

Norfolk Coastal Pollution Emergency Response Plan 2016

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Foreword

Norfolk has more than 100 miles of coastline and, with the amount of shipping that uses the North Sea, pollution on its numerous beaches and estuaries is always a real threat. Such an event could have significant effects upon our wildlife, the environment, tourism, the whole economy of Norfolk and also cause considerable inconvenience and disruption to the community.

In order to minimise the effects of such an occurrence the various organisations involved in a response to an incident must act effectively and efficiently.

The Emergency Services have plans for dealing with most situations. However, where coastal pollutants are concerned, the involvement of many other organisations, including Central Government, the Maritime & Coastguard Agency, Port and Harbour Authorities, District, Borough and City Authorities, and voluntary agencies will be absolutely vital. This plan outlines how those organisations will be co-ordinated and has been written after consultation with all groups concerned. It follows the principles recommended by the Norfolk Resilience Forum (NRF) that an integrated approach to emergency management should be undertaken in respect of 'identifiable risks'.

This plan has been written with the co-operation of all concerned. To be effective, it is important for each organisation to know what the other's responsibilities are and I ask that you all read the plan to understand your responsibilities and ensure that the NRF is informed of any changes which might affect this document.

If a pollution incident occurs in Norfolk, a quick response is vital to ensure the limitation of any impact to the environment, health and commerce.



**David Collinson,
Executive Lead NRF Protection Work Stream**

Date: 09/01/2017

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Purpose

The purpose of this plan is to ensure a co-ordinated shoreline clean-up of a pollution incident along the coastline of Norfolk. The MCA will take the lead for a pollution incident at sea. This document does not cover the response to inland pollution incidents.

The arrangements outlined in this plan are to ensure the following:

- Protect public health during and following an incident
- Prevent pollution occurring
- Minimise the extent of any pollution that does occur
- Mitigate the effects of any pollution that does occur
- Provide a response to a Tier 1 coastal pollution spill incident,
- Provide a response, mutual and support structure to a Tier 2 incident
- Provide a response, mutual and support structure to the MCA in a Tier 3 incident,
- Provide the maximum degree of protection to the public and responding personnel by giving clear guidance on how the responding agencies will co-ordinate their activities,
- Enable a rapid, efficient and effective response in dealing with any type of coastal pollution incident in order to minimise any environmental impact,
- To outline the responsibilities of various organisations involved in any type of response to a coastal pollution incident,
- Ensure a co-ordinated link with others who may be affected by coastal pollution e.g. Port Authorities or Neighbouring County Councils,
- Assist the community in returning to a new normality following a coastal pollution incident,
- To ensure that our response follows best practice guidance as laid down in the Cabinet Office publications 'Emergency Preparedness and Emergency Response and Recovery', 'Maritime and Coastguard Agency National Plan' and individual agencies' major incident / emergency plans.

Protocols

This Plan will take effect on 9th January 2017. It will be reviewed at 3 yearly periods thereafter. This process will be reviewed should legislation or best practice guidance necessitate such action. The master copy of this document and a record of the review and decision-making process will be held by the Norfolk Resilience Forum (NRF) and will be made available for audit as necessary.

This document is circulated to relevant agencies as a controlled master copy. Should those agencies wish to circulate it further within their own organisation they may do so, remembering that any amendments to those plans is their responsibility.

It is intended that this document is read in conjunction with the Maritime and Coastguard Agency National Contingency Plan for Marine Pollution from Shipping and Offshore Installations and the Norfolk Emergency Response Guidance (NERG). Within the MCA National Contingency Plan an escalating response is defined through the use of 3 “tiers”:

Table 1: Pollution Tier Level

Tier Level	Comment
Tier 1	Local - small incident, which can be managed by the relevant District / Borough / Harbour Authority and supported by County if required.
Tier 2	Regional - medium sized incident affecting more than single District / Borough / Harbour Authority where resources of a County level response is required. The MCA may have a supporting role.
Tier 3	National - major incident affecting several Districts or Boroughs, requiring national resources and co-ordination by MCA

Inland Pollution Incidents

This plan does not cover the response to Inland Pollution Incidents. Depending on the type and level of incident the main issues for consideration will be to contain spillage, if possible and to try and prevent pollutant from entering drains, sewers or ditches. Command and control will depend on the incident but will generally follow the Strategic / Tactical / Operational structure. Organisations involved will depend on the type of the spillage but in most cases will involve the Local Authority, Environment Agency and Natural England supported if necessary by the emergency services. In some cases the Food Standards Agency, CEFAS, MMO, EIFCA and Defra may be involved where there is a risk to agricultural land, animals and the safety of food.

Activation of this plan

This plan will be activated following the report of a coastal pollution incident (POLREP) being issued by the MCA to the NCC Resilience Team Duty Officer (RTDO). The RTDO will then use activation procedure as detailed in Section 4 to co-ordinate the response to the incident. The plan is designed to be escalated in line with the type/scale of pollution incident as described in **Annex A – Initial Response Flowchart.**

References

In dealing with any pollution spill along the Norfolk coastline, the following Emergency Plans should be considered, understood and coordinated:

NRF

- Beachmaster Plan (Appendix 1 to Norfolk Coastal Pollution Emergency Response Plan)
- Beachmaster Maps (Appendix 2 to Norfolk Coastal Pollution Emergency Response Plan)
- Waste Plan (Appendix 3 to Norfolk Coastal Pollution Emergency Response Plan)
- Norfolk, Suffolk and The Wash Environment Group (Appendix 4 to Norfolk Coastal Pollution Emergency Response Plan)
- Norfolk Emergency Response Guidance (NERG)
- Multi-agency major incident communications plan
- NRF Recovery Guidance
- District or Borough Council pollution plans
- Bacton External COMAH Plan
- Dow Chemical External COMAH Plan

Maritime and Coastguard Agency

- National Contingency Plan for Marine Pollution from Shipping & Offshore Installations
- Scientific, Technical and Operational Advice Notices

(STOp Notices)

- The UK SCAT Manual – Shoreline Cleanup Assessment Technique

Adjacent County Plans

- Suffolk Marine Pollution Plan
- Lincolnshire Coastal Pollution Response Plan

- Fenland District Council Pollution Plan

Other interested Parties Plans

- Plans for all North Sea off shore Oil Rig platforms (MCA & BEIS)
- Environment Agency pollution plans

- GDF (Suez) Britain Ltd North Sea Oil Spill Contingency Plan

Harbour / Broads Authority Plans

- Broads Authority Oil Spill Plan - River Yare Great Yarmouth to Cantley
- Great Yarmouth Harbour Oil Spill Plan, including River Yare at Breydon Bridge Booming Plan

- ABP King's Lynn Harbour Oil Spill Plan
- King's Lynn Conservancy Board – Oil Spill Contingency Plan
- Wells Harbour Oil Spill Plan

Plan Amendments

Amd No.	Amended by	Date	Comments	Signed
1	David Palmer	01/06/2009	New issue	D. Palmer
2	David Palmer	12/06/2009	Amendment	D. Palmer
3	Dave Robson	Oct 2016	Revised following Workshop	D. Robson
4 (version 9)	Gemma Bailey	December 2016	Formatting & sent for sign off	G. Bailey

If any amendments are required to be made to this plan please inform :

Norfolk Resilience Forum Business Manager,
Email: nrf@norfolk.pnn.police.uk

Records of Plan Validation and Training Schedule

Date	Details	Exercise/Training /Incident

Distribution List

No.	Recipient
1	Norfolk Constabulary
2	Norfolk Fire & Rescue Service
3	East of England Ambulance Service NHS Trust
4	HM Coastguard
5	Counter Pollution & Salvage, MCA
6	Norfolk County Council, County Oil Pollution Officer
7	Norfolk County Council, Resilience Team
8	North Norfolk District Council
9	King's Lynn and West Norfolk Borough Council
10	Broadland District Council
11	Director of Public Health, NCC
12	Norwich City Council
13	South Norfolk Council
14	Great Yarmouth Borough Council
15	Anglian Water Services
16	Associated British Ports (King's Lynn)
17	Broads Authority
18	Essex and Suffolk Water Services
19	Fenland District Council
20	Public Health England

No.	Recipient
21	Eastern Inshore Fisheries & Conservation Authority
22	Natural England
23	Environment Agency
24	Harbourmaster (Great Yarmouth)
25	Harbourmaster (King's Lynn)
26	Harbourmaster (Wells)
27	Health & Safety Executive
28	Marine Maritime Organisation
29	Lincolnshire County Council – Emergency Planning Unit
30	Norfolk Wildlife Trust
31	RSPB
32	RSPCA
33	Suffolk County Council – Joint Emergency Planning Unit
34	The National Trust
35	UKPIA Pollution Spill Co-ordinator (East Anglia)
36	ITOPF
37	RAFLO
38	JRLO
39	CEFAS
40	Peel Ports Ltd, Great Yarmouth

