

Dockyard Port of Portsmouth

Emergency Contingency Plan

Version 2.1

DOCKYARD PORT OF PORTSMOUTH

EMERGENCY CONTINGENCY PLAN

Review and Amendment

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Approved: Nick Randal - KHM

Revision Date	Release	Prepared	Approved	Summary of Change
10/05/23	Draft A version 2.0	DKHM, PSO	KHM	New version of Dockyard Port of Portsmouth General Emergency Plan. Draft A for KHM comment.
15/06/23	2.0	DKHM, PSO	KHM	Updated for KHM comments
17/07/23	2.1	DKHM	KHM	Updated for stakeholder engagement comments.

The author of this Plan is the Deputy King’s Harbour Master; the review and upkeep of the plan shall be owned by the Port Safety Officer. The plan shall be reviewed on an annual basis with changes made and recorded in the amendment table below following consultation with the KHM department.

Any suggested amendments to the Emergency Contingency Plan should be sent to the Port Safety Officer Portsmouth:

Port Safety Officer
Room 405
Semaphore Tower
HMNB Portsmouth

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Distribution

The Dockyard Port of Portsmouth Emergency Contingency Plan (ECP) has been developed on behalf of the King's Harbour Master Portsmouth for use when dealing with an incident or emergency within their jurisdiction.

Whilst this plan is a stand-alone document, it interlinks with other key plans and procedures, both internal to the KHM department, HMNB Portsmouth and key external stakeholders with the Dockyard Port.

It is also recognised that named persons, see below table, need to have immediate access to the plan and therefore provided with their own copy.

Owner	Location	Plan Number
PSO	Sharepoint – Web Site	Master
PSO	ABP	01
PSO	Solent Framework	02
PSO	OPA	03
PSO	Portsmouth International Port	04
PSO	Whitelink	05

Plan Number – Master External

Abbreviation Table

Abbreviation	Description
ABP	Associated British Ports
CHA	Competent Harbour Authority
COMAH	Control of Major Accident Hazards
DepCo	Department Co-ordinator
DKHM	Deputy King's Harbour Master
DPP	Dockyard Port of Portsmouth
DPPO	Dockyard Port of Portsmouth Order 2005
DPRA	Dockyard Port Regulation Act 1865
ECP	Emergency Contingency Plan
EEPO	Establishment Emergency Planning Officer
HMCG	His Majesty's Coastguard
HMNB	His Majesty's Naval Base
JESIP	Joint Emergency Services Interoperability Principles
JDM	Joint Decision Model
KHM	King's Harbour Master
MOD	Ministry of Defence
MSS	Marine Services Superintendent
NAL	Naval Armament Lighter
NBC(P)	Naval Base Commander (Portsmouth)
NCP	National Contingency Plan
OPA	Oil and Pipeline Agency
OSRP	Oil Spill Response Plan
PSBP	Port Safety Boat Patrol
PCO	Port Conservancy Officer
PIP	Portsmouth International Port
PMSC	Port Marine Safety Code
PSO	Port Safety Officer
RD	Resilience Direct
RNLI	Royal National Lifeboat Institution
SALMO	Salvage and Marine Operations
SAR	Search and Rescue
SEMS	Safety and Environmental Management System
SHA	Statutory Harbour Authority
SOLAS	Safety of Life at Sea
SOSREP	Secretary of State's Representative
UHAF	Upper Harbour Ammunitioning Facility
UKSRR	United Kingdom Search and Rescue Region
VTSO	Vessel Traffic Service Operator
VTSS	Vessel Traffic Service Supervisor

Contents

Review and Amendment	2
Distribution	3
Abbreviation Table.....	4
Section 1 - Plan Objective	8
Section 2 – Emergency Response	9
2.1 Activation of the Plan.....	9
2.2 Methane.....	9
2.3 Initiating Cascade and Communications.....	9
2.4 Emergencies requiring escalation (emergencies other than solely pollution).....	10
2.5 Emergencies requiring escalation (Pollution incidents).....	10
2.6 Emergencies involving loaded Naval Armament Lighters (NAL) and movement by water of ammunition.....	10
2.7 Escalation to the National Maritime Contingency Plan.....	10
2.8 Incidents involving Port Security.....	10
2.9 Fire Fighting Vessels.....	10
2.10 Salvage Operations.....	11
2.11 Pollution response equipment.....	11
2.12 Emergency plan decision support flow.....	12
2.13 Incident categorisation descriptions.....	13
2.14 Incident Log.....	13
2.15 Communications.....	14
2.16 Media.....	14
2.17 Arrangements for the Reception and Documentation of Survivors and Casualties Ashore.....	14
2.18 Lifeboat and Casualty Landing Sites.....	15
2.19 Helicopter Landing Sites.....	16
Section 3 - Command and Control	17
3.1 Command Levels.....	17

3.1.1	Strategic.....	17
3.1.2	Tactical.....	17
3.1.3	Operational.....	17
3.2	Command organisation.....	18
3.3	Search and Rescue.....	18
3.4	Command Structure.....	18
3.5	Secretary of State’s Representative (SOSREP).....	18
3.6	Regional Counter Pollution a Salvage Officer (CPSO).....	15
3.7	Incident Command Flow.....	20
Section 4	The Reception and Documentation of Survivors and Casualties.....	21
4.1	Immediate Medical Response.....	21
4.2	Survivor Reception Centre.....	21
4.3	Deceased Persons.....	21
Section 5	Dockyard Port of Portsmouth Information.....	22
5.1	King’s Harbour Master.....	22
5.2	Duty King’s Harbour Master (Duty KHM).....	22
5.3	Deputy King’s Harbour Master - DKHM.....	22
5.4	Port Safety Officer - PSO.....	22
5.5	Vessel Traffic Service Supervisors – VTSS.....	22
5.6	Training and Exercise Policy.....	23
Section 6	Stakeholder groups and Interested Parties.....	25
6.1	Maritime and Coastguard Agency.....	25
6.2	Oil and Pipeline Agency.....	25
6.3	Portsmouth City Council.....	25
6.4	Emergency Services.....	26
6.5	Defence Munitions Gosport.....	26
6.6	Associated British Ports Southampton.....	26
6.7	Hampshire and MDP Police.....	26
6.8	Hampshire Fire and Rescue Service.....	27
6.9	South Central Ambulance Service.....	25
Section 7	Other Statutory emergency plans.....	26.

7.0	The Environment Agency.....	27
7.1	Oil Spill Response.....	28
7.2	Code of Practice for the Movement of Ammunition by Water to and from Bedenham Pier to the UHAF.....	28
7.3	HIOW LRF Solent Maritime Framework.....	29
7.4	Team Portsmouth Business Continuity Plan.....	29
7.5	OPA Gosport Oil Fuel Depot Emergency Plan.....	29
7.6	General MarineEmergency.....	30.
7.7	National Maritime Contingency Plan.....	30
Section 8 – Dockyard Port of Portsmouth Information.....		30
8.1	Area of Operation and Geographic Limits.....	31
Section 9 - Enabling Legislation and guidance.....		32
9.1	KHM Legislation.....	32
9.2	Dangerous Vessels Act 1985.....	32

Annexes

Annex A - Incident Log Sheet.....	33
Annex B - SOLENT Incident Report Form.....	36
Annex C - Contact Details.....	37
Annex D - Action Cards.....	46

Section 1 - Plan Objective

Maritime Risk

Under the Port Marine Safety Code (PMSC) and accompanying Guide to Good Practice (GtgP) a harbour authority is guided to risk assesses all marine hazards and then introduce control measures to lower the risk score to As Low As Reasonable Possible (ALARP). However even after that process accidents and incidents still occur. Because of this harbour authorities should also make preparations for emergencies – and these should be developed, implemented, maintained, operated effectively and revised periodically.

