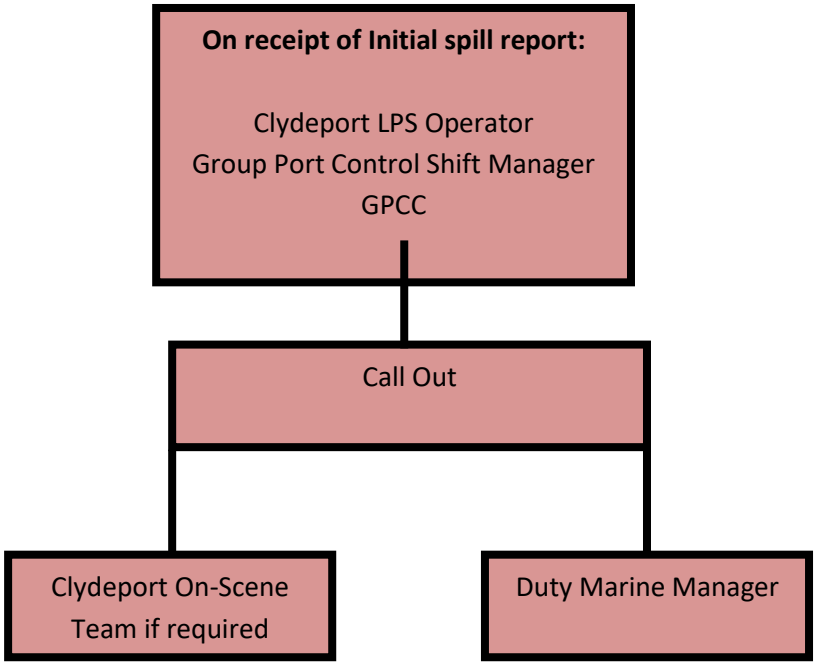
Part 2: Actions & Operations

Section 5: Actions Sheets

5.1 Tier 1 Incident

1) Group Port Control Shift Manager to call the Duty Marine Manager to notify personnel as given in the Tier 1 call-out below:



2) Notification to external organisations as per Section 6. Record date and time of notification and name of contact
3) Complete POLREP (Section 8)
4) Response team deployed per Duty Marine Manager instructions to initiate appropriate control and clean-up measures
5) Estuary Radio to assist as required to maintain communications with response team
6) Ensure the MCA are kept informed of response progress
7) Periodic Review incident status. SMMO/Duty Marine Manager to be prepared to raise the status of the incident to Tier 2
8) If no escalation and completion of control/ clean-up procedures ensure the MCA has been notified
9) Complete incident log.

Clydeport LPS Operator 'Estuary Radio' will act as the initial point of contact for communicating all spill incidents and from all potential sources of pollution. After receiving notification of a spill, the Group Port Control Shift Manager (GPCSM) will call out the Duty Marine Manager and the Duty Pilot. Together, the Duty Marine Manager and Duty Pilot will provide a core team to cover the initial stages of an incident. The Duty Marine Manager will undertake the role of Duty Incident Commander with Clydeport LPS Operator, 'Estuary Radio' providing communications support including notification of the spill via telephone to the MCA, following up with a POLREP. The GPCSM will assist as required.

The Duty Pilot will ordinarily be deployed to the scene of the incident and act as On-Scene Commander reporting to the Duty Incident Commander 'Ground Truth'

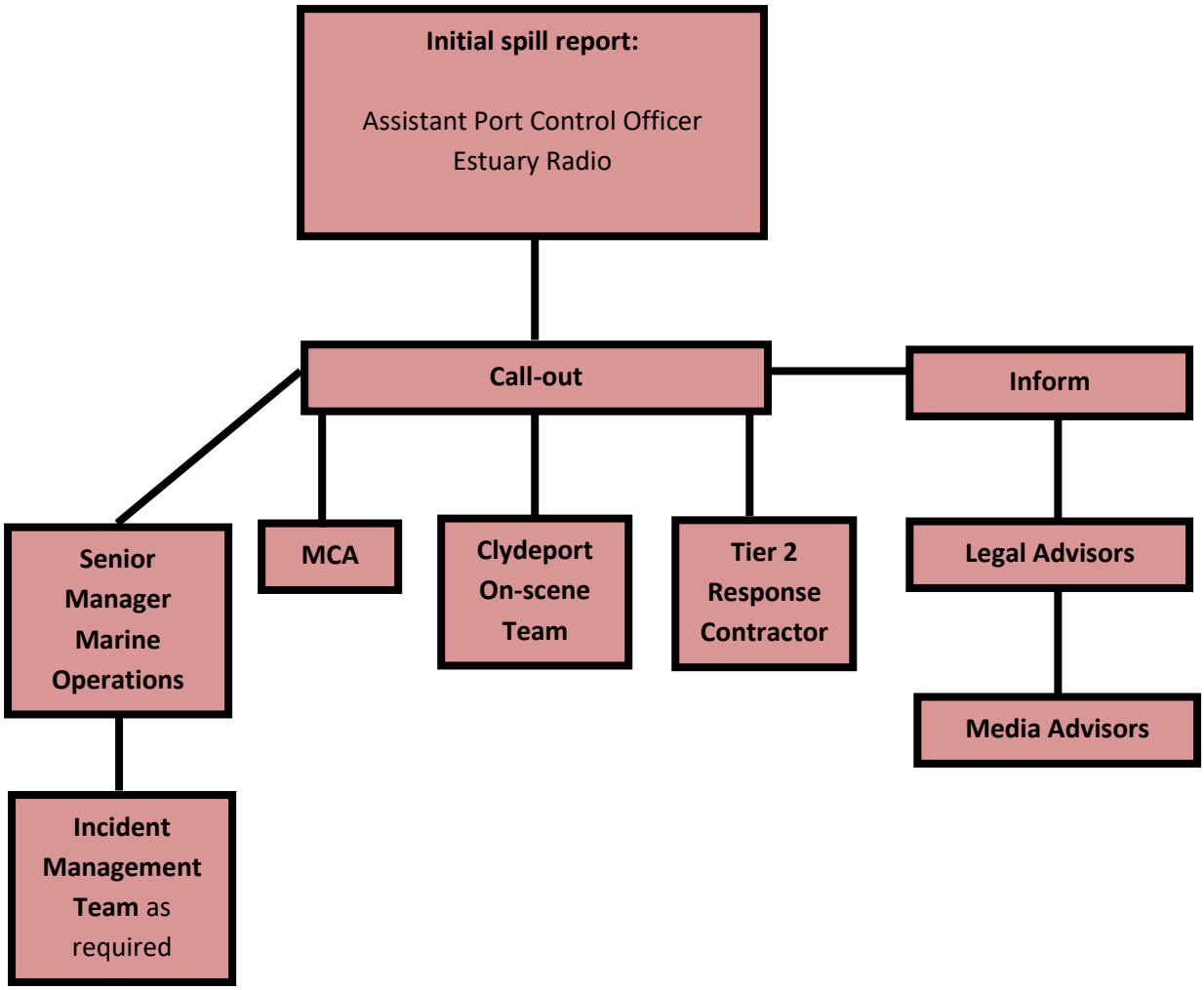
Information to be obtained as Initial Spill Report

Date and Time:
Name of person reporting incident:
Call back number:
Location of the Incident:
Estimated quantity of spilled oil: litres/tonnes
Type of oil spilled:
Action taken to prevent further spillage:
Other relevant information:
Contact Address:

5.2 Tier 2/3 Incident

1) SMMO/DMM to Activate Tier 2/3 response. Mobilise personnel as directed by the Senior Manager Marine Operations or Deputy. Inform attendees that Clyde Clean is being activated and that they should mobilise direct to the CICC (Clydeport Incident Command Centre) at Greenock
2) On instruction from the Senior Manager Marine Operations, convened at the CICC.
3) Estuary Radio will assist with further communications duties dependent on location and nature of incident as directed by the Incident Commander
4) Estuary Radio will notify external organisations of incident
5) Estuary Radio will assist SMMO to liaise/Confirm if the CPSO intends to attend the CICC and if they will be calling out Emergency Services due to the nature of the incident.

