

# SOUTH HAMS DISTRICT COUNCIL



## Salcombe Harbour Authority

### Oil Spill Contingency Plan

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**Revised November 2019**  
**WEB COPY**

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## Distribution

Numbered hard copies of this document have been issued as follows (in addition, PDF e-copy available on harbour website):

Copy no.	Recipient	Plan location
01	Salcombe Harbour Master	'Emergencies' File
02	Salcombe Harbour Workshops	'Emergencies' File
03	Community Safety & Emergency Planning Officer, South Hams District Council	Follaton House
04	Adler and Allan	A&A Offices
05	Spare	Salcombe Harbour Office

## Plan endorsement

This plan has been endorsed by the following agencies and organisations:

Endorsed by (name/position/organisation)		Documentary evidence (source and date)
<b>Cameron Sims-Stirling</b>	Harbour Master, Salcombe Harbour Authority harbourmaster@swdevon.gov.uk	Author.
<b>Counter Pollution and Salvage Officer (West)</b>	Maritime and Coastguard Agency jayne.ede@mcga.gov.uk	
<b>Pollution Response Manager</b>	Coastguard Operations Centre 01326 317 575	No Response
<b>Land Steward</b>	Duchy of Cornwall tstratton@duchyofcornwall.org	
<b>Marine Pollution Senior Specialist</b>	Natural England marineincidents@naturalengland.org.uk	Response noted
<b>Community Safety &amp; Emergency Planning Officer</b>	Community Safety & Emergency Planning Officer, South Hams District Council Ian.Luscombe@swdevon.gov.uk	Endorsed
<b>Incident Manager</b>	Incident Management/ Resilience services, Environment Agency ics@environment-agency.gov.uk	No Response
<b>Pollution Response Manager</b>	Marine Management Organisation dispersants@marinemanagement.org.uk	Endorsed
<b>Deputy Chief Officer (Environment)</b>	Devon & Inshore Fisheries & Conservation Authority office@devonandsevernifca.gov.uk	Endorsed
<b>Contracts Manager</b>	Adler and Allan Beth.esau@adlerandallan.co.uk	



Maritime &  
Coastguard  
Agency

## APPROVAL OF OIL SPILL CONTINGENCY PLAN

Issued in accordance with the requirements of  
the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998,  
under the authority of the Government of  
the United Kingdom of Great Britain and Northern Ireland  
by the Maritime and Coastguard Agency  
an Executive Agency of the Department for Transport.

Name of ~~Port~~ Harbour /  
~~Oil Handling Facility~~ \*

SALCOMBE HARBOUR AUTHORITY

Category of Port

A & B

Name of ~~Operator~~ / Company \*

Salcombe Harbour Authority

Address

Whitestrand

Salcombe

Devon

Post Code

TQ8 8BU

### APPROVAL

Pursuant to the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998, the Oil Contingency Plan submitted by the above is hereby approved by the Secretary of State for the Department for Transport.

Date of Plan

20 March 2020

Plan version  
(where applicable)

This Plan is valid until

20 March 2025

Issued by the Maritime and Coastguard Agency.

Issued at

MCA HQ (UK)

(Place of issue)

Signed

(Signature of duly authorised official issuing the Approval)

Date

20 March 2020

(Date of Issue)

Name

JAYNE EDE

(For and on behalf of the Secretary of State)



\* Delete as appropriate

## Record of amendments

Amendment	Date	Outline of changes
	27/01/2021	General annual review of document. No changes

## Document control

This is a controlled and 'live' document which will be subject to periodic review and amendment. Major amendments will be issued as version numbers (e.g. v1, v2 etc.) with minor amendments annotated by a decimal point (e.g. minor amendments to v2 will be v2.1, v2.2 etc.).

Proposals for amendments should be sent to the Harbour Master using one of the following means:

By phone: 01548 843791

By email: [harbourmaster@swdevon.gov.uk](mailto:harbourmaster@swdevon.gov.uk)

By post: Salcombe Harbour Office, Whitestrand, Salcombe, Devon TQ8 8DU

## Review procedures

This plan is valid for 5 years from MCA endorsement following prior and full engagement with consultees listed in the sections above. It is to be reviewed in the 4<sup>th</sup> year and re-submitted to all consultees before its 5<sup>th</sup> anniversary. Other occasions for review include following incident or exercise. The Harbour Master is responsible for ensuring that this review process occurs in a timely manner.

## Glossary

AHM	Assistant Harbour Master
BPA	British Ports Association
CGOCs	Coastguard Operations Centres
DfT	Department of Transport
EA	Environment Agency
ELO	Environment Liaison Officer
NE	Natural England
HFO	Heavy Fuel Oil
HMR&C	Her Majesty's Revenue and Customs
HNS	Hazardous and Noxious Substances
IMO	International Maritime Organisation
LA	Local Authority
LFO	Light Fuel Oil
MACA	Military Aid to the Civil Authorities
MCA	Maritime and Coastguard Agency
MFO	Medium Fuel Oil
MGO	Marine Gas Oil
MMO	Marine Management Organisation
MRC	Marine Response Centre
NCP	National Contingency Plan
OMT	Oil Spill Management Team
OPRC	Oil Pollution Pre-preparedness Response & Co-operation Convention
POB	Persons on Board
POLREP	Pollution Report
SAC	Special Area of Conservation
SCU	Salvage Control Unit
SHA	Salcombe Harbour Authority
SHDC	South Hams District Council
SITREP	Situation Report
SOLAS	Safety of Life at Sea Convention
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SSSI	Site of Special Scientific Interest
TCG/RCG	Tactical / Recovery Coordination Group
UKHMA	UK Harbour Masters Association
UKPIA	United Kingdom Petroleum Industry Association
UNCLOS	United Nations Convention on the Law of the Sea 1982

## **Section 1: Strategy**

### **1.1 Statutory Requirements**

As a party to the UN Convention on the Law of the Sea (UNCLOS), the UK has an obligation to protect and preserve the marine environment. Section 293 of the Merchant Shipping Act 1995, as amended by the Merchant Shipping and Maritime Security Act 1997, gives the Secretary of State for Transport, Local Government and the Regions the function of taking or coordinating measures to reduce and minimise the effects of marine pollution. The Environment Act 1995 places similar duties on the Environment Agency for England and Wales with respect to pollution from land-based sources. The UK Government also has obligations under the International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (the OPRC Convention). The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 (SI 1998 No 1056) implement the obligations of the Convention. In particular, they require harbour authorities to have a duty to prepare plans to clear oil spills from their harbour and for those plans to be compatible with the National Contingency Plan. The National Contingency Plan (NCP) for Marine Pollution from Shipping and Offshore Installations was published by the Maritime and Coastguard Agency 2<sup>nd</sup> September 2014, updated 17<sup>th</sup> August 2017.

### **1.2 Purpose of the plan**

This plan provides the basis for a co-ordinated, efficient and environmentally sensitive response to an oil pollution incident within the area of Salcombe harbour and Kingsbridge estuary and provides detailed information on pre-planned local responses to a tier 1, 2 or 3 oil pollution incident. It provides guidance on what actions are to be taken by whom, where and when. It also provides guidance on the equipment to be deployed and the records to be kept for subsequent analysis. However, no plan can ever cover every eventuality and it is intended that this guidance is moulded to the specific circumstances of the case and not adhered to rigidly.

### **1.3 Scope of the plan**

This plan covers the geographic areas illustrated at figure 1 and includes that part of Salcombe Harbour and Kingsbridge Estuary, including the adjoining creeks, situated below the high water mark medium tide which lies north of an imaginary straight line drawn from the Great Eelstone to the shore below Portlemouth Down and drawn as the Harbour Limit on Admiralty Chart 28.

## **1.4 Adjacent plans**

This plan has been designed to interface seamlessly with a number of other oil response plans for adjacent areas. These plans include:

- Devon County Council's *Coastal Oil Pollution Plan*
- SHDC's *Major Emergency Response Plan*
- SHDC's *Coastal Oil Pollution Plan*

## **1.5 Responsibility for the plan.**

The responsibility for the development and maintenance of this plan is the Harbour Master on behalf of the Harbour Authority, South Hams District Council.

## **1.6 Identification of lead authority and other authorities represented within the plan**

The bodies and groups listed below have been consulted in the preparation of this plan and their endorsement is recorded in the 'Distribution and endorsements' page at the beginning of this document:

- Salcombe Harbour Authority
- South Hams AONB Estuaries Officer
- Maritime & Coastguard Agency (MCA)
- Natural England
- South Hams District Council - Community Safety and Emergency Planning Officer
- Environment Agency
- Marine Management Organisation (Plymouth)
- Devon and Severn Inshore Fisheries and Conservation Authority
- Adler & Allan

## **1.7 Harbour Board policy statement**

The Harbour Board's is committed to running a safe, efficient and welcoming harbour that caters for the needs of harbour users and the environment.



