

Contents

Part 2: Actions & Operations

Section 5 : Action Sheets

5.1	Observer of the Incident.....	3
5.2	Harbour Master.....	5
5.3	Aberdeen Harbour Board Chief Executive	9

Section 6 : Communications

6.1	Notification Matrix	10
6.2	Communication and Reporting.....	11

Section 7 : Sensitive Areas Response Information

7.1	Aberdeen Harbour and Local Coastline	12
7.2	Fisheries.....	17
7.3	Tidal Information.....	17

Section 8 : Report Forms and Checklists

8.1	CG77 POLREP Pollution Report Form.....	18
8.2	Incident Log Sheet.....	20
8.3	Waste Disposal Action Checklist.....	21

Section 9 : Press and Public Information

9.1	Press Statement	23
-----	-----------------------	----

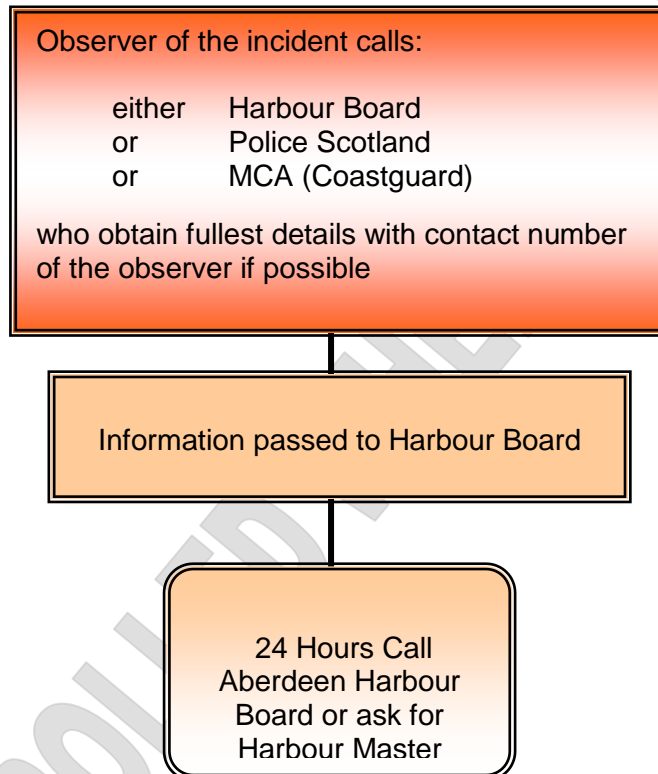
BLANK PAGE

UNCONTROLLED WHEN PRINTED

Section 5: Action Sheets

5.1 Observer of The Incident

5.1.1 Actions



For specific telephone numbers see Section 10

5.1.2. Information to be obtained as initial spill Report

Date _____

Time _____

1. Name of person reporting Incident _____

2. Job Title _____

3. Details of Company/organisation or address _____

4. Call back number _____

5. Location of the Incident _____

6. Estimated quantity of spilled oil _____ litres/tonnes

7. Type of oil spilled _____

8. Action taken to prevent further spillage _____

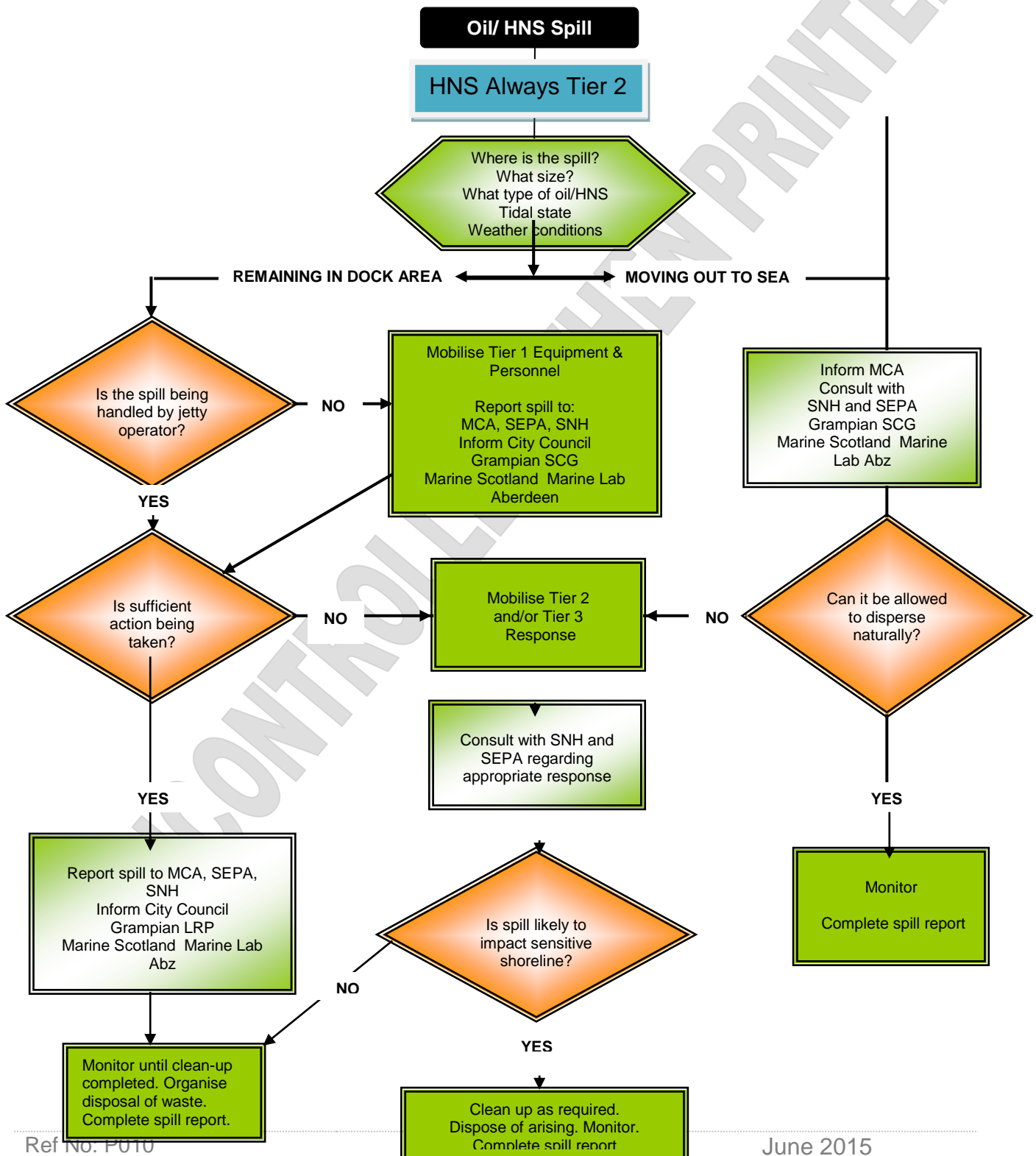
9. Other relevant information _____

UNCONTROLLED WHEN PRINTED

5.2 Harbour Master

5.2.1 Initial response upon notification of a spill.

