

Fife

External Emergency Plan



POLICE
SCOTLAND
Keeping people safe
POILEAS ALBA



Scottish
Ambulance
Service

University National NHS Board



Maritime &
Coastguard
Agency



Fife Health
& Social Care
Partnership



CONTENTS

	PAGE
1 INTRODUCTION	4
1.1 Aim	4
1.2 Objectives	4
1.3 Scope	5
1.4 Planning Assumptions	5
1.5 Training and Exercising	5
1.6 Monitoring, Evaluation and Review	5
1.7 Responsibility	5
2 REGULATED FACILITIES	6
2.1 Facilities under the Control of Major Accident Hazard Regulations (2015)	6
2.2 Facilities under the Defence Major Accident Control Regulations (2019)	6
2.3 Facilities under the Pipeline Safety Regulations (1996)	7
3 INCIDENT MANAGEMENT	8
3.1 Activation	8
3.2 Roles and Responsibilities	8
3.3 Impact Assessment	12
3.4 Communications	13
3.5 Stand Down	13
3.6 Debrief	14

1 INTRODUCTION

1.1. Aim

This plan (prepared by Fife Council) detail the arrangements in place for an effective and efficient multi-agency response to a major accident¹ at a regulated facility in Fife so as to reduce the impact on Fife's communities.

1.2. Objectives

The Fife External Emergency Plan will ensure that multi-agency resilience partners work towards:

- Containing and controlling incidents as far as possible to reduce potential impacts
- Ensuring appropriate measures are taken to protect the local community (including human health) the environment, infrastructure (including property) and economy following a major accident
- Providing relevant information and advice to the Fife community, and to other responders involved in the incident
- Ensuring the recovery of the affected area and community
- Complying with requirement to develop an external emergency plan specifying the major accident response measures to be taken off site for sites under the Control of Major Accident Hazard Regulations (COMAH) (2015) and the Defence Major Accident Control Regulations: DSA 03.OME Part 4 (MACR) (2021)
- Complying with the requirement under the Pipeline Safety Regulations (1996) to develop a plan detailing the response to a possible major accident involving a Major Accident Hazard Pipeline

1.3. Scope

This plan details the response actions to be taken by resilience partners to manage the external impacts (considering local community, the environment, infrastructure and the economy) of a major accident at a facility falling under any of the following:

- Control of Major Accident Hazard Regulations (2015) (Upper Tier sites only)
- Defence Major Accident Control Regulations: DSA 03.OME Part 4 (2021)
- Pipeline Safety Regulations (1996)

This plan does not detail:

- The roles that those who work at the establishment will have to play in the event of a major accident. These are detailed within the relevant Internal Emergency Plan (maintained by facility operators)

¹ A major accident is defined as an incident which results from an uncontrolled development at a facility falling under the Control of Major Accident Hazard regulations (2015), the Defence Major Accident Control Regulations (2019) or the Pipeline Safety Regulations (1996) which leads to serious danger to human health or the environment and involves one or more dangerous substances (as defined in previously mentioned regulations).

- Each agencies' operational response to a major accident. These details are held within individual agency response plans and/or Standard Operating Procedures
- The overarching multi-agency resilience and incident response structure, which is instead detailed within resilience partnership plans and arrangements

1.4. Planning Assumptions

The following assumptions are made and acknowledged within this plan:

- There are appropriate structures in place to allow an effective and efficient multi-agency partnership response to a major accident in Fife
- Identified staff within response agencies (including site operators) will attend training and exercises (para. 1.5) to ensure that they understand their role in the response to a major accident
- Appropriate Internal Emergency Plans are in place for relevant facilities across Fife which will act to reduce the potential external impacts of any incident affecting the facility

1.5. Training and Exercising

Formal multi-agency training and exercising will take place against this plan (as part of the East of Scotland Regional Resilience Partnership Training and Exercising Programme) across a 3 year period.

Within this 3 year period, various multi-agency training and exercising events will allow for the plan's objectives to be tested in turn, resulting in all aspects of the plan being trained and/or exercised against.

