

TEIGNMOUTH HARBOUR

OIL POLLUTION CONTINGENCY/EMERGENCY PLAN



2013 Edition
(07.03.2013 – 06.03.2018)

Copy No:

PREFACE

MCA Oil Spill Contingency Guidelines

In accordance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, there is a requirement in the UK for ports, harbours and oil handling facilities, to prepare and submit oil spill response contingency plans to the Maritime and Coastguard Agency (MCA) for approval. This must be carried out if the port, harbour or oil handling facility falls into one of the following categories:

Any harbour for which there is a statutory harbour authority having an annual turnover of more than £1 million, or

Any other harbour or oil handling facility offering berths alongside, on buoys or at anchor, to ships of over 400 GT or oil tankers of over 150 GT, or

Any other harbour or oil handling facility in respect of which the Secretary of State has served the harbour authority or operator (as the case may be), a notice stating that he is of the opinion that maritime activities undertaken at that harbour or facility involve a significant risk of spillage of over 10 tonnes of oil, or

Any harbour or oil handling facility on which the Secretary of State has served the harbour authority or operator a notice stating that he is of the opinion that it is located in an area of significant environmental sensitivity, or in an area where a discharge of oil or other substances could cause significant economic damage.

MCA Contingency Planning for Marine Pollution Preparedness and Response: Guidelines for Ports (2012), has been produced to aid those involved in the creation of oil spill response contingency plans and aims to promote a coherent national approach to the successful management of oil pollution incidents. They are designed to ensure that the National Contingency Plan (NCP) and local plans, including those of harbour authorities, work in harmony to enable an effective response. With the aim to engender a more holistic approach to contingency planning, the new Guidelines now link closely with the Port Marine Safety Code. They also encourage ports and harbours to consider the 'Safe Haven' scenario as well as the complications of the Hazardous & Noxious Substance (HNS) Protocol to OPRC.

Teignmouth Harbour contains 2 Statutory Harbour Authorities, Teignmouth Harbour Commission and Teignmouth Quay Company Ltd t/a Associated British Ports*.

* For the remainder of this document referred to as ABP.

This Plan was originally prepared in 1999, revised in 2005 and now in 2013 has been prepared jointly by Teignmouth Harbour Commission and Associated British Ports, having consulted statutory and other consultees in order that they may meet their responsibilities under the Merchant Shipping (Oil Pollution Preparedness, Response and Cooperation Convention) Regulations 1998.

The aim of this Plan is to provide the basis of an efficient and environmentally sensitive response to an oil spill occurring in or affecting Teignmouth Harbour

Teignbridge District Council's Coastal Oil Pollution Plan deals with spills, particularly major spills, affecting the entire Teignbridge coast. Where a major spill occurs at sea threatening the coast and Teignmouth Harbour, a Shoreline Response Centre (SRC) will be established and the District Council's Coastal Oil Pollution Plan will be implemented together with this Plan and the oil pollution plans of a number of other organisations in a multi-agency response operation.

This Plan is compatible with the Teignbridge District Council Coastal Oil Pollution Plan. That plan is compatible with the Devon County Council Oil Pollution Plan.

This Plan has been prepared in consultation with the following organisations:

- Maritime & Coastguard Agency (MCA)
- Natural England (NE)
- Marine Management Organisation (MMO)
- Environment Agency (EA)
- Devon County Council (DCC)
- Teignbridge District Council (TDC)
- Inshore Fisheries and Conservation Authority Devon & Severn (IFCA D&S)
- Tier 2 Responder

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DISTRIBUTION

TEIGNMOUTH HARBOUR COMMISSION

Copy No.

Teignmouth Harbour Office

1

ABP TEIGNMOUTH QUAYS

Port Office

2

EXTERNAL (sent electronically in soft copy)

Maritime & Coastguard Agency (MCA) HMCG
Marine Management Organisation (MMO)
Natural England (NE)
Environment Agency (EA)
Devon County Council (DCC)
Teignbridge District Council (TDC)
Inshore Fisheries and Conservation Authority Devon & Severn (IFCA D&S)
Tier 2 Contractor
Devon & Cornwall Police
Devon & Somerset Fire Services
SW Ambulance Service

Addresses for External Distribution

Maritime & Coastguard Agency (MCA), Spring Place, 105 Commercial Road, Southampton, SO15 1EG; General Enquiries Tel: 02380 329 100; E-mail: simon.porter@mcga.gov.uk (Counter Pollution & Salvage Officer Western Region) Tel: 02380 329483

MCA Solent National Maritime Operation Centre Tel: 02392 552 100

Marine Management Organisation (MMO), Lancaster House, Hampshire Court, Newcastle upon Tyne, NE4 7YH, Tel: 0300 200 2024; E-mail: info@marinemanagement.org.uk; **Brixham**-New Fish Quay, Brixham Devon, TQ5 8AW, brixham@marinemanagement.org.uk 01803 853383; **Plymouth**-The Fish Quay, Sutton Harbour, Plymouth, Devon, PL4 0LH. plymouth@marinemanagement.org.uk; 01752 228001 24 Hour 07770 977825

Natural England (NE), Foundry House, 3 Millsands, Riverside Exchange, Sheffield, S3 8NH, 0300 060 1200 (Incident Response & Advice line); E-mail: marine.incidents@naturalengland.org.uk

Environment Agency (EA) adele.neeham@environment-agency.gov.uk Incident Management Business Partner (Devon&Cornwall) National Incident Management & Resilience Services 01392 352240 mob: 07825 732549 Environment Agency, Manley House, Kestrel Way, Exeter, EX2 7LQ

Teignbridge District Council (TDC), Emergency Planning Officer, Forde House, Brunel Road, Newton Abbot TQ12 4XX; Tel: 01616 361101. Out of hours Tel: 01395 516854; E-mail ehealth@teignbridge.gov.uk

Devon County Council (DCC), Emergency Planning Officer County Hall, Topsham Road, Exeter, Devon, EX2 4QD Tel: 07801 128789 stephen.o'rourke@devon.gov.uk

Inshore Fisheries & Conservation Authority Devon & Severn (IFCA D&S), Brixham Laboratory, Freshwater Quarry, Brixham, TQ5 8BA; Tel: 01803 854648; 24 Hour 07740 175479; e-mail: office@devonandsevernifca.gov.uk

Tier 2 Contractor – as per current contract see Annex C 0800 592 827

REFERENCES

1. The Merchant Shipping (Oil Pollution Preparedness, Response and Cooperation Convention) Regulations 1998
2. Contingency Planning for Marine Pollution Preparedness and Response; Guidelines for Ports (MCA – 2012)
3. MCA “Oil Spill Clean-up of the Coastline - A Technical Manual” (1994)
4. National Contingency Plan for Marine Pollution from Shipping & Offshore Installations (NCP) (Jan 2014)
5. DfT Port Marine Safety Code (2015)
6. DfT Guide to Good Practice on Port Marine Operations (2015)
7. Teignbridge District Council Shoreline Pollution Response Plan (2011)
8. Extant MCA Scientific, Technical and Operational Guidance Notes – STOp Notices (see MCA website for up to date list)
9. Devon County Council - Devon Estuaries: Environmental Sensitivity, Oil Spill Protection and Clean-Up Manual (see DCC website for Manual)
10. Civil Contingencies Act 2004
11. Statutory Instrument 1998 Number 1056 The Merchant Shipping (Oil Pollution preparedness, Response and Co-operation Convention) Regulations 1998