All the hazards within the Dockyard Port of Portsmouth (DPP) are assessed and recorded within a Risk management database called MARNIS. This emergency plan (along with others) has been developed to address incidents arising as a result of those Hazards.

Objective

This plan is intended to provide the command, control and communications structure to draw together and co-ordinate adequate resources to deal with any marine emergency occurring within the DPP. The main objectives of the plan are to:

- Ensure safety of life;
- Provide a co-ordinated response with other services and responders;
- Link with other associated plans, including regional and national plans; and
- Minimise impact on operations and return to business as usual as time allows.

Aim

The primary aim of this Emergency Contingency Plan (ECP) is to provide structure and guidance for dealing with marine incidents and emergencies effectively within the jurisdiction of the DPP.

Upon the activation of this plan, the priorities are:

- Safety of life;
- Minimising the risk or impact to the environment;
- Minimise the risk or damage to marine assets;
- To link with other associated plans, including regional and national plans and escalate as required;
- Protection of port infrastructure; and
- To minimise the impact on operations.

Section 2 – Emergency Response

2.1 Activation of the Plan

In the event of a marine emergency or non-routine incident occurring within the DPP, the appropriate emergency response plan will be activated by an appropriate person (persons authorised by KHM to take such action **See Table 1**). Once activated the standard incident information gathering format Methane, detailed in **Section 2.12**, will be used to collect relevant information.

Table 1 : Authorised Persons

Authorised Person
King’s Harbour Master
Deputy King’s Harbour Master
Duty King’s Harbour Master

Next, the Emergency plan decision support flow detailed in **section 2.12** will be followed to classify the incident by type and **Table 3** by severity allowing the correct emergency response to be initiated.

2.2 Methane

- Major Incident – Type, Class and alert level
- Exact Location – Exact Location of Incident
- Type of Incident – Collision grounding etc. Vessels involved.
- Hazards – Present or suspected
- Access – Access for emergency services
- No of casualties - Numbers, type and severity
- Emergency Services - Those present and those required.

2.3 Initiating Cascade and Communications

Once the relevant information has been collected and incident type and classification assigned the relevant authorities and interested parties need to be notified. Early notification through the cascade form detailed in **Annex B** will be used for this process. Emergency contact details are listed in **Annex C**.

The Duty KHM and the MOD press officer are to be notified immediately of any incident that occurs within the Dockyard Port of Portsmouth. The Duty KHM will assume responsibility for incident response and the MOD press officer will assume responsibility for all communications outside of the incident response team.

2.4 Emergencies requiring escalation (emergencies other than solely pollution)

Once the initial local action has been taken and, for emergencies other than pollution incidents, with an incident assigned alert level at Class B, C or D (**See Table 3**) then the Solent Maritime Framework arrangement needs to be activated by KHM or the Duty KHM and that plan then followed. The Solent Maritime framework arrangement uses the same alerting levels as this plan (A,B,C and D and also additionally two more: Op Waypoint and Op Stern). The alerting and cascade procedure is detailed in the Solent Maritime Framework.

2.5 Emergencies requiring escalation (Pollution incidents)

Once initial investigation has indicated a pollution incident within the Dockyard Port of Portsmouth an assessment needs to be made of the type of oil, amount spilt, movement direction and source of spill. Once done a tier level response needs to be assigned (**see Table 3**). Then the Dockyard port of Portsmouth Oil Pollution Response Plan is to be activated by KHM (or DKHM or the Duty KHM) and that plan then followed.

2.6 Emergencies involving loaded Naval Armament Lighters (NAL) and movement by water of ammunition

In the event of an emergency involving movement of ammunition by water the Code of Practice and Emergency Plan Covering Ammunition Afloat in Naval Armament Lighters in Portsmouth is to be activated by an appropriate person (persons authorised by KHM to take such action).

For incidents with a classification alert level of Class B, C or D (**See Table 3**) then the Solent Maritime Framework must also be activated by KHM or the Duty KHM and that plan then followed.

2.7 Escalation to the National Maritime Contingency Plan

If the Incident Command Cell assess the situation as overwhelming their capability to respond to the incident then the Secretary of States Representative for Marine Salvage and Intervention (SOSREP) must be informed in order to activate the National Contingency Plan. Once activated SOSREP assume responsibility for;

- Co-ordinating response to at sea salvage and pollution incidents outside of the Harbour Authority Area.
- Monitoring salvage and pollution incidents inside the Harbour authority Area and providing support where necessary.
- Providing support to the Relevant Marine Response Centre (MRC) and shoreline Response Centre

2.8 Incidents involving Port Security

In the event of an incident involving port security being reported within the dockyard port of Portsmouth the MDP and Base security team are to be notified immediately.

2.9 Fire Fighting Vessels

There are tugs with firefighting capabilities located at Southampton, Fawley and Portsmouth. These maybe immediately available or require varying degrees of notice. The most suitable tugs that can be released will be made available at the request of the Incident Commander.

