



Portland Port Emergency Plan



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SECTION 1
Introduction and Plan Administration

Introduction

This document has been prepared by Portland Port to outline the procedures, roles and responsibilities required to respond to an emergency within the port.

In view of the varied nature of potential emergencies that may occur during operations at the port, this plan is generic in nature and draws upon other Emergency Plans where appropriate.

The Port Emergency Plan is designed to demonstrate the Port's response to a major incident. Incidents and local emergencies will be dealt with by Port Police and Security or Marine departments as necessary, dependent upon the location. The first responder (the Port) will communicate with the lead emergency organisation and the lead emergency organisation will decide on whether or not to declare a major incident.

Aim

The aim of the Emergency Plan for Portland Port is to produce an immediate and co-ordinated response to any Emergency Situation which will enable containment and control of the incident thereby reducing the effects and damage to people, property, and the environment and to protect business assets and reputation.

Objectives

The objectives of any Emergency Plan are:

- Contain and control incidents to minimise the effects, and limit damage to persons, the environment and property.
- Implement measures necessary to protect persons, the environment and property from the effects of an incident.
- Communicate the necessary information to the Port users and appropriate responding organisations.
- Provide for the restoration of business as usual following a major incident.

Plan Administration

The Portland Port Emergency Plan was produced by the Police and Security Manager, Port Police, and is issued to all relevant organisations contained in the plan distribution list (see page 8).

Recipients of this document are asked to:

- Ensure its safe custody and familiarise themselves and their organisation with the content.
- Print the necessary number of copies for their organisation's use and treat it according to its classification.
- Send details of any amendments which may be necessary to Chris Grant, Police and Security Manager
- Promptly consider and acknowledge any amendments issued.
- Ensure the Police and Security Manager is aware of the name and contact details of plan custodians for each of the organisations involved.

Document Control

Each revised plan will have an issue number and release date. It is the responsibility of a nominated individual (or post/position) within each organisation to print the required number of copies of the most recent plan. It will also be the responsibility of that person/position to notify the plan administrator, Chris Grant, of any amendments necessary concerning that organisation.

The aim of the administrator is to review this plan once per year, or as necessary following dynamic updates and exercises.

Any amendments are to be notified to:

Police and Security Manager, Portland Port Police, Portland Port, Castletown, Portland DT5 1PP

Telephone: 01305 824044 E-mail: c.grant@portlandportpolice.uk

Amendments Record Page

| Amendment Description | Date of Insertion | Name (Print) | Electronic Signature |
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Testing And Exercising

It will be the responsibility of Portland Port to ensure that the plan is fully tested at least every three years either via a live or a table-top exercise. The frequency and need for these exercises will be decided by Portland Port.

Prior to an exercise, an Exercise Planning Group will convene comprising representatives from the Port Police, Landside Services and the Marine department and any other relevant agencies as appropriate. The objectives, scope, and scenario will be discussed and agreed by the group. Each department/organisation will identify the degree of participation required, and secure resources as necessary. The commitment of resources will be made in plenty of time, at least 6 weeks before each exercise.

Review

The plan will be reviewed and updated as necessary following dynamic updates, and a full review carried out at least every three years.

The plan will also be revised following any significant changes to infrastructure within the port estate, or, most commonly, exercises.

The post-exercise report forms the basis for the review of the plan.

To obtain the maximum benefit from testing emergency plans it is important to evaluate the lessons learned from these exercises and other sources, to determine where modifications are required to the plan, and to promote good practice. Revision must also take account of recommendations arising from exercises.

A record should be made of the recommendations and lessons learnt. These will be included in the post exercise report, together with an action plan. Amendments to the plan can then be followed up to ensure that all the lessons learnt lead to improvements which can be traced through an audit trail.

All plan amendments will be issued by the plan administrator who will notify in writing all those included on the distribution list (see page 8 for distribution list).

Plan Distribution

| Copy No | Recipient |
|---------|--|
| 1 | Chief Executive Officer |
| 2 | General Manager, Marine |
| 3 | General Manager, Landside |
| 4 | General Manager, Commercial |
| 5 | Police and Security Manager |
| 6 | Gate House |
| 7 | Reception |
| 8 | Harbour Control |
| 9 | Dorset Police |
| 10 | Dorset & Wiltshire Fire and Rescue Service (DWFRS) |
| 11 | Southwest Ambulance Service Trust (SWAST) |
| 12 | Maritime & Coastguard Agency (MCA) |
| 13 | Dorset Council |
| 14 | Portland Bunkers UK (PBUK) |
| 15 | Viterra Ltd |
| 16 | Global Marine Systems Ltd (GMSL) |
| 17 | Dragon Portland (Dragon Alpha) |
| 18 | Manor Marine (MPI services ltd) |
| 19 | Portland Shellfish |
| 20 | M.O.D. (Monkey Island Shore Facility) |
| 21 | Dorset Cleaner Fish |
| 22 | Wessex Water |
| 23 | Scottish & Southern Energy |
| 24 | M.O.D. Nuclear Emergency Response, Clyde Off-Site Centre |
| 25 | Barrett Electrical Services |
| 26 | D & M Groundworks |
| 27 | DMR Networks |
| 28 | Fursman Maintenance Services |
| 29 | Newburgh Networks |
| 30 | Pipefix |
| 31 | Quest Marine Services |

Glossary of Terms

| Term | Explanation |
|---------------------|---|
| CEO | Chief Executive Officer , Portland Port |
| COMAH | Control Of Major Accident Hazards |
| DWFRS | Dorset & Wiltshire Fire & Rescue Service |
| ECD | Emergency Contact Directory |
| FCP | Forward Control Point |
| FLO | Fire Liaison Officer |
| IED | Improvised Explosive Device |
| IMC | Incident Management Centre |
| JESIP | Joint Emergency Services Interoperability Principles |
| METHANE | Major incident declared? – Exact location – Type of incident – Hazards present – Access routes – Number of casualties – Emergency services |
| PP | Portland Port |
| QHM Building | Portland Port Main Offices (Queens Harbour Master Building) |
| RVP | Rendezvous Point |

SECTION 2
Actions for an Emergency Incident

Emergency Situations

Within the Port’s infrastructure there are many risks and hazards that could potentially cause injury, harm and destruction creating an Emergency Incident. This will be covered in two sections with action cards for the most common types of Emergency Incidents.

The sections will be Landside and Marine for clear and precise roles and responsibilities. This will require good clear lines of communication between both departments.

Command Structures

Gold Silver Bronze command structure

A **Gold - Silver - Bronze command structure** is used by emergency services of the United Kingdom to establish a hierarchical framework for the command and control of Emergency incidents. Whilst this system does not explicitly signify hierarchy of rank, with the roles not being rank-specific, invariably the chain of command will be the same as the order of rank. Whilst the Gold - Silver - Bronze command structure was designed for disasters, it has been successfully utilised for all manner of pre-planned operations, such as football matches or firearms operations, such as Operation Kratos.

| | |
|---------------|--------------------|
| Gold | Strategic |
| Silver | Tactical |
| Bronze | Operational |

The structure was created by the UK Metropolitan Police in 1985 directly after a serious riot in North London on the evening of 6 October where Police Constable Keith Blakelock was murdered.

Scotland Yard soon realised that their usual rank-based command system was inappropriate for sudden events. For example, it was never clear who was actually in operational charge of the police that fateful night. A small team led by Inspector Peter Power quickly decided that three essential roles were more important than numerous ranks in these situations and set about creating and promulgating a new structure with an eponymous title that was soon rolled out across all UK Police Forces and became the ubiquitous command standard it is today.

Gold

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

Silver

The Silver Commander is the senior member of the organisation at the scene, in charge of all their resources. They decide how to utilise these resources to achieve the strategic aims of the Gold Commander; they determine the tactics used. At the scene of the incident, they will work in proximity and harmony with other organisation's Silver Commanders, usually situated in purpose-built command vehicles, at the Joint Emergency Services Control Centre (JESCC). They will not, however, become directly involved in dealing with the incident itself.

During the initial stages of a major incident, the first member of an organisation who arrives at the incident assumes, albeit temporarily, the role of Silver Commander

Bronze

A Bronze Commander directly controls the organisation's resources at the incident and will be found with their staff working on scene. If an incident is widespread geographically, different Bronzes may assume responsibility for different areas. If complex, differing Bronzes can command differing tasks or responsibilities at an incident

Police Primacy

In the United Kingdom the principle of police primacy means that the police will be the organisation in ultimate charge of the incident, over the other organisations that may attend. Limited exceptions to this occur if the incident involves a fire or other dangerous hazard, in which case the fire service will have overall charge of the area inside the inner cordon where firefighting or rescue is taking place and railway accidents, where primacy (if there is no apparent evidence of serious criminality) will lie with the Rail Accident Investigation Branch.

