



PORT OF
TILBURY
LONDON

Port of Tilbury

**OIL SPILL
CONTINGENCY PLAN
2024**

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**Version 4
16/04/24**

FORTH PORTS LIMITED	Document ID POTLL PMSC EP01_01	Authorised By Asset Manager Marine	Original Date January 2024
Port of Tilbury Oil Spill Contingency Plan 2024	Date Revised April 2024	Revised By Asset Manager Marine	Review Due January 2029

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GLOSSARY

AMM	Asset Manager Marine
BM	Berthing Master
BPA	British Ports Association
CCW	Countryside Council for Wales
Dft	Department for Transport
DEFRA	Department for Environment, Flood and Rural Affairs
EA	Environment Agency
ECC	Essex County Council
ECPEM	Essex Civil Protection & Emergency Management
SEG	Standing Environment Group
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
IMT	Incident Management Team
JNCC	Joint Nature Conservation Committee
MCA	Maritime and Coastguard Agency
MCZ	Marine Conservation Zone
MEC	Marine Emergency Centre
MFO	Marine fuel oil
MGO	Marine gas oil
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
MRSC	Maritime Rescue Sub 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
PHI	Priority Habitats inventory
PLA	Port of London Authority
POLREP	Pollution Report
POTLL	Port of Tilbury London Ltd
SAC	Special Area of Conservation
SCU	Salvage Control Unit
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 Areas
SSSI	Site of Special Scientific Interest
STOp	Scientific, Technical and Operational Guidance Notes
TCG	Tactical Co-Ordination Group
UKHMA	UK Harbour Masters Association
UKMPG	UK Major Ports Group
UKSPILL	UK Spill Association

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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

PARTICULARS OF COMPANY

Name of Port	Port of Tilbury		
Category of Port	A&B		
Address	Lockside Leslie Ford House Tilbury Essex		
Postcode	RM18 7EH	Country	United Kingdom

APPROVAL

I declare that the Oil Spill Contingency Plan submitted by the above is relevant and complete in every respect in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 and the Guidelines issued by the Maritime and Coastguard Agency and is hereby approved by the Secretary of State for the Department of Transport

Date of Plan

Plan Version

This Plan is valid until 15 April 2029.

Place

Signed

Signature of authorised official issuing the certificate

Verify



Date

Name

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 the POTLL and 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 POTLL impounded, enclosed dock system only, 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.

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. Every 5 years the plan will be revalidated following consultation with mandatory external consultees. 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 annually and in light of experience from exercise and incidents 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:

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1.5.1 Internal distribution for the Port of Tilbury London Ltd

1. Asset Manager Marine
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 HQ – CPSO, 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

