

**Devon County Council**  
**Coastal Pollution Plan**  
**June 2008**



## **Part 1 Preamble**

### **1 Preamble**

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<a href="#"><u>AL</u></a>	STOp Notice 1-98 H&S
<a href="#"><u>AM</u></a>	Devon County Council H&S Checklist
<a href="#"><u>AN</u></a>	Hazards of clean up operations
<a href="#"><u>AO</u></a>	Hazards of difficult access
<a href="#"><u>AP</u></a>	Hazards of specialist clean up
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<a href="#"><u>AR</u></a>	Risk Assessment Proforma
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<a href="#"><u>AV</u></a>	Major Incident Media Strategy
<a href="#"><u>AW</u></a>	Cost Recovery
<a href="#"><u>AX</u></a>	Addressing Claims Guidance

***1.2 Disclaimer, Copyright and Acknowledgements***

According to the restrictions of the Ordnance Survey Copyright, holders of this plan may not copy any of the maps. Additional maps will be produced as required in response to an incident.

**1.3 Document Control**

Title: Devon County Council Coastal Pollution Plan

Prepared by: Coastal Pollution Officer – Melanie Parker

Date: March 2008

Review Period: This plan will be reviewed periodically to reflect changes in legislation, regulations and guidance, and learning points from exercises and actual incidents. Review of this plan will take place at least every 5 years in accordance with MCA guidance. Comments on this plan should be forwarded to the plan author.

Testing and exercising: This plan will be periodically tested and exercised as determined by Devon County Council's Emergency Planning team.



**1.4 Procedures for & record of contingency plan amendment & update**

Amendments to this plan will be sent out periodically. Plan owners are responsible for maintaining the currency of their copies of the plan.

Amendments must be recorded in the table below when inserted into the plan

**Amendment Record**

<b>AMENDMENT</b>	<b>AMENDMENT DATE</b>	<b>DATE INSERTED</b>	<b>INITIALS</b>

Devon County Council's Emergency Planning Team is responsible for the compilation, publication and distribution of amendments to this plan.

Proposals for amendments should be forwarded to:  
Counter Pollution Officer, Emergency Planning, Devon County Council  
County Hall, Topsham Road, Exeter, Devon, EX2 4QJ

Tel: 00 44 (0) 1392 382680 / 2234  
Fax: 00 44 (0) 1392 382709  
Email: [emerplan@devon.gov.uk](mailto:emerplan@devon.gov.uk)

***1.5 Procedures for updating contact points***

The Emergency Planning Administrative Officer will test the cascade lists and plan distribution list at least every 6 months to ensure the accuracy of the information.

### **1.6 Distribution List**

An electronic version of this Plan (excluding sensitive information) will be available from the Devon County Council website or available on request. A disk copy of the full Plan will be distributed to the following:

#### **Devon County Council**

Chief Executive  
County Solicitor  
Head of Communications  
County Environment Director  
Asst. Director Highway Management  
Waste Disposal Manager  
Coastal Officer  
Highway Operations Control Room  
Head of Library & Information Services  
Director of Finance, IT and Trading  
County Emergency Planning Officer

#### **District Councils**

East Devon, Emergency Planning Officer  
Exeter City, Emergency Planning Officer  
North Devon, Emergency Planning Officer  
South Hams, Emergency Planning Officer  
Teignbridge, Emergency Planning Officer  
Torrige, Emergency Planning Officer  
West Devon, Emergency Planning Officer  
Caradon, Emergency Planning Officer  
North Cornwall, Emergency Planning Officer  
West Dorset, Emergency Planning Officer  
West Somerset, Emergency Planning Officer

#### **Unitary and County Councils**

Plymouth City Council, Emergency Planning Officer  
Torbay Council, Emergency Planning Officer  
Cornwall, CEPO  
Dorset CEPO  
Somerset, CEPO

#### **Emergency Services**

Devon & Cornwall Constabulary  
HM Coastguard: Southern Region CPSO  
Western Region CPSO  
Falmouth Rescue Co-ordination Centre  
Brixham Rescue Co-ordination Centre  
Portland Rescue Co-ordination Centre  
Swansea Rescue Co-ordination Centre

#### **Government Departments & Organisations**

Maritime & Coastguard Agency, County Pollution Branch  
Environment Agency SW Region: Emergencies Manager  
Environment Agency Devon and Cornwall Area Emergency Planner  
Defra, Fisheries Officer, Plymouth  
Natural England: Peterborough, Marine Pollution Officer

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Okehampton, Marine Pollution Officer  
Flag Officer Plymouth: Queen's Harbour Master  
Naval Base Cdr, Devonport - attn ACP Plans  
Royal Marines, Instow  
N & E Devon Health Auth, Consultant in Communicable Disease Control  
S & W Devon Health Auth, Consultant in Communicable Disease Control  
Emergency Planning College, Library

**Wildlife and Environmental Organisations**

Devon Wildlife Trust, Marine Conservation Officer  
Exmoor National Park Authority, Head Ranger  
National Trust: North Area Manager  
Area Manager South & East  
The Agent, Lundy  
RSPCA

**Harbourmasters**

Axminster  
Bideford  
Exmouth  
Ilfracombe  
Teignmouth  
Dartmouth  
Salcombe  
Yealm

**Commercial Organisations**

International Tanker Owners Pollution Federation Ltd  
National Environmental Technology Centre, Emergency Planning & Response  
The Bristol Port Company, Haven Master  
UK Petroleum Industry Association, SW Regional Co-ordinator  
Williams Shipping Group Ltd, Operations Supervisor

## **Part 2 Strategy**

### **2 Introduction**

Figure 1 (below) shows the boundaries of the maritime District Councils of Devon and HM Coastguard Districts. It also indicates the Unitary Authorities and District Councils which border the county of Devon.

At mean high water the length of the Devon coast is 847km including Plymouth, Torbay and Lundy.

The north Devon coast falls under the Falmouth Coastguard District for coastal pollution and the Swansea Coastguard District for search and rescue. Straight Point, Exmouth, marks the boundary between Brixham and Portland Coastguard districts on the south coast.

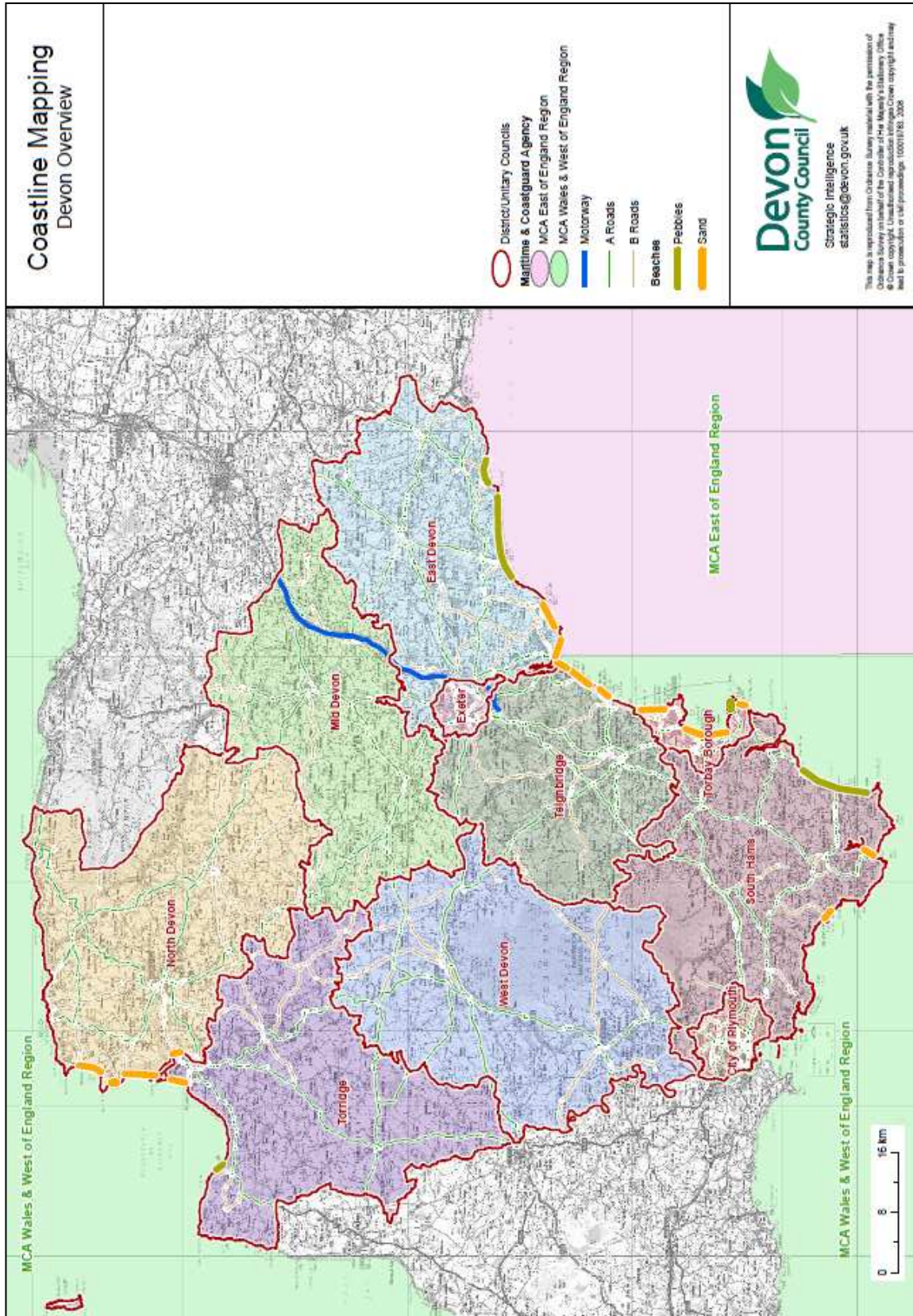


Figure 1. Devon Overview Map

This Plan has been produced by Devon County Council's Emergency Planning Department, in consultation with all Devon's maritime District and Unitary Authorities and should be used in conjunction with District Council Coastal Pollution Plans, and memoranda of understanding. Local Authorities have no statutory duty to plan for or manage measures to mitigate the effect of a third party coastal pollution incident. However, in the absence of any Central Government authority Devon County Council places great importance on any measures that effectively maintain Devon's unique coastal assets and this plan aims to protect this valuable environment in the event of a maritime pollution incident.

This Plan will be activated when a major coastal pollution incident occurs which requires Devon County Council to set up a Shoreline Response Centre (SRC). See [Section 6.1.2](#) for detailed SRC activation criteria. The plan may also be enacted or referred to (in whole or in part) in the response to smaller incidents or those which do not require an SRC to be set up.

In a major maritime incident there are five main areas of command and control:

- Search and rescue at sea
- Recovering the survivors
- Salvage of the ship
- Dealing with the pollution at sea
- Dealing with the pollution ashore

The overall control of an incident will be carried out by the Government's Maritime and Coastguard Agency (MCA) from its Maritime Emergency Information Room (MEIR).

Pollution at sea will be dealt with by the Counter Pollution Section of the MCA from its Marine Response Centre (MRC) at the appropriate Coastguard centre. If salvage of the ship is required, this will be controlled by the MCA's Salvage Control Unit (SCU).

Dealing with the pollution ashore is the task of the Shoreline Response Centre (SRC).

The alerting procedures and the roles of the organisations likely to become involved in pollution response are given in Part 2 and Part 3 of this plan. County Council officers who are recipients of an alert need to refer to the Immediate Actions Pack and [Annex A](#). Contact details for those likely to be involved are at [Annex B](#).

**In an emergency, please refer immediately to the Immediate Action Pack and to Part 3 'Actions'. This shows the procedures to be followed when a Shoreline Response Centre has to be opened.**

The strategy to be followed when a major pollution incident occurs is to clean amenity beaches nominated by the District Councils, and to leave the rest of the coastline for consideration at the time. The standing Environment Group has graded Devon's shoreline into three categories which should help prioritise allocation of clean up resources in an incident.

- Category 1: Clean without delay
- Category 2: No immediate action – consider again later
- Category 3: Leave alone (consider again if a Category 3 beach is the only one affected)



Details of the shoreline and categories are shown in [Annex C](#).

This plan integrates with the National Contingency Plan for Marine Pollution from Shipping and Offshore Installations produced by the MCA ([Annex D](#) and [Annex E](#)), which itself is linked with international agreements. Among these is the 'Mancheplan' which deals with counter-pollution in the English Channel.

Within Devon, District Councils have their own contingency plans. Neighbouring authorities, including counties and unitaries, also have their own plans which include arrangements for the operation of a SRC to deal with an incident affecting more than one authority.

Booming plans have been prepared for 14 individual sites in Devon, including 12 estuaries in the county. These plans are kept in [Annex F](#).

Port oil contingency plans have been prepared in accordance with the Merchant Shipping (OPRC) Regulations 1998.

### **Arrangements for incidents in the Bristol Channel**

For the Bristol Channel different arrangements apply to deal with pollution incidents west of the Devon Somerset border and east of the border:

- **Western Channel** The initial coordination for major pollution which threatens the coastline of Devon and other counties on each side of the western part of the Bristol Channel will be preformed through the Marine Incident Communications Officers (MICOs). This will be set up in the Emergency Planning Room at the Marine Rescue Coordination Centre (MRCC) at the Coastguard station at Swansea.

The Coastguard District Duty Officer in consultation with the Coastguard Regional Duty Officer and the relevant County Counter Pollution Officer will make the decision to activate the MICOs.

Until such a time as a representative from DCC can reach Swansea, the County Counter Pollution Officer will be represented at MICO by an officer from the Joint Emergency Planning Unit at Swansea (24 hour call out number 01267 222044).

- **Eastern Channel** For the Severn Estuary and the eastern part of the Bristol Channel up to the Devon / Somerset border, control of a major incident will be exercised from Bristol at the Bristol Port Company offices under the terms of the Counter Pollution Strategy for the Bristol Channel. Devon is not a participant of this plan.

## **2.1 Aim and Objectives**

### **Aim**

The aim of this Coastal Pollution Plan is to provide the means, mechanism and structure for Devon County Council to mount an effective and timely response to pollution of the coastline from shipping in order to mitigate the impact upon the economic and environmental wellbeing of the Devon coast.

### **Objectives**

- To facilitate a co-ordinated multi-agency response to marine pollution, for all scales of incident.



- To clearly specify roles and responsibilities of all responding agencies to a coastal pollution incident affecting Devon
- To detail activation criteria for invocation of the plan
- To cover all forms of maritime pollution
- To ensure the plan is consistent with those of the following:
  - MCA National Contingency Plan
  - Dorset County Council Coastal Pollution Plan
  - Cornwall County Council Coastal Pollution Plan
  - Somerset County Council Coastal Pollution Plan
  - Bristol Channel plans
  - Manche Plan
  - Teignbridge District Council Coastal Pollution Plan
  - East Devon District Council Coastal Pollution Plan
  - South Hams District Council Coastal Pollution Plan
  - North Devon District Council Coastal Pollution Plan
  - Torbay Council Coastal Pollution Plan
  - Tamar Estuaries Oil Spill Plan
  - Devon, Cornwall and Isles of Scilly Combined Agency Emergency Response Plan
  - Combined Agency Emergency Response Plan – Devon, Cornwall and Isles of Scilly Local Resilience Forum
  - Devon, Cornwall and Isles of Scilly Joint Agency Response Plan for Chemical, Biological, Radiological and Nuclear Incidents (Joint Agency CBRN Plan)
  - Devon Environment Group plans
  - Devolved Administration Plans
  - Port and harbour plans (especially with respect to shoreline clean-up in harbour areas)
  - Oil refinery and chemical plant plans
  - Ministry of Defence plans
  - Power station plans
  - Fish farm plans
- To ensure the plan integrates with other Devon County Council plans which can be found at [http://www.devon.gov.uk/emergency\\_plans](http://www.devon.gov.uk/emergency_plans). These include the Devon County Council Emergency Response Plan.