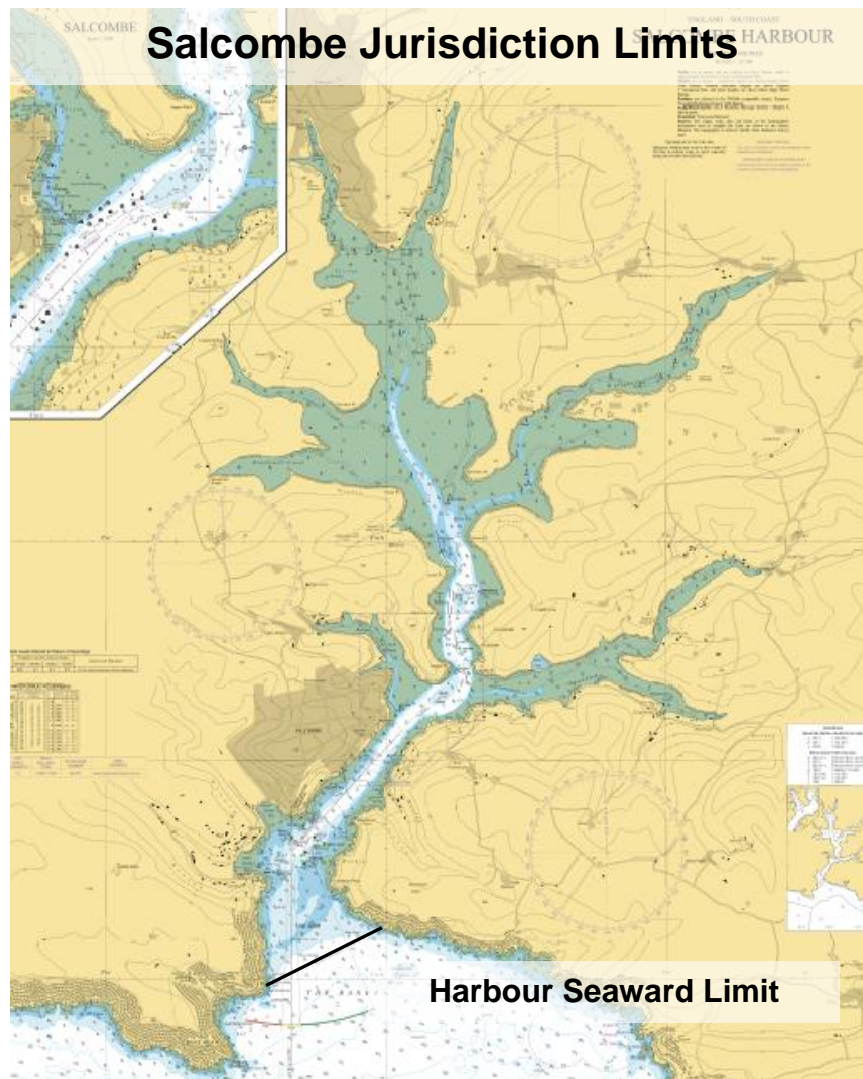


Figure 1: Diagram of Salcombe Harbour and Kingsbridge estuary

## 1.8 Geographic Description

Salcombe harbour and the Kingsbridge estuary are situated within the South Hams Area of Outstanding Natural Beauty (AONB) and are also designated a Site of Special Scientific Interest (SSSI). Much of the area is also a Local Nature Reserve due to its marine habitats' flora and fauna. It is a ria (drowned river valley) and not a 'true' estuary since apart from a few very small creeks that empty into the ria there are no river systems that empty into it. Approximately 75% of the water in the ria is tidally flushed. The lower estuary is partially separated from the sea by a submerged sand bar and consists of rocky and sandy bays. The upper estuary comprises mainly inter-tidal mud flats. Small areas of salt marsh occur at the head of the creeks. The estuary supports a very rich and diverse inter-tidal and sub-tidal flora and invertebrate fauna, including many rare and unusual species. The estuary is used as an overwintering ground by large numbers of wildfowl, such as widgeon, teal and shelduck. The inter-tidal mud flats are important feeding grounds for passage waders, particularly greenshank.

## 1.9 Nature of the Harbour

Salcombe harbour and the Kingsbridge estuary is primarily a leisure and recreational port although it does host a small commercial shell-fishing fleet. As such the types of vessel which frequent the harbour include stand-up paddleboards, canoes, RIBs, dinghies, small and medium-sized powerboats, and yachts. There are approximately 1610 moorings and berths, most of which are owned by the Harbour Authority although some are in commercial or private ownership. The fundus is predominantly owned by the Duchy of Cornwall estate and leased to SHDC, although some fundus is privately owned.

## 1.10 Harbour facility information

For planning purposes the following information, taken from NP27 (Admiralty sailing directions) could be useful:

- **Area of the estuary.** The estuary is 8.3km in length and: 674 ha of which 446 ha is inter-tidal.
- **Max available draught.** The limiting factor in the maximum draught of vessel that can be accommodated is the Salcombe Bar which is 2.1m Chart Datum and 1.0m at Batson slipway. The maximum vessel draught will also be dependent upon vessel safety depth below the keel and the state of the tide and sea state.
- **Max size of vessel.** Although most moorings are for smaller vessels there is one buoy designed to accommodate vessels up to approx. 50m and 500 tonnes (weather dependant).
- **Navigational access.** The harbour is approached E of Bolt Head in the white sector of Sandhill Point directional light and passing over the bar at the harbour entrance. The alignment of the leading marks (000°) and at night the white sector of the direction light leads into the approach. The passage is also buoyed.
- **Speed limits.** The limit within the harbour is 8kn overall, reduced to 6kn off the town.
- **Tidal influences.** Mean spring range is 4.6m; mean neap range about 2.0m. Tidal stream encountered in the harbour is 3 knts max between Snapes and Scoble point.
- **Local weather and sea state.** The Bar should be approached with caution with onshore winds between E and S, particularly during an ebb tide or if a swell is running.
- **Mooring availability.** There are a number of visitor's moorings (up to 30m) off Salcombe town and deep-water pontoon berths in 'The Bag' which is sheltered to most points of wind. The maximum size of vessel which could be accommodated in 'The Bag' is approximately 25m on a deep-water pontoon berth.
- **Sheltered areas/anchorages.** Anchorages may be found in Starehole Bay (outside of the harbour limits) and also to starboard of the main fairway between Small's Cove and Ditch End, east and west of the Saltstone and in the entrance to Frogmore creek.
- **Repair facilities.** There are a number of chandlers and small workshops on Island Street, where the Harbour Authority also has a general workshop capable of servicing small launches up to 5m. There is a tidally constrained boatyard at Lincombe with a ship-lift of up to 25t and Harbour Authority sub-lift and craning facilities at Baston Slipway.
- **Foreshore description and access routes.** Within the estuary there is 48.6km of foreshore at high water. Certain beaches and creeks of the estuary are only reachable by 'B' road (single track). For planning purposes expect to take 60-90 minutes to drive from Salcombe to East Portlemouth by car in the height of the summer season.
- **Vessel traffic.** The estuary has 6000-6500 visiting vessels pa.

- **Vessel types.** The harbour is a busy recreational and leisure harbour which hosts all manner of craft including stand-up paddleboards, canoes, dinghies, yachts, RIBs, powerboats and the occasional PWC. There are small passenger ferries (seasonal) which operate between Salcombe and Dartmouth; Salcombe and Kingsbridge; Salcombe to East Portlemouth, and Salcombe and South Sands.
- **Cargo products.** The only commercial activity within the estuary is the shell-fishing fleet. The largest FV is approx. 18m.
- **Bunkering.** There is a fuel barge (50k ltr diesel, 20k ltr petrol) moored in the harbour which is periodically replenished by road tanker at Batson quay, which is where the FV and RNLI vessels are also refuelled.

### 1.11 Place of Refuge

The UK has obligations under SOLAS to provide shelter for maritime casualties which may require use of waters within a port as a place of refuge. The MCA and SOSREP are responsible for discharging this obligation and Salcombe may be tasked to accommodate a vessel subject to the limitations of the harbour facilities described above. The limiting factor in this instance is the lack of dry dock or other repair facilities: other than Lincombe and Batson the nearest vessel repair facilities are Plymouth.

### 1.12 Environmental mission statement

The Harbour Board's environmental mission statement is:

'to conserve the estuarine environment through encouraging the sustainable use of the estuary by managing human activity in a manner that minimises the environmental impact of those activities and safeguards the estuary's heritage resources and potential to meet the needs of future generations'.

### 1.13 Environmental planning factors.

The Salcombe-Kingsbridge estuary Environmental Management Plan comprehensively details the environmental, commercial and recreational sensitivity areas and are not therefore reproduced here. However for planning purposes the estuary can be split into the following areas:

- **From the harbour mouth to Salcombe town:** this area contains the main tourist foci (beaches, hotels, town) and is therefore predominantly of commercial sensitivity. It also contains the sea-grass beds which are vital egg-laying and nursery areas for many types of fish and seahorses. The harbour bed is also a shell-fish nursery.
- **The creeks (South Pool, Batson, Blanksmill, Frogmore and Bowcombe):** the creeks are important overwintering and breeding grounds for wildfowl, waders and other birdlife. There are also village communities at the heads of South Pool, Frogmore and Bowcombe which rely on visiting boats as a source of revenue.

## 1.14 Priority areas for protection

Determining priority areas is difficult since the entire estuary is an AONB, SSSI and Local Nature Reserve and contains areas of ecological or environmental importance. If the incident occurred outside of the harbour the priority would be to ensure that it did not enter. If it occurs within the harbour the priority would be to ensure that it did not breach the Snapes / Scoble narrows and then subsequently did not enter the creeks.