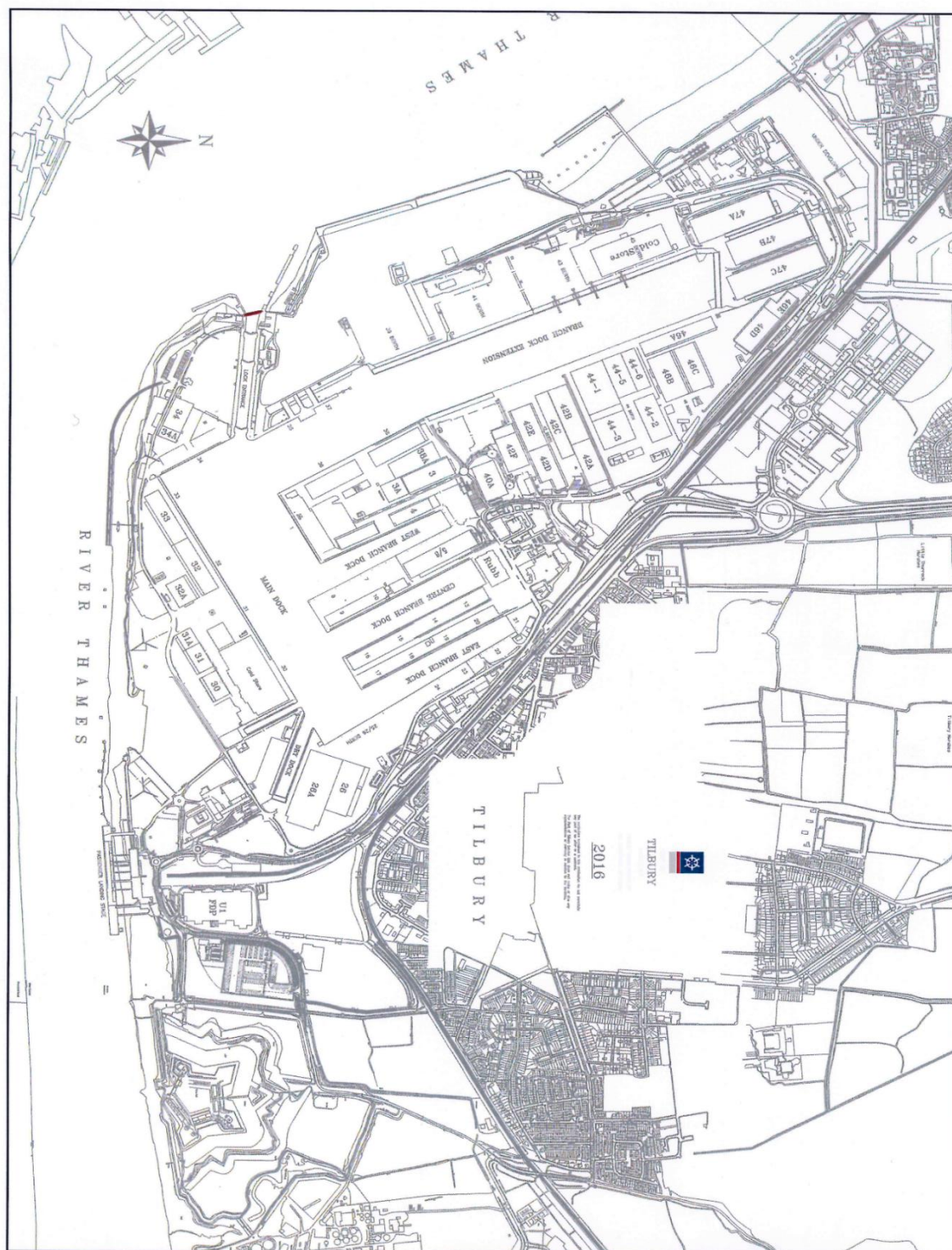
Date	Section	Page	Amendment details or introduction
Dec 13	Plan		Approved and issued
July 14	Plan		Contacts updated
Sept 15	Plan		Contacts updated +7.3 + 8.1 updated
July 2016	Contents	6	Revision History updated
	4.4	16	Addition of new additional lengths of buoyant fence
	6.2	19-20	Removal of redundant <i>PERSPECTIVE</i> software
	7.2.3	21	Removal of redundant <i>PERSPECTIVE</i> software
	8.1	22-24	Removal of redundant <i>PERSPECTIVE</i> 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	

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	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 Appendix 9	15 42 – 47	Port Police Escort Useful documents
Jan 2024	Plan		Refresh and update contact details, names, job titles

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This plan shows the location of the Port of Tilbury London Ltd 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



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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
- Maritime & 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 March 2024 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 (Oil Pollution Preparedness, Response and Co-operation Convention 1998 Amended 2015 and the Merchant Shipping and Maritime Security Act 1997 Amended 2015, is the MCA. However, in the event of an oil spill incident within the enclosed dock, the POTLL Harbour Master will be responsible for the overall co-ordination of the spill response.

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.