### **3 Roles & responsibilities for oil and chemical spill response**

This section of the Plan provides a broad summary of the roles and responsibilities of agencies likely to be involved in the response. The list is not exclusive or exhaustive. More comprehensive information can be found in the MCA National Contingency Plan [Annex D](#) and [Annex E](#).

#### **3.1 Devon County Council**

Local Authorities have no specific statutory duty to plan for, or carry out, shoreline clean up, but have the power to do so. Maritime Local Authorities fulfil their responsibilities by working in Partnership with other agencies to reduce, control or mitigate the effects of coastal oil or chemical pollution. Where Local Authorities, the emergency services, certain health bodies, the Environment Agency and the MCA have individually or collectively assessed the risk and the effects of coastal oil or

chemical pollution, and where it is considered necessary, they prepare, publish and maintain response plans, principal Councils of Local Authorities have powers under Sec. 138 of the Local Government Act to incur expenditure when dealing with emergencies. [Section 5.2.3](#) contains reference to the underlying maritime legislation relevant to maritime pollution.

Devon County Council is responsible for:

- Producing coastal pollution plans for its coastline
- Requesting the setting up of a Shoreline Response Centre (SRC)
- Co-ordinating the clean up operation at SRC strategic policy level
- Waste disposal
- Training Local Authority staff in conjunction with MCA and other organisations involved in marine response

One of the Devon County Council Emergency Planning Officers is nominated as the Coastal Pollution Officer.

Roles and responsibilities of Devon County Council Officers can be found in [Section Annex A](#).

### **3.2 Maritime District Councils**

Devon's coast is administered by the following Maritime District Councils:

- North Coast – North Devon, Torridge
- South Coast – East Devon, South Hams, Teignbridge

Exeter City Council is the Harbour Authority for the Port of Exeter, whose port limits include the Exe Estuary and extend into Lyme Bay.

West Devon Borough Council is a signatory to the Statement of Intent ([Annex G](#)) as it could be affected by a pollution incident in Plymouth.

Maritime District Councils have a responsibility to deal with pollution affecting their coasts, particularly:

- Local management and coordination of clean up operations
- Waste collection authority, clean up of shoreline using their own and other available resources
- Clean up of the shoreline of estuaries where appropriate
- Liaison and cooperation with other appropriate organisations

### **3.3 Unitary Authorities**

Plymouth City Council and Torbay Council are Unitary Authorities and as such combine the responsibilities of both County and District Councils. They have their own coastal pollution plans, but because of their geographical location, may join with Devon County Council in coastal pollution response and training.

### **3.4 Local Authority Mutual Aid**

Local Authorities in Devon are party to an agreement on mutual aid in the event of an emergency. A Statement of Intent has also been produced which commits Devon's Local Authorities to providing mutual aid in response to coastal pollution incidents, and all Local Authorities in Devon have signed up to this. A copy of the Statement of Intent can be found in [Annex G](#).

### **3.5 Other Organisations' Responsibilities**

#### **3.5.1 Organisations always involved**

The organisations which will always be involved in an incident in accordance with the warning system are:

- Maritime and Coastguard Agency (HM Coastguard and Counter Pollution Branch of MCA)
- Department for Environment, Food and Rural Affairs
- Environment Agency
- Natural England
- Devon and Cornwall Constabulary
- Devon Wildlife Trust

The main maritime pollution responsibilities of each of these organisations are detailed below. (Contact Numbers are in [Annex H](#))

#### **Maritime and Coastguard Agency – Counter Pollution Branch**

- Production of the National Contingency Plan
- Co-ordination of the Government's response to pollution at sea
- Maintaining stockpiles of oil clean up and preventative equipment
- Provision of training for Local Authorities
- Issue warnings of marine pollution (via HM Coastguard)
- Assistance and advice on the management of shoreline clean up
- Provision of scientific and technical advice and guidance to Local Authorities and other organisations

#### **HM Coastguard**

- Initiation and co-ordination of all Civil Maritime Search and Rescue, within the United Kingdom Search and Rescue Region

#### **Department for the Environment, Food and Rural Affairs (Defra)**

- Administration of the Food and Environment Protection Act 1985
- Provision of fisheries protection
- Toxicity testing and licensing of dispersants. Permission to use dispersants must be obtained from the District Inspector of Fisheries.

#### **Environment Agency**

- Take the lead for spills from land-based sources with support from the Maritime and Coastguard Agency (MCA) and Local Authorities
- Be represented on the Management and Technical teams within the Shoreline Response Centre (SRC), as agreed with the Local Authority
- Contribute to the post incident review following all major incidents to evaluate the effectiveness of the response
- Provide additional resources including:
  - aerial surveillance resources (integrated with the MCA and covered by a Protocol);
  - small boats for monitoring work and sea going survey vessels (if operating under contract to the Environment Agency in the relevant area)
- Take a lead role in organising environmental impact assessment monitoring of a major incident.

- Take action alongside other organisations to reduce the impact of coastal and marine pollution by assisting and providing advice concerning the booming of estuaries
- Advise on and regulate the temporary storage and final disposal of waste oil, oil-contaminated sand, and oiled beach materials.

#### **Natural England**

- Provision of advice to Local Authorities and other organisation on the implications of coastal pollution and clean up operation on the natural environment
- In Devon Natural England chairs the Environment Group

#### **Devon and Cornwall Constabulary**

- Co-ordination of the response to the shore-side implications of a maritime incident, where considerations are wider than those dealt with by Local Authorities (e.g. Napoli incident)
- Assist the Receiver of Wreck as required
- Investigate any criminal offences which may have been committed
- Lead the response to an incident caused (or suspected to be caused) by terrorist action
- Manage public order issues
- Assist with traffic management issues
- Protect property within limits that are reasonably practicable

#### **Devon and Somerset Fire and Rescue Service**

- Assistance and advice on the identification, neutralisation and management of Hazardous materials
- Provision of scientific and technical advice and guidance to Local Authorities and other organisations
- Provision of staff and resources to make the incident safe in line with safe Systems of Work
- Reducing the impact of environmental pollution from the release of hazardous materials
- The identification of the hazardous materials released and the necessary protective measures required to gain access to the contaminated area
- attempting to prevent further escalation of the hazardous materials incident through the provision of basic containment equipment

#### **Devon Wildlife Trust**

- Access to terrestrial and marine surveys via the Devon Biodiversity Records Centre
- Access to other data holders
- Links with the National Biodiversity Network

#### **3.5.2 Organisations which are likely to be involved**

Other organisations in Devon which are likely to be involved in dealing with the effects of a major incident are:

- Devon Sea Fisheries Committee
- North Devon Coast and Countryside Service
- Health Protection Unit
- Health Authorities
- Ministry of Defence
- National Trust

- Port and Harbour Authorities
- RSPCA
- Exmoor National Park Authority

#### **Devon Sea Fisheries Committee**

- Regulation of local sea fisheries around the coast, out to 6 miles.
- Empowered to make bye-laws for the management and conservation of Devon's fisheries
- Control of fisheries in their districts for environmental reasons

#### **North Devon Coast and Countryside Service**

- Have good links with local landowners and residents
- Can provide volunteers in the event of a major incident

#### **Health Protection Unit**

- Provision of advice and takes action on public health issues

#### **Health Authorities**

- The Consultant in Communicable Diseases at the appropriate Health Authority (south and west Devon, or north and east Devon) should be advised when there is a risk to the health of the public resulting from coastal pollution.

#### **Ministry of Defence**

- Responsible for dealing with pollution caused by naval or other MoD vessels, wherever they may be
- May provide manpower and equipment to Local Authorities to help deal with shoreline pollution, subject to availability. Such assistance will be charged for

#### **National Trust**

- Owns 86 miles of Devon's coast, and protects an additional 6 miles
- Countryside Managers can assist with clean up advice and may be able to provide volunteers
- Lundy Island is owned by the National Trust, but leased to the Landmark Trust (Landmark Trust Agent number 01271 863636)
- Details of other coastal landowners in Devon (excluding Plymouth area) are held as paper maps in a Book of Reference, stored in the Emergency Centre.

#### **Port and Harbour Authorities**

- Harbour authorities are responsible for maintaining the safe and efficient use of the harbour by those who wish to use it, and to have regard for the environment. They have a specific duty to prepare for, and respond to, marine oil pollution incidents within their jurisdiction
- Plan for, and respond to, small and medium-sized (Tier 2) incidents of oil pollution occurring within their limits
- Merchant Shipping OPRC Regulations 1998 require ports with certain criteria to have oil pollution emergency plans. These plans are made in cooperation with the Environment Agency, District Council and Devon County Council

#### **RSPCA**

- Care and treatment of animals including wildlife
- Assist with inspectors and appropriate advice to the public and clean up teams
- Vehicles, boats and trained volunteers can be deployed as necessary

### **Exmoor National Park Authority**

- Responsible for 15 miles of north Devon coast, between Combe Martin and the County Boundary with Somerset
- Park Ranger service and specialist conservation staff could be an important source of information, expertise and assistance in the event of an incident in the Bristol Channel
- Exmoor National Park Authority 01398 323665, 07970 099111 out of hours

### **Oil and Shipping Organisations**

Oil industry organisations which may have a national or local interest in a coastal pollution incident off the coast of Devon are:

- International Tanker Owners Pollution Federation Ltd (ITOPF)
- UK Petroleum Industry Association Ltd
- Protection and indemnity Clubs

### **International Tanker Owners Pollution Federation (ITOPF)**

- Technical advice to tanker owners and their insurers
- Technical advice to local authorities
- Advice to Government and Local Authorities regarding claims for compensation following a pollution incident from a tanker

### **UK Petroleum Industry Association Ltd**

- Advice to Local Authorities
- Liaison between the oil company involved and Central and Local Government
- Access to oil industry expertise

### **Protection and Indemnity Clubs**

- Provision of insurance cover for ship owners, charterers and operators, including almost all tankers
- Response to an oil pollution incident if requested

### **3.6 Environment Group**

The Environment Group will be established to provide advice and guidance on all environmental, public health, and animal welfare aspects of a pollution incident to the responding agencies. This includes the assessment of environmental risks and potential impacts arising from an incident, as well as the implications of any clean up or salvage operations.

The composition of the Environment Group depends on the nature and location of the incident. The core membership will include representatives of the following:

Natural England (Chair of standing Environment Group within Devon)  
Environment Agency  
Maritime and Coastguard Agency  
DEFRA

In addition, the Environment Group may draw members from:

Local Authority Environmental Health  
Torbay Coast and Countryside Trust  
Devon Wildlife Trust / Local Coastal / Estuary Officers  
Devon Sea Fisheries Committee  
Local Health Protection Unit of the Health Protection Agency  
Local Coastal or Estuary Officers  
Health & Safety Executive

Animal welfare groups  
Other organisations as required

Reference should be made to the MCA Scientific, Technical, and Operational (STOp) Notice 1/2001 [Annex I](#) or [www.mcga.gov.uk/c4mca/mcga-stop1\\_01.pdf](http://www.mcga.gov.uk/c4mca/mcga-stop1_01.pdf).

In the event of an accidental or deliberate release of chemicals that threatens public or environmental health on land, the Police Incident Commander can request the establishment of a Scientific and Technical Advisory Cell (STAC) to provide advice on the consequences of the incident. (Details of the STAC are contained within the Combined Agency Emergency Response Plan). The Environment Group broadly mirrors the STAC in terms of role and membership therefore it is recommended that in the earliest stages of the incident the MCA and Police agree on the establishment of the Environment Group.

#### **4 Summary of Maritime Pollution Incident Risk Assessment**

Two of the busiest shipping routes in the world pass the north and south Devon coasts. In addition Lyme Bay on the south coast is one of the main ship to ship oil transfer and offshore bunkering locations around the UK coast. In recent years a voluntary agreement not to transfer oil from ship to ship in Lyme Bay has been upheld, but it lacks statutory enforcement.

Lyme Bay is also regarded by mariners as a safe haven to which damaged tankers can be taken, such as the *Mimosa* in 1995 and the *Napoli* in 2007. The location of safe havens will be determined by the MCA in consultation with other bodies and will take into account nautical and other environmental factors. DETR will accept claims for pollution damage arising from their use of a safe haven.

The grounding of the tanker *Santa Anna* in Torbay in 1998 shows that even seaworthy vessels are at risk in Devon waters if weather conditions are bad.

Specific scenarios with the potential to affect Devon's coast include:

- Grounding
- Sinking
- Fire
- Explosion
- Bunkering operations alongside in enclosed harbours
- Collision between vessel and fixed installation - breakwaters or piers
- Collision between moving vessels / moving vessel and moored vessel
- Dragged anchor
- Unsafe vessel directed to a safe haven bay
- Bunker oil (diesel or heavy fuel oil)
- Cargo – chemical, persistent oil, containers, drums, packaged goods

The Community Risk Register (CRR) is a strategic document and a legal requirement of the Civil Contingencies Act 2004. Its purpose is to assess the risks within a Local Resilience Area (in this case Devon, Cornwall and the Isles of Scilly) in order to inform the Local Resilience Forum (LRF) in the preparation, validation and exercising of contingency plans. It allows the LRF to focus multi agency work on a rational basis of priority and need. In the Devon, Cornwall and Isles of Scilly CRR (January 2007) coastal pollution (and major land contamination) is considered as a high risk threat and is overall risk priority number 12. Oil cargo or bunker fuel maritime pollution is also considered a high risk and it is overall risk priority number 15.

In September 2007 a pollution risk assessment on the Devon coast was carried out (including Dorset and Cornwall). The study addressed traffic routes around the southwest coastline, traffic volumes on the major southwest shipping routes, vessel size and distribution on the major southwest shipping routes, ports of departure and destination, and shipping traffic and cargoes handled by ports around the southwest coastline. A summary of the findings is included in [Annex J](#).

#### **4.1 Plotting Pollution**

There are three main causes of pollution from tankers and other ships:

- Accidents due to hull failure, collision, grounding or explosion
- Accidents in ship to ship transfers of oil
- Illegal discharge by ships of oil or oily wastes

Accidents should be quickly reported to the maritime authorities (including the MCA and HM Coastguard) by the vessels' owners. Illegal discharges by rogue ships however, will only be ascertained from reports to Coastguard stations by fishing, merchant or other vessels, or aircraft which happen to sight the pollution. In some cases pollution may not be found until it has come ashore. The Coastguard will follow the CG77 POLREP procedure ([Annex K](#)) when reporting pollution and will inform the County Coastal Pollution Officer and the Environment Agency.

The plotting of large pollution incidents will be coordinated by the MCA through observations made by their own and other surveillance teams. MCA has aircraft based at Coventry which can operate from Exeter, and the Royal Navy and RAF have several bases in the southwest from which helicopters can be launched to report the movement of pollutants and the size and formation of slicks.

It is important to sample the pollution as quickly as possible to establish the most effective management measures to minimise its impact, and also ownership for compensation purposes. For details on the characteristics of and factors affecting oil spills turn to [Annex L](#). The MCA's STOp note 4/2001 ([www.mcga.gov.uk/c4mca/mcga-stop4\\_2001.pdf](http://www.mcga.gov.uk/c4mca/mcga-stop4_2001.pdf)) provides guidance on the collection and handling of oil samples and is available on their website.

##### **4.1.1 Prevailing currents and wind**

###### **Currents**

- **Lyme Bay**  
Current flows North to South 3 hours before Low Water to 3 hours before High Water  
Current flows South to North 2 hours before High Water to 4 hours before Low Water
- **Tor Bay**  
Current moves clockwise within the Tor Bay area.

###### **Wind**

The prevailing winds on the north and south coasts are from the south west.

Tor Bay is sheltered from the prevailing South West wind conditions, but is exposed to winds from the North East through to the South East.