N.B: Estuary Radio will maintain up to date contact details for incident response personnel



5.3 Individual and Team Actions

In the event of a call out requirement, the following action sheets should be used as a check list to ensure proper cover of all aspects of response.

Duty Incident Controller

Responsibilities- Initial incident response	
Stage	**Actions**
Response Initiation	• Obtain all available incident information from Duty Marine Officer including initial assessment of incident • For Tier 2 incidents confirm activation of Clyde Clean with Senior Manager Marine Operations. Not all Tier 2 incidents will require activation of the CICC. For Tier 3 incidents there will be immediate activate of Clyde Clean and the MRC. • If incident is associated with potentially toxic vapours, request Duty Marine Officer to call out emergency services • If to be activated, proceed to CICC
Actions 1	• Ensure incident log has been started • Establish communication with vessel(s)/ facility/ port involved in incident and request their current status and intended actions • Ensure a VHF channel has been designated for the incident (Ch. 10 preferred if available but confirm with MCA) • Mobilise appropriate resources to carry out on scene assessment of incident (use initial spill report as guide) • Determine status of weather and marine conditions • Transfer details of incident to whiteboards and keep recording as further information is passed
Actions 2	• For Tier 2/3 incidents mobilise Tier 1 contractors • Determine in conjunction with the Senior Manager Marine Operations (or Deputy) members of the Incident Management Team that will be required and initiate notifications • Manage incident until relieved by the Senior Manager Marine Operations
Final Action / Stand Down	• On arrival of the Senior Manager Marine Operations carry out formal handover of incident response command. Ensure handover if formally logged

Initial On-Scene Responder- Docks and Harbours

Responsibilities- surveillance and assisting in intervention response and deployment of sorbent booms		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Ensure that an incident log is initiated and maintained • Attempt to determine if any hazardous conditions exist prior to arrival on scene • Proceed to incident site and check communication systems • Ensure that incident area is safe. If light products have been spilt there may be a vapour cloud. On no account enter the area as there will be a danger of asphyxiation • Make safety assessment and report to Estuary Radio	Important for post incident enquiries Essential to pass on information to response personnel Follow safety guidance
Initial Actions	• Proceed to assess situation at site and confirm sources of pollution if possible. Confirm oil type(s) spilt and carry out assessment • Determine if a response is required • Ensure formal samples of spilt pollutant are taken and retained	For spills that are breaking up and naturally dispersing, intervention response other than monitoring may not be required Follow MCA STOp notice guidance
Ongoing Activities	• Assist in deployment of response equipment and in waterborne response as directed • Monitor effectiveness of equipment deployed; determine if additional resources are required	Resources may include manpower and additional sorbents
Final Action / Stand Down	• Ensure all equipment is recovered • Provide report to Duty Marine Manager	Ensure that all recovered sorbents are correctly disposed of

Initial On-Scene Responder- Clydeport Open Waters and Open Water Berths e.g. Hunterston

Responsibilities- Surveillance and assisting in intervention response and deployment of sorbent booms		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Obtain all available information on the spill from Estuary Radio • Ensure initiation of incident log • Attempt to determine if any hazardous conditions exist prior to arrival on scene • Proceed to incident site and check communications systems with Estuary Radio/CICC/vessels • Ensure that incident area is safe. If light products have been spilt there may be a vapour cloud. On no account enter area as there will be danger of asphyxiation	Essential to pass on information to response teams on shore Refer to safety guidelines
Initial Actions	• Confirm oil type(s) spilt and immediately notify Duty Marine Manager. Assess situation at site and confirm source of pollution if possible • Determine if a response is required. Ensure formal samples of spilt pollutant are taken and retained • Ensure that you provide regular updates of slick location and dimensions to the control room	
Ongoing Activities	• Assist in deployment of response equipment and in waterborne response as directed • Monitor effectiveness of equipment deployed	
Final Action / Stand Down	• On arrival of the On-Scene Commander, carry out formal hand-over of incident response and log this action • Ensure all equipment is recovered • Provide report to Duty Marine Manger	Ensure that all recovered sorbents are correctly disposed of

Incident Commander

Responsibilities- Overall responsibility for, and control of, all aspects of the response to the incident		
Stage	**Actions**	**Additional Advice**
Response Initiation	• On arrival at either Estuary Radio or CICC, establish incident status. Accept situation report and handover of response operations from Duty Incident Commander • Appoint a log keeper to assist the planning team. Request planning team to assemble, distribute and maintain status and situation reports • Establish communication with vessel(s)/ port/ facility involved in incident and request the current status and intended actions • Ensure a VHF channel has been designated for the incident (Ch. 10 preferred if available) • If spill from a vessel, delegate a member of the planning team to obtain as much data as possible on spillage • Appoint a deputy to whom you can delegate responsibility if you are required to attend elsewhere (i.e. press briefings)	Ensure handover formally logged Establish unified command system and ensure all response team functions are covered Ensure communication systems are operational; for incidents in one of the ports ensure the communications between the port office and Estuary Radio are set up via a dedicated system. For the stricken vessel and response vessels it is essential to feed information back to the control room. Ensure the On-Scene Commander does this
Initial Actions	• Ensure Tier 2 contractors have been called out • Hold initial meeting with Public Relations Unit • Establish incident response priorities; determine any immediate requirements and assess need to close river to traffic other than affected vessel and response vessels • If required hold initial meeting with Legal Advisors • Chair planning meeting as soon as possible	Initiate interactions with Clydeport Head Office as required
Ongoing Activities	• Receive situation and status reports from planning team. Hold regular planning meetings • Determine requirements for relief arrangements. Ensure that all handovers are logged • Authorise release of equipment for counter pollution response	Ensure that there is appropriate liaison between the team and local/ national authorities SOSREP has the power to intervene and run the SCU if he feels that the salvage

	• Liaise with SCU if established • Agree any proposed plans for moving stricken vessel with Vessel Operations • Ensure information is supplied to Public Relations Unit for preparation of regular, updated media releases. Authorise release of statements • Attend press briefings/ conferences as requested by PR	response is unsatisfactory. Agree any proposed plans for moving stricken vessel; SOSREP may require the vessel to be moved to a Place of Refuge
Final Action / Stand Down	• Confirm waterborne pollution has been cleared up to allow satisfactory operation of the Harbour Area • Conduct post incident meeting • Notify involved authorities of debrief meeting	Ensure all reports are completed and distributed as required

