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Section 10: Contact Directory

Company / body name	Contact	Telephone (office hours)	Telephone (out of hours)	Fax / Email	Date and Time of Call
Weymouth Harbour	Harbour Master – Ed Carter	01305 838386	07393 147350	weymouthharbour@dorsetcouncil.gov.uk	
	AHM – Karen Womack		07786 378508		
	AHM – Dave Brown		07742 025550		
	Duty Berthing Officer	01305 838423			
	<u>Commercial Area</u>				
	Pete Drage Robert Long Jamie Briggs		07596 797079 07368 689450 07889 056304		
<u>Harbour Staff</u>					
Simon Powell Jan Ridd Richard Drabwell Liam Rowland		07853 331999 07970 511384 07776 461775 07586 720939			
Adler and Allan	Tier 2 Contractor	0800 592827	0800 592827	Clientservices@adlerandallan.co.uk	
MCA	JRCC	02392 552100	02392 552100	zone19@hmcg.gov.uk	
	POLREP		(Not needed if 999 called)		
	Counter Pollution	Use number above for all departments in this section.			

	CPSO For OPRC Matters. – Not for use in an emergency. For all incident matters contact with MCA / HMCG. Out of hours contact the JRCC	020381 72485 07715 771076			
Dorset Council	DC Emergency Planning Service Communications Team Non Emergency	01305 224659 01305 221000	07623544346 Pager (24/7 for Dorset Council Emergency Planning) Use pager for exercises also – Prefix message with For Exercise 01305 221000	emergencyplanning@dorsetcouncil.gov.uk	
Weymouth Town Council	Town Clerk (Switch Board) Resort Manager - Will Holmes Beach Control Beach Office (if no contact with Beach Manager)	01305 239839 01305 239294 01305 239832	 07841 474124		
Parks		01305 239831			

Police	Dorset Police HQ	01202 222222 (Not needed if 999 called)	999 (DO NOT CALL THIS NUMBER FOR AN EXERCISE)	Note: 999 will see the phone number as from Dorchester due to Phone system.	
Fire Brigade	FIRST CONTACT: Fire Control Admin HQ Weymouth Fire Station Weymouth District Commander	(Below not needed if 999 called) 03067 990019 01722 691000 01722 691007 Martin Charles 07739 899285	999 (DO NOT CALL THIS NUMBER FOR AN EXERCISE)		
Ambulance	Control Emergency Call (Duty Manager Control Room)	(Below not needed if 999 called) 0300 3690093	999 (DO NOT CALL THIS NUMBER FOR AN EXERCISE)		
Marine Management Organisation (MMO)	Spill response number	0300 2002024	07770 977825 (After Hours Duty Officer) 03450 518486	dispersants@marinemanagement.org.uk	

		03450 518486 (Call Defra Duty Room if no response from MMO)	(Call Defra 24 hour Duty Room if no answer from MMO)	poole@marinemanagement.org.uk	
Environment Agency	Emergency Incident Hotline	0800 807060 (Automated)	0800 807060		
Natural England	Marine Incidents 24/7 Advice Gavin Black (EG Chair)	0300 0601200	0300 0601200 07717 587540	marine.incidents@naturalengland.org.uk gavin.black@naturalengland.org.uk	
South West Standing Environment Group	David Marshall (Chair) Gavin Black (Deputy Chair)	No direct dial	07717 587540	SWSEG give statutory advice from Natural England and other agencies.	
Portland Port Ltd	Harbour Control Duty Marine Officer	01305 825335	07778 391557		
Weymouth Marina		01305 767576	Portland Marina 01305 866190	weymouth@boatfolk.co.uk	
Southern IFCA	Poole Office Sam Dell	01202 721373	07850 774373	enquiries@southern-ifca.gov.uk	
Fleet Warden	Charlie Wheeler – Abbotsbury Angela Thomas - Fleet	One of: 01305 871905 01305 760579	One of: 07341 869122 07530 938888		
Borderforce	Need to obtain contact This supersedes HM Rev&Customs				