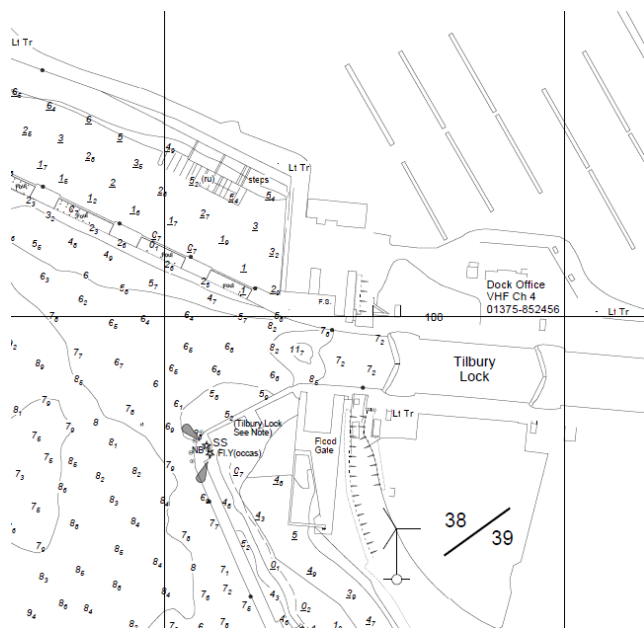
The definitions of the tiered levels used in the Port are as follows:

<i>TIER 1</i>	<i>< 0.2 m3</i>	<i>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.</i>
<i>TIER 2</i>	<i>0.2 to 50 m3</i>	<i>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.</i>
<i>TIER 3</i>	<i>> 50 m3</i>	<i>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.</i>

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1.9 Fast Fact Sheet

Port Of Tilbury London LTD



Harbour Master/ Asset Manager Marine	Adam Montgomery	
Harbour Office contact details	Port of Tilbury London Ltd Lockside Leslie Ford House Tilbury Essex RM18 7EH	
	Telephone:	01375 852456
	Mobile:	07548 969921
	e-mail	harbourmaster@potll.com
Latitude & Longitude – harbour entrance	51°27'17.8"N 0°20'20.0"E	
Admiralty chart numbers		
Lock sil CD	7.3 metres	
Maximum available length	220 metres	
Maximum beam – if applicable	32 metres	
Navigational access –	VHF ch 04 (river PLA vhf 68)	
Environmental Sensitivities	Mucking SSSI 8 miles downriver Swanscombe SSSI 3 miles upriver	
Tugs	Ship Towage Tugs (pla.co.uk)	
Pilotage	PLA Pilots from River to dock- Berthing advisor dock to berth	
Anchorage	PLA Managed	
Repair facilities – ie. dry docks and slipways	100 metre length dry dock, public slipway	
Cargo handling facilities – ie bulk, fuel, containers	Bulk, Grain, Unitised, Automotive, Forest Products, Hazardous	
Local authority	Port of London Authority	
ISPS compliant	Yes	

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1.10 Vessel Traffic Figures In dock only

Vessel Category Code	Sum of Voyage GT	No of Voyages	Terminal Name
DRYC	3,748,514	364	PORT OF TILBURY
CNTR	1,026,501	221	PORT OF TILBURY
RORO	4,681,053	185	PORT OF TILBURY
TKPR	156,057	77	PORT OF TILBURY
DRDG	101,823	14	PORT OF TILBURY
FERY	61,270	2	PORT OF TILBURY
OTHR	22,697	1	PORT OF TILBURY
SPECIAL	2,627	1	PORT OF TILBURY

The above figures reflect movements in 2023 in Port of Tilbury.

1.11 Environmental Policy

<https://forthports.co.uk/wp-content/uploads/2018/11/Marine-Environment-and-Sustainability-Policy-August-2020.pdf>

1.12 Environmental Sensitivities and Priorities for Protection

No areas considered to be of special environmental sensitivity are contained within the boundaries of the enclosed dock area of POTLL.

1.13 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.

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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 (as per the ports waste management plan), 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.