ABBREVIATIONS

ABP	Associated British Ports
CHA	Competent Harbour Authority
DCC	Devon County Council
DEFRA	Department for the Environment, Food and Rural Affairs
DfT	Department for Transport
DWT	Devon Wildlife Trust
EA	Environment Agency
H&S	Health & Safety
HSE	Health & Safety Executive
HMCG	Her Majesty's Coast Guard
IFCA D&S	Inshore Fisheries Conservancy Authority Devon & Severn
LRF	Local Resilience Forum
MCA	Maritime & Coastguard Agency
MMO	Marine Management Organisation
MRC	Maritime Response Centre
MRSC	Maritime Rescue Sub Centre
MSDS	Material Safety Data Sheet
NCI	National Coastwatch Institute
NE	Natural England
PCPSO	Principal Counter Pollution & Salvage Officer
SHA	Statutory Harbour Authority
SCU	Salvage Control Unit
SOSREP	Secretary of State's Representative
TDC	Teignbridge District Council
THC	Teignmouth Harbour Commission
TTC	Teignmouth Town Council

REVISION RECORD

REV NO.			
1	1999	Production of Draft & Working Teignmouth Harbour Oil Pollution Plan	
2	29.12.00	Teignmouth Harbour Oil Pollution Plan Approved by MCA	
3	07.09.01	Update of Contact Directory	
4	04.08.02	Update of Contact Directory	
5	25.09.03	Update of Contact Directory	
6	03.10.04	Update of Contact Directory	
7	01.06.05	Provisional Update and Revision prior to Statutory Review	
8	01.07.06	DEFRA Amendments	
9	02.08.06	Update of Contact Directory	
10	01.06.07	Update of Contact Directory	
11	25.05.08	Update of Contact Directory	
12	01.08.09	Update of Contact Directory	
13	09.08.10	MMO Review & Amendments & Update of Contact Directory	
14	05.09.11	Update of Contact Directory	
15	08.11.12	Revision, Review & Update of Plan prior to consultation and submission to MCA	
16	11.02.13	Consultation Completed and Plan forwarded to MCA	
17	07.03.13	Plan Approved by MCA until Feb 2018	
18	21.03.13	Change of Address for MCA Plymouth	
19	09.07.13	Update of Contact Directory	
20	15.01.14	Update of Contact Directory	
21	07.05.14	Update of Required Exercises	
22	22.07.14	Update as result of ABP Millbay IME	
23	10.10.14	Update of Contact Directory	
24	07.04.15	Update of Contact Directory	
25	28.10.15	Update as result of ABP Teignmouth IME	
26	12.04.16	Update of Contact Directory	
27	13.10.16	Update of Contact Directory	
28	28.02.17	STOp Update from MCA & inclusion of Section 11.6	

NB Revisions to be sent to all holders of the Plan (see Distribution page 6)

PART 1 - STRATEGY

SECTION 1 – INTRODUCTION AND POLICY

1.1 Purpose of the Plan. The four principal aims of managing the response to any incident are: to protect public health, to prevent pollution occurring, to minimise the extent of any pollution that does occur and to mitigate the effects of any pollution. This plan explains Teignmouth Harbour Commission (THC) the Statutory Harbour Authority (SHA) and Associated British Ports Teignmouth Quays (ABP) also a SHA of the water off its quays, policy regarding the threat of oil spill in Teignmouth Harbour and their joint arrangements for responding to it. The plan has been prepared in order that THC and ABP may meet their responsibilities under The Merchant Shipping (Oil Pollution Preparedness, Response & Cooperation Convention) Regulations 1998.

The plan was originally constructed in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours & Oil Handling Facilities” issued by the MCA (May 1998) and the Revised MCA Guidelines (Draft 1) (2000). The plan was prepared originally (2000) and revised (2005) following consultation with the following organisations or their predecessors:

Maritime Coastguard Agency (MCA)
Marine Management Organisation (MMO)
Natural England (NE)
Environment Agency (EA)
Devon County Council(DCC)
Teignbridge District Council (TDC)
Inshore Fisheries and Conservation Authority Devon & Severn (IFCA D&S)

The plan has been updated annually to reflect changes in organisations and contact numbers.

1.2 Use of the Plan. This plan is designed to initiate the appropriate response to a spill in the harbour. It explains the strategy of tiered response required by UK legislation and includes tables of actions and reporting for those responsible for implementing the Plan in the event of a spill.

Implementation of the Plan will be the responsibility of THC and ABP jointly or separately by agreed coordination arrangements involving the THC Harbour Master and/or the Port Manager, ABP.

1.3 Area of Operation. The delineated area of the harbour is shown on UKHO chart No 26 (see Annex B) and is available in the Harbour Master’s Office and at the offices of ABP. ABP’s area of jurisdiction in the event of any spill is up to 100ft from the quay edge.

Any spill outside the area of the harbour or oil which has extended from the harbour to an area outside the harbour limits should be reported to the MCA. The MCA will alert/inform the appropriate organisations for response or monitoring.

1.4 Identification of Lead Authorities & Other Authorities Represented in an Area Plan.

The lead authorities in dealing with a spill in the harbour are the SHAs, THC through the Harbour Master and ABP through the Port Manager.

Other organisations that may be involved in harbour spill:

MCA (Counter pollution)
MMO (Dispersant approval)
EA (Water quality, protection of shoreline & beaches, provision of scientific information, waste regulation)
NE (Advice on environmental sensitivities, possible clean up priorities and techniques)
DCC & TDC (Shoreline Response & clean-up operations)
IFCA D&S (advice on impact on fisheries from the spill and the response)

In a major spill affecting the area inside and outside harbour limits, a multi-agency response will be initiated with TDC as one of the lead authorities managing the shoreline clean-up operation. Other lead organisations in a major spill may include:

MCA Specialist & Technical advice inside SHA limits and Coordination of the response
MMO Approving any use of dispersants outside SHA limits
EA Water quality and environmental protection and booming
NE Advice regarding effect of oil on wildlife; provision of coastal sensitivity information
DCC & TDC Strategic management of the clean-up at LRF
IFCA D&S Advice on fisheries and shellfisheries

There may be a time in Oil Spill Response that a Category 1 Response Organisation (Police, Fire Service, Ambulance Service, Coast Guard) feels that the local Incident Commander response will not be sufficient to cope with the situation and will ask for a Major Incident to be declared. This will be done with full consultation and the co-operation of the Incident Commander who will continue to manage the Incident whilst the Major Incident declaration will ensure that a Civil Contingency Silver Level Group is formed to support the Incident Commander and deal with matters beyond the local Oil Spill and the Incident Commanders control.