Landside Responsibilities

If an incident occurs on a land-based area, then primary control will be with the Landside department whichever form that may be from Police and Security to Landside amenities.

Marine Responsibilities

If an Incident occurs on water or a vessel then primary control will be with the Marine department; except in Security related incidents of any vessels alongside, this will then be handled in the same way as Security incident on landside.

The Duty Marine Officer will manage communications between Harbour Control, vessel, support vessels and MCA/Coastguard. Emergencies services communications when on site for an incident alongside will be the responsibility of Landside.

Local Port Service will be maintained

Ensure the safety of other vessels and Port facilities in the area.

Portland Port Ltd
Landside Fire

| Action | Responsible |
|---|----------------------------------|
| Person discovering/reporting incident: Assess incident severity, Notify Gate House | First person on scene |
| Notify Manager Port Police and Security, and call 999 if instructed to do so. | Duty Officer – Gate House |
| Assess, report, and confirm actions required | Port Police and Security Manager |
| Contact duty Callout Police Officers and Landside Out of Hours and Harbour Office | Duty Officer – Gate House |
| Incident log commenced | Duty Officer – Gate House |
| Manager Port Police and Security to Contact and Liaise with General Manager Landside or Deputy | Manager Port Police and Security |
| Duty Officers to provide safe working area for Fire Service and manage access to all tenants where applicable | Officers on Scene |
| Landside Services to liaise with tenants and amenities/services | Landside Manager |
| Incident Forms to be completed | Persons involved |

Portland Port Ltd
Marine Fire

| Action | Responsible |
|--|-----------------------|
| Vessel on discovering a fire, contact Portland Harbour Radio on VHF 74 or by phone | First person on scene |
| Call 999 Notify Duty Harbour Master and Security, Port Police | Duty Marine Officer |
| Commence Incident log | Duty Marine Officer |
| Liaise with Security/Duty Police Officer for a Fire alongside and Coastguard for a fire at anchor | Duty Marine Officer |

Portland Port Ltd
Landside Medical

| Action | Responsible |
|--|----------------------------------|
| Person discovering/reporting incident: Assess incident severity, Notify Gate House | First person on scene |
| Notify Manager Port Police and Security, and call 999 if instructed to do so. | Duty Officer – Gate House |
| Assess report and confirm actions required | Port Police and Security Manager |
| Contact duty Callout Police Officers and Landside Out of Hours | Duty Officer – Gate House |
| Incident log commenced | Duty Officer – Gate House |
| Manager Port Police and Security to Contact and Liaise with General Manager Landside or Deputy | Port Police and Security Manager |

Portland Port Ltd
Marine Medical

| Action | Responsible |
|---|-----------------------|
| Person discovering/reporting incident contact Portland Harbour Radio on VHF 74 or by phone | First person on scene |
| Notify Security and Port Police. Call 999 if applicable and Duty Harbour Master | Duty Marine Officer |
| Commence Incident log | Duty Marine Officer |
| Liaise with Security/Duty Police Officer for vessel alongside and Coastguard for a vessel at anchor | Duty Marine Officer |

Portland Port Ltd
Landside Criminal

| Action | Responsible |
|--|----------------------------------|
| Person discovering/reporting incident: Assess incident severity, Notify Gate House | First person on scene |
| Call the on-call duty officer | Duty Officer – Gate House |
| If severe notify Manager Port Police and Security | Port Police and Security Manager |
| Assess report and confirm actions required; call Dorset Police if appropriate | Duty Officer – Gate House |
| Incident log commenced | Port Police and Security Manager |
| Manager Port Police and Security to Contact and Liaise with General Manager Landside or Deputy | Officer on Scene |
| Full Investigation into the Criminal Activity | All |
| Assist Dorset Police if required | Port Police and Security Manager |
| Byelaw Prosecution to be brought before the court | All |

Portland Port Ltd
Marine Criminal

| Action | Responsible |
|---|-----------------------|
| Person discovering/reporting incident: call Portland Harbour Radio | First person on scene |
| Notify Duty Police and Security | Duty Marine Officer |
| Notify MCA if vessel at anchor | Duty Marine Officer |

Portland Port Ltd
Landside Amenities and Infrastructure

| Action | Responsible |
|--|---------------------------|
| Person discovering/reporting incident: Assess incident severity, Notify Gate House | First person on scene |
| Notify Port Police and Security Manager (who will determine follow up actions) and Landside Out of Hours | Duty Officer – Gate House |

Portland Port Ltd
Marine Amenities and Infrastructure

| Action | Responsible |
|-----------------------------|----------------|
| Contact Duty Harbour Master | Marine Officer |
| Contact Gatehouse | Marine Officer |

Portland Port Ltd
Marine Pollution

| Action | Responsible |
|--|-------------------------------|
| Notify Portland Harbour Radio on VHF 74 or by phone | Person reporting the incident |
| Attempt to identify the source of the spill | Duty Marine Officer |
| Attempt to identify the extent of the spill | Duty Marine Officer |
| Inform Duty Harbour Master | Duty Marine Officer |
| Attempt to remove the source of the spill | Duty Marine Officer |
| Consult the Pollution plan and start the notification process according to the type of spill | Duty Marine Officer |
| Monitor the spread of the spill and divert traffic if necessary | Duty Marine Officer |
| Assist in any immediate prevention measures | Duty Marine Officer |

Portland Port Ltd
Marine Parting Mooring Ropes

| Action | Responsible |
|---|---------------------|
| Vessel on discovering lines are parting, contact Portland Harbour Radio on VHF 74 or by phone | Vessel |
| Notify Duty Harbour Master | Duty Marine Officer |
| Call out as required by Duty HM: Tugs Mooring gangs Pilot boat | Duty Marine Officer |
| Alert other vessels in the area | Duty Marine Officer |
| Alert Landside Manager or Deputy and Duty Police Officer/Security | Duty Marine Officer |
| Alert MCA if applicable | Duty Marine Officer |
| Obtain more details form the vessel | Duty Marine Officer |
| Alert other port facilities | Duty Marine Officer |

Portland Port Ltd
Marine vessel dragging anchor

| Action | Responsible |
|---|---------------------|
| Vessel on discovering anchor dragging, contact Portland Harbour Radio on VHF 74 | Vessel |
| If vessel didn't report it, advise vessel to check its position | Duty Marine Officer |
| Notify Duty Harbour Master | Duty Marine Officer |
| Warn other vessels in the area | Duty Marine Officer |
| Put tugs and pilot boat, as advised by Duty Harbour Master, on standby) | Duty Marine Officer |
| Inform Solent coastguard on VHF 16 if vessel is in Wey Bay | Duty Marine Officer |

Portland Port Ltd

Marine Nuclear accident response

| Action | Responsible |
|---|---------------------|
| Reactor safety Alert given by submarine. No action to be taken apart from informing Duty Harbour Master | Duty Marine Officer |
| Onsite Nuclear emergency (OSNE) declared by submarine | Duty Marine Officer |
| Note exactly the message and code word | Duty Marine Officer |
| Return the call to the sub, reciting message to confirm the call | Duty Marine Officer |
| Commence the cascade call out as per the Off-site plan list | Duty Marine Officer |
| Inform Duty Harbour Master, General Manager Landside or Deputy, Duty Police Officer | Duty Marine Officer |
| Consult Off Site plan for further instructions | Duty Marine Officer |

SECTION 2A
Actions on Declaration of an Incident

Definition of an Incident

Any Incident will need to be assessed before actioning with the appropriate response. Incidents will be defined by three titles, Reportable Incident, Incident and Serious Incident.

Reportable Incident:

Is an Incident that can be dealt with by anyone or by a delayed response by the relevant Department.

Incident:

Is an Incident that must be dealt with by routine or immediate intervention by Port Police or Security Members.

Serious Incident:

A Serious Incident is an Incident deeming further assistance from On Call persons outside the parameters of an Incident and is notifiable to the Police and Security Manager Immediately.

The Person Responsible for Declaring a Major Incident

If an incident progresses from a localised serious incident to a major incident, the person responsible for declaring a Major Incident will be Dorset Police or the lead party of that incident, e.g., Ambulance, fire etc.

If the incident is sudden, unexpected, and unplanned, then the declaration of a major incident will be undertaken by the relevant emergency service (police, fire or ambulance) whilst in communication with the senior Port police officer on duty, via Airwave Radio.