Abbreviations

Government LEXICON of Emergency Terms available at <https://www.gov.uk/government/publications/emergency-responder-interoperability-lexicon>

Abbreviation	Meaning
ACOPS	Advisory Committee on Pollution of the Sea
BC	Borough Council
BEIS	Department for Business, Energy & Industrial Strategy
CAST	Coastguard Agreement on Salvage and Towage
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CG	Central Government
CGOC	Coastguard Operations Centre
COBR	Cabinet Office Briefing Room
COMAH	Control of Major Accident Hazards
COPO	County Oil Pollution Officer
CPSO	Counter Pollution and Salvage Officer
CRIP	Commonly Recognised Information Picture
DC	District Council
Defra	Department of the Environment, Food and Rural Affairs
DEPM	District Emergency Planning Manager
DFT	Department for Transport
EA	Environment Agency
EIFCA	Eastern Inshore Fisheries and Conservation Authority

Abbreviation	Meaning
ETV	Emergency Towing Vessel
HAZCHEM	Hazardous Chemicals
HMCG	Her Majesty's Coastguard
HSAC	Hazardous Substances Advisory Committee
HSE	Health and Safety Executive
ICT	Information & Communications Technology
IMDG Code	International Maritime Dangerous Goods Code
IMO	International Maritime Organisation
IOPC	International Oil Producing Countries
IOPC Fund	International Oil Pollution Compensation Fund
IP	Institute of Petroleum
IT	Information Technology
ITOPF	International Tanker Owners Pollution Federation
LA	Local Authority
LCG	Local Co-ordinating Group
MAIB	Marine Accident Investigation Branch
MARPOL	International Convention for the prevention of pollution from ships
MCA	Maritime & Coastguard Agency

Abbreviation	Meaning
MEIR	Marine Emergencies Information Room
MEPC	Marine Environment Protection Committee
MMO	Marine Management Organisation
MOD	Ministry of Defence
MOU	Memorandum of Understanding
MPCU	Marine Pollution Control Unit
MRSC	Maritime Rescue Sub-Centre
MSA	Marine Safety Agency
MSDS	Material Safety Data Sheet
NCC	Norfolk County Council
NCP	National Contingency Plan for Marine Pollution
NE	Natural England
NETCEN	National Environmental Technology Centre
NFRS	Norfolk Fire & Rescue Service
NRF	Norfolk Resilience Forum
NSTWEG	Norfolk, Suffolk and The Wash Environment Group
OBM	Oiled Beach Material
OPO	Oil Pollution Officer
P & I	Protection and Indemnity "Clubs"
PO	Pollution Officer
POLREP	Pollution Report
PPE	Personal Protective Equipment

Abbreviation	Meaning
RAFLO	Royal Air Force Liaison Officer
RCG	Recovery Co-ordinating Group
RM	NCC Resilience Manager
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Protection to Cruelty to animals
RTDO	NCC Resilience Team Duty Officer
SAR	Search And Rescue
SCAT	Shoreline Cleanup Assessment Techniques
SCG	Strategic Co-ordinating Group
SCU	Salvage Control unit
SFI	Sea Fisheries Inspectorate
SITREP	Situation Report
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SRCG	Strategic Recovery Co-ordinating Group
SSI	Special Scientific Interest
STOp	Scientific, Technical and Operational Advice Notices
TCG	Tactical Co-ordinating Group
TEZ	Temporary Exclusion Zone
TOR	Terms of Reference
UKOOA	United Kingdom Offshore Operators Association
UKPIA	United Kingdom Petroleum Industry Association
UKSA	UK Spill Association

Section 1 - Introduction

The Overall Response

The overall response to any major or significant emergency relies on the immediate, effective and efficient co-operation between all agencies. The Norfolk Emergency Response Guidance and the NRF Recovery Guidance provide general guidance for a coordinated response to and recovery from any emergency, whereas this plan deals with the response to a pollution incident in the County or an off shore incident which threatens the Coast of Norfolk.

Media interest in a pollution incident affecting the Norfolk Coast will be considerable, requiring the NRF Multi-agency major incident communications plan to be activated.

The Environment

The Norfolk coastline and estuaries are of international importance because of the habitats they provide for a wide variety of bird and marine life. There are several coastal Sites of Special Scientific Interest (SSSI's), many of which are internationally-important Ramsar Convention (The Convention on Wetlands) sites (Breydon Water), Special Areas of Conservation (SACs) and Special Protection Areas (SPAs) as well as national and local nature reserves. The County has two major ports, King's Lynn to the west and Great Yarmouth on the east coast, both handling a large number of ship movements each year. In addition, there are numerous large ships using the North Sea and during the summer months the county's beaches are very popular with tourists.

Combination of industry, wildlife and public amenities makes the problems of combating pollution particularly complex and difficult. Success can only be achieved by the effective co-operation of the many organisations concerned and the use of best practice. Access to some stretches of the coastline is difficult.

The Norfolk, Suffolk and The Wash Environment Group (NSTWEG) will provide technical advice on environmental matters. Their Plan is attached as Appendix 4.

Section 2 – Policies and Procedures

Policy Statement

Local Authorities currently have no statutory duty to clean up the shoreline, but have accepted a voluntary commitment to do so. Every endeavour will be made to identify the source of any pollution in order that a claim may be made against the appropriate polluter. Where it is not possible to identify the polluter, Local Authorities (LA's) are expected to meet the costs from their own contingency funds, further details are contained in Section 10. However, if as a result of laboratory analysis pollution can be shown to have come from a vessel, clean-up costs may be claimed from funds such as the International Oil Pollution Compensation Fund (IOPC Fund). Similarly, if it is possible to identify the specific vessel the claim can be made through the owners' insurance.

Local Authorities will co-ordinate in partnership with all necessary organisations in response to a pollution incident, in order to limit the effects on the community and environmental impact on Norfolk.

Environment Statement

Local Authorities, in responding to any pollution incident, will endeavor, in conjunction with other interested agencies:

- To manage and contain any pollution to a minimal level and ensure the most effective clean-up measures are in place.
- To assist other agencies in preventing any inland pollution reaching waterways, rivers and streams.
- To dispose of any pollution waste in line with the Waste Management Plan.

Procedures

Procedures to be followed for dealing with pollution incidents affecting the Norfolk coastline will depend on the size, location and nature of the pollution. The National Contingency Plan's details three tiers of pollution incident as Table 1 on page 5.

Roles of Coastline Local Authorities

The National Contingency Plan defines the roles of Coastline LA's as follows:

District / Borough Councils:

For **Tier 1** be responsible for the development of local Pollution Spill Plans for dealing with pollution incidents along the length of shoreline within their Authority boundaries

For **Tier 2** provide support to the County Council response

For **Tier 3** provide support to MCA and the County Council response

County Council:

For **Tier 1** provide support if required to the affected District/ Borough/ Harbour Authority

For **Tier 2** pollution incidents take the lead with support from affected District / Borough/Harbour Authority in the clean-up operations and staffing of a Tactical Coordinating group if established.

For **Tier 3** pollution incidents, the overall co-ordination of the Tactical Co-ordinating Group and on-shore response process

Section 3 – Responsibilities

The main responsibilities for each organisation are:

Norfolk Resilience Forum

- Maintain and review the Coastal Pollution Plan as required
- Updating the Beachmaster Plans
- Familiarising NRF agencies in their pollution duties
- Facilitate training as required
- Exercise Plan as required
- Hold central record of trained Beachmaster

County Oil Pollution Officer (COPO)

The Duty Principal Fire Officer (Norfolk County Council) will take on the role of County Oil Pollution Officer (COPO). The NCC Head of Resilience will act as the COPO deputy should the need arise.

The COPO is responsible for

- Implementing this plan on receipt of a POLREP
- Managing Tier 2 pollution incidents with supporting agencies, especially the MCA
- Providing any necessary support for affected District / Borough Councils in dealing with Tier 1& 2 pollution incidents with County Council resources
- Co-ordination with the MCA for Tier 3 incident – being involved with and working with the MCA during major shoreline clean-up operations.
- Establishment of a Strategic Co-ordinating Group, Tactical Co-ordinating Group, Technical Teams and support cells as required
- Liaison with affected neighbouring Counties (see Appendix E)
- The COPO is responsible for keeping District / Borough Councils informed of the proposed actions of MCA at sea and ashore.

NCC Highways and Transportation:

- Providing staff, transport and technical support as required

NCC County Waste Management Officer:

- Chair Waste Team
- Responsible for advising on the Waste Management Plan

NCC Resilience Team:

- If appropriate activate the Emergency Control Room and organise staffing resources
- Resilience Manager will act as the COPO deputy should the need arise

NCC Director of Public Health:

- Will form part of STAC or Standing Environment Group to provide health based advice

NCC Communications Unit:

- Take the lead for public relations and invocation of the NRF Multi-agency major incident communications plan.
- Provide a representative for the media cell

NCC Finance:

- Advise on all financial procedures.
- Chair Procurement Team
- Ensure accurate recording of all expenditure
- Dealing with the financial recovery procedures included in Section 11.