Public Relations Unit

Responsibilities- Provision of prompt accurate information to media at the incidents site, provide a response to the public and to obtain up to date information on the incident and prepare regular press releases		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start public relations log	Establish communication rote with Clydeport
Initial Actions	• Prepare to draft initial press statement having first established incident facts • Issue draft statement to involved third parties for comment and approval • Issue initial press release as per proforma	Personal data should not be released before notification to next of kin Determine media reaction
Ongoing Activities	• Attend planning meeting; provide data to IC and team leaders on media issues • Arrange news conference/ interviews • Prepare on going press releases • Brief management prior to press conferences • Monitor news coverage and provide corrections where necessary	Ensure that an agenda is prepared for all press briefings and be prepared to terminate briefings For major incidents, the MCA Press Officer will also be present Ensure close co-operation between involved parties
Final Action / Stand Down	• Provide final press release and organise final press conference • Provide administration unit with incident log	Include copies of all press statements, photographic documentation etc.

Marine Operations Team Leader

Responsibilities- Responsible for all field operations in the clean-up of the spillage		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start marine operations incident log • Assess status of incident and confirm classification • If incident appears to be a Tier 3 spill and requires assistance from national resources, contact MCA • Make a formal declaration on VHF 71 and other appropriate channels that the CICC is controlling the incident • Ensure liaison between Clydeport and MCA control centres	For Tier 3, the MCA will set up their MRC and will act in conjunction with Clydeport
Initial Actions	• Nominate a team member to establish and maintain communications link with site/ port operations • Request a team member to contact Svitzer and call out/ place on standby tug and salvage capability • Conduct assessment meeting with marine operations team and Tier 2 contractor; formulate outline response strategy • Determine immediate and future equipment requirements; place on standby/ mobilise resources suitable • For spills that are not retained in enclosed dock areas determine requirement for aerial surveillance. Request planning team to make immediate contact with the CPSO to discuss surveillance requirement and availability of aircraft • If approval is obtained and dispersant spraying option is carried out, request environment unit to ensure that Marine Scotland are kept informed • Attend planning meeting/ liaise with co-ordinating team in the CICC. Develop detailed plan based on the outline response strategy • Options for the port include natural dispersion with monitoring and containment and recovery • Options for the open water include natural dispersion and monitor, chemical dispersion, containment and recovery,	Ensure a time interval for updates is agreed Aerial surveillance requires the use of specialist aircraft which can be mobilised by the MCA The CPSO will make the final decision to mobilise aircraft

	shoreline protection and diversionary booming and implementing marine aspects of the plan	
Ongoing Activities	• Regular assessment of waterborne pollution • Regular liaison with vessel, cargo owners and salvors (as appropriate) • Mobilise resources as required by the response strategy • Monitor levels of equipment and manpower • Attend regular planning meetings • Provide information to the PR team	
Final Action / Stand Down	• Ensure that waterborne pollution has been cleared up to allow satisfactory operation of the Harbour Area • Stand down equipment and manpower • Provide administration unit with incident log	Ensure logistics arrange for any repairs/ cleaning of equipment prior to return

Marine On-Scene Commander

Responsibilities- Overall responsibility for optimum method for clean-up of the spill, continued on-site assessment of pollution extent and characteristics, monitoring effectiveness of response strategy and deployment equipment, close liaison with Estuary Radio or CICC		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Proceed to incident site and determine whether response action is required • Check that health and safety risk assessment have been carried out	Ensure to maintain a log- important for incident meeting and subsequent inquiry
Initial Actions	• Confirm oil type(s) spilt and immediately notify CICC • Ensure formal samples of spilt pollutant are taken and retained • Check the communications systems are fit for purpose. If not, notify the Marine Operations Team Leader • With A&A on-scene team determine likely method of pollution control bearing in mind location of spill and type of oil. Response strategy options for spills are provided in this plan. Bear in mind location of spill and type of oil. Any spill of heavy fuel oil (HFO) requires immediate mobilisation to site of Tier 2 response contractors whilst spills of HFO beyond the resources of the Tier 2 capability should escalate to a Tier 3 incident	The type of oil spilt will determine action required and what type of dispersant should be used, if required. Seek advice from environment unit Ensure that dispersants are not applied without prior approval of Marine Scotland
Ongoing Activities	• Ensure correct deployment of response equipment and vessels. This action may be enhanced by use of aerial surveillance. If so contact CICC and determine if this is being mobilised • Monitor effectiveness of response actions	Ensure feedback to Estuary Control/ CICC

	• Determination of correct equipment levels; following discussions with A&A team, make recommendations to Marine Team Leader on requirements for more equipment and associated manpower required at site • If possible attend planning meetings; if not feasible ensure feedback to Team Leader • Determine requirement for specialised personnel at site	
Final Action / Stand Down	• Provide administration unit with incident log • Ensure that all equipment used in the response has been charted by A&A; submit to Senior Manager Marine Operations	

Planning Team Leader

Responsibilities- Planning and preparation of medium-long term planning objectives dependent on nature of incident, collection of information on all aspects of the incident and evaluation of incoming information, responsible for advising the IC on liaison with various organisations and agencies involved in the incident		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start incident log • A log keeper will be appointed by the IC to support this team function as required by the incident	Log keeper should be directed to maintain operation of white boards and produce log of events which cross references all relevant media releases
Initial Actions	• Assess current situation from IC/ Marine Operations Team and develop situation map and resource status boards • For spills in the open water carry out slick predictions • Download approved dispersants list from MCA website • Identify immediate problems and especially any facilities which need to be informed of the possible approach of a slick or dispersed oil • Obtain weather reports at regular intervals • Develop medium term plan with possible alternative strategies	Ensure regular updates of situation map and boards Direction of movement of slick is influenced by wind direction Inform Hunterston Power Station if intakes may be impacted
Ongoing Activities	• Arrange ongoing planning meetings, prepare brief agenda	Ensure incident boards are being kept up to

	• Present data for the next operational period at planning meetings • If instructed by Marine Operations, make contact with CPSO to discuss aerial surveillance requirements	date with essential information Aerial surveillance will enhance the deployment of open water containment and recovery or dispersant spraying activities
Final Action / Stand Down	• Close out resource status boards • Provide administration unit with incident log	

Environment Unit

Responsibilities- Liaise with external organisations, advise on key areas of environmental sensitivity, if Environment Group established determine a point of contact and ensure close working relationship		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start incident log • Determine current status of incident	Ensure log is maintained
Initial Actions	• Obtain weather forecasts for planning team • Initiate running of slick predictions and pass results to Operations and Planning Team • Determine key environmentally sensitive sites in the vicinity of the spill and pass information on accordingly • Determine environmental requirements for aerial surveillance (e.g. bird concentrations) and advise Planning Leader • If dispersants are to be used in areas other than those which do not require prior approval, obtain approval from Marine Scotland as detailed overleaf with the report form being completed no more than 72 hours following initial spill • Liaise with Environment Liaison Officer from EG if set up and ensure that there is exchange of incident status from the EG and CICC	Refer to sensitivity maps Manual method of slick prediction advised or MCA can be requested to run a computer model Ensure the SNH, SEPA and Local Authorities have been informed