HM Revenue & Customs (HMRC)	National Clearance Hub	0300 322 7900		paul.sharples@hmrc.gov.uk	
MET Office	This is a national number and has long wait times.	0370 9000100			
SEALIFE CENTRE		01305 761070			
CEFAS		01305 206600	Press 0 for operator		
ITOPF (If required)		0207 566 6999	0207 566 6998		
DIVE COMPANIES (If required)	Apex Diving and Marine Services	One of: 01305 457343 07971 977595		info@apexdiving.co.uk	
	Quest Marine	01929 405029	07730 684556	info@questmarine.co.uk	
Vacuum Tanker (If required)	Easy Clean Services	01420 561777	01489 896903		
	Cleansing Services Group Ltd	01489 782232	0800 0116600		
	A+A Hamble	02380 458050	0800 592827		
	Portland Port	As above			
Plant Hire (If required)	G Crook & Sons	01305 852064		enquiries@gcrookandsons.co.uk www.gcrookandsons.co.uk	
Skip Hire (If required)	Portland Stone Ltd	01305 860044		Sales@portlandskips.co.uk www.portlandskips.co.uk sales@yellowstonesolutions.co.uk www.yellowstonesolutions.co.uk	

	Yellowstone Environmental Services (for polluted waste)	0330 118 0381			
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Section 11: Resources Directory

Tier 1

Weymouth Harbour has limited Tier 1 resources located on site; these stocks would be pooled if necessary. In the case of an incident, Weymouth Harbour have a wooden 15 foot boat ('Regis'), a Pioneer workboat and a RIB. Page | 8

During a protracted long running incident, Weymouth Harbour would coordinate a 12hour shift rotation for their immediate staff and offer services on site such as kitchen, dining, various meeting rooms and local hotels and further dining facilities.

Equipment Held at Weymouth Harbour		
Quantity	Description	Notes
10	20mtr 750mm inflatable boom	Commercial area warehouse Rack D
1	Back pack air pump and hose	For boom inflation
2	Tide slider	Boom fixing Harbour
5	Shore anchors	Boom fixing shore/ beach
4	3mtr Drizit sorbent boom with skirt	Held at HM office
2	Sack of Oclansorb	
20	Devcon absorbent	
2	Boxes Pom Pom mops	
1	Rake	
16	Sorbent boom with clips (20cm x 3m)	Held at Harbour office
1	Chemical spill kit (pads, socks and pillows)	Held at Harbour office
1	Standard SOPEP kit (numerous items including pads, pillows, socks, booms, oil sweep, PPE, buckets, shovels, scupper plugs etc.)	Held at Harbour office
1	4 Wheeled mobile bin (pads, pillows, booms, bags and ties)	Held at Westwey Road pontoons

[Equipment is also held at Portland Port as detailed in their interfacing OSCP.](#)

Tier 2

These resources will be available from Adler & Allan Limited, on a call out basis. During working hours the reaction time to scene is <4.0hours, out of working hours the reaction time to scene is <6.0hours. All areas needing to be cleaned will be undertaken by Adler and Allan.

No.	Description	
	Vehicle	8.3 tonnes
	Inshore skimmer	Portable weir skimmer and hoses (minimax)
	Pumps	Spate pump 3"
	Oil storage	Fastank – 2000gallons
8	Shore sealing boom	Inflatable Silverbeach 10m 550
8	Inshore fence boom	Rigid fence boom 10m (50P boom)
8	Inflatable sea boom	Silverboom 20m 75i
4	Inflatable sea boom	Silverboom 10m 75i
	Inflatable boom	Air fan – echo PB6000
	Inflatable boom	Air fan – echo PB2400
	Shore sealing boom	Water pump – Honda WP20X
8	Inshore boom	Bruce anchors
	Inshore boom	Tripping buoys
	Inshore boom	Connectors and lines
	Inshore boom	Anchor chains
	Decontamination equipment	n/a
	Sorbents	Booms and pads, various
	Inflatable vessels	Yamaha 2.65S
	Outboard motors	Mariner 4S
	Generator	Belle Minigen 2000 – Honda EC4000B
	Portable lighting	Twin floodlight 500w 110v
	Medical equipment	First aid kit
	Ancillary equipment	Toolkit
2	Fire fighting equipment	Powder 2kg

	Spare PPE container	Basic consumables
3	Grab bag	Personal safety and communications

Tier 3

Tier 3 response resources from the MCA. The response will be in accordance with the National Contingency Plan (NCP).

