



ASSOCIATED BRITISH PORTS

SOUTH WALES REGION

PORT EMERGENCY PLAN

For

CARDIFF

BARRY

NEWPORT

SWANSEA

PORT TALBOT

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ABBREVIATIONS

The following abbreviations appear in the plan.

ABP	Associated British Ports
NRW	Natural Resources Wales
IEM	Integrated Emergency Management
CCA	Civil Contingencies Act 2004
ISPS	International Ship and Port Facility Security Code
GMDSS	Global Maritime Distress and Safety System
DSC	Digital Selective Calling [Radio]
MRCC	Maritime Rescue Co-ordination Centre
MCA	Maritime and Coastguard Agency
DfT	Department for Transport
NHS	National Health Service
MIO	Medical Incident Officer
VHF	Very High Frequency [Radio]
DSHA	Dangerous Substances in Harbour Areas Regulations 1987
LPS	Local Port Service
MLC	Marine Lock Controller

SECTION 1

Introduction

Historically each Associated British Ports (ABP) port in South Wales: Cardiff, Barry, Newport, Swansea and Port Talbot had separate port emergency plans. In 1999 all the ports were brought together under the collective management of a Regional Manager (later Regional Director) based in Cardiff and the structure of the organisation was changed to reflect this regional approach. This plan is a further extension of this regionalisation and seeks to bring together all the relevant elements of the individual port plans into one generic document.

References in the plan to organisations, authorities and particularly the Emergency Services are also, of necessity, generic.

Aim of ABP's Regional Emergency Plan:

The aim of this emergency plan is, in the event of an incident within the limits of the ports' geographical areas of responsibility, to specify means for raising the alarm, summoning assistance and establishing the role of organisations involved in order to co-ordinate the activities necessary in safeguarding life, property and the environment and to ensure that everyone is aware of the procedures to be adopted in the event of an incident.

There is a statutory requirement to prepare an Emergency Plan under Section 26 (1) of "The Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) viz.:

"A harbour authority shall, before dangerous substances are handled in the harbour or harbour area, prepare and keep up to date, after consulting the Emergency Services and any other body which appears to it to be appropriate, an effective emergency plan for dealing with emergencies, which involve or could effect dangerous substances that are brought into or handled in the harbour area as the case may be."

In order to deal effectively with incidents there needs to be close co-operation between ABP, its tenants and facility users, the Emergency Services, the Local Authority, and other agencies. A "multi-agency " response to an incident, where shared knowledge and resources are brought together, is a fundamental principle of what is now known as Integrated Emergency Management (IEM).

Integrated Emergency Management (I.E.M.)

I.E.M. is an approach to preventing and managing emergencies. Its aim is to allow greater resilience when an emergency situation arises. There is a need for emergency plans within an organisation to dovetail with that of other agencies including the Emergency Services, and need to take into account six main activities; Anticipation, Assessment, Prevention, Preparation, Response and Recovery. This plan has been written with due regard to the provisions of IEM.

Civil Contingencies Act (CCA) 2004

ABP, as a harbour authority¹, is a Category 2 responder in the Civil Contingencies Act 2004 and as such will, if a situation demands, comply with guidance issued by a Minister of the Crown. Reference to the Act is made, as applicable, within this Regional Emergency Plan.

Priorities of ABP's Regional Emergency Plan:

The Priorities of this Regional Emergency Plan are:

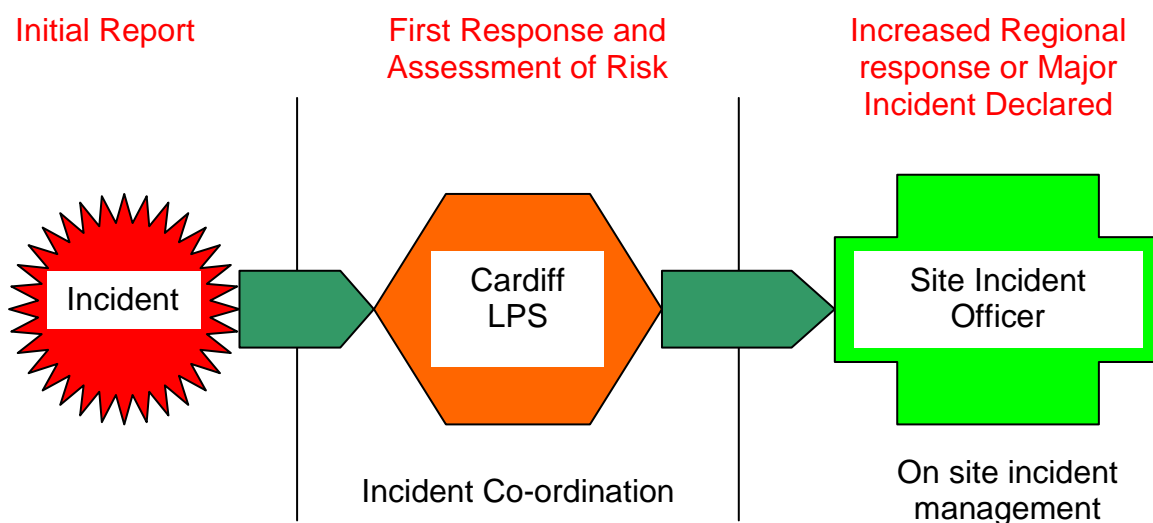
Safeguarding of life.

Safeguarding of property and the environment.

Rehabilitation of the area.

Plan in Summary

ABP's Regional Emergency Plan provides guidance to ABP employees, tenants, contractors and persons on board ships in port and at anchor about what to do if an incident should occur in the port, port approaches or harbour. In accordance with the plan all calls about the incident, other than those made directly to the Emergency Services, are routed through a central marine control, Cardiff LPS, based in Cardiff. The Duty Lock Controller in Cardiff LPS will alert ABP managers and a decision will be taken on the appropriate scale of ABP's response which may include the attendance at a location close to the incident of a **Site Incident Officer (see page 16)**. Once assigned and on site ABP's response to the incident will be managed by the Site Incident Officer.



¹ within the meaning of section 46(1) of the Aviation and Maritime Security Act 1990 (c. 31), in Great Britain

Response in Summary

The Regional Port Emergency Plan details the stages through which a response will be expected to progress in the event of an incident in ABP's South Wales docks, harbours and/or harbour approaches.

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

- 1. Raise the Alarm by calling the Emergency Services.**
- 2. Assist the Emergency Services as required.**
- 3. Maintain a written record of involvement.**

SECTION 2

Incidents

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

Incident Response

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

- Raising the alarm - alerting essential services.
- Establishing an emergency operational control.
- Control and direction of emergency units - ashore and afloat.
- Control of shipping movements, the closure of the Port and the movement of vessels in danger.
- Co-operation with Emergency Services
- Co-operation with military services.
- Safeguarding shore personnel and property.
- Securing the port against a perceived terrorist threat in accordance with ISPS plan.
- Rescue operations and the handling and clearance of casualties and other personnel.
- First aid, medical services and hospital arrangements.
- Replenishment of fire fighting units afloat.
- Provision of transport facilities by water.
- Activation of the ABP South Wales Business Continuity Plan
- Activation of the ABP Crisis Management Plan
- Co-operating with and informing the Media

Raising the Alarm

Should an incident occur the following action **must** be taken by:

ABP Personnel, Port Tenants, Port Users and Contractors working in the port:

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

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

Then inform:

2. **Cardiff Local Port Service - 0845 6018870 - giving the same information:**

3. **If, for any reason, Cardiff Local Port Service cannot be contacted inform**

- **ABP's Security Contractor at the specific port giving the same information.**

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874 (Mob Patrol)
029 20835008 (East Gate)	01446 736110	01792 463443	07786 747761	01633 204420 (East Gate)
029 20454168 (West Gate)				07770 801747 (West Gate)

Information Sheet:

The above information is reproduced in Appendix E as a reference sheet that can be issued to ABP personnel, port tenants, port users and contractors.