The response time for Harbour personnel during normal working hours would be within 30 minutes. There is always available a Duty Harbour Master trained to MCA Level 4 and six other employees trained to MCA Level 1. The minimum trained staff available for response during working hours is three.



5.2.2 Action sheet

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

HARBOUR MASTER		
NO.	ACTION	REFER TO
1	Obtain all available information. Ensure that an Incident Log has been started.	Sect 8.2
2	Determine initial level of manpower and equipment resource mobilisation required.	Tiered Response Sect. 11
3	Establish communication with all concerned parties and ensure that statutory reporting requirements have been carried out.	Statutory Notification Sect 6.1 and 8.1
4	Determine level of response that has been initiated and inform MCA, SEPA, SNH and City Council of intended response. Determine level of response required from duty personnel. . Within working hours contact Marine Scotland-Marine Laboratory, Dee District Salmon Fishery Board and Grampian SCG.	Tiered Resources Sect. 1.8
5	Contact/Call out Incident Response Team Personnel as appropriate.	Mobilisation Procedure Sect. 3.2
6	Ensure that a witnessed sample of spilt oil is taken, especially when the origin of the spill is unknown or when legal proceedings are liable to be taken.	See Sect. 4.2 and Appendix III
TIER 1 SPILL RESPONSE		
NO.	ACTION	REFER TO
7	Call-out Duty Team to handle all additional spill notifications. Ensure response contractor has been contacted if appropriate (Polluter to be encouraged to contact Spill Response Contractor.)	Statutory Notification Sect. 6.1
8	Monitor situation. Obtain regular briefings from Clean-up Supervisor on progress of clean up.	