1.6. Monitoring, Evaluation and Review

A formal review of this plan will be carried out by Fife Council, in consultation with partner agencies, every three years.

Amendments may also be made as required to incorporate lessons identified from incidents and training and exercising.

1.7. Responsibility

Fife Council is the custodian of the Fife External Emergency Plan and produces this plan in collaboration with those agencies noted in 3.2.

2. REGULATED FACILITIES

2.1. Facilities under the Control of Major Accident Hazard Regulations (2015)

The Health and Safety Executive and the Scottish Environment Protection Agency are the joint Competent Authorities for facilities controlled by the Control of Major Accident Hazard Regulations.

2.1.1. Upper Tier Facilities

The following facilities have been designated as Upper Tier facilities under the Control of Major Accident Hazard Regulations:

- Diageo (Cluny)
- Diageo (Leven)
- ExxonMobil- Braefoot Bay Marine Terminal (Aberdour)
- ExxonMobil- Mossmorran (Cowdenbeath)
- Shell UK- Braefoot Bay Marine Terminal (Aberdour)
- Shell UK- Mossmorran (Cowdenbeath)

Facility specific external emergency plans have been developed for these sites.

2.1.2. Lower Tier Facilities

The following facilities have been designated as Lower Tier facilities under the Control of Major Accident Hazard Regulations:

- Avanti Gas Ltd- Mossmorran (Cowdenbeath)
- Diageo- Cameronbridge Distillery (Windygates)
- InchDairnie Distillery (Glenrothes)
- Orica Europe (Blairhall)

Specific external emergency response plans are not required for Lower Tier facilities. However, should an incident occur at these sites the generic arrangements detailed in this document can be activated, as required.

2.2. Facilities under the Defence Major Accident Control Regulations: DSA 03.OME Part 4 (2021)

The Major Accident Control Regulations Competent Authority is the Competent Authority for those facilities controlled under the Major Accident Control Regulations: DSA 03.OME Part 4 (2021).

The following facilities has been identified as requiring an external emergency plan under the Major Accident Control Regulations:

- DM Crombie (Crombie)

A specific external emergency plan has been developed for this site.

2.3. Facilities under the Pipeline Safety Regulations (1996)

The Health and Safety Executive is the Competent Authorities for facilities controlled by the Pipeline Safety Regulations.

Across Fife, 40 pipelines/sections of pipelines are designated as Major Accident Hazard Pipelines under the Pipeline Safety Regulations.

Specific external emergency plans have been developed for these pipelines.

2.4. Additional Notable Facilities in Fife

The site below falls under industry specific guidance that do not require the development of an External Emergency Plan. However, should an incident occur at this site, the generic arrangements detailed in this document can be activated, as required.

- Whinnyhall Site, Burntisland

3. INCIDENT MANAGEMENT

3.1. Incident Categorisation

Incidents occurring at any facility detailed in section 2 can be categorised as follows:

Category	Classification	Description
1	Minor Incident	One that can be dealt with safely by the Company's existing resources and not requiring outside assistance (i.e. – the emergency services/Local Authority)
2	Serious Incident	One where a call for assistance has been made to the emergency services/Local Authority
3	Major Incident	A serious incident where any of the responding agencies declare the incident is of such a nature it significantly impacts upon that agency and should be upgraded to a Major Incident.

Table 1: Incident Classification

Any incident requiring the activation of this plan will be categorised as a 'Category 2' or 'Category 3' incident.

3.2. Activation

Facilities under the Control of Major Accident Hazard regulations (2015) and the Defence Major Accident Control Regulations (2019) have in place specific arrangements to notify emergency response agencies that a major accident has occurred, or where an incident occurring onsite is likely to escalate to a major accident.

The notification of a major accident occurring along a pipeline under the Pipeline Safety Regulations (1996) may be received through a range of channels (from a member of the public or other response agency).

However a notification is received, multi-agency partnership working will ensure all required agencies are aware.

