

Pollution Contingency Plan

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|-------------------------|---------------------------|--------------|----------------|
| Prepared and Issued by: | Emergency Resilience Team | Version: | 2.0 |
| Date: | September 2023 | Review Date: | September 2026 |

DISTRIBUTION

| ROLE |
|---|
| Council Leadership Team |
| Appointed Term Pollution Response Contractor |
| Fife Coast and Countryside Trust (FCCT) |
| Food Standards Scotland (FSS) |
| Forth Ports |
| Marine Directorate |
| Maritime and Coastguard Agency (MCA) |
| NHS Fife |
| Royal Society for the Protection of Birds (RSPB) |
| Scottish Environment Protection Agency (SEPA) |
| NatureScot |
| Scottish Society for the Prevention of Cruelty to Animals (SSPCA) |
| Scottish Water |
| Scottish Wildlife Trust (SWT) |

1 INTRODUCTION

1.1. Aim

Fife Council's Pollution Contingency Plan aims to ensure that Fife Council can effectively respond to a significant pollution incident (involving chemical, biological, radiological or nuclear substances)¹, reducing the impact on Fife.

1.2. Objectives

Fife Council's Pollution Contingency Plan works to ensure that:

- The impacts of a significant pollution incident on the local community, environment, economy and infrastructure are reduced
- Fife Council services with a role in the response are aware of, and understand, their responsibilities
- Fife Council staff are aware of any external agencies with a role in the response to a significant pollution incident, and their key responsibilities

1.3. Scope

Fife Council's Pollution Contingency Plan forms part of Fife Council's Resilience Arrangements (see Fife Council's Resilience Policy and Framework for details) and will be activated alongside Fife Council's Incident Management Plan.

This plan includes:

- Details of Fife Council's internal notification process for pollution incidents
- Details of the roles and responsibilities of Fife Council's services in responding to a significant pollution incident
- Description of the role of external agencies in the response to a significant pollution incident, as required

This plan does not include details of:

- The risk mitigation activity carried out in an attempt to prevent pollution events (including that in relation to Counter Terrorism)
- The operational response arrangements that will be activated by Fife Council Services and external agencies in response to a significant pollution incident. These are held by the individual Services and agencies
- The Resilience Partnership structure that can be activated, as required, following a significant pollution incident. This can be found in ['Preparing Scotland: Philosophy, Principles, Structure and Regulatory Duties'](#) guidance and in the East of Scotland Resilience Partnership Response Protocol
- Regulated facilities operating in Fife that have the potential to release pollution following major accident. These are identified within the [Fife External Emergency Plan](#)

¹ An event which is above the ability of services to manage as part of their normal business functions, including (but not limited to) the following: oil spill, chemical spill and/or leak, smoke plume, dust. These may result from an accident or malicious attack.

1.4. Planning Assumptions

The following assumptions are made and acknowledged:

- This plan supports the wider multi-agency incident response, if activated
- Identified Fife Council staff will attend training and exercises (para. 1.6) to ensure that they understand their role in response to and recovery from, an incident
- In response to pollution resulting from a malicious attack (locally, nationally or internationally), UK Government and National Agencies will lead the response. Depending on the impacts experienced, additional response co-ordination groups may be established that will work in parallel with the Scottish Resilience Partnerships

1.5. Supporting Contingency Plans

Fife Council's Pollution Contingency Plan is supported by, and supports, the following plans:

- Those plans that comprise [Fife Council's Resilience Arrangements](#) (see Fife Council's Resilience Policy and Framework for details)
- Service level Operational Response arrangements, including the Fife Council Harbour and Coastline Oil Pollution Emergency Plan
- Multi-agency response plans developed by the Fife Local Resilience Partnership and the East of Scotland Regional Resilience Partnership (available on Resilience Direct or via Fife Council's Emergency Resilience Team), including:
 - East of Scotland Response Protocol
 - Fife Care for People Response Arrangements
- [Clearwater Forth Oil Spill Contingency Plan](#) (owned by Forth Ports)
- [Dundee Oil Pollution Contingency Plan](#) (owned by Forth Ports)
- [National Contingency Plan - A Strategic Overview for Responses to Marine Pollution from Shipping and Offshore Installations](#) (owned by the Maritime and Coastguard Agency)
- National CBRN Contingency Plan (under development)