1.5 Scope of the Plan. This plan covers the response to a spill in or threatening the designated SHA areas of Teignmouth Harbour (see Annex B). The response to a spill and the resources available are commensurate with the threat as detailed in the risk assessment process outlined in para 1.6

The plan describes the actions of the SHAs of TDC and ABP. The plan only deals with oil spills within the limits of the harbour. The plan addresses the “Essential Elements” detailed in the MCA Oil Spill Contingency Plan Guidelines for Ports, Harbours & Oil Handling Facilities.

1.6 Costs. The overriding principle for all Oil Spill containment and clean up operations is that the polluter is liable for all costs associated with the Oil Spill.

1.7 Risk Assessment. As the basis for the original construction of this plan, a risk assessment was carried out by a group composed of members of THC and ABP which is under continuous review. The following facts are relevant:

All commercial ships over 30m in length are required to take a pilot on entering or leaving the Harbour. No fuel or chemical tankers enter the harbour. There are no fuel barges or waterside refueling points in the harbour. In harbour, refueling of private craft is done using portable fuel tanks and commercial shipping use road tankers. Teignmouth Harbour is a controlled, low risk harbour. The type of fuel oil carried by the majority of ships and boats using the Harbour area is light fuel oil (unleaded petrol or diesel) some Merchant Vessels use a heavier fuel oil but they are in the minority. The majority of shipping movements (95%) occur around high water.

Tier 1 - Risk Assessment

The largest possible **small spill** would be likely to be caused during a fuelling operation. The maximum amount would be approximately 200 litres of diesel and this would only be when a fuelling hose parted or came adrift whilst fuelling a merchant vessel or a THC vessel at the Quays of ABP, New Quay or Town Quay from a road fuel tanker and the operators were not paying attention to the fueling operation.

Tier 2 - Risk Assessment

The largest possible **medium sized spill** would be likely to be caused by a grounding or collision in the Harbour where a bunker tank ruptured.

The largest fishing boats and work boats using the Harbour carry a maximum of 5 tonnes of diesel.

The ships on passage to and from ABP berths carry fuel in more than one tank. These tanks hold up to a maximum of 20 tonnes. Realistically, damage caused to these ships by grounding or collision should only affect one tank leading to an oil spill.

Only an unusual and unlikely combination of wind and tide would cause a medium sized spill from seaward to enter the Harbour. If this did occur, it would be more likely to be weathered heavy fuel oil in relatively small quantities.

The possibility of a road fuel tanker coming off the ABP Quays or the Teignmouth to Shaldon Bridge into the harbour rupturing its tank holding its load of fuel was also considered to be a Tier 2 risk.

Tier 3 - Risk Assessment

A Tier 3 spill would not occur as a result of an accident in the harbour. A Tier 3 spill would be a **major oil spill** at sea possibly affecting the South Devon coastline and the harbour. The resources of THC and ABP would be made available to assist in combatting the effects of a Tier 3 spill in the Harbour if required by SOSREP.

Health & Safety - Risk Assessment

The result of light fuel oil polluting accesses such as steps and slipways in the Harbour would be potentially dangerous to the public. They would be hosed down by pressure washer as necessary and as advised. Signs warning the public of such a risk would be posted as necessary

1.8 Environmental Sensitivities & Priorities for Protection. There is no environmental or wildlife designation for the Teign Estuary (e.g. SSSI or LNR). There are amenity beaches in the harbour area: Teignmouth Beach, River/Back Beach & Shaldon Beaches.

The Teign Estuary is locally important for over-wintering of waders and wildfowl (main season: October – March). Species present include oystercatcher, redshank, dunlin, merganser, cormorant, shag and gulls. The main feeding grounds include the Salty (in the harbour area) and Hackney Marshes and the entire exposed estuary riverbed at Low Water.

There is an important bass nursery area in the Estuary. There is commercial licensed fishing for salmon and sea trout. There is farming of cultivated oysters and mussels and areas of crab tiles along the north and south banks.

A DCC/TDC/EA Booming Plan exists to boom the Teign Estuary in two locations in the event of a major spill. During the risk assessment process and at the original consensus meeting, booming the Estuary in the event of a Tier 1 or Tier 2 light fuel oil spill was considered impractical on logistical grounds. The use of absorbent booms and materials was considered more suitable where oil might be contained in smaller areas of the harbour.

1.9 Categories of Incident. This plan addresses the response to spills in the following internationally recognised classifications:

Tier 1	A Small operational Spill that can be dealt with immediately utilizing harbour and other local resources
Tier 2	A Medium sized Spill that is beyond the capability of local resources to deal with and requires additional assistance from the Tier 2 Responder. May involve assistance by local government and regional resources.
Tier 3	A Large or Major Spill which is beyond the capability of local, Tier 2 responder and regional resources to deal with. A spill that requires national assistance through implementation of the MCA National Contingency Plan (NCP) and the establishment of a Shore Response Centre (SRC).

1.10 Disposal. Licensed contractors that already have commercial arrangements with ABP and THC for dealing with oil and fuel waste will be used.

NE should be consulted over proposals to dispose of, or store, oily waste material.

1.11 Plan Revision. The plan will be reviewed on an annual basis. In addition, amendments will be made as required; all to be recorded in the Revision Record. The document is controlled by THC and ABP holding the Master copy electronically.

SECTION 2 – TRAINING AND EXERCISE POLICY

2.1 Training Policy. THC and ABP, as the SHAs, are committed to providing oil pollution training for their staff in order to ensure that they are familiar with this plan and to meet MCA guidelines. Training will generally be conducted by the Tier 2 responder.

The following will be trained as a matter of routine:

Harbour Master THC, to minimum of level 4p
Operations Manager, ABP, to 4p level
At least 2 THC staff to level 2p
At least 2 ABP staff to level 2p

2.2 Exercise Programme. The plan will be validated through exercises. Exercises of routine procedures and table-top exercises will be included in the exercise programme. Joint exercises with THC & ABP will take place in accordance with Reference 2 Annex J as follows:

6 Monthly	Notification Exercise
6 Monthly	Mobilisation Exercise
Annually	Table Top Exercise (with other organisations and agencies as available)
3-5 Yearly	Incident Management Exercise. This will necessitate the involvement of the Tier 2 contractor. This exercise can be held at a mutually agreed location jointly with other ports using the same contractor - see Note.
5 Yearly	Revalidate plan; followed by revision and update.

Note: There is likely to be a regional Tier 2 training and exercise day. The parties to this Plan have agreed to participate.

SECTION 3 – INCIDENT RESPONSE ORGANISATION

3.1 Introduction. This Section explains the responsibilities in responding to a spill in the harbour, the interface with other oil pollution plans and the internal alerting and call out procedures.

3.2 Responsibilities & Incident Control Arrangements. The responsibility for implementing this plan rests primarily with the THC Harbour Master, supported by the Port Manager, ABP. In the absence of the Harbour Master, the responsibility will pass to the person nominated by the THC Commissioners, supported by the Port Manager and/or the Operations Manager, ABP.

The Harbour Master will be responsible for overall control of the incident response and for the deployment and use of resources at the scene of the incident. In his absence, the person nominated by the THC Commissioners will be responsible, supported as necessary by the Port Manager and/or the Operations Manager, ABP.

3.3 Approval to Use Dispersants. There is no standing approval to use dispersants. Any use of dispersants must be approved by the MMO who will also provide guidance on the type of dispersant to be used.