## 1.15 Overview of perceived risks.

	Event/Risk	Factors & Likelihood	Mitigation Controls
1	Pollution from outside Harbour Limits	<ul style="list-style-type: none"> <li>Major maritime incident resulting in oil slick which enters the estuary <b>LOW</b></li> <li>Diesel (semi-persistent) or MGO (persistent) <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>Tier 3 event under the control and direction of the MCA.</li> <li>Booming plan in main fairway to protect upper estuary.</li> </ul>
2	Catastrophic Failure of Fuel Barge	<ul style="list-style-type: none"> <li>Up to 50k ltr of diesel and/or 20k ltr of petrol <b>LOW</b></li> <li>Safety of life <b>LOW</b></li> <li>Fire <b>LOW</b></li> <li>Explosion <b>LOW</b></li> <li>Major spill of Diesel <b>LOW</b></li> <li>Major spill of petrol <b>LOW</b></li> <li><i>Very strong tidal stream on ebb and flood</i></li> </ul>	<ul style="list-style-type: none"> <li>Mobilise Tier 2 contractor</li> <li>Probably Tier 3 incident</li> <li>Cordon/exclusion zone</li> <li>Move adjacent vessels</li> <li>Evacuate members of public</li> <li>Close harbour</li> <li>Contain with boom</li> <li>If no risk of explosion consider move to Batson Quay to facilitate pump out.</li> <li>Inform Civil Aviation Authority</li> <li>Additional considerations if spill involves petrol</li> </ul>
3	Fuelling incident at Fish Quay (Batson)	<ul style="list-style-type: none"> <li>Fuel Barge re-fuelling from road tanker (250 ltr petrol or diesel) <b>MEDIUM</b></li> <li>Fishing boat or large leisure vessel refuelling from road tanker (250 ltr petrol or diesel) <b>MEDIUM</b></li> <li>Vessel pumping bilges alongside (20 ltr petrol or diesel) <b>HIGH</b></li> <li><i>Minimal tidal stream</i></li> </ul>	<ul style="list-style-type: none"> <li>Fuel tanker permit system</li> <li>Check list for bunkering</li> <li>Contain with Tier 1 response</li> <li>Mobilise Tier 2 contractor</li> <li>Boom around offending vessel</li> <li>Regular inventory check of Tier One resources</li> </ul>
4	RTA involving Oil Tanker resulting in pollution into the estuary.	<ul style="list-style-type: none"> <li>RTA involving fuel tanker on any of the roads around the estuary, including Batson Creek Road, Blanksmill Bridge, Collapit Bridge,</li> </ul>	<ul style="list-style-type: none"> <li>Mobilise Tier 2 contractor.</li> <li>Emergency services responsible on land.</li> <li>Boom around point of entry of pollutant to estuary.</li> </ul>

	Failure of heating oil transfer station at Kingsbridge or fuel/heating oil tank within catchment	<p>Kingsbridge basin, Kingsbridge to Dartmouth A Road, New Bridge, Frogmore, Southpool, Waterhead Creek, East Portlemouth. <b>MEDIUM</b></p> <ul style="list-style-type: none"> <li><i>Tidally constrained access to many of the potential pollution points.</i></li> </ul>	<ul style="list-style-type: none"> <li>Access by road when water access tidally constrained.</li> </ul>
5	Pollution from vessel within the Harbour	<ul style="list-style-type: none"> <li>Vessel involved in collision, grounding, stranding or mechanical failure which results in pollution entering the water within the harbour (0-8k ltr diesel, 250 ltr petrol). <b>MEDIUM</b></li> <li>Fuel spill during refuelling (100 ltr petrol or diesel) <b>HIGH</b></li> <li>Loss of oil during oil change (&lt;100 ltr oil) <b>HIGH</b></li> <li>Loss of hydraulics by plant within catchment (&lt;30 ltr oil) <b>HIGH</b></li> </ul>	<ul style="list-style-type: none"> <li>If vessel is in danger of sinking move to Batson quay/slip.</li> <li>Tier 1 absorbent boom around vessel</li> <li>Alert Tier 2 Contractor</li> <li>Even if probability of sinking is low, consider moving boat to Batson where tidal stream is less, easier to boom and assistance can be offered.</li> <li>Small spills of light fuel oil very difficult to contain</li> <li>Monitor and evaluate</li> </ul>

### 1.16 Categories of Incident

Salcombe Harbour is a leisure port with a small crab fishing fleet. As such Salcombe does not have the capacity or capability to handle hazardous and noxious substances (HNS). Bunkering is permitted from a road tanker at Batson, providing the necessary permits are issued and from the fuel barge. Transhipment of fuel within the harbour limits is prohibited. The three different tiers of oil spill are detailed below. Authority to escalate through the tiers rests with the Harbour Master or, in his absence, with one of the Assistant Harbour Masters.

Response Tier	Definition
<b>Tier 1:</b>	Small operational type spills that may occur within a location as a result of daily activities. The level at which a response operation could be carried out by Harbour Authority staff successfully using individual resources and without outside assistance.
<b>Tier 2:</b>	A medium sized spill within the harbour where Harbour Authority resources and capability are insufficient to cope with the incident. The assistance of the Harbour Authorities Tier 2 contractor (Adler & Allan) will be called upon (if required).
<b>Tier 3:</b>	A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is

	an incident that requires national assistance through the implementation of the National Contingency Plan and will be subject to Government controls.
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### 1.17 Division of responsibilities

The integrity of this plan depends upon removing any doubt over who is responsible for what, and the guidance within this plan follows that of the National Contingency Plan:

Location of pollution	Responsibility for clean-up lies with
On the water	Harbour Authority
Jetties and structures owned by the Harbour Authority	Harbour Authority
Beaches/shorelines owned by the Harbour Authority	Harbour Authority
Foreshore owned by a private individual or group	Foreshore owner(s)
Shoreline (including land exposed by falling tide) and other structures	Local authority

### 1.18 Response strategy

Each event will be different and will require an individual response. However the strategic approach to be taken in any pollution event is to be:

1. **Prevention.** Prevention is always better than dealing with a pollution event. Education of harbour users in the responsible handling and disposal of oils, control of fuel delivery and quayside activities will help reduce the probability of a pollution event.
2. **Containment.** Containment will prevent the spread of pollution and the ultimate impact on the estuary in the unfortunate event of a pollution incident.
3. **Recovery.** Recovery of as much of the pollutant as possible will speed up the ultimate recovery of the estuary from a pollution event.
4. **Dispersal.** Dispersants will not normally be used. The best dispersant for light fuel oil is the elements and agitation. Dispersal in this sense is the standing down of the oil spill team, whether that is a Tier 1, 2 or 3 response. The HM will not authorise the stand down until the spill has been cleaned as much as is possible.
5. **Collection and disposal of contaminated waste.** The following principals will be followed:
  - Waste minimisation
  - Waste segregation
  - Reuse
  - Recovery
  - Disposal

## 1.19 Incident management

The responsibility of key personnel at each Tier, the role of the Oil Spill Management Team (OMT) and how, when and why this would be established is detailed below.

Response Tier	Organisation
<b>Tier 1 and 2:</b>	<p>Oil Spill Management Team (OMT) VHF # 14</p> <ul style="list-style-type: none"> <li>• I/C OMT– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ HM or in his Absence deputising AHM <ul style="list-style-type: none"> <li>▪ Authorised to escalate to Tier 2 or 3 as required and request assistance from MCA</li> <li>▪ Liaise with SHDC press office to manage media</li> </ul> </li> </ul> </li> <li>• Recorder– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ On duty Admin Assistant <ul style="list-style-type: none"> <li>▪ Commence Log (Annex A)</li> <li>▪ Assist with cascade of information and call out of staff</li> </ul> </li> </ul> </li> <li>• Harbour Authority Response Cell Situated in or contactable through the Harbour Office or on VHF # 14 <ul style="list-style-type: none"> <li>○ AHM and the on watch moorings team or in his absence the Duty Moorings Officer <ul style="list-style-type: none"> <li>▪ Assess situation report back to HM</li> <li>▪ Deploy containment sorbent booms</li> <li>▪ For Tier 2: Deploy fence and shore seal inter-tidal booms as supplied by contractor</li> </ul> </li> </ul> </li> <li>• Shoreline Response Cell - Situated in Workshop <ul style="list-style-type: none"> <li>○ AHM and workshop team or in his absence the Harbour Engineer. <ul style="list-style-type: none"> <li>▪ Prepare Tier 1 containment materials at Preston Room, Load into SHA vehicle and deliver to spill scene if on land or to Harbour Authority Response Cell if spill afloat</li> <li>▪ For Tier 2 incidents: meet and liaise with Tier 2 contractor on their arrival and assist in preparation of booming</li> <li>▪ Prepare for oil recovery</li> <li>▪ Manage collection of contaminated waste for responsible disposal</li> </ul> </li> </ul> </li> <li>• Local Environment Team – Venue to be decided <ul style="list-style-type: none"> <li>○ On call AONB Estuaries Officer <ul style="list-style-type: none"> <li>▪ Provide advice on sensitive sites</li> <li>▪ Contribute to the planning process</li> <li>▪ Inform Natural England Marine Pollution Incidents</li> </ul> </li> </ul> </li> <li>• For Tier 2: South Hams District Council – Located at Follaton House Totnes <ul style="list-style-type: none"> <li>○ Director</li> <li>○ Emergency Planning Officer</li> <li>○ Communications Manager</li> <li>○ Environmental Health Officer</li> <li>○ Health and Safety Advisor</li> </ul> </li> </ul>



	<p>The Harbour Authority must presume that at the outset of an incident it will be controlled in accordance with the approved local plan. The Harbour Authority will keep SOSREP informed of progress.</p> <p>If (exceptionally) SOSREP felt that the Harbour Authority was unable to execute its local plan effectively, perhaps because the incident lies outside the scope or scale of the local plan, or the plan is failing to function effectively, SOSREP will use the powers of intervention to take control of the salvage operation. In that event, all those involved will act on his directions rather than those of the Harbour Authority. SOSREP's directions overrule any directions issued by the Harbour Master in respect of the casualty or its cargo. It is crucial that contingency plans deal adequately with this transition. It is likely that resources commanded and controlled up to that point by the Harbour Master will be required by SOSREP.</p> <p>In the event that the situation is beyond the capabilities and limitations of the Harbour Authority, control of the incident will be passed to SOSREP but the Harbour Authority will maintain operational control of all other aspects of the harbour.</p> <p>The Harbour Master will co-locate with the SOSREP.</p>
<b>Tier 3:</b>	<p>The above organisation will be employed, SOSREP will control the source of the pollution in such an incident and the MCA will control the response to the pollution itself.</p> <p>The Government has appointed the Secretary of State's Representative (SOSREP) to provide overall direction for all actual and potential marine salvage incidents which may involve marine pollution from ships or offshore installations that require a national response. The National Contingency Plan explains that SOSREP's power is to give directions and if he considers it necessary, he will assume control of the salvage operation, or containment in the case of an offshore installation. It should also be understood that SOSREP cannot ignore a situation. Government policy is that ultimate control of any salvage operation where there is significant risk of pollution of the UK environment must be exercised by SOSREP. In this situation, a Local Environment Team will likely be established as described in the NCP. Appointed Environment Liaison Officers (ELOs) will provide environmental and public health advice to the response centres and the relevant Harbour Authority.</p>

### 1.20 Tier 2 response

Salcombe Harbour has contracted Adler & Allan for the provision of Tier 2 support for oil spill control. Adler and Allan's nearest response vehicle is located just north of Exeter and has a response time of about 2 hours. The equipment provided by the tier 2 responder is detailed at paragraph 3.5.

