



SOUTHWOLD HARBOUR EMERGENCY PLAN DRAFT



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Document Owner

Harbour Master

The Harbour Master is responsible for maintenance and review of the plan.

Distribution

Duty Holder

Harbour Master

Designated Person

Joint Emergency Planning Unit.

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1.Introduction

References in the plan to organisations, authorities and particularly the emergency services are of necessity, generic.

Aim of Southwold Harbour Emergency plan:

The aim of this emergency plan is, in the event of an incident within the limits of the harbour's geographical areas of responsibility, to specify means for raising the alarm, warning the public, summoning assistance, and co-ordinate the activities necessary in safeguarding life and preventing damage to property and the environment.

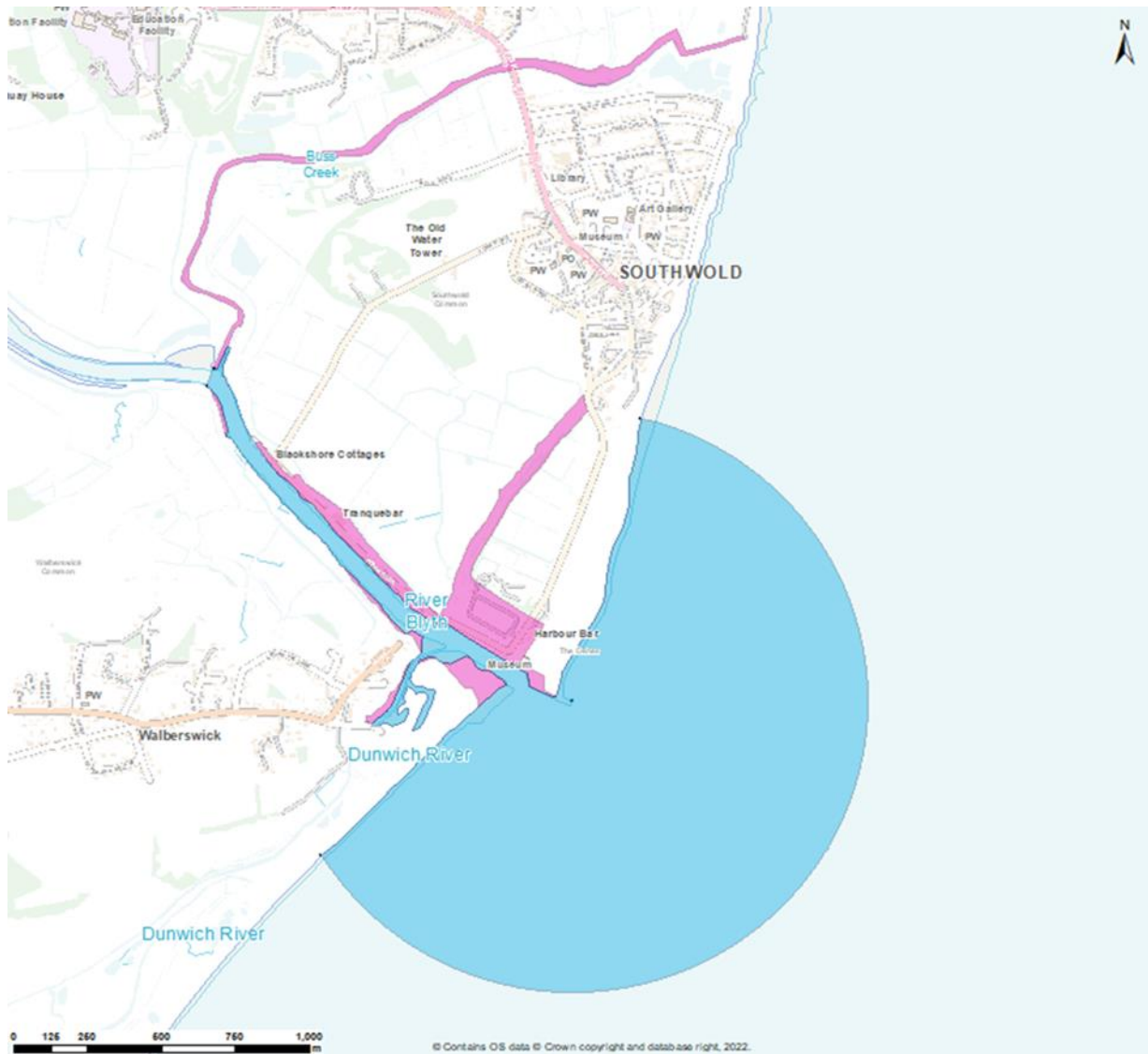


Figure 1 Southwold harbour limits

There is a statutory requirement to prepare an Emergency Plan under “The Dangerous Goods in Harbour Areas Regulations (DGHR) viz.:

