

Pollution Contingency Plan

Prepared and Issued by:	Emergency Resilience Team	Version:	1.0
Date:	February 2020	Review Date:	February 2023

DISTRIBUTION

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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 their responsibilities
- Fife Council staff are aware of those external agencies with a role in the response to a significant pollution incident

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
- Information regarding the role of external agencies involved, as required, in the response to a significant pollution incident

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 activity)
- 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
- Those facilities operating in Fife that, following a major accident involving the facility, have been identified as having the potential to release pollution. These are identified within the Fife External Emergency Plan

1.4 Planning Assumptions

The following assumptions are made and acknowledged:

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

- This plan supports the wider multi-agency incident response, if activated
- Identified 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

1.5 Supporting Contingency Plans

Fife Council's Pollution Contingency Plan is supported by, and supports, the following plans (these can be provided by the Emergency Resilience Team, as required):

- Those plans that comprise Fife Council's Resilience Arrangements (see Fife Council's Resilience Policy and Framework for details)
- Multi-agency response plans developed by the Fife Local Resilience Partnership and the East of Scotland Regional Resilience Partnership
- Clearwater Forth Oil Spill 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)

1.6 Training and Exercising

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

- Specific actions required to respond to a significant pollution incident
- 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)

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.

Appendix A details Fife Council's internal notification process once an initial pollution alert is received. This initial alert may be received through a range of communication channels, including:

- From an external agency or a member of the public
- Through telephone call 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

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 co-ordination of clean-up and disposal of pollutant, in line with the wider recovery strategy
- Ensure the appropriate sub-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 managing 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.

Additional support for an Incident Management Team can be requested, as required, through the Resilience Partnerships (see Preparing Scotland- Responding to Emergencies 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 as below. These will be carried out as required.

- **Economy, Planning and Employability:**

Within Economy, Planning and Employability, 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 oil or radiation).

Key tasks include:

- Activate relevant service level operational response arrangements to respond to the impacts of the incident
- Provide technical advice to the Incident Manager 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
- Support the development and implementation of the recovery strategy

- **Assets, Transportation and Environment:**

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

- Parks, Streets and Open Spaces
- Roads Maintenance
- Structural Services (Flooding, Shoreline and Harbours)

This service will lead 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.

Where land affected by pollution is privately owned, Fife Council will work with land owners to ensure effective clean-up of pollution.

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 with Briggs Environmental (when activated by Fife Council)
- Liaise with Fife Coast and Countryside Trust
- Support the development and implementation of the recovery strategy

2.3. 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.

