



COWES HARBOUR
COMMISSION

CHC Emergency Plan

January 2023

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Document Control

It is important that this Plan is kept up to date and any changes should be notified without delay to the Deputy Harbour Master, Cowes Harbour Commission, Harbour Office, Town Quay, Cowes, Isle of Wight, PO31 7AS.

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This document is a controlled document and shall be revised regularly; such revisions shall take account of experiences gained from:

- Training
- Exercises
- Actual incidents
- Changes in risk assessment
- Changes in port operations
- Changes in legislation

Cowes Harbour Commission will issue amendments to the plan when necessary and they will be updated on the www.cowesharbourcommission.co.uk website.

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Annual Review

Year	Reviewed by	Signed off by
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Section 1 – INTRODUCTION

This plan sets out guidance for CHC staff responding to any emergency, other than an oil spill, in Cowes Harbour. As well as general guidance in an emergency this plan provides generic contingency cards for the most likely emergency situations that staff may be faced with (see section 7). These are (in alphabetical order):

- Bomb threat
- Collision
- Fire – General
- Fire – Specific (5 more detailed scenarios)
- Medical Emergency
- Missing Persons
- Oil / Diesel Spill
- Petrol Spill
- Vessel grounding
- Vessel sinking
- Vessel striking the chain ferry

For an Oil Spill incident please see the CHC Oil Spill Response Plan.

1.1 Purpose

The purpose of this plan is to provide an outline of expected actions to be taken by all relevant authorities in a harbour emergency or potential emergency. Each stakeholder (private wharf, organisation or marina) or authority will be responsible for issuing their own detailed instructions within the general provisions of this plan. Nothing in this plan shall relieve any person or organisation from any statutory obligation or responsibility. Similarly, nothing in this plan shall interfere with the site emergency plan established by wharf owners, organisation, marinas and boatyards.

The area of jurisdiction of Cowes Harbour is shown in Annex 7. The success of this plan rests on the willing and faithful compliance of all involved.

1.2 Definition

A harbour emergency is any incident within the statutory harbour area where there is risk to life, where risk of pollution exists or risk to a vessel¹(s). Such definition also covers bomb threats and flood warnings.

¹ The term vessels is to include all types of ship, boats, vessels or such craft used or capable of being used upon water. The Chain Ferry (Floating Bridge) is included within this broad definition.

1.3 Oil Pollution

In any incident involving the actual spill or threat of spillage of oil and any oil products, the Cowes Harbour Oil Spill Response Plan will be invoked. The Harbour Emergency Plan may then, if necessary, be used to compliment the Oil Spill Response Plan.

1.4 Bomb Threat or Act of Terrorism

Upon receipt of any bomb threat or similar it is vitally important to attempt to glean as much information as possible from the telephone caller, the person taking the call should use the Bomb Threat Checklist found in Section 6.3 (1).

The Harbour Master or his substitute must be contacted immediately, who will then telephone the local Police who will make the final decision if the threat is credible and initiate the appropriate action. If deemed necessary, the most senior person on scene will call the other Emergency Services as required and the nearest Bomb Disposal Unit will also be alerted. The bomb disposal services may be notified once the initial threat has been assessed and primary responders are on scene. Consideration will be given to evacuating the premises concerned and in consultation with the relevant authorities enforcing an exclusion zone.

1.5 Flood Warning

The Environment Agency (EA) aims to warn of river and coastal flooding. General advice and information can be obtained on Flood-line: 0845 988 1188

Flood warning codes are used throughout England and Wales, namely:

- Flood Watch,
- Flood Warning, and
- Severe Flood Warning.

Full details of these warnings are listed in Annex 6 of this plan.

1.6 Priorities

When the Cowes Harbour Emergency Plan is activated, the priorities are:

- Saving of life,
- Minimizing risk to the environment,
- Safety of navigation,
- Safety of property.

1.7 Acceptable and Non-Acceptable Outcomes

Whilst CHC realise that each emergency or potential emergency incident will produce a differing set of difficult challenges, we will always aim to achieve the best possible outcome whether acting alone or jointly with other agencies.

When taking decisions, in accordance with the priorities listed in 1.6, CHC will strive to benefit the 'greater good' by analyzing the possible acceptable and non-acceptable outcomes.

For example, CHC deciding to take early action to evacuate and rescue 10 crew from a large yacht before it foundered on the rocks and was ultimately lost at a cost of £x million – could be seen as an acceptable outcome. In contrast, If CHC had taken the decision to attempt to connect a tow to save the same yacht, but in the process a staff member and two of the yachts crew lost their lives, the yacht and our RIB suffered damage – despite saving eight lives, this could be seen as a non-acceptable outcome.