	• Liaise with relevant organisations that have an interest in protecting water quality and coastal sensitivities • Attend planning meeting; provide advice on environmental implications of response	
Ongoing Activities	• Ongoing liaison with external authorities and with Environment Liaison Officer from EG (if set up) • Obtain and log results from aerial surveillance flights to monitor slick movement; refresh environmental data for situation map following results • Contact RSPB/ SSPCA regarding any oiled birds • Continue carrying out slick models as required • Provide information to/as requested by Public Relations Unit	
Final Action / Stand Down	• Obtain reports from any monitoring programmes and submit to Administration Unit • Provide Administration Unit with incident log	

GUIDELINES TO INFORMATION REQUIRED BY MARINE SCOTLAND IN CONSIDERING REQUEST FOR DISPERSANT SPRAYING APPROVAL

As much of the following information should be provided when requesting approval for use of dispersants or when informing Marine Scotland of need to initiate a dispersant spraying strategy:

1. Name of authority or organisation requiring approval.
2. Name of contact and telephone and fax number to be used.
3. Locality of spill preferably in degrees of latitude and longitude.
4. Oil type or description of appearance if not known. If crude –what type?
5. Quantity of oil spilled –preferably in tonnes.
6. Source of spill.
7. Potential for further spill.
8. Description of slick –including dimensions and colour.
9. Volume and name of dispersant for which approval is requested.
10. Proposed method of application.
11. Other methods of response being applied or considered and assistance being sought (e.g. MCA)
12. Local fisheries considerations (such as seasonal fisheries, advice given to fishermen)
13. Local wildlife considerations (e.g. whether migrant birds are present)
14. Tide –type and speed, and time of HW/LW particularly
15. Wind and weather (such as “Moderate breeze NW” “Overcast drizzle”)
16. Sea state.

Form to report use of an oil treatment for dispersant use:

Incident No..... Date.....

Volume and type of oil.....

Location.....

Remedial action taken.....

.....

Name and type of oil treatment product.....

Date of manufacture..... Efficacy last tested on.....
(if applicable)

Comments on effectiveness.....

.....

.....

Report made to Marine Scotland/by.....

.....

Other remarks.....

.....

Health & Safety Unit

Responsibilities- Advise the IC and OSC of health and safety issues, ensure that safe operating practices are implemented at the incident site		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Set up Health and Safety Unit and commence log	Refer to safety guidance provided in the plan and MCA STOp notices
Initial Actions	• Determine type of hydrocarbon spilt and obtain data sheets from involved third party or vessel • Establish contact with local emergency and medical services • Ensure there is adequate manpower, equipment and services at site to provide for safe operations • Liaise with HSE/ local authority safety inspectors on site if required • Determine requirement for implementing Permit to Work system • Attend initial planning meeting and advise on safety aspects of the response strategy including use of PPE • Establish safety induction facilities for contract labour	Material Safety Data Sheets and Hazard Sheets can be located from the Marine Department The permit should be designed to take account of special conditions, gas tests, safety observer and special hazards/ equipment
Ongoing Activities	• Attend planning meetings to provide advice and raise ongoing or predicted safety issues	If required halt any activity that may be

	• Monitor wellbeing of response personnel • Inspect operations to ensure conditions and practices meet minimum acceptable standards • Issue permits to work for new shift personnel • Carry out toolbox talks as required by incident • Inspect operations to ensure conditions and practice meet minimum acceptable standards • Examine operating and safety instructions for all equipment and products delivered to the incident site. Ensure that full instructions and precautions are passed onto operators • Investigate any safety problem and if required produce safety report • Determine requirements for first aid facilities	considered dangerous or could lead to health problems and advise IC
Final Action / Stand Down	• Provide Admin/ Finance Team with completed incident log • If required, ensure that HSE reports have been prepared and sent to HSE	Complete internal incident reports, together with notes or observations for use at post-incident meeting; submit these to the Admin/ Finance Team

Waste Management Unit

Responsibilities- Characterisation of oiled wastes and arrangements for the collection, transport and disposal of oil and oiled wastes. Preparation of documentation and pre-notifications for Duty of Care and Special Waste regulations		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start waste disposal unit log • Obtain data on likely quantities of liquid oily wastes which are being collected by any recovery operations • If response if likely to generate waste disposal requirements, establish early contact with SEPA	
Initial Actions	• Note that waste comprising fresh crude with low flash point may need to be transported by vehicles complying with HSE safety requirements • Make initial contact with possible waste disposal facility operators to make initial arrangements of the ultimate disposal of waste materials • Ensure that all hauliers' are carrying valid Registered Carriers Registration Certificates before they arrive on scene	Liaise with SEPA PPC have a contract with A&A who can dispose of oily materials resulting from a spillage
Ongoing Activities	• Estimate quantities of non-liquid oiled wastes created primarily on shorelines • Initiate appropriate Duty of Care and Special Waste documentation to cover all waste transport	Skips should always be lined with heavy-duty oil resistant plastic

	used and ensure that the destination of the oiled wasted is extremely clear to the lorry drivers • Ensure that transport of oily wastes is of a frequency sufficient to prevent the temporary storage being overwhelmed	sheeting to prevent seepage Note that geographical requirement for the different types of waste transport if likely to change during incident
Final Action / Stand Down	• Confirm with all waste disposal facilities used that they have received all documentation required to cover the movement of oiled wastes to their facilities	

Logistics Team Leader

Responsibilities- Responsible for arranging provision of facilities, communications, services and materials in support of the incident		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start log • Make initial contact with IC and ascertain anticipated requirements for catering, accommodation, safety gear, communications, marine responses transportation and aerial surveillance	
Initial Actions	• Attend planning meeting and determine future requirements • Address the immediate needs at site • Liaise with Finance Unit r.e. purchase order and applications for expenditure that they are intending to run during the incident • Ensure that an effective communication network is operative in the CICC • Appoint and supervise personnel to serve and phone/ fax operators	Ensure equipment and manpower unit and support service/ transportation unit are aware of systems to be used
Ongoing Activities	• Attend planning meetings • Address needs of field	

	• Arrange provision of facilities, services and materials in support of the incident response • Determine ETAs on equipment and personnel to be obtained	
Final Action / Stand Down	• Ensure return of all equipment; determine need for any remedial action with equipment • Provide administration unit with log	

Equipment and Manpower Unit

Responsibilities- Responsible for the provision of equipment and manpower requirements to support the incident response		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start incident log	
Initial Actions	• Determine requirement for additional manpower • Determine likely requirements for back-up supplies of dispersant • In liaison with Marine Operations, identify the extent of required radio network • Apply for equipment and record allocation of all radio equipment- initiate a communications allocation register • Ensure that radio users are aware of channels to be used and call signs	Maintain a manpower allocation register INEOS Finnart may have dispersant available for use Liaise with Environment Unit
Ongoing Activities	• Attend planning meetings to ascertain future requirements • For all requests for materials and services that are received from the incident site, ensure that an oil spill request form is completed; obtain authorisation from Logistics Team Leader	Ensure all requests include full description of items required, delivery point. Determine from Administration Unit