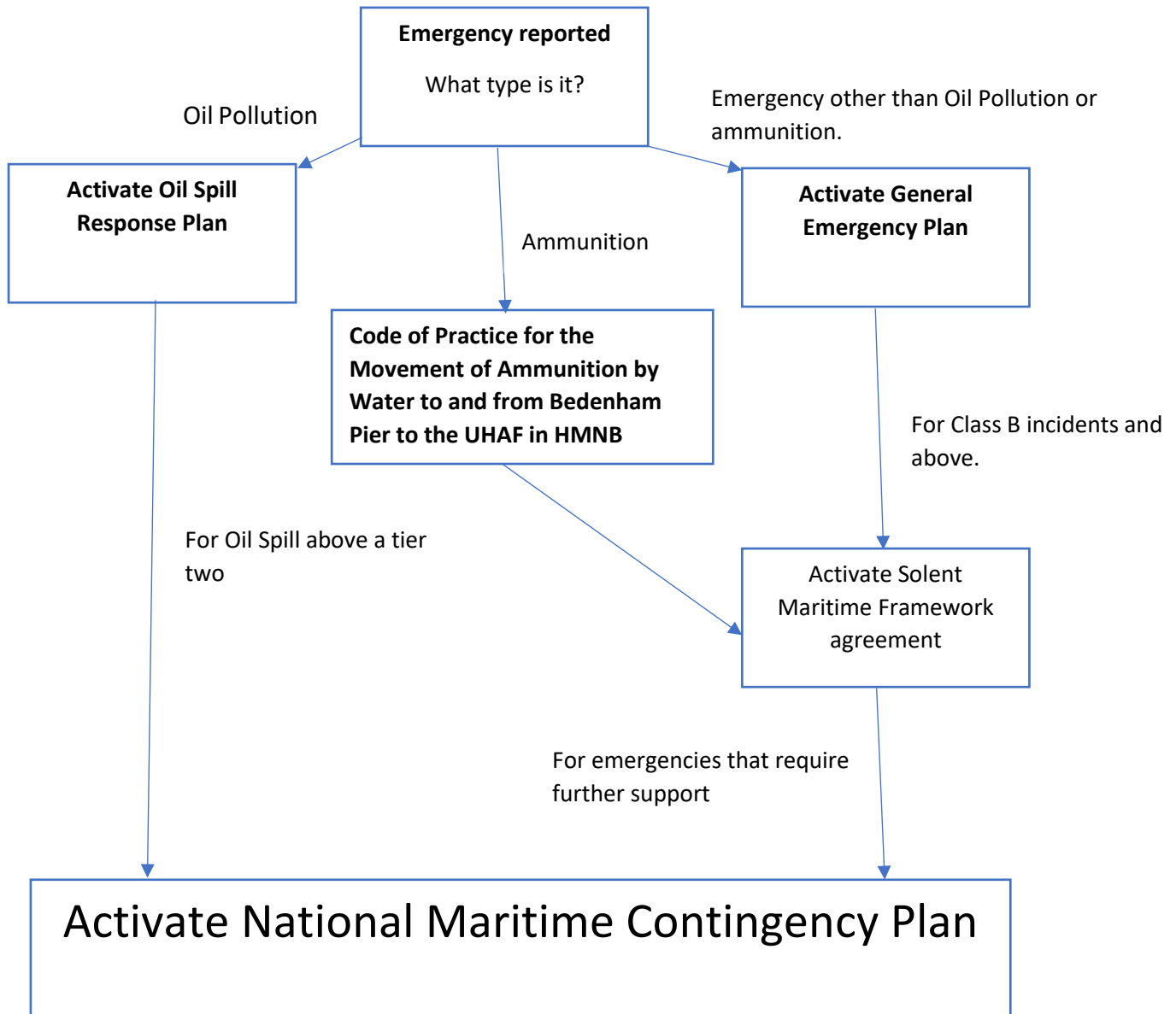
2.10 Salvage Operations

A Solent Maritime Framework incident may see the deployment of Salvage Experts who may be appointed by either the vessels master, Owners, P + I Club, SOSREP or the Initiating Authority. Once appointed, they will be represented by the Forward Control Team.

2.11 Pollution response equipment.

As detailed in the Dockyard Port of Portsmouth Oil Spill Contingency plan.

2.12 Emergency plan decision support flow



- 1) Receive the Emergency report.**
- 2) Decide and assign the category and severity.**
- 3) Activate the relevant contingency plan.**

2.13 Incident categorisation descriptions

Table 2 Oil Pollution response levels

Tier 1
Small operational spillages which can be dealt with using the resources immediately available.
Tier 2
Medium sized spillages which require a substantial commitment of the plan's resources and which may involve regional assistance.
Tier 3
Large spillages which may exceed the full resources of the plan and which may require national assistance and / or the implementation of the National Contingency Plan.

For pollution incidents please follow the Dockyard Port of Portsmouth Oil Pollution Response Plan

Table 3 General emergency categorisation levels

Alert Level	Description
Class A	An incident that can be dealt with by the Initiating Authority using resources and emergency plans readily available locally with little or no impact on other authorities or services.
Class B	An incident which can be managed locally using the resources and emergency plans readily available, but which could develop requiring support from other authorities or services.
Class C	An incident which is expected to have a significant impact on other authorities or services with a multi-agency TACTICAL level of co-ordination considered necessary. Solent Maritime Framework Agreement emergency plan required.
Class D	An Incident where the impact requires the National Maritime Contingency Plan to be activated

2.14 Incident Log

Accurate incident logs are to be kept of actions taken and timings. This should be considered a legal document and must be retained. Incident logs are to be maintained by:

- Initiating Authority;
- Tactical Coordinating Centres/Silver Command;
- Port Control Stations;
- Other Harbour Authorities Involved; and

- Local authorities and other agencies as required by their response plans. An incident log sheet can be found in **Annex A**.

2.15 Communications

So far as possible, communications throughout the incident should be conducted on a secure line to prevent information being received by unauthorised personnel or members of the public/media.

2.16 Media

A major incident in the Dockyard port area will generate Media interest and Interest from members of the public. There is a team within the Naval Base who deal with these enquiries.

In order for the incident and response operations to be conducted effectively without hinderance from the media, and to ensure correct information is passed to the public at the appropriate time, the following guidelines should be followed:

Where possible, telephone lines should be used as the primary means of incident communication. This can greatly reduce the potential for information to be overheard by non-incident personnel and misinterpreted by the media.

Under no circumstances should any person connected with the incident response speculate to the press as to the cause of the incident, or comment on any aspect of the response operation. All enquiries should be directed towards the NBC Duty Press Officer. On receipt of any enquires from media representatives or members of the public relating to an incident those enquires are to be forwarded to the Media team by offering **07773 152237** as a contact number to the enquirer.

2.17 Arrangements for the Reception and Documentation of Survivors and Casualties Ashore.

Where survivors and casualties need to be landed and processed, the following are approved sites for that purpose.

2.18 Lifeboat and Casualty Landing Sites

Landing Site	Remarks	Grid Reference	Post Code
Hamble Public Hard	Pontoon	SU 48405 06821	SO31 4HB
Harbour Master Pontoon Warsash	Pontoon	SU 48921 06164	SO31 9FR
Calshot Lifeboat Station	Slipway	SU 48018 01285	SO45 1BR
Gosport Ferry Pontoon	Pontoon	SZ 62297 99803	PO12 1EP
GAFIRS Slip	Concrete tidal & fair weather only	SZ 59675 98411	PO12 2BL
Haslar Marina	Pontoons	SZ 62034 99350	PO12 1NU
JSASTC	Pontoons	SZ 62029 99089	PO12 2AQ
Fleet Landing HM Naval Base	Pontoon (Dockyard Traf Gate)	SU 62816 00369	PO1 3LT
Camber Dock Portsmouth	Pontoons (preferred site)	SZ 63013 99539	PO1 2JJ
Ryde Pier	Pier head	SZ 59362 93631	PO33 2HF
Ryde Marina	Pontoon (very tidal)	SZ 59849 92794	PO33 1JA
Cowes -West Trinity Landing	Pontoon	SZ 49376 96563	PO31 7QT
Bembridge Harbour	Pontoons	SZ 63716 88841	PO33 1YB
Yaverland Bay	Slipway and beach	SZ 61128 85058	PO36 8QB
Langstone Harbour	Hayling Pontoon	SU 68811 00055	PO11 0DG
Langstone Harbour	Eastney Pontoon	SU 68440 00089	PO4 9LY