## **4.2 Resources at Risk**

The Devon coastline has a mixture of beaches, estuaries and rocky headlands. Beaches and coves are sand and shingle backed by promenades, sand dunes and cliffs.

The extensive coast and seas around Devon not only provide a healthy habitat for a range of important wildlife, but they also provide vital economic opportunities which form the basis of Devon's established, mixed economy. In the event of an incident the natural and socio-economic value of Devon's coastal assets might be threatened so it is important to ensure that these resources are protected and any impact is minimised.

### **4.2.1 Environmental Resources**

The introduction to marine and coastal ecosystems of chemicals or large amounts of cargo, containers and / or plastics will have a significant impact on environmental resources. Apart from oil pollution there is little documentation of the potential environmental impacts of a shipping incident. Some of the environmental impacts of oil spills are noted below:

#### **Birds**

Vulnerability will depend on the time of year. Seabirds are the most immediate victims of an oil spill. They become smothered in oil, unable to fly, and in an attempt to clean themselves, ingest oil and are poisoned. Some species are attracted to the shiny surface of a slick and have been known to dive into it.

#### **Marine life**

Many benthic organisms such as adult mussels and barnacles, feed by sifting food particles out of the water through delicate filtering apparatus or feed on organic material deposited in the sediment. Oil can coat both their feeding apparatus and gills eventually killing them. Ingested hydrocarbons may be fed back into the pelagic food chain, even onto human's plates. Commercially harvested fish and shellfish that are contaminated with oil may have a tainted flavour and show increased incidence of fin rot and skin lesions.

#### **Marine mammals**

Marine mammals such as dolphins and seals may be able to avoid oil slicks but may suffer from prey depletion. Seals may be affected by the toxicity of oil if it is ingested, or by the volatile fractions, which cause eye irritations. Some oil fractions are carcinogenic.

#### **Marine plant life**

Marine plant life can be smothered by heavier oil fractions that sink to the seabed, or coat intertidal coastal areas.

Please see [Annex M](#) which contains maps which identify the designated nature conservation sites and other environmentally sensitive sites in the region i.e. saltmarsh/mudflats, sheltered rocky shores, seabird colonies, SSSI's, SPA's, SAC's, MNR's etc.

### **4.2.2 Social and Economic Assets**

#### **Tourism**

The tourist industry in Devon is heavily based on the coastal environment, hosts approximately 33 million tourist nights per year, and is estimated to be worth around

£440 million per annum. A pollution incident could have a serious detrimental effect on the local economy.

### **Marine Use**

There are a large number of harbours in Devon and many more marinas and moorings. The harbours are used by a variety of larger vessels for anchorage, commercial and leisure use.

Please see [Annex N](#) containing maps which identify socio-economic and amenity resources on Devon's coasts.

### **Fishing**

There are important fishing industries at Brixham, Exmouth and Appledore. Please see [Annex O](#) containing maps which identify specific fisheries interests in the region.

#### ***4.3 Prioritisation of sites for protection***

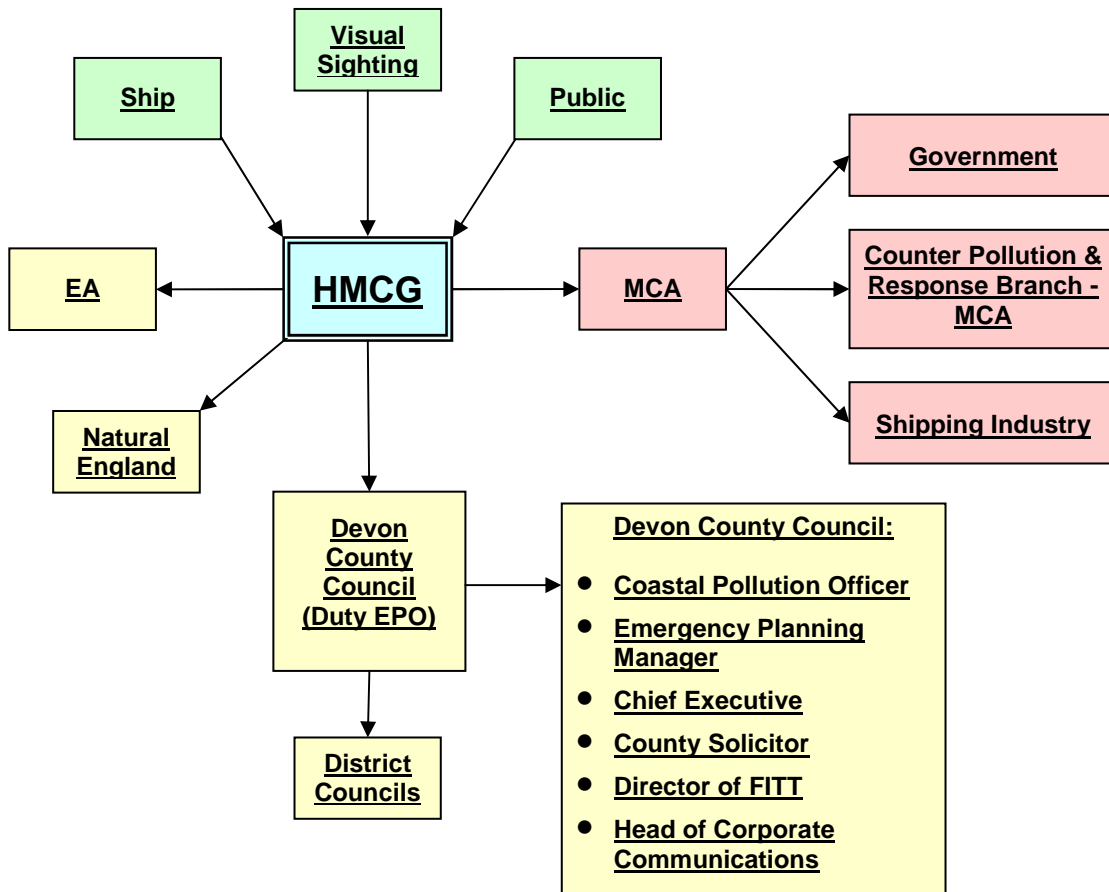
It is important to know where the most environmentally sensitive or economically important sites are on Devon's coast so that these sites can be prioritised for protection and cleaning. Clean up priorities are shown in [Annex C](#). These have been previously agreed at meetings between officers of the District and Unitary Councils, Devon County Council, Natural England, Environment Agency, and the Devon Wildlife Trust.

Having been agreed in advance of any incident, these categories will apply at the beginning of clean up policy discussions, however they may be changed in light of circumstances and conditions at the time. The clean up priorities must be amended to reflect changes in policy.

In Devon 14 sites have been assessed on their suitability for booming ([Annex F](#)).

## Part 3 Actions

### 5 Initial reporting procedures following pollution from shipping incident



#### 5.1 Notification

##### Maritime and Coastguard Agency

In a shipping incident that causes or threatens pollution, initial action will be taken by the Maritime and Coastguard Agency (MCA) Counter Pollution staff in conjunction with HM Coastguard.

Reports of a major pollution incident can come from a variety of sources, usually reported to HM Coastguard. They will then notify the duty Principal Counter Pollution and Salvage Officer (PCPSO) who will activate the National Contingency Plan and the Counter Pollution Branch as necessary.

When pollution threatens the coastline the MCA will inform the appropriate Local Authority at the earliest possible opportunity and keep them advised of the action being taken. The MCA will also inform Natural England, the Environment Agency and Government Fisheries Department.

##### HM Coastguard

HM Coastguard will notify Devon County Council of pollution incidents occurring in, or likely to affect, the Devon coast using form CG77 – POLREP (See [Annex K](#))

##### Devon County Council

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First news of a serious pollution incident will usually originate from HM Coastguard, which will inform the Counter Pollution section of the MCA and the DCC Emergency Planning Service. Important telephone numbers are at [Annex B](#).

### **5.1.1 Warning Cascade within Devon County Council**

The Counter Pollution Officer will warn the following officers/directorates:

- The **Chief Executive** will be advised about the incident and the proposed response.
- The **Head of Corporate Communications**. If an incident has occurred, the Head of Corporate Communications will issue the first prepared press release at [Annex P](#). If the report of the incident indicates that the pollution has not yet occurred, he will issue an amended release in accordance with the facts.
- The Environment Directorate's **Highway Operation Control Centre**. The HOCC will relay the Counter Pollution Officer's alert to:
  - Environment Director
  - Asst. Director Network Management
  - Coastal Officer
  - Waste Disposal Manager
  - Safety Officer (FITT Directorate)
  - County Hall Superintendent

Each will then prepare to implement their own specialist response or alert appropriate officers within their organisation while awaiting confirmation from the Counter Pollution Officer.

Action to be taken by DCC officers is at [Annex A](#).

### **5.2 Response**

Most major pollution incidents begin with pollution of offshore waters. Pollutants may be moved by the wind and tide towards the shore and eventually may contaminate estuaries and the shoreline. Response to pollution is usually considered under the headings described below. The authorities with responsibility for different stages or locations of pollution are:

<b>Events</b>	<b>Responsible Authority</b>	<b>Notes</b>
At Sea	MCA	
Marine Pollution from Land-based or estuarine sources	Environment Agency	With DCC, District Councils, Port Authorities
Port/harbour pollution	Port/harbour authorities	Merchant Shipping (OPRC) Regs 1998
Minor beach pollution	District Council	MCA advice free, equipment chargeable
Private beach pollution	Owner/District Council	District Councils hold details of beaches
Major beach pollution	District Council(s) clean beaches; DCC co-ordinate from SRC	SRC formed, support from DCC, MCA and other organisations
Pollution of natural habitats	District Council / Natural England	Details of SSSI and other areas kept by Natural England

Table 1. Responses to pollution incidents

### **5.2.1 At Sea Response**

Central Government responsibilities for sea and shore operations are vested in the Maritime & Coastguard Agency (MCA) within the Department of the Environment, Transport & the Regions. The Counter Pollution Section of the MCA has complete responsibility for action at sea under its National Contingency Plan.

### **5.2.2 Estuary Response**

The Environment Agency has statutory authority for the control of water quality in waters extending seaward for three miles. The Environment Agency has a responsibility to prevent the spread of pollution inland from estuaries, and assists in the preparation of booming plans for Devon's estuaries. The MCA will head the local response team if booming becomes necessary.

### **5.2.3 Onshore Response**

Local Authorities currently have no statutory duty to clean up the shoreline, but have accepted a voluntary commitment to do so (DoE Circular 29/81 Oil Pollution of Beaches outlines their involvement in clean up operations - see [Annex Q](#)). However, the Government is considering Lord Donaldson's recommendation that they should be given a statutory duty to prepare contingency plans and clean up after an incident, and the Merchant Shipping Act 1995, as amended by the Merchant Shipping and Maritime Security Act 1997, contains an enabling clause to this effect. Meanwhile, Principal Councils of Local Authorities have powers under Sec.138 of the Local Government Act to incur expenditure when dealing with emergencies.

### **5.2.4 Ports and Harbours**

The Merchant Shipping (Oil Pollution, Prevention and Response Convention) Regulations 1998 require ports handling tankers over 150 gross registered tons (grt) or ships over 400grt to produce an oil contingency plan. Port and Harbour Authorities will liaise with their District or Unitary Councils in all pollution matters.

**5.2.5 Initial Response Flow Chart**

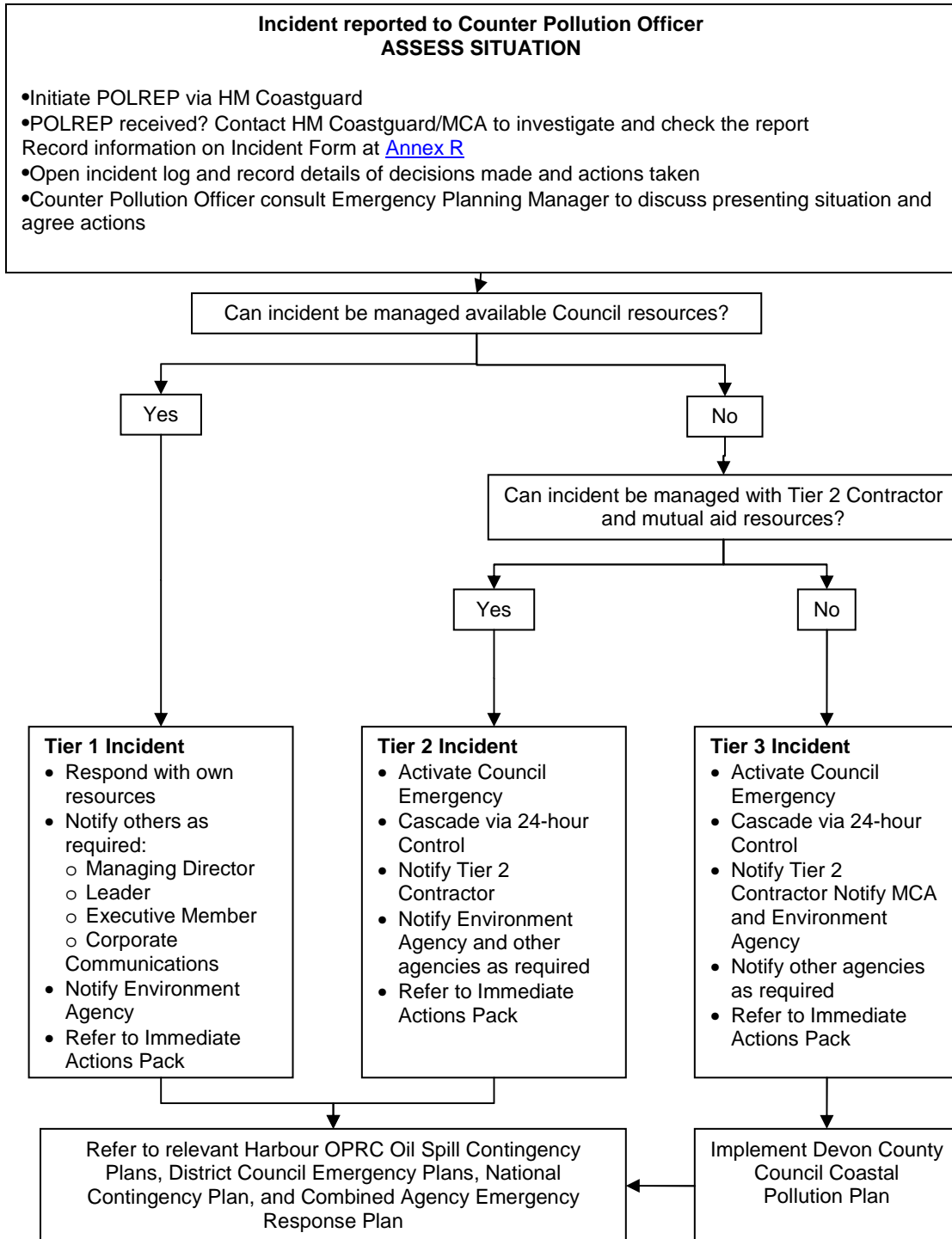


Figure 2. Initial Response Flow Chart

**5.3 Command and Control Centres**

In the event of multi-agency emergency response on land, three tiers of command and control may be set up by the Devon and Cornwall Constabulary in addition to the structures put in place by the National Contingency Plan:

- Gold**
- Strategic, multi agency, responsible for setting overall policy.
  - Usually located at Police Headquarters, Middlemoor, Exeter.

- Where a Police Gold has been established, consideration must be given to the other command and control structures necessary to manage the incident (see Section 6 below).

**Silver** • Tactical, multi-agency, responsible for implementing policy.  
• May be located adjacent to the incident or at a police station within the affected Basic Command Unit.

**Bronze** • Operational, responsible for carrying out policy.  
• Bronzes will be established and located to carry out particular functions, e.g. cordons, evacuation assembly point.