“10.— (1) A harbour authority must have in place an effective emergency plan, before dangerous goods are permitted into the harbour area, for dealing with emergencies which may arise and which involve, affect or could affect dangerous goods that are brought into or are handled in the harbour area.”

2. Civil Contingencies Act (CCA) 2004

Southwold Harbour, as a Harbour Authority is a Category 2 responder in the Civil Contingencies Act 2004 and as such will, if a situation demands, comply with guidance issued by a Minister of the Crown. Reference to the Act is made, as applicable, within this Emergency Plan

To deal effectively with incidents there needs to be close co-operation between **Southwold Harbour**, its **tenants** and **facility users, the Emergency services, East Suffolk Council, and other agencies**. A “multi-agency “response to an incident, where shared knowledge and resources are brought together, is a fundamental principle of what is now known as Integrated Emergency Management (IEM).

I.E.M. is an approach to preventing and managing emergencies. Its aim is to allow greater resilience when an emergency arises. There is a need for emergency plans within an organisation to dovetail with that of other agencies including the Emergency services, and need to consider six main activities:

Anticipation, Assessment, Prevention, Preparation, Response and Recovery. This plan has been written with due regard to the provisions of IEM.

3.Priorities of Southwold Harbour’s Emergency Plan:

Safeguarding of life.

Protection of property and the environment.

Rehabilitation of the area.

4. Summary

Southwold Harbour's Emergency Plan provides guidance to employees, tenants, contractors, and persons on board boats alongside and at anchor about what to do if an incident should occur in the Harbour. In accordance with the plan, all calls about the incident, other than those made directly to the emergency services, should be routed through the Harbour Master or Deputy Harbour Master when on duty.

They will alert other managers and a decision will be taken on the appropriate scale of response, which may include the attendance at a location close to the incident of a Site Incident Officer.

Once assigned and on-site Southwold Harbour's response to the incident will be managed by the Site Incident Officer.

Response in Summary

The Emergency Plan details the stages through which a response will be expected to progress in the event of an incident at **Southwold Harbour**.

In summary the response, in its simplest form, becomes:

- 1. Raise the Alarm by calling the Emergency Services.**
- 2. Warn the public and other Harbour users.**
- 3. Assist the Emergency Services as required.**
- 4. Maintain a written record of involvement.**

5. Incidents

All organisations are confronted with incidents of various types, very rarely will these take the form that would constitute them being defined as a major incident as defined by the Emergency service and Suffolk Resilience Forum. Usually, these incidents can be resolved using the organisation's own resources or, after having sought the assistance of one or more of the emergency services.

6. Incident Response

Depending on the nature of the incident involved, all or any of the following kinds of response will be required:

Raising the alarm - alerting essential services.

Warning the public and other harbour users

Establishing an emergency operational control.

Provide information and support to emergency units.

Control of vessel movements, the closure of the Harbour and the movement of vessels in danger.

Co-operation with emergency services as required including:

Safeguarding shore personnel and property if safe to do so.

Provision of transport facilities by water.

Securing assets for accident investigation by MAIB. (Maritime Accident Investigation Branch)

7. Raising the Alarm

Should an incident occur, the following action should be taken by:

**Harbour Employees, Port Tenants, Port Users Vessel Owners /
Skippers, and Contractors working in the harbour:**

Immediately contact the appropriate Emergency Services (Dial 999) giving the following details:

- Caller's Name
- Place
- Type of Incident
- Main Hazard (toxic vapour/fumes/fire/dangerous substances/weather/wind conditions/ etc.)
- Casualties (if any)

Then inform: Harbour Master by Mobile or VHF channel 12 giving the same information:

The Skipper or his representative on board a vessel not alongside but working within the harbour limits and/or harbour approaches should:

Contact HM Coastguard giving details of:

- Ship's Name
- Location
- Number of persons onboard
- Type of Incident
- Main Hazard (toxic vapour/fumes/fire/dangerous substances/weather/wind conditions/ etc.)
- Casualties (if any)

Then contact:

The Harbour Master

By Mobile or VHF Channel 12 during working hours giving the same information.