2.19 Helicopter Landing Sites

<u>Landing Site</u>	<u>Remarks</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Grid Reference</u>
<u>Calshot Activities Centre</u>			<u>x</u>	<u>x</u>			<u>SU 488 023</u>
<u>Lords Hill</u>	<u>Serves all Southampton Hospitals</u>	<u>x</u>				<u>x</u>	<u>SU 380 158</u>
<u>Mayflower Park</u>			<u>x</u>		<u>x</u>		<u>SU 417 110</u>
<u>Queen Alexandra Hospital Portsmouth</u>		<u>x</u>	<u>x</u>				<u>SU 637 041</u>
<u>Hayling Island Community Centre</u>			<u>x</u>				<u>SZ 712 993</u>
<u>Hightown IOW</u>			<u>X</u>				<u>SZ 342848</u>
<u>Totland IOW</u>			<u>X</u>				<u>SZ 326 875</u>
<u>Seaclose Public Park Newport IOW</u>	<u>For St Mary's Hospital</u>	<u>x</u>	<u>x</u>		<u>x</u>	<u>x</u>	<u>SZ 505 903</u>
<u>Southampton Airport (Eastleigh)</u>			<u>x</u>	<u>x</u>	<u>x</u>		<u>SU 449 98</u>
<u>Bembridge Airport IOW</u>			<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>SZ635 870</u>
<u>Sandown Airport IOW</u>			<u>x</u>	<u>x</u>	<u>x</u>		<u>SZ 575 83</u>

KEY

1 = Hospital Landing Site

2 = Suitable for small numbers of casualties

3 = Suitable for large numbers

4 = Good access

5 = Nominated for Hants FIUY

Section 3 - Command and Control

3.1 Command Levels

KHM is responsible for the control of the Dockyard Port of Portsmouth and for the conduct of emergency response operations. KHM or Deputy KHM, will lead the Port's response as a Tactical Commander. In an escalating situation, he may be supported by the Naval Base Commander or Captain of the Base and the NB Emergency Response Organisation (ERO).

A Strategic–Tactical–Operational command structure is a command hierarchy used for major incidents.

Command – is the authority associated with a role or rank in an organisation to direct the use of resources and personnel.

Control – is the application of authority, combined with the capability to manage resources, in order to complete a task. It includes the direction of other agencies engaged in the completion of that task.

3.1.1 Strategic

The strategic commander is in overall control of their organisation's resources at the incident. This person will not be on site, but at a distant control room, Gold Command, where they will formulate the strategy for dealing with the incident. Most strategic commanders will be inside a control room and will not be located elsewhere. If the strategic commanders for various organisations at an incident are not co-located, they will be in constant touch with each other by videoconference or telephone.

3.1.2 Tactical

The tactical commander is the tactical commander who manages tactical implementation following the strategic direction given by strategic and makes it into sets of actions that are completed by Bronze.

Whether the Silver Commander is present at the scene varies by incident.

The Silver Command could be located in a command vehicle at or near the scene or a remote building.

3.1.3 Operational

An Operational commander directly controls an organisation's resources at the incident and will be found with their staff working at the scene. A commander or representative from each involved responder will be present and take direction from their organisation.

If an incident is widespread geographically, different Operational commanders may assume responsibility for different locations. If the incident is of a complex nature, as is often the case, different Bronze commanders are given their own tasks or responsibilities at an incident, for example taking statements, cordon management, or survivor management.

3.2 Command organisation

Once KHM has assumed command and control responsibilities they will assume the relevant command level and if required assign lower command levels to relevant persons. Then they will activate the notification and call out procedure to inform the other members of the incident response.

3.3 Search and Rescue

All search and rescue response will be co-coordinated by HM Coastguard's Joint Rescue Coordination Centre (JRCC). Note that if a death occurs at sea the Police will take the lead in any investigation and identifying the deceased on behalf of HM Coroner. They will also seal off the area the body is landed until they establish no crime has been committed.

3.4 Command Structure

Response to any incident will depend on the type of incident, the location and its severity. Each incident will be distinct and require its own measured response and the initiating authority will need to consider the setting up of a command structure with the necessary experienced organisations and personnel capable of controlling the resources involved.

a. Incident Outside of the DPP. For an incident outside of the DPP the MCA will control the TCG and co-ordinate the response. Should assistance be required from resources within the DPP then KHM may form up a functional tactical command to ensure that assistance and support is properly coordinated within the capabilities of and without detriment to the safety of the port.

b. Incident within the DPP. For an incident within the DPP, KHM will consider the requirement for Offshore Tactical Command and will liaise with the MCA, and other relevant agencies over the management of SAR and lifesaving.

3.5 Secretary of State's Representative (SOSREP).

The Secretary of State for the Department for Transport (DfT) has appointed a Representative (SOSREP) to advise them directly on salvage and pollution aspects of any incident that would pose a significant pollution risk to the UK. SOSREP's responsibility is solely concerned with the salvage and pollution control operation. Ultimate control of any salvage operation where there is a threat of significant pollution to the UK environment must be exercised by SOSREP acting on behalf of the over-riding public interest. SOSREP is empowered to exercise intervention to whatever extent is required in the public interest and may take control of a salvage operation, by issuing directions. In such a case, all those involved will act on SOSREP's directions rather than those issued by the Harbour Authority (see note below). To achieve this, SOSREP may:

- Co-ordinate response to at sea salvage and pollution incidents outside of the Harbour Authority Areas.
- Monitor salvage and pollution incidents inside the Harbour Authority Area and give support where necessary.
- Provide support to the relevant Marine Response Coordinating Centre (MRC) and Shore Response Centres (SRC) where necessary and set up the Salvage Control Units (SCU).