## **6 Control and Co-ordination of Operations**

### **6.1 Shoreline Response Centre formation**

#### **6.1.1 Role of the SRC**

The Shoreline Response Centre (SRC) is a multi-agency organisation that leads the onshore response to a major coastal pollution incident. The overall co-ordination of counter pollution operations will be the responsibility of the SRC under the control of the County Chief Executive. The role of the SRC is to co-ordinate and lead on the on shore response. In order to achieve this it must:

- Determine the extent of pollution along the affected coastline
- Devise and agree an overall strategy for the clean up response, assign priorities based on threat, impact and available resources
- Propose, agree and initiate the shoreline clean up response
- Obtain and allocate resources required on an agreed priority basis
- Agree working liaison with the Environment Group (For more details on the Environment Group see [Section 6.3.6](#))
- Determine methods for disposal of wastes arising from the clean up operations in liaison with the Environment Agency, usually via the Waste Management Group in the Technical Team
- Monitor progress and effectiveness of the clean up operation
- Issue regular briefings to the press, elected representative, Central Government, Ministers and other interested parties

It is important to separate overall control, exercised by the SRC, from the operational functions exercised by the District Councils.

STOp Note 2/2001 ([Annex S](#)) provides details on the establishment, management structure, roles and responsibilities of a SRC during a maritime pollution incident in the United Kingdom.

#### **6.1.2 Agreement to establish a Shoreline Response Centre**

If a shipping incident is of a magnitude such that Local Authority resources, even supplemented, are clearly insufficient to cope with the situation, the MCA will, at the request of the Local Authority, consider whether the establishment of a SRC is necessary to co-ordinate and lead the on shore response. This request should be directed to the MCA Counter Pollution and Response Branch. Counter Pollution and Response scientists will be responsible for that assessment.

As per STOp Note 2/2001 the MCA will agree to such a request if:

### Part 3 – Actions Devon County Council Coastal Pollution Plan

- The shoreline of one or more county or regions is threatened and/or affected by significant pollution; and/or
- The Local Authority consider that a shoreline clean up response is beyond the resources of the county/region; and,
- That the MCA agree with this assessment.

When a SRC is established the MCA will bear the cost of resources it makes available from its own stockpiles together with other resources it decides are necessary which Local Authorities cannot reasonably be expected to provide. Local Authorities will continue to bear the cost of any resources they make available. Regardless of the size of the incident, only one SRC will be established.

If all key responding agencies agree that it is not necessary to set up a SRC separate from the Police-lead, multi-agency Gold Control, the two may be combined, as in the response to the MSC Napoli incident in 2007. An example of the alternative Command Structure as used in the Napoli can be seen in Figure 3 at the bottom of this section [\(6.1.2\)](#).

If the SRC is opened, it is essential that Local Authorities and MCA consult as fully as possible with ITOPF before a response plan is put into effect. However, inability to contact ITOPF should not prevent the SRC from carrying out any action it considers vital in the early stages of an incident.

The SRC will not be closed finally without reference to its constituent bodies. The closing of the SRC does not necessarily signify that the incident has ended, as localised clean up may still continue, for which claims will duly be submitted

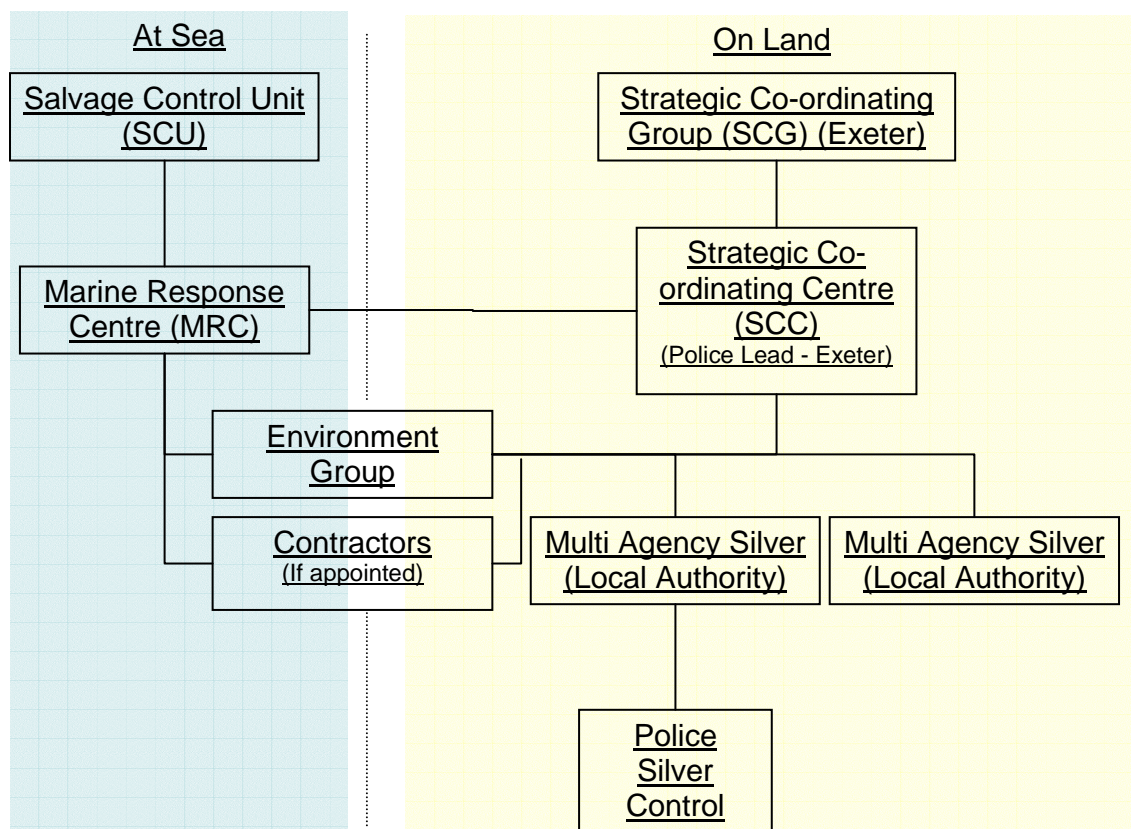


Figure 3. Alternative Command and Control Structure as used in the MSC Napoli Incident January 2007



### 6.1.3 Structure of the SRC

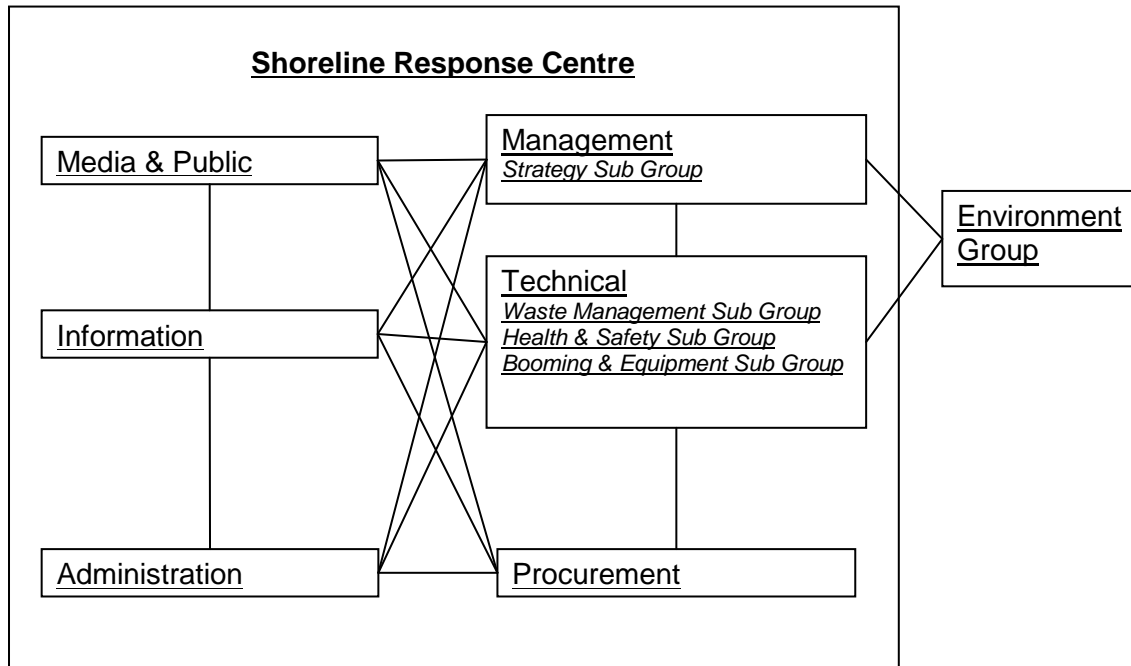


Figure 4. Structure of the Shoreline Response Centre

Details of the membership, roles and responsibilities of each SRC team can be found in [Section 6.3](#) of this Plan.

### 6.1.4 Location of the SRC

When an incident threatens to affect more than one county or unitary, the SRC will be established at the authority likely to be most affected. The other authority will set up its usual Emergency Response Centre and send a Liaison Officer to the SRC.

If Devon is the only county involved, the SRC will be centred in the Emergency Centre in the Annexe basement at County Hall. The full suite of rooms forms part of the SRC (details in [Annex T](#)).

### 6.1.5 Devon County Council's involvement in the SRC

#### Devon as Lead County in 2-County SRC

In this event, the only SRC will be located in DCC's Emergency Centre. It will include an expanded Management Team, in which the neighbouring county will be represented. Because organisations such as MCA, ITOPF and UKPIA will probably be present in large numbers, other Devon-based agencies normally located in the SRC as shown in [Annex U](#) will operate from other rooms in the emergency suite, and meetings of the Liaison Group would be held in a committee room.

The chairman of the SRC in this case will be the Chief Executive of DCC.

The Devon response would be managed from the SRC as usual.

The County Emergency Planning Manager is responsible for the daily maintenance of the SRC, ensuring that it is kept at a state of readiness at all times. When the SRC is open the County Emergency Planning Manager is responsible for administrative management and for the acquisition of goods and services needed at the time.

### **Devon as Secondary County in 2-County SRC**

In this case, the Emergency Centre and the adjacent rooms in the Annexe will be opened to deal with the incident, not as a SRC but as a 'Devon Coastal Pollution Response Centre'. However, the same three operational response teams detailed in [Section 6.3](#) would be formed and the same *modus operandi* would apply.

Because MCA, ITOPF and UKPIA will be committed to the SRC in the neighbouring county, it is possible that only one official representing all three organisations will be able to participate in Devon Coastal Pollution Response Centre as a member of the Management Team.

The chairman of the Devon Coastal Pollution Response Centre will be the Chief Executive of DCC.

### **When SRC is established in neighbouring authority**

When an SRC has been set up in a neighbouring county or unitary to co-ordinate the response to an incident where Devon is also affected, DCC and the threatened Districts will be represented in the SRC by a nominated officer of the Chief Executive's Department and a clerk. This officer will form part of the SRC's Management Team or equivalent. Other officers may attend the SRC if required, but in principle representation will be kept to a minimum.

The officer will present Devon's viewpoint and requirements and maintain open line communication with the Devon Coastal Pollution Response Centre.

### **6.1.6 SRC - Other Representation**

In addition to DCC, District Councils and MCA, the organisations participating in the SRC include:

- Environment Agency
- Oil Company (tanker owners, if known) and/or insurance representatives (ITOPF & UKPIA)
- Defra
- Natural England
- Devon Wildlife Trust / Local Coast or Estuary Officers

Details of the roles and responsibilities of these organisations are in [Section 3.5.2](#).

All the organisations named above have been allocated space within the SRC (see plan in [Annex U](#)) where they will be represented at all times.

Other organisations will not usually be represented in the SRC as the aim is to keep the numbers down so as to achieve optimum efficiency. However, they will be linked from their usual places of work to the SRC, and will attend a daily Liaison Group briefing conference.

An Oil Company will participate only if it is the owner of the tanker involved in the incident, but not when it is the owner of the cargo. As tanker owners, the Oil Company will bring its own oil response team to the SRC where it will attend to its own interests from a separate room, but co-ordinate its activities by means of a Liaison Officer to the Management Team.

Where a Port Authority is involved in an incident, it will usually be represented within the SRC by its District Council, which will be a Management Team member. The Port Authority may belong in its own right to the Liaison Group.

### **6.1.7 MCA Response to Establishment of SRC**

As soon as the SRC is opened, the MCA will send its Land Co-ordinator there, together with other technical, administrative and press officers.

MCA will ensure that equipment and staff brought in to deal with an incident are deployed in the most effective manner. The cost of such resources will be met by the Government.

In the SRC, MCA will open links with the following:

- the Marine Emergency Information Room (MEIR) at Southampton
- the Marine Response Centre (MRC) at the appropriate Coastguard station. The MRC will be lead by the MCA's Head of Operations under the overall control of the Director of Maritime Operations. Local Authorities whose shoreline is threatened will be represented at the MRC
- the Salvage Control Unit. If a salvage operation is likely the SCU will be set up and led by the Secretary of State's Representative (SOSREP).

The Chair of the Environment Group must arrange for Environment Group Liaison Officers to be located at the Marine Response Centre (MRC), Salvage Control Unit (SCU), and the Shoreline Response Centre (SRC).

### **6.2 Shoreline Response Centre DCC Activation Process**

#### **General Principles**

If the decision has been taken to open the Emergency Centre, or a major incident has been declared or a potential weather related incident has been forecast, the initial response may be co-ordinated from the Highway Operations and Control Centre (HOCC) for up to 24 hours (up to 48 hours at weekends).

In all other emergency situations the response will be co-ordinated initially by the Emergency Planning Service from their offices or other suitable premises.

#### **Timescales**

Once agreement to open the SRC has been obtained, the SRC should be opened as soon as possible, to allow time for its members to be summoned and familiarise themselves with the situation, and agree a response before the pollution comes ashore.

Local Authorities are not part of the emergency services and they are more concerned with the recovery, rather than the lifesaving phase of a major incident. Category 1 responders maintain centres which are continuously staffed and ready for business whereas Local Authorities can not afford this luxury and must introduce special arrangements to activate theirs. Accordingly, expected target times for establishing Centres are:

- Highway Operations Control Centre: 1 – 2 hours for initial response
- County Emergency Centre: 6 – 12 hours
- Shoreline Response Centre: 12 – 24 hours

#### **Responsibilities**

The Emergency Planning Service is responsible for initiating the activation process and to do this they will take action in accordance with the Check List at [Annex V](#).

It may be necessary to alert County Council Directorates / Services to the decision to activate a Centre using the County Council Alerting Cascade, so that they can activate their own internal cascades.

### 6.3 Shoreline Response Centre Organisation

The SRC must have clear arrangements for adopting a strategy, deciding on the specific actions, establishing priorities between actions and authorising the contracts and expenditure to effect those decisions. Experience gained in UK incident response and major maritime exercises has demonstrated that the establishment of functional groups with defined responsibilities is the most appropriate structure.

The SRC consists of three specialist teams which work together to deal with potential or actual problems caused by the pollution when it comes ashore. The size and competencies of the teams will be driven by the nature and scale of the incident.

The specialist teams are:

- Management Team
- Technical Team
- Procurement Team

The Media and Support Teams support the SRC as a whole.

Environmental advice is provided to the SRC by the Environment Group through Environmental Liaison Officers.

Diagrams of the organisation and recommended room lay out of the SRC can be found in [Annex T](#). Procedures for staffing the SRC can be found in [Annex W](#).