3.4 Interface with Other Oil Pollution Plans. In the event of a spill that occurs in the harbour and is contained or remains within the limits of the harbour, only this plan will be implemented. Where oil from a spill in the harbour moves beyond the limits of the harbour, the TDC Coastal Oil Pollution Plan and possibly the plans of other organisations (such as the MCA and EA) may be implemented. **It has been agreed locally that, before TDC take any action to clean-up the Teign Estuary shoreline, consultation will take place between the DCC, TDC, NE and the EA.**

Where the incident is recognised to be a major spill, the National Contingency Plan (NCP) (MCA) and the plans of a variety of organisations would be implemented and a Shoreline Response Centre established.

3.5 Internal Alerting & Call Out Procedures. When a spill occurs, the following offices have alerting instructions:

- Harbour Office
- THC Port Manager's Office

A spill should be reported in the first instance to any of the above who will then ensure that the other is informed. When a spill is reported to either office, Call Out Procedures will be initiated.

A spill report will come from one of the following sources:

- MCA on Standard Pollution Report (CG77, POLREP) or by telephone in the first instance
- EA
- Police
- Member of the Public (Ask Observer of Incident to provide details as at the proforma in Part 2, Section 5 if possible)

The information must be passed immediately to the Harbour Master. The Harbour Master will check the details of the report and decide the appropriate level of response.

The Harbour Master will use the Action Sheets in this plan, as his guide in mounting a response to the spill. He will complete the tiered response action sheets and retain them as the record of his actions. This will enable him to call out local assistance or, in the event of a more serious spill, oil spill response contractors. In addition, he will log all other actions and decisions relating to the spill and the response in the Incident Log. He will use the Communications Matrix in this plan, to contact and inform the appropriate agencies.

The Harbour Office or the ABP Offices will be the Control Centre during the response to a spill.

3.6 Liaison Procedures with Other Agencies. Liaison is part of the response process. In the event of a harbour spill, the Harbour Master will establish appropriate liaison to include the following:

- MCA
- EA
- Harbour Users
- Resource Contractors
- NE (where the spill is likely to threaten local environmental sensitivities)
- MMO
- Licensed Contractors re Port Waste Management Plan
- IFCA D&S

When a major spill occurs, liaison will be established more widely, and, in addition to the above, will include:

- TDC
- DCC
- Other Emergency Services as required
- National Trust
- Heritage Coast Officer

SECTION 4 – RESPONSE STRATEGIES

4.1 Health & Safety

4.1.1 Introduction. It is essential to maintain an effective health and safety policy in regard to the response to harbour spills. This will be the responsibility of both THC and ABP through the Harbour Master and the Port Manager respectively.

For major spills threatening the harbour and the Teignbridge coastline, a health and safety strategy will be put in place with a Safety Adviser operating from the SRC, an Incident Safety Officer from the District Coordination Centre and Beach Managers ensuring that health and safety practices are implemented on the shoreline. For shoreline clean-up, the TDC Coastal Oil Pollution Plan details the arrangements and recommendations for the health and safety policy to be implemented in a major spill.

A good working knowledge of health and safety legislation and of the relevant extant MCA STOp Notes is advisable for all those involved in Shoreline Clean-up.

4.1.2 Policy. The Harbour Master and/or the Port Manager, ABP, will be responsible for ensuring that established health and safety practices in the event of a harbour spill are implemented. In mounting a response to an incident, an established safe system of work will be followed; all accidents and incidents will be logged by THC and ABP. Guidance on the use of equipment and materials should be strictly followed.

The Harbour Master is responsible for warning boat owners and harbour users of the presence of oil and the hazard posed by it. The responsibility for positioning any necessary signs rests with the Harbour Master and the Port Manager.

4.2 Oil Spills. The response to a major spill from seaward would be managed by an LRF and a variety of organisations would respond and advise. LRF with DCC & TDC would manage the shoreline clean-up operation locally and this plan would also be implemented if necessary. The basis of response to a spill of particular oils would be as follows:

Heavy Fuel Oil: Containment, manual and mechanical clearance;

Crude Oil: A spill of crude oil would not occur in the harbour. In the event of a crude oil spill threatening the harbour, the policy would be containment with manual and mechanical clearance.

Light Fuel Oil: This is unlikely to be contained. It will be dispersed physically by boats' propeller disturbance and wash and the washing down of harbour walls (ABP) and steps and slipways (TDC). THC and ABP have pressure washing facilities which could be utilized to perform this task.

It should be noted that in some cases the best option, having made a thorough assessment of the associated risks, might be to do nothing. Natural England will be able to provide advice.

Once Oil type is known obtain the Material Safety Data Sheet for the product; all are available through ABP or from the Internet

4.3 Disposal Plan. Licensed contractors that already have commercial arrangements with ABP and THC for dealing with oil and fuel waste will be used.