	• Establish a central point for receiving equipment and supplies. Allocate staff member to receive, check and log all incoming material	order system to put in place
Final Action / Stand Down	• Provide Administration Unit with incident log	

Support Services/ Transportation Unit

Responsibilities- Provision of support services to back-up response operations, organisation of transportation for pollution response to designated locations		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start log	
Initial Actions	• Determine likely size of equipment and manpower requirements • Designate appropriate rendezvous areas for manpower and equipment • Obtain and assign vehicles/ vessels to response teams; ensure assigned vehicles/ vessels are logged	
Ongoing Activities	• Liaise with logistics over caters and accommodation requirements • Arrange for refuelling/ maintenance requirements for water craft and road transport • Organise as required transport to site of equipment and manpower • Arrange transportation for valid visitors to view and inspect field operations • Designate preferred access routes	

	• Ensure that Team Leader is informed immediately of any problems associated with transportation of resources to site	
Final Action / Stand Down	• Organise return of equipment/ vehicles to appropriate location • Inform logistics of any damaged or lost equipment • Provide Administration Unit with copy of incident log	

Communications System Unit

Responsibilities- Provision of communication systems to back-up response operations		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Set up Communications Unit in CICC and initiate incident log	
Initial Actions	• Determine likely size of communications requirements • Ensure that communications specialists are available • Ensure that marine weather forecasts are accessible • Ensure that all vessels, craft and supervisors involved in the operations are able to communicate with each other • Ensure individual work crews use separate frequencies • Records the issues of all radio equipment in a communications equipment allocation register • Attend team planning meeting	Ensure that explosion proof radios that will not interfere with radio control signals are used in hazardous atmospheres

Ongoing Activities	• Determine requirement for UHF or VHF repeater stations for the response • Request support unit to organise as required transport to site of equipment • Monitor communications system carefully • Arrange for battery charges/ recharging as required	Note that for a major spill a large number of communication channels will be required for VHF marine and Aircraft channels
Final Action / Stand Down	• Organise return of equipment to appropriate locations • Inform logistics of any damaged or lost equipment • Provide Administration Unit with copy of incident log	

Administration and Finance Team Leader

Responsibilities- Keeping accurate financial records for subsequent preparation and support of claims for the recovery of money spent, financially securing the requirements of all teams, establishing appropriate filing systems to ensure that accurate records of what was done and why are available in support of financial claims for recovery of money spent, provision of secretarial services, implementing security arrangements as required		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start Team incident log • Set up Administration, Finance and Legal Units	
Initial Actions	• Hold team meeting in time for planning meeting • Attend planning meeting and inform other teams of financial and administrations systems in place and legal advice available • Determine requirement for additional communication systems	

Ongoing Activities	• Hold team meetings prior to further planning meetings • Determine any system failures and methods of resolving the failure • Attend planning meeting and notify teams of any necessary changes to operating systems	
Final Action / Stand Down	• Provide Administration Unit with copy of incident log	

Administration Unit

Responsibilities- Responsible for setting up filing systems to keep records of all aspects of incident response, responsible for tracking all movements of response personnel		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start unit incident log	
Initial Actions	• Determine extend of initial administration services required and likely requirements • Ensure telephone switchboard is suitably manned. Request operators to maintain a full record of all incoming calls • Determine requirements for the record filing system and best method of fulfilling those requirements. The records will have a wide range	Record: Time/date Callers name Company Recipient of call Any messages Provide Team Leader with all necessary information on

	of uses including justifying expenditure and dealing with criticism of the response • Record keeping should err on the side of too much rather than too little detail • Determine immediate requirements for security considering establishing a pass system and initial requirement for Police assistance to establish access control to CICC	administration systems
Ongoing Activities	• Determine requirement to contract in security services and secretarial and other services from local agencies • Obtain and file team and unit log, information received and actions taken on a daily basis • Brief Team Leader prior to planning meetings	
Final Action / Stand Down	• Finalise Unit Incident log • Complete all aspects of the incident filing system ready for post incident enquiry	

Finance Unit

Responsibilities- Maintain and keep full records of all financial transactions associated with the incident, prepare daily financial reports on expenditure		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start unit log	
Initial Actions	• Determine extent of financial services required and anticipated levels of expenditure short term • Establish bank/ cash arrangements. Set-up petty cash system if required • Set-up dedicated financial system for the incident. If required request Equipment and Manpower Unit to obtain computers and accountancy staff	

	• Establish filing system for contracts, purchase orders, financial correspondence and contractor records	
Ongoing Activities	• Provide daily report to IC including estimated costs committed that day • Costs can be broken down by manpower, material, equipment hire/ transportation, food/ accommodation and other major items of expense • Provide forecast costs	
Final Action / Stand Down	• Provide Administration Unit with incident log • Provide input for compensation claims	

Legal Unit

Responsibilities- Provide guidance on legal matters, determine the responsibility and liability for the incident and resulting clean-up, advise the IC to minimise liabilities arising from law and undertake main liaison with insurance companies and brokers		
Stage	**Actions**	**Additional Advice**
Response Initiation	• Start Legal Unit log	
Initial Actions	• Attend planning meeting • Evaluate the legal implications of proposed response strategy and advise the IC of any legal matters arising • Contact Clydeport insurance brokers	

Ongoing Activities	• Attend planning meetings • Monitor situation and proposed plans of action and advise IC of possible changes in legal issues • Maintain liaison with insurance companies and brokers	
Final Action / Stand Down	• Provide Administration Unit with incident log • Assist in the preparation of any insurance claims	

5.4 Escalation of Response

Clyde Clean will be activated to provide the response to Tier 1 spillages within the area of jurisdiction noted in this plan. The degree to which the incident response organisation will require activated to respond to Tier 1 spills, in addition to the decision to escalate an incident from Tier 1 to Tier 2, will be at the discretion of the Clydeport Senior Manager Marine Operations or his deputy.

In the event that a response escalates to Tier 2 or Tier 3, sufficient personnel must be mobilised to establish an Incident Centre and a room must be made available to meet with personnel from external agencies. The full Clyde Clean plan will be implemented and the response will be co-ordinated by the Senior Manager Marine Operations. The decision to escalate an incident from Tier 2 to a Tier 3 lies with the MCAs CPSO in consultation with the Senior Manager Marine Operations. The relevant PPC

Manager will retain the position of On-Scene Commander unless any change is agreed with the Government Agencies involved.

The MRC considers and implements the most appropriate means to contain, disperse and remove potential pollutants from the scene based on all information available to them. The MCA will establish an MRC at the most appropriate location. Further information on the MRC can be located in the NCP (Section 13).

If the response is likely to become protracted, the Incident Commander must make arrangements for the incident centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally. In the event that outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in Section 4.1 of this Plan.