The Duty Portland Port Gold Commander (CEO or his delegated subordinate) will co-ordinate the response.

In the event of an incident that will have detrimental or catastrophic events outside the port estate the Port Gold Commander will hand over the incident command to the Dorset Police Incident Commander. If a Dorset & Wiltshire Fire and Rescue Incident Commander is already in attendance, they will co-ordinate the external response until the arrival of the Dorset Police Incident Commander.

Dorset Police will return coordination to a Portland Port lead at an appropriate time when moving over to the recovery stage.

Activation and Notification

The decision to notify all parties involved, and to declare a major incident should be taken as soon as possible by the external agency, (Police, Fire etc) once the situation has been assessed and justifies such an action.

Portland Port Police and Security Control will be notified immediately via the gate house telephone number with the following message:

"THIS IS (name/organisation), PORTLAND PORT, DORSET, DT5 1PP. THERE HAS BEEN AN INCIDENT AT (location). PLEASE MOBILISE A RESPONSE IN LINE WITH THE PORTLAND PORT EMERGENCY PLAN.

On receipt of this notification POLICE AND SECURITY CONTROL will immediately inform the Police and Security Manager Port Police to confirm the call-out.

The Police and Security Manager, Port Police will authorise the call out cascade.

All contact numbers are in the Emergency Contacts Directory (ECD) at Appendix A

A full assessment will be undertaken at the location of the incident and communicated via the normal channels once the initial activation has taken place – followed by a scaling up or down of the response as necessary, particularly for DWFRS.

Rendezvous Points

The **RVP** for the Emergency Services will depend on several factors including:

- location of the incident,
- the prevailing weather conditions and
- any other factor that may impact on the safety of the **RVP**.

In most cases the **RVP** will be the **Britannia Building**, however if the Britannia Building RVP is not suitable or accessible then alternative locations are listed below. The Gold Commander (PP) will assess the location of the incident relevant to the **RVP** and make the decision as to which RVP should be used.

In certain circumstances, consideration should be given to opening the Port entrance via Grove Road and Incline Hill Gate.

RVP Locations:

- RVP A** - Britannia Building
- RVP B** - Portland Port Staff Car Park
- RVP C** - FOST Block
- RVP D** - Engine Shed

Following Declaration of Stand down

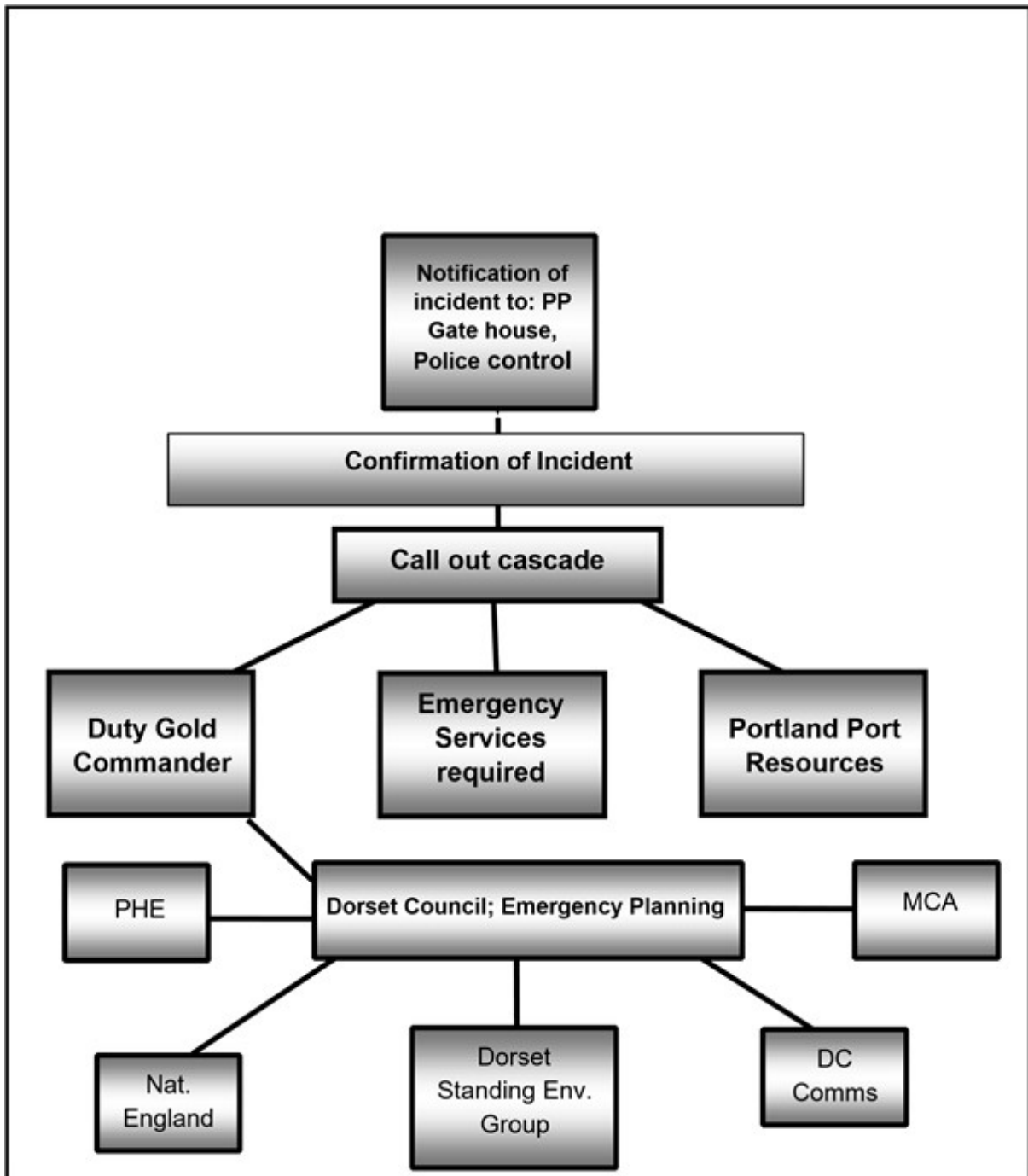
Following a declaration and decision from Portland Port (PP) that no further action is required, PP will immediately inform any external organisations previously informed of the Major Incident. Each organisation will further stand down all those engaged on its behalf.

A hot debrief will be conducted by the Gold Commander at the Command-and-Control venue/-s with participation from all agencies involved in the incident. Notes will be taken with an aim to be included in the full incident debrief report.

All written incident logs, and relevant information to the incident will be collected and stored securely at Portland Port, with an aim to be used for the incident report, or any legal enquiries/investigations following the incident.

A cold debrief should also be considered, and dates, participants and venues discussed and agreed at the end of the hot debrief.

Major incident notification diagram for Portland Port



Media Handling

As, or if, events develop it may become necessary to nominate a Media Manager who has those skills necessary to liaise with the press. This will be initially a Port Senior Manager. If the incident develops further this will then be handed over Dorset Police (Dorset Police Press Officer).

A media cell may be established at a safe location, away from the RVP in use, if necessary. Responsibilities for specific functions are as follows:

Portland Port

- Facilitate the media liaison point, if the incident is serious enough this decision will be made in conjunction with the lead Emergency Service.
- Liaison to CEO offices and Lead Emergency Service Co-ordinator.

Dorset Police

- Management of the media cell if/when one is established.
- The monitoring of likely media activities related to the incident but at locations remote from the incident scene.

Holding Statement

This pre-agreed holding statement may be initially released on behalf of Portland Port CEO:

"I can confirm that there has been an incident at Portland Port. We are currently establishing the facts and all efforts are being put into place to ensure that this incident is dealt with swiftly and appropriately. A full statement will be issued shortly".

This statement will be issued within (about) one hour of the incident being declared and does not require prior agreement from Dorset Police.

Further Statement

"We are continuing to support (Lead Agency), all further media requests will be managed by (Lead Agency)"

Any further press releases should be cleared by Portland Port in conjunction with the Emergency Services.