9	Determine likely impact of incident. Complete and log a full report	
10	If it appears that the spill has escalated, proceed as for Tier 2 and Tier 3 incidents.	
TIER 2 AND 3 INCIDENTS		
NO.	ACTION	REFER TO
11	Contact Briggs Marine Environmental Services Ltd (Response Contractor) and agree primary level of response required.	Section 10
12	Start and maintain an accurate log of all communications with contractor.	
13	Establish communication link with Briggs Marine Duty Manager and issue a call back number.	
14	Determine extent of incident in terms of: <ul style="list-style-type: none"> • Any casualties • Any safety hazard • Damage to facilities • Extent of pollution • Results of any actions taken so far • Potential sensitive receptors that might be affected 	
15	Brief Briggs Marine actions as appropriate.	
16	Establish review/planning meetings. Continue normal communications and ad hoc briefings.	
17	When incident stood down confirm incident closure with all agencies involved.	
18	Complete incident log and ensure receipt of report from Briggs Marine Environmental Services Ltd.	

5.2.3 Escalation of Response

In the event that a response escalates to Tier 2/3 level, sufficient personnel must be mobilised to establish a Marine Emergency Centre and facilities must be made available to meet with personnel from external agencies. The Harbour Master will retain the position of Incident Controller unless any change is agreed with the Government Agencies involved.

The Emergency Response Room at the Marine Operations Centre may be used as a Marine Emergency Centre.

If the response is likely to become protracted, the Harbour Master must make arrangements for the Marine Emergency Centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally.

If outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in Section 4.1 of this Plan.

UNCONTROLLED WHEN PRINTED

5.3 Aberdeen Harbour Board Chief Executive

The Aberdeen Harbour Board's Chief Executive should be ready to assist if deemed necessary by the Harbour Master and must be in a position to make corporate decisions regarding media reporting and liaising with underwriters and contractors.

ABERDEEN HARBOUR BOARD CHIEF EXECUTIVE		
NO.	ACTION	REFER TO
1	Obtain briefing from Harbour Master with situation report and then relocate to Harbour Office if required.	
2	Assess incident in terms of: <ul style="list-style-type: none"> • People • Environment • Damage to facilities • Disruption to business 	
3	Approve outline response strategy	Response Strategy Sect.4.2
4	Approve immediate and future contracted equipment requirements.	Section 10
5	Arrange initial Public Relations programme.	Utilise advice and pro-forma statement Sect 9.1
6	Attend review meetings in Marine Response Centre	

Section 6 : Communications

6.1 Notification Matrix

Organisation	Oil Spill Tier			For contact numbers see Section 10 Contact Directory	
	1	2	3	Method	Remarks
Chief Executive Aberdeen Harbour Board	✓☎	☎	☎	Telephone	
MCA MRCC Aberdeen	☎ ☎	☎ ☎	☎ ☎	Telephone Fax	Coastguard will require information on the Pollution Report Form in Section 8.1. Confirm details with fax. Coastguard will inform the Pollution Response Unit.
SNH	☎ ☎	☎ ☎	☎ ☎	Telephone, Pager, Fax	Contact for spills over 1 tonne.
Aberdeen City Council	☎	☎	☎	Telephone, Fax	Contact the Oil Pollution Officer only if oil is likely to contaminate the shoreline outside the harbour
SEPA	☎	☎	☎	Telephone,	Confirm by fax.
Marine Scotland-Marine Laboratory Aberdeen	✓☎	☎	☎	Telephone, Fax	
Dee Fishery Board	✓☎	✓☎	✓☎	Telephone	
Oil Spill Contractor		☎	☎	Telephone	Contact the 24-hr contact number and ask for the Duty Manager.
Police Scotland	☎	☎	☎	Telephone	

- ☎ Notify immediately by phone
- ☎ Notify immediately by fax
- ✓☎ Notify during normal working hours

For telephone and fax numbers see Section 10.