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1.14.1 The Secretary of State's Representative

Section 293 of the Merchant Shipping as amended by the Merchant Shipping and Maritime Security Act 1997 gives the Secretary of State powers to intervene in the event of an incident where there is a significant threat of pollution to the UK's pollution control zone, territorial waters or coastline. This legislation has arisen in the event that a salvage operation for a vessel is required and that the spill must minimise spillage of oil and must not interfere with pollution response operations.

In accordance with the recommendations contained within "Lord Donaldson's Review of Salvage and Intervention and their Command and Control" a recommendation was made that a single representative should be authorised to act on behalf of the Secretary of State for Trade and Industry. This is the Secretary of State's Representative (SOSREP).

In the case of ports and harbours the SOSREP's duties are in respect of salvage only. SOSREP will formally intervene if the salvor does not act in the public interest, tacit approval is assumed if he takes no action. The SOSREP's role is to represent the over-riding interests of the State and to prevent or reduce pollution. His role does not extend to dealing with the clean-up operation, this responsibility remains with the operator through their own oil spill response arrangements, detailed in the OSCP.

Incidents involving the SOSREP, or his deputy, include incidents involving a vessel where there is, or may be a risk of, significant pollution, or where the Harbour Authority is failing or has failed to implement effective control and preventative operations. This means that the SOSREP, or deputy SOSREP, could be activated even in the event that an incident has not yet occurred but where there is a risk of such pollution occurring.

The SOSREP could therefore become involved in any of the Tiers of Incident defined in Section 1.

1.14.2 Intervention

Once SOSREP or MCA has decided that it may be necessary to intervene in an incident, he will advise the parties in charge of the casualty, or to whom directions are likely to be given, accordingly. Initial intervention is likely to follow a prior warning to the casualty or her owners that the powers of Intervention may be exercised. This will be accompanied by an offer of help from the MCA and a request for information about the situation and the Master's intentions.

Initial intervention is likely to be a formal Direction that the owners/salvors plans and intentions are submitted to and approved by SOSREP.

The process of intervening means that the Secretary of State can then issue specific "Directions" to certain specified persons or bodies including:

- Masters
- Owners
- Salvors

Under the Dangerous Vessels legislation, SOSREP could also give directions to a Marine Manager / Harbour Master for the purposes of securing the safety of any person or vessel. This will override directions which may already have been issued by the Harbour Master / Marine Manager to a casualty.

The nature of the directions can be wide ranging provided they are for the purposes of preventing pollution or the risk of pollution and are as respects the ship or its cargo.

1.14.3 Establishment of response cells

During an incident the need to establish response cells to deal with the situation may arise. These may take the form of operational control units or advisory units as the situation requires. The majority of lower level incidents will not require the establishment of response cell, however any event requiring a national response of any kind will require their establishment. Some examples of response cells are listed below and further information on the formation and activities of a response cell can be found in the National Contingency Plan (NCP)

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Salvage Control Unit

When intervention has been triggered, SOSREP may establish a Salvage Control Unit (SCU). This Unit is led by SOSREP who will oversee, control and if necessary, intervenes in salvage operations where there is a risk of significant pollution. SOSREP works with a team of advisors to encourage salvage contracts and requires that the salvor prepare a salvage plan for agreement by SOSREP prior to any action taking place.

The SCU will be located in Leslie Ford House Tilbury adjacent to the Marine Emergency Centre or virtually.

Composition of the Salvage Control Unit

The Salvage Control Unit (SCU) is generally a small group of key people although this list may be expanded as needs dictate:

- SOSREP
- A Salvage Manager representing the on board Salvage Master
- The Harbour Master / Marine Manager if the incident is in or near a harbour or if his harbour is likely to be used as a place of safety to which the casualty may be brought
- An Owner's Representative
- A CPSO with expertise in pollution cleanup – this person will also liaise with the Maritime and Coastguard Agency's Marine Response Centre which will be coordinating the at sea cleanup
- An Environmental representative – who will advise SOSREP and form the liaison with the various environmental groups
- A personal Salvage Advisor who SOSREP has engaged.

This team will interact with an on-board team who will normally consist of:

- the Salvors
- SOSREP's representative and
- in certain cases a Shipowner's Casualty Representative.