Persons working on board a vessel in port:

For an incident on board a vessel alongside a berth in an ABP port, the person noting the incident must first alert the Ship's Master or his representative on board. The Ship's Master or his representative must then use all available means to:

1. Contact the appropriate Emergency Services (Dial 999) giving the following details:

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

Then inform

2. South Wales Radio on VHF Channel 68 giving the same information:**3. If, for any reason, South Wales Radio cannot be contacted inform**

- ABP's Security Contractor at the specific port giving the same information.

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874 (Mob Patrol)
029 20835008 (East Gate)	01446 736110	01792 463443	07786 747761	01633 204420 (East Gate)
029 20454168 (West Gate)				07770 801747(West Gate)

Then

If necessary, evacuate the vessel's crew to a safe area.

For vessels without access to a ship or shore based telephone the Master, or a responsible member of the crew should raise the alarm by calling:

1. South Wales Radio directly on VHF Channel 68 and:
2. Draw the attention of port personnel and security contractors by sounding repeated intermittent blasts on the ship's whistle and alarm bells

The Ship's Master or his representative on board a vessel working within the harbour limits and/or harbour approaches must:

1. Contact HM Coastguard using GMDSS/DSC or any other means giving details of:

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

Then contact:

- South Wales Radio VHF Channel 68 giving the same information.

Information Sheet:

The above information is reproduced in Appendix E as a reference sheet that can be issued to ship's masters or their representatives.

SECTION 3

Alerting procedure.

On receipt of notification of an incident Cardiff LPS and/or ABP's Security contractor will respond in the following manner:

Cardiff LPS Personnel

The Marine Lock Controller will commence a log of events and establish if the caller has contacted the Emergency Services and/or security. If such calls have not been made the MLC will:

1. Immediately contact the Emergency Services (999) giving the following details:

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

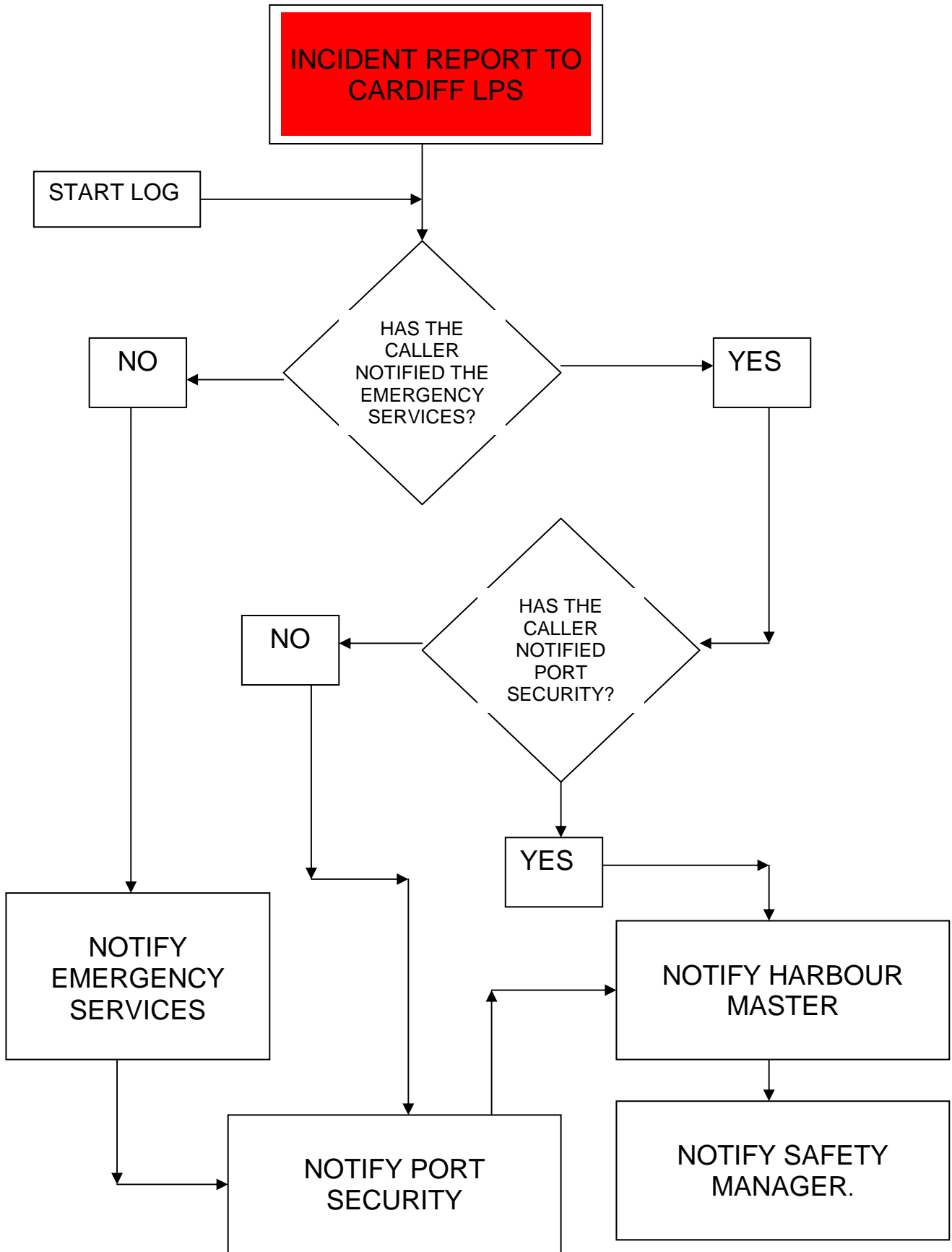
Then

2. Inform

- ABP's Security Contractor at the specific port giving the same information.

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874 (Mob Patrol)
029 20835008 (East Gate)	01446 736110	01792 463443	07786 747761	01633 204420 (East Gate)
029 20454168 (West Gate)				07770 801747 (West Gate)

- 3. Inform** the Harbour Master or Deputy Harbour Master, The Marine Manager, South Wales and the Security and Environment Manager.



Port Security:

On receipt of notification of an incident the Security Company representative will commence a log of events and establish if the caller has contacted the Emergency Services and/or Cardiff LPS. If such calls have not been made the Security Company representative will:

1. Contact the **Emergency Services (999)** and give them the following details:

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

Then:

2. **Direct the mobile security patrol vehicle to stand by to guide the Emergency Services to the incident site.**

3. **Inform Cardiff LPS giving the same information.**

4. **Inform the Security and Environment Manager**

5. **Inform Head of Safety, South Wales**

6. **Inform the following nominated managers: -**

- **For emergencies in Cardiff :**

Inform Port Manager, Cardiff, Barry, Swansea & Port Talbot

- **For emergencies in Barry:**

Inform Port Manager, Cardiff, Barry, Swansea & Port Talbot

- **For emergencies in Newport:**

Inform Assistant Port Manager, Newport.