NORSE:

- Provide assistance during any clean-up operation.

Maritime and Coastguard Agency (MCA):

- The MCA Counter Pollution Branch is responsible for counter pollution operations at sea.
- Provide advice and assistance to LAs and Port / Harbour Authorities where pollution threatens the shoreline
- Provide specialist beach cleaning equipment readily available for deployment if required.
- The MCA has designated Counter Pollution and Salvage Officers (CPSO)
- Initiate Pollution Reports CG77 (POLREP)
- Provide general maritime co-ordination and provide masters of ships with advice on the availability of tugs and for tasking tugs where there is an operational need.
- The MCA will work in conjunction with the County Council in creating an Tactical Co-ordinating Group (TCG) if required

MCA has issued the following related plans and instructions:

- National Contingency Plan for Marine Pollution from Shipping and Offshore Installations
- Pollution Spill clean up of the coastline Manual
- Scientific, Technical and Operational Advice Notes (STOps)
- General Information Notes

When a shoreline pollution incident occurs, any clean-up action becomes the (currently non-statutory) responsibility of the affected Coastal County / District / Borough Council. The MCA will provide assistance to the LA's in the clean-up response and for a major pollution incident affecting a significant length of coastline the MCA will combine with the County Council to establish a Tactical Co-ordinating Group (TCG).

Private Landowners

Coastal landowners:

They have a responsibility for clean-up operations after a pollution incident for their stretch of coastline. However the task may be beyond their capability and they may seek assistance in dealing with the pollution.

The National Trust:

The Trust is the largest coastal landowner in Norfolk and possesses a vast amount of local knowledge of its sites and wide expertise, which may be helpful in the event of a pollution incident.

Rivers and Estuaries

Tidal Waters:

The EA has the responsibility for the quality of all surface water (rivers, lakes, reservoirs etc.) ground water, estuaries and coastal waters. In the event of a pollution incident in rivers or estuaries or one reaching these sources, it is essential that the EA be involved at an early stage so that abstractors and other river users can be informed and can take remedial action to prevent further damage or danger. However, in the case of pollution, the responsibility for clean-up may have to be accepted by the LA or Harbour Authority or a combination of both.

Private and Commercial Property:

(1) The responsibility for cleaning pollution from private foreshore property and commercial undertakings such as docks for example, rests with the owners who will be expected to take their own arrangements for pollution clearance. LA advice and assistance may be sought.

(2) Dock Installations

Pollution from vessels alongside Port installations is the responsibility of the Port Operators who may issue warnings and take steps to minimise the pollution. They will also arrange for the prosecution of offenders where appropriate.

District / Borough Councils

- Will manage Tier 1 pollution incidents within their district
- Set up and chair Local Co-ordinating Group if required
- May require mutual assistance from NCC in dealing with a Tier 1 spill
- Provide mutual assistance to other Districts/ Borough
- Provide support to the County Council for a Tier 2 incident
- Provide support to County Council/ MCA in dealing with Tier 3 incident

Norfolk Constabulary

- Disseminate any pollution report received, (see Annex A)
- Assist with Public Safety by controlling traffic, sightseers and cordoning the incident area(s).

Norfolk Fire and Rescue Service

- Will attend the scene and provide advice with regards to HAZCHEM incidents
- Will ensure the protection of life and make the area 'safe' prior to the deployment of the Beachmaster Plans
- Subject to any prior operational commitments, the Fire and Rescue Service may be asked to provide pumps and personnel to assist with hosing down polluted beaches.

Marine Management Organisation (MMO)

The MMO is the regulatory body for the use of oil spill dispersant products. Their approval is required on the proposed use of oil spill dispersants products. The MMO are part of the Norfolk, Suffolk and the Wash Environment Group (NSWEG) and they will advise on the type and locations where dispersants may be used. Specific approval is required for the use of dispersants in water depths of less than 20 metres or within one nautical mile of any such area.

Some ports, harbours and oil handling facilities have standing approval to use limited amounts of dispersants according to the approval described in their emergency plans.

The MMO role is to:

- Support major marine pollution incidents
- Statutory role regarding the use of oil treatment products responding to oil spills

The Environment Agency (EA)

The EA has responsibilities under the Water Act 1989, consolidated into the Water Resources Act 1991 to waters defined under the Act as including territorial and coastal waters.

- Territorial waters extend seawards for 3 nautical miles.
 - Coastal waters are any waters extending landward to the limit of the highest tide.
 - Inland waters extend as far as the freshwater limit of the river or watercourse together with the waters of any enclosed dock, which adjoins waters within that area.
- EA is a core member of the NSTWEG

Natural England (NE)

Natural England's responsibilities include:

- Provide nature conservation advice to relevant responding authorities.
- Provide advice on the environmental 'appropriateness' of proposed response actions, e.g. shoreline clean-up or dispersant application.
- Monitor the environmental effectiveness of response actions.
- Provide advice or guidance on wildlife impacts and capture and rehabilitation operations.
- Monitor and assess, with other responsible agencies, the environmental effects of pollution incidents
- NE is a core member of the NSTWEG

King's Lynn / Great Yarmouth / Wells Harbour Authorities

The above authorities maintain Coastal (Pollution) Spill Plans and Booming Plans for their harbours. During a major oil spill incident Harbour Authorities and Local Authorities will need to co-ordinate their respective roles.

Broads Authority

The Broads Authority is responsible for the whole of the Broads' area and related rivers and canals and has a Pollution Spill Plan to cover the Cantley area of the Broads. Their specialist skills may prove invaluable at a time of crisis even though they themselves may not be affected by the incident.

Recovery Co-ordinating Group

During the response to an incident (usually chaired by Police) it is vital that the local authority convene a recovery group, in order to manage the authority's approach to the return of the new normality following a major incident. The purpose of the SRCG is to co-ordinate and monitor the work of the various subgroups tasked with recovery roles as well as setting the strategy for the recovery.

Central Government (COBR)

Central Government will be kept informed of any crisis through DCLG – RED.

Secretary of State's Representative (SOSREP)

SOSREP represents the Secretaries of State for Transport (ships) and Energy and Climate Change (Offshore installations). SOSREP has the ultimate decision making powers in relation maritime salvage, offshore containment and intervention. SOSREP's role does not include shoreline clean up but if there is a conflict between "at sea" and "land based" matters he will make a decision based on the overriding interests of UK plc.

Section 4 – Activation Procedure for Shoreline Issues

Activation Procedure: Initial Activation

Warnings may come via several sources depending on the scale and type of the incident, although in most cases they are likely to come via the MCA to NCC RT Duty Officer. Following receipt of a POLREP information (via phone, email or fax) the activation flow chart (see Annex A) should be followed.

The POLREP may be in different format:

- Annex B - CG 77 POLREP (MCA Report)
- Annex C - POLREP 1 (Initial Report)
- Annex D - POLREP 2 (Detailed Report)

On receipt of information regarding coastal pollution, from the Districts, Police or MCA, the level of incident will be designated by the NCC RTDO as a Tier 1, 2 or 3 incidents. In the event of a Tier 3 incident the MCA will lead the response from the onset.

Designation would be based upon a judgement of:

- Evaluation of likely impact
- Level of public interest expected
- Who will be required to be deployed
- Advice from Police and/or MCA

Tier 1 incident- District lead

1. RTDO - Notify relevant District Emergency Planning Officer or Duty Officer and offer assistance.
2. RTDO - Consider escalation to actions to Tier 2 if necessary
3. RTDO - Contact the appropriate CCG on call Director based on the area at risk. The RTDO

- should use refer to the On-Call Director Rota based on the area at risk (either Great Yarmouth and Waveney or the Central CCG – covering North, South, West and Norwich)
4. RTDO – Contact Standing Environment Group

Tier 2 incident- County lead – the RTDO will

1. Notify County Oil Pollution Officer
2. Notify Deputy County Oil Pollution Officer
3. Consult with Police Contact and Control Room and MCA
4. Contact Standing Environment Group
5. Notify relevant District Emergency Planning Lead or Duty Officer

6. If the County Oil Pollution Officer activates the Coastal Pollution Plan to offer assistance as required
7. Local Authority staff may need to go to a TCG, if established
8. Contact the appropriate CCG on call Director based on the area at risk and Public Health England

Tier 3 incident- Maritime and Coastguard Agency (MCA) lead

1. Take actions as per Tier 2
2. Local Authority staff may need to go to the TCG or SCG if established

The COPO shall on a POLREP notification from the RTDO

1. Take steps to check on the size of the incident and the threat it poses (Tier 1, 2 or 3 incidents)
2. Start an Incident Log, recording all information and any action taken
3. Liaise with MCA
4. Liaise with Norfolk, Suffolk and The Wash Standing Environment Group
5. Liaise with affected Coastal Local Authorities
6. In consultation with others, implement coastal patrols
7. Consult with neighbouring counties e.g. Cambs, Lincs and/or Suffolk
8. Indicate an appropriate response

The COPO should then, as appropriate, liaise with the following:

- Broads Authority
- Broadland District Council
- Environment Agency
- Peel Ports Ltd, Great Yarmouth
- King's Lynn Conservancy Board
- King's Lynn ABP Port
- Natural England
- Norfolk Constabulary
- The National Trust
- Wells Harbour Commissioners

Aerial or Ship Reconnaissance

General

To assist the activation of this plan aerial or ship reconnaissance can provide the best picture of what is happening to pollution incidents at sea or in estuaries.