Marine Response Centre

The Marine Response Centre (MRC) considers and implements the most appropriate means to contain, disperse and remove potential pollutants from the scene based on all the information available to them. In almost all cases involving a national response the MCA establishes a Marine Response Centre at the most appropriate location. The head of CPS Branch determines the need to establish a Marine Response Centre for specific incidents and informs all other cells of its location

Tactical Co-ordination Group

A Tactical Co-ordination Group has a similar function to the marine response centre, the main difference is that it is focused on responding to pollution and response along the shoreline, rather than at sea. Local authorities will be responsible for the establishment of a Tactical Co-ordination group.

Environment Group

The Environment Group (EG) provides a single advisory line on public health and environmental issues at sea to all response cells. Where the incident poses a significant threat to health or the environment on land the SCG may establish a Science and Technical Advice Cell (STAC) and this may be integrated with the Environment Group. At the outset of an incident at sea, the MCA triggers the formation of an Environment Group to provide advice required by a regional or national response. Standing Environmental Groups cover the entire UK coastline and MCA co-ordinates the geographical coverage of individual Standing Environment Groups, their contact details and call out arrangements. The Environmental Groups comprise the statutory environmental regulators, fisheries departments, nature conservation bodies and public health bodies plus a range of specialist public sector and non-government organisations.

The Environment Group framework enables a co-ordinated and timely environmental input to any other more localised or specialised incidents. The group may be set up as a precautionary approach when the escalation of

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an incident is a likely possibility. In many minor incidents the operational Environment Group remains a “virtual” group responding with advice when requested.

The Environment Groups remit is advisory and it has no powers of direction or enforcement. Regulatory functions of individual members of the group are exercised outside the group structure and function.

1.14.4 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.

Berth	Max length	Max Draft	Info
In dock	220m	10.5m	Quayside access, non-tidal, crane up to 150t
TLS	250m	10m	Passenger access
NHCT	350m	12m	Container,
T2	300m	10m	RoRo

Additionally it should be taken in to account that the river Thames does contain large areas of environmentally sensitive sites. Designated sites Swanscombe MCZ 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.

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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.

The Risk Assessments for Tilbury are now included in the Forth Ports Risk Assessment matrix which is kept live online. The latest version of Risk Assessments can be found on the [Forth Ports website](#)

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. To avoid duplication, all possible operations/incidents that could result in pollution have been identified and using accepted risk assessment techniques, the location, size and effect of all envisaged potential spills within the enclosed dock area of POTLL have been listed and analysed in a separate document, publicly available on the [Forth Ports website](#)

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.

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).

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. All vessels taking on bunkers are required to complete a Bunker request checklist this ensures that the following control measures are in place:

- Scuppers closed
- Vessel will be moored
- Bunker pipes not in use blanked
- Good Seal on bunker pipes
- Flange well tightened
- Communications agreed
- A nominated officer established
- A Visual watch maintained
- Wind speed less than 25 knots sustained
- Visibility in excess of 0.5 mile
- Appropriate Spill response equipment available
- Permission from the Marine Authorised person granted

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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 Port of Tilbury

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.
- 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.
- 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

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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 utmost 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.

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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.

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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.

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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.

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. See [Stop Notice 3/16](#)

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.

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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:

- Asset Manager Marine/Harbour Master - UK Accreditation Level minimum 4P - Operations Supervisor
- Chief Harbourmaster Forth Ports (remote) UK Accreditation Level 4P - Operations Supervisor
- Harbourmaster Forth and Tay (remote) UK Accreditation Level 4P - Operations Supervisor
- Duty Harbour Masters and Berthing Masters - UK Accreditation Level 1P or 2P – First Responder
- Select Marine Operative – UK Accreditation Level 1p or 2p

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.

Remote – In the event of remote management of Oil Spill, Marine Incident centre to be activated in Grangemouth following call to FTNS (see call out sheet).

