.gov.uk	
Natural England	0300 060 1200 (24-hour) E-mail: marine.incidents@naturalengland.gov.uk	

Primary Tier 2 Oil Spill Response Contractor (UKSPILL Approved)		Time and Initial
Adler & Allan Ltd	**0800 592 827 (24 hour)** E-mail: DutyManagers@adlerandallan.co.uk	
Suction Vehicle Operators		
Slicker Recycling	01473 256192	
	07714 678876	
Roe Environmental	01621 740704	
Tug Companies		
Svitzer Towage Ltd	0845 6081346 (24-hour)	
Kotug Smit Towage	+441375641288 (24/7)	
Chemistry Analytical Services		
Fugro GB Marine Ltd, Gait 8, Research Park South, Herriot - Watt University, Edinburgh, EH14 4AP	0131 4495030	

SECTION 11 - OIL SPILL RESPONSE EQUIPMENT HELD ON SITE

11.1 Equipment

The Port's Marine Department hold oil spill clearance equipment in readiness for immediate use, as follows:

- 200 metres (plus) buoyant, absorbent boom
- 100 metres buoyant 33cm fence boom
- 75m length (training) containment boom
- DRIZIT Oil absorbent rolls (2 x 50 metres)
- Oil sorbents and absorbent packs.
- Lock gates, three pairs of gates & water level adjustment.

In addition, the Harbour Master's workboat 'THURROCK' and the water witch are available to assist in deployment as required.

11.2 Local Assistance

In the event of a Tier 2 or a Tier 3 spill, the Harbour Master will call external assistance from the following sources:

- The principle Tier 2 Emergency Spill Response Contractor is Adler & Allan (Marine Response Division).
- Oil pollution contractors (including PLA TOSCA resource, if available).
- Local boatmen if additional marine craft are required.
- Tank container facilities.
- Towage contractors.
- Sorbent material suppliers.

Section 10 refers with primary contact details.

11.3 Use of Oil Spill Response Equipment

11.3.1 Sorbent Materials

Bagged 'absorbents' and 'sorbents' act by absorbing oil floating on the surface. They are best suited as an initial "first aid response" to a small spill. However, they may also be utilised in the final clean up to remove the last traces of oil.

Note:

In accordance with Deposits in the sea (Exemptions) Order 1985, MMO approval is required before any 'loose' absorbent granules etc. are used.

11.3.2 Buoyant, absorbent boom;

200 metres, to be deployed immediately to contain oil spill. The floating boom may be used for:

Oil collection – to absorb and then facilitate the safe and effective removal of the oil from the dock surface for approved disposal.

Deflection – to prevent a slick drifting under the effect of the wind, coming into contact with a vessel or structure remote from the incident.

Containment – around the source to minimise the spread area.

Protection – to maintain the lock entrance clear of the effects of drifting oil.

11.3.3 Buoyant, fence boom

100 metres of 33 cm height PVC boom, to be deployed in addition to the absorbent boom (see 11.3.2) to provide additional length in larger areas of the dock.

Deflection – to prevent a slick drifting under the effect of the wind, coming into contact with a vessel or structure remote from the incident.

Containment – around the source to minimise the spread area.

Protection – to maintain the lock entrance clear of the effects of drifting oil.

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Appendix 1 Bunkering Checklist

BUNKERING CHECKLIST

SECTION 1 – Bunkering Details

Vessel's Name	
Date	__ __ / __ __ / __ __
Berth Number	
Bollard Number (*closest bollard to point of bunker connection)*	

Contractor Company	
Vehicle Registration or Vessel's name	

Estimated start time:	
Estimated completion time:	
Type of Hazardous Liquid:	
Amount	tonnes
Volume	m^3