Appendix I: MCA STOp Notes

N.B. All MCA Scientific, Technical and Operational advice notes (STOp notes) can be accessed via: <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

Appendix II: MCA Exercise guidelines

OPRC Plans – Exercises – MCA Guidance

[OPRC Guidelines](#)

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident.

Each port / harbour / oil handling facility must participate in exercises in accordance with the provisions within their OPRC Compliant Oil Spill Contingency Plan.

The objectives of any exercise need to be pre-agreed, enabling the exercise planners to tailor the exercise to the needs of the players. For example, it may be desirable for different aspects of the plan to be exercised separately such as notifications or equipment mobilisation / deployment. A larger exercise, encompassing all aspects of the response, may not explore the detail of each of these individual themes but will help promote a wider understanding of the purpose and scope of the whole plan. Whatever the scale or type of exercise, the invited participation by the appropriate environmental and regulatory authorities, and others, will aid the collective understanding of the plan, to the benefit of all involved.

The following list gives examples of exercise types that can be undertaken.

Notification Exercise – announced or unannounced

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out at least twice per year.

Mobilisation Exercise

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another of the framework exercises.

Desktop Exercise

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual and also team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response strategies. These

exercises can be used to test coordination with local authorities and the emergency services. Some organisations, which have peripheral responsibilities, may be role-played. During this exercise the capability to respond to a tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. As discussed above, it can be effective to combine this exercise with an equipment mobilisation / deployment exercise, but in any case a table-top exercise of the incident management structure should be incorporated within the exercise programme at least annually.

Incident Management Exercise (require significant planning)

These exercises can test the capability of local teams to respond to tier 1, tier 2 and tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. **MCA considers that each port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years**, following initial plan approval. This is likely to incorporate, or be combined with a Tier 1 equipment deployment. Such exercises need, so far as possible, to involve actual involved organisations to represent a real emergency. However, if this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities.

A Balanced Programme of Exercises

Different types of exercises will test different facets of the plan whilst even the most ambitious Incident Management Exercise cannot be expected to test every aspect of the plan. Notification exercises, which are useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises, for example. Before an exercise takes place, the appropriate authorities should be notified. This notification procedure should be formally documented and a copy of this documentation held and logged within the port / harbour / oil handling facility.

A typical programme of exercise frequency is as follows:

Exercise type	Frequency
Notification exercise	Twice per year
Mobilisation exercise	Twice per year
Table top exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year
Incident management exercise (IME) (will incorporate mobilisation and deployment of resources up to Tier 2 level)	Once every 3 years
<i>In an instance where a port, harbour or oil handling facility considers this requirement to be unduly onerous on the basis of the risk assessment, they may submit an alternative exercise programme to the Regional CPSO for consideration and approval, on an individual basis. In some circumstances it may be permissible to undertake an Incident Management Exercise in the fourth year of the plan's five-year life-cycle providing for the 'lessons-learned' to be captured within the final plan review/update year.</i>	

Appendix III: Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING

PORTLAND HARBOUR AUTHORITY AND WEYMOUTH HARBOUR AUTHORITY

In the interests of mutual co-operation in the event of an oil pollution incident within the limits of Portland Harbour or Weymouth Harbour, the above authorities agree to the following:

1. **Weymouth Harbour Authority** will supply a work boat with 2 experienced boatmen and other personnel as appropriate and available to assist in an oil pollution incident in Portland Harbour, if requested by the Portland Harbour Master.
2. **Portland Harbour Authority** will supply oil spill response equipment and operating personnel as appropriate and available to assist in an oil spill incident in Weymouth Harbour, if requested by the Weymouth Harbour Master.

All response equipment and personnel costs will be borne by the lead response Harbour Authority.

Signed on behalf of Portland Harbour Authority

Mike Shipley – General Manager (Marine) & Harbour Master

Signature:  Date: 28/06/24

Signed on behalf of Weymouth Harbour Authority (Dorset Council)

Ed Carter – Dorset Harbours Manager & Weymouth Harbour Master

Signature:  Date: 28th June 2024

Appendix IV

Action Board

Location		Date	
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Time	Action	Who responsible	When	When complete?
Example	Mobilise Adler and Allan			
Example	Send POLREP to MCA			
Example	Appoint 'on-scene' Commander			
Example	Mobilise tactical response team to access equipment and deploy booms and skimmer			
Example	Mobilise resources from other harbours as per MOU and agreements			
Example	Create initial SITREP			
Example	Mobilise office team to deal with strategic issues			
Time	Action	Who responsible	When	When complete?