### 1.21 Tier 3 response

For incidents within harbour limits the responsibility remains with the Harbour Authority unless or until the situation is beyond our capabilities and the Tier 2 provider. At this point, control may



be passed to the SOSREP. National resources will be offered once the Tier 1 and 2 responses have (or are likely to become) overwhelmed and is requested.

## Section 2: Actions and Operations

### 2.1 Introduction.

The Actions Section of this Contingency plan should be used as a reference document for the Oil Spill Management Team (OMT).

### 2.2 Operations Planning and Notification of key team members and authorities.

Response Tier	Organisation
<b>Tier 1:</b>	<p>Oil Spill Management Team (OMT) VHF # 14</p> <ul style="list-style-type: none"> <li>• I/C OMT– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ HM or in his Absence deputising AHM</li> <li>○ Inform callout list</li> <li>○ Draft CG77 POLREP (Annex B)</li> </ul> </li> <li>• Recorder– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ On duty Admin Assistant</li> <li>○ Commence Log (Annex A)</li> <li>○ Assist with cascade of information and call out of staff</li> </ul> </li> <li>• Harbour Authority Response Cell situated in or contactable through the Harbour Office <ul style="list-style-type: none"> <li>○ AHM and the on watch moorings team or in his absence the Duty Moorings Officer <ul style="list-style-type: none"> <li>▪ Assess situation report back to HM</li> <li>▪ Identify source of pollution</li> <li>▪ Contain at source</li> <li>▪ Deploy containment sorbent booms if required</li> <li>▪ If spill light fuel oil – Agitate with launch to assist evaporation</li> </ul> </li> </ul> </li> <li>• Shoreline Response Cell - Situated in Workshop <ul style="list-style-type: none"> <li>○ AHM and workshop team or in his absence the Harbour Engineer. <ul style="list-style-type: none"> <li>▪ Prepare Tier 1 containment materials at Preston Room, Load into SHA Vehicle and deliver to spill scene if on land or to Harbour Authority Response Cell if spill afloat</li> </ul> </li> </ul> </li> <li>• Local Environment Team – Venue to be decided <ul style="list-style-type: none"> <li>○ On call AONB Estuaries Officer</li> <li>○ To be kept informed for Tier 1 event</li> </ul> </li> </ul>
<b>Tier 2:</b>	<p>Oil Spill management Team (OMT)</p> <ul style="list-style-type: none"> <li>• I/C OMT– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ HM or in his Absence deputising AHM</li> <li>○ I/C of incident</li> <li>○ Callout off duty Harbour staff</li> <li>○ Consider rota to give 24/7 coverage until spill under control</li> <li>○ Inform callout list</li> <li>○ Draft CG77 POLREP (Annex B)</li> <li>○ Authorised to escalate to Tier 3 and request assistance from MCA</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Consider salvage</li> <li>○ Consider security</li> <li>○ Liaise with SHDC press Office to manage press and publicity</li> <li>• Recorder– Situated in Harbour Office <ul style="list-style-type: none"> <li>○ On duty Admin Assistant</li> <li>○ Call out 2<sup>nd</sup> Admin Assistant to be relief after 12 hours on watch</li> <li>○ Commence Log</li> <li>○ Assist with cascade of information and call out of staff</li> </ul> </li> <li>• Harbour Authority Response Cell – Situated in or contactable through the Harbour Office <ul style="list-style-type: none"> <li>○ AHM and the on watch moorings team or in his absence the Duty Moorings Officer <ul style="list-style-type: none"> <li>▪ Assess situation report back to HM</li> <li>▪ Deploy containment sorbent booms</li> <li>▪ Deploy fence and shore seal inter-tidal booms as supplied by Tier 2 Contractor</li> </ul> </li> </ul> </li> <li>• Shoreline Response Cell – Situated in Workshop <ul style="list-style-type: none"> <li>○ AHM and workshop team or in his absence the Harbour Engineer. <ul style="list-style-type: none"> <li>▪ Prepare Tier 1 containment materials at Preston Room, Load into Land Rover and deliver to spill scene if on land or to Harbour Authority Response Cell if spill afloat</li> <li>▪ Meet Tier 2 contractor on arrival, liaise</li> <li>▪ Assist in preparation for Tier 2 booming</li> <li>▪ Prepare for oil recovery</li> <li>▪ Manage collection of contaminated waste for responsible disposal</li> </ul> </li> </ul> </li> <li>• Local Environment Team– Venue to be decided <ul style="list-style-type: none"> <li>○ On call AONB Estuaries Officer</li> <li>○ To be co-located with HM</li> <li>○ Provide advice on sensitive sites</li> <li>○ Contribute to the planning process</li> <li>○ Inform Natural England Marine Pollution Incidents</li> </ul> </li> <li>• South Hams District Council – Located at Follaton House Totnes <ul style="list-style-type: none"> <li>○ Director</li> <li>○ Emergency Planning Office</li> <li>○ Communications Manager</li> <li>○ Environmental Health Officer</li> <li>○ Health and Safety Advisor</li> </ul> </li> </ul>
<b>Tier 3:</b>	Working within estuary as above, but as directed by MCA and or SOSREP.

## 2.3 Call out Procedures

The Harbour is manning schedule

April to September	Daily 0700 - 2300	Outside normal office hours VHF#14 Duty Boatman
October to April	Monday to Friday 0900 - 1700 Saturday/Sunday 0900 -1100	

Outside of normal working hours the harbour can be contacted through the Coastguard, who hold the harbour emergency call out list, and or by calling Tor2, who monitor all emergency calls for South Hams District Council. The Harbour Master or one of the Assistant Harbour Masters will be nominated to be on call 24/7 and will assume the role of On-Scene Co-ordinator with authority to mobilise a Tier 1 or Tier 2 response as detailed in the table below.

Response Tier	Organisation Call Out																
Tier 1:	<p>Oil Spill Management Team (OMT)</p> <ul style="list-style-type: none"><li>I/C OMT<ul style="list-style-type: none"><li>HM or in his Absence deputising AHM</li></ul></li><li>Recorder<ul style="list-style-type: none"><li>AHM</li></ul></li><li>Harbour Authority Response Cell<ul style="list-style-type: none"><li>AHM</li></ul></li><li>Shoreline Response Cell<ul style="list-style-type: none"><li>AHM</li></ul></li><li>Local Environment Team<ul style="list-style-type: none"><li>AONB Estuaries Officer</li></ul></li><li>CGOC via telephone then CG77</li><li>NE / EA / MMO in necessary</li></ul>																
Tier 2:	<p>Oil Spill Management Team (OMT)</p> <ul style="list-style-type: none"><li>I/C OMT<ul style="list-style-type: none"><li>HM or in his Absence deputising AHM</li></ul></li></ul> <table border="1"><tr><th>Other Agencies to be informed</th></tr><tr><td>Tier 2 Responder: Adler &amp; Allan</td></tr><tr><td>SHDC Director</td></tr><tr><td>SHDC Emergency Planning Officer</td></tr><tr><td>SHDC Communications Manager</td></tr><tr><td>SHDC Environmental Health</td></tr><tr><td>SHDC Health and Safety Advisor</td></tr><tr><td>SHDC Finance (To inform insurers)</td></tr><tr><td>Environment Agency</td></tr><tr><td>Natural England</td></tr><tr><td>HM Coastguard</td></tr><tr><td>Devon &amp; Severn IFCA</td></tr><tr><td>MMO (Plymouth)</td></tr><tr><td>MMO (Brixham)</td></tr><tr><td>Emergency Services</td></tr><tr><td>South Devon &amp; Channel Shell Fishermen Assoc.</td></tr></table> <ul style="list-style-type: none"><li>Recorder<ul style="list-style-type: none"><li>AHM</li><li>Admin Assistant (Call out 1 and place 2<sup>nd</sup> on notice to relieve after 12 hours)</li></ul></li><li>Harbour Authority Response Cell</li></ul>	Other Agencies to be informed	Tier 2 Responder: Adler & Allan	SHDC Director	SHDC Emergency Planning Officer	SHDC Communications Manager	SHDC Environmental Health	SHDC Health and Safety Advisor	SHDC Finance (To inform insurers)	Environment Agency	Natural England	HM Coastguard	Devon & Severn IFCA	MMO (Plymouth)	MMO (Brixham)	Emergency Services	South Devon & Channel Shell Fishermen Assoc.
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HM Coastguard																	
Devon & Severn IFCA																	
MMO (Plymouth)																	
MMO (Brixham)																	
Emergency Services																	
South Devon & Channel Shell Fishermen Assoc.																	