6.2 Communications and Reporting

6.2.1 Reporting of Oil/HNS Pollution

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

A. Responsibility for reporting of oil/HNS pollution rests with the Master in all cases involving a vessel and with the berth Operator in the case of a berth or quayside facility. In cases involving a vessel alongside both parties are equally responsible.

B. Any person either ashore or afloat, seeing oil pollution on the water within the Harbour Board's jurisdiction or liable to pose a threat to it, should report it whether or not the source is known (Part 2 Section 5.1).

C. The Harbour Master is responsible for ensuring statutory notifications are made (Part 1 Section 3.6 and Part 2 Section 6.1).

6.2.2 Communications

Initially reports will be passed by telephone both landline and mobile (consideration should be given when using mobiles for security reasons). The Port Board maintains VHF sets which would be issued to supervisors once a clean-up strategy had been established. The switchboard is manned 24 hours and will deal with all calls in the event of a clean-up operation.

6.2.3 Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Section 8.2). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, logs should be kept by all key personnel.

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

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

Section 7 : Sensitive Areas Response Information

7.1 Aberdeen Harbour and Local Coastline

7.1.1 General Nature Conservation Information

SNH, SEPA and Marine Scotland-Marine Laboratory Aberdeen should be consulted before any clean up operations are started.

The River Dee, which flows through Aberdeen Harbour, is highly important for the fishery of migratory salmonid species. The presence of salmon has a significant conservation and economic value. River and Sea lampreys, Sea trout and European eel are known to be present in the River Dee, and will pass through Aberdeen Harbour. All are identified in the UK Biodiversity Action Plan as are salmon.

Several species of cetaceans are known to occur off the Aberdeenshire coast, of which the most common are bottlenose dolphins, harbour porpoises, white-beaked dolphins and minke whales. In particular, Aberdeen Harbour and its environs are an important feeding area for bottlenose dolphins from the Moray Firth. The bottlenose dolphins are known to feed at the harbour entrance all year round with peak numbers between October and May.

The coastline from Stonehaven to Nigg has a wide variety of bays and cliff formations. The coast at Cove, just four miles from Aberdeen, is rugged and angular Nigg Bay itself is a broad shingle beach, with some coarse sand, and large boulders just above the shore. There are small sandy beaches, with rock outcrops, on the south bank of the River Dee. The beach area is in the lee of the Southern Breakwater.

This southern area has a great environmental importance and the main environmental sensitivities are the sandy/rocky beaches between the breakwaters, which are used by waders and wildfowl for feeding. Large concentrations of sea duck are regularly found just offshore throughout the year.

The main beach area, dunes and links stretches for approx. 3.5 miles between the outlets of the Rivers Dee and Don. Grey and common seals also occur in the vicinity of the harbour and are listed in the UK Biodiversity Action Plan. Seals regularly haul out on sand banks at the mouth of the Don which is a Local Nature Reserve. The beach is protected by a series of groynes and by rock armour T shape structures. North of the River Don the sandy beach continues approx. 12 miles to the mouth of the River Ythan and Forvie sands. The east Grampian Coastal Partnership was set up to aid delivery of integrated coastal zone management in the area.

A comprehensive listing of schedules defining areas of special sensitivity are available in the 'Major Oil Pollution Contingency Plan for Aberdeen City Council, Aberdeenshire Council and Moray Council'. This plan would come into operation through the relevant local authorities if a major oil spill occurs.

7.1.2 Coastal Designated Sites

River Dee SAC
Sands of Forvie and Ythan Estuary SSSI and national Nature Reserve (NNR)
Ythan Estuary Ramsar Site
Foveran Links SSSI
Buchan Ness to Collieston Coast SPA (includes marine extension)
Fowlsheugh SPA (includes marine extension)
Moray Firth SAC
Nigg Bay SSSI
Cove SSSI
Findon Moor SSSI

For all the Natura sites mentioned above (SACs and SPA) the Natural Habitats & C. Regulations extend protection of the features for which they are designated to outwith the boundary of the sites.