SECTION 2 – Pre-Bunkering Inspection

To ONLY be completed by a member of the Marine Department

Have you sighted the vessel's checklist?	☐ YES	☐ NO
Is code flag 'B' flying and/or a red light displayed?	☐ YES	☐ NO
Is a member of the ship's crew attending at point of connection?	☐ YES	☐ NO
Barge or Road Tanker? Barge	☐ Road Tanker	☐
Have you sighted the contractor's checklist?	☐ YES	☐ NO
Is a member of the ship's crew attending at point of connection?	☐ YES	☐ NO
Does all the equipment appear to be in good order?	☐ YES	☐ NO
Are all relevant scuppers plugged / securely closed at time of inspection?	☐ YES	☐ NO
What precautions have been taken by the vessel to contain any spill? Absorbents	☐ Spill tray Other *(please state)*	☐

In signing below confirmation is given that all precautions are in place ready for the bunkering operation to commence and that all personnel involved are trained in the use of spill equipment and are aware of the port's procedures for reporting any spills to the Marine Department immediately on VHF Ch 04.	
Ship's Duty Officer's Name & Signature	Contractor Representative's Name & Signature

I confirm that at the time of inspection all port requirements were met and I am happy for the bunkering operation to commence.
Inspecting marine officer's name & signature

In case of an emergency call the Port of Tilbury Police 01375 846781.

Appendix 2 POLREP Pollution report form

From:	**Port of Tilbury**		
To	**MCA**	**zone12@hmcg.gov.uk**	
CopyTo	**Port Director**		
Pollution Details:			
Date:		**Time**	
POLREP No.		**SITREP**	
Pollution Details:			
A. Classification of report.			
B. Date and time pollution observed and identity of observer.			
C. Position and extent of pollution.			
D. Tide, Wind speed and direction.			
E. Weather conditions and sea state.			
F. Characteristics of pollution.			
G. Source of pollution.			
H. Details of vessel in area.			
J. Weather photographs taken or samples for analysis.			
K. Remedial action taken or intended.			
L. Forecast of likely effects.			
M. Names of those informed, other than addressees.			
N. Any further information.			
O. Result of sample analysis			
P. Result of photographic analysis			
Q. Result of supplementary enquiries			
R. Result of mathematical models			

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Appendix 3 Lockside work instruction

LOCKSIDE WORK INSTRUCTION

OIL SPILLS

- Advise Berthing Master to attend site to investigate report.
- Duty Harbour Master to commence recording information.
- On confirmation of oil spill; complete checklist as follows:

	Action			Date/Time/By
1	Investigate Site			
2	Commence recording of events			
3	Stop discharge of oil			
4	Inform	a	**Port Police** **Tel 01375 846781**	
		b	**Marine Management.** **Tel HM 07825 113728 / DHM 07810 058213**	
		c	**PLA** **Tel 01474 562215**	
		d	**Agent of vessel involved** **Tel No. of IPOS**	
	Inform completing proforma as directed by Marine Management	e	**POLREP – see Distribution List & Proforma (appendix 2)**	
		f	**MMO** **Head Office: office hours 0300 200 2024** **24hr Duty room 0345 0518486** **dispersants@marinemanagement.org.uk** Authorisation required from MMO to use dispersants	
		g	***Environment Agency*** **Tel: 0800 807060**	
		h	***Emergency Planning & Resilience Team*** ***Essex County Council*** **Tel: 07767 298483**	
		j	***MCA*** **Tel: 020 8312 7380** E-mail: zone12@hmcg.gov.uk	
		k	***Natural England*** **Tel: 0300 0601200** **marine.incidents@naturalengland.org.uk**	
		l	***Thurrock Council Emergency Planning Team*** **01375 652528 (Daytime) 01375 391605 (24/7)**	
5	Deploy oil boom if required			
6	Collect	1	At least 3 samples from Quayside or Thurrock.	
		2	At least 3 samples from possible polluters.	
		3	If polluter is known take samples from all fuel tanks on-board.	
		4	Take photographs of vessel and oil etc.	
7	Complete calculation using formula for estimating quantity of oil spillage			
8	Request Port Police to caution the suspected polluter,			
9	Exchange signed and sealed samples with suspected polluter. Retain at least 2 signed and sealed samples from both spillage and from suspect.			
10	Take statement from suspected polluter and witnesses **and photocopy**, copy to be retained by suspected polluter.			
12	Complete Oil Spillage Declaration forms **in duplicate** and obtain signatures on both copies.			