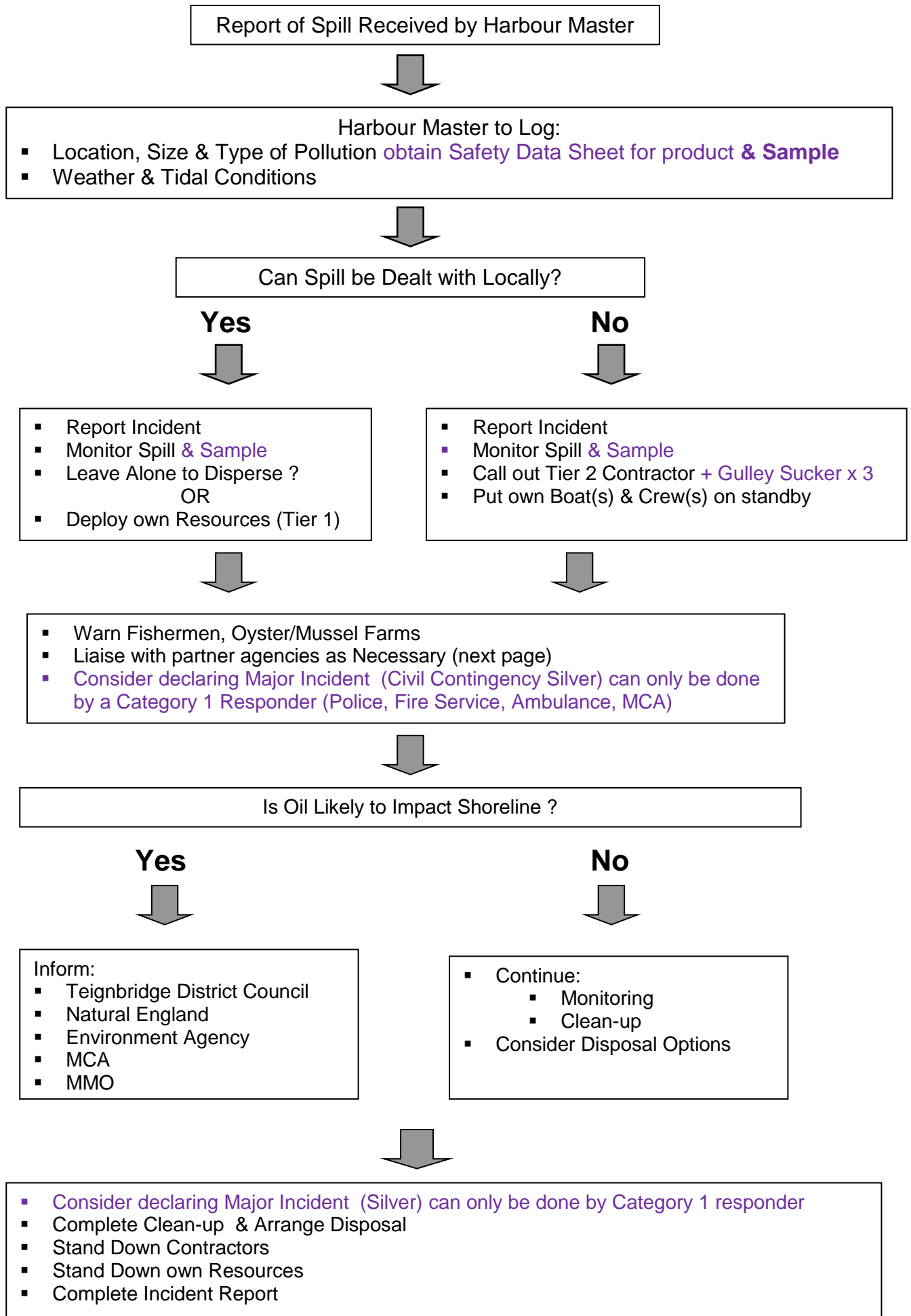
PART 2 - ACTIONS

SECTION 5 – ACTION SHEETS

5.1 Observer of Incident. The observer of an oil pollution incident in the harbour should call the Harbour Office and report what he/she has seen. The following details of the observer of the incident should be recorded:

NAME:	CONTACT NO.:
ADDRESS:	
DESCRIPTION OF INCIDENT (incl Date & Time):	
NAME OF POLLUTING VESSEL:	
ACTION TAKEN BY OBSERVER:	
REPORTED TO (incl Date & Time): <ul style="list-style-type: none">• HARBOUR OFFICE THC▪ HARBOUR MASTER THC▪ PORT MANAGER (or Operations Manager) ABP	
SIGNED:	DATE:

HARBOUR MASTER - DECISION FLOW DIAGRAM



HARBOUR MASTER – ACTION CHECK LISTS

5.2 Harbour Master – General

INCIDENT		ADDITIONAL DETAILS	DAY	DATE & TIME
HARBOUR MASTER RESPONSIBILITIES: <ul style="list-style-type: none"> ▪ To assume initial responsibility for spill response ▪ To carry out initial response call-outs and notifications ▪ To direct personnel and resources as required by the nature of the incident 				
RESPONSE ACTIONS		ADDITIONAL INFORMATION	COMPLETED/NOTES	
1	Receive notification of the incident	1.Log information on POLREP		
2	Record movement of oil since initial observation			
3	Open Incident log (Annex A) to record events, actions & costs			
4	Report incident to: <ul style="list-style-type: none"> • Other party to this Plan • MCA • EA • Emergency Services Police, Fire, Ambulance 	ABP Marine Advisor		
5	Liaise as necessary: <ul style="list-style-type: none"> • NE • TDC • MMO 			
6	Find Source and Ensure measures are taken to stop/contain the spillage, if possible			
7	If oil is likely to spread beyond harbour limits Inform MCA, MMO,DCC & TDC			
8	Ensure precautions have been taken to provide for the safety of all personnel with access to the affected area			
9	Establish level of incident Decide appropriate level of response: <ul style="list-style-type: none"> • Tier 1 • Tier 2 • Tier 3 Follow appropriate action list	Ensure that leaving the oil to degrade naturally with or without agitation is considered Mobilise oil spill response resources appropriate to the level of incident, including manpower		
10	During removal and/or clean-up of oil, every attention to be paid to relevant health & safety regulations and safe working practices See also any extant MCA STOp Note			

ACTION LIST - TIER 1 SPILL

RESPONSE ACTIONS	ADDITIONAL INFORMATION	COMPLETED/NOTES
1.1	<ul style="list-style-type: none"> • Send Pollution Report (POLREP) • “Teign C” and/or other Harbour Commission boats & crews(s) – call out • Deploy Tier 1 resources to deal with pollution • Hose down steps & slipways as advised 	
1.2	<p>Monitor incident Ensure regular reports on clean-up operation</p>	
1.3	<p>Maintain log of events, actions & costs</p>	
1.4	<p>Consider areas likely to be affected by pollution</p> <ul style="list-style-type: none"> • Fishermen • Mooring Holders • Oyster/Mussel Beds • Stakeholders <p>Issue warnings</p>	
1.5	<p>Consider likelihood of spill escalating to Tier 2. If likely, follow Action List – Tier 2 Spill below</p>	
1.6	<p>Stand down staff when incident over. Log end of incident</p>	
1.7	<p>Ensure samples of spilt oil are taken, if possible Follow procedures in any extant MCA STOp Note</p>	

ACTION LIST - TIER 2 SPILL

RESPONSE ACTIONS	ADDITIONAL INFORMATION	COMPLETED/NOTES
2.1 <ul style="list-style-type: none"> • Send Pollution Report (POLREP) • Contact ABP/THC Tier 2 Responder • ORDER Gulley Suckers • Agree first response level ABP Port Manager or Ops Manager will work with Harbour Master to ensure Action List is followed and proper liaison with Tier 2 responder (policy agreed between parties to this Plan)		
2.2	“Teign C” and/or other Harbour Commission boats & crew(s) - call out to assist Tier 2 response contractor	
2.3	Maintain Incident Log (Annex A) Events, actions & costs	
2.4	Consider other areas likely to be affected <ul style="list-style-type: none"> • Fishermen • Mooring Holders • Oyster/Mussel Beds • Stakeholders Issue warnings	
2.5	On arrival of contractor, brief supervisor: <ul style="list-style-type: none"> • Incident • Action already taken • Assistance available 	
2.6	Maintain communication with Tier 2 Response supervisor throughout incident	
2.7	Ensure samples of spilt oil are taken, if possible Follow procedures in any extant MCA STOp Note	
2.8	Stand down staff when incident over pass to Recovery Co-ord Group	
2.9	Log end of incident	

ACTION LIST - AFTER TIER 1 or 2 INCIDENT

FURTHER ACTIONS		ADDITIONAL INFORMATION	COMPLETED/NOTES
1	Stand down response team when clean-up has been completed hand over to LRF Recovery Co-ordination Group		
2	Inform other party to this plan: <ul style="list-style-type: none"> • Harbour Master • Port Manager Report on spill & action taken (to include costs incurred)		
3	Inform MCA		
4	<ul style="list-style-type: none"> • Review actions taken by all parties • Consider effectiveness of call out procedures & deployment of resources • Consider whether changes to plan or to response procedures are necessary 	If yes, liaise with other parties concerned. <i>Recommend changes</i>	
5	Post Exercise/Incident Report		Reference 2 Annex J