Wintering sea ducks and auks are found all along the Aberdeenshire coast.

Areas are shown in adjoining SNH chart. Copies of Citations for areas designated are shown in Appendix II.

Sands of Forvie and Ythan estuary SSSI

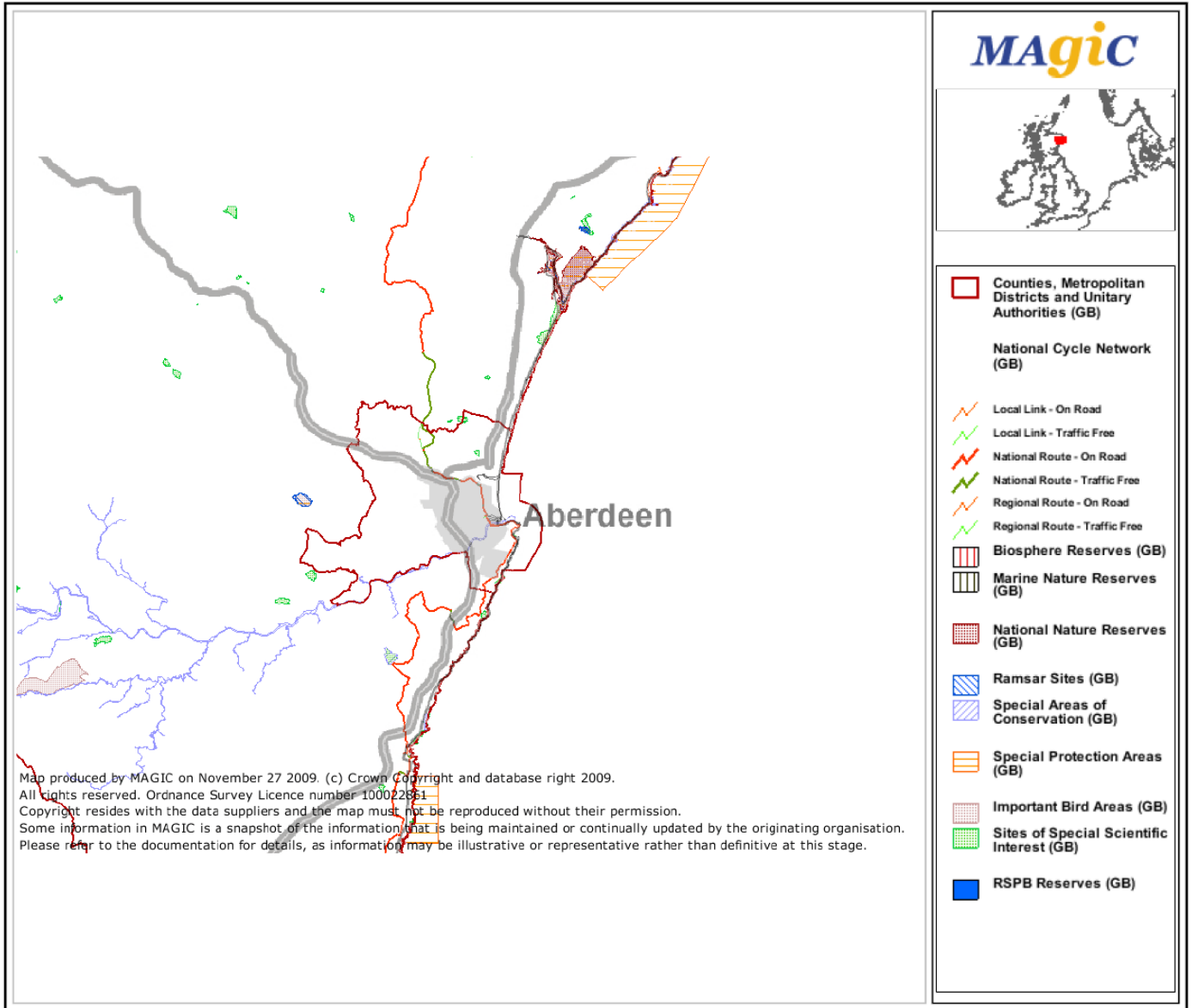
The habitat features sand foreshore backed by an extensive sand dune system and maritime heath, which borders the mouth of the Ythan Estuary. The estuary comprises intertidal mud and sand flats with saltmarsh bordering the upper reaches. In the northern areas of the foreshore there are stretches of rocky coast backed by cliff.