	<ul style="list-style-type: none"> <li>○ AHM</li> <li>○ Duty Moorings Officer (call out 2 of the 4, place 2<sup>nd</sup> 2 on notice to relieve after 12 hours)</li> <li>• Shoreline Response Cell <ul style="list-style-type: none"> <li>○ AHM</li> <li>○ Workshop team (call out 2 of three, place 3<sup>rd</sup> on notice to relieve after 12 hours.</li> </ul> </li> <li>• Local Environment Team <ul style="list-style-type: none"> <li>○ AONB Estuaries Officer</li> <li>○ AONB Estuaries Officer to nominate other members as required from the Estuary Conservation Forum.</li> </ul> </li> </ul>
<b>Tier 3:</b>	Working within estuary as above, but as directed by MCA and or SOSREP.

## 2.4 Likely available resource.

The amount of resources available to respond to an incident, and their notice to mobilise, will depend on the time of day and time of year that the incident occurs:

- **Personnel**
  - **Low season, during working hours:** The permanent staff (13 including HM) will be immediately available.
  - **Low season, out of hours:** Up to 6 people (who live locally) will be available within 30 minutes, rising to up to 13 people after 1 hour.
  - **High season, during working hours:** The permanent and seasonal staff (19 including HM) will be immediately available.
  - **High season, out of hours:** Up to 2 people (who live locally) will be available within 30 minutes, rising to up to 13 people after 1 hour.
- **Boats**
  - The Harbour Authority has a number of watercraft:
    - A work barge (requires the Winstone for propulsion)
    - 4 launches which can each carry up to 12 passengers
    - 5 Dorys which can each carry up to 4 passengers
- Other local sources of personnel/boats includes the RNLI team and ferry operators. It is likely that a number of local personnel would also volunteer, e.g. fishermen etc. Further afield, the harbours of Dartmouth and Plymouth could be approached for additional personnel.
- If the incident is likely to be protracted, it would be prudent to stand down up to 50% of available personnel after the initial response so that a 12 hrs-on, 12 hrs-off roster can be sustained.
- Although local staff and volunteers will use their own accommodation when off-duty, finding suitable accommodation for external assistance (e.g. contractor support staff) could be a challenge in high season.

## 2.5 Reporting.

The Agencies to be informed following a pollution event are detailed in Para 2.3. The POLREP format is at Annex B. To comply with the Joint Emergency Services Interoperability Principles (JESIP) the reporting method should follow the METHANE format:

<b>M</b>	<b>Major Incident declared?</b>
<b>E</b>	<b>Exact Location</b>
<b>T</b>	<b>Type of incident</b>
<b>H</b>	<b>Hazards present or suspected</b>
<b>A</b>	<b>Access - routes that are safe to use</b>
<b>N</b>	<b>Number, type, severity of casualties</b>
<b>E</b>	<b>Emergency services present and those required</b>

## 2.6 Action cards

The following action cards are to be laminated and held in the Harbour Emergency File which sits on the front desk in the office.

<b>I/C Oil Spill Management Team (OMT) - Harbour Master Action Card</b>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Assumes responsibility for oil spill response</li> <li>AHM deputises in absence of HM</li> <li>Carries out initial response call-out and notification</li> <li>Directs Harbour personnel as required by the nature of the incident</li> </ul>	
<b>Step</b>	<b>Actions</b>	<b>Additional Information</b>
<b>Alert</b>	<ul style="list-style-type: none"> <li>MCA - HM Coastguard</li> <li>SHDC – Emergency Planning Officer</li> <li>SHDC - Public Relations</li> <li>Environment Agency</li> <li>ANOB Estuaries Officer</li> <li>Emergency Services</li> <li>Natural England Marine Pollution Incidents</li> </ul>	
<b>Initial Actions</b>	<ul style="list-style-type: none"> <li>Authorise closure of harbour</li> <li>Initiate personal log</li> <li>Assess the situation</li> <li>Mobilise Tier 2 response</li> <li>Large fuel spillages inform CAA</li> </ul>	<ul style="list-style-type: none"> <li>Decide if Tier 2 response is required. (Remember overreaction is better than under reaction.)</li> </ul>
<b>Further Actions</b>	<ul style="list-style-type: none"> <li>Attend press conference</li> <li>Issue SITREPS</li> <li>Ensure sample of slit is collected for analysis</li> </ul>	<ul style="list-style-type: none"> <li>If required</li> <li>Using appropriate format e.g. SITREP form familiar to personnel</li> </ul>
<b>Final Actions</b>	<ul style="list-style-type: none"> <li>Prepare for hand over if required</li> <li>Attend debrief</li> <li>Collate personal logs</li> <li>Revise oil spill contingency plan</li> </ul>	<ul style="list-style-type: none"> <li>Full hand-over brief prepared</li> </ul>

Recorder Action Card		
Responsibilities	<ul style="list-style-type: none"><li>Log all actions and decisions relating to Pollution Incident</li></ul>	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"><li>Start Log</li><li>Establish Comms</li></ul>	Template in Para 2.5 of Contingency plan <ul style="list-style-type: none"><li>Harbour Authority Response Cell</li><li>Shoreline Response Cell</li><li>Local Environment Team</li></ul>
Initial Actions	<ul style="list-style-type: none"><li>Assist with Call out and information dissemination</li></ul>	Tier 2 Responder: Adler & Allan
		SHDC Director
		SHDC Emergency Planning Officer
		SHDC Communications Manager
		SHDC Environmental Health Officer
		SHDC Health and Safety Advisor
		SHDC Finance (To inform insurers)
		Environment Agency
		Natural England
		HM Coastguard
		Devon & Severn IFCA
		MMO (Plymouth)
		MMO (Brixham)
		Emergency Services
South Devon & Channel Shell Fishermen Assoc		
Further Actions	<ul style="list-style-type: none"><li>Arrange relief</li></ul>	
Final Actions	<ul style="list-style-type: none"><li>Close Incident Log</li><li>Inform all involved agencies that incident complete</li></ul>	

### Use this format when talking to other agencies

<b>M</b>	Major Incident declared?
<b>E</b>	Exact Location
<b>T</b>	Type of incident
<b>H</b>	Hazards present or suspected
<b>A</b>	Access - routes that are safe to use
<b>N</b>	Number, type, severity of casualties
<b>E</b>	Emergency services present and those required

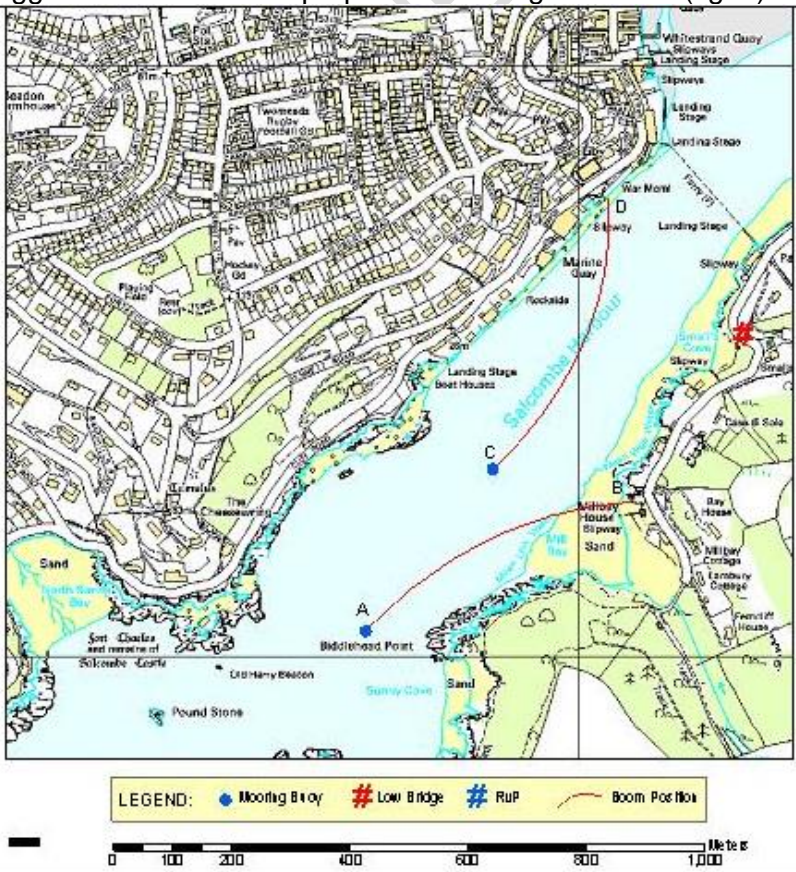
<b>Harbour Authority Response Cell - Action Card</b>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Initial Assessment of pollution</li> <li>• Afloat actions to effect containment</li> <li>• Traffic management afloat</li> </ul>	
<b>Step</b>	<b>Actions</b>	<b>Additional Information</b>
<b>Alert</b>	<ul style="list-style-type: none"> <li>• Establish Comms with Office</li> <li>• Assess situation report back to HM</li> </ul>	<ul style="list-style-type: none"> <li>• VHF # 14</li> <li>• Safety of life</li> <li>• Extent of spill</li> </ul>
<b>Initial Actions</b>	<ul style="list-style-type: none"> <li>• Containment</li> <li>• Lifesaving Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Deploy containment sorbent booms which are kept in the Preston Room</li> <li>• RNLI can be mobilised if considered appropriate</li> </ul>
<b>Further Actions</b>	<ul style="list-style-type: none"> <li>• Assist Tier 2 Responder (Adler &amp; Allan)</li> <li>• Organise staffing</li> <li>• Manage boat movements</li> </ul>	<ul style="list-style-type: none"> <li>• Deploy fence and shore seal inter-tidal booms as supplied by Tier 2 Contractor</li> <li>• Decide if more staff required immediately</li> <li>• Organise relief if incident likely to run on more than 12 hours</li> <li>• Consider recommending closure of a section of the harbour</li> </ul>
<b>Final Actions</b>	<ul style="list-style-type: none"> <li>• Recover deployed equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Contaminated sorbents, booms etc. to be disposed of, other equipment to be back loaded to Tier 2 responders vehicle.</li> </ul>