1.8 Command Structure

There are three levels within the CHC emergency response command structure:

- Strategic (**Gold**) – The level at which policy, strategy and the overall response framework are established and managed. This may be activated for large incidents that will have a long-term effect on Cowes Harbour,
- Tactical (**Silver**) – The level at which the response to an emergency or incident is managed. This would be the Incident Commander (normally the HM or DHM for a local incident),
- Operational (**Bronze**) – The level at which the management of ‘hands-on’ work is undertaken at the incident site(s) or associated areas. This would be the On Scene Commander (OSC).

1.9 Other Plans

If there is any Cowes Harbour emergency incident which could affect the adjoining harbour area under the control of Associated British Ports Southampton or Portsmouth Dockyard (King's Harbour Master), it would be the responsibility of Cowes Harbour Master, or his representative, to notify via Joint Rescue and Coordination Centre (JRCC) or give direct warning to 'VTS Southampton' and 'KHM Portsmouth' in compliance with the Solent Maritime Framework.

This plan is designed to complement individual response plans issued by wharf and marina operators and the local authority.

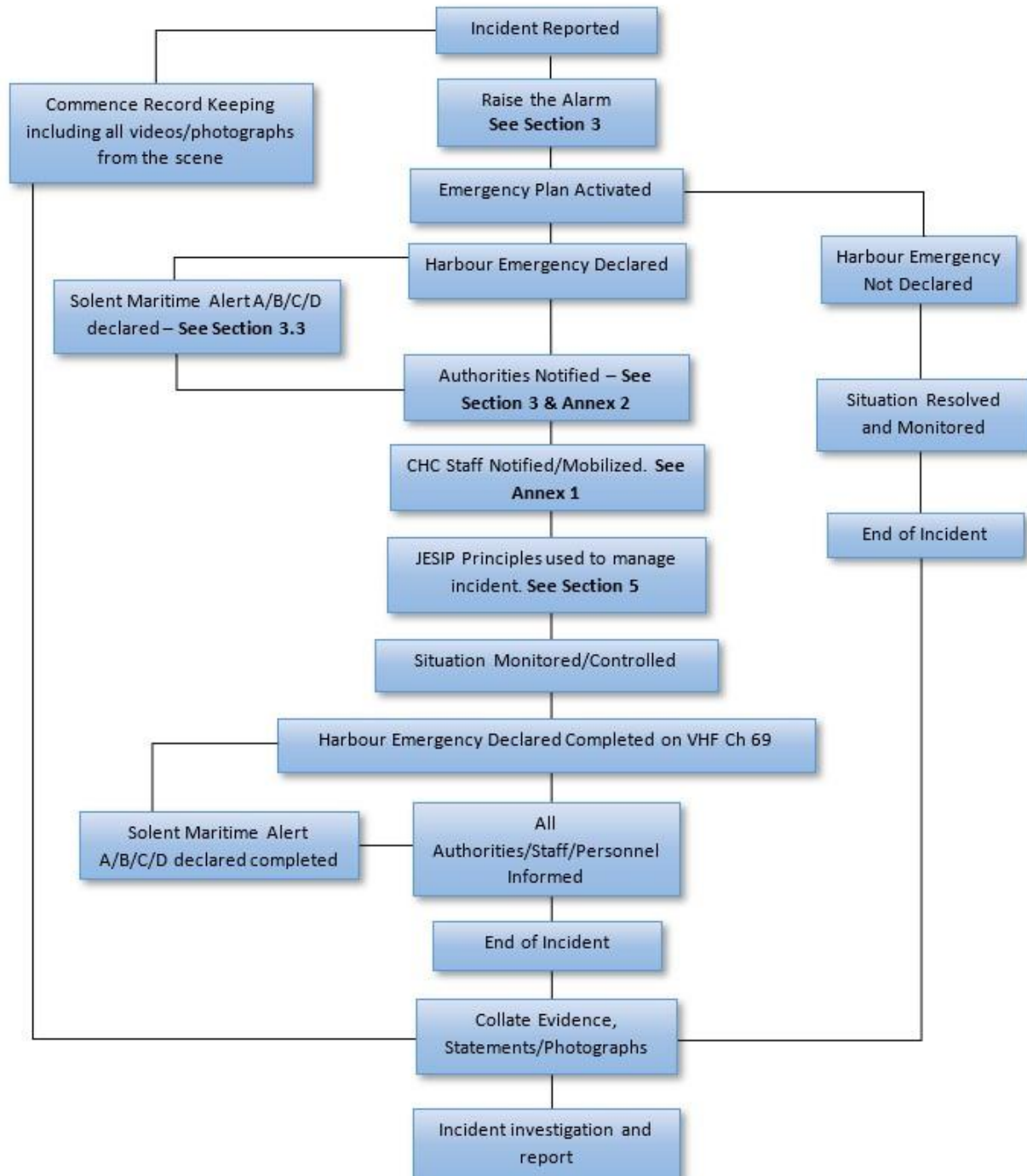
1.10 Notification of Emergency to Authorities

The Harbour Master will notify the relevant appropriate authorities during (where practicable) or upon the conclusion of the incident or harbour emergency e.g. Health & Safety Executive (HSE), Marine Accident, Investigation Branch (MAIB) and Maritime & Coastguard Agency (MCA).