The mudflats are an important area for wintering and passage wildfowl and waders. Whooper swans and greylag and pinkfooted geese regularly occur in internationally important numbers. The inshore waters at the mouth of the estuary are major moulting and wintering ground for various seaduck and divers. The reserve contains the largest colony of eider duck in Britain as well as an internationally important ternery and a wide range of other breeding birds associated with dunes, freshwater lochs, heath and seacliffs.

The overall flora of the site is very diverse and contains noteworthy populations of several species. The moss and lichen flora is of interest. The site also has an interesting terrestrial and estuarine invertebrate fauna. The sands of Forvie are of outstanding interest for their coastal geomorphological features.

The Forvie Sands and Ythan estuary is also a National Nature Reserve (NNR), Special Protection Area (SPA), RAMSAR site and the sand dunes are a Special Area of Conservation under the EC Habitats Directive.

Recommendations: oil which becomes stranded on the sandy foreshore during the holiday season should be removed using light mechanical or manual methods of clearance. Care should be taken not to damage the geomorphological interest of the site. Oil which becomes stranded on the rocky intertidal should be left to degrade naturally. Explore the possibility of using booms to prevent the oil entering the estuary or tributaries within the estuary.



Map of Sensitive Areas

Foveran Links SSSI

As with Sands of Forvie, the habitat features sand foreshore backed by an extensive sand dune system. The site is of exceptional importance for the study of a wide variety of coastal geomorphological features.

Foveran Links are well known for the range of migrant birds which occur and for the large moulting and passage flocks of seaduck and divers found in inshore waters and offshore throughout the year

Recommendations: light mechanical or manual clearance of oil from sandy amenity areas during the holiday season. Care should be taken to avoid damaging sand dune vegetation or the geomorphological interest of the site.

River Dee cSAC:

The River Dee, including parts the harbour waters, has been designated as a Special Area of Conservation under the Habitats directive in order to protect three important species: Freshwater Pearl Mussels, Atlantic Salmon and Otter. Fresh water pearl mussels do not occur in the tidal areas of the river and are therefore not found in the harbour. Otter have been occasionally seen around the harbour. Atlantic salmon swim from the sea through the harbour as they travel upstream to spawn.

Recommendations: Response should focus on preventing spill from extending beyond harbour areas. Light mechanical or manual clearance of oil from intertidal area only, otherwise left to degrade naturally.

Fowlsheugh SSSI/SPA

This plan includes the SSSI citations and boundary map for Fowlsheugh SSSI (Appendix II), which is south of Stonehaven. This site is also a Special Area of Protection (SPA) and holds the largest colony of breeding seabirds in the north east of Scotland. The birds feed at sea, up and down the Aberdeen / Aberdeenshire Coast and the feeding grounds closest to the cliffs are given special protection any pollution in these areas could obviously have an adverse effect on the breeding seabird colonies at Fowlsheugh.

Recommendations: oil onshore should be left to degrade naturally.

Buchan Ness to Collieston Coast SPA

This site is made up of two SSSIs: Whinnyfold to Collieston Coast and the Bulls of Buchan Coast. It holds an important colony of breeding seabirds. As with Fowlsheugh, the birds feed at sea, up and down the Aberdeen / Aberdeenshire Coast and the feeding grounds closest to the cliffs are given special protection. Any pollution in these areas could obviously have an adverse effect on the breeding seabird colonies.

Recommendations: oil which becomes stranded on the sandy foreshore during the holiday season should be removed using light mechanical or

manual methods of clearance. Care should be taken not to damage the geomorphological interest of the site. Oil which becomes stranded on the rocky intertidal should be left to degrade naturally.

Moray Firth SAC

The Moray Firth supports a population of around 130 bottlenose dolphin which travel south along the Aberdeenshire Coast and regularly feed around the entrance to Aberdeen Harbour.