Section 6: Communications

6.1 Notification Matrix

Organisation	Oil spill tier			For contact numbers, see section 10	
	1	2	3	Method	Remarks
Internal as appropriate	t	t	t	telephone	
MCA / CGOC Belfast	t/e	t/e	t/e	telephone and e-mail	Coastguard will require information on the oil spill report form in section 8.1. Confirm detail with e-mail by

					completing a POLREP proforma. Coastguard will inform the appropriate personnel.
SNH	t/e	t/e	t/e	telephone (pager) and email	Contact local office and National Oil Spill Officer (John Baxter). Fax all spills.
SEPA	t	t	t	telephone	Confirm by fax.
Marine Scotland	t/e	t/e	t/e	telephone and email	Approving body for dispersant use.
Relevant Local Authorities	t	t	t	telephone	The relevant unitary authority should be notified of any spill that could result in shoreline pollution.
Adler & Allan		t	t	telephone	Contact the 24 hour contact number and ask for the Duty Manager.

t: notify immediately by telephone
e: notify immediately by e-mail
☐ notify during normal working hours

6.2 Communications and Reporting

Reporting of Oil Pollution

It is essential that all spills are reported by whatever means as quickly as possible.

a) Responsibility for reporting of oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth or quayside incident. In cases involving a vessel alongside both parties are equally responsible.
b) Any person either ashore or afloat, seeing oil pollution on the water within the Clydeport jurisdiction or liable to pose a threat to it, should report it whether or not the source is known (section 5.1).
c) The Senior Manager Marine Operations is responsible for ensuring mandatory notifications are made (section 3.6).

Communications

Estuary Radio
Maintains a continuous 24 hour listening watch of international marine VHF Channels 16 and 12. Main communications with the CICC will be via telephone

CICC
The CICC will maintain contact with the vessels involved with the incident on international marine VHF Channel 12 (or VHF CH 10 as agreed), either directly or through Estuary Radio.

MCA
HM Coastguard maintains a 24 hours continuous watch on VHF international maritime Channel 16 and HM Coastguard Channel 0. Working frequencies can be selected as appropriate, after the initial call

on Channel 16. If the circumstances are such that the CICC cannot maintain direct communication link with the vessel(s) involved in the incident, HM Coastguard may act as the VHF link between them.

Response Vessels

All communications between response vessels and the CICC will be made direct. Alternatively, communications may be made via Estuary Radio or MCA CGOC, if communications with the CICC cannot be maintained. Clydeport have two high speed pilot boats available (18 and 24 knots), both of which are suitable for verifying oil pollution reports and estimating quantities of oil spilt. Other marine OSR resources are available within the harbour area, including the Glasgow City Council vessel 'St Mungo'.

Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Section 8.2). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, all key personnel should keep logs (i.e. Incident Controller, On-Scene Commander, Clean-up Supervisor, Finance Team etc.).

Entries in the log should detail as a minimum, events, actions taken, communications with outside Agencies, decision made and points relevant to the operation.

These logs should be forwarded to the Senior Manager Marine Operations once the incident has ended to form part of the final incident report and provide the basis for a "wash-up" meeting.

Section 7: Sensitivity Areas Response Information

7.1 General Information

Sensitive areas that should be considered in the clean-up operation include the Harbour area itself as well as the environmental sensitivities that are mentioned in this plan.

Dispersant is not to be used and manual collection of tar balls and other oily debris is recommended. If particularly sensitive areas are under threat, it is sometimes possible to place booms, strategically position to deflect the oil away from the area. If this strategy is employed, care should be taken on deciding where to place the booms and their configuration. Booming should only be undertaken by trained personnel, otherwise there is a grave risk that the boom will fail. Prevention of oil reaching sensitive habitats is always a better option than attempting removal. Removal of loose oil from the margins of the habitat, if access allows, always be undertaken to minimise the risk of other habitats being impacted. Furthermore, the clean-up operation should cause less damage than leaving the pollutant in situ.

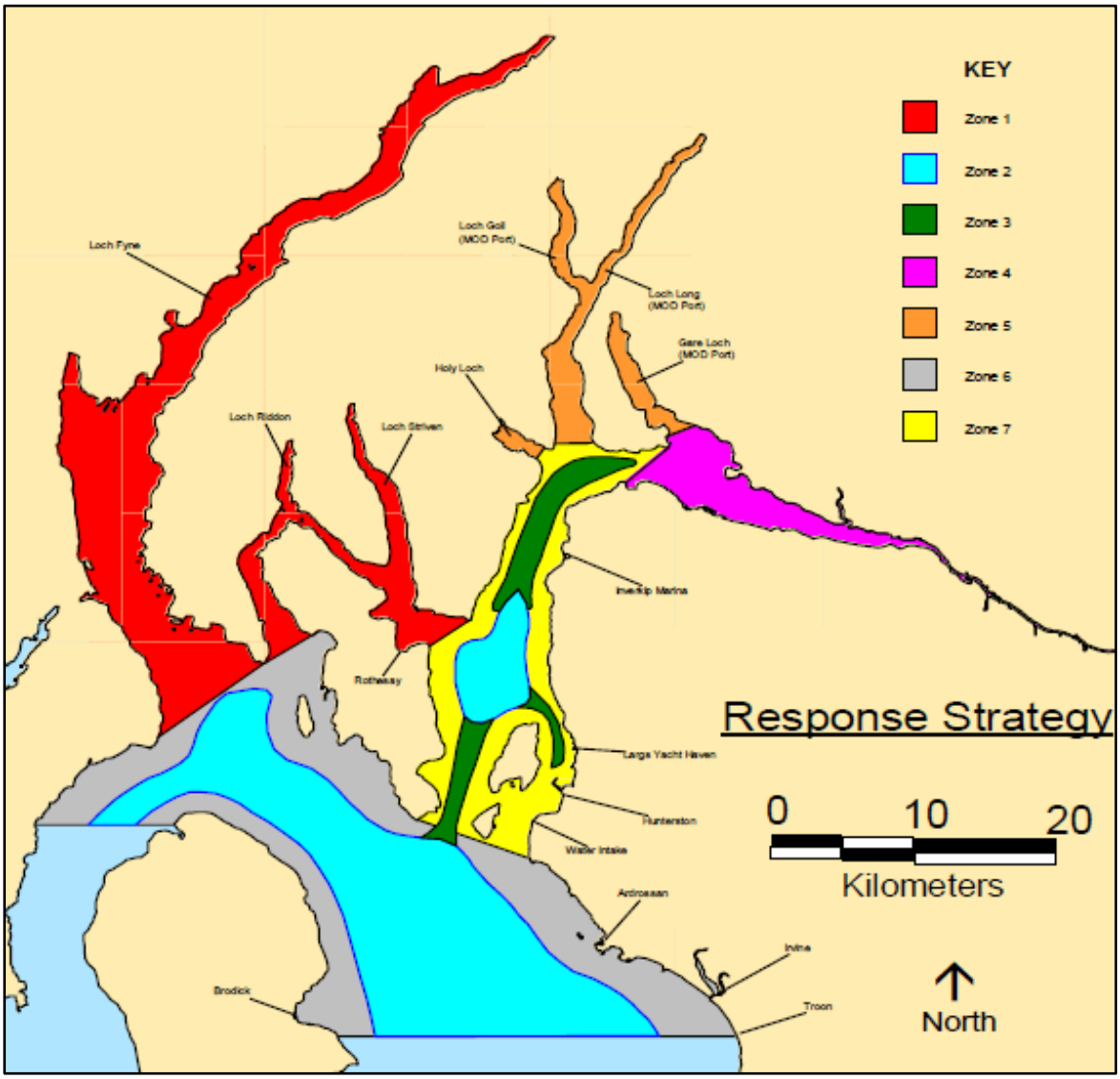
Table 17: Recommendations and Avoidances for Differing Shorelines