Aerial Reconnaissance

(1) Minor Pollution incidents - Tier 1

The COPO may be able to request aerial reconnaissance from the agencies listed below:

- Military
- MCA

There may be a costing implication involved.

(2) Major pollution incident – Tier 2 & 3

Should it be deemed useful to the operation aerial reconnaissance will normally be organised by the MCA using aircraft or satellite

Ship Reconnaissance

It may be possible to procure the use of boats that are available through the agencies listed below:

- (1) Great Yarmouth Harbour Authority
- (2) King's Lynn Harbour Authority
- (3) EIFCA
- (4) EA

Many shipping organisations and private boat owners would no doubt offer their services in response to an incident. The usefulness and capabilities of the crews and vessels would need to be evaluated before accepting such offers.

Section 5 – Shoreline – Tier 1 Spills

Definition: Small spill, which can be wholly managed by the relevant District / Borough / Local Authority.

Co-ordination and Control

Notification

Notification of a pollution spill may be received from a number of sources, for example:

- (1) Vessel (or passing craft)
- (2) Aircraft
- (3) Member of the public

Details of the spill are passed to the MCA, by which ever '999' service that receives it. The MCA will issue an initial Pollution Report (POLREP) - Form CG 77 – see Annex B.

Alerting System – via the County EPDO (see section 4)

Notification of the actual or threatened pollution incident will be carried out by MCA.

The MCA will issue an initial POLREP to a pre-compiled distribution list, which will include RTDO, relevant district/ borough authorities. Updating POLREPs being issued by them as the incident progresses.

Small pollution incidents, within Tier 1, will be notified to the appropriate Coastal District / Borough Authority.

Initial Actions

The POLREP will be received by the RTDO who will inform others accordingly.

District / Borough / County will decide the level of response and will notify the COPO and MCA accordingly.

Close liaison between COPO and the affected Coastal District / Borough will be maintained throughout the incident.

Note: Responsibility to carry out clean-up operations for a Tier 1 incident rests with the incident Coastal District / Borough Council affected. The response will be in line with the local pollution plans.

Section 6 – Shoreline – Tier 2 Spills

Definition: Medium sized pollution incident, where District / Borough Local Authorities require assistance from the County Council in respect to the clean-up and management of the incident.

Co-ordination and Control

General

Should the scale of the incident indicate that the response capability of a single Coastline District / Borough is restricted, the COPO will take the following action:

- Consult with the affected Coastline District / Borough Local Authorities and agree to a joint response
- Consider the opening of a TCG if two or more Districts / Borough Councils are affected. Liaise with neighbouring local authorities and NRF agencies for mutual support
- Inform the MCA of decision made and seek guidance

Notification of an incident

Notification may come from many sources, for example:

- (1) Vessel (or passing craft),
- (2) Aircraft,
- (3) Member of the public.

Alerting System

COPO will initiate the call-out procedures of the various teams as detailed below. Should a SCG/TCG be required it is anticipated it will be operational as early as practicable and the guidelines as set out for SCG/TCG in the NERG will be followed.

Role of the TCG – this will in principle follow the NERG but be customised as detailed below

Co-ordinate the on-shore response by:

- Determining the extent of the problem along the affected coastline and agree a strategy and assign priorities for the clean-up action with key stakeholders
- Initiating response actions or agree local proposals (with a view to minimising environmental damage and the amount of pollution waste arising from such incidents)
- Managing the disposal of pollution wastes arising from the clean-up operations, as per the Waste Management Plan – (See Appendix 4 to this plan)
- Monitoring progress of the clean-up operation
- Contact and liaise with shoreline owners

Management of the Incident (if SCG/ TCG Operating)

The Incident Management structure to deal with an incident requiring a SCG/TCG is shown in Fig 1 on page 29. A nominated representative from each team should attend the TCG to work alongside the COPO. The detailed roles, responsibility and structure of the SCG/TCG are detailed in the NERG.

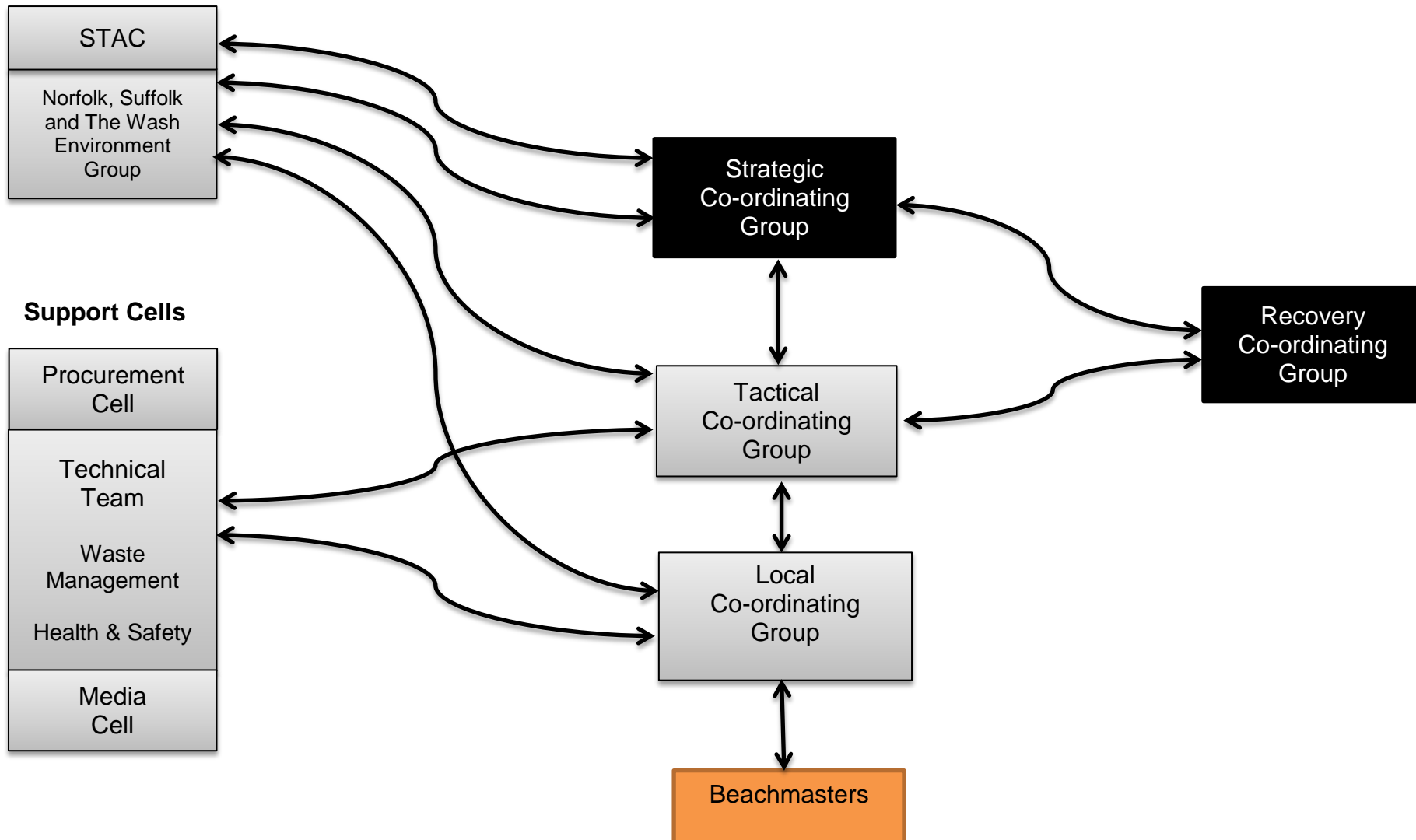
These teams will be advised by the Norfolk, Suffolk and The Wash Environmental Group Liaison Officer. NSWEG has its own Marine Pollution Contingency Plan (See Appendix 4 to this plan.)

The TCG may need to actively communicate with the following agencies to obtain accurate and current information on the situation:

- Affected Local Authority or Landowner
- Neighbouring County Authorities (Lincolnshire / Suffolk)
- MCA
- Port / Harbour Authorities
- Meteorological Office
- Police
- Government Organisations – DCLG RED and/or COBR
- Environment Agency (lead for NSTWEG)
- Natural England

NCC has a contract with Breamar Howells to provide specialist equipment and advice to deal with Tier 2 incidents. Activation of this arrangement is through the RTDO.