#### 6.3.1 Management Team

##### Role

The role of the Management Team is to:

- Determine priorities for action in protecting sensitive areas and to deal with pollution at various sites. These policy decisions will be disseminated within the SRC and to outside agencies.
- Exercise strategic management of financial expenditure.
- Log the decisions taken and to ensure that all other Teams maintain records of policy and financial decisions.
- Prepare regular situation reports on the conduct of operations for circulation to all interested parties (based on briefings supplied by the Technical Team)
- Interact with elected members, central government, the media and the public.
- Make appropriate arrangements to inform landowners affected and, where practical, to consult significant landowners.

A Strategy Sub-Group may be established if considered necessary to provide an overview of the short (1-3 days), medium (3-10 days) and long term (beyond 10 days) issues to be addressed by the SRC as the response progresses.

##### Membership

Members are represented permanently in the Management Team Room. Non County Council staff are shown in *italics*.

Chief Executive or representative Response Co-ordinator	Chair County Counter Pollution Officer/ Emergency Planning Manager Corporate Communications
Media Officer <i>Maritime &amp; Coastguard Agency</i> <i>Ship's Representative</i> <i>Environment Agency</i> <i>Environmental Liaison Officer</i>	<i>ITOPF, Oil Company</i> <i>Environment Group</i>

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<i>District Council(s)</i>	
<i>Unitary Councils</i>	
County Council Representatives	As required
<i>Significant Landowners</i>	<i>Public &amp; Private as required</i>
<i>Harbour/Port Authority</i>	
<i>Ministry of Defence</i>	
<i>Devon &amp; Cornwall Constabulary</i>	
<i>Relevant Government Department</i>	
<i>Chair or Vice-Chair</i>	<i>Technical &amp; Procurement Teams</i>

### **6.3.2 Technical Team**

#### **Role**

The Technical Team reports to the Management Team and its role is to:

- Determine a strategy for dealing with the pollution (close liaison with the Environment Group over this is essential)
- Allocate resources on a priority basis as determined by the Management Team
- Inform the Management Team of any resource shortfalls.
- Allocate contractors to tasks as specified by the Management Team
- Transmit decisions to Forward Control Centres
- Monitor the progress of operations
- Inform or consult affected landowners in accordance with Management Team policy

#### **Membership**

Non County Council staff are shown in *italics*

<i>Maritime and Coastguard Agency</i>	<i>Chair</i>
Highways Officer	Environment Directorate
Waste Management Officer	Environment Directorate
Engineering Services Officer	Environment Directorate
Health and Safety Officer	Personnel & Performance
<i>District Council Liaison Officers</i>	
<i>Environment Group Liaison Officer</i>	
<i>Environment Agency</i>	
<i>Devon &amp; Cornwall Constabulary</i>	
<i>Other Statutory Organisations</i>	<i>As Required</i>

#### **Sub-Groups**

The Technical Team will have three Sub-Groups to enable it to manage its many tasks which are:

- Waste Management Sub-Group to prepare a plan for the temporary storage of collected waste and final disposal routes
- Health and Safety Sub-Group to ensure that proper health and safety procedures are in place and that Beachmasters are properly briefed in these matters.
- Booming/Equipment Sub-Group

The Technical Team should obtain daily progress reports from all Beachmasters. They should then review their plan and submit any revisions to the Management Team

### **6.3.3 Procurement Team**

#### **Role**

The Procurement Team reports to the Technical Team and its role is to:

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- Procure marshalling and routing equipment to designated areas. However, where the Maritime and Coastguard Agency is to pay for resources its prior agreement is necessary
- Monitor expenditure during the incident on behalf of all Local Authorities
- Collate invoices
- Support claims for compensation
- Provide the Management Team with a summary of expenditure when requested
- Monitor the levels of deployed resources
- Recover or re-deploy resources as they become surplus to requirements
- Inform the Technical Team of resource shortfalls.

### **Membership**

Non County Council staff are shown in *italics*

Devon County Council Procurement Officers

Devon County Council Transport Officers

Devon County Council Finance Officers

*MCA*

*Environment Agency*

*Representatives from other organisations providing significant resources*

### **6.3.4 Media and Public Relations Team (MAPRT)**

#### **Role**

The responsibilities of the MAPRT are to:

- Prepare media briefings in consultation with the Management Team
- Arrange media interviews in consultation with the Management Team
- Manage the media briefing room
- Ensure that regular briefing notices are provided

### **Membership**

Non County Council staff are shown in *italics*

Local Authorities

*Maritime and Coastguard Agency*

*Environment Agency*

*Devon & Cornwall Constabulary*

Media Officers

*Information/PR Officer*

*Media Officer*

*Media Officer*

### **6.3.5 Support Team**

#### **Role**

Responsible for the general administrative management of the SRC, providing administrative support for all functional teams by:

- providing and maintaining communication links within the SRC
- the reception and transmission of message traffic into and out of the SRC
- distribution of message traffic within the SRC
- log keeping of message traffic
- circulating messages to correct team/group in the SRC, ensuring that messages get to the appropriate team/team leader
- detailed minute taking during the Management and Technical Team discussions
- filing messages, minutes and records for future reference and compensation claims
- typing services

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- logging and updating of information boards and operational maps
- providing catering to the SRC
- providing security for the SRC
- dissemination of information within the SRC from the MRC and SCU

### **Membership**

All are County Council staff.

Centre Administrative Manager and Communications Officer	Emergency Planning Service
Briefing Officer	Emergency Planning Service
Secretary/PA to Management	Chief Executive's Directorate
Team Chair	
2 x Clerk each from	Chief Executive's Directorate Environment, Economy & Culture Adult & Community Services Children and Young People's Services

### **6.3.6 Environment Group**

The main function of the Environment Group (EG) is to provide advice and guidance on all environmental and public health issues to the Secretary of State's Representative, the Salvage Control Unit, the Marine Response Centre, the SRC and the Command and Control Centre (when established) for response in a harbour.

This includes the assessment of environmental risks and potential impacts arising from an incident as well as the implications of any clean up or salvage operation.

Initially, the EG will address public health issues. However, if the threat is deemed significant and specialist knowledge and advice is required, a public health officer will be available to determine the appropriate response. It may be necessary to establish a Health Advisory Team or Scientific and Technical Advisory Cell (STAC) which can either be collocated with the EG or established at another site.

Accommodation for the EG has been allocated within the SRC however, it may be decided at the time to establish the group at another location. For details see [Section 3.6](#).

### **Role**

The responsibilities of the EG are to:

- Appoint an Environment Liaison Officer for each of the response units established to deal with the incident.
- Provide advice and guidance to minimise the impact of the incident and clean up on the environment and public health
- Take account of all relevant environmental information and local knowledge
- Monitor the environment and assess the impact of the incident and clean up in both the short and long term (i.e. by fulfilling the role of an impact assessment group unless the extent or complexity of the incident results in a separate group being formed specifically for this purpose)
- Facilitate the welfare, rehabilitation or humane disposal of affected wildlife through the RSPCA or other recognised animal welfare organisation.

### **Membership**

Non County Council staff are shown in *italics*

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<i>Natural England</i>	<i>Chair</i>
<i>Joint Nature Conservation Committee</i>	
<i>Marine Fisheries Agency DEFRA</i>	
<i>Environment Agency</i>	
<i>Local public and/or Port Health Body</i>	
<i>Food Standards Agency</i>	
<i>Devon County Council</i>	<i>Waste Management Officer</i>
	<i>Coastal Officer</i>
	<i>County Archaeologist</i>
	<i>County Ecologist</i>
<i>Other Affected Local Authorities</i>	
<i>Sea Fisheries Committees</i>	
<i>Exmoor National Park</i>	<i>If threatened</i>
<i>Devon Wildlife Trust</i>	
<i>Other Affected Wildlife Trusts</i>	
<i>Local Coastal / Estuary Officers</i>	
<i>RSPCA</i>	
<i>Other Organisations</i>	<i>As required</i>

The EG may choose to meet at County Hall, near the SRC. In this case one of the Council's Committee Rooms should be made available to them for the duration of the incident.

### **6.4 SRC liaison with other response teams - MRC & SCU**

The SRC should establish a liaison protocol with the MRC and SCU to obtain a global picture of the incident. Liaison Officers from the MRC and SCU will be provided to the SRC, usually personnel from HM Coastguard provided by the MCA.

If DCC is hosting the SRC, Liaison Officers, usually from the Emergency Planning Service, must be deployed to the MRC and SCU. The role of these Liaison Officers is to provide:

- An efficient and effective two-way communications link between the SRC, MRC, and SCU
- Timely, prioritised and focussed information between each of the individual response centres
- A focal point for information to be passed between the three centres
- A focal point for questions/enquiries to be passed between the three centres

### **Shoreline Response Centre Liaison Team**

If the SRC is located outside Devon, a senior officer will act as DCC's representative, supported by appropriate administrative assistance.

### **6.5 Forward Control Centres**

Decisions made by the SRC's Management, Technical and Procurement Teams need to be relayed to Forward Control Centres (FCC) / District Response Centres set up by the maritime district authorities at their offices or the affected beaches. Forward Control Centres at maritime district authorities are set up to:

- provide a single point of contact with the district authority via their representative in the SRC.
- implement the clean up decisions and strategies made by the SRC in the districts concerned.
- deploy the district authorities' resources as directed by the Technical and Procurement Teams.



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- ensure that the health and safety and environmental protection requirements stipulated by the SRC are met.

In addition smaller FCC's may be set up by the maritime district authorities directly at the beach head in order to:

- implement the directions of the Technical Team.
- control the operations on the beach in question as directed by the Technical Team.
- regularly pass situation reports (compiled by the Beachmasters) back to the SRC.
- undertake site management.
- receive and manage equipment deployed to specific sites.
- log the resources it receives and utilises.
- ensure that the health and safety, welfare and environmental protection requirements stipulated by the SRC are met.
- log any waste produced and removed from the site in question.

Beach head FCC's are usually controlled by the Beachmaster allocated to the beach by the Procurement Team in the SRC.

The local knowledge provided by these officers, about individual sites and locally held resources, will speed up the tasks of agreeing appropriate response measures and providing the correct level of additional resources to affected sites. Additionally the Liaison Officers provided by other bodies, such as the environmental regulator, the police, the fire brigade etc. should also fulfil the role of Forward Control Liaison Officers with their own organisations.

### **6.6 SRC Operational Information**

#### **6.6.1 SRC Daily Routine**

(Also in Immediate Actions Pack)

It may not be possible to adopt a formal shift system within the first 24 hours of an incident occurring, once the situation has stabilised, a system will be based on two shifts per day and the following daily routine will be adopted.

06.00 Shoreline Response Centre opens

09.30 Management Team meeting to assess the situation and decide strategy for the next 24 hours.

Members: Chief Executive (or nominee)  
Maritime and Coastguard Agency  
Ship's representative (e.g. ITOPF, UKPIA, Oil Company)  
Environment Agency (Area Manager)  
District Council(s) representative  
Devon Wildlife Trust / Local Coastal / Estuary Officer  
DCC Press Officer

Members are represented permanently in the Management Team Room

10.00 Liaison Group meeting in Briefing Room with Management Team to discuss and refine the strategy and set up sub-groups to deal with specialist aspects of the response.

Members: Management Team  
Environment Agency (Environment Protection Manager) \*  
Defra Fisheries Officer \*

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Natural England \*  
DCC (Waste Disposal\*, Network Management\*, Coast,  
Transport, Finance \*, Solicitors)  
Devon Catering and Cleaning  
SW Highways  
Devon Sea Fisheries Committee  
Harbour/Port Authority  
Health Authority  
Ministry of Defence  
National Trust/Estate Owners  
Police (Traffic and Operations Support)  
RSPB & RSPCA  
Other organisations as required

Sub-groups remain to complete their work.

Starred (\*) members have desks in the SRC. Other members disperse until next meeting, leaving contact details with Centre Manager.

11.45 Press Conference (all Management Team members attend)

15.30 Management Team meeting to review position and finalise plan for next day.

17.30 Working Group meets at a convenient coastal location to review the day's work for each site and to plan for the next day.

Members: Management Team representatives, including District Council Beachmasters.

18.00 SRC closes.

### **6.6.2 Checklists for SRC Team Chairs**

Please see [Annex S](#) for the MCA STOP 2/2001 Checklists for SRC Team Chairs.

### **6.6.3 Beach Clean up**

It is essential that early liaison takes place between the Receiver of Wreck (or appointed deputy) the MCA and the Police regarding the legal position and strategy to deal with any 'wreck' which is washed ashore. The landowner should also be consulted at the earliest opportunity and included in the decision-making process.

The owners and operators of the vessel and their insurance must decide the status of the cargo. For example, the 'Kodima' was a Russian registered ship with a cargo of timber which the Receiver of Wreck agreed could be removed from the shoreline by members of the public acting as salvors. In the case of the MSC 'Napoli', the British owners and insurers quickly appointed a contractor who assumed responsibility for cleaning up the shoreline. This meant that members of the public could not act as salvors and it significantly reduced the role of the relevant Local Authorities in the response.

If Local Authorities so have to co-ordinate a beach clean in Devon, the basic strategy to be followed is to clean amenity beaches nominated by the District Councils, and to leave the rest of the coastline for consideration at the time. For details of agreed shoreline protection and clean up priorities in Devon see ([Annex C](#)).

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The shoreline of Devon has been considered on a district-by-district basis, for clean up after a major incident. The following have been involved in this evaluation, taking into account environmental, geographical and economic aspects:

- District Councils
- Environment Agency
- Natural England
- Devon Wildlife Trust
- Coastal Officers
- National Trust and other landowners
- DCC Waste Management
- County Coastal Pollution Officer

Each stretch of coastline has been evaluated for clean up purposes according to the following grading system:

- Category 1: clean without delay
- Category 2: no immediate action - consider again
- Category 3: leave alone

These categories may change in a few cases because of circumstances prevailing at the time, but otherwise they are the agreed policy for the shoreline. See [Annex C](#) for details of the agreed strategy for each stretch of Devon's coast.

### **6.7 Equipment Held**

#### **6.7.1 Regional and National Stockpiles**

The MCA's Counter Pollution and Response team maintain extensive response equipment stockpiles, positioned at strategic locations around the UK. They have a contractor (DV Howells Ltd) that is responsible for the storage, maintenance and deployment of the equipment in the main stockpiles. The management of the 11 Dispersant stockpiles are contracted out to separate organisations around the country. Details of the equipment and location of the MCA stockpiles are as follows:

MCA Equipment	MCA Stockpile Location
Counter pollution at sea equipment – including salvage and chemical response equipment	Milford Haven, Huddersfield, Perth
Shoreline clean up equipment	Milford Haven, Huddersfield, Perth
Boom	Milford Haven, Huddersfield, Perth, Oban, Llanelli, Truro, Ely, Darlington and Belfast
Dispersant	11 locations around the UK

Table 2. National Stockpiles

[www.mcga.gov.uk/c4mca/mcga-environmental/mcga-dops\\_cp\\_environmental-counter-pollution.htm](http://www.mcga.gov.uk/c4mca/mcga-environmental/mcga-dops_cp_environmental-counter-pollution.htm)

The MCA Counter Pollution and Response team also maintain an aerial surveillance and dispersant spraying capability. Regular airborne surveillance flights are undertaken to monitor pollution from shipping across the UK Counter Pollution Control Zone and aircraft are regularly deployed following reports of incidents to assess the size and extent of any spill, and to identify any contravention of national or international law. A recent initiative is a satellite surveillance programme over parts of the UK's Pollution Control Zone. Surveillance programmes are carried out in partnership between the U.K. and other European states.

### 6.7.2 Local Authority and central Government resources

Details of locally held stockpiles including mobilisation criteria and processes can be found in [Annex X](#)

## 6.8 SRC Communications

### 6.8.1 Communications Room

The SRC Manager will run the Communications Room (see [Annex T](#) for location of communications equipment). This has separate faxes for in and out traffic, radio and photocopying facilities. The inflow of information will usually be underestimated and will require careful handling. All messages will be made available to the Management Team. Outgoing situation reports faxed to interested agencies will be accompanied by location maps.