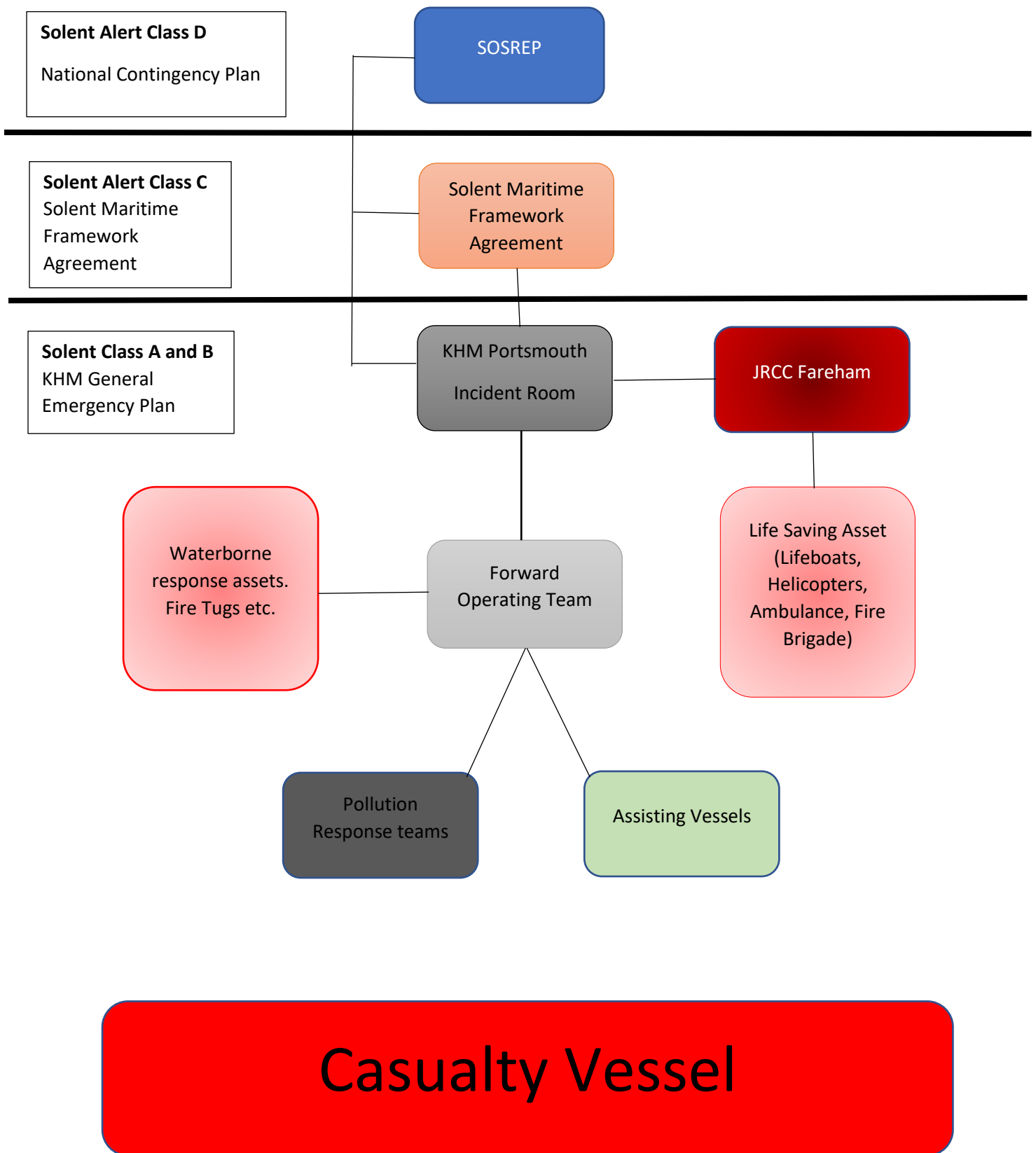
- Exercise the Secretary of State’s Powers of Intervention as and when appropriate.

Note: These intervention powers do not cover ‘Dockyard Ports’ but KHM and SOSREP will co-operate to satisfy the over-riding public interest and all concerned. SOSREP will exercise their responsibilities in conjunction with the Secretary of State for Defence when an incident is within the DPP. Should SOSREP take formal control of an incident within the Port then the Government, via SOSREP, assumes responsibility for any liabilities.

3.6 Regional Counter Pollution and Salvage Officer (CPSO)

The Regional CPSO provides additional local knowledge for the MCA and SOSREP and is responsible for the MCA front line response to pollution and salvage incidents within the western region.

3.7 Incident Command Flow



Section 4 - The Reception and Documentation of Survivors and Casualties

The lead emergency service will organise a reception for documenting and processing survivors of major incidents.

For minor incidents South Central Ambulance service should be notified, usually by the JRCC Fareham, who will collect the casualty at an agreed landing point.

To avoid any confusion, the following terminology is to be used when referring to persons involved in an accident or incident;

- | | |
|------------------|-------------------------------------------|
| Survivors | - All surviving persons; |
| Victims | - All involved who have not survived; |
| Casualties | - Those survivors who are injured; and |
| Casualty Vessels | - The vessel(s) involved in the incident. |

4.1 Immediate Medical Response

Medical response will be initiated by the JRCC Fareham by the quickest means, contacting South Central Ambulance Communications Centre, who will advise/inform neighbouring Ambulance Controls as the needs of the incident dictate.

In the event of a major incident, an Ambulance Tactical Commander may be deployed to the Tactical Coordination Centre.

4.2 Survivor Reception Centre

This is a secure area to which uninjured or slightly injured survivors may be taken for shelter, first aid, interview and documentation prior to being transferred to a rest centre, within a building designated by the local authority for the temporary accommodation of survivors.

4.3 Deceased Persons

Deceased persons brought ashore will be dealt with by Hampshire Police in liaison with the JRCC Fareham, the port health authority and HM Coroner.

Section 5 - Roles and Responsibilities

5.1 King's Harbour Master

The primary purpose of KHM and team is to protect the Dockyard Port of Portsmouth as required by the Dockyard Port Regulations Act (DPRA) 1865 and the Dockyard Port of Portsmouth Order (DPPO) 2005, and to ensure compliance with such regulations and ancillary directions.

In addition, KHM is required to operate a navigational Safety and Environmental Management System (SEMS), a requirement of the Defence Maritime Regulator and in accordance with the requirements of the Port Marine Safety Code.

KHM is responsible for the safe management of the marine side of the DPP, and this includes the response to emergency situations. KHM, or their deputy, will act as the lead for the Port's response as the Tactical Commander. In an escalating situation, he or she may be supported by the Naval Base Commander or their representative. Key roles which may be called upon during an incident of varying severity are detailed below, along with a nominated member of the department to fill each role.

The designated control room for such incidents is the Incident Control Room located on the 4th floor in Semaphore Tower. Access and setup assistance can be sought via Base Security who also operate an on-call roster.

5.2 Duty King's Harbour Master (Duty KHM)

Suitably qualified and experienced members of the department (currently KHM, DKHM and VTS MM) undertake duties as Duty KHM. As such they are delegated most of KHM's powers and are available to the VTSS for immediate advice and guidance. They are to be able to return to the port within 2 hours in the event of an emergency. Occasions for calling the Duty KHM are contained in Harbour Control Orders, but VTSS are directed to call if in doubt. In certain cases, KHM will also need to be called.

5.3 Deputy King's Harbour Master - DKHM

DKHM is responsible to KHM for the delivery of a safe and legislatively compliant environment in the Dockyard Port of Portsmouth, which involves a variety of elements including the supervision of the SEMS and liaison with a wide variety of environmental agencies and other stakeholder groups. Additionally, DKHM is responsible for ensuring incidents and near misses within the Dockyard are thoroughly investigated and lessons learned identified in order to prevent reoccurrence. DKHM also deals with planning and licensing applications that affect the water and manages the safety assurance of a broad range of public events within the DPP.

5.4 Port Safety Officer - PSO

PSO is responsible to KHM through DKHM for the delivery and operation of the Safety and Environmental Management System in accordance with DMR DSA02. Duties include oversight and delivery of an MCA approved Oil Spill Response Plan, monitoring the capability and performance of the Tier 1 and Tier 2 Oil Spill Responders, being the KHM focus for all incident reporting and investigation, and to deputise for KHM on appropriate authority and local community safety forums. The PSO is also responsible for licensing and approval of leisure activities that take place within the Dockyard.

5.5 Vessel Traffic Service Supervisors – VTSS

VTSS are responsible to CAPPOM and KHM for the execution of the movements programme and oversight of all vessel movements in the harbour and approach channel and co-ordination with adjacent VTS authorities. They are also delegated authority to act on behalf of KHM as an Assistant

King's Harbour Master with the power to issue special directions as required to satisfy the regulations, rules and intent of the Dockyard Ports Regulation Act 1865, the Dockyard Port of Portsmouth Order 2005 (and any subsequent versions) and KHM published General Directions. The on watch VTSS is authorised to issue Local Notices to Mariners and Navigation Warnings keeping the on-call Duty King's Harbour Master informed as appropriate.