ACTION LIST - TIER 3 SPILL

RESPONSE ACTIONS	ADDITIONAL INFORMATION	COMPLETED/NOTES
<p>The result of the risk assessment process in regard to a Tier 3 spill was that such a spill would not occur in the Harbour. There are no ships using the Harbour sufficiently large to cause a Tier 3 spill.</p> <p>It was assessed that the Harbour would only be affected by a Tier 3 spill where such an incident were to occur at sea and oil were to enter the Harbour from seaward. The parties to this plan would only be involved in the response to a Tier 3 spill as part of a multi-agency response.</p>		
3.1	<p>Consult with:</p> <ul style="list-style-type: none"> • MCA • MMO • TDC • DCC <p>Through LRF at County Hall, Exeter, as appropriate**</p> <p>Note 1: **For a spill in this area, County Hall, Exeter, is the most likely location for the LRF</p> <p>Note 2: When a Tier 3 spill occurs, the MCA will mobilise its resources in response.</p> <p>Where it is necessary to establish a Salvage Control Unit (SCU) and/or a Marine Response Centre (MRC), it is recognised locally that this will be located at the nearest MRSC.</p>	<p>Action to combat a Tier 3 spill will be coordinated by Shoreline Response Centre (SRC) (strategic level) & District Council (tactical & operational level)</p> <p>No action before Consultation</p> <p>At SCU will be:</p> <ul style="list-style-type: none"> ▪ SOSREP ▪ PCPSO ▪ Salvage Company ▪ Representative of shipowner/insurers ▪ Environmental Liaison Officer <p>(see also NCP)</p>
3.2	<p>THC & ABP resources may be required as part of the response to a major spill</p>	

SECTION 6 – COMMUNICATIONS

6.1 Reporting Matrix

ORGANISATION TO BE NOTIFIED	METHOD	REMARKS
MCA and other Emergency Services Police, Fire Service, Ambulance Service	Telephone e-mail	Incident report POLREP in Standard Pollution Report (CG77) format confirm details by e-mail
“Other Party” (ie THC or ABP)	Telephone	Inform other party to this Plan of incident, measures being taken, who is co-coordinating response & assistance required
Teignbridge District Council & Devon County Council	Telephone e-mail	Contact Emergency Planning Officer if oil is likely to contaminate shoreline inside and outside harbour area and pass a copy of MCA Report
Tier 2 Oil Spill Responder	Telephone	Follow call out procedure
Environment Agency	Telephone, e-mail	Contact if spill has originated from land based source. Confirm by e-mail. May be able to provide resources, pass copy of MCA Report
MMO	Telephone, e-mail	Pass a copy of MCA report by e-mail and for approval to use dispersants
Natural England	Telephone, e-mail	Pass copy of MCA report by e-mail; contact direct if spill exceeds 1 tonne
IFCA D&S	Telephone, e-mail	Pass copy of MCA report by e-mail
Harbour Users, Fishermen, Shell Fisheries	Telephone, e-mail, website, VHF Radio	Contact as necessary

6.2 Communications Plan. This paragraph describes the methods of communication to be used in responding to a spill. In a Tier 1 and Tier 2 response, the Harbour Master or the Port Manager, ABP will be the focus of the communications systems. In a Tier response, the Harbour Master and the Port Manager, ABP will work closely with the District Council Beach Manager in whose area of responsibility Teignmouth Harbour is located. In a major spill (Tier 3), communications are managed by the Beach Manager (see Teignbridge District Council Shoreline Pollution Response Plan).

- For notification & reporting, the most convenient and effective means of communication are to be used (phone, fax, mobile, e-mail)
- For communication between the Harbour Master and ships and boats, the Harbour Master will use VHF Radio Channel 12
- Communication between the Harbour Master and resource contractors will be by the most effective means available (mobile, text, landline, e-mail, VHF Radio)
- After the incident, all suggestions for improvement of response and communication should be passed as soon as possible to the Harbour Master. He will ensure that all parties are notified of changes

6.3 Information for Tier 2 Response Contractor. Following call out of the Tier 2 Response Contractor (T2RC), the T2RC Duty Manager will contact the Harbour Master or ABP and request as much of the following information as possible. A completed copy of this sheet should be retained as part of the record of the incident.

INFORMATION REQUESTED	DETAILS
1. Name of client's nominated call out authority. This is to be confirmed by e-mail	
2. Location of spill (latitude & longitude). Is spill on the water or on land?	
3. Time of spill (UT/GMT & local time)	
4. Source of spillage	
5. Quantity (if known) or estimated quantity	
6. Oil type & characteristics (if known)	
7. Weather conditions: <ul style="list-style-type: none"> ▪ Wind velocity ▪ Sea state ▪ Temperature ▪ Tidal conditions ▪ Precipitation ▪ Ground conditions on shore ▪ Weather forecast 	
8. Resources at risk; As much information as is practical should be given	
9. Clean-up resources available on site or others ordered [with ETA]	
10. Accessibility to spill site; distance to nearest metalled road; any local disruption to road transport	
11. Facilities available, location of secure storage for equipment	
12. Vessel available for equipment deployment, storage of recovered oil	
13. Location of Command Centre: Harbour Master's Office or ABP Teignmouth Quay Offices	
14. Name of On Scene Commander & designated contact[s] and/or deputies	
15. Requirement for Gulley Suckers?	

SECTION 7 - SITE SPECIFIC RESPONSE INFORMATION

7.1 **Teign Estuary – Ecological Description.** The Estuary has a range of habitat types, including vulnerable saltmarsh habitats, sheltered tidal flats and exposed rocky coasts, the latter occurring at the mouth of the Estuary. There are also extensive areas of shingle, mainly in the lower Estuary where they are typically mixed with either mud or sand or both.

7.2 **Amenity Beaches.** The main season is from 01 May to 30 September. The amenity beaches in the Estuary are:

- River/Back Beach
- Shaldon Beach

The amenity beaches at the mouth of the estuary are:

- Teignmouth Town Beach
- Ness Cove Beach

7.3 **Conservation Status.** There are no designated conservation areas within the Teign Estuary.

7.4 Ecological Value

Waterfowl Locally important for waders & wildfowl over-wintering and on passage (main season – October to March). Species present include oystercatcher, redshank, dunlin, red-breasted merganser, various duck, swan, egret and heron. Main feeding grounds include the Salty & Hackney Marshes.

Seabirds Small numbers of shag, cormorant & various gull present around entrance to Estuary throughout the year and tern seasonally

Marine Conservation Importance. No recognised sites

Botanical Conservation Importance. No recognised sites

Geological Conservation Importance. Luxton Steps, Bishopsteignton, is a regionally important geological site

Fish Nursery Area. There is an important bass nursery area in the Estuary. Bass are protected from capture from 1 May to 31 October. The same area of the Estuary is also used as a nursery area by sole and plaice from April to December

Fisheries. There is commercial licensed fishing for salmon and sea trout. There is also farming of cultivated oysters and mussels in the Estuary and crab tiles along the north and south bank foreshores.