1.6. Training and Exercising

Staff from Services identified in 2.2 will be provided with training, exercising and briefing in relation to both:

- Fife Councils Generic Incident Management arrangements (this will be provided through [Fife Council's Resilience Training Programme](#), as detailed in Fife Council's Resilience Policy and Framework)
- Specific actions required to respond to a significant pollution incident (through both internal and external training courses)

1.7. Monitoring, Evaluation and Review

A formal review of this plan will be carried out every three years.

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

1.8. Responsibility

Fife Council's Chief Executive is responsible for Fife Council's Pollution Contingency Plan.

2. INCIDENT MANAGEMENT ARRANGEMENTS

2.1. Activation

This plan will be activated, alongside Fife Council's Generic Incident Management Plan, following notification of a significant pollution incident impacting upon any area within the Fife Council boundary.

Initial notification may be received through a range of communication channels, including:

- From an external agency or a member of the public (via telephone or email)
- A Pollution Report (POLREP) received from the Maritime and Coastguard Agency (see Appendix B for details) notifying of a pollution incident at sea

Once an initial pollution alert is received, Fife Council will follow the internal notification process described in Appendix A.

Upon activation of this plan, Fife Council should ensure that those external agencies listed in Appendix C are aware, as required.

2.2. Incident Management Team

An Incident Management Team (see Fife Council's Incident Management Plan for details) will be formed to manage and co-ordinate Fife Council's response to a significant pollution incident.

The objectives of the Incident Management Team will, in addition to those detailed in Fife Council's Incident Management Plan, include the following:

- Ensure containment of the pollution
- Ensure appropriate public communications are shared, in line with multi-agency response
- Ensure co-ordination of clean-up and disposal of pollutant, and associated waste, in line with the wider recovery strategy
- Ensure the appropriate sub-groups (for e.g., Environment, Finance and/or Care for People Groups) are established to support the response, as required

For an oil pollution incident that is affecting Fife's shoreline, Fife Council has responsibility for co-ordination the overall multi-agency response. The Incident Management Team established will, depending on the Tier of the incident and scale of its impacts/potential impacts (see Appendix D for information regarding the different Tiers of an oil spill response), also include those external agencies listed in Appendix C, as required.

The response can be escalated further, as required, to the Resilience Partnerships (see East of Scotland Resilience Partnership Response Protocol for details).

2.2.1. Fife Council Key Roles and Responsibilities

In addition to the roles and responsibilities detailed in Fife Council's Incident Management Plan, the specific roles and responsibilities of Fife Council staff in relation to a significant pollution incident are noted below. These will be carried out as required.

- **Protective Services**

Within this service, the following teams have a key role in the response to any pollution incident:

- Environmental Health (Food and Workplace Safety)
- Environmental Health (Public Protection)

This service will lead the council's response to an inland pollution incident (other than that relation to oil² or radiation³).

Key tasks include:

- Activate relevant service level operational response arrangements to respond to the impacts of the incident
- Provide technical advice in relation to:
 - Contaminated land (other than that relating to radioactive material)
 - Contamination of food and drinking water supply
 - Air quality, and advice for local community
 - Animal health and welfare
- Investigate issues relating to Public Health concerns
- Liaise with NHS Fife Public Health
- Liaise with Food Standards Scotland
- Liaise with Health and Safety Executive
- Provide advice to the multi-agency response through a Scientific and Technical Advice Cell, if activated
- Liaise with colleagues in other impacted Local Authorities (for e.g., considering air pollution)
- Support the development and implementation of the recovery strategy