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 should be undertaken, in accordance with the MCA OPRC Guidelines for Ports and Harbours.

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

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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.

POTLL will adhere to the following exercise programme, as per MCA OPRC Guidelines

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	Chief Harbourmaster FP Harbourmaster Forth/Tay	Duty Harbour Master	Berthing Masters	Frequency / refresher training.	Notes
MCA level 4P Oil Spill Response Training	4 days	X	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.

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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 Harbourmaster – 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. Activate marine incident call out.
5. Secure all sets of lock gates & sluices in the closed position until the type and size of the spill has been verified.
6. Following visual report from (Action 3) above, mobilise equipment and notify the Harbour Master.
7. Is the spill considered a threat to the River (Thames) via the lock, (secure the lock), or via associated sluices and drains?
8. Determine whether shipping programme needs to be suspended or modified and advice the relevant Masters, Agents, Berth operators, PLA/VTS and Dock Pilots.

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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, notifying other vessels and operators in the dock and arrange for a sample of the spilt oil to be taken.

6.4 Escalation of Response

In the event that a response escalates to Tier 2 or Tier 3 level, sufficient personnel must be mobilised and room must be made available to meet with personnel from external agencies.

The Harbour Master will retain the position of Incident Controller unless any change is agreed with the Government agencies involved. If the response is likely to become protracted, the MCA will 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.

In the event that outside contractors are employed to assist with the clean-up, Health and Safety Policies must be followed.

6.4 Harbour Master (Tier 2 & 3 Response)

1. Appoint on scene commander (Harbourmaster unless MRC is remote)
2. Authorise necessary expenditure to employ outside contractors.
3. Consider the establishment of an Incident Management Team to meet with personnel from external Agencies.
4. 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.
5. Receive and respond to regular reports from the duty team and contractors on spill response progress.
6. Provide any necessary verbal reports of progress to Port Directors.
7. Advise Natural England and the Environment Agency of the incident.
8. If assistance of outside contractors is required, organise the attendance of a suitable company.
9. Ensure that recovered oil is stored in a suitable manner until licensed contractors can remove the same from the Port.
10. Draw up emergency duty roster and arrange accommodation and catering supplies
11. Monitor the effectiveness of the clean-up campaign, calling in further assistance as may be deemed necessary.

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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.

6.6 Indication of available personnel

Harbourmaster/ Asset Manager Marine

Harbour Master (or nominated Deputy) will act as the Strategic Commander and has Overall responsibility for the Port's Strategic Response within the Port of Tilbury's area of Jurisdiction.

Duty HM

The Duty Harbour Master (or nominated Deputy) will act as Tactical Commander, who will take Strategic guidance from the Harbour Master and may convene an Oil Spill Management Team (OSMT) to provide them assistance in such an incident.

THE OIL SPILL MANAGEMENT TEAM (OSMT)

The OSMT will be established by the Harbour Master or Duty Harbour Master, which will Provide the command and control structure, assistance in the PLA's response to an incident. The OSMT may be made up of representatives from the PLA and various external bodies, as Listed below:

Internal Personnel	External personal
Port Director Chief Harbourmaster Senior Harbourmaster (Scotland) Port Commercial Director Chief of Police Senior Asset Manager Berthing Master Marine Operative	Adler & Allan (Tier 2 Contractors) Essex County Council Thurrock Council Environment Agency Natural England MMO MCA Vessel Owner / Agent Medway Port Authority Terminal Operator

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SECTION 7 – COMMUNICATIONS

7.1 Notification Matrix

Organisation	Oil spill tier			Method	Remarks
	1	2	3		
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.

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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.

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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.