7.5 **Oil Spill Clean-up Policy.** In most of the Teign Estuary oil would be left to degrade naturally. In the event of a harbour spill, predominately diesel, every reasonable effort will be made to contain and recover the oil. Boats would be used to agitate oil that could not be contained. Diesel oil would not be cleaned from amenity beaches, from saltmarsh or tidal flat areas.

Pressure washing of harbour walls, steps and slipways will be undertaken as necessary. This is particularly important in regard to public safety.

In the event of a Tier 3 spill of heavy or crude oil, **LRF will be activated** and amenity beaches will be cleaned in accordance with the coastal schedules in the Teignbridge District Council Plan. Oil stranded on intertidal areas will generally be left to degrade naturally.

SECTION 8 – REPORT FORMS AND CHECK LISTS

8.1 STANDARD POLLUTION REPORT (CG 77 or POLREP)

Send to: solent-cg@hmcg.gov.uk

NOTE: This format to be used to report all spills to MCA, Columns A & B only

Part 1 - Information which should be provided in an initial Pollution Report

A REF	B REPORT	C DETAILS TO BE REPORTED
A		CLASSIFICATION of report: Doubtful, Probable or Confirmed
B		DATE & TIME pollution observed/reported, & identity of observer/reporter
C		POSITION & EXTENT of pollution By latitude & longitude or range & bearing from some prominent landmark & estimated amount of pollution, eg size of polluted area; number of tonnes of oil spilled; or number of containers, drums etc lost. When appropriate, give position of observer relative to pollution
D		TIDE & WIND - Speed & Direction
E		WEATHER Conditions & SEA State
F		CHARACTERISTICS of pollution Give type of pollution, eg oil, crude or otherwise; packaged or bulk chemicals; or garbage. For chemicals, give proper name or United Nations Number, if known. For all, give also appearance, eg liquid, floating solid, liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; visible vapour, etc.
G		SOURCE & CAUSE of pollution eg, from vessel or other undertaking. If from vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description. Where possible, give name, type, size, nationality & Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed & destination, if known

A REF	B REPORT	C DETAILS TO BE REPORTED
H		Details of VESSELS IN THE AREA. To be given if the polluter cannot be identified & the spill is considered to be of recent origin
J		Whether PHOTOGRAPHS have been taken, and/or SAMPLES for analysis
K		REMEDIAL ACTION taken, or intended, to deal with spillage
L		FORECAST of likely effect of pollution e.g. arrival on beach, with estimated timing
M		NAMES of those informed other than addressees
N		Any OTHER relevant information e.g. names of other witnesses, references to other instances of pollution pointing to source)

Supplementary Information to be provided later

(This section may be disregarded when POLREPS are for UK internal distribution only)

A REF	B REPORT	C DETAILS TO BE REPORTED
O		RESULTS of SAMPLE analysis
P		RESULTS of PHOTOGRAPHIC analysis
Q		RESULTS of SUPPLEMENTARY ENQUIRIES (eg, inspection by Surveyors, statements from ship's personnel etc, if applicable)
R		RESULTS of MATHEMATICAL MODELS

8.2. **Use of Dispersants:** At present there is no standing approval for the use of dispersants. If the use of dispersants is deemed necessary in the event of a spill, permission will be sought from MMO. MMO's advice will also be sought regarding the most suitable dispersant(s) to use in the circumstances.

Use of Dispersant Form, only to be used if authorised by MMO:

INCIDENT:	DATE:	TIME:
PERMISSION TO USE DISPERSANTS		
Obtained from		
Date & Time		
Type of Dispersant Permitted		
Quantity		
DISPERSANT USED		
Start of Dispersant Use	DATE:	TIME:
Where		
How Much Used		
How Much Remaining		
Effectiveness of Dispersant		
Names of Personnel Using Dispersant		
End of Dispersant Use	DATE:	TIME:
Where Remains Returned/ Disposed of		
Final Report to MMO on Dispersant Use		
Harbour Master Signature Date & Time	SIGNATURE:	
	DATE:	TIME:

SECTION 9: PRESS & PUBLIC INFORMATION

9.1 PROFORMA PRESS STATEMENT The following pro forma press statement should be completed and issued to the press/media in the name of THC and ABP subject to approval with ABP Corporate Communications Office.

THC & ABP are committed through this Plan to providing succinct and factual information for the media at the earliest possible opportunity and would seek to update that information with the action taken and results obtained.

The media briefing area locally will be the boardroom at the THC Harbour Office at Old Quay House, Old Quay, Teignmouth, TQ14 8ES;

ABP will liaise with and inform ABP Corporate Communications Office, 150 Holborn, London, EC1N 2LR; Any statement linked with ABP would need approval before release to the media.

Where there is a multi-agency response to a spill, THC & ABP will liaise with other agencies regarding media briefings and will produce a statement which is to be passed to the press and copied to all agencies involved and the Port Manager, Teignmouth Quay Company, the THC Harbour Master and the Maritime & Coastguard Agency.

PRESS STATEMENT

OIL SPILL IN TEIGNMOUTH HARBOUR

An oil spill occurred in Teignmouth Harbour at(time) on(day/date).

The oil was(type of oil) and is thought/is known to have come from..... (source of spill).

The spill was reported to the Maritime & Coastguard Agency.

*The oil was left to degrade naturally in accordance with the advice of Natural England.

*The Harbour Oil Pollution Plan was implemented and actions were coordinated to *contain/
*clean-up the oil.

*Some oil has spread to the neighbouring shoreline, requiring further attention by Teignbridge District Council and/or the Environment Agency.

*The clean-up operation was successful and no oil spread to the neighbouring shoreline

Contact for media interest/queries:

Issued by:

Date:

(* delete as appropriate)

PART 3 - INFORMATION

SECTION 10: CONTACT DIRECTORY

	Tel No.	Mobile
THC		
Harbour Office	01626 773165	07775 445816
Harbour Master 24/7/365		07796 178456
ABP Teignmouth Quays		
Office	01626 774044	
Port Manager	01626 774044	07860 360444
Operations Manager	01626 774044	07713 877822
ABP Marine Advisor	01472 246231	
Tier 2 Responder	See Annex C	0800 592 827
Emergency Services	999	
Police:Devon&Cornwall HQ	101 (24hr switchboard)	101 @devonandcornwall.pnn.police.uk
Fire & Rescue Control (Clyst St George)	01392 872225 admintorquay@dsfire.gov.uk 01392 872288 (office hours)	
Ambulance Control	0845 6014 622 (24 hr)	
MCA Solent (HMCG)	02392 552 100 solent-cg@mcga.gov.uk	
Devon County Council		
Duty Emergency Officer	07699 734637 (24hr pager)	
Highways Operation Control Centre	01392 380380 (24hr)	hocc@devon.gov.uk
Teignbridge District Council		
Emergency Planning	01626 361101 (24hr)	
Marine Management Organisation	www.marinemanagement.org.uk	
MMO Spill Emergency Line	0300 200 2024	
MMO 24 Hr Duty Officer	07770 997 825	
DEFRA Duty Room:	0845 0518486 (use if no answer at MMO numbers)	
Environment Agency		
Incident reports	0800 80 70 60	
Natural England	Marine.Incidents@naturalengland.org.uk	
Incident Response Advice	0300 060 1200 (24hr)	
Pike Ward Ltd		
Office	01626 772311	01626 770218
'Teign C' Crew		
Skipper	01626 773165	07798 647826
Teignmouth Pilots		
Pilot Boat		07770 841453
Harbour Patrol		07796 178456
Teignmouth Maritime Services (TMS)		
Office	01626 866066 01626 778855	07970 287856 07970 287864
		01626 864288
Teign Diving Centre		
Office	01626 773965	07971 293011
SOSREP (via MCA HMCG)		

