**Annex 8.1.4**

**HARBOUR EMERGENCY PLAN**

The River Yealm Harbour Authority (RYHA) emergency plan provides information that may be of use to Harbour Staff and Emergency Services when dealing with an emergency within the harbour limits.

1. **Introduction**

The RYHA has the responsibility for the safety of navigation within their area of jurisdiction. They have conservancy and regulatory functions with specific powers to regulate the control and movement of all vessels. The Harbour Master has powers to give directions to vessels on occasions. The RYHA has the power to lay down general rules for the movement of boats prescribed in local harbour byelaws and notices. It is likely that these powers will be used to help deal with an emergency in the harbour.

The priorities for action in an emergency are:

1. Save life,
2. Contain and Stabilise,
3. Safe navigation of the harbour
4. Protect the environment,
5. Protect property.

This plan has been developed as part of the RYHA Safety Management System (SMS).

Though various scenarios could be contemplated it is recognised that every incident develops differently, and it is not possible to plan for every contingency that may arise, therefore the plan remains flexible. Check lists have been developed to act as a guide for a number of likely incidents. These can be found at the end of this annex and in the Harbour Handbook.

The Newton and Noss Parish Council has developed an Emergency Plan. Contact any member of the Parish Council (probably through the N&N RYHA member) to discuss whether the implementation of the plan may be of help.

1. **Grading of Incidents**

Incidents can be split into two categories.

**Class A:** Incidents that can be dealt with by the RYHA with the resources readily available and where routine assistance from one or more emergency services may also be required.

**Class B**: Incidents where the resources required are beyond the capabilities of the RYHA and there is expected to be a significant impact on emergency services, or where a multi-agency tactical and operational level of control is considered necessary.

1. **Incident Command Post (ICP)**

**Class A:** Harbour Office. Dependent on the scale of the incident the Office Manager may be called to assist.

**Class B:** Harbour Office or other suitable location should there not be enough space. Suitable alternative venues could be.

Newton Ferrers

* WI Hall in Newton Ferrers
* Yealm Yacht Club

Noss Mayo

* Village Hall
1. **Co-ordination of services**

Class A: Harbour Master will take the lead role

Class B: as Class A in the initial stages but depending on the nature of the incident a command structure to reflect the emergency services attending may be more appropriate.

1. **Communications**

Due to the topography of the RYHA jurisdiction VHF is not a reliable form of communication. Should VHF be used then the following channels would be suitable:

Ch16
Ch12
Ch 0 & 67

Other forms of communication that could be used would be mobile phone (EE provides good coverage, O2 provides some coverage) or land line.

1. **Media**

If there is a need to provide briefings to the media an area away from the ICP should be chosen.

Where there is a multi-agency response, the RYHA will liaise with other agencies regarding media briefings. The lead agency will co-ordinate this operation.

1. **Essential Telephone Directory**

A contact list is available in the Harbour Office.

**Contingency planning scenarios**

It is recognised that each emergency will have a unique combination of circumstances and the most effective response will depend on a degree of flexibility. These checklists have been formulated to suggest what possible action may be taken in the most likely emergency situations, however they are not exhaustive:

If any of these situations occur the Harbour Master or Deputy should be informed.

Actions and decisions should be recorded in an Incident Log, a copy can be found on the last page of this section.

Scenarios covered.

Oil spill

Major oil spill

Fire or Explosion on any vessel at moorings or underway

Grounding of Vessel (for more than one tide)