### Telephones

Dedicated telephones and radiotelephones have been arranged for the Management Team and key members of the Liaison Group (see [Annex T](#)). It is essential that members of these groups inform each other fully when they receive important information by telephone or other means.

### Fax Policy

Both in- and out-going messages will be recorded in a register and copies to each organisation in the SRC.

### 6.8.2 Devon County Council SRC Representative / SCU Liaison Officer / MRC Liaison Officer

#### Telephones

SRC Representative/Liaison Officers must have a mobile phone and charger.

#### **E-mail**

Liaison Officers should be in possession of a laptop computer with software to enable remote access to Devon County Council's IT network.

#### **6.8.3 Communication between SRC & the Forward Control Centres / beaches**

The District Coastal Pollution Officer is based at the District Response Centre. The District's representative at the SRC is a member of the Management Team and keeps him fully informed of SRC decisions. Communication is maintained by private telephone.

The District Response Centre has to ensure that it can contact its Beachmasters at all times, and vice versa. It is vital that it has an up to date understanding of the activities and problems of each beach so that the SRC can access the prevailing situation and take immediate action as necessary.

The Beachmaster discusses his requirements for the next day at the evening's Working Group meeting. Any resources needed unexpectedly during the following day's work, or problems encountered, should be relayed to the SRC via the District Response Centre. It is important that this is the only recognised channel of communication.

Beachmasters may have direct communication with the SRC or their own organisations, but this is for information only. They are not empowered to act on behalf of the SRC by ordering resources or implementing policies. Where transmission and reception are difficult at certain beaches, RAYNET, the Police, the Devon Sea Fisheries Committee and HM Coastguard have offered to help provide communications.

#### **6.9 Plans to exercise the SRC**

Once the layout of the SRC has been agreed and Local Authority staff, likely to operate within the SRC, are fully aware of their roles, Local Authorities should exercise staff in aspects such as message logging and distribution, plotting, annotating situation summary boards etc prior to a full exercise to test the operational effectiveness of the SRC.

It is a requirement that the contents of this plan and the functioning of the SRC are tested regularly through exercises.

### **7 Booming**

Draft booming plans for 14 sites around Devon, have been drawn up by Devon County Council in consultation with the County and District Councils, Environment Agency, Harbour Authorities and land owners, and environmental agencies. After validation by the MCA the plans are issued to the District Council concerned. These plans are kept in [Annex F](#).

#### **7.1 Basic Boom Designs**

The basic designs of boom are:

- **Fence boom** This has a rigid blade from top to bottom, usually with a foam buoyancy and ballast weights fitted at intervals along the skirt. The fence boom is quick to deploy and is usable in various configurations in inshore and inland waters.

- **Curtain boom** This has a flexible buoyancy chamber, usually air-filled, and an integral ballast chain or tension wire in the skirt. It has longitudinal tensile strength and is suitable in estuarine or sheltered waters.
- **Shoreline barrier** This has air or foam as buoyancy in its upper chamber and water as ballast in the lower. It can thus float in deeper water or settle and make a seal with the beach in shallow water or on the beach itself.
- **Absorbent boom** This can be laid down in areas of low current velocity to collect thin films of oil through absorption.

All booms will work properly only in certain circumstances, details of which are given in the MCA Technical Manual. There are alternatives to booming, one which was considered during the response to the MSC Napoli incident was the potential damming of the Otter Estuary. It is usually the MCA or their appointed contractor who will decide on the most appropriate form of booming or alternative to booming and implement the necessary action.

### **7.2 Deployment of Booms**

Booms allow oil to slip under them when placed at 90° to currents of greater than 0.5 knots (25m/sec). The angle of deployment should be varied according to the tidal velocity. Reasonable access must always be considered both for the delivery of the boom for deployment and for the subsequent recovery of the oil. It is usually the MCA (and / or their contractor DV Howells) who will deploy booms in a large incident.

### **7.3 Collection of Oil**

Oil which has been contained by a boom can be sucked up and pumped into skips, or collected by skimmers or oil mops. Details on their operation are in the MCA Technical Manual.

### **7.4 Harbours**

Booms may be suitable for safeguarding harbour entrances when the tidal velocity allows deployment.

## **8 Use of Dispersants**

### **8.1 At Sea**

Oil dispersants break up the oil concentration and encourage it to disperse in the water so that it is a first line method of dealing with slicks at sea. The application of dispersants is strictly controlled by Defra, whose approval must be obtained by any maritime Local Authority wishing to deploy them.

### **8.2 Ashore**

Dispersants can be used ashore, but it is not the policy in Devon to do so, except to clean rocks or man-made structures close to popular areas. Again, it is important to obtain the permission of Defra before doing so.

### **8.3 Sources**

Devon maritime Local Authorities do not generally keep stocks of dispersants, but in a major spill they will be available through the MCA.

## **9 Hazardous Cargo and Evacuation**

Details of the cargo (the manifest) will be obtained by the MCA. Information may be shared with partner agencies to assist in the preparation of contingency plans to respond to certain goods. The MCA may produce a risk assessed 'Worst Case

Response Preparations' document which is Restricted. This document is regularly updated and is supplied to the Strategic Co-ordinating Group.

The MCA has assessed the risk of a significant contamination incident affecting a coastal town or village in Devon as low. However, in the unlikely event that such a scenario occurs, most of the major coastal towns concerned are subject to evacuation plans in respect of a major flooding incident. These are contained in the Devon Flood Warning and Response Plan ([www.devon.gov.uk/draft\\_flood\\_warning\\_response\\_plan\\_without\\_numbers1-3.pdf](http://www.devon.gov.uk/draft_flood_warning_response_plan_without_numbers1-3.pdf)). Generic evacuation plans are contained in the Devon, Cornwall and Isles of Scilly Local Resilience Forum Multi Agency Emergency Response Protocol which can be downloaded from the internet at [www.devon-cornwall.police.uk/v3/infopnt/prepare/lrforum/plan.htm](http://www.devon-cornwall.police.uk/v3/infopnt/prepare/lrforum/plan.htm)

## **10 Record Keeping**

Accurate and contemporary record keeping is essential for two main reasons:

- To enable Devon County Council and all involved organisations to compile evidence to support compensation claims to recover the costs involved in the response and clean up operations
- To provide evidence that all action taken was reasonable, and proportionate

Records are to be maintained on a beach-by-beach, and day-by-day basis and submitted to the SRC for collation and filing. (Make copies for own reference). Records should distinguish between activities undertaken to assist the clean up operation and any general environmental monitoring or longer term impact studies. Record keeping should err on the side of too much rather than too little detail.

### **10.1 Records to be maintained**

Within the SRC, the following records will be maintained:

- **Logs** The individual organisations within the SRC will maintain their own logs on forms provided. These will be collated by the support staff who will produce and distribute at regular intervals a running log covering the whole incident.
- **Pollution reports** Made available by MCA and plotted by support staff.
- **Status board** Support staff will record and map the up to date position
- **Weather** Wind and sea forecasts will be made available by MCA. They will be plotted by support staff along with tide details.
- **Photographs** These and other visual records will also be kept by support staff, including TV coverage of the incident.
- **Decisions** Records of decisions must be logged by all parties.
- **Finance** Records of financial agreements or transactions must be kept by all parties.
- **Evidence** Anything that might be required later to support action taken should be recorded by the parties involved.

### **10.2 NAPIER Electronic Operations Logging System**

The Operations Log is the key document which records every major event dealt with by the Emergency Centre staff. The log may be used as a legal document forming part of a post disaster enquiry or as evidence in court. It is also used for compiling media releases and for briefing the Corporate Management Board.

NAPIER is the secure electronic system used to document an incident and provides:

- A chronological log of events and actions
- A warning when actions become overdue.
- A facility to hold documents.

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- The ability to access the log and make entries remotely over the internet
- A sequential log of events for audit purposes once the incident is over.

Initially a member of the Emergency Planning Service or ICT staff must enter details of the incident which will generate a twelve figure Incident Reference Number. Emergency Planning Service staff will notify users of this number and password so that they can access the system. Full details of how to use the system are at [Annex Y](#).

The following may be required to input information into the log:

- Individuals filling specific appointments e.g. Response Co-ordinator
- Representatives of all directorates/services or other agencies working in the Emergency Centre or Shoreline Response Centre.
- Press Office
- Customer Service Centre
- Highway Operations Control Centre
- Other authorised external agencies (maritime pollution incident only)

The following occurrences should be logged:

- Requests for assistance
- Decisions taken, and by whom
- Orders, instructions and policy directives. e.g. from Management Board
- Offers of assistance, both staff and materials
- Situation reports and important changes to the situation
- Any other information which is likely to have a bearing on the ability of the County Council to respond to the incident

### **10.3 Individual Records**

It is the responsibility of everyone involved in the response to maintain accurate records of key actions taken and supporting documentation including:

- Contacts made (including name and contact details)
- Decisions on action taken or not taken including options considered and the reasons for the final recommendation
- Actions carried out – including times, location, area of operations, resources used.
- Messages that might serve to change the pre-arranged response.
- Details of resources ordered, authorisation, and supplier – Orders must be backed up by an official Council Order and coded to the appropriate Cost Centre (see [Section 15](#) )
- All paper documents (including status board information and maps used by the SCU, MRC and SRC) must be retained for filing
- Information held on computer should be backed up and catalogued.

### **10.4 Working Group Records**

Working Groups are responsible for maintaining up to date information relevant to their areas of work and for ensuring strategic information is passed to the Information Co-ordination Team. All working groups including the Management Team must keep a daily record of key issues and decisions, and all meetings must be minuted. Records and minutes must be submitted to the SRC for collation and filing.

### **10.5 Key Decisions**

Minutes of meetings of the Management Team, Working Groups, and Sub Groups must include actions agreed and allocation of tasks. Actions must be followed up at subsequent meetings.



Where decisions involve or affect others, it is important to record their views at the time. This applies particularly to ITOPF who are likely to advise ship owners, P&I clubs, and the IOPC Fund on the reasonableness of the counter pollution operations. It applies also to others such as cargo owners, Local Authorities and the Environment Group. The records should show whether they agree or express no opinion. If they disagree, the records should identify the reasons, if possible. Records should distinguish criticism made at the time of an incident from criticism made with the benefit of hindsight. The Management Strategy Sub-Group must maintain a record of key issues, decisions, and actions.

### **10.6 Smart Board**

A SMART interactive whiteboard is available for use in the Operations Room. Quick reference operating instructions are at [Annex Z](#).

### **10.7 Maps and Charts**

General maps and charts will be available in the SRC. Core maps include the OS Pathfinder Series 1:25,000 (two and a half inches to the mile). More detailed maps of the coastline will be provided by District Council Liaison Officers, and other organisations will provide appropriate specialist data.

### **10.8 Geographical Information Systems (GIS)**

ArcGIS is a collection of software products which run on standard desktop PCs. It is used to manipulate and analyse map data which will be of vital importance in a major incident. Access is restricted to staff whose personal profile includes ArcGIS. All Emergency Planning Officers have this facility and access will be arranged at the time if required by other Emergency Centre staff. Basic instructions on the use of ArcGIS are at [Annex AA](#).

### **10.9 Written Messages**

#### **10.9.1 Memorandum Forms**

A Memorandum Form has been designed specifically for internal written messages. Supplies will be available in the Emergency Centre. An example form is contained in [Annex AB](#).

#### **10.9.2 Fax Messages**

FAX messages will be processed in the Communications Room where there are separate machines for transmit and receive. Copies of the relevant forms for FAX messages are attached as follows:

- FAX Heading Page [Annex AC](#)
- FAX In/Out Registers [Annex AD](#)

As a general principle a copy of every incoming fax will be given to each directorate, service or organisation represented in the centre. Those that do not need the information are then at liberty to dispose of the message.

#### **10.9.3 E-mail Messages**

E-mail messages addressed to [epcentre@devon.gov.uk](mailto:epcentre@devon.gov.uk) will be received in the Communications Room. They will be handled in the same way as FAX messages except that they will be distributed to the addressee only, copies will not be made for other agencies working in the Emergency Centre. A copy of the e-mail In/Out Register is at [Annex AD](#).

E-mail messages addressed to individuals are to be discouraged but their use is probably unavoidable during the early stages of an incident. Staff who receive such an e-mail should ensure that a copy is forwarded to the central mailbox for the Centre and that brief details are logged into NAPIER as normal.

#### **10.9.4 Use of the Internet and Email**

All staff are to comply with the County Council's policy on the use of the internet and e-mail which is contained in [Annex AE](#).

#### **10.10 Photographic and video records**

Photographic and video records can be used to supplement paper records e.g. for beach surveys and beach operations.

- Set the equipment to display and record the date on videos and photographs
- If the location is not easily identifiable, include some reference points in the photograph or video e.g. signs of place names

#### **10.11 Reporting Forms**

Report Forms are to be used to record details of response activities. Report Forms are to be maintained on a daily basis for each individual beach and submitted to the SRC for collation and filing. (Make copies for own reference if required). Model forms can be found in [Annexes AF](#), [AG](#), [AH](#), [AI](#), [AJ](#) and [AK](#). Additional copies will be produced as required by the SRC Administration Team. Alternative forms may be provided by the Maritime and Coastguard Agency.

##### **10.11.1 Log Sheet [Annex AF](#)**

To be used for recording key actions taken including:

- Contacts made (including name and contact details)
- Decisions on action taken or not taken including options considered and the reasons for the final recommendation
- Details of resources ordered, authorisation, and supplier. Orders must be backed up by an official Council order

##### **10.11.2 Pollution Report Form 1 - Oil Ashore/ Shoreline Oiling Survey Form [Annex AG](#)**

To be used for the initial daily report from coastal surveyors and for ongoing daily status reports

- Provides detailed beach information for use at the SRC and at the beachhead
- The information on this form should be used in conjunction with the information in the Coastal Data Sheets and maps
- To be transmitted to the SRC by the most appropriate means available (e-mail, fax, etc).
- The information will be used by the SRC to formulate clean up strategy

##### **10.11.3 Pollution Report Form 2 - Resources - Initial Requirements [Annex AH](#)**

To be used by the Beachmaster/Temporary Storage Site Manager to identify initial requirements for setting up beach cleaning operations.

- Completed forms are to be sent to the Procurement Team.

##### **10.11.4 Pollution Report Form 3 - Resources - Daily Requirements [Annex AI](#)**

To be used by the Beachmaster/Temporary Storage Site Manager to identify daily resource requirements for beach cleaning operations.

- To be completed each day for the following days beach cleaning operations.

- Completed forms to be sent to the Procurement Team by midday each day.

#### **10.11.5 Pollution Report Form 4 - Part 1: Daily Operations [Annex AJ](#)**

This form is to be used by the Beachmaster/Temporary Storage Site Manager to record work force and plant details at each beach.

- The form should contain as much detail as possible about the daily clean up operation on a beach as this will form part of the evidence required in cost recovery.

#### **10.11.6 Pollution Report Form 4 - Part 2: Daily Summaries [Annex AK](#)**

This form is to be used by the Beachmaster/Temporary Storage Site Manager to summarise work activities, and record materials removed from the beach and resources received at each beach. No secretarial staff will be provided for individual organisations. They should provide their own. Everyone involved in the response must keep records of what is done and why. Whatever the pressures to deal with new problems and relegate record keeping to a lesser priority, the importance of contemporary records cannot be overstated. Records should show to the last detail:

- information received
- orders given and action taken
- the reasons why
- the reactions of other participants

## **11 Health and Safety**

### **11.1 Legal Background**

The Health and Safety at Work Act 1974 is the key legislation relating to health and safety matters in the UK. The Act establishes a number of duties and responsibilities, which can be summarised as follows:

- Employers have a duty to establish and maintain a safe system of work,
- Employers must take all reasonably practicable steps to protect the health safety and welfare of their employees and others including the public,
- Employers must prepare and maintain written safety policies,
- Employees have a duty to comply with all health and safety instructions and requirements and not to put either their own or anyone else's health, safety and welfare at risk.