1.11 Flexibility of the Plan and Staff

With each incident bringing forth its own challenges and the high likelihood of the situation evolving and changing throughout, we must ensure that the CHC plan and every team member remain flexible and open to change in line with requirements of the incident. It may be that management or on-scene team members are unavailable; it may be that the plan does not precisely cover the incident at hand; in any case the situation needs to be dealt with to the best of our joint capabilities. We must all be prepared to take on unfamiliar roles but should remain fully aware of our own limitations and the level of risk we may face. Personal safety must remain at the top of the list of priorities.

EMERGENCY PLAN PROCEDURE



Section 2 - Risk Assessment

2.1 Introduction

Cowes Harbour is a small multi-user port, home to a very frequent vehicle, freight and passenger ferry service and it also handles a varied selection of coastal shipping which includes small bulk carriers, general cargo vessels, small passenger vessels and coastal oil tankers.

Recreational use of the Harbour is extensive. Numerous sailing clubs and marinas are located within the harbour limits.

2.2 Cowes Harbour 2021 Summary of Vessel Types

Vessel Type	Gross Tonnage (Approximate)	Number of Movements
Ro-Ro (Vehicle / freight / passenger ferry)	4000	12212
Hi-Speed Catamaran (Passenger only)	300	8971
Coastal Tankers	0	0
Coastal Bulk Carrier	2000	93
Cruise Liner	10000	5
Pleasure Craft	Various	50000 (est.)

2.3 Tidal Movement in the Port of Cowes

The tidal cycle lasts approximately 12.5 hours. The flood lasts about 7 hours, then an approximate two-hour stand at high water and a full ebb tide of about 3 ½ hours. The short duration of the ebb tide makes for a greater velocity of flow.

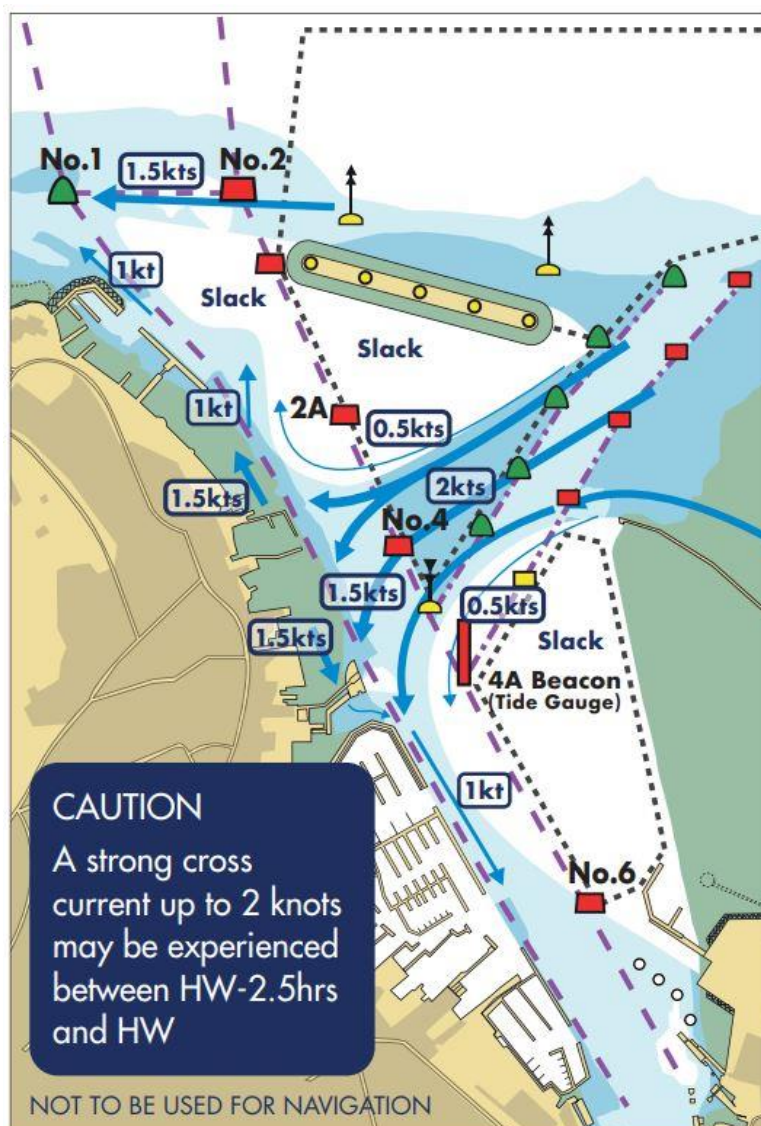
Movement of floating objects (M.O.B, debris, L.S.A.) in the Inner Harbour south of the 4A beacon is likely to be parallel to the shoreline in either direction in line with the flood or ebb tidal flows dependant on the wind force and direction. Tidal flows north of the 4A beacon and in the central Solent are complex.