Incident Briefing Checklist

C2 INCIDENT BRIEFING CHECKLIST	
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel	
Step	Guidance
SPECIFY SAFETY HAZARDS	
Extent of problem <ul style="list-style-type: none"> • Size of spillage • Type of oil • Source 	
Slick trajectory <ul style="list-style-type: none"> • Tide and wind conditions 	
Response actions <ul style="list-style-type: none"> • Strategies to utilise 	
Resource mobilisation <ul style="list-style-type: none"> • Equipment and personnel 	
Planning cycle <ul style="list-style-type: none"> • Meetings' schedule 	
Additional information <ul style="list-style-type: none"> • Communications • Waste disposal • Weather forecast 	
Complete relevant action board(s) with task/time as appropriate	

Response Team Log Checklist

C3 RESPONSE TEAM LOG CHECKLIST	
This checklist is designed to facilitate and provide consistency in the response team's log keeping, thereby assisting the Incident Commander	
Step	Guidance
SAFETY HAZARDS	Note potentially unsafe response activities and measures taken to mitigate the hazard Record all accidents / near misses
Initial notification	Record time of notification of oil spill incident and the name of the person informing you
Daily activities	Keep a daily record of all response activities undertaken, including time and location Also include: <ul style="list-style-type: none"> Meetings attended Instructions received / given Site visits and movements Contacts with outside agencies
Personal contacts	Generate a list of relevant contacts made, including contact details
Photographic / video records	Note date and time of any product taken
Oil distribution	Make sketches of oiled areas with notes
Site supervision	Keep records of: <ul style="list-style-type: none"> All staff on duty, including hours of work and refreshments given All equipment utilised
Expenditure incurred	Record all expenditure and keep receipts
Complete relevant action board(s) with task/time as appropriate	

Incident Log

C4		INCIDENT LOG	
Date:			
Incident Name:			
Time	Comment / Action / Decision		

Logistics & Resources

LOGISTICS AND RESOURCES

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LOGISTICS AND RESOURCES

Responsibilities	<p>Ensure equipment required is available</p> <p>Source, order and receive any additional equipment and keep Finance informed</p> <p>Maintain safe and secure storage for all equipment</p> <p>Check on welfare of operatives and ensure appropriate breaks, refreshments and additional staff provided (if required)</p>
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Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	<p>Receive instructions from Tactical Team regarding equipment needs</p> <p>Ensure Finance are aware of costs and gain authority for expenditure</p> <p>Maintain records of equipment hired or purchased</p> <p>Track all equipment locations and condition</p>	<p>This should include welfare needs, such as refreshments and canteen facilities</p>
Final Actions	<p>On completion of the response ensure that all equipment is cleaned and checked for damage</p> <p>ensure that equipment is stored securely for the next deployment</p> <p>ensure that all hired equipment is accounted for and returned</p>	
Complete relevant action board(s) with task/time as appropriate		

Finance & Claims

FINANCE AND CLAIMS

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FINANCE AND CLAIMS	
Responsibilities	Inform insurer and establish a claims office Ensure finance is available to cover equipment orders and other requests for finance Ensure finance is appropriately authorised and maintain thorough records

Step	Actions	Additional Information
Alert		
Initial Actions		
Further Actions	Receive instructions from Logistics for acquisition of equipment Ensure appropriate authority is obtained for expenditure Together with Logistics, maintain records of equipment purchased or hired Maintain close contact with insurers to maintain 'reasonable' recoverable expenditure	
Final Actions	On completion of the response, tally all expenditure and prepare a thorough report for use later in claims Obtain pre-impact photographs Obtain post-impact photographs	