The 1974 Act is supported Regulations and other relevant statutory provisions. In respect of shoreline operations the most relevant are:

- First Aid at Work Regulations 1981
- Noise at Work Regulations 1989
- Management of Health and Safety at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- Personal Protective Equipment (Amendment) Regulations 1994
- The Control of Substances Hazardous to Health Regulations 1994
- Construction (Design and Management) Regulations 1994
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Construction (Health, Safety and Welfare) Regulations 1996

Each set of Regulations listed has a companion Approved Code of Practice or Guidance on Regulations. This list is not exhaustive.

### **11.2 Response**

Health Authorities and Local Authorities should both be aware that a coastal pollution incident could result in an explosion or toxic emissions, and that the public and animals could be put at risk.

When it is clear that some public health risk may arise, the Health Authority and District Environmental Health Officers will wish to measure and monitor pollution levels. Contacts with local medical general practice should be initiated to establish the nature and extent of complaints so as to decide on appropriate action.

The public will need to be given advice for their protection and kept informed so that they are not alarmed by misinformation from other sources. This can be done through media broadcasts at regular times, posters and public meetings.

Long term monitoring carried out after the incident should be carefully controlled so as not to prolong anxiety.

The public must be warned by notices at contaminated beaches about the presence of pollution and any prohibitions that may be enforced.

### **11.3 DCC's Health & Safety Responsibilities**

A summary of Devon County Council's Health and Safety Policy can be found on the internet at [ww4.devon.gov.uk/private/corporate/policy/hr/health/safety/homepage.shtml](http://ww4.devon.gov.uk/private/corporate/policy/hr/health/safety/homepage.shtml)

A Safety Adviser has been appointed to maintain the Health & Safety File in the SRC. He will remain or be represented in the SRC during the hours that it is open. When clean up operations are closing down and the SRC has been closed, the Health & Safety Adviser will continue to maintain the file at his normal place of work.

There are certain detailed procedures to be followed with regard to the safety of the workforce engaged in the clean up operations. These are set out in MCA STOp Note 1/98 ([Annex AL](#)). An Oil Pollution Health & Safety Checklist is at [Annex AM](#). These procedures must include medical arrangements in the case of accidents to workers.

The Health and Safety Sub Group of the SRC Technical Team should review safety policies, related documentation, and instructions for hazards and issues associated with normal work practices. These should be communicated to Beachmasters as required.

### **11.4 SRC Health and Safety Responsibilities**

#### **Maritime and Coastguard Agency**

Throughout a coastal pollution incident, MCA will liaise with the Local Authority to ensure proper coordination of operations and health and safety. The MCA is also responsible for ensuring that any equipment or material it provides in respect of shoreline clean up, meets current safety requirements.

#### **Devon County Council**

In operations which involve a number of organisations, and in particular where a SRC is established, the overall co-ordination of health and safety management rests with the Local Authority via the SRC, however each organisation involved has a statutory duty to safeguard the health, safety and welfare of its employees and others.

If the SRC is managed by a different authority, the Council has responsibility for implementing its own statutory health and safety responsibilities and the health and safety policy as determined by the SRC.

### **Stockpile operators**

The MCA may require the stockpile operator to go to the scene with appropriate material and specialist personnel. Where required by the MCA, usually at the request of the Local Authority, the stockpile operator will deploy their personnel and equipment on clean up operations. In addition to mobilising MCA equipment to be operated by their own personnel, the stockpile operator will also provide equipment and materials for use by Local Authority personnel, and will ensure that appropriate operational and safety instructions and training are given.

### **Contractors**

Specialist contractors can provide clean up equipment and personnel under commercial contracts. In addition to specialist equipment to be operated by their own personnel the contractor may provide equipment and materials for use by Local Authority personnel under their guidance. During shoreline operations, contractors must liaise with the Local Authority, via the SRC, to ensure proper co-ordination of operations and health and safety. Where Local Authorities intend to use contractors they should, as part of the specification of contract, request copies of their written health and safety policy and relevant safety information including details of safety procedures and precautions, staff training, and arrangements for supervision and management. Careful consideration should be exercised with contractors using casual labour.

### ***11.5 Nature of Hazards Likely to be Encountered***

Copies of this information should be placed on the health and safety file if an operation is commenced.

Hazards can be broadly divided into five categories.

- Hazards associated with normal work practices
- Hazards associated with clean up operations ([Annex AN](#))
- Hazards associated with difficult access arrangements ([Annex AO](#))
- Hazards associated with clean up equipment and materials ([Annex AP](#))
- Hazards associated with the spill material ([Annex AQ](#))

### ***11.6 Risk Assessment for Shoreline Cleaning***

Legislation and good business practice requires that risk assessments be carried out to identify all possible sources of danger within a work place and progressively reduce the risk to people, and property. Where significant risks are identified they must be controlled, and recorded.

Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc. used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record. This guidance should be read in conjunction with the Risk Assessment pro forma in [Annex AR](#).

### **Who should carry out Risk Assessments?**

Every employer must carry out risk assessments, in effect this means that everyone with responsibility for others, need to carry out assessments on the work that they do, and the premises where they work or may work. The task of carrying out risk assessments may be delegated to competent persons, however the employer,

manager or team leader needs to retain control of what risk assessments are being carried out through constant review and monitoring of their risk assessors performance. A competent person is anyone who has the training, knowledge and experience to carry out the role.

#### **When should Risk Assessments be done?**

Risk assessments should be carried out before starting a task or project and cover the implementation, use, cleaning, maintenance, disassembly or removal of equipment and structures. They should be reviewed if there are significant changes to the equipment, working environment, personnel, the introduction of new technology, if an accident happens, when it is believed the previous risk assessment is no longer valid or at least annually.

## **12 Waste Management**

### **12.1 Waste Management Strategy**

The Waste Management Sub-Group within the Technical Team will develop the Waste Management Strategy. Details of membership, tasks, etc. are contained in [Section 6.3.2](#). The MCA recommend that in order to facilitate the recovery and removal of bulk oil and contaminated material from the environment it is necessary to:

- Ensure that advice is available to the Technical Team to ensure that clean up operations are planned to minimise waste production
- Put in place measures to segregate waste types at the shoreline to facilitate the assessment of the best practicable environmental option for each waste stream
- Estimate and anticipate quantities and types of wastes to be produced
- Identify the capacity of the waste industry to deal with the waste generated
- Plan and develop interim storage and treatment areas
- Identify disposal routes and manage the production, storage and transport of waste to the final treatment or disposal options
- Ensure that all waste management activities are carried out in line with the relevant legislative requirements

Further guidance for the operations of the Technical Team, Waste Management Sub Group within a SRC is available from the MCA in STOp Notice 1/2003 ([www.mcga.gov.uk/c4mca/mcga-stop\\_1-2003.pdf](http://www.mcga.gov.uk/c4mca/mcga-stop_1-2003.pdf))

### **12.2 Waste Licensing**

Appropriate measures for the collection, storage, handling, treatment and ultimate disposal of waste from an incident which ensure that the on shore environment is protected are essential. A Waste Management Plan must clearly and comprehensively address all the requirements of the Environment Agency (EA) Policy relating to the management of waste in an emergency. The main requirements are summarised below.

- Any temporary sites proposed for use storing waste during clean up operations should be agreed in advance with the EA and identified in the plan
- Where temporary holding facilities are required the EA will not enforce the requirement for sites holding oil or oil contaminated material to hold a waste management license. If however the EA decides that these temporary derogations from the need to hold a waste management license no longer serve the public interest sites must either be licensed, registered exempt, removed or mitigated as appropriate within an agreed timescale.
- The EA will not require pre-notification or use of special waste consignment notes for movements of wastes from the clean up area to or between



temporary storage sites unless destined for final treatment or disposal. All other movements of Special Waste will require the use of consignment notes. Records must be maintained so movements of all wastes from the clean up area can be audited.

- Where the EA determine that the derogation from the need for special waste consignment notes no longer serves the public interests compliance with the requirements of the Special Waste Regulations will be required.
- The EA will not enforce the requirement to use registered waste carriers for movements of waste from the clean up area to or between the temporary sites. All other movements of waste must be in accordance with the control of pollution (amendment) Act 1989

The Agency recognises that circumstances may arise where temporary sites have not been identified, written plans become outdated, or where such temporary sites are found not to be suitable. In these circumstances, the Shoreline Response Centre should identify suitable temporary sites acceptable to the Agency and agree appropriate pollution prevention requirements.

### **12.3 Temporary Storage**

#### **12.3.1 Responsibility for Temporary Storage**

The temporary storage and final disposal of coastal pollution waste and beach material is the responsibility of the County Waste Management Officer. However, the whole process of dealing with coastal pollution waste, from beach to final disposal, is one where close co-operation is required between the District Coastal Pollution Officer, the County Waste Management Officer, and the Environment Agency.

#### **12.3.2 Definition of Temporary Sites**

A temporary storage site is one where it is intended to hold polluted beach material for a period of up to 9 or 10 months pending final disposal. Sites are fields or car parks in which pits measuring approximately 25x5x2m would be dug and lined with an impervious material overlaid by medium or high-density polyethylene sheeting.

#### **12.3.3 Selection of Sites**

Temporary storage sites have been earmarked at strategic locations behind the shoreline. They have been selected as a result of discussions between County and District Councils, Environment Agency, Natural England, Devon Wildlife Trust and landowners. The sites are listed in [Annex AS](#).

#### **12.3.4 Activation of Sites**

The County Waste Management Officer will activate sites where they are called for by the Management Team at the SRC. The DCC Head of Property Practice, in liaison with ITOPF, will agree with site owners the terms of compensation applicable in each case.

#### **12.3.5 Maintenance of Sites**

The County Waste Management Officer is responsible for the maintenance of temporary sites. This includes ensuring the safety of the site, and also that it remains environmentally secure.

#### **12.3.6 Polluted Beach Material**

Disposal should be regarded as a last resort as transport and landfill costs are high. As much treatment as possible should take place at the beach head in order to recover

pollutants and clean the beach. The appropriate treatment for the type of pollution / type of surface encountered in each case is best obtained from Beachmasters or other specialist advisers on site. Consideration should be given to the best environmental disposal stream, such as recycling, where possible.

#### **12.4 Primary Temporary Storage Sites**

Ideally, waste generated during the clean up process would be removed directly to a treatment and disposal site. This however is only possible in a very small number of cases and the more likely scenario is that waste would be recovered to some form of immediate or primary storage sites, often established behind or close to the areas where the waste is being recovered. These facilities have historically been simple temporary areas to deposit waste pending its removal with containment limited to Identification of basic plastic lining of the area, waste bags or waste receptacles (skips, drums, emergency oil storage tanks). If the levels of containment were to be upgraded then some currently identified immediate / primary sites could become intermediate / secondary storage sites for smaller incidents or where intermediate / secondary storage elsewhere in limited.

#### **12.5 Intermediate Storage**

Based on the guidelines produced by the MCA and Environment “RP 549: Development of a Protocol for the Treatment and Disposal of Oily waste in the UK” a series of reports covering various issues related to waste storage and disposal were published. The individual reports were titled:

- Local Authority Contingency Planning
- UK Capacity of Oil Waste Handling Facilities
- Specific Capacities of UK Companies
- Designing Infrastructure for the Handling of Large Quantities of Oily Waste

All four of these reports are available from the EROCIPS website at: [www.erochips.org/reports\\_press\\_releases/interactivemap/interactivemapdevon.htm](http://www.erochips.org/reports_press_releases/interactivemap/interactivemapdevon.htm)

These guidelines were used to identify possible sites for storage of oily waste and other types of waste which may arise as result of coastal pollution incidents. Details of the 35 potential intermediate storage sites identified in Devon can be accessed in [Annex AT](#).

#### **12.6 Transportation of Oiled Waste**

The County Waste Management Officer will consult with the District Counter Pollution Officer and the Environment Agency regarding the arrangements to be made to transport oily waste and oiled beach material to temporary or permanent disposal.

#### **12.7 Final Disposal**

The method of final disposal of waste will depend on the type and quantity of waste. The County Waste Management Officer will discuss appropriate alternatives with the International Tanker Owners Pollution Federation Limited (ITOPF) and with the Environment Agency.

Potential options for final disposal include:

- Composting
- Incineration
- Landfill
- Liquid waste recovery



- Waste water treatment
- Land farms

## **13 Termination of Operations**

### **13.1 Termination Criteria for Beach Cleaning Operations**

Criteria for termination of clean up operations both in a given location or in total will be determined by the Technical Team and agreed by the SRC. Factors that will be taken into consideration include:

- Bulk oil removed from Category 1 Beaches
- Pollutants removed from other beaches
- Rocks and other surfaces cleaned by hand or with dispersant
- Removal of buried pollutants resurfacing
- Removal of oiled sand balls

Factors that may also affect the continuing or cessation of clean up operations include:

- Widespread threat to public health or the environment removed or reduced to acceptable levels
- Environmental sensitivities
- Public access/amenity needs
- Potential effects of natural weathering

### **13.2 Post Incident Reports**

#### **Intra Agency**

Each agency involved in the response to the incident will conduct a review of its involvement to identify lessons learnt. Outcomes from the meeting must be recorded. A plan must be developed to ensure implementation of agreed actions, which must include a monitoring and review strategy.

#### **Multi Agency**

The SRC will co-ordinate a multi-agency meeting to identify strategic lessons learnt. The SRC will agree the need for a formal report to be written, which agency will lead, the format, timescales, and distribution of the final report. Once the final report is agreed, a plan must be developed to ensure implementation of agreed actions, which must include a monitoring and review strategy.

### **13.3 Post Incident of Plans and Procedures**

Each Agency will be responsible for conducting a review of its plans and procedures in light of the outcomes from incidents or exercises.

## **14 Communications**

### **14.1 Corporate Communications Plan**

Information on how Corporate Communications will respond to an incident is contained in Section 2a of Devon County Council's Emergency Response Plan ([Annex AU](#)) also available from the DCC intranet at <http://staff.devon.gov.uk/cex-emergencyresponseplan.doc>

### **14.2 Dealing with the Media**

Any large incident will inevitably attract media interest and demands for information. A few days intense of interest will gradually subside to occasional attention. Also there will be requests from the public for information on how the incident will affect County Council provided services. Consequently, the way that the media and public

information is managed will have a bearing on the public's perception of the incident and on the wider reputation of Devon County Council.

It is vitally important that all contact with the media should be through the Corporate Communications Unit. If that is not possible, consult the Local Resilience Forum Major Incident Media Strategy ([Annex AV](#)) which contains useful information and advice on dealing with the media.

#### **14.2.1 Announcement of the Incident**

##### **Initial Stage**

A coastal pollution incident will attract the attention of the news media. In the event of a major event, there are likely to be significant numbers reporting the incident. The MCA will appoint a local spokesman, normally a Coastguard Officer, to give the briefest confirmation of the incident. While the incident remains at sea, the MCA will be the lead press agency. Once the pollution comes ashore, the DCC Head of Corporate Communications will be the lead press spokesman. Statements from all agencies should be as brief as possible and relate only to their area of responsibility.

The DCC Press Officer handling the incident should co-ordinate with the MCA Press Officer before issuing verbal or printed statements. He should ensure that no one in the County Council disregards this rule. An initial statement should be prepared in consultation with all other agencies involved, e.g.:

A report has been received from the Maritime and Coastguard Agency of a (*grounding, collision, sinking, capsized*) involving: (*name of ship or ships, type e.g.. ferry, tanker, bulk carrier, etc., tonnage, bound for*) at (*give location of incident, if known*).

The incident occurred at (*give time*). The last reported situation was (*give information on last known situation, if confirmed*).