Recommendations: oil which becomes stranded on the sandy foreshore during the holiday season should be removed using light mechanical or manual methods of clearance. Care should be taken not to damage the geomorphological interest of the site. Oil which becomes stranded on the rocky intertidal should be left to degrade naturally.

Nigg Bay SSSI

Nigg Bay present shingle coastal habitat. The site is an important geological site. Sands and gravels at the base of the section provide information for interpreting glacial history.

Recommendations: oil onshore should be left to degrade naturally.

Cove SSSI

The coastal habitat features rocky shore backed by a cliff. The section of cliff is the only known British locality of a species of wild fern. This plant is listed as an endangered species. The rocks of Cove Bay possess an interesting flora and fauna, including a number of very distributed insects.

Recommendations: oil onshore should be left to degrade naturally.

Findon Moor SSSI

The site is a rocky shore backed by cliff. Findon Moor is the only large area of coastal heath within Kincardine and Deeside District.

Recommendations: oil onshore should be left to degrade naturally.

Information Source: *Coastal Sites Sensitive to Oil Pollution, Atlas and Coredata, published by MPCU, BP and NCC (predecessor of SNH).*

7.2 Fisheries

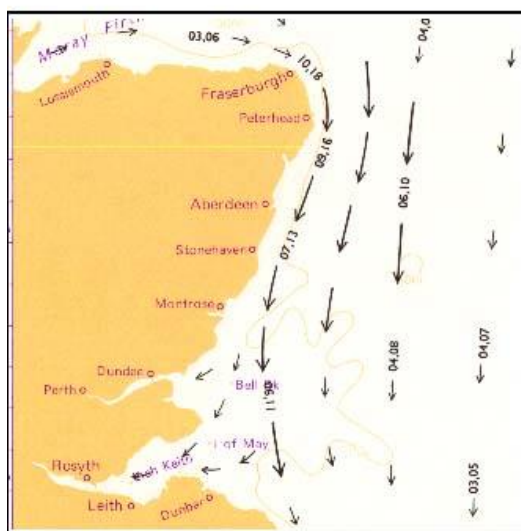
The region is the most important in Britain in relation to sea fishing and vessels based in the region operate over a wide range of fishing grounds in the North Sea

Although there are no commercial fisheries within the area of jurisdiction of Aberdeen Harbour or proximity, deep-sea fishing vessels land their catches at the Aberdeen fish market.

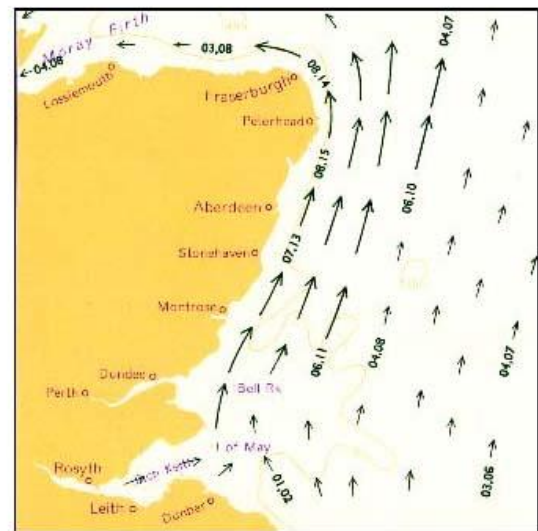
Three diadromous species - salmon, sea trout and eel – support fisheries in the region. The most important are salmon and trout. Salmon and sea trout support rod-and-line fisheries on the River Dee.

7.3 Tidal Information

The tidal stream runs SE / NW across the approach to Aberdeen Harbour, with a spring rate in each direction of 1-2 knots, which also applies to the anchorage. Off the entrance the stream is weak. Within the breakwaters the River Dee runs with considerable strength, particularly when snows are melting, or after high rainfall, and may achieve 6 knots. The strong outflow may continue even on a flood tide. In the Tidal Harbour there is a weak anti-clockwise current.