If safe to do so, evacuate the vessel's crew and passengers to a safe area.

8. Alerting procedure.

On receipt of notification of an incident while on duty The Harbour Master will respond in the following manner:

Commence a log of events and establish if the caller has contacted the emergency services.

If such calls have not been made the Harbour Master will:

Immediately contact the Emergency Services (999) giving the following details

- Caller's Name (Southwold Harbour)
- Place/Location of Incident
- Type of Incident
- Main Hazard (toxic vapour/fumes/fire/dangerous substances/weather/wind conditions/ etc.)
- Number of Casualties (if any)

Then Inform the Health and Safety Manager and Head of Operations

9. Southwold Harbour's Response and Scene Management

In many cases all that will be required is a local, wholly contained, response by Harbour staff or by a tenant with minimum involvement of the emergency services. If, however, the scale of the incident requires a significant commitment of resources by the emergency services **Southwold Harbour's** response must be escalated accordingly.

Authorisation to activate an ESC response.

The decision to escalate a local response to a higher level of involvement by ESC's management team will be a matter of judgement after discussion with **Head of Operations and Health and Safety Manager**

Recording the decision to activate ESC higher-level response.

Once the decision has been taken to initiate a higher level of involvement by ESC the Harbour Master must make a formal record of the time of the decision and the names of the managers involved in making the decision.

Activation response

Once the Emergency Plan is activated formally the Site Incident Officer will determine the scale of ESC's response.

Site Incident Officer: In the first instance if on duty The Harbour Master or the Deputy Harbour Master will assume the role of Site Incident Officer, until relieved.

Emergency Service Forward Control:

The Site Incident Officer will assist the Emergency Service in establishing a Forward Control point, at the harbour, (which may be the most appropriate Harbour access.)

At a later stage the location will be determined by the Emergency Services.

The Site Incident Officer will attend the Emergency Services Forward Control Point and assist by:

- Co-ordinating with the Senior Emergency Services Officer present.
- Informing the Senior Emergency Services Officer of other potential hazards.
- Maintaining a log of events.

Emergency Control Rooms

The Emergency Control room could be at the Harbour Master's office or RNLI Building.

Evacuation Assembly Points

To be nominated by the Site Incident Officer and Police at the time of the incident.

Recovery Vessel Landing Sites

Vessels may land casualties at the visitor/ fishing vessel moorings or another appropriate berth subject to prevailing conditions to meet up with Ambulance crews.

Casualty Holding Station

In consultation with **Southwold Harbour**– Casualty Holding Stations may be established in any convenient building near to the incident site. This building will be designated to hold casualties after triage who do not require priority Ambulance evacuation.

10. Control Responsibilities

Control of Fire Fighting & Rescue Operations:

The Senior Fire Officer present will control firefighting and rescue operations, both on Shore and on vessels. He will consult the Harbour Master and vessel Master with respect to stability.

Control of Toxic Vapour Release

In the unlikely event that the incident involves or is likely to involve a release of toxic vapour, the Site Incident Officer in conjunction with the Senior Fire Officer will assess the wind direction, speed and volume of toxic fumes and assist accordingly in the Evacuation of part or all of the areas.

HM Coastguard CGOC Humber to be informed to enable them to advise vessels in the vicinity.

Information on chemical hazards can be obtained through the Fire and Rescue Service or Police using the CHEMET link with the Meteorological Office.

Control of vessel Movements:

Control of vessel movements within the harbour will be the responsibility of the Harbour Master or his deputy if on duty.