SECTION 3
The Immediate Response to The Incident

Portland Port Ltd

| Action | Responsible |
|---|--|
| Person discovering/reporting incident: Assess incident severity, Notify Gate House | First person on scene |
| Notify Police and Security Manager, Port Police of potential major incident | Duty Officer – Gate House |
| Assess report and confirm call out cascade if appropriate | Police and Security Manager, Port Police |
| Call-out cascade commenced | Duty officer – gate house |
| Major Incident log commenced | Duty officer – gate house |
| On-call port police officer to scene & assume Bronze Command. | On-call port police officer |
| Commence scene incident log | PP Bronze |
| Consider evacuation of the premises (Where appropriate – see Appendix F: Evacuation Action Card) | PP Bronze |
| Obtain the fullest details of the emergency, i.e. type of emergency, location and details such as trailer/container identification number, UN number, description of any labels, quantity of substances etc. and ensure that the Emergency Services are informed. | PP Bronze |
| Give an initial update to emergency services arriving, and direct tactical responders to incident control room at QHM building (unless agreed otherwise). Brief Silver on situation | PP Bronze |
| Open & enable incident control room in conference room, ground floor, QHM building (unless agreed otherwise). Brief Gold | PP Silver |
| Assume command of incident and direct resources accordingly. Confirm actions taken & record decision process | PP Gold |
| Liaise with emergency services arriving at RVP and coordinate with Gold | PP Silver |

Closure Actions

| Action | Responsible |
|---|--------------------|
| Ensure all personnel aware that major incident status has been rescinded. | Gold |
| Account for all staff, secure site. | Port Police |
| Re-instate the site as required | PP Gold |
| Attend hot debrief | All |
| Prepare reports and submit to Portland Port management and involved parties | PP Gold |
| Review and amend procedures as necessary | Plan administrator |

Dorset Police

| Action | Responsible |
|---|--------------------------------|
| Establish if a major incident has been declared and RVP to be used. | Force Incident Commander |
| Brief and send Police Bronze Commander to liaise with Portland Port Gold Commander on site. | Force Incident Commander |
| In liaison with DWFRS ensure a co-ordinated METHANE report is compiled and submitted. | Dorset Police Bronze Commander |
| Establish interoperable talk group for use. | Force Incident Commander |
| Contact Duty Gold to brief on the incident and establish lead Agency. | Force Incident Commander |
| Duty Gold to appoint Silver Commander if required. | Dorset Police Gold Commander |
| Contact Police Press/Media Officer on call to liaise with Bronze Commander to produce Voice bank message in liaison with DWFRS and Portland Port Press Officer. | Force Incident Commander |
| Establish lead Media Officer. | Police Press/Media Officer |
| Continue to monitor press/media activity, as necessary. | Police Press/Media Officer |

Closure Actions

| Action | Responsible |
|---|----------------|
| Handover to another lead agency at appropriate time and move to recovery stage. | Gold Commander |

Dorset And Wiltshire Fire & Rescue Service

| Action | Responsible |
|--|----------------|
| On receipt of Message from Portland Port Police Control, inform Dorset Police, | Fire Control |
| Mobilise the attendance to the nominated RVP; | Fire Control |
| Request briefing on the incident from Portland Port Bronze once on site. | Inc. Commander |
| Mobilise a Fire Liaison Officer (FLO) to the Portland Port Incident Management Centre (IMC) who will arrive with own laptop (if required) | Fire Control |
| Check with Portland Port on risk from product(s) involved | Inc. Commander |
| Ensure that Fire Service are aware of any Portland Port counter pollution equipment and resources available, incl. contractor arrangements | Inc. Commander |
| Start Decision Log | Inc. Commander |
| Consider safety of Portland Port staff / contractors. | Inc. Commander |
| Liaise with other emergency service and Portland Port | Inc. Commander |
| Portland Port to brief all on-site personnel on the RVP / assembly area and route out in case of total site evacuation. | Inc. Commander |
| Liaise with Portland Port Incident Management Team (IMT); brief Fire Inc. Commander. | FLO at IMC |
| If advised by Police Liaison Officer (PLO) that a media centre is being established, arrange provision of an appropriate Fire Service Officer to attend. Inform Fire Control that all media calls should be diverted to the media centre when operational. | FLO at IMC |
| Ensure that Fire Incident Commander is aware of any additional firefighting resources and counter pollution equipment on site. | FLO at IMC |

Closure Actions

| Action | Responsible |
|--|--------------------|
| Hand over responsibility for site to Portland Port Gold Commander | Incident Commander |
| Inform Fire Liaison Officer at the Incident Management Command that the incident is over | Incident Commander |
| Inform Fire Control that the incident is over | Incident Commander |
| When informed ensure that all Fire call-signs are aware that the incident is over | Fire Control |

SECTION 4
Site Description

General Information

The site was formerly the Portland Port Naval Base owned and operated by the Ministry of Defence (MoD) and was used as an operational naval base until 1995. The former naval base, including 350 acres of land and four breakwaters in Portland Harbour, was purchased by Portland Port Ltd in March 1996, for the purpose of redevelopment of the base into an operational commercial port.

Portland Port is situated on the north-eastern side of the Isle of Portland, Dorset and the land is owned and operated by Portland Harbour Authority Limited and Portland Port Limited.

The operational port occupies a flat coastal area at the foot of a steep embankment which rises to a level of approximately 110m at the cliff top. The hillside rises in a series of steep slopes between several relatively level terraces that mark the location of former development areas.

There are multiple berths throughout the harbour as well as anchorages within the harbour limits. The port estate has several tenant companies that operate independently of, but in conjunction with, the port owning companies. These include a bunkering fuel facility operated by Portland Bunkers UK (PBUK) which is subject of a COMAH site assessment and has a COMAH site Emergency Plan.

Further tenants include import/export facilities for animal feedstuffs, a cement importation plant, Military & Royal Fleet Auxiliary facilities, ship repair yards, an underwater cable repair facility and smaller tenants involved within the maritime industry.

Port activities for vessels include cruise ship visits, stores replenishment for all vessels, vessel maintenance, underwater hull cleaning and survey for vessels and lay-ups. The port also holds an Explosives Licence for the transfer of explosives at dedicated berths.

The port also has a dedicated, approved, Nuclear Powered Vessel Berth at Deep Water Berth.

An on-site & off-site Emergency Plan exists for this facility.

Working Hours- save for Christmas Day and New Year's Day: Portland Port is run as a business 24/7 every day of the year, with operations taking place at night and weekends. With main operating hours from 06:00 to 20:00 hours daily.

Substances Stored On-Site

There are no facilities for the storage of Dangerous Substances on site except Portland Bunkers UK who have storage facilities for Marine Gas Oils, including High & Low Sulphur Fuel Oils, as detailed in the COMAH Emergency Plan.

The Gas main at the Port's main gate serves only the living accommodation located at the gate.

Portland Port Resources - Fire Fighting Equipment

The site has a fire plan. The Ports' fire hydrants located in used buildings and fire support can and will be used if necessary. All fire hydrants and extinguishers are tested on a six-monthly basis.

Portland Port Resources - Pollution Equipment

The company holds various spill packs and marine pollution equipment. A full inventory is held by the port. The primary response in the event of a Tier 2 or 3 spill at Portland Port is by initiating the onsite Oil Spill Contingency Plan. Portland Harbour Authority utilise Ambipar as their retained responder for oil spill incidents.

The identification, reporting and response procedure to an oil pollution incident is presented in Portland Ports' Oil Spill Contingency Plan, which should be read in conjunction with this document. It can be found at [Statutory Documents \(portland-port.co.uk\)](http://portland-port.co.uk) on the Port's website.

Portland Port Contractors

Several contractors are enlisted to undertake regular work onsite. These should be aware of all emergency arrangements.

Conversely, responders should be aware of these, as they could be on site during the initiation of a serious incident. The main contractors used are:

- Barrett Electrical, who undertake work involving electricity.
- Quest Marine Services, carry out a number of marine services, including explosive transfers, mooring/unmooring, stevedoring etc.
- D&M Groundworks, responsible for groundworks, excavations, demolition and general building works
- Pipefix, underground water pipes and ducting
- Fursman Maintenance, repair & maintenance of the port buildings
- DMR Networks, CCTV, Wi-Fi, and microwave net
- Newburgh Networks, Computers, servers and cyber

SECTION 5
Possible Major Incident Scenarios

Scenario 1 – Fire in a building

A significant fire in any building on the port estate is likely to have serious consequences. If the building is occupied there is a serious and imminent threat of danger to life. There may also be a danger to the environment through pollution, either into the air with noxious gasses or into the ground and water table.

A fire in any of the essential control centres (Harbour Office, Server room, PBUK Control Room etc.) could have serious repercussions on the operational effectiveness of the port.

A fire in an unoccupied (unused) building may have less significance in relation to the immediate threat to life as the building is unused, however there are many buildings that are unused but a fire in these buildings could still have a detrimental effect on the environment and the building may also house essential equipment (Radar & radio transmitters/receivers, data logging, CCTV recordings etc.)