- **Roads and Transportation Services**

Within this service, the following teams have a key role in the response to any pollution incident:

- Domestic Waste and Street Cleansing
- Grounds Maintenance
- Roads Maintenance

² Lead by Roads and Transportation Services

³ While the response to radiation in Fife will be managed by the UK Government, Fife Council Services will have an operational response role regarding the wider impacts of such an incident on Fife

- Structural Services (Flooding, Shoreline and Harbours)

This service will co-ordinate the council's response to an oil pollution incident affecting Fife, including for example, the Fife shoreline, harbours (see Appendix E for a list of Fife Council owned harbours) and inland areas.

Key tasks include:

- Activate relevant service level operational response arrangements to respond to the impacts of the incident
- Activate Beachmaster staff to manage and/or support any clean-up action required following an oil pollution event
- Liaise Appointed Term Pollution Response Contractor (when activated by Fife Council)
- Liaise with Fife Coast and Countryside Trust
- Support the development and implementation of the recovery strategy

- Legal Services

This Service will support Fife Council's response to a significant pollution incident, as required.

Key tasks include:

- Activate relevant service level operational response arrangements to respond to the impacts of the incident
- Support with the identification of, and making contact with, the owner of land impacts (if this is not Fife Council or partners)
- Liaise with landowner regarding the recuperation of any costs associated in the clean-up of privately owned land by Fife Council

2.3. Pollution Affecting Privately Owned Land

Where land affected by pollution is privately owned, the landowner has responsibility for the clean-up of any pollution. If they are unable to do so, Fife Council and partners will provide advice and support, as required.

2.4. Radioactive Decontamination and Waste Removal

In the event of an incident resulting in radioactive contamination:

- Decontamination of people (responders or members of the public) will be managed by the emergency services
- Decontamination of land and/or property, and removal of contaminated waste, will be managed by an appropriate contracted agency, appointed and managed by the UK Government DEFRA CBRN Decontamination Service

2.5. Stand Down

The impacts of the incident and the response required will be continuously reviewed by the Incident Management Team. The activities of the Incident Management Team will conclude 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.