Shoreline Response Cell - Action Card			
Responsibilities	<ul style="list-style-type: none"><li>• Maintaining Tier one containment stocks</li><li>• Supporting Harbour Authority Response Cell</li><li>• Containment of land spills</li><li>• Collection and disposal of Contaminated waste</li><li>• Provide assistance to Tier 2 responder</li></ul>		
Step	Actions	Additional Information	
Alert	<ul style="list-style-type: none"><li>• Establish Comms with Office</li></ul>	<ul style="list-style-type: none"><li>• VHF # 14</li></ul>	
Initial Actions	<ul style="list-style-type: none"><li>• Prepare Tier 1 containment stocks at Preston room</li></ul>	<ul style="list-style-type: none"><li>• Stock</li></ul>	
		22	3m x 200mm sorbent booms
		1	X 100 sorbent pads
		5	Reusable Gloves
		2	20m Orange G.P. rope
		1	Blue Bin Spill Kit
		14	Sorbent Pillows
		1	50m Sorbent roll
		1	50 x Pack HD poly bags
		1	Oil spill sampling kit
Further Actions	<ul style="list-style-type: none"><li>• Deploy Tier 1 containment stores to Harbour Authority Response Cell</li><li>• Initial containment of land spills</li><li>• Assist Tier 2 Responder (Adler &amp; Allan)</li><li>• Organise staffing</li><li>• Establish and manage contaminated waste reception facility</li><li>• Take sample of spill for analysis</li></ul>	<ul style="list-style-type: none"><li>• Launch will collect from Batson or deliver to nearest landing point</li><li>• Deploy by road in Harbour Vehicle</li><li>• Deploy fence and shore seal inter-tidal booms as supplied by Tier 2 Contractor</li><li>• Decide if more staff required immediately</li><li>• Organise relief if incident likely to run on more than 12 hours</li><li>• 1100 General waste bin signed for contaminated waste</li><li>• If EA not deployed</li></ul>	
Final Actions	<ul style="list-style-type: none"><li>• Recover deployed equipment</li><li>• Dispose of Contaminated waste</li></ul>	<ul style="list-style-type: none"><li>• Contaminated sorbents, booms etc. to be disposed of, other equipment to be back loaded to Tier 2 responders vehicle.</li><li>• Maintain receipts, polluter pays!</li></ul>	

Local Environment Team - Action Card		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide advice on sensitive sites</li> <li>• Contribute to the planning process</li> <li>• Liaise with Natural England</li> </ul>	
<b>Step</b>	<b>Actions</b>	<b>Additional Information</b>
<b>Alert</b>	<ul style="list-style-type: none"> <li>• AONB Estuaries Officer to conduct Alert of Local Environment Team</li> </ul>	<ul style="list-style-type: none"> <li>• Group based on the Salcombe Kingsbridge Estuary Conservation Forum</li> </ul>
<b>Initial Actions</b>	<ul style="list-style-type: none"> <li>• Assess scale of potential pollution</li> <li>• Advise HM on any sensitive sites</li> </ul>	
<b>Further Actions</b>	<ul style="list-style-type: none"> <li>• Expand Local Environment Team as required for the scale of the pollution incident</li> <li>• Prepare Press Release</li> </ul>	
<b>Final Actions</b>	<ul style="list-style-type: none"> <li>• Report outcome to NE</li> </ul>	

## 2.7 Response Guidelines.

	Event/Risk	Response Guidelines
1	Pollution from outside Harbour Limits	<p>This scale of pollution event is likely to be a Tier 3 and under the control of the MCA or SOSREP. The following is outline guidance for Salcombe's role in any such event:</p> <p><b>Physical Description Of The Site:</b></p> <p>The boom site on the West Shore is located at the bottom of Cliff House Gardens, below Fore St, Salcombe (Grid Ref. SX740 387). There is a rectangular grassy area approx. 70m x 10m at the bottom of the gardens which is 12-15ft above the inter-tidal beach. The inter-tidal beach on the West Shore is a long narrow stretch of shingle / silt sand mix. There is no foreshore at high tide, during all phases of the tide.</p> <p>The boom site is located at Mill Bay on the East Shore; there is a good area of beach and at low water the area is doubled in size by the inter-tidal sand being exposed. Mill Bay is located at the end of a no through road in East Portlemouth (Grid Ref. SX740 382). The Channel varies in width from 300 to 400m at this point in the harbour.</p> <p><b>Boom Deployment:</b></p> <ul style="list-style-type: none"> <li>A staggered chevron is the proposed booming formation (fig. 1).</li> </ul>  <ul style="list-style-type: none"> <li>The booming equipment can be delivered by HGV to the slipway at Batson Creek Boat Park where the lay down area will be created in the car park.</li> </ul>

- A permanent mooring point has been laid in the channel for the buoy for the East Shore boom. The Harbour Master's team will lay a mooring buoy in the appropriate location for the boom on the West Shore.
- The workboat or harbour barge will transfer the equipment required to the booming positions, from the equipment dump. The equipment dump is accessible by boat at all states of the tide.
- When measuring boom lengths allowance should be made to include a Tirfor winch in line with the boom.
- The preferred boom deployment would be at low water slack.

#### **West Shore:**

- Install a sliding connector (fig. 3) on the vertical face of the retaining wall at the bottom of Cliff House Gardens by use of a wire attached to heavy anchors or bolts at the top and bottom of the wall. This will be the 'West Shore mooring point'.
- A Tirfor should now be secured to the top anchor point with tensioning cable fully extended ready to tension the boom.
- Assemble the boom (approx. 400m) on the beach between Mill Bay and Small's Cove, with the shore sealing section at the upstream end. Attach a towing bridle at each end.
- Inflate all of the air chambers on the boom.
- Using a workboat at each end tow the boom into the channel, connecting the mooring buoy end first.
- Tow the upstream end of the boom to the base of Cliff House Gardens and connect the Tirfor to the joint between the last two sections of boom.
- Operate the Tirfor to tension the boom until the last section of shore sealing boom is close enough to join on to the sliding connector with a roller or shackles.
- When it has been confirmed that the boom is correctly positioned and connected to the West Shore mooring point, the water ballast chambers can be filled.

#### **East Shore:**

- At the upstream end of Mill Bay beach, just upstream of the slipway there are a collection of large rocks, which are to be used as the 'East Shore mooring point' by connecting the boom to the rocks using anchor chain.
- A Tirfor should now be secured to the East Shore mooring point with tensioning cable fully extended ready to tension the boom.
- A Towing Bridle must be attached to the Tirfor tensioning cable
- With the first section of boom (shore sealing) connected to the Towing Bridle the remainder of the 500m shore sealing and skirt boom can be assembled on the beach in a zig-zag pattern.
- With a Towing Bridle attached to the final section of boom all air chambers can now be inflated.
- The boom can now be towed out and connected to the mooring buoy in the channel, and the Tirfor operated to tension the boom.
- When it has been confirmed that the boom is correctly positioned the water ballast chambers can be filled.

#### **Oil Recovery And Oil Storage**

##### **West Shore:**

Oil will be skimmed off from the collection point and pumped up to pop-up tanks set up on Cliff House Gardens.

		<p>There are two options for removing the oil from Cliff House gardens:</p> <ol style="list-style-type: none"> <li>1) A multi-stage pump system to lift the oil up the hillside to Fore St to be taken away by tanker.</li> <li>2) Load a tractor vac or similar onto the Harbour barge and at every high tide bring the barge alongside Cliff House Gardens to pump out the pop-up tanks onto the barge. The barge would then return to the RvP at Batson Creek to transfer oil to tankers, which would take the oil away to medium term storage or final disposal.</li> </ol> <p>If technically possible option 1 is the preferred solution as the tide times will not restrict operations, and option 2 has a risk of contaminating the harbour area behind the booms.</p> <p><b>East Shore:</b> On Mill Bay beach there is space to dig and line small temporary storage pits or use pop up tanks to provide buffer storage prior to the waste being taken away to medium term storage or final disposal. A low bridge (14'3") limits access to the East Shore boom collection point but a tractor vac or similar lightweight unit could be effectively deployed.</p> <p><b>Boom Recovery:</b></p> <ul style="list-style-type: none"> <li>• The most suitable time for recovery of the boom is low water slack.</li> <li>• The water chamber valves on all sections of shore sealing boom should be opened.</li> <li>• The workboat should then release the boom from the mooring buoys in the channel and tow the booms back to the foreshore on the East Shore for recovery section by section.</li> <li>• Equipment used for the shore mooring points can now be recovered.</li> <li>• A careful visual inspection of the site should be carried out to ensure all equipment has been recovered.</li> </ul> <p><b>Exercise Considerations:</b></p> <ul style="list-style-type: none"> <li>• All vehicles used on the beach should be checked for oil leaks before use to comply with local nature reserve bylaws. Oil absorbents to be on hand as a contingency measure.</li> <li>• Any use of vehicles or boats close to the foreshore on both banks MUST be used with extreme care and attention to avoid damage to the eelgrass beds during the exercise.</li> <li>• All participating staff must be briefed on the environmental sensitivities of the site and any control measures in place for the exercise.</li> </ul>
2	Catastrophic Failure of Fuel Barge	<p>This scale of pollution event is likely to be a Tier 3 and under the control of the MCA or SOSREP. The following is outline guidance for Salcombe's role in any such event:</p> <ul style="list-style-type: none"> <li>• Safety of life – Evacuate boats in vicinity, consider towing boats within 50m</li> <li>• Explosion</li> <li>• Fire</li> <li>• Petrol</li> <li>• Diesel</li> <li>• Call for assistance – Tier 2 responder, MCA, SOSREP</li> <li>• If Possible deploy tier 2 containment boom</li> <li>• Consider closing the harbour</li> </ul>