Control of Fire-Water Run-Off

In major firefighting situations near quay edges, adjacent to drains or on a vessel consideration must be given to minimising firewater and fire-fighting foam run-off into harbour waters. Some firefighting foams and fire water run-off can be polluting, depending on what caused the fire e.g., chemicals or other materials carried in the runoff.

Where it is practical and safe to do so, containment or water re-cycling measures must be considered to reduce such run-off from fire-fighting operations. Diversion of firewater away from surface-water drains to those connected to mains-sewerage systems is always the best option where the run-off cannot be held on-site.

It is appreciated that such drainage is limited in Southwold Harbour

The senior Fire Officer should be consulted by the Site Incident Officer if appointed as to the most appropriate means to reduce potential pollution.

Any decisions reached and their supporting reasons should be logged for post-event analysis.

11. Media Enquiries:

Media enquiries should be referred to
communications@eastsoffolk.gov.uk

12. Major Incidents

As described in the Civil Contingencies Act 2004 the characteristics that could constitute a Major Incident are: -

A serious disruption of life, which causes or threatens:

- (a) Death or injury to numbers of people
- (b) Extensive damage to property; or,
- (c) Contamination of the environment.

On a scale beyond the capacity of the services of the public operating under normal conditions and requiring the special mobilisation and organisation of those services.

Traditionally a Major Incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services for:

- a) The rescue and transport of a large number of casualties.
- b) The involvement either directly or indirectly of large numbers of people.
- c) The handling of a large number of enquiries likely to be generated both from the public and the news media usually to the Police.

d) Any incident that requires the large-scale combined resources of the three emergency services.

e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

13. Declaration of a Major Incident

Any officer of one of the emergency services, who considers that any of the criteria outlined in the definitions above have been satisfied, may declare a Major Incident.

Southwold Harbour although unlikely may also declare a Major Incident on their own premises.

Even though what is considered to be a major incident to one of the emergency services may not be so to another, each emergency service will attend with an appropriate pre-determined response. This is an established procedural standing order, even if they are to be employed in a stand-by capacity and not directly involved in the incident.

If any one emergency service activates its major incident plan, then it may be necessary for the others to start to activate their own plans to facilitate effective liaison.

14. Nomination of East Suffolk Council personnel to attend Command and Control

If a major incident is declared Southwold Harbour (East Suffolk Council) will nominate representatives to attend, as appropriate, the Command-and-Control centres established by the emergency services under Integrated Emergency Management.

15. Investigation and Rehabilitation

Incident Investigation:

All major incidents occurring in the harbour must initially be considered as crime scenes until established otherwise. Following receipt of clearance from the Police, a Major Incident Investigation Team, the members of which will be appointed by **ESC Head of Operations after discussion with the Health Safety Manager**, will investigate the incident. Depending upon the nature of the incident, the involvement of MAIB officers may also be necessary, they may take over the investigating role from the Police.

Rehabilitation of the Area:

The decision to return to the incident area will be undertaken by the Site Incident Officer after consultation with the **Head of Operations and Health and Safety Manager**, Senior Police Officer, Senior Fire Officers and, if necessary, the Environment Agency, the Health and Safety Executive and other appropriate authority or organisation.

16. Exercises

Exercises are regarded as an integral part of the training and emergency planning process.

A tabletop exercise and practical exercises involving emergency service personnel, will be held on a regular basis with the emergency services if available.

17. Review

East Suffolk Council will review the Emergency Plan on an **annual basis, after each training exercise or after each incident.**

All revisions will consider experience gained from exercises and changes in risk or legislation.

18. Emergency services, and environment agency - areas of responsibility in the event of a major incident at Southwold Harbour.

In the event of a major incident the emergency services will respond appropriately in accordance with the following procedures:

H.M. Coastguard

The Maritime and Coastguard Agency (MCA) is an Executive Agency for the Department for Transport (DfT) and is responsible for implementing the Government's maritime safety policy throughout the UK. This includes co-ordinating search and rescue at sea through Her Majesty's Coastguard.

HM Coastguard has a statutory duty under the Coastguard Act 1925 to be responsible for the initiation and co-ordination of civil maritime search and rescue within the United Kingdom Maritime Search and Rescue Region. This includes the mobilisation, organisation, and tasking of adequate resources to respond to persons either in distress at sea, or to persons at risk of injury or death on the cliffs of the shoreline of the United Kingdom.