Scenario 2 – Fire in the open

The effects of a fire in the open (not in a building) could vary considerably dependant on the location, cause of the fire and extent. A scrubland fire at the extremities of the port may not pose a threat to human life but could have implications for the environment. Depending on the dryness of the scrub, the fire may become more extensive and spread quickly, threatening to encroach on buildings within the fire footprint

Scenario 3 – Fire on a Vessel

A significant fire on any vessel berthed the port may, potentially, have serious consequences. If the Vessel is occupied there is a serious and imminent threat of danger to life. There may also be a danger to the environment through pollution, either into the air with noxious gasses or into the sea.

A fire in any of the essential control centres (Bridge, engine room etc.) could have serious repercussions on the operational effectiveness of the Vessel.

A fire on a vessel on lay-up will have no less significance in relation to the immediate threat to life as these will still have crew on board. Such a fire on a lay-up vessel may also have a detrimental effect on the environment.

Scenario 4 – Explosion

An explosion, whether accidental or intentional, anywhere on the port estate will constitute a significant threat of danger to life.

Explosions could fall into any of these categories:

- Accidental – during transfer of explosive substances
- Accidental – electricity substation fault
- Accidental – gasses ignited during use (Oxy-Acetylene etc.)
- Accidental – vehicle/vessel collision
- Deliberate – Improvised Explosive Device (IED)
- Deliberate – other terrorist activity
- Deliberate – sabotage
- Consequential – fire, caused by a build-up of combustible gasses Irrespective of causation, an explosion will constitute a Major Incident.

Scenario 5 – Leakages

The potential for leakages anywhere within the port estate exists and may involve the leakage of liquids, gasses, or other harmful substances. The port has a thorough and extensive Oil Spill Contingency Plan to control an oil spill into the waters surrounding the harbour and some contingency to deal with spillages on land.

Portland Bunkers UK have extensive plans under their COMAH registration requirements that adequately account for spillages connected to, and with, their operations.

Leakages outside the above scope are likely to be limited to leaks from transport vessels (lorries or containers) and are potentially limited in capacity. These may constitute a significant incident if the leaked substance is noxious, volatile or presents a threat to the environment.

Prevention, Mitigation and Control

Preventative measures for unplanned & sudden events are difficult to foresee.

As the port is a secure site, security protocols may affect the potential for deliberate acts that would invoke a Major Incident response. Safety management systems are in place at the port and with contractors that may mitigate the potential for other scenarios and a managed Emergency Plan will aid the control of all incidents.

SECTION 6
Organisations and Their Response

This section outlines the nationally agreed management framework (Gold/Silver/Bronze) for response and recovery of an emergency both at the scene of an incident and in the wider context.

The management framework is generic and irrespective of the size, nature or cause of an emergency and provides the structure which can be adapted to most circumstances and helps to integrate plans and procedures within and between agencies.

Incident Phases and Coordination

There are usually two phases to incidents:

- **Response Phase** – Encompasses the actions taken to deal with the immediate effects of the emergency. In most cases this is likely to be relatively short and last for a matter of hours or days – rapid implementation of arrangements for collaboration, co-ordination and communication are vital. Response encompasses the effort to deal not only with the direct effects of the emergency itself (e.g., fighting fires, rescuing individuals) but also the indirect effects (e.g., disruption, media interest).
- **Recovery Phase** – Recovery should also be an integral part of the combined response from the beginning. It addresses the enduring human, physical, environmental, social and economic consequences of emergencies.

The response phase is likely to end when it is considered that there is no further danger to life or property and that adequate arrangements have been established to investigate the incident. At this stage a formal handover from the lead authority to Portland Port will take place.

Portland Port Police

Portland Port Police will co-ordinate the initial response during the early stages of the incident until another lead agency is identified, as necessary.

Dorset Police

Dorset Police will assume command and co-ordinate the secondary response to the incident and to the Media following an escalation of the incident, until the recovery stage commences, or other lead agency is identified.

The police response to the incident will be initially managed by the Force Incident Commander in the Police Control Room.

Dorset Police will nominate a Bronze Commander to be despatched to the nominated RVP and, as appropriate, a more senior officer who will then assume the role of Police Incident Officer (Silver/Tactical Commander) and manage the incident.

The Silver Commander will be based in the Incident Management Centre. If necessary, a Gold Commander will be appointed and will operate from Police Headquarters, Winfrith. A Police Liaison Officer will also be despatched if appropriate to the Incident Management Centre to assist the Silver Commander.

A Dorset Police Press Officer will be despatched to the Incident Management Centre to coordinate the initial media response to the incident in conjunction with Portland Port Press

Officer until the lead for the media cell is handed over to Portland Port Press Officer as appropriate.

Dorset And Wiltshire Fire and Rescue Service

Fire Control will manage the Fire response to the incident until the arrival of the Fire Incident Commander. A Command Support Officer will be appointed by the Fire Incident Commander and will be the initial contact point within the Fire and Rescue Service for other agencies at the scene.

Associated Plans and Documents

Portland Port Explosives Emergency Plan
Portland Port Oil Pollution Prevention Plan,
Portland Port Oil Spill Contingency Plan,
Portland Port Off-Site Reactor Emergency Plan
PBUK Terminal Emergency Plan,
PBUK COMAH Offsite Emergency Plan
Dorset & Wiltshire Fire & Rescue Service Emergency Incident Procedures,

Interoperability

This section describes the principles of Joint Emergency Services Interoperability for response to an emergency at the scene of an incident.

The framework is generic and irrespective of the size, nature or cause of an emergency provides the structure which can be applied to most circumstances and helps to integrate joint working procedures within and between agencies.

Joint Emergency Services Interoperability Principles (JESIP)

JESIP began with a focus on the blue light emergency services. It developed to include all emergency responders. Today these principles apply to all agencies involved in some way in responding to incidents in the UK.

Interoperability means working together smoothly and effectively. The formal definition is 'the extent to which organisations can work together coherently as a matter of routine' The fundamental principles of JESIP are:



M.E.T.H.A.N.E

A nationally agreed principle for the reporting of major incidents is the use of the mnemonic METHANE, set out below.

METHANE

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

Appendices

Appendix A: Emergency Contact Directory (ECD)

| Title | Role | Contact Number |
|-----------------------------|-----------------------------|--|
| Police and Security Manager | Silver/ Plan administrator | 07384 467 562 |
| Portland Port CEO | GOLD | 07767 274 069 |
| Harbour Master | SILVER/ Deputy Gold | 07879 637 724 |
| GM Landside | SILVER/ Deputy Gold | 07794 994 051 |
| GM Commercial | Press Officer | 07766 818 227 |
| Gate House | Police and Security Control | 01305 825 354 07717 538 830 |
| Harbour Control | Marine coordination | 01305 825 335 07778 391 557 |
| PBUK | Emergency contact | Gary Hamer, General Manager (24hr) Mob. 07496 939 808 Sam Smith, Assistant General Manager (24hr) Mob. 07947 170 131 Terminal Duty Mobile (24hr) Mob: 07398 134 537 Office Landline 08:00 – 16:30 weekdays Tel. 01305 866 140 |
| GMSL | Emergency contact | John Cranmer, Depot Manager +44 7826 864769 john.cranmer@globalmarine.co.uk John West, Portland Depot Marine Plant Manager – Mob: 07783809051 John.West@globalmarine.co.uk |
| Manor Marine | Emergency contact | Eric Briar 07787 943 654 Leif Cooper 07801 641 285 |
| Viterra Ltd | Emergency contact | Weighbridge 01305 826835 Frank Nickle 07826 557 231 |
| Dragon Portland Cement | Emergency contact | Ian O'Dowd – 07525 595 979 Dragon Head Office – 01453 811 587 |
| Quest | Emergency contact | 01929 405 029 Ned Wiltshire 07730 684 556 |
| Barrett Electrical | Emergency contact | Grant Barrett mobile: 07870 665 494 Trev Barrett mobile: 07973 620 389 Fiona Barrett mobile: 07900 055 304 |

| | | |
|-----------------------------|-------------------|---|
| Dorset Cleaner Fish | Emergency contact | Site manager Ian Prendergast 07729277361 Asst manager Jack Comben 07887248500 Mike Webb 07833340993 |
| Independent Shipping Agency | Emergency contact | Jason Ramsay 01469 533320 07703 452278 |
| Portland Shellfish | Emergency contact | Ben Assirati 07814790342 Tim Assirati 07765883894 James Passmore 07765630418 |