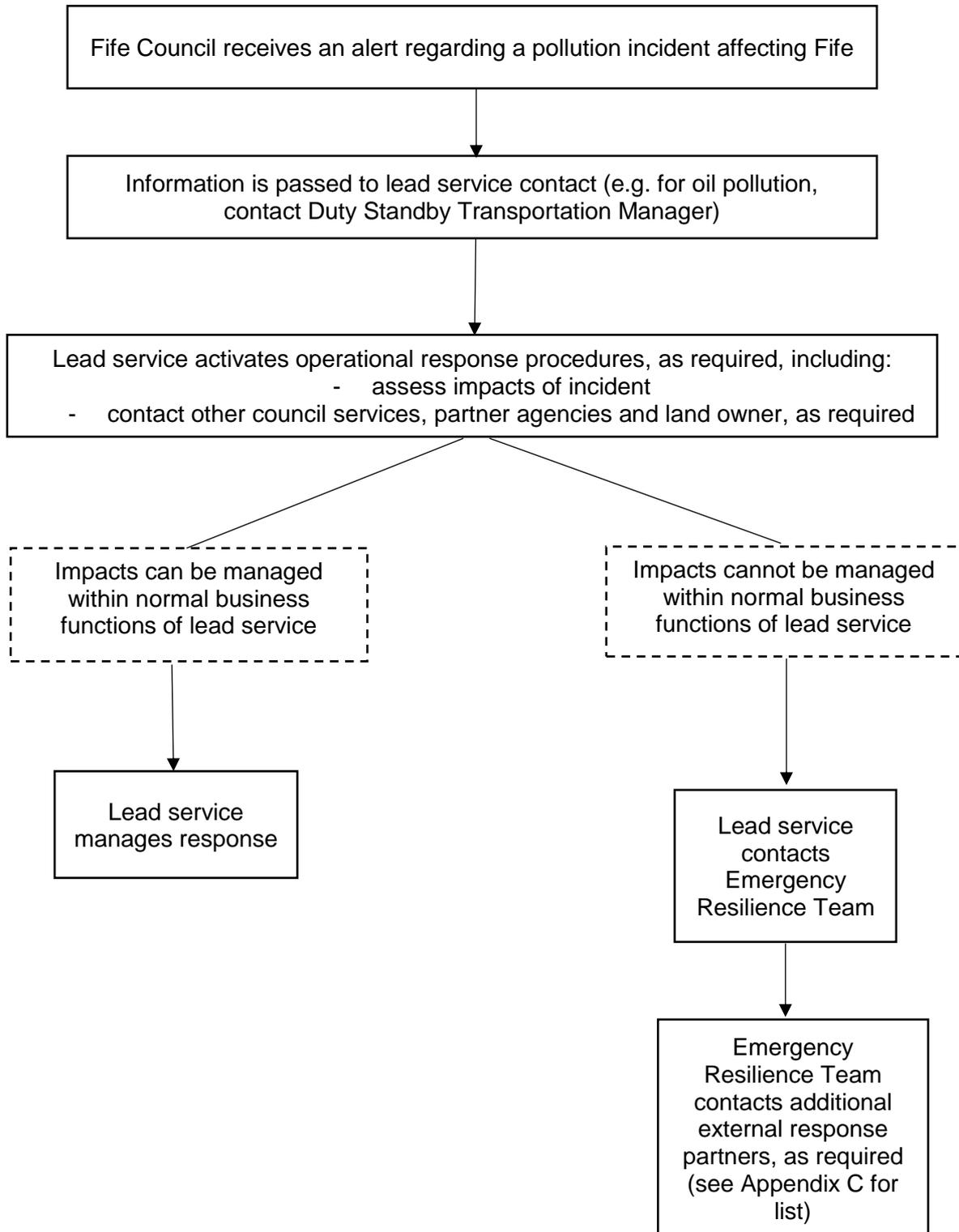
2.4. Debrief

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

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

A. CLASSIFICATION of REPORT

1. Doubtful 2. Probable 3. Confirmed.

B. DATE and TIME

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

C. POSITION and EXTENT of POLLUTION

If possible, state range and bearing from some prominent landmark and estimate amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers or drums lost). When appropriate, give position of observer relative to pollution.

D. TIDE, WIND SPEED AND DIRECTION.

E. WEATHER CONDITION & SEA STATE.

F. CHARACTERISTICS of POLLUTION

Give type of pollution e.g. oil (crude or otherwise). Also give appearance, e.g. liquid, floating, solid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour. Any markings on drums, containers, etc, should be given.

G. SOURCE and CAUSE of POLLUTION

Is it from vessel or other installation? If from a vessel, say whether as a result of apparently deliberate discharge or a casualty. If 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.

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.

J. PHOTOGRAPHS and / or SAMPLES

Have any been photographs been taken or samples taken for analysis.

K. REMEDIAL ACTION

Any remedial action taken or intended to deal with the spillage.

L. FORECAST

Of likely effect of pollution (e.g. arrival on beach), within estimated timing.

M. NAMES

Of those informed other than addressees.

N. ANY OTHER INFORMATION

For example, names of other witnesses, reference to any other instance of pollution pointing to source.

Part 2 Supplementary Information to be provided later.

(This section may be disregarded when POLREPS are for UK internal distribution only.)

O. RESULTS of SAMPLE analysis

P. RESULTS of PHOTOGRAPHIC analysis

Q. RESULTS of SUPPLEMENTARY ENQUIRIES

(e.g., inspection by Surveyors, statements from ship's personnel etc, if applicable)

R. RESULTS of MATHEMATICAL MODELS

APPENDIX C

External Response Agencies

AGENCY	POLLUTION RESPONSE ROLE
Briggs Environmental	<ul style="list-style-type: none"> • Fife Council's 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 • Concerned with ensuring <ul style="list-style-type: none"> - that food is safe to eat - consumers know what they are eating - improving nutrition • Prohibition of the taking of fish and edible plants from a designated sea area
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"> - Burntisland - Kirkcaldy - Methil - Grangemouth - Leith - Dundee • Provide support with: <ul style="list-style-type: none"> - Identifying polluter - Clean up operations - Communications with vessels • Restricting movement within the Firth of Forth, if required • Responsible for managing cargo passing through the Forth
Marine Scotland	<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
Maritime and Coastguard Agency (MCA)	<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

	<ul style="list-style-type: none"> • 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 required² • Lead investigation into source of at sea pollution and enforce regulations
NHS Fife	<ul style="list-style-type: none"> • Advise on issues relating to public health • May chair any Science and Technical Advice Cell (STAC) established
Royal Society for the Protection of Birds (RSPB)	<ul style="list-style-type: none"> • Collation of data relating to any harm caused to bird populations
Scottish Environment Protection Agency (SEPA)	<ul style="list-style-type: none"> • Lead agency for the response to pollution affecting inland water courses and for the radioactive contamination of land • Provide advice to mitigate or prevent further pollution • Protect designated sites of nature conservation importance and to further the conservation of biodiversity • Lead investigation into source of on-shore pollution and enforce regulations • Regulate and licence the storage and transportation of any waste products collected as a result of any clean-up operations
Scottish Natural Heritage (SNH)	<ul style="list-style-type: none"> • Provide advice regarding strategy for protecting natural heritage sensitivities (habitats and/or species) • Advise Marine Scotland 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 SNH 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 reserves³

² 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

³ 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 ⁴)	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 (Briggs Environmental 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.

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

⁴ 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 harbours⁵ by the MCA:

- Aberdour
- Anstruther
- Anstruther Wester
- Cellardyke
- Crail
- Dysart⁶
- 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 (currently under development).

⁵ 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.

⁶ These harbours are owned by Fife Council, but leased out and operated by third parties