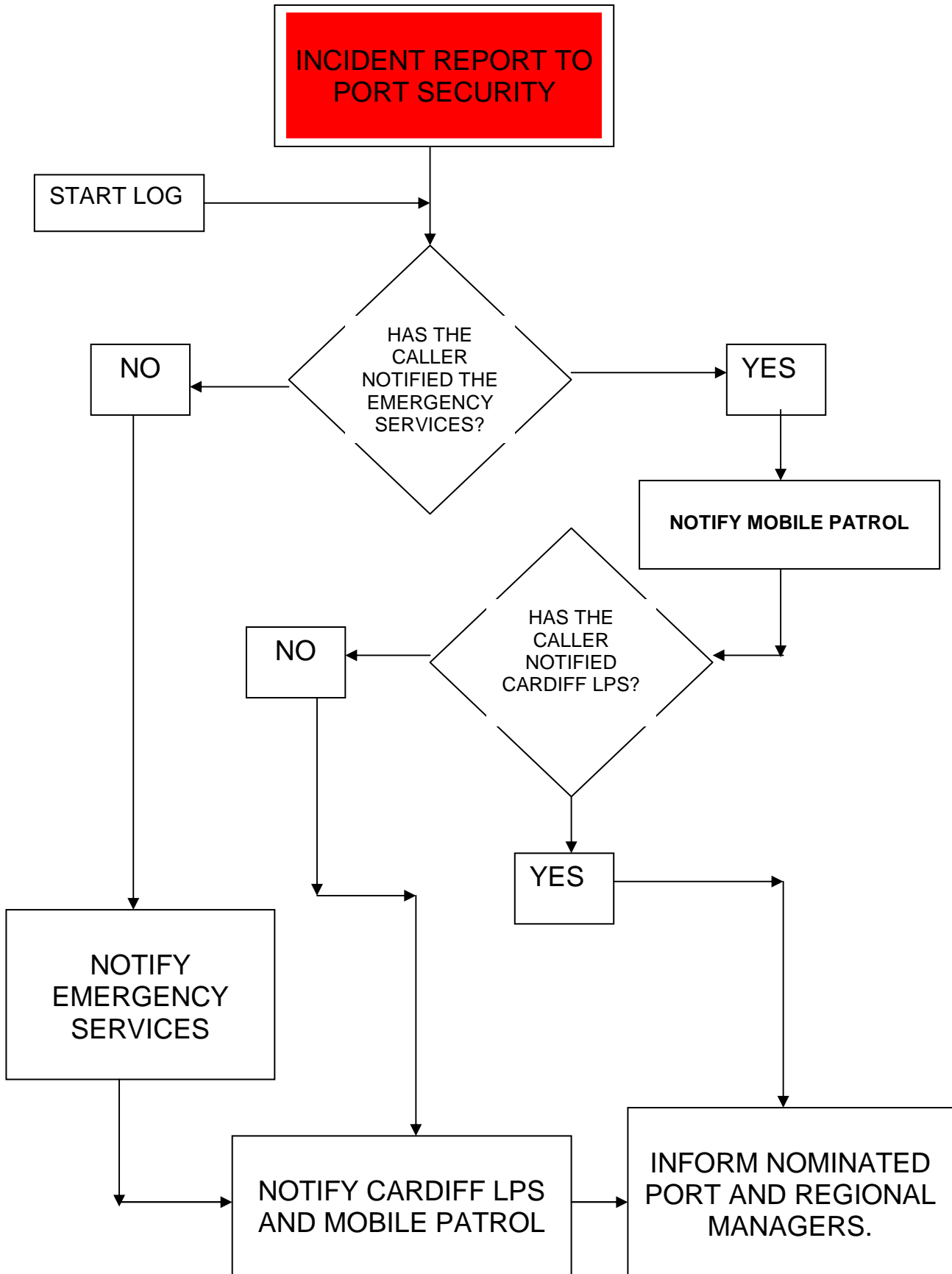
- **For emergencies in Swansea and/or Port Talbot:**

Inform Port Manager, Cardiff, Barry Swansea & Port Talbot

- **For emergencies in any regional port**

Inform Senior Maintenance Manager, South Wales

Inform Operations Manager, South Wales



SECTION 4

ABP's Response and Scene Management

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

Authorisation to activate a regional response.

The decision to escalate a local response to a higher level of involvement by ABP's regional management team will be a matter of judgement by the Marine Lock Controller at Cardiff LPS after discussion with one or more of the following ABP managers.

- **Port Director, South Wales**
- **Port Manager, South Wales**
- **Assistant Port Manager, Newport**
- **Marine Manager, South Wales**
- **Harbour Master, South Wales**
- **Deputy Harbour Master, South Wales**
- **Security and Environment Manager**
- **Safety Manager, South Wales**
- **Senior Maintenance Engineer, South Wales**

Recording the decision to activate ABP's higher level response.

Once the decision has been taken to initiate a higher level of involvement by ABP's regional management team the Marine Lock Controller must make a formal record of the time of the decision and the names of the managers involved in making the decision.

Activation response

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

ABP's Site Incident Officer:

The Security and Environment Manager will assume the role of **Site Incident Officer (Land Incidents)**.

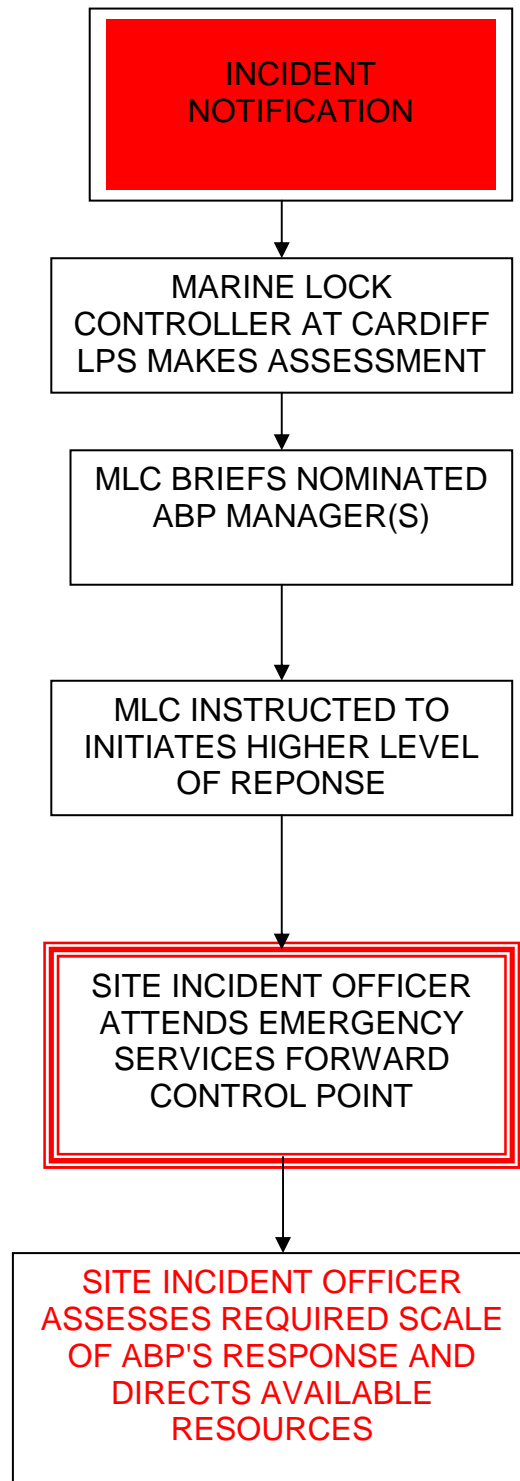
In the absence of the **Security and Environment Manager**, the **Harbour Master South Wales** or the **Deputy Harbour Master** will assume the role.

The Harbour Master, South Wales or the **Deputy Harbour Master** will assume the role of **Site Incident Officer (Marine Incidents)**.

In the absence of the **Harbour Master South Wales** and the **Deputy Harbour Master** the **Security and Environment Manager** will assume the role.