Appendix B : Action Card - Gate House

| ACTION CARD – Gate House Duty Officer | |
|--|---|
| IMMEDIATE ACTION | |
| 1 | On receipt of information of potential Serious Incident, record full details, note time of call, notify Police and Security Manager |
| 2 | Commence Serious Incident Log. |
| 3 | Activate call-out cascade |
| 4 | Prepare keys/access cards required for incident (RVP location, QHM building, generic padlock keys, East Gate, gate lodge, site keys etc.) |
| 5 | Raise & lock off Visitor entry barrier, ensure sliding gate is open |
| 6 | Brief on-call police officer & Police and Security Manager on arrival at gate house |
| 7 | Direct attending Emergency Services to RVP, record arrival times in log |
| CLOSURE ACTION | |
| 1 | When advised by Silver Commander that the incident is over inform all Port Police callsigns that the incident is over. |
| 2 | Restore all barriers, gates etc. to normal operation |
| 3 | Confirm receipt of all keys/access cards issued. |

Appendix C : Action Card - Police and Security Manager

| ACTION CARD –Police and Security Manager, Portland Port Police | |
|---|---|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from GH Duty Officer, confirm incident status and authorise call out cascade as appropriate |
| 2 | Attend Gate house for briefing from GHDO, direct attending Port Police accordingly |
| 3 | Establish Bronze Commander & allocate to scene/FCP |
| 4 | Open & enable IMC, Check actions & verify notifications |
| 5 | Assume Gold Command until Gold arrival |
| 6 | Assume Silver Command on arrival of Gold at IMC |
| 7 | Brief Gold on current situation & deployments |
| 8 | Attend RVP & coordinate EMS arrivals at RVP, Direct EMS Tactical to IMC |
| 9 | Establish & maintain communications links to Gold & Bronze |
| CLOSURE ACTION | |
| 1 | Advise Gold Commander that the response to the incident has concluded. |
| 2 | Receive hand over of site to Portland Port when emergency services agree that the response to the incident has concluded. |
| 3 | Direct relevant Port Police resources to attend Hot Debrief in IMC |

Appendix D : Action Card - Gold Commander – PP

| ACTION CARD – Gold Commander - PP | |
|--|---|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from Portland Port Police Control attend IMC |
| 2 | Receive briefing from Acting Gold |
| 3 | Confirm actions, resource allocations & EMS are on route |
| 4 | Record confirmation of decision making in Gold Decision Book |
| 5 | Establish IMC operational |
| 6 | Brief and send Port Police Silver Commander to attend RVP |
| 7 | Brief attending EMS Tactical commanders on arrival |
| 8 | Direct and coordinate response |
| 9 | Liaise with Dorset Police (DP) and Dorset & Wiltshire Fire Rescue Service (DWFRS) Tactical Commanders |
| 9 | Consider Port Press/Media Officer call out to liaise with DP Press Officer to produce voicebank message in liaison with DWFRS |
| 10 | Consider additional external resources required. |
| CLOSURE ACTION | |
| 1 | When advised by Silver Commander that the incident is over prepare & host Hot Debrief at IMC |

Appendix E: Action Card Silver Commander - PP

| ACTION CARD – Silver Commander - PP | |
|--|--|
| IMMEDIATE ACTION | |
| 1 | On handover to Gold (PP) attend the RVP |
| 2 | On arrival at the RVP, coordinate EMS response unit arrivals |
| 3 | Liaise with Bronze Commander to obtain a sitrep on the status of the incident. |
| 4 | Update IMC on incident status |
| 5 | Direct attending Port resources as required by IMC |
| 6 | Depending on the nature of the incident, consider necessity for a Rest Centre to be nominated. |
| 7 | Update the Press Officer on incident status. |
| 8 | Maintain deployment records for port resources allocated |
| CLOSURE ACTION | |
| 1 | Advise Gold (PP) that the response to the incident has concluded and arrange for DP Gold to hand over to Portland Port to lead on recovery issues. |
| 2 | Receive site when emergency services agree that the response to the incident has concluded. |
| 3 | Stand down Port resources not required for the recovery phase |
| 4 | Direct relevant port resources to attend hot debrief in IMC |

Appendix F: Action Card Bronze Commander PP

| ACTION CARD – Bronze Commander - PP | |
|--|---|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from Gatehouse Police Control attend the gate house for briefing |
| 2 | Attend scene/FCP & commence Incident Log |
| 3 | Update IMC on incident status |
| 4 | Request additional resources as appropriate. |
| 5 | Establish a safe working area and approach to the incident scene |
| 6 | Seek advice from DWFRS and Portland Port on any health and safety considerations for personnel attending the site. |
| 7 | Establish contact with the Port Silver Commander and provide an update. Brief him/her on the incident and any action taken. |
| 8 | Support Silver Commander as appropriate. |

Appendix G: Evacuation Action Card

| Action | Responsible |
|---|-------------|
| Consider need for full or partial evacuation of incident premises | Bronze |
| Liaise with onsite supervisor (Non-PP buildings) for evacuation plans, roll call etc. | Bronze |
| Identify safe location for Assembly Point, considering any other dangers that may be present in evacuation route, location of assembly point or secondary devices, etc. | Bronze |
| Update IMC on evacuation assembly point, route, and roll call when complete. | Bronze |
| Ratify decision to evacuate & location of Assembly Point | Gold |
| Consider use of available personnel to protect the integrity of the premises where safe to do so. | Bronze |
| Liaise with senior Fire Officer/IMC regarding any missing persons at roll call. | Bronze |
| Prevent persons from returning to the premises until cleared by Silver | Bronze |
| Document all decisions on Incident Log | |
| Hand over premises to site supervisor when released by Silver | Bronze |

Appendix H: Action Card –Dorset Police Incident Commander/Control Room

| ACTION CARD – Dorset Police Force Incident Commander/Control Room | |
|--|--|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from Portland Port Police Control establish if a major incident has been declared and the nominated RVP. |
| 2 | Ensure the incident log is updated with the relevant details of the incident. |
| 3 | Assume command until a Silver Commander is appointed. |
| 4 | Brief and send Dorset Police Bronze Commander to liaise with DWFRS Commander and Portland Port Silver Commander on site at RVP. |
| 5 | Establish interoperable talkgroup for use and advise Bronze Commander on talkgroup to be used. |
| 6 | Contact Duty Gold to brief on the incident and establish lead Agency. |
| 7 | Brief and send Police Silver Commander to attend the Incident Management Centre (in Portland Port main offices, unless agreed otherwise). |
| 8 | Mobilise a Loggist for the Silver Commander to attend the Incident Management Centre. |
| 9 | Consider mobilising a Liaison Officer (OCPS Officer) to the Incident Management Centre to assist the Silver Commander. |
| 10 | Contact Police Press/Media Officer on call to liaise with Bronze Commander to produce voicebank message in liaison with DWFRS and Portland Port Press Officer. |
| CLOSURE ACTION | |
| 1 | When advised by Silver Commander that the incident is over inform all Dorset Police callsigns that the incident is over. |

Appendix I: Action Card - Dorset Police Silver Commander

| ACTION CARD – Dorset Police Silver Commander | |
|---|--|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from FIC attend the Incident Command Centre (in Portland Port main offices) at Portland Port. |
| 2 | On arrival at the Incident Command Centre contact FIC to notify transfer of Silver command. |
| 3 | Liaise with Bronze Commander to obtain a sitrep on the current status of the incident. |
| 4 | Depending on the nature of the incident, consider necessity for a Rest Centre to be nominated. |
| 5 | Update the Police Press Officer with any agreed press statement. |
| CLOSURE ACTION | |
| 1 | Advise Dorset Police Gold Commander that the response to the incident has concluded and arrange for Gold to hand over to Portland Port to lead on recovery issues. |
| 2 | Hand over site to Portland Port when emergency services agree that the response to the incident has concluded. |