Major collision

Mud Stranding

Missing person or boat

Medical

**Oil Spill**

1. Evaluate situation,
* Size of vessel
* Crew accounted for
* Injuries (if casualties are not breathing administer first aid immediately)
* Location – if necessary, move vessel to isolated mooring.
* Additional dangers (gas, diesel, petrol, explosion, fire, diving gas)
* Pollution risk – amount of pollutant in leaking tank
* Risk to integrity of vessel
* Risk to other harbour users
* Weather conditions
1. Incident containment – if safe
* Deploy oil spill boom around the whole vessel.
* Isolate additional hazards if safe.
* Apply necessary damage control.
* Apply additional oil spill pads inside boom if necessary.
* Disable auto bilge pumps or anything that would discharge pollutant into harbour.
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard
* RNLI
* Environment Agency
* Police
* Devon County Council – major oil spill
* Additional Harbour Assistants
* Local River Workers
1. Keep unwanted traffic & persons clear.
2. Inform Kitley Estate mooring manager (see contact sheet)
3. Assess tidal information and weather forecast.

**Major Oil Spill** – DCC oil spill plan which gives a lot of detail and is held in the emergency plan annex (designated as being major if initiated by an outside body or is beyond the capabilities of RYHA spill equipment)

**Fire or Explosion on any vessel at moorings or underway**

1. Evaluate situation,
* Size of vessel
* Crew accounted for
* Injuries (if casualties are not breathing administer first aid immediately)
* Location
* Additional dangers (gas, diesel, petrol, diving gas)
* Pollution risk
* Risk to integrity of vessel
* Risk to other harbour users

1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard
* RNLI
* Environment Agency
* Police
* Devon County Council – major oil spill
* Additional Harbour Assistants
* Local River Workers
1. Keep unwanted traffic and personnel clear.
2. Check for potential escalation of incident.
* smoke or cinders travelling downwind.
* navigation hazard.
1. Apply necessary damage control: Pumps, heeling/trimming vessel, wedges, oil pollution pads etc.
2. Is the location safe. Decide whether to:
* move vessel to shallow water.
* beach vessel.
* secure vessel alongside pontoon or on mooring.
* move vessel to remote location.

**If the vessel is approaching the harbour and is on fire, in danger of sinking, or having sustained damage hazarding the vessel.**

Permission to enter the harbour will be decided by the Harbour Master, who will carry out a risk assessment to determine whether it is safe to enter, and if so, how the operation should be carried out.

**Grounding of Vessel (for more than one tide)**

1. Evaluate situation,
* Size of vessel
* Crew accounted for
* Injuries (if casualties are not breathing administer first aid immediately)
* Location
* Additional dangers (gas, diesel, petrol, diving gas)
* Pollution risk
* Risk to integrity of vessel
* Risk to other harbour users
1. Check vessel for damage.
* Apply necessary damage control: Pumps, heeling/trimming vessel, wedges, oil pollution pads etc.
* Apply hull protection if likely to heel over onto rocks.
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard
* RNLI
* Environment Agency
* Police
* Devon County Council – major oil spill
* Additional Harbour Assistants
* Local River Workers
1. Keep unwanted traffic & persons clear.
2. Assess proceeding weather and tidal information.
3. Assess danger to other harbour users.
* Navigation hazard
1. Trim vessel.
* Transfer or remove ballast.
* Empty water tanks

**Major collision** – one where the vessel or damaged structure cannot be recovered in one tide.

1. Evaluate situation,
* Size of vessel
* Crew accounted for
* Injuries (if casualties are not breathing administer first aid immediately)
* Location – can vessel be safely moved to mooring?
* Additional dangers (gas, diesel, petrol, diving gas)
* Pollution risk
* Risk to integrity of vessel or structure
* Risk to other harbour users
1. Check vessel or structure for damage.
* Apply necessary damage control: Pumps, heeling/trimming vessel, wedges, oil pollution pads etc.
* Apply hull protection if likely to heel over onto rocks.
* Additional structural support
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard
* RNLI
* Environment Agency
* Police
* Devon County Council – major oil spill (see oil spill notes)
* Additional Harbour Assistants
* Local River workers
* Local builder
1. Keep unwanted traffic & persons clear.
2. Assess proceeding tidal information and weather forecast.
3. Assess danger to other harbour users.
* Navigation hazard
1. Trim vessel.
* Transfer or remove ballast.
* Empty water tanks