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OIL SPILL INCIDENT CHECKLIST

Date:		**Time:**	
Person reporting incident and contact details			
Spill location			
Source			
Wind conditions		**Dock Level**	
Oil drift direction & estimated recovery area			
Health & Safety hazards	**Has source of spill been isolated** **Are any odours detectable from spill** **Are flammability checks required**		**YES/NO** **YES/NO** **YES/NO**
Type of oil spilled			
Estimated quantity of spilled oil (litres/tonnes)			
Area affected	**Length…….. (metres) x Width……. (metres)** **= …….. m²**		
Physical appearance	*Windrows Small Patches Large Patches Continuous slick*		
Colour	*Silver Sheen Iridescent Light Brown Dark Brown Mousse*		
Other considerations	**Will shipping programme be interrupted** ☐ **Verification of report by marine staff** ☐ **Is there a hazard to navigation?** ☐ **Should an exclusion zone be established?** ☐ **Weather forecast known?** ☐ **Do any vessels in vicinity require notification?** ☐		
Response actions • **Strategies to utilise**			
Resource mobilisation • **Equipment & personnel**			
Planning cycle • **Meetings schedule**			
Additional information Communications, waste disposal, weather forecast…			

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Appendix 4 Incident log

Incident log guidance	
Safety hazards	Note potentially unsafe response activities and measures taken to mitigate the hazard. Record all accidents / near misses.
Initial notification	Record time of notification of oil spill incident and the name of the person informing you.
Daily activities	Keep a daily record of all response activities undertaken, including time and location. Also include: • Meetings attended. • Instructions received / given. • Site visits and movements. • Contacts with outside agencies.
Personal contacts	Generate a list of relevant contacts made, including contact details.
Photographic / video records	Note date and time of any product taken.
Oil distribution	Make sketches of oiled areas with notes
Site supervision	Keep records of: • All staff on duty, including hours of work, welfare needs and refreshments given. • All equipment utilised, location and condition. Safe storage and cleaning.
Expenditure incurred	Record all expenditure and keep receipts: • Ensure equipment required is available. • Source additional equipment and ensure Finance is aware of costs before ordering. • Ensure appropriate authority is obtained for expenditure. • Order any additional equipment and keep Finance informed. • Maintain records of equipment hired or purchased.
Complete incident log with time/action as appropriate.	

INCIDENT LOG SHEET			
Incident name:		**Date:**	
Location:		**Page No.**	
Time:	**Comment / Action / Detail**		
Signature:			
Print Name:		**Position:**	

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Appendix 5 Post exercise / incident report

Post Exercise/Incident Report

Name of Port / Harbour / Oil Handling Facility:

Level of exercise (Tier 1, 2 or 3) and details of any other participating ports / harbours / oil handling facilities if joint equipment deployment exercise:

Level:

Names:

Date of exercise/Incident:	Time of exercise/Incident:

Location of exercise/Incident:

Name of exercise co-ordinator:

Name of personnel participating in exercise/Incident and role played:	List of equipment deployed:

Name of any other organisations / authorities participating in exercise/Incident:

Details of amendments to be made to the Contingency Plan resulting from this exercise/Incident:

(In addition to this form the revision list should be updated and the appropriate pages within the plan amended and issued to all plan holders)

I can confirm that the details on this form provide a realistic summary of the exercise/Incident carried out. Any action points resulting from this exercise have been dealt with accordingly, the relevant documents updated and copies provided to the appropriate bodies for their attention. Authorised by (name in block capitals):