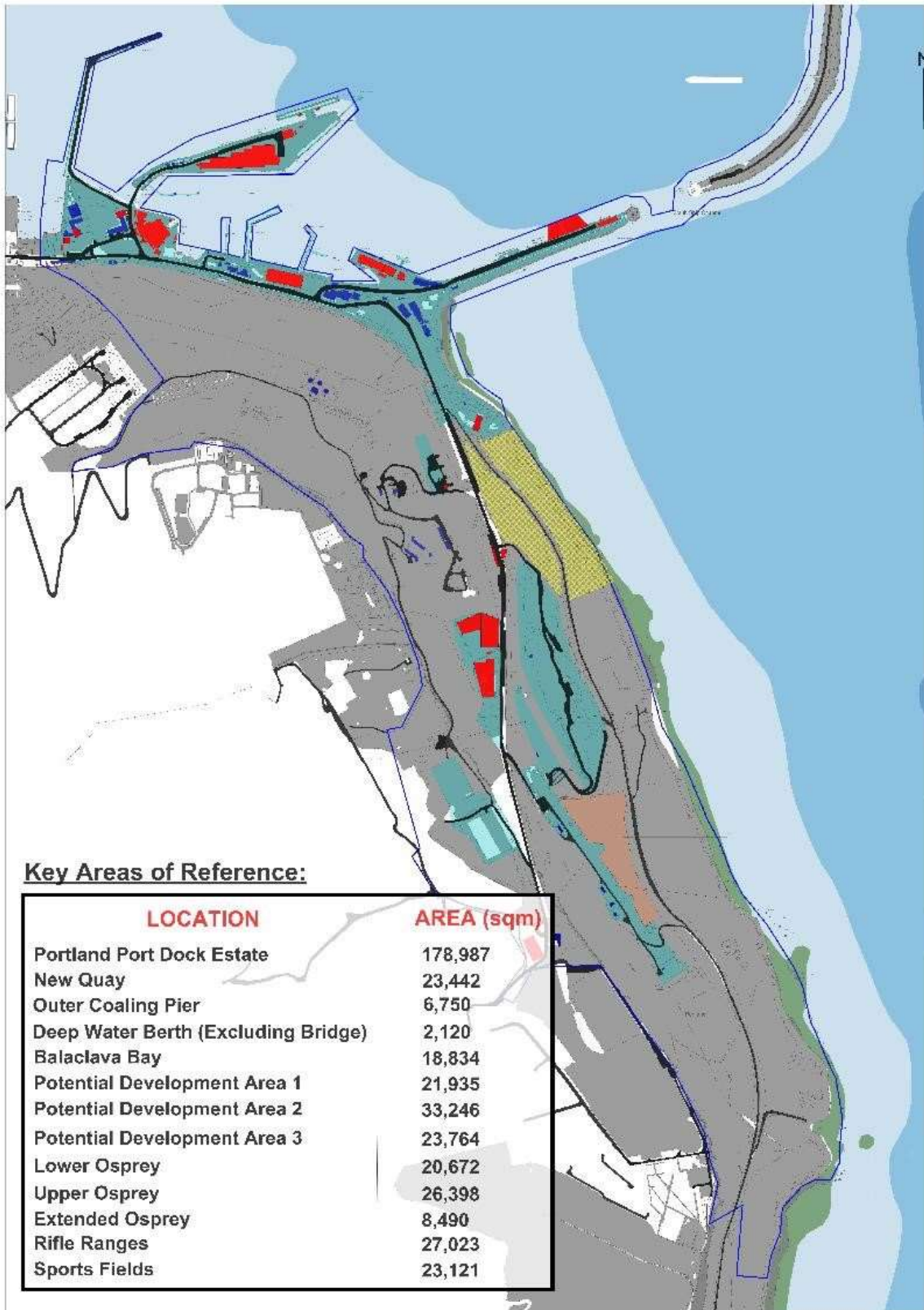
Appendix J: Action Card - Dorset Police Bronze Commander

| ACTION CARD – Dorset Police Bronze Commander | |
|---|--|
| IMMEDIATE ACTION | |
| 1 | On receipt of call from FIC, attend the nominated RVP at Portland Port. |
| 2 | Start incident log. |
| 3 | Establish contact with DWFRS and set up Bronze command at RVP. |
| 4 | Request additional police resources as appropriate. |
| 5 | In liaison with DWFRS ensure a co-ordinated METHANE report is compiled and submitted to the FIC. |
| 6 | Upon notification from Police Control Room notify other emergency services of the interoperable talk group to be used. |
| 7 | Seek advice from DWFRS and Portland Port on any health and safety considerations for personnel attending the site. |
| 8 | Establish contact with the Dorset Police Silver Commander and provide an update. Brief him/her on the incident and any action taken. |
| 9 | Support Police Silver Commander as appropriate. |

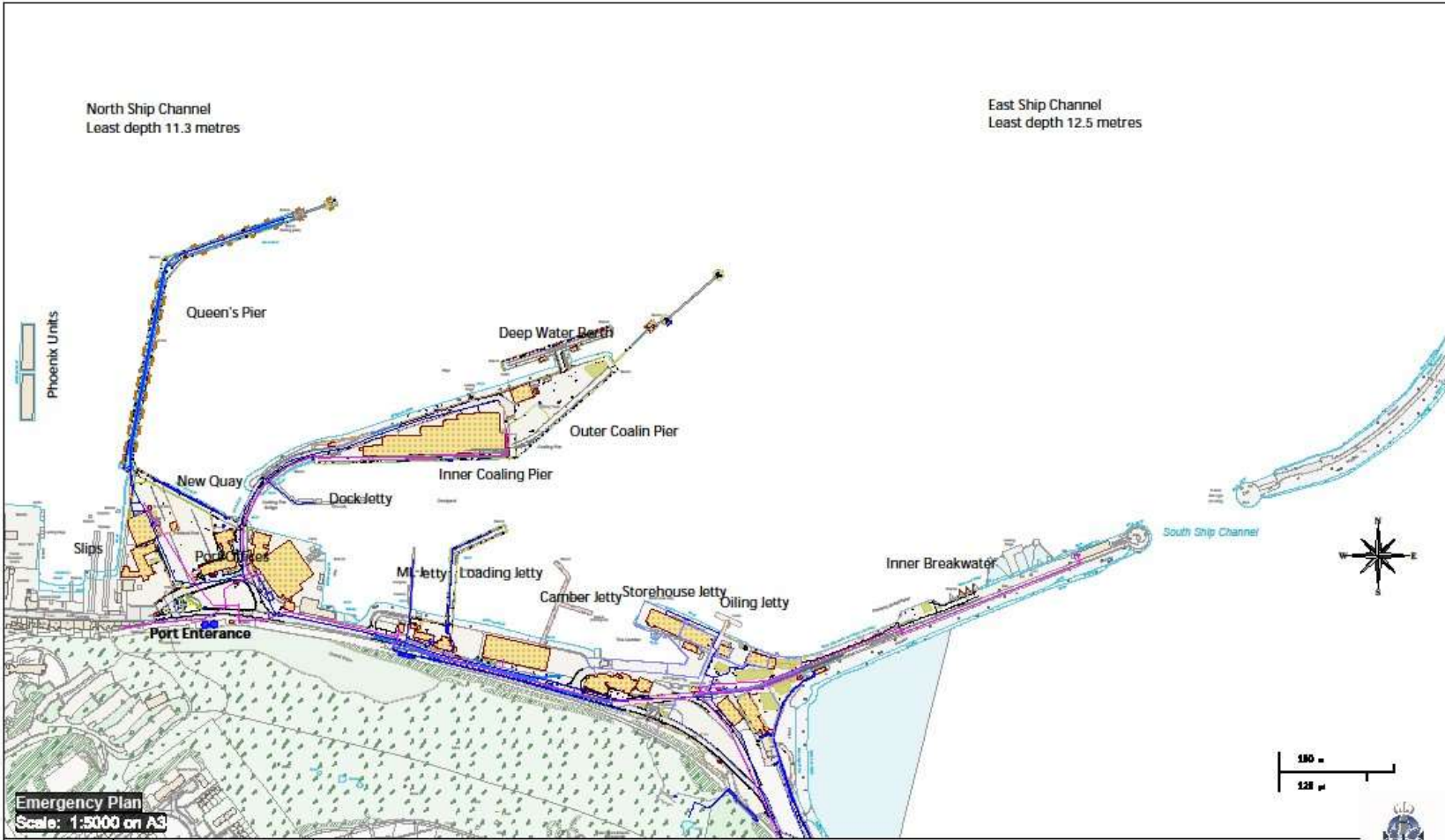
Appendix K : Action Card – Dorset Police Press Officer

| ACTION CARD – Dorset Police Press Officer | |
|--|--|
| IMMEDIATE ACTION | |
| 1 | Upon receipt of call from the FIC, obtain details of the incident and ensure voicebank message is updated. |
| 2 | Attend the main Incident Command Centre at Portland Port (main offices). |
| 3 | Establish lead Press/Media Officer (likely to be Dorset Police Press Officer) and contact other Press Officers to form a Media Cell at Portland Port offices as necessary. |
| 4 | Continue to monitor press/media activity as necessary. |
| CLOSURE ACTION | |
| 1 | Upon notification from lead Press/Media Officer ensure the voicebank is updated to inform the press that the incident has been concluded. |