ABP'S Support Co-ordinator

A support co-ordinator from the ABP staff available to respond to the incident will be nominated and tasked by the ABP Site Incident Officer.



Emergency Services Forward Control:

The Emergency Services Forward Control at each port will be established, initially, at the most appropriate Security Control point at the port entrance (shown on the plans in Appendix B). At a later stage the location will be determined by the Emergency Services.

ABP's Site Incident Officer will attend the Emergency Services Forward Control Point and assist by:

- Co-ordinating with representatives of the Emergency Services
- Informing the representatives of the Emergency Services of potential hazards in the area.
- Maintaining a log of events.

ABP's Site Incident Officer will be identified by a distinctive white helmet and high-viz tabard.

Emergency Control Rooms

1. CARDIFF

The **Regional Emergency Control Room** will be located at:

Queen Alexandra House, Cargo Road, Cardiff

In the event of Queen Alexandra House being compromised by an incident, the CCL Offices or the Seaman's Mission as appropriate will act as a temporary emergency centre until such time as the Emergency Services establish their Operational Control.

2. BARRY

The **Emergency Local Control Room** at **Barry** will be located at:

Barry Pilot Lodge

Barry Pilot Lodge will act as a temporary emergency centre until such time as the Emergency Services establish their Operational Control.

3. NEWPORT

The **Emergency Local Control Room** for **Port of Newport** will be located at:

The Dock Office

In the event of the Dock Office being compromised by an incident, the Pierhead Building at South Locks will act as the emergency centre until such time as the Emergency Services establish their Operational Control.

4. SWANSEA

The **Emergency Local Control Room** for **Port of Swansea** will be located at:

The Harbour Office

In the event of the Harbour Office being compromised by an Incident, the [Marine Office](#) will act as the Emergency Control Centre until such time as the Emergency Services establish their Operational Control.

5. PORT TALBOT

The **Emergency Local Control Room** for **Port Talbot** will be located at:

Puckey House

In the event of event of Puckey House being compromised by an incident, the [Security Vehicle](#) will act as the emergency centre until such time as the Emergency Services establish their Operational Control

Evacuation Assembly Points

To be nominated by the Site Incident Officer and Police at the time of the incident. Nominated Emergency Services Forward Control points are shown on the port plans in Appendix B.

Helicopter Landing Sites

Helicopter landing sites are not defined within the port estates but suitable areas will be identified at the time of the incident by the pilot after liaison with the Site Incident Officer and representatives of the Emergency Services.

Emergency Response Packs:

Emergency Response packs are located at the security gates of each port.

Each pack in a distinctive blue bag contains:

- 1 x Copy of the Regional Port Emergency Plan
- 1 x Copy of the Regional Oil Spill Plan
- 1 x Port Drainage Plan
- 1 x Port Designated Site Map
- 1 x Port Spill Kit Location Plan
- 1 x 'Site Incident Officer' White helmet
- 1 x 'Emergency Co-ordinator' Orange high-vis vest.
- 4 x 'Emergency Team' Orange hi-vis vests
- 4 x 'Emergency Team' Red Helmets
- 4 x Pairs of gloves
- 1 x Torch and Spare Batteries.

- 1 x Single Use Camera
- 1 x Note Book
- Writing implements

er an incident response it will be the responsibility of the Safety Manager in each port to replenish the contents of the emergency response packs.

Communication

Communication during an incident will be conducted primarily by the use of fixed installation and mobile telephones. If these systems should fail or be shut down by the Emergency Services the **Site Incident Officer (see Page 16)** will maintain communication with nominated ABP personnel by the use of hand held marine band VHF radios.

SECTION 5

Control Responsibilities

Control of Fire Fighting & Rescue Operations:

The Senior Fire Officer present will control fire fighting and rescue operations, both on shore and on ships. He will consult the Marine Manager/Harbour Master and Ship's Master with respect to ship stability.

Control of Toxic Vapour Release

If the incident involves, or is likely to involve a release of toxic vapour, the Site Incident Officer in conjunction with the Senior Fire Officer will:

- assess **the wind direction, speed and volume of toxic fumes** and assist accordingly in the Evacuation of part or all of the areas.
- inform HM Coastguard MRCC Swansea to enable them to advise vessels in the vicinity.

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

Control of Shipping Movements:

Control of shipping movements within each port will be the responsibility of the Harbour Master and Deputy Harbour Master.

SECTION 6**Media Enquiries:**

ABP personnel involved in an incident response must not make direct or 'off the record' comments to representatives of the media.

All media enquires must be referred to the Port Director and/or Marine Manager or in their absence to either the Port Manager or the Assistant Port Manager.

The Site Incident Officer or a nominated representative must notify ABP's Corporate Communications department of all incidents which have the potential to attract or have already attracted media interest.

In a major incident the Senior Police Officer present will liaise with the Port Director and/or Marine Manager or in their absence to either the Port Manager or the Assistant Port Manager prior to making a press statement or issuing a press release.

In the event of a multi-agency response the Police or MCA will chair joint press conferences and release press statements.

ABP will advise Head Office as part of the Crisis Communications Plan.

SECTION 7

Although ABP may have deemed it necessary to activate a regional response to a particular emergency it does not necessarily mean that the Emergency Services regard the incident as a major incident.

Major Incidents

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

A serious disruption of life which causes or threatens:

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

If an environmental incident takes place the following plans should be referenced:-

South Wales Port Waste Management Plan 2014 - Located in Cardiff LPS and on the South Wales Ports Website

The South Wales Ports of Newport, Cardiff, Barry, Swansea and Port Talbot Oil Spill Contingency Plan - Located in Cardiff LPS and on the South Wales Ports Website

Following an environmental incident the following form should be completed EMF14 (this can be found on the intranet)

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

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

- a) The rescue and transport of a large number of casualties.
- b) The involvement either directly or indirectly of large numbers of people.
- c) The handling of a large number of enquiries likely to be generated both from the public and the news media usually to the Police.
- d) Any incident that requires the large scale combined resources of the three Emergency Services.
- e) The mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Declaration of a Major Incident

A Major Incident may be declared by any officer of one of the Emergency Services who considers that any of the criteria outlined in the definitions above have been satisfied.

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

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

Areas of Responsibility - Emergency Services/Local Authorities and Natural Resources Wales.

In the event of a major emergency in a South Wales port the Emergency Services will act in accordance with their respective established response procedures (shown in Appendix G).

Nomination of ABP Personnel to attend Command and Control

If a major incident is declared ABP's **Site Incident Officer (see Page 16)** will nominate ABP representatives to attend, as appropriate, the Command and Control centres established by the Emergency Services under Integrated Emergency Management (I.E.M.) namely:-

Bronze/Operational (HM/DHM/Marine Manager/Security & Environmental Manager)

This is the first management response to an incident. Their task is to oversee work at the incident and to respond to requests from the Emergency Services by passing on information to:-

Silver/Tactical (Port Manager or Port Director)

This is the second tier of incident management; it is generally called into operation at more serious incidents. They provide overall management of the response to an incident as either a single or multi agency entity. They prioritise the requests coming from bronze to ensure the effective use of resources. In the case of larger incidents they report to: -

Gold/Strategic (Port Director)

This is the third level of management, this is infrequently needed. It establishes the strategic framework within which the tactical group operates. This can be either a single or multi agency operation. It is normally situated away from the incident at the region's Police Headquarters.

SECTION 8

Investigation and Rehabilitation

Incident Investigation:

All major incidents occurring in ports within the South Wales Region must initially be considered as crime scenes until established otherwise. Following receipt of clearance from the Police the incident will be investigated by a Major Incident Investigation Team the members of which will be appointed by ABP's Head Office.