SECTION 11: RESOURCES DIRECTORY

11.1. Resources This Resources Directory contains details as follows:

- **Tier 1 Resources** held by THC and the ABP
- **Tier 2 Resources** available on contract to TTHC and ABP, see Annex C
- **Tier 3 Resources** held by other organisations that may be available in the event of a spill in the harbour (MCA, EA)

11.2. Tier 1 Resources

RESOURCES HELD	RECORD OF USE
<p>TIER 1</p> <p>Located at Harbour Master's Store, New Quay, Teignmouth and in Stores at ABP Teignmouth Quays</p> <p>Light Oil Clean-up Kit sufficient for spill of up to 200 litres including Oil Absorbent Pads, Pillows and Socks, Light Oil Skirts, Light Oil Sweeping Roll, Waste Bags</p> <p>Dry Cargo for emergency absorption usage</p> <p>Power Washing Equipment</p> <p>Shovels</p> <p>Brushes</p> <p>PPE</p> <p>All Harbour Commission boats available with crews for deployment of resources</p>	

11.3. Tier 2 Resources. See List of Tier 2 Responder Resources held at Annex C.

11.4. Tier 3 Resources. The response to a major spill affecting the Teignbridge and Teignmouth Harbour shoreline will be multi-agency in accordance with the National Contingency Plan and the County Council and District Council Oil Pollution Plans. Resources for clean-up will be obtained from a wide variety of sources, including other UK Oil Response Contractors, **all will be co-ordinated by the LRF**. Harbour resources will be used for clean-up within the harbour as appropriate.

11.5. Resources Held by Other Organisations. A substantial amount of equipment is held centrally and accessed through MCA and the EA.

11.6 Scientific, Technical & Operational advice notes (SToP Notes)

From Lisa McAuliffe **Counter Pollution & Salvage Officer (Wales and West)**
Email: lisa.mcauliffe@mcga.gov.uk **Direct Line:** +44 (0) 2038 172480 **Mobile:** +44 (0) 7771 670581
Contact Address: Spring Place, 105 Commercial Road, Southampton, Hampshire, SO15 1EG

I've recently received some questions surrounding the current status of the SToP Notices so thought I would provide some clarity on this to you all.

The link provided below will (should) take you to the relevant page within the .Gov.uk website where all the current SToP Notices are now kept. If you type into 'Google' the SToP Notice you are looking for it is highly likely it will show up historic versions of these Notices.

I appreciate that if you put SToP Notices into the Gov.uk website it may not bring them up either. Therefore the best advice at the moment is to use the link below.

You may also notice that the SToP Notice 04/2001 on Sampling has been removed from the website. I have checked with Neil Chapman who is content with you still referring to the original Sampling Notice (attached). Once it has been reviewed it will be released back on to the website.

Apologies for any confusion surrounding this. Please let me know if you have any further problems accessing these Notices.

<https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

STOp4-2001 Advice to Local Authorities on the Collection and Handling of Oil Samples

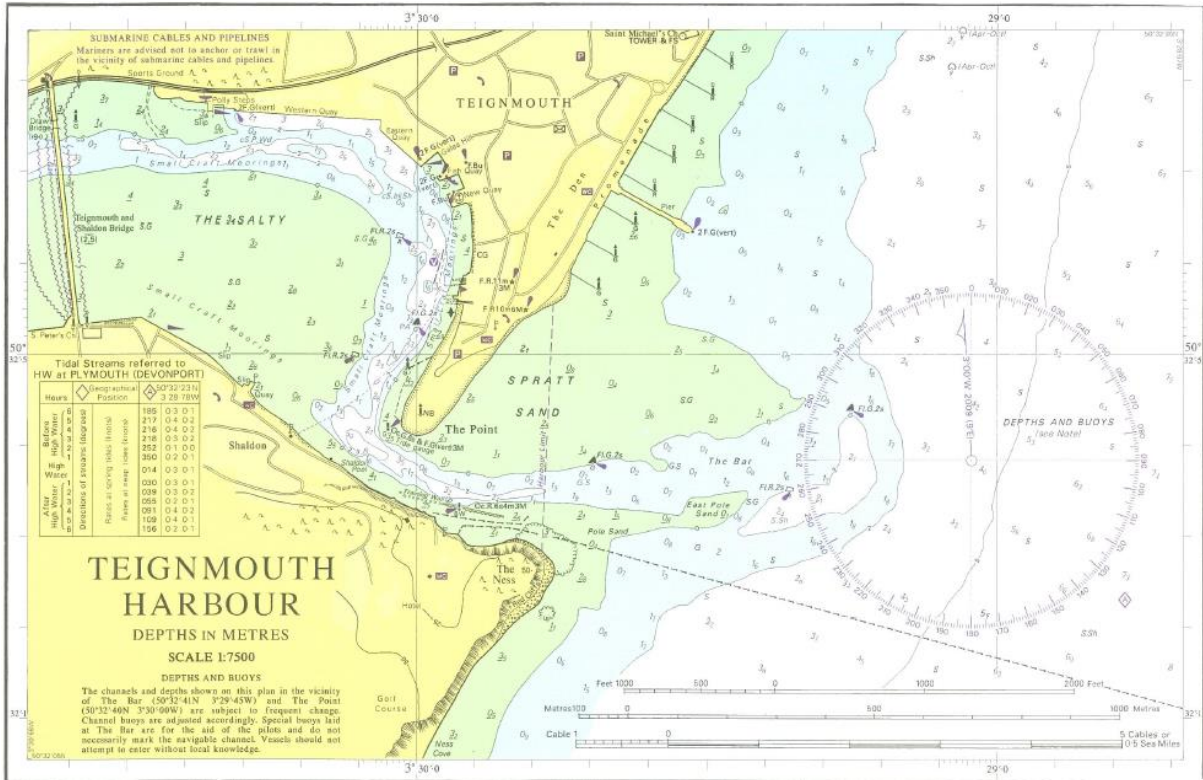
STOp4-2009 Guidelines for the Preparation of Coastal and Estuarine Booming Plans

STOp1-2016 Response and Recovery to a marine Pollution Incident Impacting the UK Shoreline

STOp2-2016 Maritime Pollution Response in the UK

STOp3-2016 Waste Management Guidance Following a Maritime Pollution Incident in the UK

ANNEX B – UKHO CHART 26 - TEIGNMOUTH HARBOUR



ANNEX C – TIER 2 CONTRACOR INFORMATION

All held by ABP and THC Locally

Including:

Contracts

Standing Instructions for Regional (Tier 2) Spill Response Services

Service Level Certificates and Agreements

Marine Response Capability Statement

Emergency Marine Response Schedule of Charges

Standard Terms and Conditions