3	Fuelling incident at Fish Quay (Batson)	<p>This scale of pollution event is likely to be a Tier 1 or 2 and under the control of the Harbour Master. The following is outline guidance for Salcombe's role in any such event:</p> <ul style="list-style-type: none"> <li>• Assess</li> <li>• Contain</li> <li>• Mobilise Tier 2 Responder</li> <li>• Clean up</li> <li>• Dispose of contaminated waste</li> <li>• Stand Down</li> </ul>
4	RTA involving Oil Tanker resulting in pollution into the estuary	<p>This pollution event is likely to be as a result of a Road Traffic Accident and therefore under the control of the emergency services. Pollution entering the estuary will be either a Tier 1 or 2 and under the control of the Harbour Master. The following is outline guidance for Salcombe's role in any such event:</p> <ul style="list-style-type: none"> <li>• Assess</li> <li>• Contain, preventing pollution entering the estuary will be the primary aim. Pollution which does enter the estuary will be contained as far as possible within the immediate vicinity of the event. This may require deployment of the tier 1 containment by road.</li> <li>• Mobilise Tier 2 Responder, most probably directly to the location of the incident.</li> <li>• Clean up</li> <li>• Dispose of contaminated waste</li> <li>• Stand Down</li> </ul>
5	Pollution from vessel within the Harbour	<p>This scale of pollution event is likely to be a Tier 1 or 2 and under the control of the Harbour Master. The following is outline guidance for Salcombe's role in any such event:</p> <ul style="list-style-type: none"> <li>• Assess</li> <li>• Contain, once contained the easiest place to deal with the casualty vessel is likely to be Batson. Before a vessel is brought to Batson, the Tier 2 responder with appropriate booming needs to be in place.</li> <li>• Mobilise Tier 2 Responder</li> <li>• Clean up</li> <li>• Dispose of contaminated waste</li> <li>• Stand Down</li> </ul>

## 2.8 Communications

The Harbour operates on VHF # 12 and # 14. Channel 12 is for yacht taxi operations and Channel 14 is for operational harbour business and will be the channel used to co-ordinate any oil spill contingency operations.

## 2.9 Press Details

All contact with the press will be handled through the press office at South Hams District Council. To assist the press office in compiling press releases, the following press format is to be used, once complete it is to be forwarded to [communications@swdevon.gov.uk](mailto:communications@swdevon.gov.uk)

Your name department and contact telephone number/ ext.:	<b>Salcombe Harbour 01548 843791</b>
Date form handed in :	
Date release expected to appear in media	
Press Release Subject:	<b>Pollution Incident Salcombe Harbour</b>
Provide information in sentences/bullet points covering the facts of the press release. Don't forget information prompts such as <b>who, why, what, where and when.</b>	
Please provide the name of the Councillor who needs to be approached for a comment	

## 2.10 Health and Safety

The Harbour Authority has risk assessments for all harbour activities; these are incorporated within the Harbour's Safety Management System which is in compliance with the Port Marine safety Code.

Staff are reminded that when dealing with emergencies that Health and Safety must remain at the forefront of everyone's mind. The health and safety of individuals and their work colleagues is an individual responsibility. All staff are to wear appropriate PPE at all times. This will include but not necessarily limited to:

- Lifejacket
- Hard hats / Bump Hats
- High Vis jackets
- Protective footwear
- Rubber gloves
- Eye protection

## 2.11 Waste Management

The Harbour Authority has a waste management plan endorsed by the MCA. In dealing with an oil spill, the Harbour Authority will encounter some additional waste management challenges.

### 2.2.1 Oil recovered from the water.

Oil recovered from the estuary will be stored in temporary tanks provided by the Tier 2 responder. This hazardous oily waste (HOW) will have a large water content. This water is not to be returned to the estuary without the approval of the Environment Agency. All the HOW will be tankered away for treatment and disposal by a licensed contractor. The recovery area will be determined by the location of the spill, but is likely to be Batson Quay, where the HOW can be kept in a secure environment which has reasonable road access for tankers.

### 2.2.2 Sorbents and other contaminated material

Sorbent booms, pads etc. and other contaminated materials recovered from the estuary are to be collected in 1100 general waste bins which have been re-badged as hazardous waste containers. These Hazardous waste containers are to be lined with large plastic bags to prevent leakage be kept in a secure waste transfer station to await collection and disposal by a licensed contractor.



## Section 3: Data

### 3.1 Contact Directory

Name/Group/Agency	Contact Details
HM Coastguard	01326 317575 Zone22@hmcg.gov.uk
Tier 2 Responder: Adler & Allan	0800 592 827 020 85557111
Devon & Severn IFCA	01803 854648 (office hrs) 07740 175479 (duty phone)
Duchy of Cornwall	01822 890205 tstratton@duchyofcornwall.org
Emergency Services	999
Environment Agency	0800 807060
Environment Group POC Follaton House	01803 861465
Devon and Cornwall Police	101
Marine Management Organisation	0300 200 2024 (office hrs) 07770 977825 (duty officer)
MMO (Brixham)	01803 853383
Natural England Marine Incident Management team	0300 060 1200
Salcombe Harbour Office	01548 843791
Salcombe Harbour Out Of Hours Emergency Contact Number "Tor 2"	01803 867034
Salcombe Harbour Workshop	01548 859055
Salcombe Harbour – Harbour Master Cameron Sims Stirling	01548 843791
Salcombe Harbour AHM (Admin) Phil Goodhead	01548 843791
Salcombe Harbour AHM (Logistics) Marcus McCheyne	01548 843791
SHDC Director Chris Brooks	
SHDC Environmental Health Officer Ian Luscombe	01822 813713
SHDC Finance (To inform insurers) Sandra Hawkins	01822 813630
SHDC Communications Manager	01803 861368 communications@swdevon.gov.uk
South Devon & Channel Shell Fishermen	

### 3.2 Training

Suitable training in oil spill response should be undertaken by the majority of the staff as follows:

- Harbour Master and AHMs: MCA 4P;
- All boatmen and maintenance staff: MCA 1P (minimum); 2P preferred.

Training qualifications are valid for three years and will be kept in date.

### 3.3 Exercise

Regular training in oil spill contingency operations will take place for all Salcombe Harbour Staff as follows:

- **Notification exercise (announced or unannounced)**  
Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of information within the plan and should be carried out twice per year.
- **Mobilisation exercise**  
May be used to test the actual mobilisation times of individuals and contacted resources. Ideally this is tested without prior warning, although the requirement for unannounced callout will need to be balanced against the practical difficulties of doing so. This exercise should be carried out twice per year.
- **Table-top exercise**  
A table-top exercise will be conducted annually and may include participation by our Tier 2 response contractor.
- **Incident Management Exercise (IME)**  
These exercises can test the capability of local teams to respond to tier 1, 2 or 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual and collective skills of the Harbour Authority and external agencies. An IME will be scheduled and conducted at least once every 3 years.

The exercises listed above can be combined so as to reduce the total impact on personnel and resources.

### 3.4 Post exercise/incident reporting

Annex C is to be completed after every exercise and incident.

### 3.5 Environmental, Commercial and Recreational Sensitivities

	Details of Sensitivities to Oil Spill
<b>Environmental</b>	The Salcombe – Kingsbridge estuary lies within the South Devon Area of Outstanding Natural Beauty and has been designated as a Site of Special Scientific Interest (SSSI) under section 28 of the Wildlife and Countryside Act 1981 as amended. The estuary was designated because it possesses a rich and diverse inter-tidal and sub-tidal fauna and flora. The lower

	<p>estuary is partially separated from the open sea by a submerged sandbar and is characterised by rocks and sandy bays, while the upper estuary is composed principally of mudflat.</p> <p>The estuary also supports a number of specifically protected habitats and species. Of particular note are sea grass beds (<i>Zostera marina</i>) in the lower part of the estuary, dwarf eel grass (<i>Zostera noltii</i>) beds around Collapit and Blanksmill creeks and a small number of fan mussels (<i>Atrina pectinata</i>). All of these are the subject of UK Biodiversity Action plans. The small areas of saltmarsh at the head of the creeks are also BAP priority habitats as are the inter-tidal mudflats.</p> <p>It should also be noted that the seaward end of the estuary borders the Prawle Point to Plymouth Sound candidate Special Area of Conservation (SAC). This SAC was designated primarily for its reefs. Therefore, the potential for any dredging operations to impact these areas should also be considered.</p> <p>The area around the Salt Stone supports large populations of tube-living and burrowing worms, burrowing bivalves, and beds of the Daisy Anemone <i>Cereus pedunculatus</i>. At and below the low water mark populations of the Proboscis Worm <i>Golfingia elongata</i> and the burrowing crustaceans <i>Upogebia deltaura</i>, <i>Callianassa</i> sp and the Angular Crab <i>Goneplax rhomboides</i> occur. The Salt Stone is also one of the few British localities that support the red alga <i>Chondria coerulescens</i>.</p> <p>The bed of the main channel from the entrance to Salcombe Harbour to the Salt Stone is of mixed sediments with stones and shells. The communities present are very rich in algae and animals, including several rare or unusual species. At Snapes Point and Scoble Point broken rock surfaces extend into deep water and are colonized by typical ria communities.</p> <p>The rocky shores of the estuary support communities typical of sheltered mouth-of-the estuary conditions, but are particularly rich in marine algae. Castle Rocks possess an exceptional flora of both red and brown algae. The overhangs and gullies of the Castle Rocks also support a rich invertebrate fauna including the cowry <i>Trivia arctica</i>, the Sea Gerkhin <i>Cucumaria saxicola</i> and many sponges and crustacea. Estuary has extensive mudflats and a reasonable extent of saltmarsh also.</p> <p>The estuary is also used as an overwintering ground by large numbers of wildfowl such as Wigeon, Teal and Shelduck and is also visited by wading birds on passage.</p> <p><i>Paper charts of these areas are displayed in the Harbour Office and Harbour Workshop Office.</i></p>
<b>Commercial</b>	<p>The estuary supports a shell fishing fleet which store live shellfish in store boxes at Castle bay and Ditch End. These store boxes are towed at regular intervals to the fish quay slipway for "tipping out".</p> <p>There are commercial oyster beds in Frogmore Creek.</p> <p>There is a three month overwinter scallop fishery within Salcombe Harbour managed under Devon and Severn IFCA Mobile Fishing Permit Byelaw.</p> <p>Salcombe is a tourist destination and many commercial enterprises derive their income from the natural beauty and cleanliness of the estuary.</p>
<b>Recreational</b>	<p>Salcombe is a premier water sports destination. The main activities centre on sailing, canoeing, swimming, snorkelling SUP Boarding and motor boating. The white sandy beaches at East Portlemouth, Mill Bay, Sunny</p>