Fig 1 Command and Control Structure



Section 7 – Shoreline – Tier 3 Spills

Definition: A pollution incident that requires the co-ordinated response from National and Local Authorities. The Initial response at sea will be taken by the MCA, who may request the Local Authority support, if it is thought that the incident may impact on the shore. The MCA will use the National Contingency Plan for the management of this type of incident.

Co-ordination and Control

General

The following two scenarios could result in the formation of a SCG:

- (1) Should a Tier 2 incident escalate to a Tier 3 incident because of the amount of material washed ashore, which is beyond the clean-up capability of the District / Borough and County Council response, the COPO will contact the MCA and seek their advice
- (2) Should there be a shipping pollution incident off-shore requiring a National response, the potential threat of material being washed ashore along the Norfolk coastline, may require a SCG/TCG to be established.

There should be constant liaison between COPO and MCA during the initial stages of a major spill to ensure that a timely decision is taken to the establishing of a SCG/TCG and agreement to its location.

Tables 1, 2 & 3 on the pages below show the likely structure of the SCG, TCG and Technical Teams.

Table 1 - Team Structure for Strategic Co-ordinating Group

Norfolk County Council – COPO (Chair)	EA	NRFS
Norfolk County Council - RTDO	Norfolk Police	MCA
Norfolk County Council - loggist	Ship Owners/ Insurers	ITOPF
Borough Council of Kings Lynn & West Norfolk Rep	Marine Maritime Organisation	Natural England
North Norfolk District Council Rep	EIFCA	NCC - Media
Great Yarmouth Borough Council Rep	NSTWEG	Lincs Rep – if impacted
		Suffolk Rep – if impacted

Table 2 - Team Structure for Tactical Co-ordinating Group

NCC – Assistant COPO – (Chair)	Ship Owners/ Insurers	Wells Harbour – if impacted
NCC - Loggist	Marine Maritime Organisation	King's Lynn Conservancy Board – if impacted
MCA	EIFCA	Broads Authority – if Broads related
NCC - Media	NSTWEG	King's Lynn ABP –if impacted
Great Yarmouth Borough Council	NFRS	Peel Port Ltd, GY – if impacted
Borough Council of Kings Lynn & West Norfolk	Natural England	Norfolk Police
North Norfolk District Council	EA	

Table 3 - Team Structure for Technical Team

NCC – Assistant COPO (Chair)	NRFS	RSCPA
NCC – Waste	EA	RSBP
NCC - Procurement	NSTWEG	EIFCA
Borough Council of Kings Lynn & West Norfolk	NFRS	MCA
North Norfolk District Council	Tier 2 contractor(s)	NCC – Highways
Great Yarmouth Borough Council	NE	NCC – H&S

Activation of the SCG/TCG - the procedure for the activation of the SCG/TCG will follow the details within the NERG. In addition

- COPO will consult with the MCA to ensure their full co-operation
- Agree a suitable location for the SCG/TCG
- Maintain close liaison with MCA regarding progress of incident and response to incident
- Alert SCG/TCG membership to the location of the TCG, the time TCG will become operational and time of first Management meeting, details for any teleconferencing arrangements
- Contact designated representatives and request attendance at the TCG
- Request the assistance of a representative from any involved Pollution Company at the SCG/TCG

Management of the Incident

The TCG will actively communicate with the following organisations to generate an accurate, current and predicated picture of the situation:

- MCA
- NSTWEG will advise the TCG in accordance with their policies and strategies
- Neighbouring County Authorities (Suffolk, Lincolnshire, Cambs)
- Port/Harbour Authorities
- Pollution Company
- Meteorological Office
- Police
- Shoreline owners
- DCLG - RED

Using this information and in liaison with MCA, the SCG/TCG will confirm the level of response appropriate to the incident.

The Role of the SCG/TCG

These are detailed in the NERG. In addition to a pollution incident the following should also be considered will assume the responsibility for countywide co-ordination/control and information gathering/dissemination, particularly if the spill spreads to involve neighbouring Counties.

To co-ordinate the on-shore response and in order to achieve this it must:

1. Determine the extent of the problem along the affected coastline.
2. Agree a strategy and assign priorities for the clean-up action.
3. Initiate response actions or agree local proposals (with a view to minimising environmental impact).
4. Obtain and allocate resources on an agreed priority basis.
5. Determine a waste disposal strategy and methods for disposal of pollution wastes recovered from the clean-up operations.
6. Monitor progress of the clean-up operation.
7. Issue regular briefings to the media, Elected Members, DCLG, Central Government and other interested parties

Tables 1, 2 & 3 on page 31 show the likely structure of the SCG, TCG and Technical Teams.

SCG

Is responsible for setting the strategy of response and disseminating it to all interested parties.

1. General principles of strategy and prioritisation (short, medium and long term)
2. Interacting with, Central Government, elected members, Media and the general public
3. Liaise with NSTWEG
4. Preparation of situation reports (based on information from Technical Team)
5. Financial recording, supervision and reporting
6. Have cause to put into place a Recovery Strategy. (See section 13)

Technical Team

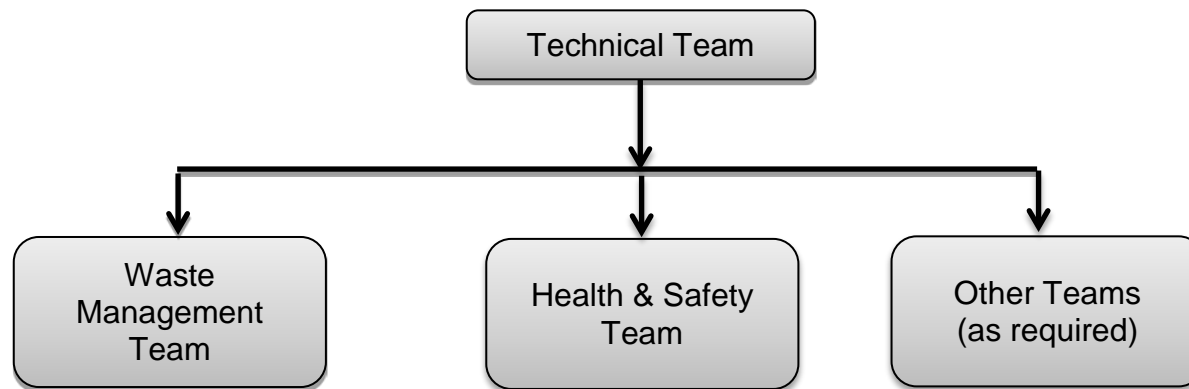
This is responsible for the technical decisions on clean-up policy and if necessary the establishment of health & safety and waste management teams:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Determine tactics for dealing with pollution in specific locations 2. Allocation of resources based on priority decisions from TCG 3. Allocation of tasks to external contractors 4. Monitoring and recording progress of work, including meeting with Beachmasters to develop | <ol style="list-style-type: none"> 5. Briefing to Management Team 6. Preparing a summary of Operational Plans |
|--|---|

daily plan for clean-up, feedback to Management Team and health & safety assessments

The Technical Team may establish sub-teams to assist its operation. A Waste Team and a Health & Safety Team will always be formed.

Fig 2 - Technical Team Structure



NCC has a contract with Braemar Howells to provide specialist equipment and advice to deal with Tier 2 or 3 incidents. Activation of this arrangement is through the RTDO.

Procurement / Finance Team

Is responsible to the Technical Team for the following:

1. Procurement, including ordering, marshalling and routing of resources to designated sites
2. Monitoring levels of deployed resources at various locations and informing the Technical Team of any resource shortfall
3. Recovery and re-deploying of resources as they become surplus to requirements
4. Monitoring of ALL expenditure, e.g. collation of invoices, payment of invoices, expenditure claims, and compensation claims. Provide a summary to Management Team
5. Maintain a financial accounting database to assist in reporting expenditure and claims
6. Follow the financial procedures set out in Section 10 Proposed Membership

Media / Public Information Team

The media response will be coordinated by the Incident Media Team and should be based on the NRF Multi agency Major Incident Communications Plan. A Media Centre will need to be established as part of the response to a Tier 2 or 3 pollution incidents.

Media Centre

The media centre needs to be separate from the TCG but established relatively close for ease of travel for TCG Officers attending press briefings and conferences.

The responsibility of the Media Centre will be to:

- Preparation of press briefings and public information in consultation with the Management Team
- Arrange press conferences / interviews in consultation with the Management Team
- Manage the press briefing room and provision of regular press briefing notices
- Liaison with other media centres (especially Pollution Industry) ensuring consistent reporting

Section 8 – Pollution Incident at Sea

Responsibilities

The Department for Transport, through the MCA exercises the responsibilities accepted by Central Government for dealing with pollution at sea.