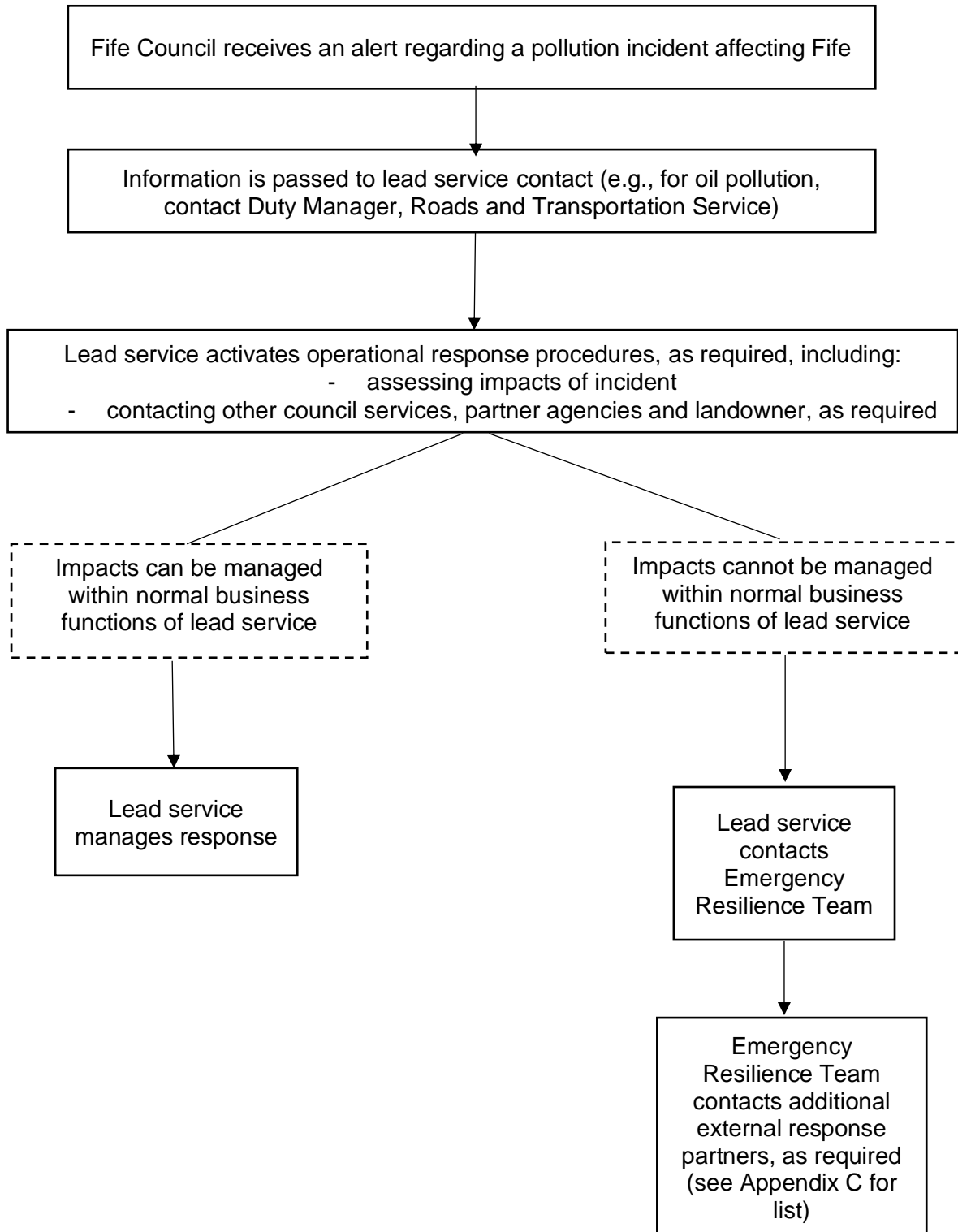
2.6. Debrief

The format and formality of the debrief process following the activation of Fife Council's Incident Management 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 and areas of good practice during the incident management process. These will then inform a review of relevant arrangements within Fife Council's Resilience Arrangements.

APPENDIX A

Fife Council Internal Notification Process



APPENDIX B

POLREP Template (Form GC77)⁴

Part 1: Information which should be provided in an Initial Pollution Report

A. CLASSIFICATION of REPORT

Is the pollution DOUBTFUL or PROBABLE or CONFIRMED?

B. DATE and TIME

When was pollution observed/reported and identity of observer/person reporting?

C. POSITION and EXTEND of POLLUTION

By latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g., size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution.

D. TIDE and WIND

Speed and direction

E. WEATHER

Conditions and sea state

F. CHARACTERISTICS of POLLUTION

Give type of pollution, e.g., oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals, give proper name or United Nations Number, if known. For all, give appearance e.g., liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; visible vapour etc.

G. SOURCE and CAUSE of POLLUTION

From vessels or other undertaking. If from a vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description. Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.

H. DETAILS of VESSELS IN THE AREA

To be given if the polluter cannot be identified and the spill is considered to be of recent origin.

I. N/A- not used

J. PHOTOGRAPHS and / or SAMPLES

⁴ Details of this can also be found on the [MCA website](#)

Have any photographs been taken or samples taken?

K. REMEDIAL ACTION

Actions taken or intended to deal with pollution

L. FORECAST

E.g., will the pollution arrive on beach, estimated timing

M. NAMES

Of those informed other than addressees.

N. ANY OTHER INFORMATION

As required

Part 2 Supplementary Information to be provided later.