Rehabilitation of the Area:

The decision to return to the incident area will be undertaken by the Site Incident Officer after consultation with the Port Director, Senior Police Officer, Senior Fire Officers and, if necessary, Natural Resources Wales, the Health and Safety Executive and other appropriate authority or organisation.

SECTION 9

Exercises

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

A tabletop exercise, involving emergency service personnel, will be held annually in a nominated South Wales port.

Review

Associated British Ports will review the Regional Emergency Plan on a 12 months minimum basis, after each training exercise or after each incident requiring a multi-agency response.

All revisions will take into account experience gained from exercises and changes in risk or legislation

If amendments are deemed necessary, they will be made and all services and organisations named in the distribution list in Appendix A will be notified.

Exercise Record

Exercise Name & Summary	Port	Date
Exercise 'Cross Fire' Train Carrying Explosives on fire within the port limits	Newport	24 th November 2009
Exercise Magellan	Cardiff	13 th September 2010
Exercise 'Bay Explorer'	Swansea	24 th November 2010
Exercise 'Seren'	Barry	10 th March 2011
Exercise 'Tourmalet'	Cardiff	8 th May 2012
BCP Exercise	Cardiff	10 th December 2012
Exercise 'Venta'	Newport	20 th November 2013
Exercise 'Celtic Conundrum'	Cardiff	10 th June 2014

APPENDIX A

Regional Port Emergency Plan Distribution

	Controlled Copies
Cardiff LPS	1
Port Director	2
Port Manager, South Wales	3
Assistant Port Manager, Newport	4
Marine Manager, South Wales	5
Harbour Master South Wales	6
Deputy Harbour Master, South Wales	7
Head of Safety, South Wales	8
Security and Environment Manager	9
ABP Reception, Queen Alexandra House, Cardiff	10

Latest Regional Port Emergency Plan

A copy of the latest version of the Regional Port Emergency Plan may be accessed through the Cardiff LPS web site:

<http://www.southwalesports.co.uk/safety/emerg.htm>

Registration for notification of Regional Port Emergency Plan updates.

Individuals and organisations wishing to receive notification of each occasion an amended version of the Regional Port Emergency Plan is posted on the Cardiff LPS web site should register their interest with LPS Administration on:

lpsadmin@abports.co.uk

Automatic notification of Regional Port Emergency Plan updates.

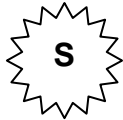
The following ABP employees, individuals and organisations will receive automatic notification that an amended version of the Regional Port Emergency Plan has been posted on the Cardiff LPS web site:

Lock Control, Swansea
Puckey House, Port Talbot
Lock Control, Cardiff
Lock Control, Newport
Lock Control, Barry
Safety Manager Swansea and Port Talbot
Safety Manager Cardiff and Barry
MCA Cardiff Office
Security Barry
Security Cardiff

Security Newport
Security Port Talbot
Security Swansea
Engineering Manager South Wales
MCA (Coastguard) Swansea
South Wales Police
South Wales Fire and Rescue Service
Welsh Ambulance Services NHS Trust
Health & Safety Executive, Cardiff
Cardiff Emergency Planning Unit
Swansea Emergency Planning Unit
Civil Protection Unit, Vale of Glamorgan Council
Gwent Police
Civil Contingencies Unit, Newport