The NRF may be called upon to assist with inshore spraying operations up to approximately one mile offshore.

On Receipt by County RTDO of Warning from MCA

On receiving information of a major pollution incident at sea which may threaten the Norfolk coastline, the COPO will:

- Consult the MCA to ascertain the size of incident and ascertain the threat,
- Inform the RTDO If necessary, a contingency planning meeting should be convened and the County Council Chief Executive should be informed,
- Inform Coastal District / Boroughs of the likely threat,
- Inform the Police,
- Inform the EA,
- Inform the County Communications Officer,
- Inform Natural England
- Consider impacts on adjoining Counties (See Annex E)

Aerial Spraying by MCA

Reconnaissance plays an important role in dealing with marine pollution. The MCA has aircraft available for remote sensing to detect pollution on the sea, day or night and for dispersant spraying.

Joint County Schemes

If the pollution threat is also likely to affect other neighbouring counties, then consider implementing the Joint Schemes outlined at Annex F.

Inshore Spraying

Any inshore spraying will require approval from MMO and, if granted, conditions will apply.

Section 9 – Vessels Stranded Close Inshore

General

Vessels carrying sizeable quantities of pollution, which become stranded close inshore, constitute a high pollution risk.

Responsibilities

The responsibility for minimising pollution from a ship stranded close inshore lies with the ship's Owners and Master.

Co-ordination and Consultation

Once COPO has been informed, he should, make contact with MCA to discuss the hazard and after consultation, they should, if necessary convene a meeting to include (as appropriate):

- District / Borough Pollution Officer(s)
- MCA (Counter Pollution Officer)
- Shoreline owner if likely to be affected
- Head of Resilience Team
- Police
- Fire and Rescue Service (if required)
- CEFAS
- Environment Agency
- Master of the vessel and vessel owners
- Cargo owners
- Port and Harbour Commissioners
- Lloyds of London
- Appropriate Pollution Company(s)
- International Tanker Owners Pollution Federation (ITOPF)
- EIFCA
- Natural England
- RSPB / RSCPA
- Broads Authority (if Broads likely to be impacted)
- Ambulance Service (if required)
- Consult with Neighbouring Counties (see Annex E)

Telephone numbers for the above are to be found within the County Resilience Team contact database and retained by the appropriate District / Borough and County EPDO's.

The meeting should:

- Obtain information on the quantities and types of pollutant(s) that are aboard the stranded vessel and arrange for samples to be taken of any pollution already in the sea or ashore,
- Examine with specialist assistance, the opportunity of re floating the vessel. If this is not possible find out whether it is likely to break-up and if so, how soon,
- Consider the possibility of removing the pollutant prior to it escaping,
- Seek guidance from the Owners, Master, Insurer and Salvager as to methods that could be used to reduce or eliminate the risk of pollution,
- Examine all the facts and devise a plan of action to minimise the effects of any pollution.

Further Action

When a plan of action has been agreed, COPO will be responsible for co-ordinating preventative measures to minimise the effects of any subsequent shoreline pollution in accordance with the guidelines for a Tier 1, 2, or 3 incident.

Section 10 – Finance

Introduction

In the event of a pollution incident decisions, that will have cost implications, may have to be taken at short notice. The normally accepted 'rules' relating to ordering work and materials may have to be circumvented in view of the speed of an incident.

There will be a need to recover all eligible expenditure from the Polluter and to do this, full and adequate records must be maintained and retained, for at least 7 years after the incident.

Claims for damage, economic loss, clean-up measures etc. caused by oil pollution may be supported by the International Oil Pollution Compensation Fund 1992 (aka the 1992 Fund or the IOPC Fund 1992); the 1992 International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (aka 1992 Fund Convention) and the IOPC Supplementary Fund Protocol.

Ordering of work, plant and materials

The District / Borough Council concerned will deal with Tier 1 pollution incidents will manage the financing of the response/recovery operation through its own finance section and procedures. A SCG/TCG may be opened to deal with a Tier 2 or 3 spill.

As the SCG/TCG is not a legal body; any orders and payments cannot be made in its own right. The County Council will act on behalf of the SCG/TCG, raising orders and making payments. It will also keep records and deal with recharges to the Polluter on behalf of the member authorities of the SCG/TCG. In the event of a Tier 3 spill, formal contact has to be made with the ITOPF as soon as reasonably possible to mutually agree levels of resource procurement and sequence invoicing and payments..

Suitable County Council systems will be used to raise all orders for work, plant and equipment hire or purchase and materials. This will include work, which will be carried out by the Local Authority's own workforce or designated contractors.

Because of the emergency nature of the work, particular procedures are needed to ensure both speed and good record keeping. Failure to do this may result in claims for payment being unsustainable.

Orders by County Council Departments and District/Borough Councils for work to be carried out by them must make it clear that full documentation will be required in support of their invoices for payment. These may take the form of worksheets; stores issue notes, invoices for direct expenditure, plant/transport sheets for example.

Contact details for the procurement of materials, plant, PPE and specialist equipment are held by the NCC procurement team.

Payments

The County Council, upon receipt of valid invoices, will make payments with full supporting documentation for ALL invoices including those raised by the DC/BC involved.

Invoices will be checked against records kept by the various teams, and submitted to the TCG where the responsible procurement team leader at the TCG will sign them for accuracy.

Copy orders are to be marked off with details from the invoices by the Procurement Team for the TCG. Invoices for payment will be passed to the Finance Team of the TCG who will arrange for them to be coded up, passed to the Finance Section, batch them up separately and forward for payment to be made.

Paid invoices will be stored in separate batches from other NCC invoices to enable easy retrieval for recharge purposes. The procurement lead at the TCG should liaise with finance to arrange for the orders to be given a new batch id number thus enabling separation for ease of retrieval (where possible and relevant reference should be made to the specific beach).

If orders have been placed, the invoices will need to go to the TCG from the suppliers, and identified as such. The invoices will be stored along with other documentation relating to the incident.

Records

In order that recharges can be made to identified polluters, it is essential that all documents relating to an incident are retained.

In order that a claim is not prejudiced, documentation must be comprehensive. There is also a need to record details of telephone calls, meetings.

It is advisable to keep a video and / or photographic record of the clean-up process and all such video and photographs must be retained.

It is essential that supporting documentation shows how the expenses are linked with actions taken at specific work sites. Costs must relate to the SCG strategy.

Records are to be kept until all claims for re-imburement have been met or seven years, whichever is longer. It may be necessary to retain records for much longer, or even permanently, if there is the risk of medical claims being made.

Accounting arrangements

The County Council will set up separate accounts in its financial system to record expenditure and income for each incident (sub incident). These will be in the form of holding accounts and will not be a charge against the County's budgets.

The accounts will be cleared when all of the claims against Polluters are paid. Any unrecoverable expenditure will be recharged to the County Council and the affected Coastal District / Borough Council(s) pro-rata to the incident impact

Recharges

Legislation covering recharges in respect of spillages of pollution from tankers is included in the Merchant Shipping Act 1995.

The initial liability for meeting the clean-up cost lies with tanker owners (not the cargo owners) but they may limit their liability. NCC may make claims direct to the Insurer.

Any claim which falls above the insured liability limit, or if the tanker owner cannot be identified or if the tanker owner is exonerated from liability, may be payable from International Oil Pollution Compensation (IOPC) Funds. This claim would be undertaken by the Head of the Finance team of the TCG.

Expenditure which is subject to a claim includes:

- Preventative Measures (including clean-up)
- Property Damage
- Economic Loss
- Restoration of Impaired Environment.

Admissible claims include the cost of personnel and the hire or purchase of equipment and materials less any residual value of equipment purchased.

Additional costs of existing personnel, equipment for example, are admissible plus a reasonable element of fixed costs.

It will be necessary for all staff to record their time spent on the emergency, as it may be possible to reclaim this cost. This can be recorded physically or electronically but must be passed to the Admin Team for centralised collation and storage.

In order to speed up claims handling, adequate and appropriate records will be kept showing what was done, where and why. Daily work sheets will need to show the operation that was in progress for each site, including equipment, personnel and materials used.

Time limits are in operation under both the 1992 Fund Convention and Civil Liability Convention. Court action for claims must be submitted within **three years** of the date of the damage. However, this time scale will be extended if the Fund has been notified that a claim is being pursued but cannot be presented in court before the three-year time limit. This allows for those instances where damage actually occurs some time after the event. Both funds still require that claims must be brought to court within **seven years** of the incident. If proper steps have been taken to secure a claim, the right to additional compensation from a Supplementary Fund will have been protected.

The IOPC produces a **Claims Manual**, which provides helpful guidance on how such claims should be itemised.

The Claims manual and example claim forms can be downloaded at: <http://www.iopcfunds.org/publications/>

Unrecoverable expenditure apportionment

It is expected that all expenditure incurred will be recoverable, although this may not be the case in practice. It is possible that certain items, from within the claim may be refused (through lack of adequate documentation).