Complete relevant action board(s) with task/time as appropriate

PEAR Board

P = People / E = Environment / A = Assets / R = Reputation

Revision	1	Date / Time	
KEY FACTS			
Objectives		Issues	
P	Ensure the safety of all personnel, including customers, staff, responders and the general public	<ul style="list-style-type: none"> Fumes Danger of fire Proximity to spill Spectators too close Briefing of responders Use of PPE 	
E	Minimise or prevent environmental damage to the harbour and wildlife, especially in the sensitive areas south of the bridge	<ul style="list-style-type: none"> Tidal strength and movement Efficiency of booms Physical intervention in reed beds Fuel type Ability to maintain skimming activities Waste management Adequacy of resources Time of year – nesting / feeding / migration Net Environmental Benefit Analysis (NEBA) 	
A	Minimise or prevent adverse impact on the harbour business, customers' boats infrastructure and assets	<ul style="list-style-type: none"> Local stakeholders Local current attitudes to YHC 	
R	Minimise damage to the port's reputation through prompt, honest and frequent communication to media and stakeholders	<ul style="list-style-type: none"> Social media Local media and reporters Speed of "bad news travels" Consistency of messages 	

Worst Case Scenario Board Form

Impact / Chance: Low = L - Medium = M - High = H

Version	1	Date / Time		
Worst Case Scenarios			Impact L / M / H	Chance L / M / H
P	•		•	•
	•		•	•
	•		•	•
	•		•	•
	•		•	•
E	•		•	•
	•		•	•
	•		•	•
	•		•	•
	•		•	•
A	•		•	•
	•		•	•
	•		•	•
	•		•	•
	•		•	•
R	•		•	•
	•		•	•
	•		•	•
	•		•	•
	•		•	•

P = People / E = Environment / A = Assets / R = Reputation

Appendix V**Adler & Allan ACTIVATION PROCEDURE****CONTACT NUMBERS**

In order to access Adler & Allan services in the event of an oil spill incident please call:-

Adler & Allan - Tel: + 44 (0)800 592827

These telephones will be manned on a 24-hour basis. The caller will be asked to provide:-

- 1) Name of Caller
- 2) Name of Company
- 3) Location of Caller
- 4) Telephone Number including prefixes
- 5) Brief details of the incident

The Duty Manager will then be contacted and make contact with the requesting party. Once contact has been made further details will be collected to enable a response strategy to be determined.

AN AUTHORISATION FOR THE RESPONSE WILL BE REQUIRED BY EMAIL FROM ONE OF THE NOMINATED REPRESENTATIVES OF THE COMPANY.

Adler & Allan Duty Manager Email:

dutymanagers@adlerandallan.co.uk

Completion of the **NOTIFICATION FORM** (Appendix 2) is not always essential but it is a useful summary of the questions you may be asked by the Duty Manager.

Notification Form Pg 1 of 2

WARNING! Ensure telephone contact has been established with the Duty Manager before using e-mail or fax communications. Telephone: 0800 592827			
To:	Duty Manager	Name of Duty Manager:	
Email of Duty Manager	dutymanagers@adlerandallan.co.uk	Date:	
From:		Position:	
Company:		Contact Number:	
Subject:		Incident Name:	
OBLIGATORY INFORMATION REQUIRED – PLEASE COMPLETE ALL DETAILS IF POSSIBLE			
Name of person in charge			
Position			
Company			
Contact telephone number			
Contact fax number			
E-mail address			
Spill details			
Location of spill			
Description of slick (size, direction, appearance)			
Latitude / longitude			
Situation (cross box)	<input type="checkbox"/> Land <input type="checkbox"/> River <input type="checkbox"/> Estuary <input type="checkbox"/> Coastal <input type="checkbox"/> Offshore <input type="checkbox"/> Port		
Date & time of spill			
Source of spill			
Quantity (if known)	<input type="checkbox"/> Cross box if estimate		
Spill status (cross box)	<input type="checkbox"/> On-going <input type="checkbox"/> Controlled <input type="checkbox"/> Unknown		
Action taken so far			
Oil type characteristics			
Product name			
Viscosity			
API / SG			
Pour point			
Asphaltene			
Weather			
Wind speed & direction			
Sea state			
Sea temperature			
Tides			
Forecast			

Notification Form Pg 2 of 2

ADDITIONAL INFORMATION REQUIRED – PLEASE COMPLETE DETAILS IF KNOWN	
Resources at risk	
Clean-up resources on-site / ordered	
Vessel availability	
Equipment deployed	
Recovered oil storage	
Equipment logistics	
Transport	
Secure storage	
Location of command centre	
Other designated contacts	
Security	
Visa	
Others (specify)	
Climate Information	
Other Information	