**Mud Stranding** – either boat or person

Boat

1. Evaluate situation,
* Size of vessel
* Crew accounted for
* Injuries (if casualties are not breathing administer first aid immediately)
* Location – is the vessel safe?
* Additional dangers (gas, diesel, petrol, diving gas)
* Pollution risk
* Risk to integrity of vessel or structure
* Risk to other harbour users
* Adequate supplies on boat until tide comes in.
1. Check vessel for damage.
* Apply necessary damage control.
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard - Mud rescue unit
* RNLI
* Environment Agency
* Police
* Devon County Council – major oil spill (see oil spill notes)
* Additional Harbour Assistants
* Local River Workers
* Local Builder
1. Keep unwanted traffic & persons clear.
2. Assess proceeding tidal information and weather forecast.
* Is the vessel likely to re-float?
1. Assess danger to other harbour users.
* Navigation hazard
1. Trim vessel.
* Transfer or remove ballast, if possible.
* Empty water tanks when tide starts to flood.

Person

1. Evaluate situation,
* Number of people
* Injuries (if casualties are not breathing administer first aid immediately)
* Location – are they above HW?
* Additional dangers
* Can casualties be accessed from the shoreline more easily than boat?
* Tidal predictions
* Weather conditions
* Risk to other harbour users
1. Can casualties be rescued using local resources?
* Rescue should not be attempted by single person going onto mud.
* Crawling boards.
* Throwing lines
* Additional lifejackets
* Mud sled (could be light weight tender)
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Fire Brigade
* Ambulance
* Coastguard - Mud rescue unit
* RNLI
* Police
* Additional Harbour Assistants
* Local River Workers
* Local Builder
1. Keep unwanted traffic & persons clear.
* On lookers
* Eager helpers
1. Assess danger to other harbour users.
* Navigation hazard

**Missing person or boat**

In the event of bodies being found in the Harbour or at the scene of an emergency the Police and Harbour Master must be informed. If required, the Harbour Master will assist the Police in the recovery of bodies within the Harbour limits.

1. Evaluate situation,
* Number of people/boats missing; description.
* Are there likely to be injuries?
* Last time seen.
* Last known location
* Additional factors – drink or drugs
* Tidal predictions
* Weather conditions
* Risk to other harbour users
* Contact details available?
1. Can casualties be found using local resources?
* Check CCTV.
* River search, especially the remote creeks.
* Inform Kitley Estate
* Check open public spaces (Yealm Steps, Bridgend etc)
* Shoreline search
1. Record areas searched.
2. Determine assistance required, Use 999 or Emergency contact sheet.
* Coastguard
* RNLI
* Police
* Additional Harbour Assistants
* Local River Workers
1. Keep unwanted traffic & persons clear.
* On lookers
* Eager helpers
1. Assess danger to other harbour users.
* Navigation hazard

**Medical**

1. Evaluate situation,
* Number of people
* Injuries (if casualties are not breathing administer first aid immediately)
* Location – are they on a boat or ashore?
* Additional dangers
* Tidal predictions
* Weather conditions
* Risk to other harbour users
1. Can casualties be brought ashore using local resources?
* Ambulance crew prefer to have casualty ashore.
* Defibrillator is situated at Harbour Office.
* First aid kit is in the Harbour Office or in the launch
1. Determine assistance required, Use 999 or Emergency contact sheet.
* Ambulance
* Coastguard – additional manpower if casualty is needed to be moved ashore.
* RNLI – additional manpower if casualty is needed to be moved ashore.
* Additional Harbour Assistants
* Local River Workers
1. Keep unwanted traffic & persons clear.
* On lookers
* Eager helpers
1. Assess danger to other harbour users.
* Navigation hazard

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| **Incident Log** |
| Incident name: Date: Page: |
| Time | Comment/Action/Detail |
| Name: | Signature: | Position: |