APPENDIX B

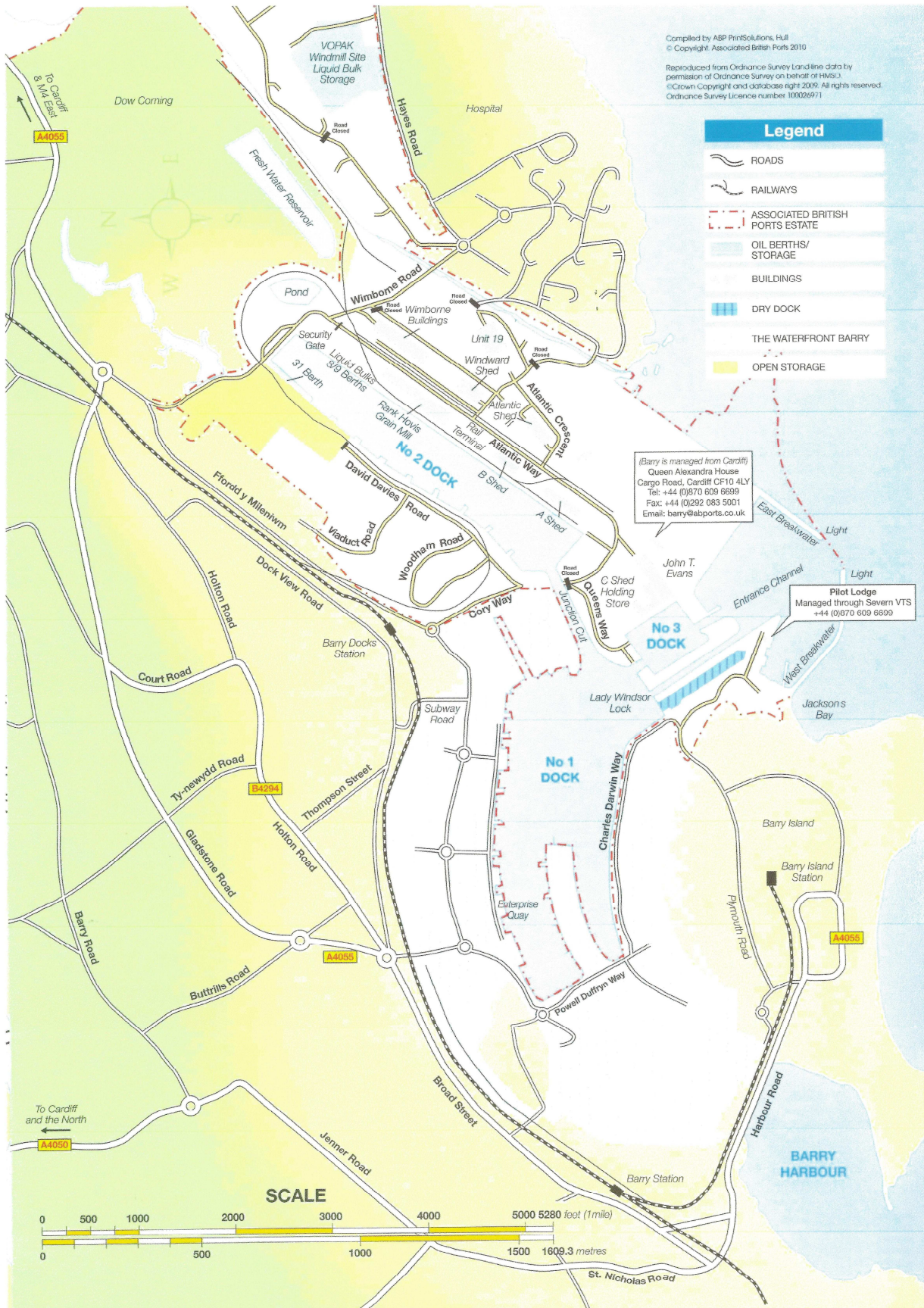
Port Plans



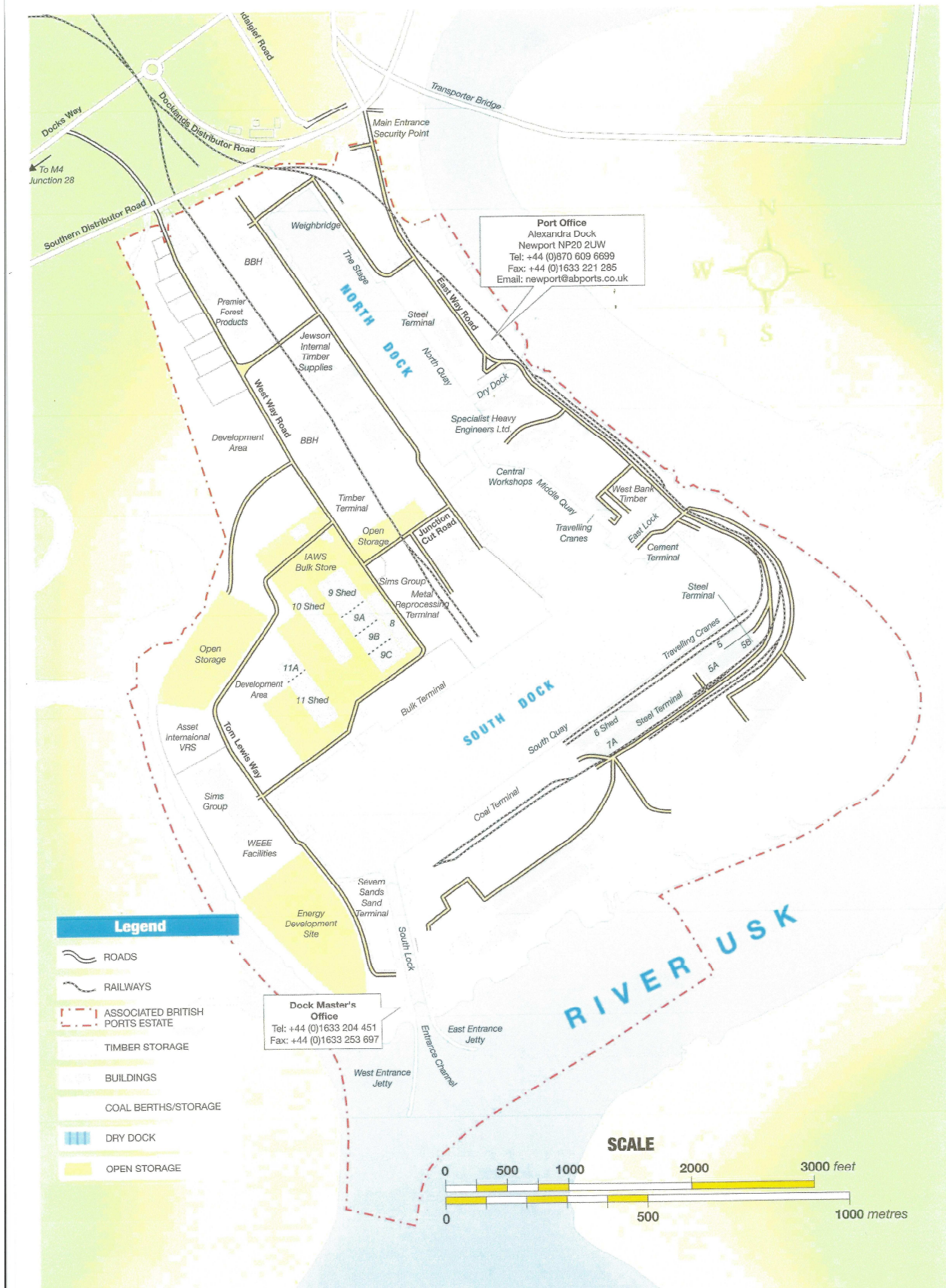
On the following plans this symbol denotes the location of the security gate control points in each port.

In an incident the security gate will become the Emergency Services Forward Control point.