H.M. Coastguard's Rescue Co-ordination Centre (Humber) will co-ordinate all rescue on the water at sea and in Southwold Harbour and decide, in consultation with other emergency services, which appropriate resources to deploy.

H.M. Coastguard can call upon and will co-ordinate:

- Its own comprehensive maritime SAR communications coverage
- Its own Coastal Response Teams
- All weather and inshore Lifeboats from RNLI
- Coastguard helicopters
- Rescue helicopters from the MOD if available

The first Coastguard Officers on scene will be directed by procedures as laid down in H.M. Coastguard Operational Procedures (CG3) and

as directed by the Search Mission Co-ordinator at the Coast Guard Operations Centre (CGOC) at Humber Coastguard.

These include:

- a) Assess the situation
- b) Identify the risks associated with the task and location
- c) Liaise with other emergency services
- d) Report to CGOC Humber
- e) Formulate a plan and take effective command of the incident (if the Maritime and Coastguard Agency (MCA) have control)
- f) Maintain operational command of the maritime incident.

Police

The Primary areas of police responsibility at a major incident

- the saving of life in conjunction with other emergency services.
- the co-ordination of the emergency services, local authorities and other organisations who are acting in support at the scene of the incident.
- to secure, protect and preserve the scene, and to control sightseers and traffic by the use of cordons.
- Inner Cordon - Controlled by the Fire and Rescue Service. Provides immediate security of the rescue zone and potential crime scene.
- Outer Cordon - Seals off an extensive controlled area surrounding the rescue zone. All access and exit points will be controlled and persons requesting access vetted.

The control/command vehicles of the emergency services must be positioned between the inner and outer cordon.

- Traffic Cordon - Deployed at or beyond the outer cordon preventing vehicular access to the area surrounding the scene.
- The investigation of the circumstances leading up to the incident, obtaining and securing of evidence in conjunction with other investigative agencies where applicable.
- the collation and dissemination of casualty information.
- the identification of the dead on behalf of HM Coroner;
- the prevention of crime.
- short term measures to restore normality.

The Police will respond with resources appropriate to isolate the area and manage the incident scene.

The immediate responsibility of the first Police Officer to arrive at the scene is to assume interim charge of Police resources and to ensure that the other emergency services are informed if not already in attendance. The priority is to assist and inform.

They must pass the following information by radio to their control room without delay.

The mnemonic METHANE has been devised to help them.

Major Incident Does a major incident need to be declared given scale of the incident and any safety issues.

Exact Location Confirm the location of the incident.

Type of Incident What has happened. Do a dynamic risk assessment with other agencies present.

Hazards Details of hazards present or suspected.

Access- Confirm the approach route and RVP are safe and available.

Number of Casualties Approximate numbers, types of injury and severity.

Emergency Services What services are present and what others are required.

START - a log should then be commenced.

The officer must then maintain radio contact with their control room to co-ordinate the response of the Police and other emergency services until relieved by an officer of more senior rank.

In addition, the Police may take into consideration further actions required by the Civil Contingencies Act (CCA) 2004.

Fire and Rescue Service

The primary role of the Fire and Rescue Service during a major incident: -

- Lifesaving through search and rescue of trapped casualties.
- Preventing further escalation of the incident by tackling fires, dealing with released chemicals and other hazardous situations.
- Information gathering and hazard assessment to give advice to the Police and enable them to advise the public whether to evacuate or not.
- Liaison with the Police regarding the provision of a cordon around the immediate hazard area to enable the Fire Service to exercise control (other than at terrorist- related incidents)
- Liaison with the Ambulance Service NHS Trust Incident and the Medical Incident Officer (if one present) with regard to providing assistance at ambulance loading points and the priority evacuation on injured people.
- The safety of all personnel within the inner cordon.
- Consideration of the effect the incident may have on the environment and the action to be taken to minimise this; and
- Assisting the Police with recovery of the dead.
- Participating in investigations as appropriate and preparing reports for inquiries.
- Standby during non-emergency recovery phase to ensure continued safety at and surrounding the incident scene if necessary.