Role	Designated Person	Description
Incident Commander	KHM or DKHM	Responsible for the overall management of an incident and will focus on co-ordinating the response.
Assistant Incident Commander	DKHM	Primarily to provide support to the Incident Controller and assist as required.
On Scene Commander 1	PSO	Designated to co-ordinate the incident response at the scene/site of the emergency.
On Scene Commander 2	Admiralty Pilot	Designated to co-ordinate the incident response at the scene/site of the emergency.
On Scene Commander 3	MSS	Designated to co-ordinate the incident response at the secondary scene/site of the emergency.
On Scene Commander 4	PSBP	Designated to co-ordinate the incident response at a further scene/site of the emergency.
Communications Lead	PCO	Assist and deputise for the Incident Commander and their deputy in dealing with communications reported to the Incident Control Room.
Incident Scribe	DepCo	To accurately record the ongoing details of the incident and major decisions and outcomes throughout the response.
VHF Communications	VTSS/VTSO	Harbour Control will maintain their focus on providing a vessel traffic service which may require the transmission of broadcasts such as <i>Securite, Pan Pan</i> and <i>Mayday</i> .

5.6 Training and Exercise Policy

For the response to any maritime incident to be safe and effective all personnel involved must have an understanding of their responsibilities. They must also be competent to fulfil their roles which may have required specialised training. For incidents when the Portsmouth Incident Control Room is utilised all members of an incident management team, operators, supervisors and responders are to receive appropriate training.

For this Plan and other emergency and contingency or supporting plans to be of value, they must be familiar to those expected to use them. Regular exercises are necessary to ensure everyone remains familiar with the plans and their contents and to ensure they function as expected.

It is intended that this plan will be exercised as part of the wider LRF approved exercise programme but will usually consist of:

- A notification exercise once a year during which communication systems and availability of personnel can be checked.

- A table top exercise once every 3 years (taking place 1 year prior to the fully integrated exercise) to demonstrate the response management capabilities, communications and integration of roles. This should where practical, form a rehearsal for the fully integrated exercise.
- A fully integrated exercise every 3 years. This may form part of a wider LRF approved exercise.

Section 6 - Stakeholder groups and Interested Parties

6.1 Maritime and Coastguard Agency.

The Maritime and Coastguard Agency (MCA) is an executive agency of the Department for Transport (DfT). The MCA has responsibility for the co-ordination of civil maritime search and rescue, through HM Coastguard, and counter pollution operations within the UK Pollution Control Zone which extends out to 200 nm from the UK or to the median line with other States. It is the objective of the Agency to minimise loss of life amongst seafarers and coastal users, minimise the risk of pollution of the marine environment from ships and where pollution occurs minimise the impact caused by activating the National Contingency Plan when necessary. Actions, usually exercised via HM Coastguard at the UK JRCC or MRCC Falmouth may include:

- Obtaining and evaluating all relevant information from appropriate sources.
- Initiating distress and urgency broadcasts as necessary.
- Alerting and tasking of appropriate SAR resources.
- Determining search areas, formulating search plans and tasking resources effectively.
- Where appropriate, appointing an On Scene Co-ordinator (OSC) etc, to exercise local co-ordination at the scene of SAR operations.
- Co-ordinating the action of all SAR units involved.
- Deciding, after consideration of all the available information, that there is no longer any probability of survival of any missing person, and that SAR action can be terminated.

6.2 Oil and Pipelines Agency

OFD Gosport is located approximately 1km northeast of Gosport town centre, to the immediate west of Portsmouth Harbour, and is on the south coast of England at National Grid Reference SU 615 007. The site operates as a fuel storage and supply depot for the Royal Navy (RN), the Royal Fleet Auxiliary (RFA) service and other MOD customers. Fuel is delivered by ocean-going tankers via Royal Clarence Yard (RCY) Oil Fuel Jetty (OFJ). The fuel is pumped to the OFD's storage tanks. From the storage tanks, fuel will be issued to vessels (barges) berthed at the OFJ. OFD Gosport is an Upper Tier COMAH site. The dangerous substances handled in significant quantities at OFD Gosport are kerosene (also known as high flash aviation fuel or AVCAT) and diesel. The OFD Gosport site comprises the main site area which holds the fuel, and the jetty area which allows delivery to and from ships. Approximate dimensions of the site are 530m maximum north to south and 390m west to east (excluding the jetty), with an overall site area of approximately 35 acres. The site is located on the southern shore of Forton Lake, a tidal body of water which reveals mud flats in low tide and is attached to Portsmouth Harbour

6.3 Portsmouth City Council

Portsmouth City Council (PCC) is subject to the full set of civil protection duties as a Category 1 Responder under the Civil Contingencies Act (CCA) 2004. PCC's main roles and responsibilities are to provide support to emergency services and other agencies involved in a response, coordinate the Council response and resources (including communications and highways) and provide specialist assistance such as building control, environmental health and waste management officers (where appropriate). PCC will also provide a link to the community and the provision of humanitarian

assistance to those affected by an incident, including operation of rest centres for displaced people. PCC's Joint Emergency Planning Team (with Southampton City Council) works closely with partner organisations across Hampshire to plan for a wide variety of emergencies requiring a "multi-agency" response. PCC and PIP are actively involved in all aspects of the Local Resilience Forum (LRF) process.

6.4 Emergency Services

The Harbour Master, and the Master or Commanding Officer of any vessel involved in an incident, should give every reasonable assistance to the fire, police, ambulance and other emergency services for dealing with, alleviating or preventing an emergency. At any fire, the Senior Fire Officer shall have sole charge and control of all operations subject to the overall authority of the Master if on board ship (Fire Services Act of 1947 and Fire Precautions 1971) although they are not in charge of ship safety and other marine matters. There are nominated fire and rescue services who will respond to an offshore incident, and the police for terrorism or other criminal activity on board a ship.

6.5 Defence Munitions Gosport

Defence Munitions (DM) Gosport is a large site in Gosport that stores and issues ammunition and related stores to warships. As such it is a MACR site and has its own safety and emergency procedures for incidents within its boundaries, including munitions in its custody when loaded in Naval Armament Lighters (NALs) and either secured to Bedenham Pier or the Upper Harbour Ammunitioning Facility (UHAF). When being moved from Bedenham Pier to the UHAF, locked barges are handed over to the MOD's Defence Marine Services provider, Serco, who move the barges using tugs and other harbour support craft. During these transits, response to emergencies comes directly under this plan. It is likely that any incidents involving NALs secured at either Bedenham Pier or UHAF will have a marine dimension, but the initial response to such incidents comes under DM Gosport's emergency arrangements.

6.6 Associated British Ports Southampton

ABP Southampton: The western limit of the Dockyard Port is also the eastern limit of ABP Southampton. While this plan specifically relates to oil spill response within the Dockyard Port, it is recognised that an oil spill within either port may cross the formal boundary. In this event close liaison will be maintained with the ABP Southampton Harbour Master.