Date:

Port of Tilbury (London) Ltd - POTLL		Time and Initial
Marine Department Duty Harbourmaster	01375 852456 /447 (24-hour) 07876652745	
	VHF Channel 04 (24-hour) Call sign "Tilbury"	
Asset Manager Marine	07548969921 (FTNS if remote activation)	
FTNS	01324 668495	
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 PLA	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 (1 st 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	0330 159 8325 (07930355657 out of hours)	
Roe Environmental	01621 740704	
Tug Companies		
Svitzer Towage Ltd	01642 258361 (24-hour)	
Boluda Towage	01375 641288 (24/7)	
Chemistry Analytical Services		
Fugro GB Marine Ltd, Gait 8, Research Park South, Herriot - Watt University, Edinburgh, EH14 4AP	0131 4495030	

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SECTION 11 - OIL SPILL RESPONSE EQUIPMENT HELD ON SITE

11.1 Equipment

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

Description	QTY	Size/Length
Buoyant absorbent boom (20 cm)	50	4m (200m total)
Buoyant fence boom 33cm	1	100m
Training containment boom	1	75m length
DRIZIT Oil absorbent pads	15 Packs	200pp 40x30cm
Oil sorbents and absorbent packs	50	16kg
Lock gates, three pairs of gates & water level adjustment.		

In addition, Marine department Mad Dog, 'RIB' 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.

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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? Road Tanker
Barge

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

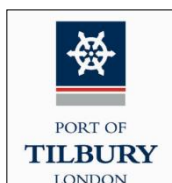
Are all relevant scuppers plugged / securely closed at time of inspection? YES NO

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

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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 AMM – 07548969921 Or FTNS remote 01324 668495
	C	PLA Tel 01474 562215
	D	Agent of vessel involved Tel No. of IPOS
	E	Vessels located near affected area? VHF CH 04
	F	POLREP – see Distribution List & Proforma (appendix 2)
	G	MMO Head Office: office hours 0300 200 2024 24hr Duty room 0345 0518486 dispersants@marinemanagement.org.uk Authorisation required from MMO to use dispersants
	H	Environment Agency Tel: 0800 807060
	I	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	YES/NO	
	Are any odours detectable from spill	YES/NO	
	Are flammability checks required	YES/NO	
Type of oil spilled			
Estimated quantity of spilled oil (litres/tonnes)			
Area affected	Length..... (Metres) x Width..... (metres)		
	= m ²		
Physical appearance	<i>Windrows Small Patches Large Patches Continuous slick</i>		
Colour	<i>Silver Sheen Iridescent Light Brown Dark Brown Mousse</i>		
Other considerations	Will shipping programme be interrupted		<input type="checkbox"/>
	Verification of report by marine staff		<input type="checkbox"/>
	Is there a hazard to navigation?		<input type="checkbox"/>
	Should an exclusion zone be established?		<input type="checkbox"/>
	Weather forecast known?		<input type="checkbox"/>
	Do any vessels in vicinity require notification?		<input type="checkbox"/>
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.	

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Appendix 5 Post exercise / incident report

15.4 POST EXERCISE / INCIDENT REPORT

Port / Harbour:	
Report for: Tier 1 / 2 / 3 Incident / Exercise on: Delete as appropriate	
Scenario:	
Actions taken:	
On-scene co-ordinator:	
Names of participants:	Equipment used:
Other organisations participating:	
Details of amendments to be made to the OPRC plan as a result of this incident / exercise –	
<p>I can confirm that the details on this form are a true account of the exercise/incident.</p> <p>Any action points arising have been actioned as necessary and associated bodies informed. An update to the pollution plan will issued to holders as soon as possible.</p>	
Name:	Role:
Signature:	Date:

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Appendix 6 Ports and Harbours annual return form

15.5 ANNUAL RETURN FORM

Port / Harbour:

Annual Return for 20__

OPRC PLAN – Approval date:

Valid until:

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

Mandatory exercises in RED

Notification Exercise #1: Date

Details

Notification Exercise #2: Date

Details

Tier 1 Mobilisation Exercise #1: Date

Details

Tier 1 Mobilisation Exercise #2: Date

Details

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Table-top Exercise: Date

Details

Date of Last Tier 2 Incident Management Exercise (IME):

Any other exercises:

Details

SUMMARY OF INCIDENTS DURING THE YEAR

Continue on separate sheet if more space required.