O. RESULTS of SAMPLE analysis- as required

P. RESULTS of PHOTOGRAPHIC analysis- as required

Q. RESULTS of SUPPLEMENTARY ENQUIRIES – as required

APPENDIX C

External Response Agencies

| AGENCY | POLLUTION RESPONSE ROLE |
|--|---|
| Appointed Term Pollution Response Contractor | <ul style="list-style-type: none"> • Briggs Marine are Fife Council's current contracted responder for: <ul style="list-style-type: none"> - Tier 2 oil spill - Clean up of other hazardous waste products |
| Fife Coast and Countryside Trust (FCCT) | <ul style="list-style-type: none"> • Support clean-up operation on FCCT managed land • Diversion of FCCT managed public access routes |
| Food Standards Scotland (FSS) | <ul style="list-style-type: none"> • Should be notified of any pollution incident affecting Fife's shoreline that has the potential to impact upon food supply • A member of the environmental group established to respond to related incidents and liaise with external partner agencies to ensure food is safe • To provide support, advice and guidance to local authorities, businesses, and the public on the implications for food • To work under FEPA to prohibit the harvesting of fish, shellfish and edible plants as appropriate |
| Forth Ports | <ul style="list-style-type: none"> • Harbour Authority responsible for the following ports within or neighbouring Fife: <ul style="list-style-type: none"> - Rosyth <ul style="list-style-type: none"> - Burntisland - Inverkeithing - Kirkcaldy - Methil - Grangemouth - Leith - Dundee • Provide support with: <ul style="list-style-type: none"> - Identifying polluter - Waterborne response - Recovery of pollutant below Mean High Water Springs - Communications with vessels - Oil Spill modelling • Restricting movement within the Firth of Forth, if required • Responsible for managing cargo passing through the Forth |
| Marine Directorate | <ul style="list-style-type: none"> • Emergency response procedures to provide environmental advice in the event of marine pollution incidents • Authorisation for the use of dispersants within an area less than 20m in water depth or within 1 nautical mile of such |

| | |
|---|--|
| <p>Maritime and Coastguard Agency (MCA)</p> | <ul style="list-style-type: none"> • The National Competent Authority in relation to at sea pollution • Distribution of the POLREP for pollution incidents affecting the sea • Overall co-ordination of the at sea response to a n oil spill • Deploys the UK's national assets to respond to a marine pollution incident in order to protect the overriding public interest • Supports SEPA with appropriate resources in the event of a large shore-based spill affecting United Kingdom waters • Liaise with Secretary of State's representative (SOSREP), as required⁵ • Lead investigation into source of at sea pollution and enforce regulations |
| <p>NHS Fife</p> | <ul style="list-style-type: none"> • Advise on health-related risk assessment, management, and communications • May chair any Science and Technical Advice Cell (STAC) established |
| <p>Royal Society for the Protection of Birds (RSPB)</p> | <ul style="list-style-type: none"> • Collation of data relating to any harm caused to bird populations |
| <p>Scottish Environment Protection Agency (SEPA)</p> | <ul style="list-style-type: none"> • As a Category 1 responder in the terms of the Civil Contingencies Act 2004, SEPA will deploy appropriate staff to co-operate with and support other responder organisations in the response to, and recovery from, any incident or emergency • Provide advice on all aspects of environmental impact, protection and recovery • Assist in determining the footprint and movement of any contamination • Provide advice about implications to the environment regarding containment, storage, transportation and disposal of contaminated liquid or solid waste products • In consultation with Health Protection Scotland, deploy our Airborne Hazard Emergency Response (AHER) team to a significant incident involving an airborne hazard release which has or has the potential to impact on human health • Support communicating with the public and media management arrangements • Maintain operational links with Scottish Water, Local Authorities, Environmental Health Departments and Health & Safety Executive |

⁵ The SOSREP has the ultimate and decisive voice for maritime salvage, offshore containment and intervention. Full details regarding the role of the SOSREP are noted within the National Contingency Plan