Type of Beach	Recommendations
Sandy	*Avoid over cleaning or removing more sand than necessary.* *Removal may increase beach erosion and increase disposal problems.*
Pebble Shingle	*Do not use dispersant without prior permission.* *Avoid spreading oil into unoiled, sensitive lower tidal zone.* *Avoid changing the beach profile.* *Avoid removing large volumes of substrate.* *Avoid pushing the oil further into the substrate.* *Avoid oiling adjacent habitat.* *Avoid physical disturbance to vegetated shingle ridges above high water mark.*
Rocky	*Avoid excessive foot traffic on sensitive areas.* *Danger to manpower from tides, slips and falls.* *The use of heated or freshwater.* *Avoid washing the oil into the ecologically sensitive lower tidal zone.* *Avoid removing bedrocks.*
Boulder	*Avoid overloading plastic sacks, ensure bags are double thickness.* *Avoid the removal of the substrate.* *Avoid changing the beach profile.* *Avoid unnecessary disturbance to ecologically sensitive 'under boulder' communities.*

7.2 Response Options for Open Waters and Open Water Berths

Open water response techniques would be predominately used in water depths greater than circa 20m. As far as possible, appropriate clean-up techniques on water should be employed while the spill area is still small and before it reaches sensitive areas/ amenities. Once an oil spill has occurred it can take quite a long time before vessels equipped with booms and skimmers reach the spill site. The vessel speed is limited as oil will pass under a boom if the water velocity exceeds more than 0.7knot. The limit on recovery rate can be quite severe even in quite moderate areas.

Figure 6: Clyde Clean Response Zones



Zone 1: Sheltered Sea Lochs with Mariculture

Every effort should be made to prevent oil from reaching these areas; in particular all possible efforts should be made to prevent oil from reaching Loch Fyne where there is a large number of salmon and shellfish farms throughout the loch.

In the event of oil moving into the sea lochs, there should be no dispersant used in these areas as dispersed oil in the upper few metres of the water column could reach fish cages.

The extensive dimensions of the lower sea lochs do not allow booming off the lochs. However, open water containment and recovery, diversionary booming and deployment of booms around priority areas such as the fish farms may be feasible due to the comparative shelter of the lochs. The best protection strategy in this area would be exclusion booming around the fish farms and recovery of spilt oil using skimming devices.

Booming off sensitive resources may be possible at the upper ends of the lochs, although considerable amounts of boom will be required. The greater the distance of boom used in any one arrangement, the higher the likelihood of boom failure due to wave and wind action on the surface section of boom.

Zone 2: Outer Firth of Clyde Sea Ara

This is the most exposed sea area within the Clydeport area of jurisdiction. This degree of exposure coupled with frequent moderate – high winds, means that open water boom deployment could not take place sufficiently rapidly to prevent oil from moving towards sensitive coastlines rapidly. The optimum strategy for larger spills of persistent oils in this area would be dispersant spraying in the deep waters and at the source of the spill as quickly as possible. Natural dispersion and monitoring may be an option for smaller spills and oils which are none persistent.

This zone has been defined to coincide with areas in which dispersant spraying does not require formal approval from Marine Scotland i.e. in waters greater than 20m and greater than 1 mile away from such. In line with Government policy, Marine Scotland should still be consulted about dispersant use in this zone.

Zone 3: Inner Firth of Clyde

This area of the much narrower inner Firth of Clyde defines the main shipping routes through the inner estuary. The area is also deep water, however, it is within 1 nautical mile of the 20m-depth contour. Containment and recovery could be considered for larger spills, but a more rapid response would be achieved using vessel mounted dispersant spraying. Approval is required from Marine Scotland prior to the application of any dispersants in this area.

Zone 4: River Clyde

Current speeds in excess of 3-4 knots may make containment and recovery impractical in certain sections of this zone. However booming may be feasible at certain states of the tide. Response should concentrate on containment and recovery of spills within the dock/wharf areas before they enter the River Clyde. If a spill occurs outside the dock areas, diversion of oil to quiescent areas should be attempted to ensure that oil does not impact the sensitive mudflats of the inner estuary.

Zone 5: Loch Goil, Loch Long, Gare Loch and Holy Loch

The widths of the entrances to the lochs preclude booming off the lochs but open water containment and recovery and deployment of booms should be feasible due to the comparative shelter of the lochs. Movement of oil will be largely wind driven. The priority area to deal with the oil would be in the open waters of the affected loch. The second strategy would be divert shore-bound oil to less sensitive shorelines / beaches where clean up could be effective.

Note: Clyde Dockyard Port interests in Gare Loch and Loch Long require all proposed actions should have prior consultation and approval of KHM

Zone 6: Nearshore Zone Outer Firth of Clyde

This near shore zone is one of the most exposed in the Clydeport sea area although there are isolated sheltered areas of coast. Should oil approach this zone, response effort may be best directed to nearshore protection techniques such as diversionary and exclusion booming of priority protection areas along stretches of coast, which is not rocky and exposed. Rocky, exposed coasts will degrade oil naturally and will be difficult to protect in the nearshore zone. The most feasible counter pollution response for protecting these stretches of coast would be dispersant spraying in deeper water.

This zone contains a large proportion of the lower Firth of Clyde environmental sensitivities, particularly along the North Ayrshire coast. For example, Bogside Flats (North Ayrshire) are the only extensive expanse of merse and mudflats and saltmarsh between Solway Firth and Clyde supporting large wintering flocks of golden plover and redshank lapwing, dunlin, oystercatcher, shelduck and wigeon. Areas such as this should be given priority attention to prevent oil from reaching them, using nearshore protection techniques. Oil should be diverted to sacrificial beaches and recovered. Sacrificial beaches should only be chosen after consultation with the relevant environmental agencies.

Zone 7: Nearshore Zone, Inner Firth of Clyde

Most of the coastal area of this zone is relatively less sensitive than the shorelines of the outer firth. Key priority protection area is Portencross Coast (North Ayrshire) which the best mud flats for wildfowl and waders in the Clyde. This area should be given priority attention and oil diverted away from the area if at all possible.