Date

Details

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COUNTER POLLUTION TRAINING THIS YEAR AND TRAINED PERSONS

Number of in-date staff qualified to Level 4/5P:

Number of in-date staff qualified to Level 1/2P:

TRAINING UNDERTAKEN DURING THE YEAR

Name Location

Course Date

Name Location

Course Date

Name Location

Course Date

Continue on separate sheets if necessary

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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@sprenghomson.com
07532 183811

Callum Spreng
callum@sprenghomson.com
07803 970103

www.sprenghomson.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 spilled. 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.**

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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>

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Appendix 9 Useful documents

ACTION BOARD

Location		Date	
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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?

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PEAR BOARD

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

Revision	1	Date / Time	
KEY FACTS			
Objectives		Issues	
P	<p>Ensure the safety of all personnel, including customers, staff, responders and the general public.</p>	<ul style="list-style-type: none"> Fumes. Danger of fire. Proximity to spill. Spectators too close. Briefing of responders. Use of PPE. 	
E	<p>Minimise or prevent environmental damage to the harbour and wildlife.</p>	<ul style="list-style-type: none"> 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	<p>Minimise or prevent adverse impact on the harbour business, customers' boats infrastructure and assets.</p>	<ul style="list-style-type: none"> Local stakeholders. 	
R	<p>Minimise damage to the port's reputation through prompt, honest and frequent communication to media and stakeholders.</p>	<ul style="list-style-type: none"> Contact media consultants. Social media. Local media and reporters. Speed of "bad news travels". Consistency of messages. 	

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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	• • • • • • •	• • • • • • •	• • • • • • •

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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. <ul style="list-style-type: none"> • Size of spillage. • Type of oil. • Source. 	
Slick trajectory. <ul style="list-style-type: none"> • Tide and wind conditions. 	
Response actions. <ul style="list-style-type: none"> • Strategies to utilise. 	
Resource mobilisation. <ul style="list-style-type: none"> • Equipment and personnel. 	
Planning cycle. <ul style="list-style-type: none"> • Meetings' schedule. 	
Additional information. <ul style="list-style-type: none"> • Communications. • Waste disposal. • Weather forecast. 	
Complete relevant action board(s) with task/time as appropriate.	

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LOGISTICS AND RESOURCES

Responsibilities	<p>Ensure equipment required is available.</p> <p>Source, order and receive any additional equipment and keep Finance informed.</p> <p>Maintain safe and secure storage for all equipment.</p> <p>Check on welfare of operatives and ensure appropriate breaks, refreshments and additional staff provided (if required).</p>
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Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	<p>Receive instructions from tactical team regarding equipment needs.</p> <p>Ensure Finance are aware of costs and gain authority for expenditure.</p> <p>Maintain records of equipment hired or purchased.</p> <p>Track all equipment locations and condition.</p>	<p>This should include welfare needs, such as refreshments and canteen facilities.</p>
Final Actions	<p>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.</p>	

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Complete relevant action board(s) with task/time as appropriate.

FINANCE AND CLAIMS

Responsibilities	<p>Inform insurer and establish a claims office.</p> <p>Ensure Finance is available to cover equipment orders and other requests for Finance.</p> <p>Ensure finance is appropriately authorised and maintain thorough records.</p>
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Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	<p>Receive instructions from Incident Commander for acquisition of equipment.</p> <p>Ensure appropriate authority is obtained for expenditure.</p> <p>Maintain records of equipment purchased or hired.</p> <p>Maintain close contact with insurers to maintain 'reasonable' recoverable expenditure.</p>	
Final Actions	<p>On completion of the response, tally all expenditure and prepare a thorough report for use later in claims.</p> <p>Obtain pre-impact photographs.</p> <p>Obtain post-impact photographs.</p>	

Complete relevant action board(s) with task/time as appropriate.

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Port of Tilbury Oil Spill Contingency Plan 2024	Date Revised March 2024	Revised By Asset Manager Marine	Review Due January 2029

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