Appendix L : Port Site Map



Classification: Official Sensitive
Appendix M : Layout of Main Berths Map

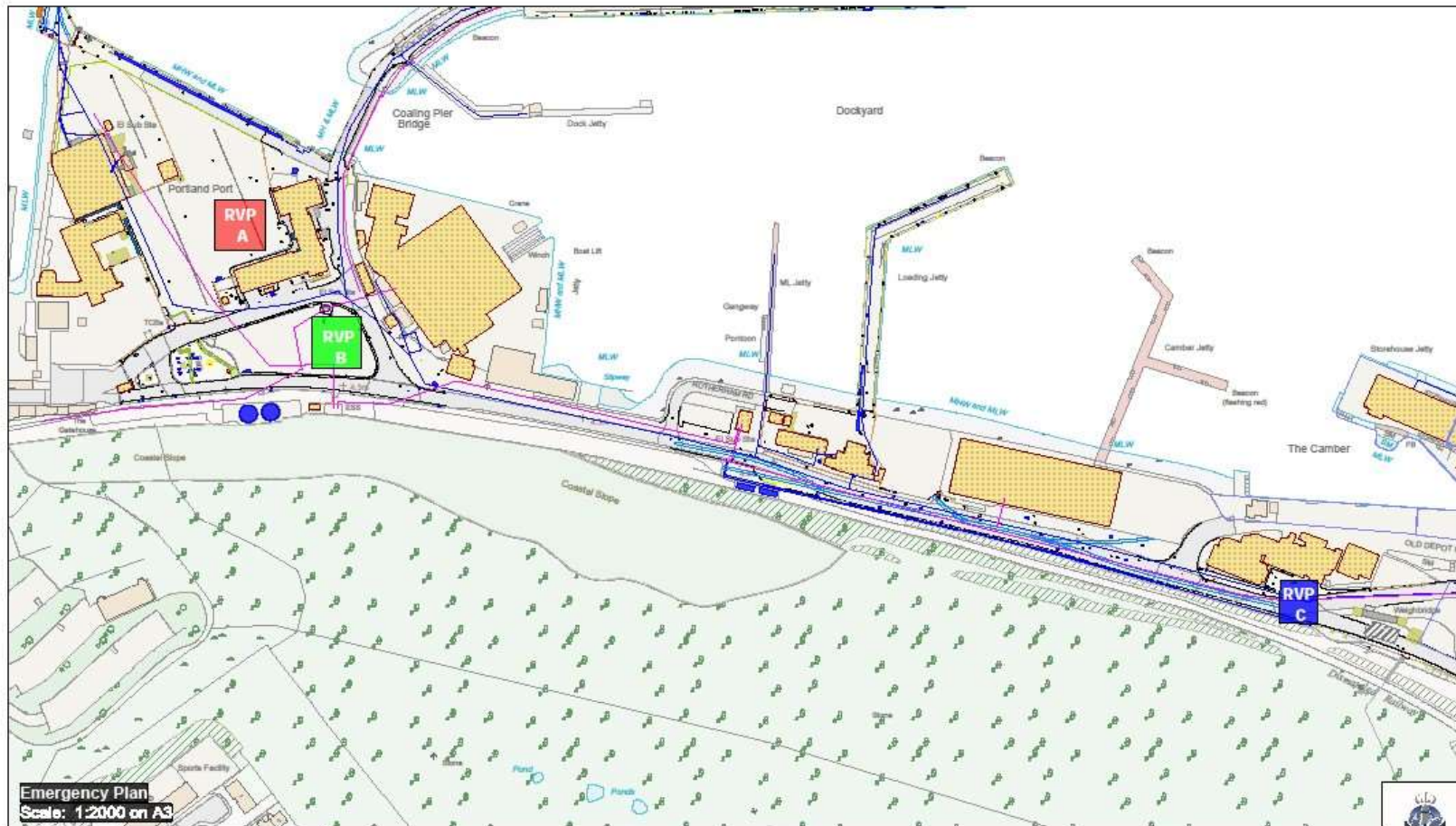


Emergency Plan
Scale: 1:5000 on A3

| | |
|--------------------|----------------|
| Emergency Plan | 1 |
| Title: | 5000 : 1 |
| Project: | Project No. |
| Drawing Reference: | Emergency Plan |


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Classification: Official Sensitive
Appendix N: Location of RVP's A,B & C Map



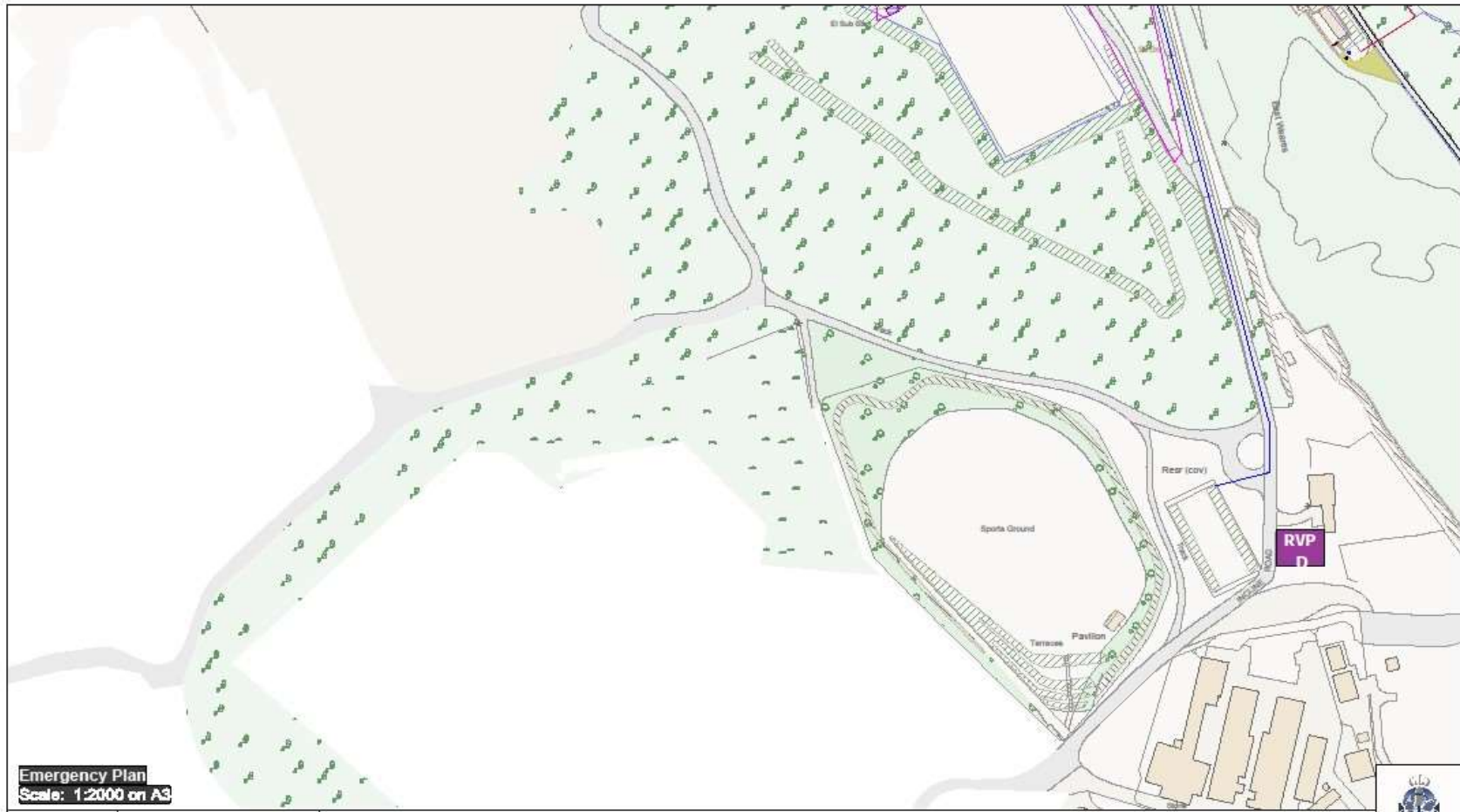
Emergency Plan
Scale: 1:2000 on A3

| | |
|--------------------|----------------|
| Emergency Plan | Emergency Plan |
| Title: | Appendix M: |
| Project: | RVP Locations |
| Drawing Reference: | A, B & C |



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Classification: Official Sensitive
Appendix O: Location of RVP D Map



Emergency Plan
Scale: 1:2000 on A3

| | |
|--------------------|----------------|
| Emergency Plan | Emergency Plan |
| Title: | Appendix N: |
| Project: | RVP Locations |
| Drawing Reference: | D |



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