Langstone Harbour: Oil from a spill in the Dockyard Port may enter Langstone Harbour either through the southern entrance or via the connecting channel north of Portsea Island. In this event, close liaison will be maintained with the Langstone Harbour Master.

Cowes Harbour Commission: The southern edge of the western limit of the Dockyard Port is also the eastern limit of the Cowes Harbour Commission. Whilst this plan specifically relates to oil spill response within the Dockyard Port, it is recognised that an oil spill within either port may cross the formal boundary. In this event close liaison will be maintained with the Cowes Harbour Master.

6.7 Hampshire and MDP Police

The Ministry of Defence Police (MDP) are empowered by the Ministry of Defence Police Act 1987 (as amended) to have constabulary powers in respect of MOD land, assets or personnel. Protocols agreed between the MDP and Hampshire Police outline areas of responsibility and accountability. In addition to the MDP Constabulary powers, KHM grants authority to the MDP to act on his behalf to enforce relevant legislation and statutory Instruments. KHM retains full authority over the DPP while the MDP Senior Police Officer retains full command of MDP resources. Operational police response to an

incident within the DPP will be conducted by the MDP. However, for a major incident or event that requires the involvement of the Hampshire Police, local command may be transferred.

6.8 Hampshire Fire and Rescue Service

The Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) is the statutory fire and rescue service for the county of Hampshire, including the cities of Southampton and Portsmouth, and the county of the Isle of Wight on the south coast of England.

In the event of a marine emergency, the on-site co-ordination of the emergency services and other organisations will be the duty of HM coastguard when safety of life is involved and other organisations as outlined in the Solent Maritime Framework agreement.

6.9 South Central Ambulance Service

The ambulance service has a statutory obligation in the management of National Health Service resources at the scene of a major incident. It is principally geared to the immediate medical needs of those directly or indirectly associated with the incident and their subsequent transportation to receiving and support hospitals.

In the event of a marine emergency, the on-site co-ordination of the emergency services and other organisations will be the duty of HM Coastguard when safety of life is involved and other organisations as outlined in the Solent Maritime Framework agreement.

6.10 The Environment Agency

The Environment Agency's remit is to protect and improve water, land and biodiversity, improve the way we work as a regulator to protect people and the environment and support sustainable growth and to put right environmental harm or damage, also known as restoration or remediation and bring illegal activity under regulatory control, and so ensure compliance with the law.

Section 7 – Other Statutory emergency plans

This plan covers incidents that occur within the limits of the Dockyard Port of Portsmouth (DPP). Although the ECP is a stand-alone document, it interlinks with other emergency documentation and procedures from within HMNB Portsmouth and neighbouring Harbour Authorities as well as with regional and national plans.

Regarding a DPP emergency response the ECP acts as the initial response plan allowing the receiving empowered person to decide on best initial actions and emergency plan / procedure to follow. The plan itself covers incidents that occur within the limits of the DPP. Although the ECP is a stand-alone document, it interlinks with other emergency documentation and procedures from within HMNB Portsmouth and neighbouring Harbour Authorities as well as with regional and national plans.

The ECP links with the following documents and plans:

7.1 Oil Spill Response Plan

Under the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998, there is a duty on harbour authorities to hold a plan to respond to oil spills in their waters which is to be approved by the MCA on behalf of the Secretary of State for Transport. KHM has issued a joint plan with Portsmouth International Port; the KHM Portsmouth Oil Spill Response Plan. The plan provides the framework for all oil spill response activities within the Dockyard Port of Portsmouth. The primary purpose of the OSRP is to assist KHM and other organisations in dealing with an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. This ECP will complement the OSRP and provide guidance if required.

The Oil Spill Contingency Plan, produced in conjunction with Portsmouth International Port, provides the framework for all oil spill response activities within the DPP. The Plan has been written to comply with the requirements of The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 as updated to The Merchant Shipping (Oil Pollution and Preparedness, Responsibility and Co-operation Convention) 2015, and amended, SI 2015 No.386, which entered into effect on 19 July 2015.

The plan is provided to assist KHM and other organisations in dealing with an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are performed in a structured, logical, and timely manner. This plan uses a tiered response to oil pollution incidents. The plan is designed to deal with Tier One and Tier Two incidents, and to provide guidance for the response to a Tier Three incident.

7.2 Code of Practice for the Movement of Ammunition by Water to and from Bedenham Pier to the UHAF in HMNB Portsmouth

As part of the support to Naval vessels in Portsmouth Harbour, ammunition is loaded into or unloaded from Naval Armament Lighters (NALs) at Bedenham Pier in Fareham Creek and transported to the Upper Harbour Ammunitioning Facility for loading (and unloading) operations to warships. When ammunition is in transit by water, actions in the event of an emergency are embodied in a NAL Action Card held by KHM Harbour Control and detailed in the KHM document Code of Practice for the

Movement of Ammunition by Water to and from Bedenham Pier and the UHAF in HMNB Portsmouth, which is held by KHM, Defence Munitions Gosport, Serco (as Defence Marine Services provider) and all agencies involved in the transit and custody of ammunition in the Dockyard Port of Portsmouth.

The aim of this document is to define a Naval Armament Lighter (NAL) emergency that requires actions specifically related to explosives, the roles and responsibilities of the competent persons and their level of authority and outline the actions which should be taken with regard to a NAL in an emergency.

This plan supplements other documentation relating to NALs when loaded with explosives and is intended as an overarching document to summarise all stakeholders' responsibilities and emergency actions, whether afloat at Bedenham Pier or the UHAF or underway between the two. It does not cover emergency actions during transfer of explosives from NALs moored at UHAF to a ship; that is covered by NBSG 3004-03 "UHAF Emergency Plan".

7.3 HIOW LRF Solent Maritime Framework

This revised framework brings together local and national maritime risks, enabling a consistent multi-agency approach in effectively responding to maritime emergencies.

- The Solent Maritime Framework will set out and define:
- All maritime risks (CT and non-CT);
- Statutory maritime legislative responsibilities;
- Alerts/triggers leading to greater interoperability with HIOW partner agencies;
- Maritime response capability (including national specialist response).

7.4 Team Portsmouth Business Continuity Plan

The Business Continuity Plan sets the boundaries and requirements for the business continuity programme and states the reasons why it is being implemented. It defines the guiding principles which the organisation follows and measures its performance against. It also defines how the organisation should build and maintain the programme to continue to deliver outputs and services in the event of an incident. In addition to the policy, individual lot holders will have their own business continuity policies for their own areas although as lodger units they will be required to adhere to the Team Portsmouth Business Continuity Policy under FMSP.

7.5 OPA Gosport Oil Fuel Depot Emergency Plan

The objectives of this on-site plan are to enable the OFD to:

- Contain and control incident to minimise effects and to limit damage to people, the environment and property.
- Implement the measures necessary to protect persons and the environment from the effects of a major accident.
- Communicate the necessary information to the public and to the emergency services and authorities concerned in the area.
- Ensure the safe and legal removal and disposal of any waste generated, and where environmental measures have failed, provide for the restoration and clean-up of the environment.