On receipt of a notification that a major accident has occurred, any of the agencies noted in 3.3 can activate this plan.

3.3. Roles and Responsibilities

The response to a major accident requires a multi-agency approach which may be escalated, as required, to a Resilience Partnership (full details of which can be found in Preparing Scotland: Philosophy, Principles, Structure and Regulatory Duties and the Fife Resilience Partnership Response Framework).

The key response agencies listed below would work in partnership to:

- Protect life, property and the environment

- Minimise the harmful effects of the incident
- Provide an effective and co-ordinated joint response
- Communicate effectively and keep local communities well informed
- Maintain normal services at an appropriate level
- Ensure effective recovery from the incident
- Evaluate and implement any lessons identified

The roles and responsibilities of individual agencies are noted below.

3.3.1. Facility Operators

In response to a major accident, the actions of the facility operator will include, where required, the following:

- Activate required internal response and resilience plans/arrangement
- Alert emergency response agencies of incident and impacts/ potential impacts (using the METHANE mnemonic)
- Site operators should activate on site ECC ²
- Pipeline operators should establish an Emergency Control Point at an appropriate location
- Appoint and activate key response roles, as appropriate:
 - Pipeline Emergency Response Officer (PERO)
 - Site/ Gas Incident Controller
 - Site Main Controller
- Identify and confirm the cause of the incident, taking necessary appropriate measures to limit the incident and reduce impacts
- Account for persons on site, and collect and share information with emergency responders regarding any known casualties/ missing persons
- Consider Care for People requirements for employees, and activate arrangements as required
- Ensure a detailed site plan is available for emergency responders
- Provide relevant information/advice to emergency response agencies regarding:
 - Hazards (such as any gas plume/ vapour cloud, potential ignition sources and dangerous substances in affected area, with consideration to local weather conditions)
 - Initial cordon distances
 - Safety advice, including safe routes to scene of incident and the safe use of communication devices (Note: some sites may have intrinsic safety restrictions in place)
 - Information on tactics to be implemented to mitigate the incident
- Provide representative to provide liaison with emergency responders at the Forward Control Point
- Consideration of public health and environmental impacts

² An on-site ECC may refer to either an Emergency Control Centre or Emergency Co-ordination Centre. Both Centres fulfil the same function in providing a location for oversight of the incident response and differ only in terminology

- Consideration of, in conjunction with emergency responders, public communications messages
- Maintain an emergency management overview of the incident response to conclusion, in conjunction with the emergency responders
- Continue to provide support as the focus moves into recovery
- Inform competent authority of incident as soon as possible

3.3.2. Police Scotland

In response to a major accident, the actions of Police Scotland will include the following:

- Activate required internal response and resilience plans/arrangements (including Operation Hotel for incidents involving major accident hazard pipelines)
- If first emergency service on site, establish Forward Control Point
- Deploy a Police Incident Officer (identified by blue and white quartered tabard) to the Forward Control Point
- Deploy a Police Liaison Officer and/or tactical Commander to the ECC, as required
- Engage with site staff during decision-making processes, requesting information as required
- Consider Care for People requirements and activate arrangements, as required

3.3.3. Scottish Fire and Rescue Service

In response to a major accident, the Scottish Fire and Rescue Service will deploy to the scene of the reported incident and, taking account of specialist advice from the facility operators carry out the following key response actions, as required:

- Activate required internal response and resilience plans/arrangements
- If first emergency service on site, establish Forward Control Point
- Appoint a Fire Incident Commander (identified by half and half white/yellow tabard) to attend the Forward Control Point and liaise with Site Incident Controller
- Appoint a liaison officer to attend the ECC
- Obtain a site plan from the gatehouse staff
- Engage with site staff during all decision-making processes, requesting information as required
- Ensure the appropriate Rendezvous and Forward Control Points are in place
- In liaison with the police, ensure that inner and outer cordons are in place and appropriately staffed, and ensure safety of personnel within the cordons
- Consider CHEMET information and the potential impact on the immediate and wider environment
- Consider Care for People requirements and activate arrangements, as required