The officer in charge of the first attendance will take all measures necessary, as detailed in Fire and Rescue Services' Orders and Instructions, including: -

- (a) an assessment of the effectiveness of firefighting or other measures carried out before their arrival.
- (b) the identification of the risks associated with the location.
- (c) the forming of a plan of action to deal with the developing situation.
- (d) deciding on appropriate additional resources.
- (e) the taking of effective command and the issue of instructions to effect the plan of action.
- (f) maintaining operational command of the fire fighting and rescue operations within the rescue zone; and
- (g) evaluation of the situation and any potential for development, preparing to brief a more senior officer on the incident, the Coastguard, Police or and not to get personally involved in rescue work.

Ambulance Services Officers attending.

The Ambulance Service/NHS Trust

The primary areas of responsibility for the ambulance service at a major incident are: -

- To save life in conjunction with the other emergency services.
- To provide treatment, stabilisation, and care of those injured at the scene.
- To provide sufficient ambulances, medical staff, equipment, and resources.
- To establish triage points and systems, and determine the priority evacuation needs of those injured.
 - To provide a focal point at the incident for all NHS and other medical resources.
- To provide communication facilities for NHS resources at the scene, with direct radio links to hospitals, control facilities and any other agency as required.
- To nominate and alert receiving hospitals for casualties.
- To provide transport to the incident scene for the Medical Incident Officer (MIO) mobile medical/surgical teams and their equipment.
- To arrange the most appropriate means of transporting those to the receiving and supporting hospitals.

- To maintain emergency cover throughout and return to a state of normality at the earliest time.
- To liaise as necessary with the Fire and Rescue Service during their deployment of decontamination facilities for those patients, either stretcher or ambulance, who require medical assistance, at the site of a hazardous chemical incident.

Local Authority

[Notified by the emergency services]

The primary areas of the local authority responsibilities are:

- To support the emergency services and other agencies involved in the response to the incident.
- The provision of a wide range of support services.
- To activate the voluntary agencies and co-ordinate their response.
- At the same time maintain the authority's services at an appropriate level.

The Environment Agency

[Notified by the emergency services]

The primary areas of responsibility for the Environment Agency at a major incident are:

The Environment Agency (EA) has primary responsibilities for the environmental protection of water, land and air in England and Wales. The devolved administrations for Scotland and Northern Ireland have similar respective responsibilities. The EA has

key responsibilities for maintaining and operating flood defences on certain specified rivers and coastlines. Whenever necessary, the EA's role is to provide remedial action to prevent and mitigate the effects

of the incident, to provide specialist advice, to give warnings to those likely to be affected, to monitor the effects of an incident and to investigate its cause.

The EA also collect evidence for future enforcement or cost recovery, play a major part in the UK Government's response to overseas nuclear incidents, and manage, monitor,

and control the water quality of all controlled waters. They have responsibilities for waste regulation and can provide advice on the following:

- waste minimisation to reduce the amount requiring disposal.
- the location and form of temporary storage and treatment areas.
- the disposal options for wastes.

The Agency has resources of labour, plant, vehicles, equipment, and specialist expertise, which it may be possible to make available in the event of a major pollution emergency.

19.EMERGENCY CONTACTS

Joint Emergency Planning Unit (JEPU)

Duty Officer 24/7 Tel: 01473 265376

emergency.planning@suffolk.gov.uk

East Suffolk Council

communications@eastsuffolk.gov.uk

Customer Services: Tel: 0333 0162000 Out of Hours: Tel: 0800 4402516

Strategic Communications- 07930 154688

07916 785542

07500 223084

Head of operations Kerry.Blair@eastsuffolk.gov.uk

Health and Safety Manager V.Johnston@eastsuffolk.gov.uk 07770 583246

Maritime and Coastguard Agency Operations Room (Humber)

Tel: 01262 672317

email: Zone10@hmcg.gov.uk

Environment Agency

Regional Control Room (24 hour) 0800 807060

email: incident@environment-agency.gov.uk

Marine Management Organisation

Emergency Contact dedicated Spill Response number

Tel: 0870 785 1050 If there is no reply call the 24hr Duty Room on: 0845 051 8486

email: info@marinemanagement.org.uk

Helpline: 0300 123 1032