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|---|---|
| NatureScot | <ul style="list-style-type: none"> • Provide advice regarding strategy for protecting natural heritage sensitivities (habitats and/or species) • Advise Marine Directorate regarding use of dispersants in waters which may impinge on statutory conservation areas |
| Scottish Society for the Prevention of Cruelty to Animals (SSPCA) | <ul style="list-style-type: none"> • Support NatureScot in catching, cleaning and rehabilitating any animals affected by pollution incidents |
| Scottish Water | <ul style="list-style-type: none"> • Lead agency for the response to incidents involving sewage, including clean up operations |
| Scottish Wildlife Trust (SWT) | <ul style="list-style-type: none"> • Support response to pollution affecting SWT managed reserves⁶ |
| UK Government (malicious CBRN Incidents only) | <ul style="list-style-type: none"> • Provide appropriate contactors to clean up impacted area and to dispose of contaminated materials • Act as overall response co-ordinator for malicious incidents with CBRN impacts |

⁶ Map of SWT reserves can be found at <https://scottishwildlifetrust.org.uk/things-to-do/visit-our-reserves-and-visitor-centres/>

APPENDIX D

Oil Spill Response Tiers

The table below details the different Tiers of oil spill response. The Tier of an incident depends on its scale, impacts and resources required to manage and resolve the incident.

The response can be escalated or scaled back as required.

| TIER | RESPONSE |
|---|--|
| TIER 1 (local) | A small operational type spill that may occur within a location as a result of daily activities where it is within the capability of one Local Authority or Harbour Authority to tackle and resolve the situation. |
| TIER 2 (regional) (can be assessed as either minor or major ⁷) | A medium sized spill where immediate resources are insufficient to cope with the incident and where it is beyond the capability of one Local Authority and an additional contracted response is required from Ports or Harbours to tackle and resolve the situation (Appointed Term Pollution Response Contractor will provide this response on behalf of Fife Council). |
| TIER 3 (national) (can be assessed as minor or major ²) | A large spill that requires national resources coordinated by the MCA, primarily a shipping incident or an offshore installation incident and where significant resources are required to tackle and resolve the incident. |

Please Note: Identifying the Tier of an incident should not delay activation of this plan

⁷ Whilst the tiered definitions are primarily intended for assessment made at sea, when considering any land or shoreline assessment, the boundary between Tier 2 and Tier 3 spills may not be clear in the early stages of an incident. For that reason, there is also a recognised initial grading that can be applied as either **Minor** (A minor spillage is one which can be dealt with by Council departments using their own immediately available resources) or **Major** (A major spillage is one which requires mutual assistance and the sharing of resources amongst agencies, either within the Forth Ports area or nationally) spillage.

APPENDIX E

Fife Council Owned Harbours

Fife Council is the Harbour Authority for the following harbours, which have been assessed as Category C and D harbours⁸ by the MCA:

- Aberdour⁶
- Anstruther
- Anstruther Wester
- Cellardyke
- Crail
- Dysart⁹
- North Queensferry⁶
- Pettycur
- Pittenweem
- St Monans
- Wormit (Woodhaven Pier)⁶

Fife Council has a legal duty to prepare for and respond to any oil pollution incident affecting or originating within these harbours.

These arrangements are detailed within the Harbour Oil Pollution Emergency Plan.

For privately owned Harbours in Fife, the owner has the same legal duty to prepare for and respond to any oil pollution incident affecting or originating within these harbours. Fife Council will have a role in supporting this response where the incident is categorised as Tier 2 or 3.

⁸ Category C harbours are those which the Secretary of State has served the harbour authority or operator with a notice stating that they are of the opinion that maritime activities are undertaken at the harbour or facility which involve a significant risk of discharge of over 10 tonnes of oil.

Category D harbours are those which any harbour or oil handling facility in respect of which the Secretary of State has served the harbour authority, operator (as the case may be) a notice stating that they are of the opinion that it is located in an area of significant environmental sensitivity, or in an area where discharge of oil or other substances could cause significant economic damage.

⁹ These harbours are owned by Fife Council, but leased out and operated by third parties