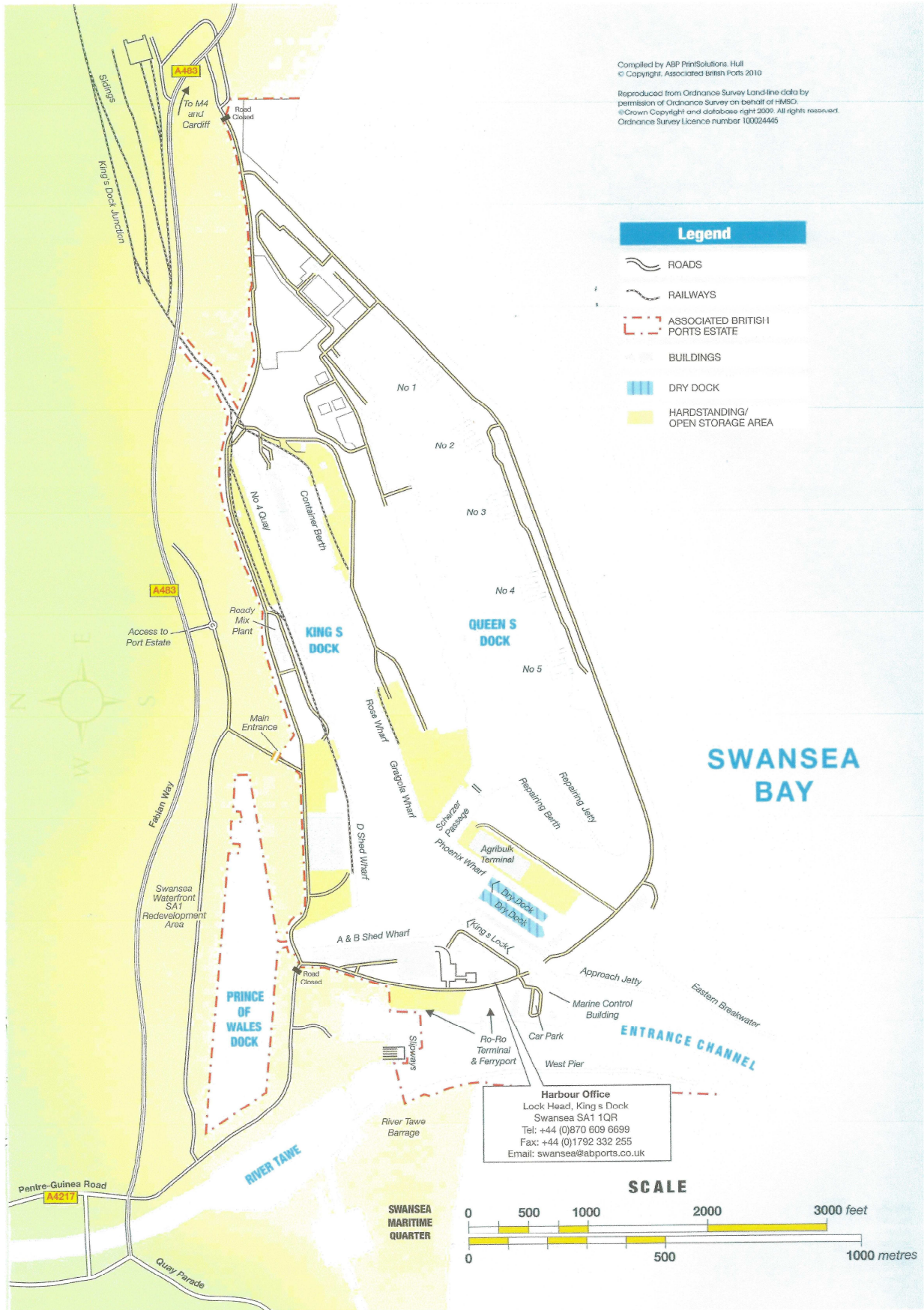
Port of Barry



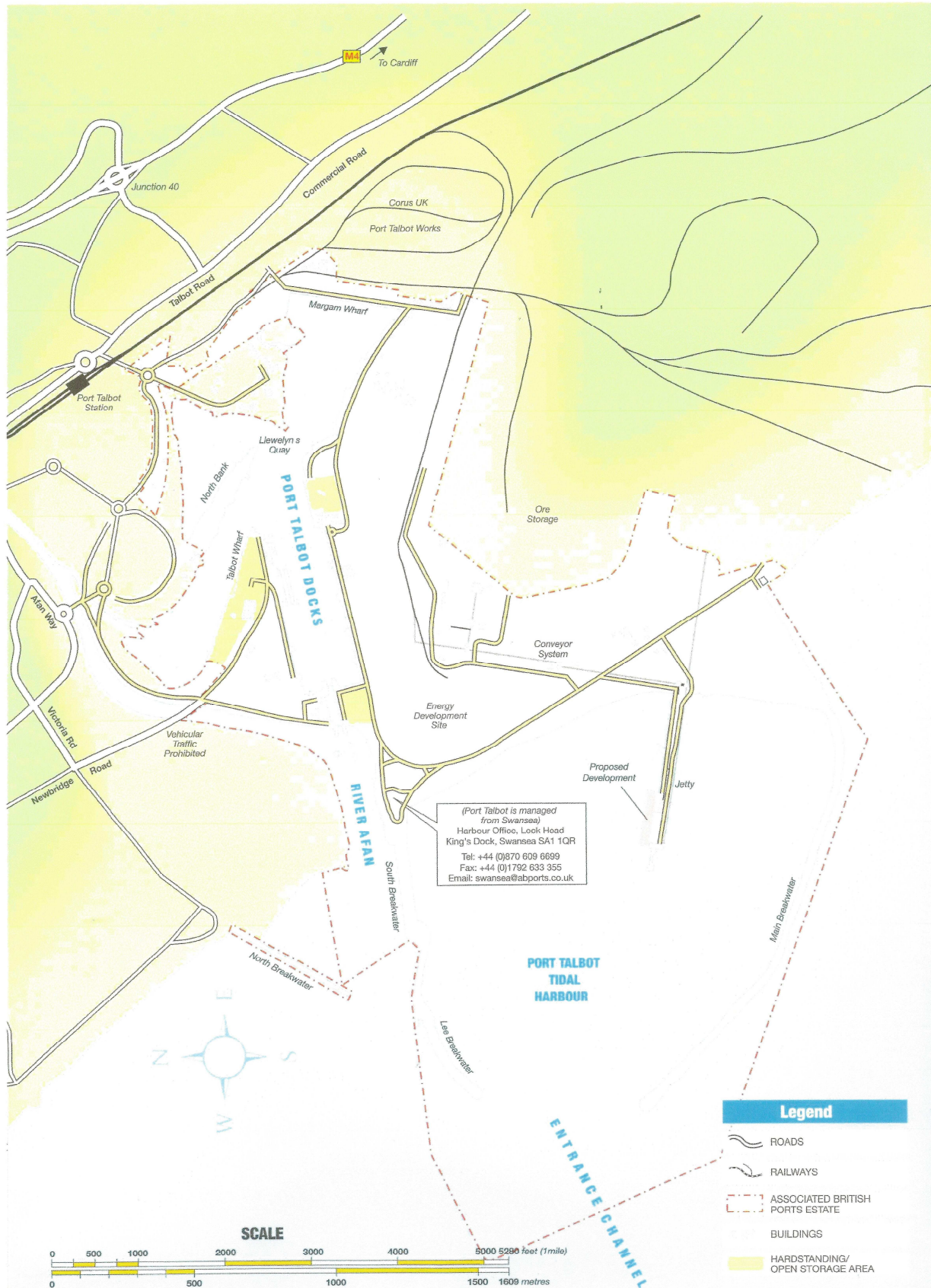
Port of Newport



Port of Swansea



Port Talbot



APPENDIX C

List of Contact Numbers for regional Medical Services and Utilities.

MEDICAL SERVICES	
Cardiff Port Health Authority	In an emergency contact with local hospitals will be established by representatives of the Welsh Ambulance Service/NHS Trust
Heath Hospital, Cardiff	
Royal Gwent Hospital, Newport	
Morrison Hospital, Swansea	

UTILITIES	
British Telecom - Line Fault (Total Priority Line)	FREEPHONE 154
Welsh Water / Dwr Cymru	0800 0520130
Western Power Distribution	0800 0520400
National Grid Gas Emergency Service	0800 111999
National Chemical Emergency Centre (NCEC)	0870 190 6621

Radio Amateurs Emergency Network (RAYNET)

RAYNET is a nationwide voluntary group of UK government licensed radio operators who are able to provide emergency radio communications to the Emergency Services, local authorities and central government departments.

Area	Contact via	Telephone Number
Cardiff	Cardiff Council Emergency Management Unit	02920 871838 02920 827234 (24 H)
Vale of Glamorgan	Civil Protection Unit – Vale of Glamorgan	02920 673042 01443 232380
Newport	Newport Civil Contingencies Unit 1 st Call – 07071 784347 2 nd Call Pager – 07659 154096	24 Hr Fallback - 01633 656656 Fax – 01633 258095
Swansea	Joint Resilience Unit	01639 686409
Port Talbot		



APPENDIX D

Major Emergency Log Sheet

ABP ASSOCIATED BRITISH PORTS

Incident:

Date :

Page No
: _____

Location

Name of person
maintaining the log:

Time	Request Information	From	Action

APPENDIX E

Information Sheets

The following Information Sheets give guidance on the contact procedure to follow in the event of an Incident occurring within the South Wales Region.

Sheet 1 should be issued to Port Tenants, Port Users and Contractors

Sheet 2 should be issued to Masters and Crew on board vessels in port.

Sheet 3 should be issued to Masters and Crew working on board vessels within the harbour limits and/or harbour approaches. [eg PEC holders, vessels working at a nominated anchorage]

Reproduced from NP 286(1) Admiralty List of Radio Signals by permission of the Controller of Her Majesty's Stationery Office and the United Kingdom Hydrographic Office. (www.ukho.gov.uk)

ASSOCIATED BRITISH PORTS SOUTH WALES REGION

Information Sheet 1

Emergency Contact Procedures - Port Tenants, Port Users and Contractors

Tenants, Port Users and Contractors who become aware of an incident within the port estate **must**:

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

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

Then inform

2. Associated British Ports Cardiff LPS – **0845 6018870** (24hrs)
3. ABP's Security Contractor at the specific port

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874 (Mob Patrol)
029 20835008 (East Gate)	01446 736110	01792 463443	07786 747761	01633 204420 (East Gate)
029 20454168 (West Gate)				07770 801747 (West Gate)

The co-operation of tenants, port users and contractors in this matter is of importance and is greatly appreciated

ASSOCIATED BRITISH PORTS SOUTH WALES REGION

Information Sheet 2

Emergency Contact Procedures - Masters and Crew on board vessels in port.

In the event of a major incident occurring on board a vessel within a South Wales port the Master or a responsible member of the crew **must**:

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

- Caller's Name and Name of vessel
- Berth / Location
- Number of crew, passengers, visitors on board
- Type of Incident
- Main hazard (toxic vapour/fumes/fire/dangerous substances/weather/wind conditions/ etc)
- Casualties (if any)

Then inform

2. Associated British Ports South Wales Radio – **0845 6018870** (24hrs) - VHF Channel 68
3. ABP's Security Contractor at the specific port.