2 after HW



4 before HW

Section 8 : Report Forms and Checklists

8.1 CG77 POLREP Pollution Report Form

To MCA – MRCC - ABERDEEN
Copy to Agencies as required
From Aberdeen Harbour Board

Part 1 – Information which should be provided in an initial pollution report

A. Classification of Report:
(i) **doubtful** (ii) **probable** (iii) **confirmed**
(Delete as necessary)

B. Date: _____ **Time:** _____ **pollution observed**
Identity of Observer/Reporter: _____

C. Position of Pollution _____
(by latitude and longitude if possible, state range and bearing from some prominent landmark)

Extent of Pollution _____ **litres/barrels/tonnes**
Size of polluted area _____ **from** _____
(from where sighted)
(estimated amount of pollution, e.g. size of polluted area, number of tonnes of oil spilled; or number of containers, drums, etc. lost. When appropriate give position of observer relative to pollution)

D. Wind Speed: _____ **knots; Direction from:** _____
Tidal status at time pollution observed: _____ **after/before HW/LW**

E. Weather Conditions and sea state:
_____ **sea state/ wave height** _____ **metres**

F. Characteristics of Pollution:
Type: _____
(e.g. oil, crude, diesel: packaged or bulk chemicals UN Number if known, garbage)
Appearance: _____
(e.g.: liquids, floating solid, liquid oil, semi-liquid sludge: tarry lumps; weathered oil, discoloration of sea; visible vapour; etc.)

G. Source of Pollution: _____
(from vessel or other undertaking)
Cause of Pollution: _____

(apparent deliberate discharge or casualty. If the latter give a brief description. Where possible name, type, size, nationality and Port of Registry of polluting vessel. If vessel underway give course speed and destination if known)

H. Details of other vessels in the area: _____

(to be given if the polluter cannot be identified and the spill is considered to be of recent origin)

J. Photographs taken Yes / No
Sample taken for analysis Yes / No

K. Remedial action taken, or intended, to deal with spillage: _____

L. Forecast of likely effect of pollution: _____

(e.g. arrival on coastline, with estimated timing)

M. Names of those informed and other than addresses:

N. Any Other relevant information: _____

(e.g. names of other witnesses, references to other instances of pollution pointing to source)

Part 2 – Supplementary information to be provided later
(this part may be disregarded when POLREPS are for UK internal distribution only)

O. Results of sample analysis _____

P. Results of photographic analysis _____

Q. Results of supplementary Inquiries: _____

(e.g. inspection by Surveyors, statements from ship's personnel, etc. if applicable)

R. Results of mathematical models _____

8.3 Waste Disposal Action Checklist

8.3.1 Oily Waste Generated from a Shoreline Clean-up Operation

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

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

b) Temporary Storage / Clean, Treat, Stabilise, Recover, Re-use

1. Discuss requirement to establish temporary storage sites along the shoreline with SEPA, SNH and the Local Authority, when on or adjacent to an SSSI.
2. If agreed, identify temporary storage sites in close liaison with SEPA, SNH and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined
4. Confirm treatment methods and ultimate disposal with Regulator and Local Authority.
5. In close liaison with the Oil Spill Response Contractors agree course of action and assist with the necessary arrangements where necessary.

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

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

d) Direct Transportation to Appropriate Disposal Site for Burial

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

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

1. Notify HM Revenue & Customs that you intend to land recovered oil.
2. Identify suitable oil handling plant (refinery) to receive the waste.
3. If 2 is not available identify a harbour with a suitable berth for handling oils.
4. Identify a suitably licensed waste carrier to take the oily liquids off the vessel.
5. Confirm the disposal route with the waste carrier.
6. Notify Regulator and confirm that the identified disposal route meets with their satisfaction.
7. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

UNCONTROLLED WHEN PRINTED

Section 9: Press and Public Information

9.1 Press Statement

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

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

Responsibility for media relations needs to be clearly understood and who will be required to respond.

9.1.2 For guidance it would be expected as follows

Tier 1 spill – Harbour Board involvement only;

Tier 2 spill – Aberdeen City Council and Harbour Board involvement;

Tier 3 spill – SRC established with MCA Press Office staff in attendance.

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

Contact should be established with Aberdeen Harbour's Media/PR advisors.

9.1.3 Initial Press Statement

"Aberdeen Harbour Board confirms that an incident has occurred (*state where and give brief description*) at approximately (*give time*) hours today.

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

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

BLANK PAGE

UNCONTROLLED WHEN PRINTED