7.3 Clydeport Response Guidelines

Key					
✓	Applicable	O	Consider	X	Avoid

* Following consultations and approval

** Following consultations

	Open Water Response Options					Nearshore Response Options				
	Natural dispersion and monitor	Containment and recovery	Exclusion booming	Dispersant use*	Dispersant use**	Shoreline booming & oil recovery	Exclusion booming	Dispersant use *	Containment and recovery in docks	
Zone 1	O	O	O	X	X	O	O	X	NA	**Tier 1**
	X	✓	✓	X	X	✓	✓	X	NA	**Tier 2**
	X	✓	✓	X	X	✓	✓	X	NA	**Tier 3**
Zone 2	✓	X	X	NA	O	NA	NA	NA	NA	**Tier 1**
	O	O	X	NA	✓	NA	NA	NA	NA	**Tier 2**
	X	X	X	NA	✓	NA	NA	NA	NA	**Tier 3**
Zone 3	✓	X	X	O	NA	NA	NA	NA	NA	**Tier 1**
	O	O	X	✓	NA	NA	NA	NA	NA	**Tier 2**
	X	O	X	✓	NA	NA	NA	NA	NA	**Tier 3**
Zone 4	✓	O	O	X	NA	X	X	X	✓	**Tier 1**
	O	O	O	X	NA	X	X	X	✓	**Tier 2**
	X	✓	NA	X	NA	O	O	X	✓	**Tier 3**
Zone 5	O	O	NA	X	NA	X	X	X	NA	**Tier 1**
	X	✓	NA	X	NA	O	O	X	NA	**Tier 2**
	X	✓	NA	X	NA	✓	O	O	NA	**Tier 3**
Zone 6	O	X	X	X	NA	X	X	O	✓	**Tier 1**
	O	X	X	O	NA	X	O	✓	✓	**Tier 2**
	O	X	X	O	NA	X	O	✓	✓	**Tier 3**
Zone 7	O	X	X	O	NA	X	X	O	✓	**Tier 1**
	O	X	X	✓	NA	O	O	✓	✓	**Tier 2**
	X	O	X	✓	NA	O	O	✓	✓	**Tier 3**

Section 8: Report Forms and Checklists

8.1 CG77 POLREP Pollution Report Form

To: MCA – CGOC **Copy to:** Agencies as required **From:** Clydeport

Part 1 – Information which should be provided in an Initial Pollution Report
Classification of report: *(*delete as necessary)* *doubtful *probable *confirmed
Date: **Time pollution observed:** **Identity of observer/reporter:**
Position of pollution*:* *(latitude/longitude, range and bearing from prominent point of land)* **Extent of pollution in litres/barrels/tonnes:** **Size of polluted area:** *(Estimated amount of pollution, e.g. 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).*
Wind speed (knots): **Direction from:** **Tidal status at time of pollution observation (after/before HW/LW):**
Weather: **Sea state:** **Wave height (metres):**
Characteristics of pollution: **Type:** *(crude, diesel, garbage, etc.)* **Appearance:** *(liquid, solid, sludge, etc.)*
Source of pollution: *(from vessel or other)* **Cause of pollution:** *(Apparent deliberate discharge or casualty. If the latter, give a brief description. Where possible name, type, size, nationality and Port of Registry of polluting vessel. If vessel underway, give course, speed and destination if known)*

Detail of vessels in the area: *(To be given if the polluter cannot be identified and the spill is considered to be of recent origin)*
Photographs taken: *(*delete as necessary)* *yes / *no **Sample taken for analysis:** *(*delete as necessary)* *yes / *no
Remedial action taken / intended to deal with spill:
Forecast of likely effect of pollution: *(e.g. arrival on coastline with estimated timing)*
Names of those informed other than addresses:
Any other relevant information: *(e.g. names of other witnesses, references to other instances of pollution pointing to source)*

Part 2 – Supplementary information to be provided later **(this part may be disregarded when POLREPS are for UK internal distribution only)**
Results of sample analysis:
Results of photographic analysis:
Results of supplementary inquiries: *(e.g. Inspection by surveyors, statements from ship's personnel, etc. if applicable)*
Results of mathematical models:

8.2 Incident Log Sheet

Incident:		**Date:**	
Name:		**Location:**	
Time:	**Details:**		

8.3 Waste Disposal Action Checklist

Oily Waste Generated from a Shoreline Clean-up Operation

a) Direct Transportation to Appropriate Disposal Site for Burial

1. Identify suitably licensed waste carrier to remove material from site.
2. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with SEPA to ensure that the disposal strategy is acceptable.
3. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

b) Temporary storage/Clean, Treat, Stabilise, Recover, Reuse

1. Discuss requirement to establish temporary storage sites along the shoreline with SEPA and Local Authority.
2. If agreed, identify temporary storage sites in close liaison with SEPA and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site.
6. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

c) Temporary Storage and then to Appropriate Disposal Site for Burial

1. Discuss requirement to establish temporary storage sites along the shoreline with SEPA and Local Authority.
2. If agreed, identify temporary storage sites in close liaison with SEPA and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with SEPA to ensure that the disposal strategy is acceptable.
6. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

d) Take to a Refinery/Incinerator (mainly for oily liquids only)

1. Identify suitably licensed waste carrier to remove material from site.
2. Identify suitable facility to receive waste.
3. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with SEPA to ensure that the disposal strategy is acceptable.
4. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

Oily Liquids Recovered at Sea and Held on a Dedicated Oil Recovery Vessel

1. Notify HM Revenue and Customs that you intend to land recovered oil.
2. Identify suitable oil handling plant (refinery) to receive the waste.
3. If 2 is not available identify a harbour with a suitable berth for handling oils.
4. Identify a suitably licensed waste carrier to take the oily liquids off the vessel.
5. Confirm the disposal route with the waste carrier.
6. Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.
7. The removal of landed ships waste that is Hazardous Waste to:
   a. conveyance for transport outside the harbour area.
   b. reception facilities within the harbour area.
   c. by pipeline to reception facilities outside the harbour All require to be consigned. However, there is no requirement to pre-notify these movements and consignment notes can be SC coded.
   d. all oil wastes including fuels, mixtures, emulsification and spills are classed as Absolute Entries in terms of the regulations therefore there is no longer any percentage threshold of carcinogenic compounds; they are now Hazardous Waste regardless. All waste oils with the exception of edible oils are considered Hazardous Waste irrespective of their composition, biodegradability, synthetic nature or otherwise. There is no longer any threshold applicable to consider whether they are Hazardous Waste or not.

   Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

Section 9: Press and Public Information

9.1 Press Statement

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

- Deal professionally with the representatives of the media.
- Co-ordinate and release information to the general public regarding the pollution incident and the Harbour Authorities response to it.
- Keep staff and involved personnel informed of developments regarding the progress of the incident; in so far as it affects their responsibilities.
- Minimise the pressures on those directly concerned with combating the spill.

Responsibility for media relations needs to be clearly understood and who will be required to respond. The responsibility for designating a member of staff to brief the press and act as liaison officer is that of the Senior Manager Marine Operations. In the event of a major incident, the media response will be handled by Peel Ports nominated PR consultancy (The Big Partnership).

For guidance it would be expected as follows:

- Tier 1 spill – PPC involvement only;
- Tier 2 spill – Local Authorities and PPC involvement;
- Tier 3 spill – MRC established with MCA Press Office staff in attendance.

It is essential that the media are provided with a "balanced" view of the incident and actions taken. Remarks like "No comment" only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that could be used by a responsible Harbour Authority Manager pending full details becoming available and a press release issued.

Initial Press Statement

"Peel Ports Clydeport confirm that an incident has occurred (state where and give brief description) ……. at approximately (give time) ……hours today.

Emergency response procedures have been initiated and relevant authorities (have been / are being) advised. All support services are being co-ordinated through the incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (as it becomes available) at a press conference scheduled for …….. time today."