Any unrecoverable balance would need to be shared between authorities. This is open to discussion but historically has been in the following proportions:

- County Council 50% and Coastal District/Borough affected 50%

If more than one Coastal District / Borough is affected, their share will be decided by reference to mileage of beaches dealt with in each of their areas to take in to account of the severity of the spillages to be dealt with in each area.

Section 11 – Media and Public Information

General

Any pollution incident affecting the Norfolk coastline is likely to generate considerable public interest and become an extremely emotive subject. Therefore, local and national media will be in attendance very quickly and followed almost immediately by their international colleagues. Reference should be made to the Norfolk Multi agency Major Incident Communications Plan. The media response will be co-ordinated by the incident Media Team.

Media response (Tier 1 Pollution incidents)

The responsibility for media and public information issues for a Tier 1 spill lies with the District / Borough Council concerned. As many agencies are likely to be involved the Multi-agency major incident communications plan can be used.

Media response (Tier 2 Pollution incidents)

The responsibility for media and public information issues for a Tier 2 spill will lie with the County Council, who may well need to set-up a Media Cell in the TCG.

Media response (Tier 3 Pollution incidents)

A Media Centre will need to be established as part of the response to a major pollution incident by the County Council Communication Department – reference should be made to the Multi-agency major incident communications plan.

It needs to be separate from the TCG but established reasonably close for ease of travel for TCG Officers attending press briefings or press conferences.

The responsibilities of the Media Centre will be to:

1. Manage / facilitate the media attending the incident.
2. Arrange press interviews.
3. Arrange controlled photo opportunities.
4. Liaise with the relevant communications office of the owners of the stricken vessel / container / premises from which the pollutant is escaping to produce a coherent dissemination of information to the press and public.

5. Prepare press briefings, statements, public information and press conferences in consultation with the Management Team.
6. Liaise with the communications offices of other relevant organisations to produce a coherent dissemination of information to the press and public. Given the environmental importance of much of the Norfolk coasts, this is likely to involve Natural England as well as NGOs such as Norfolk Wildlife Trust, National Trust and RSPB

Section 12 – Recovery Co-ordinating Group

General

The response to a coastal pollution incident will not always follow the traditional response to a major incident, in that it will usually be instigated and lead by a Local Authority and that the response is more akin to the recovery phase of a major incident.

Therefore depending upon the scale and nature of the clean-up it may be a requirement to set up a Recovery Co-ordinating Group following the initial recovery operation. This is a decision that the SGC should make as it plans its strategy to be followed during the incident.

In most cases a RCG may not be required, it would only be required only if it is anticipated that the clean-up operation may last for several months or longer.

If a RCG is to be set up, then the Norfolk Recovery Guidance should be followed.

Section 13 – Miscellaneous

Technical Advice

United Kingdom Petroleum Industry Association Ltd (UKPIA)

The South Eastern Region Co-ordinators will advise local and national authorities on major pollution spillages and assist UKPIA members.

MCA and other agencies advice

The MCA is available to give advice on all aspects of pollution, see the MCA STOp notices and The UK SCAT Manual (Shoreline Clean-up Assessment Technique). The roles and responsibilities of many other organisations are set out within the MCA National Plan.

Norfolk, Suffolk and the Wash Environment Group

General

An Environment Group will be established for all incidents requiring a regional or national response. The role of the Environment Group is to provide detailed advice to the response centres to guide response operations in summary the key tasks of the environment Group are:

- To provide public health and environmental advice and guidance to all response units involved in response to an oil and/or chemical marine pollution incident and subsequent clean-up operations.
- To advise response units so as to minimise the impact of the incident on the environment in the widest sense, taking account of risks to public health, the natural environment, Designated Sites, protected species, and potential impacts arising from any response operations, whether salvage or clean-up operations, at sea and on the shoreline.
- To monitor, assess and document the public health and environmental (including wildlife) impact of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measures implemented in response to the incident.
- To facilitate welfare, rehabilitation or humane disposal of wildlife casualties by recognised animal welfare organisations.

The Norfolk, Suffolk and the Wash Environment Group provide advice and expertise on all aspects of Environmental issues along its coastline limits.

Extent of limits

The stretch of coastline administered by this group extends from Gibraltar Point in Lincolnshire and follows the coast into The Wash, around Norfolk and to Kessingland, Suffolk, and extending out into the North Sea UK National boundary.

Scope of definition

The definition of marine and coastal environment within the groups context encompasses the natural environment, water quality, wildlife including fish, cultural, landscape, habitats, public health and socio-economic factors linked to human health, e.g. through food chains.

Environmental Group composition

The core group consists of representatives from

- Environment Agency - Chair
- Natural England– Deputy Chair
- MCA
- Public Health England
- Director of Public Health (NCC)
- Food Standards Agency
- EIFCA

With additional expertise, dependent on circumstances, drawn from:

- RSPB,
- RSPCA,
- National Park Authorities,
- Wildlife Trusts
- British Divers Marine Life Rescue
- Broads Authority
- HSE

Advice to the TCG will be via an Environment Liaison Officer (ELO).

Health, Safety and First Aid

Pollution and polluted waste are potentially hazardous substances and all operations involving these materials are themselves liable to create a hazardous working environment.

A generic Risk Assessment has been carried out by the Technical Team and is included within The Beachmaster Plan (see Appendix 1). Persons responding to any incident must be made aware of its contents prior to the commencement of work.

A site specific Risk Assessment must be completed by the Beachmaster (with assistance from the Technical Team) prior to the commencement of any works. This should be briefed to all attendees and operatives prior to access onto the affected area.

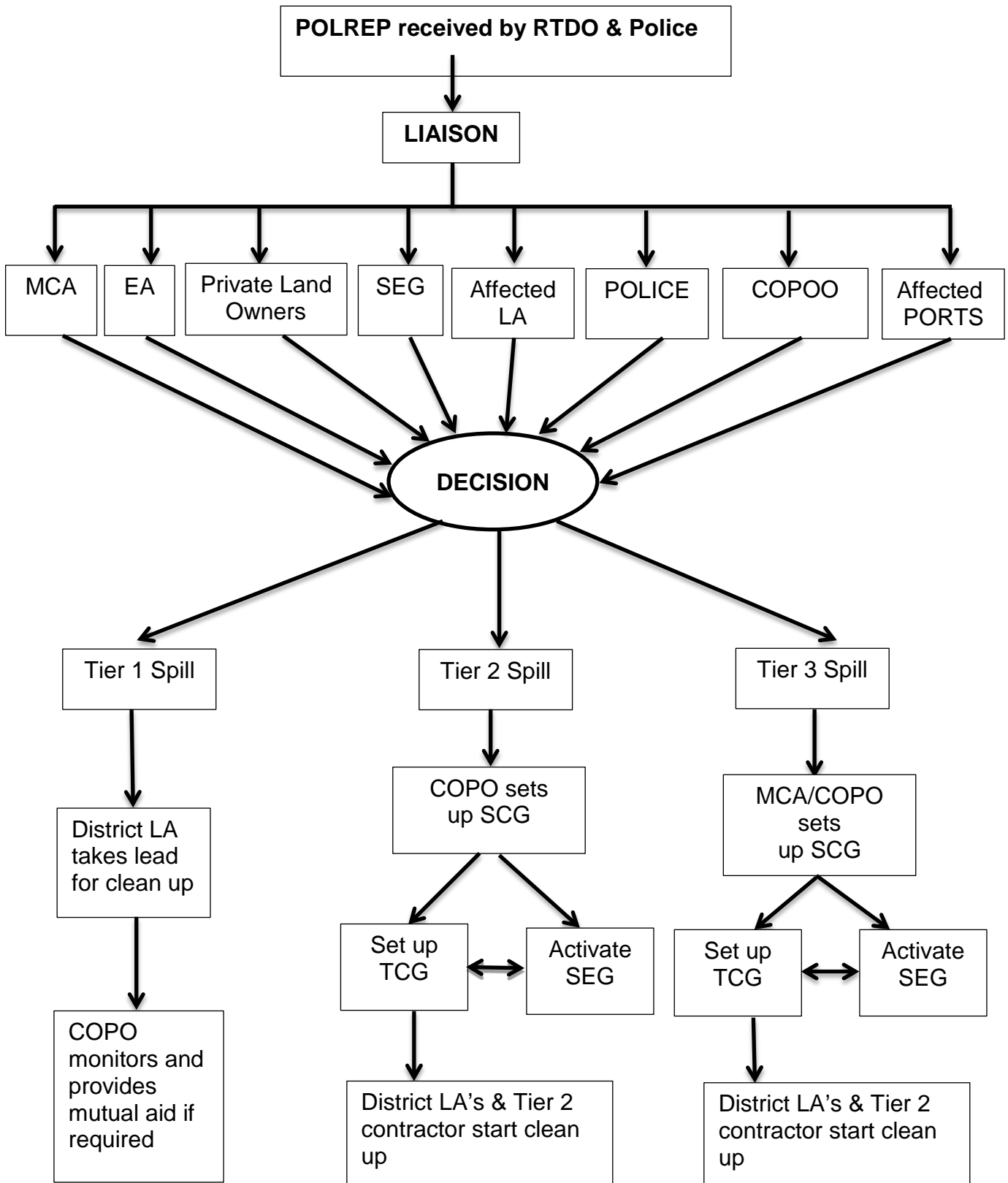
The work area shall be arranged so as to:

- Limit access to site personnel only,
- Minimise the effect of contamination to the area,
- Ensure that Health monitoring of employees after operational duties can be conducted if required,
- Provide an effective method of disposal for contaminates, materials, soiled and protective clothing etc

Convergent Volunteers

Details are contained in the NERG.