Position / Job Title:

Signature:	Date:

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Appendix 6 Ports and Harbours annual return form

PORTS AND HARBOURS ANNUAL RETURN FORM

Port / Harbour:

Annual return for year:

OPRC PLAN – Approval date: Valid until:

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

Notification Exercise 1: Date:

Details:

Notification Exercise 2: Date:

Details:

Mobilisation Exercise 1: Date:

Details:

Mobilisation Exercise 2: Date:

Details:

Table-top Exercise: Date:

Details:

Any other exercises (including IME):

SUMMARY OF INCIDENTS DURING THE YEAR

Date:

Summary:

COUNTER POLLUTION TRAINING UNDERTAKEN

Name: Position: Course: Date:

Signature: **Print name:** **Date:**

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Appendix 7 Dealing with the media and media statement

OIL SPILL INCIDENT – DEALING WITH THE MEDIA

Media Liaison

In the event of an oil spill that results in media attention Port of Tilbury London Ltd will handle all PR through the nominated Forth Ports Limited media consultants. No communications regarding the incident will be made by staff or contractors other than to say that all media enquiries should be made through Forth Ports Limited media consultants. If a requirement for communication outside the port is needed this should be made with the express permission of the Chief Operating Officer.

If a telephone call is received from a media organisation no details should be given other than to say the follows:

"At this time I can only refer you to our public relations media consultants who, on behalf of Port of Tilbury London Limited and Forth Ports Group, can deal with your request for information. They can be contacted at:

Spreng Thomson
Strategic Media Relations
The Herald Building
155 Albion Street
Glasgow
G1 1RU

0141 548 5191

Debbie Johnston
debbie@sprengthomson.com
07532 183811

Callum Spreng
callum@sprengthomson.com
07803 970103

www.sprengthomson.com

In the event that a statement needs to be given and Spreng Thomson cannot be contacted the following should be considered with the express permission of the Chief Operating Officer:

The Media's Needs

The following summarises the media's interests in an oil spill event:

- first with news & meet deadlines
- publish details of casualties
- give human interest stories
- present facts including statistics
- bring stories to life with interviews and quotes
- show dramatic pictures
- describe events as they develop
- establish cause
- find new angles different from other coverage

Objectives in Dealing with the Media

The following should be borne in mind:

- To communicate quickly and honestly with all those affected by the emergency to:
- give safety information
- explain how your organisation is responding
- limit adverse comments and damage to reputation
- correct errors in reporting
- promote the positive aspects of your organisation.

NB: Unless you are designated as your organisation's spokesperson you are **NOT** authorised to offer a comment on behalf of the organisation therefore decline media requests and refer media requests to the Marine Manager.

Sample Press Statements

Sample first public statement for a Port of Tilbury London Oil Spill Incident

Public Statement #1 At ____:____ (Time) ____ /____ /____(Date)

"An oil spill incident occurred at ____:____ hours today within the dock area of the Port of Tilbury London. The port area is operated by Forth Ports Limited.

First reports indicate that ____ amount of oil has been spilt. The cause of the spill is not known at this time.

Harbour operations have / have not been restricted at the present time. Forth Ports are presently dealing with the situation.

Further information will be made available in due course.

For further information telephone: **Spreng Thomson** on **0141 548 5191.**

Appendix 8 Useful links

Counter pollution and salvage Scientific, Technical and Operational advice notes (STOp notes):
https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

The National Contingency Plan – A strategic overview for responses to marine pollution from shipping and offshore installation:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638623/170817_NCP.pdf

Guidance on waste management:
https://www.gov.uk/topic/environmental-management/waste
This link contains templates for hazardous waste consignment notes and waste transfer notes.