The Local Authority is (*e.g. setting up an SRC, carrying out beach patrols, etc.*). A media briefing will take place at (*give time and location*).

The DCC Press Officer should co-ordinate as soon as possible with his opposite numbers in the District / Unitary Council (and the oil company / ship insurers or owners) to establish the basis for the incident Media Team. The MCA will arrange for Central Office of Information press officers attend the Media Centre, and in an incident where there are casualties, the Police and other agencies will be members of the Media Team.

Further statements must be co-ordinated with other responding agencies to ensure that information given is accurate and consistent. Other draft templates for Press Releases, which could be issued are given at [Annex P](#).

#### **14.2.2 Incident Management**

The media will immediately focus on the area of operations and the search for information. The Media Team should insist on media accreditation to prevent special interest groups diverting the media's interest.

Statements should be jointly agreed and briefings attended by press officers from all the key agencies. Briefings should be regular and at pre-announced times.

In a large-scale incident, press officers will be expected to provide information throughout the 24 hour period and shift work will be necessary.

A Resources Manager should be appointed by the DCC Head of Corporate Communications from the Corporate Communications Group to organise press conferences. These should be attended by lead spokesmen from all the key agencies.

This needs to be stated clearly by the SRC Management Team which should ensure that all involved in the clean up operation are aware of the policy. This particularly applies to all levels of control where spokesmen may be questioned by the media. The DCC Corporate Communications Strategy ([Annex AU](#)) will be put into effect.

### **14.2.3 Media Tasks**

The DCC Head of Corporate Communications is a member of the Management Team and will be represented at all times in the SRC. He has a number of tasks to carry out in connection with a major incident. Apart from press releases these include:

- **Media Centre** This is where the Media Team will be located and from which they will operate. As experienced during the MSC Napoli incident in 2007, the early establishment of a media base close to the incident is vital in ensuring positive media coverage, with joined up communication messages agreed by all Agencies. The Head of Corporate Communications will ensure that it is properly established and able to receive up to date information from the SRC. This information will be disseminated by each member of the Media Team to their organisations. In particular, the Head of Corporate Communications will ensure that the Enquiry Line is kept up to date. The Media Centre will be manned continuously by press officers and staff from the Corporate Communications Group and the Chief Executive's Department.
- **Enquiry Line** Dependent upon the size and gravity of the incident, and its impact on the general public of Devon, consideration should be given to establishing an enquiry line (phone number 0845 155 1015) at Devon County Council's Customer Service Centre (CSC). Where this happens, scripts for customer service advisors must be agreed between representatives from Emergency Planning, Corporate Communications and CSC management. In a major incident the opening hours of the CSC could be extended.
- **Briefings** The Head of Corporate Communications or his representative will help arrange for media briefings to be given to accredited media representatives at pre-announced times, and a for a Media Conference to be held after the daily Liaison Group meeting.
- **Media Station** The purpose of the Media Station is to be an information point for reporters visiting the affected coastline or the site of the incident. It may be difficult, if not impossible, to control access, and management of the situation will probably best be achieved by establishing a Media Station. This should be identified jointly by marine and shore-based Press Officers under the guidance of the District Council. It should have communications to the SRC and to the Information Posts established by the District Council(s) at the working beaches. Where the pollution affects a long stretch of coastline, more than one Media Station will be required.

### **14.3 Informing the Public and Key Stakeholders**

District Councils have agreed that they will inform Parish Councils and the local population affected by the incident about what is happening. It is at this level that there is likely to be most concern about the effects of the incident on health and tourism. District Councils should also ensure that signboards are erected to warn of affected beaches, and announcements are made of restrictions that might be enforced.

During the response to the MCS Napoli incident in 2007 the use of electronic and paper update bulletins proved invaluable. Devon County Council compiled a summary of activity and issued a bulletin on a regular basis, to a wide range of local stakeholders including elected members. In addition physical message boards were installed on East Devon beaches which provided up to date information to the public on the state of pollution.

One of the tasks of the Enquiry Line is to deal with general enquiries about the incident. These are sure to include questions about health risks, compensation and the clean up plan. The Head of Corporate Communications will set up a programme to address these concerns by appropriate means, such as TV / radio announcements, public meetings and information leaflets. In this, he will be supported by officers from the lead response organisations.

The Head of Corporate Communications will ensure that the public is kept well informed about the clean up response plan, progress of the action undertaken, and implications for the future. He will also make known to the public, in conjunction the Health Authority, whether or not there are health implications, and also the implications for tourism. This will be done through media interviews and press announcements, public meetings, and the dissemination of special notices.

#### **14.3.1 Tourism**

It is important that at an early stage positive statements are made by the Council about the effects of the incident on tourism to the area. In the past, it has been shown that sensational press coverage has given an untrue picture of the current and future position, and an adverse affect on tourism has been the result.

As the major industry in Devon, the real or imagined impact of an incident on tourism needs to be countered without delay. Local Authorities should issue media releases as soon as possible after the incident occurs. Because local names may not be well known outside Devon, it is important to delineate clearly the area affected as well as the areas not affected, and give indications of when the beaches will be clean and ready for the public to use.

#### **14.3.2 VIP Visits**

Senior politicians or members of the Royal Family may wish to visit the scene at an early stage. The Government News Network or the Press Office of the appropriate Government Department would advise on coordination of those visits which must involve the relevant County Council Communications Officer.

The number of official and semi-official visitors to the SRC and the polluted area will depend on the scale of the incident. Arrangements to escort Government ministers, MPs and experts from the UK and overseas should be made through the SRC liaising with the District or Unitary Council.

#### **14.4 Offers of Assistance**

SRC telephone and fax numbers need to be strictly preserved to deal with the incident.

The Enquiry Line team will deal with any offers of assistance. Offers of technical expertise, equipment and products will be referred to MCA's Marine Emergency Information Room (MEIR) at Southampton. Offers of manpower or environmental help will be dealt with according to the policy of the different organisations, such as District Council or RSPCA. Offers of volunteer assistance should be recorded separately, but

agreement to the use of volunteers must be agreed at the multi-agency Silver control level or higher.

#### **14.5 Community Roadshow Bus**

This wi-fi enabled vehicle is intended to give the general public the opportunity to use a computer to explore the internet. It contains 7 x PC and radio broadcast equipment which are connected via a satellite link. Power is supplied by an on-board generator although it can operate off batteries for up to 8 hours. The vehicle could be used at the discretion of the Head of Corporate Communications to provide essential facilities for emergency communications support at the scene.

#### **15 Financial Control**

Dealing with marine pollution incidents can be a protracted and expensive business. Initially the costs of such operations fall on those undertaking them. In line with the “polluter pays” principle, those incurring expenses as part of the response operation later seek to recover them from those responsible.

It is essential that, from the outset, all participants keep records of how, when, and why, they respond. They will need these records to support claims for cost recovery and to show that the actions taken were reasonable and commensurate with the threat from pollution and the risks to safety.

##### **15.1 Method of Financial Control**

- Financial Regulations and Standing Orders must be adhered to at all times
- Cost Codes should be set up for each beach and must be used to record expenditure.
- All resources deployed need to be procured, monitored, and logged by the Procurement Team. No equipment should be procured directly without approval from the Procurement Team
- Records must be maintained on a day by day and beach by beach basis
- All daily records are to be sent to the SRC for copying and collation at the end of each days work

##### **15.2 Record Keeping**

It is essential that a Financial Controller is appointed at the outset of an incident to ensure that full and proper records are kept and to control expenditure. No paper document should be discarded, and information held on computer should be backed up and catalogued. The Financial Controller should ensure actions with financial implications are meticulously logged.

However demanding record keeping might be on staff resources, it is vital for cost recovery. But it might be possible to obtain agreement from ITOPF to the appointment of a specialist firm to carry out this work in a major incident, so that the costs of record keeping could be recovered from insurers.

##### **15.3 Monitoring Expenditure**

The Financial Controller should monitor expenditure made on behalf of the SRC during the incident. He should be able to provide the Management Team with a summary of expenditure when requested. It should be noted that insurers will require that costs are allocated on a beach by beach basis, i.e. for each beach there will be a day by day listing of resources allocated to that beach and the costs incurred.

### **15.4 Paying for Clean Up**

The basic rules are:

- where Local Authorities commit resources to clean up pollution, they are responsible for financing them
- if the polluting vessel is known, the DCC Counter Pollution Officer should ensure that its owners and insurers are contacted as soon as possible and asked to pay for the work involved
- where MCA becomes involved and a SRC is set up, Central Government will pay for the extra resources committed which the Local Authority could not reasonably be expected to provide;
- in the event of a major pollution incident involving Government intervention where full compensation cannot be recovered and which places an undue burden on the Local Authority, the Government will consider if there is a case for special help from the Treasury
- where a tanker is involved in an oil pollution incident, compensation will be available through the provisions of the 1992 Civil Liability Convention (CLC 92) and 1992 Fund Convention
- where pollution is caused by a ship other than a tanker, limited compensation will be available under UK legislation
- financial outlays should first be sanctioned by ITOPF or the ship owner so as to avoid disputes later

### **15.5 Financial Roles and Responsibilities**

#### **Finance Manager**

- Work within the Procurement Team
- Manage the financial system within the Shoreline Response Centre to ensure that detailed and accurate records are maintained of all expenditure
- Liaise with the Administrative Manager and the Procurement Manager to ensure that all expenditure is authorised and cross-referenced with Technical Team Minutes and Beach Reports
- Co-ordinate the claims procedure for recovering costs incurred in the clean up operation
- Attend meetings of the Technical Team

#### **Procurement Manager**

- Liaise with the Finance Manager and Administrative Manager to ensure that all ordering and expenditure is authorised and cross-referenced with Technical Team Minutes and Beach reports.

#### **Administration Team (SRC/Co-ordination Centre Manager)**

- Liaise with the Finance Manager and Procurement Manager to ensure that all ordering and expenditure is authorised and cross-referenced with Technical Team Minutes and Beach reports
- Manage process of filing messages, minutes, and records related to expenditure, for future reference and compensation claims
  - Files to be maintained for each beach
  - Files to be maintained for each working Group and Sub Group.

#### **Beachmasters**

- Maintain records on a day by day, and beach by beach basis:
  - Personal details and work hours of clean up team members.
  - Resources received with delivery notes.

## Part 3 – Actions Devon County Council Coastal Pollution Plan

- Use of vehicles and hired plant and whether it was with or without driver/operator.
- Protective clothing use
- Use of consumables
- Quantities and types of waste collected and their disposal routes
- Ensure all daily records are sent to the SRC for copying and collation at the end of the days work

### **15.6 Consultation**

When a pollution incident has occurred, the Local Authorities affected must take preventive measures to contain the pollution, even if there has not been time for discussion to take place with the polluter or his insurers. Insurers will expect such measures, and will recompense the Local Authorities for expenses incurred in taking reasonable action.

For incidents involving a tanker, a representative of the International Tanker Owners Pollution Federation (ITOPF) will join the SRC. ITOPF will give technical advice on behalf of the tanker owner, his pollution insurers (normally one of the P&I Clubs) and the IOPC Fund. Later, ITOPF will also provide advice to these bodies during the assessment of claims, particularly on clean up costs and pollution-related damages. ITOPF can advise on site, therefore, on whether aspects of the response are technically justified and thus likely to meet criteria of reasonableness within the terms of the CLC 92 and Fund 92.

In order to ensure maximum cost recovery from the tanker owner, his insurers or the IOPC Fund, it is important that Local Authorities consult fully with ITOPF on action to be taken. Local Authorities may take whatever steps they feel appropriate to deal with oil pollution, with or without expert advice, but reimbursement of incurred costs under the terms of the international compensation schemes may be contested, or at least delayed, where such actions are deemed to be inappropriate or technically unreasonable.

### **15.7 Insurance of Personnel and Equipment**

Local Authorities must ensure against any risk not already covered. This applies particularly to their staff and volunteers used in counter pollution work. Insurance must also cover air or sea risks relating to activities carried out at this time, and the hire or loan of privately owned vehicles, boats or other equipment.

### **15.8 Cost Recovery**

Please see [Annex AW](#) for guidance.

### **15.9 Addressing Claims**

Please see [Annex AX](#) for guidance.

## **Part 4 Data**

### **16 Beach Data and Clean Up Guidelines**

#### **16.1 Beach Data**

Detailed information on the beaches in Devon is held in District Coastal Pollution Plans.

#### **16.2 Clean Up Guidelines**

	<b>Type of Beach</b>	<b>Notes and appropriate response suggestions</b>
1	<b>Exposed Rocky Headlands</b>	Wave reflection keeps most of the oil offshore. No clean up necessary.
2	<b>Eroding wave-cut platforms</b>	Wave swept. Most oil removed by natural processes within weeks
3	<b>Fine grained sand beaches</b>	Where oil does not penetrate into the sediment, this facilitates mechanical removal if necessary. Otherwise, oil may persist for several months. However, infiltration can occur, depending on water table movements in sediments
4	<b>Coarse grained beaches</b>	Oil may sink and/or be buried rapidly, making clean up difficult. Under moderate to high-energy conditions, oil will be removed naturally from most of the beach face
5	<b>Exposed, compacted tidal flats</b>	Most oil will not adhere to, nor penetrate into, the compacted tidal flat. Clean up is usually unnecessary
6	<b>Mixed sand and gravel beaches</b>	Oil may penetrate the beach rapidly and become buried. Under moderate- to low-energy conditions, oil may persist for years
7	<b>Gravel beaches</b>	Same as above. Clean up should concentrate on high tide/wash area. A solid asphalt pavement may form under heavy oil accumulations
8	<b>Sheltered rocky coasts</b>	Areas of reduced wave action. Oil may persist for many years. Clean up may be necessary although the sensitivity of the area should be taken into account
9	<b>Sheltered tidal flats</b>	Areas of great biological activity and low wave energy. A number of interpretations of the biological activity are possible. In this case, it is taken to mean a combination of high productivity, biomass and possibly bioturbation. Oil may persist for years. Clean up is not recommended unless oil accumulations are heavy. These areas should receive priority protection by using booms or oil absorbing materials



10	<b>Salt marshes</b>	The most productive of aquatic environments. Cleaning of salt marshes by burning or cutting should only be undertaken if heavily soiled. Protection of these environments by booms or absorbing material receive first priority.
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Table 3. Vulnerability Index applied to Northern Ireland’s coast (adapted slightly from Gundlach and Hayes, 1978).

### SUMMARY OF CLEAN-UP OPTIONS

Clean-up Options	Substrate						
	Rocky Shore	Boulder	Cobble	Shingle	Sand	Mud	Artificial Surfaces
Trenching			✓	✓	✓		
Flushing	✓	✓	✓	✓			
Scraping					✓	✓	✓
High-pressure wash	✓	✓					✓
Low-pressure wash	✓			✓	✓	✓	
Steam Cleaning							✓
Dispersant	✓	✓	✓	✓			✓
Oil releasing agent	✓	✓	✓				✓
Brush/Scrub/Wipe	✓	✓	✓				
Pom-pom	✓	✓					
Surf Washing			✓	✓			
In-situ Pit Washing			✓	✓			
Stone Washing			✓	✓			
Harrowing					✓		

Table 4. Summary of Clean Up Options

Use of the shoreline, access points, shoreline ownership, substrate type suggested clean up techniques and methods of temporary storage of waste for each beach

#### 17 Environmental sensitivities

Review of the shoreline highlighting environmental sensitivities

See [Annex M](#)

#### 18 Booming Plans

See [Annex F](#)

Pre-determined priorities for booming can be viewed at [Annex C](#)

Local booming resources can be viewed at [Annex X](#)

#### 19 Local Authority Resources and Contracting Arrangements

Devon County Council has a term maintenance contract with Southwest Highways who would provide plant, personnel and haulage in the event of an incident. The contract will be reviewed in 2017.