Annex A – Initial Response Flowchart



Annex B - Example of CG77 (POLREP) Coastguard Reports

Category Definition Example	Category Definition Example	Category Definition (Example)
A	CLASSIFICATION of report: (i) Doubtful (ii) Probable (iii) Confirmed	(iii) Confirmed
B	DATE and TIME Pollution observed / reported And identity of observer / reported	17th February 2016 06:00 Master of MV SUPER NOVA
C	POSITION (Latitude and Longitude) EXTENT of pollution	52°56'04.7"N 1°18'06.5"E
D	TIDE speed and direction WIND speed and direction	HW 1207; LW 1753 WIND SSW F5
E	WEATHER conditions and SEA STATE	Fine and clear, visibility good, Sea State 4
F	CHARACTERISTICS of pollution	light crude oil
G	SOURCE and CAUSE of pollution	MV SUPER NOVA holed below the water line after collision with fishing vessel
H	Details of VESSELS IN THE AREA	
J	Whether PHOTOGRAPHS have been taken and / or SAMPLES for analysis	Photographs have been taken
K	REMEDIAL ACTION taken or intended to be taken to deal with the spillage	MV SUPER NOVA taking remedial action to prevent further loss
L	FORECAST of likely effect of pollution with estimated timing	Pollution likely to impact on Norfolk shoreline
M	NAMES of those informed other than addressees	CGOC Humber
N	Any OTHER relevant information	

Annex C – POLREP 1 Format (Initial Report)

POLREP 1 Format (Initial Report)							
Alpha 1	Pollution reported: Date: _____ Time: _____						
Alpha 2	Reported by: Name: _____ Address: _____ Tele No: _____						
Alpha 3	Further details of pollution observed Location of pollution: _____ Coastal: _____ Extent: _____ Beach No(s) threatened: _____ (Refer to Addendum 3 – Norfolk Coastal Pollution Plan Beach Maps & Information) Characteristics of pollution (if known): _____ _____ (think/thick/tarry/lumps/pollution sheen) Source and cause of pollution (if known): _____ Suspected polluter (if known): _____ Details of any vessels in area: _____						
Bravo	Category of spill..... <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Tier 1</td> <td>Small incident, which can be managed by the relevant LA.</td> </tr> <tr> <td>Tier 2</td> <td>Major incident affecting several LA's or requiring Regional response and resources.</td> </tr> <tr> <td>Tier 3</td> <td>Major incident requiring National MCA response and resources.</td> </tr> </table>	Tier 1	Small incident, which can be managed by the relevant LA.	Tier 2	Major incident affecting several LA's or requiring Regional response and resources.	Tier 3	Major incident requiring National MCA response and resources.
Tier 1	Small incident, which can be managed by the relevant LA.						
Tier 2	Major incident affecting several LA's or requiring Regional response and resources.						
Tier 3	Major incident requiring National MCA response and resources.						
Charlie	Contacts made and messages give to: Time: _____ Date: _____ Name: _____ Address: _____ Tele No: _____ Message: _____						

Site Information (For each polluted site – complete the below form)

Bravo 1	Site location: _____ (Map reference)
Bravo 2	Extent of pollution: _____ _____
Bravo 3	Situation of pollution Beach No. _____ (Refer to addendum 3 – Norfolk Coastal Pollution Plan Beach Maps & Information)
Bravo 4	Access: _____ (Refer to addendum 3 – Norfolk Coastal Pollution Plan Beach Maps & Information)
Bravo 5	Nature of pollution Thick Thin Lumps Heavy Light
Bravo 6	Current weather/tide conditions at site Wind direction: _____ Strength: _____ Rain Sunny Tide state: High / Low High tide at: _____ hours Height of tide at above time: _____
Bravo 7	Recommend action: Labour required: Plan required: Material required:
Bravo 8	Samples taken: Yes / No Source (if known): _____ Any suspects (details): _____

Bravo 9	Deployment of resources LABOUR Nature: _____ PLANT Nature: _____ MATERIALS Nature: _____ The above details received from: Name: _____ Date: _____ Time: _____
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Annex E – Management of a Pollution incident affecting neighbouring counties

Introduction

In the event of a pollution incident which is likely to affect neighbouring counties, it has been recognised by Norfolk, Lincs and Suffolk LRFs that there will need to be close liaison and potentially mutual co-operation to jointly deal with any incident. Consideration will be given to the co-ordination of the cross border pollution response through respective multi-agency emergency management structures, the detailed roles and responsibilities of the multi-agencies involved and the flow of information relating to the incident.

Generic Terms of Reference of the combined SCG/TCG

- The Group will discuss Strategic/Tactical co-ordinating issues and resource allocation relating to pollution incidents in the Wash/ Norfolk/Suffolk coastline.
- The Group will meet should either county consider the incident requires such co-ordination.
- The Group shall be chaired by the County delivering the majority of the response
- The 'usual' SCG/TCG cells may also require joint attendance to ensure proper co-ordination of their specific area of expertise e.g. communications.

The Combined SCG/TCG will:

- Co-ordinate methods for dealing with pollution incidents including spillages of oil and other hazardous substances on their coastline and in coastal waters;
- Co-ordinate the oil pollution management plans of multi agencies represented on the group in order to promote awareness and effectiveness;
- Provide a mechanism for the sharing of information about local pollution incidents

Responsibilities

Each County Council may take its own initial action to deal with an offshore pollution incident, which is likely to affect its coastline, in consultation with MCA. Where the pollution threatens both coastlines, the combined SCG/TCG may be activated. It will normally be practical and sensible to appoint one COPO, (appointed, after consultation and by mutual agreement) to co-ordinate the activities. It will normally be prudent to appoint the COPO from the County most seriously affected by the incident.

The combined SCG/TCG is to utilise all personnel, craft and equipment to the best advantage in the affected area and along the coastline.

Although each County will initially mobilise its own personnel and resources, joint co-operation and assistance will ensue by mutual agreement.

Natural England

Natural England regards the entire area of the Wash as a Grade 1 site. Most of the inshore waters contain shellfish grounds and shrimp fishing takes place in the deeper waters. There are large numbers of migrant birds, winter waders and wildfowl. There is also a large breeding colony of common seals. Because of the ecological importance of this area, any use of dispersants will require Defra approval, which will only be given after consultation with Natural England, through the Environment Group.

Financial arrangements

Following a joint operation, the affected Counties, will mutually assess the subsequent allocation of cost.

Combined SCG/TCG attendance

The 'Wash' Group will comprise of:

- COPOs and Heads of EP/Resilience - Lincolnshire County Council and Norfolk County Council,
- RAFLO / Military Liaison Officer,
- East Lindsey District Council
- Boston Borough Council
- South Holland District Council
- King's Lynn and West Norfolk Borough Council
- North Norfolk District Council
- Fenland District Council
- Norfolk County Council
- Lincolnshire County Council

Other interested bodies:

- EIFCA
- Port of Boston
- Port of Sutton Bridge
- King's Conservancy Board
- ABP Port of King's Lynn
- Tanker Owners Pollution Federation (ITOPF)
- Port of Wisbech
- Port of Wells
- United Kingdom Petroleum Industry Association Ltd. (UKPIA)
- International

The 'Norfolk/Suffolk' Group will comprise of

- COPO's and Head of Resilience Team - Suffolk County Council and Norfolk County Council,
- RAFLO / Military Liaison Officer,
- Broadland District Council
- North Norfolk District Council
- South Norfolk District Council
- Great Yarmouth Borough Council
- Waveney District Council
- Suffolk County Council
- Norfolk County Council

Other interested bodies:

- Port of Great Yarmouth
- Broads Authority
- Port of Lowestoft
- United Kingdom Petroleum Industry Association Ltd. (UKPIA)
- International Tanker Owners Pollution Federation (ITOPF)

Other joint attendees will comprise of Government Departments and Agencies:

- MCA Coastguard
- MCA Counter Pollution Officer
- Department of Environment, Food & Rural Affairs
- Environment Agency
- Natural England (Standing Environment Group)
- Food Standards Agency
- Public Health England

Help

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