Public register to confirm if a waste carrier is registered and a waste site is permitted.
https://environment.data.gov.uk/public-register/view/index

Appendix 9 Useful documents

ACTION BOARD

Location		Date	

Time	Action	Who responsible	When	When complete?
Example	Mobilise Adler and Allan.			
Example	Send POLREP to MCA.			
Example	Appoint 'on-scene' Commander.			
Example	Mobilise tactical response team to access equipment and deploy booms and skimmer.			
Example	Mobilise resources from other assets.			
Example	Create initial SITREP.			
Example	Mobilise office team to deal with strategic issues.			

Time	Action	Who responsible	When	When complete?

PEAR BOARD

P = People / E = Environment / A = Assets / R = Reputation

Revision	1	Date / Time	

KEY FACTS

	Objectives	Issues
P	Ensure the safety of all personnel, including customers, staff, responders and the general public.	• Fumes. • Danger of fire. • Proximity to spill. • Spectators too close. • Briefing of responders. • Use of PPE. • •
E	Minimise or prevent environmental damage to the harbour and wildlife.	• Tidal strength and movement. • Efficiency of booms. • Physical intervention. • Fuel type. • Ability to maintain skimming activities. • Waste management. • Adequacy of resources. • Time of year – nesting / feeding / migration. • Net Environmental Benefit Analysis (NEBA). •
A	Minimise or prevent adverse impact on the harbour business, customers' boats infrastructure and assets.	• Local stakeholders. • • • • • •
R	Minimise damage to the port's reputation through prompt, honest and frequent communication to media and stakeholders.	• Contact media consultants. • Social media. • Local media and reporters. • Speed of "bad news travels". • Consistency of messages. • • • •

WORST CASE SCENARIO BOARD FORM

Impact / Chance: Low = L - Medium = M - High = H

Version	1	Date / Time	

	Worst Case Scenarios	Impact L / M / H	Chance L / M / H
P	•	•	•
E	•	•	•
A	•	•	•
R	•	•	•

P = People / E = Environment / A = Assets / R = Reputation

INCIDENT BRIEFING CHECKLIST
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel.

Step	Guidance
SPECIFY SAFETY HAZARDS	
Extent of problem. • **Size of spillage.** • **Type of oil.** • **Source.**	
Slick trajectory. • **Tide and wind conditions.**	
Response actions. • **Strategies to utilise.**	
Resource mobilisation. • **Equipment and personnel.**	
Planning cycle. • **Meetings' schedule.**	
Additional information. • **Communications.** • **Waste disposal.** • **Weather forecast.**	
Complete relevant action board(s) with task/time as appropriate.	

LOGISTICS AND RESOURCES	
Responsibilities	Ensure equipment required is available. Source, order and receive any additional equipment and keep Finance informed. Maintain safe and secure storage for all equipment. Check on welfare of operatives and ensure appropriate breaks, refreshments and additional staff provided (if required).

Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	Receive instructions from tactical team regarding equipment needs. Ensure Finance are aware of costs and gain authority for expenditure. Maintain records of equipment hired or purchased. Track all equipment locations and condition.	This should include welfare needs, such as refreshments and canteen facilities.
Final Actions	On completion of the response ensure that all equipment is cleaned and checked for damage, ensure that equipment is stored securely for the next deployment and ensure that all hired equipment is accounted for and returned.	
Complete relevant action board(s) with task/time as appropriate.		

FINANCE AND CLAIMS	
Responsibilities	Inform insurer and establish a claims office. Ensure Finance is available to cover equipment orders and other requests for Finance. Ensure finance is appropriately authorised and maintain thorough records.

Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	Receive instructions from Incident Commander for acquisition of equipment. Ensure appropriate authority is obtained for expenditure. Maintain records of equipment purchased or hired. Maintain close contact with insurers to maintain 'reasonable' recoverable expenditure.	
Final Actions	On completion of the response, tally all expenditure and prepare a thorough report for use later in claims. Obtain pre-impact photographs. Obtain post-impact photographs.	
Complete relevant action board(s) with task/time as appropriate.		