3.3.4. Scottish Ambulance Service

Roles and Responsibilities of the Scottish Ambulance Service in relation to a major incident:

- Save life and provide immediate care for patients at the scene of the incident and in transit to hospital.
- Alert Hospital Services and other relevant NHS agencies.
- Manage clinical decontamination for people affected by hazardous substances prior to their evacuation from the scene.
- Evacuate, where practicable, the injured from the scene in order of medical priority.
- Arrange and ensure the most appropriate transport for the injured to the receiving hospital(s).
- Supply patient care equipment to the scene of a Major Incident.
- Transport essential medical staff and their equipment to the scene.
- Alert the British Red Cross, St Andrew's Ambulance Association, and other approved voluntary organisations, and coordinate their work in support of the Service.
- Provide and maintain communications equipment for key medical staff and voluntary organisations at the scene.
- Restore the Service to normality including the requirement to maintain the continuity of core functions

3.3.5. Fife Council

In response to a major accident, the actions of Fife Council will include the following, as required:

- Activate required internal response and resilience plans/arrangements
- Deploy Local Authority Liaison Officer (identified by orange and white quartered tabard) to the Forward Control Point to facilitate requests for support from emergency responders at scene
- Support the response actions of the emergency services
- Consider Care for People requirements and activate arrangements, as required
- Lead the recovery phase of the incident

3.3.6. NHS Fife

In response to a major accident, the actions of NHS Fife will include the following, as required:

- Activate required internal response and resilience plans/arrangements
- Appoint Medical Incident Officer, and deploy to the scene
- Lead on Public Health, providing advice to the public and to those managing the incident, as required
- Consider Care for People requirements and activate arrangements, as required

3.3.7. Fife HSCP

In response to a major accident, the actions of Fife Health and Social Care Partnership will include the following, as required:

- Activate required internal response and resilience plans/arrangements in conjunction with Fife Council and NHS Fife
- Consider Care for People requirements and activate arrangements as required.

3.3.8. Scottish Environment Protection Agency (SEPA)

SEPA is responsible for environmental protection and has powers to enforce environmental legislation in Scotland.

During an emergency situation SEPA, will deploy the necessary capability (including staff to the Forward Control Point, as required) to give support and advice to other agencies:

- Activate required internal response and resilience plans/arrangements
- Provide advice on all aspects of environmental impact, protection, and recovery.
- Assist in determining the footprint and movement of any contamination.
- Give advice about discharges to watercourses, containment, storage, transportation and disposal of contaminated liquid or solid waste.
- Maintain operational links, including with Scottish Water, Health & Safety Executive and NatureScot
- Where required, deploy the Airborne Hazard Emergency Response (AHER) field response team to the scene to monitor air quality/pollutants

3.3.9. Scottish Water

In response to a major accident, the actions of Scottish Water will include the following, as required:

- Activate required internal response and resilience plans / arrangements;
- Deploy relevant staff, to support virtual and in person off site multi-agency incident teams and their response;
- Assess / monitor potential / actual risks to the drinking water and wastewater catchments and related infrastructure;
- Ensure that any immediate risks to Scottish Water / PFI (Private Finance Initiative) and Contractors staffs working on Scottish Water's Assets are adequately controlled;
- Assess and monitor risks to public health and the environment from any impacts to the public water & wastewater drainage catchments and related infrastructure and in partnership with key stake holders / resilience partners, develop and implement any required mitigation and supporting communication strategies, including activation of pertinent multi-agency plans;
- Ensure key stakeholders, including relevant Licence Providers and the DWQR (Drinking Water Quality Regulator for Scotland) are kept updated;
- Where required, deploy relevant staff, to support any virtual / in person Recovery Team set up to manage the recovery.