7.6 General Marine Emergency

Each commercial berth operator has its own local emergency plan as follows:

- The Portsmouth Cruise and Ferry Port – Emergency Plan.
- The Wightlink Gunwharf Terminal – Emergency Plan.
- The Albert Johnson Quay and Flathouse Quay – Emergency Plan.
- The Gunwharf Quays – Berths Emergency Procedures.

The main purpose of each plan is to set up the command-and-control systems and actions required for dealing with emergencies on the individual site. The plans contain amongst other things, site maps, call out contact details, emergency contact details, procedures for dealing with the emergency, check lists and evacuation plans. Copies of the plans are kept at Portsmouth International Port.

7.7 National Maritime Contingency Plan

The National Contingency Plan (NCP) for Marine Pollution from Shipping and Offshore Installations has been developed to meet pollution threats and situations also to meet the recommendations and lessons learned arising from incidents.

The purpose of this Plan is to ensure that there is a timely, measured, and effective response to incidents of, and impact from, marine pollution from shipping and offshore installations. Further, it seeks to provide guidance on general incident management, the method and structures of co-ordination and communication, the general resources that may be brought into play and, the circumstances in which the MCA deploys the UK's national assets to respond to a marine pollution incident to protect the overriding public interest.

Section 8 – Dockyard Port of Portsmouth Information

8.1 Area of Operation and Geographic Limits

Dockyard ports are not governed within the meaning of the 1847 Harbours, Docks, Piers and Clauses Act and the 1964 Harbours Act (as amended) but are operated in accordance with the 1865 Dockyard Ports Regulation Act. KHM Portsmouth is appointed under the Dockyard Port of Portsmouth Order 2005 to ensure that the port is operated to serve the defence interests of the UK and is directed by the Secretary of State for Defence that in instances where legislation does not bind the Ministry of Defence (MOD), the MOD should comply with any legislation insofar as it is reasonably practicable to do so.

For ports other than Dockyard Ports, the Department for Transport (DfT) Port Marine Safety Code (PMSC) recommends harbour authorities maintain a dedicated Marine Safety Management System (MSMS) for marine operations within the port. Although the PMSC is not binding on the Ministry of Defence (MOD), the MOD recognises it as the authoritative articulation of best practice in port safety, and is committed to meet these or equivalent standards as far as is reasonable and practical.

Dockyard Port safety policies and plans are based upon identification of hazards, assessment of risks and implementation of effective control measures to minimise or remove those risks, thus ensuring the safety of the Dockyard Port and its users. This allows for safe operation of the Dockyard Port and supports PMSC compliance by the Statutory Harbour Authorities within the DPP.

KHM Portsmouth, as the regulatory harbour authority, is the lead authority for responding to maritime incidents within the DPP and is responsible for the production and operation of this contingency plan.

The DPP limits are spread across the Eastern Solent, covering an expanse of water of approximately 55 square miles. Starting inside with a line joining Old Castle Point (Isle of Wight) to Hillhead in the West and a line joining Eastney Point to latitude 50°45.95N longitude 000°58.37W, latitude 50° 58.20N longitude 001°00.0W to latitude 50°38.2N and longitude 001°10.05W (Sandown Bay, Isle of Wight) in the East.



Section 9 - Enabling Legislation and Guidance

9.1 KHM Legislation

KHM's powers derive from two pieces of enabling legislation. They are the Dockyard Ports Regulation Act 1865, which covers general powers for all KHMs in Dockyard Ports and more specifically, the Dockyard Port of Portsmouth Order 2005. Together, both the Act and the Order prescribe KHM the power to direct not only military vessels, but commercial and pleasure craft as they deem fit for the proper protection of the port. This will take the form of a Special or General Direction.

9.2 Dangerous Vessels Act 1985

The Dangerous Vessels Act 1985 allows a Harbour Master to give directions prohibiting the entry into, or requiring the removal from the harbour of any vessel, if in their opinion, the condition of that vessel or the nature or condition of anything it contains is such, that its presence in the harbour might involve grave and imminent danger to the safety of persons or property or risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels. The Harbour Master must have regard to all the circumstances and to the safety of any person or vessel.

Directions given under this Act may be overridden by the Secretary of State. This power is likely to be exercised through SOSREP, having assumed powers of intervention relating to the salvage of the casualty as mentioned at para. 4.8, SOSREP is mindful of the unique status of the Dockyard Port and this will be considered when allocating places of refuge for vessels which may fall under this category. It is good practice to use the formal statutory procedures, where appropriate, since they provide a framework for managing responsibilities for a casualty.

Annex A Incident Log Sheet

Annex B SOLENT Incident Report Form

From:	SOLENT EAST KHM Portsmouth SOLENT CENTRAL ABP Southampton SOLENT COWES	
To:		
SOLENT CLASS INCIDENT	A B C D	
SITREP Number		Issued at
Casualty Ship Name(s)		
Situation Update		
Nature and Location of incident		
Casualties		
Pollution Threat Yes/No Measures in Hand		
Relevant Agencies Informed	<ul style="list-style-type: none"> • MCA • Harbour Masters • Hampshire Constabulary • South Central Ambulance Service • Isle of Wight Ambulance Service • Hampshire and Isle of Wight Fire and Rescue Service • Portsmouth City Council • Southampton City Council • Isle of Wight Council • Hampshire County Council • Environment Agency 	
Predicted Weather / Tidal Conditions		
Additional Resources Mobilised / Requested		

Annex C Contact Details

Content Hidden for GDPR.

Annex D Action Cards

Action Cards Index

Issue 3.1

Number 000

Owner: KHM
Issue: 3.2
Date: 21 December 2022

Amendment History Record

Issue Number	Date	Brief Summary
Issue 1	11/11/15	Original.
Issue 2	20/08/19	Updated.
Issue 3	27/08/20	Change of document owner
Issue 3.1	05/04/22	Updated for Solent Maritime Framework Agreement
Issue 3.2	21/12/22	Addition of NAL Emergency Card

Action Card Number	Action Card	Issue	Last Review Date	Owner
001	Casualty	3.1	28/03/22	KHM
002	Collision	3.1	28/03/22	KHM
003	Diving Incident	3.1	04/04/22	KHM
004	Evacuating Harbour Control	3.1	04/04/22	KHM
005	Fire	3.1	04/04/22	KHM
006	Grounding	3.1	04/04/22	KHM
007	Loss of Steering	3.1	04/04/22	KHM
008	Man Overboard	3.1	04/04/22	KHM
009	Naval Armament Lighter Emergency	2	20/12/22	KHM
010	Pollution	3.1	04/04/22	KHM
011	Programme Changes	3.1	04/04/22	KHM
012	Report of Ordnance	3.1	04/04/22	KHM
013	Search and Rescue	3.1	04/04/22	KHM

014	Security Incident	3.1	04/04/22	KHM
015	Serious Injury – Fatality	3.1	04/04/22	KHM
016	SOLENT MARITIME FRAMEWORK activation (Out of Hours)	3.1	04/04/22	KHM
017	Strong Wind Warning	3.1	04/04/22	KHM
018	Vessel Sinking or Sunk	3.1	04/04/22	KHM