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874 (Mob Patrol)
029 20835008 (East Gate)	01446 736110	01792 463443	07786 747761	01633 204420 (East Gate)
029 20454168 (West Gate)				07770 801747 (West Gate)

For vessels without access to a ship or shore based telephone the Master, or a responsible member of the crew should raise the alarm by calling:

3. South Wales Radio directly on VHF Channel 68 and:
2. Draw the attention of port personnel and security contractors by sounding repeated intermittent blasts on the ship's whistle and alarm bells

ASSOCIATED BRITISH PORTS SOUTH WALES REGION

Information Sheet 3

Emergency Contact Procedures - Masters and Crew working on board vessels within the harbour limits and/or harbour approaches.

The Ship's Master or his representative on board a vessel working within the harbour limits and/or harbour approaches must:

1. Contact HM Coastguard using GMDSS/DSC giving details of:

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

Then contact:

- **South Wales Radio on VHF Channel 68 giving the same information.**

APPENDIX F

Emergency Services, local authorities and Natural Resources Wales - areas of responsibility in the event of a major incident in a South Wales Port.

In the event of a major incident in a South Wales port the Emergency Services will respond appropriately in accordance with the following procedures:

H.M. Coastguard

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

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

H.M. Coastguard's Rescue Co-ordination Centre (Swansea Coastguard) will co-ordinate all rescue on the water within Bristol Channel and decide, in consultation with other Emergency Services, which appropriate resources to deploy.

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

- Its own comprehensive maritime SAR communications coverage
- Its own Coastal Response Teams, equipped with cliff and mud rescue equipment
- All weather and inshore Lifeboats from RNLI
- Coastguard helicopters
- Rescue helicopters from the MOD if available

The first Coastguard Officers on scene will be directed by procedures as laid down in H.M. Coastguard Operational Procedures (CG3) and as directed by the Search Mission Co-ordinator at the Maritime Rescue Co-ordination Centre (MRCC) at Swansea.

These include:

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

Police

The Primary areas of police responsibility at a major incident are: -

- the saving of life in conjunction with other Emergency Services;
- the co-ordination of the Emergency Services, local authorities and other organisations who are acting in support at the scene of the incident;
- to secure, protect and preserve the scene, and to control sightseers and traffic by the use of cordons;
- Inner Cordon - Controlled by the Fire and Rescue Service. Provides immediate security of the rescue zone and potential crime scene.
- Outer Cordon - Seals off an extensive controlled area surrounding the rescue zone. All access and exit points will be controlled and persons requesting access vetted. The control/command vehicles of the Emergency Services must be positioned between the inner and outer cordon.
- Traffic Cordon - Deployed at or beyond the outer cordon preventing vehicular access to the area surrounding the scene.
- The investigation of the circumstances leading up to the incident, obtaining and securing of evidence in conjunction with other investigative agencies where applicable;
- the collation and dissemination of casualty information;
- the identification of the dead on behalf of HM Coroner;
- the prevention of crime;
- short term measures to restore normality.

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

The immediate responsibility of the first Police Officer to arrive at the scene is to assume interim charge of Police resources and to ensure that the other Emergency Services are informed if not already in attendance. The priority is to assist and inform and not to get personally involved in rescue work.

They must pass the following information by radio to their control room without delay. The mnemonic **SAD CHALET** has been devised to help them.

S Safety	Report from Safe Location
A Assess and Inform	Do not become involved in incident
D Declare	Declare a Major Incident

CASUALTIES approximate number of casualties – dead, injured and uninjured

HAZARDS present and potential

ACCESS best access routes for emergency vehicles and suitable provisional rendezvous points

LOCATION the exact location of the incident, using map references if possible

EMERGENCY SERVICES present and required

TYPE the type of incident with brief details of types and numbers of buildings, aircraft etc.

START a log should then be commenced

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

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

Fire and Rescue Service

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

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

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

- (a) an assessment of the effectiveness of fire fighting or other measures carried out before their arrival;
- (b) the identification of the risks associated with the location;
- (c) the forming of a plan of action to deal with the developing situation;
- (d) deciding on appropriate additional resources;
- (e) the taking of effective command and the issue of instructions to effect the plan of action;
- (f) maintaining operational command of the fire fighting and rescue operations within the rescue zone; and
- (g) evaluation of the situation and any potential for development, preparing to brief a more senior officer on the incident, the Coastguard, Police or Ambulance Services Officers attending.

The Welsh Ambulance Service/NHS Trust

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

- to save life in conjunction with the other Emergency Services;
- to provide treatment, stabilisation and care of those injured at the scene;
- to provide sufficient ambulances, medical staff, equipment and resources;
- to establish triage points and systems, and determine the priority evacuation needs of those injured;
- to provide a focal point at the incident for all NHS and other medical resources;
- to provide communication facilities for NHS resources at the scene, with direct radio links to hospitals, control facilities and any other agency as required;
- to nominate and alert receiving hospitals for casualties;
- to provide transport to the incident scene for the Medical Incident Officer (MIO) mobile medical/surgical teams and their equipment;
- to arrange the most appropriate means of transporting those to the receiving and supporting hospitals;
- to maintain emergency cover throughout Wales, and return to a state of normality at the earliest time;
- to liaise as necessary with the Fire and Rescue Service during their deployment of decontamination facilities for those patients, either stretcher or ambulance, who require medical assistance, at the site of a hazardous chemical incident.

Local Authority

[Notified by the Emergency Services]

The primary areas of the local authority responsibilities are:

- to support the Emergency Services and other agencies involved in the response to the incident;
- the provision of a wide range of support services;
- to activate the voluntary agencies and co-ordinate their response; at the same time maintain the authorities services at an appropriate level.

Local Authorities Response

Local authorities play a critical role in civil protection. They have a wide range of functions that are likely to be called upon in support of the Emergency Services during an emergency (e.g. social services and housing) and crucially exercise a community leadership role. Local authorities maintain a small hub of planners who co-ordinate and facilitate emergency planning and response work across the authority.

In emergencies that exceed existing mortuary provision, the local authority will liaise with the coroner's office to provide emergency mortuary capacity.

The welfare of emergency response personnel is an important consideration in the case of a protracted emergency. This will include catering facilities, toilets and rest rooms. Depending on the circumstances and available premises, the local authority may provide facilities for use by all agencies, in one place.

As the emphasis moves from response to recovery, the local authority will take the lead in facilitating the rehabilitation of the community and the restoration of the environment.

It will play an enabling role in close collaboration with a wide range of bodies who are not routinely involved in emergency response (e.g. Regional Development Agencies, building proprietors and land owners). In particular, the local authority will work with partners to:

- meet the longer-term welfare needs of survivors (e.g. social services support and financial assistance from appeal funds) and the community (e.g. anniversaries and memorials, helplines and drop-in centres); and
- facilitate the remediation and reoccupation of sites or areas affected by an emergency.

Natural Resources Wales

[Notified by the Emergency Services]

The primary areas of responsibility for NRW at a major incident are:

Natural Resources Wales (NRW) has primary responsibilities for the environmental protection of water, land and air in England and Wales. The devolved administrations for Scotland and Northern Ireland have similar respective responsibilities. NRW has key responsibilities for maintaining and operating flood defences on certain specified rivers and coastlines. Whenever necessary, NRW's role is to provide remedial action to prevent and mitigate the effects of the incident, to provide specialist advice, to give warnings to those likely to be affected, to monitor the effects of an incident and to investigate its cause.

NRW also collect evidence for future enforcement or cost recovery, play a major part in the UK Government's response to overseas nuclear incidents, and manage, monitor, and control the water quality of all controlled waters. They have responsibilities for waste regulation and can provide advice on the following:

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

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



APPENDIX G

Contact Directory

Circulation of the contact directory is restricted to control copies 1 to 10.