3.3.10. Met Office

In response to a major accident, the actions of Met Office will include the following, as required:

- The provision of essential meteorological data and weather information to partner response agencies, STAC and Scottish/UK Governments, as required

- Provision of CHEMET (Chemical Meteorology) forecasts, via the Environmental Monitoring and Response Centre (EMARC), as text and plume information
 - An initial, short-range prediction of the anticipated behaviour of the plume is given by telephone followed within 20 minutes by meteorological information and dispersion maps which provide a more detailed forecast. A map of areas at risk is sent to the requestor and key contacts including SEPA, NHS Scotland, UK Health Security Agency (who inform Public Health Scotland) and Food Standards Agency (who inform Food Standards Scotland). It is also uploaded to Hazard Manager (available to all responders) and GIS Mapping (access required to CHEMET GIS)
- For larger release events, more-sophisticated plume modelling techniques can be utilised

3.3.11. Maritime and Coastguard Agency (MCA)

In response to a major accident with affecting the Firth of Forth, the actions of the MCA will include the following, as required:

- Provision of warning and informing information to shipping in the affected area
- Support Forth Ports in the management of any pollution affecting the Firth of Forth

3.3.12. Forth Ports

In response to a major accident with affecting the Firth of Forth, the actions of the Forth Ports will include the following, as required:

- Impose any exclusion zone on shipping traffic
- Lead the management of pollution affecting the Firth of Forth

3.3.13. Other Agencies

Depending on the impacts of a major accident in Fife, the following agencies may have a role to play in the response:

- Food Standards Scotland
- Marine Scotland
- NatureScot
- Royal Society for the Protection of Birds

3.4. Impact Assessment

Following a major accident, multi-agency response partners will assess the impacts on the affected area and will consider the consequences described in table 2.

Consequence	Description
Community	<ul style="list-style-type: none"> • Support required by 'Persons at Risk' • Public Health concerns • Evacuation considerations
Environment	<ul style="list-style-type: none"> • Release of hazardous/dangerous substances

	<ul style="list-style-type: none"> • Contaminated land/ water • Destruction of habitat
Infrastructure	<ul style="list-style-type: none"> • Damage to properties (residential and commercial) • Road closures • Impact on footpaths (e.g., Fife Coastal Path) • <i>Damage/ limited access to organisational assets</i>
Economy	<ul style="list-style-type: none"> • Local businesses • Shipping

Table 2: External consequences of a major accident

Specific considerations for each regulated facility in Fife are contained within the relevant facility-specific Fife External Emergency Plan.

3.5. Communications

Domestic and commercial premises falling within the 'Public Information Zone' (PIZ) for facilities falling under the Control of Major Accident Hazard Regulations (2015), the Defence Major Accident Control Regulations: DSA 03.OME Part 4 (2021) and the Pipeline Safety Regulations (1996) will be informed of a major accident affecting the facility by the facility operator.

Advice provided to neighbouring premises by facility operators will take into account factors such as prevailing wind direction and speed and proximity to the hazard.

To support effective communications to the wider community during the response to a major accident, the East of Scotland Regional Resilience Partnership Public Communications Group may be established.

A major accident at a regulated facility is likely to receive significant Government attention, both at Scottish and UK level, especially when impacting the reserved matters of energy and defence. Requests for information by Governments will be managed by the multi-agency response structure.

3.6. Recovery

As the response to the incident progresses, the focus will move from immediate response action to those focusing on the longer-term recovery of those impacted by the incident.

Full details of the management of this recovery phase are described in the Fife Local Resilience Partnership Recovery Arrangements.

3.7. Stand Down

The impacts of the incident and the response required will be continuously reviewed by those managing the response.

The activities of the Incident Management Team will come to a conclusion as recovery progresses and services return to business as usual. The decision to 'stand down' the Incident Management Team will be noted during incident management meetings.

3.8. Debrief

The format and formality of the debrief process following the activation of Fife's External Emergency Plan will vary depending on the scale of the incident.

The debrief will follow the guidance provided within the Scottish Resilience Development Service's National Debriefing and Lessons Identified Protocol to identify lessons learned and areas of good practice during the incident management process. These will then inform a review of Fife's External Emergency Plan.