	<p>Cove, North Sands and South Sands are extremely popular all year around, but particularly so in the summer months.</p> <p>Notify, Salcombe Yacht Club / Salcombe Rowing Club / Kingsbridge Estuary Boat Club and Social media to be use to disseminate relevant information.</p>
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### 3.6 Roles and Responsibilities

The following agencies have a role in ensuring the water quality of the Salcombe and Kingsbridge estuary, and as such have been consulted on this oil spill contingency plan:

Salcombe Harbour Authority  
 South Hams AONB Estuaries Officer  
 Maritime & Coastguard Agency (MCA)  
 Natural England  
 South Hams District Council - Community Safety and Emergency Planning Officer  
 Environment Agency  
 Marine Management Organisation (Plymouth)  
 Devon and Severn Inshore Fisheries & Conservation Authority (IFCA)  
 Adler & Allan

### 3.7 Counter Pollution Resources

See Annex D

Annexes:

- A. Incident log.
- B. POLREP template.
- C. Post exercise/incident evaluation report form
- D. Counter pollution resources.
- E. Transport and Logistics Map

Enclosures:

- 1. Agreement for the Provision of Emergency Oil Pollution Response and Associated Environmental Services.
- 2. Adler & Allan Ltd Standing Instructions for Regional (Tier 2) Oil Spill Response Services.
- 3. STOp notice template.
- 4. Material Safety Data Sheet: Gasoline.
- 5. Material Safety Data Sheet: Diesel.

## Annex A to Salcombe Harbour Oil Spill Response Plan

Incident Log	
Incident name:	
Date:	Page number:
Time:	Comment / Action / Detail
Signature:	
Print Name:	Position:

## Annex B to Salcombe Harbour Oil Spill Response Plan

Reporting Pollution: Format of CG77 POLREP template. Blank form overleaf		
<b>Part 1:</b>		
<b>A</b>	<b>Classification - of Report:</b>	i. Doubtful ii. Probable iii. Confirmed
<b>B</b>	<b>Date and Time</b>	i. Pollution observed ii. Reported by (identity of observer / reporter)
<b>C</b>	<b>Position and Extent of Pollution</b>	By latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution.
<b>D</b>	<b>Tide and Wind</b>	Speed and direction
<b>E</b>	<b>Weather</b>	Conditions and sea state
<b>F</b>	<b>Characteristics of pollution</b>	Give type of pollution, e.g. oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals, give proper name or United Nations Number, if known. For all, give appearance e.g. liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; visible vapour etc.
<b>G</b>	<b>Source and Cause of Pollution</b>	From vessels or other undertaking. If from a vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description. Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.
<b>H</b>	<b>Vessels in the Area</b>	Details to be given if the polluter cannot be identified and the spill is considered to be of recent origin.
<b>J</b>	<b>Photographs</b>	Whether photographs have been taken, and / or samples for analysis.
<b>K</b>	<b>Remedial action</b>	Remedial action taken, or intended, to deal with spillage
<b>L</b>	<b>Forecast</b>	Forecast of likely effect of pollution (e.g. arrival on beach, with estimated timing).
<b>M</b>	<b>Names</b>	Names of those informed other than addressees.
<b>N</b>	<b>Any other relevant information</b>	(e.g. names of other witnesses, references to other instances of pollution pointing to source).

Make initial report by phone then by email to [zone22@hmcg.gov.uk](mailto:zone22@hmcg.gov.uk)

Reporting Pollution: Format of CG77 POLREP		
<b>Part 1:</b>		
<b>A</b>	<b>Classification - of Report:</b>	
<b>B</b>	<b>Date and Time</b>	
<b>C</b>	<b>Position and Extent of Pollution</b>	
<b>D</b>	<b>Tide and Wind</b>	
<b>E</b>	<b>Weather</b>	
<b>F</b>	<b>Characteristics of pollution</b>	
<b>G</b>	<b>Source and Cause of Pollution</b>	
<b>H</b>	<b>Vessels in the Area</b>	
<b>J</b>	<b>Photographs</b>	
<b>K</b>	<b>Remedial action</b>	
<b>L</b>	<b>Forecast</b>	
<b>M</b>	<b>Names</b>	
<b>N</b>	<b>Any other relevant info</b>	

## Annex C to Salcombe Harbour Oil Spill Response Plan

### Post Exercise/Incident Report

Name of Port / Harbour / Oil Handling Facility:

Level of exercise (Tier 1, 2 or 3) and details of any other participating ports / harbours / oil handling facilities if joint equipment deployment exercise:

Level:

Names:

Date of exercise/Incident:

Time of exercise/Incident:

Location of exercise/Incident:

Name of exercise co-ordinator:

Name of personnel participating in exercise/Incident and role played:

List of equipment deployed:

Name of any other organisations / authorities participating in exercise/Incident:

Details of amendments to be made to the Contingency Plan resulting from this exercise/Incident:

(in addition to this form the revision list should be updated and the appropriate pages within the plan amended and issued to all plan holders)

I can confirm that the details on this form provide a realistic summary of the exercise/Incident carried out. Any action points resulting from this exercise have been dealt with accordingly, the relevant documents updated and copies provided to the appropriate bodies for their attention.

Authorised by (name in block capitals):

Position / Job Title:

Signature:

Date:



## Annex D to Salcombe Harbour Oil Spill Response Plan

Tier 1 containment stocks	
22	3m x 200mm sorbent booms
1	100 x sorbent pads
5	Reusable Gloves
2	20m Orange General Purpose rope
1	Blue Bin Spill Kit
14	Sorbent Pillows
1	50m Sorbent roll
1	50 x Pack HD poly bags
1	Oil spill sampling kit

### Tier 2 Equipment Inventory

This stock take does not take in to consideration items on hire or in vans and lorries

#### Adler and Allan Tier 2 Rapid Response Vehicle (RRV) Contents

Item	Quantity
8.3 Tonnes Rigid with Tail Lift	1
Safety Boat, Oars & Outboard	1
Weir Skimmer & Hoses	1
Spate 75c Diesel Driven Pump (3")	1
Fast tank Temporary Storage (2000 Gallon)	1
Inflatable Sea Boom 75i	4 x 10m
Inflatable Sea Boom 75i	8 x 20m
Rigid Fence Boom 50p	80m
Shore Sealing Boom	80m
Air Blower	2
Water Pump	1
Generator	1
First Aid Kit	1
Fire Extinguisher 2kg Dry Powder	2
Lighting Set (500W, 110V) & Generator	1
Anchors, Chains, Buoys	8 sets
Polyprop Rope (10mm)	200m
Polyprop Rope (12mm)	200m
Rakes	2
Shovels	2
Yard Broom	1
Long Handled Debris Collection Net	1
Heavy Duty Waste Bags	100
Towing Bridles	6
3m Sorbent Boom	4
Sorbents Roll	1
PPE- Safety Glasses, Gauntlets, Overalls	20 each
Sand Bags (Empty)	50
Foot Pump	1
Wooden Stakes	6
Mop	1
Polythene Sheeting (DPM)	1 roll
Tool Kit and Spares	1

Notice Boards & Marker Pens	2
Packs Absorbent Sheets	3
Roll Barrier Tape	2
Fuel Tanks (Green & Black, Full)	2
Item	Quantity
Flip Chart	1
Post Rammer	1
Bucket	1
Two Stroke oil	1
Bailer	1
Boat Hook	1
RAMS Pack	1
OWI Pack	1
Notebook with Pens / Pencils	1
Line Thrower	1
Sorbent Cushions (Packs)	2
Drum with lid and clamp	1
Monson Valve	1
Dammit Mats	2
Plant Nappy (to fit pumps and generator)	2
Gaffer Tape	1
WD40	1
Silicone Grease	1
Road Pins	6
3-Way Boom Connector	1
Spare D Shackles	6
Degreaser	1
Tape Measure (Toolkit)	1
Stanley Knife (Toolkit)	1
Hacksaw (Toolkit)	1
Junior Hacksaw (Toolkit)	1
2lb Hammer (Toolkit)	1
Claw Hammer (Toolkit)	1
Screwdriver Set (Toolkit)	1
Spare Thumb Screws (Toolkit)	1
Heavy Duty Cable Ties (Toolkit)	1
Wire Cutters (Toolkit)	1
Long Nose Pliers (Toolkit)	1
Pliers (Toolkit)	1
Spanner Set (Toolkit)	1
Adjustable Spanner (Toolkit)	1
Stilson Wrench (Toolkit)	1
Filter Mask & Cartridge (Only if required)	6
Helmet	3
Item	Quantity
Wellington Boots	3
Life Jackets	3
High Vis Waistcoat	3
OSR Incident sign & OSR Exercise sign	2

## Annex E Transport and Logistics Map.

### ARTICULATED LORRY DELIVERY ROUTE:

### SALCOMBE BOAT PARK

SAT NAV: GOULD ROAD, TQ8 8DU