The tidal curve at Cowes is shown on the diagram below. During the spring tide periods, a strong (3 knot) west going tidal set exists across the entrance to Cowes Harbour starting from approximately 2 hours before high water Cowes until approximately 3 hours after high water Cowes.

During the flood tide, rates in the vicinity of the Cowes Chain Ferry can reach 2.5 knots and as much as 4.5 knots during spring ebb flows.

When the tidal flow at No.1 and No.2 fairway buoys is running in a westerly direction, (expected from HW -2hrs to HW +3hrs) a tidal shadow with significantly reduced flow will be experienced immediately west and south of the breakwater in the Inner Fairway.

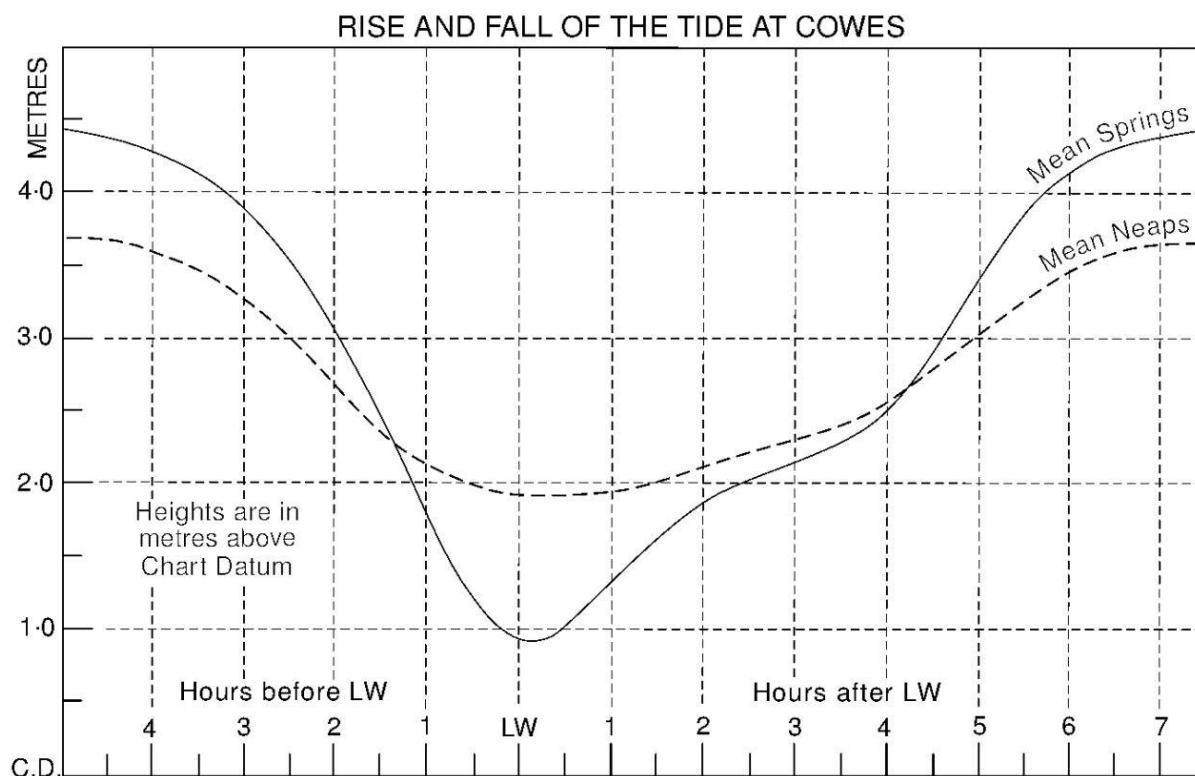
Between HW -2 ½ hrs and HW, in addition to the tidal shadow west and south of the breakwater, vessels transiting the Inner Fairway between the Island Sailing Club and the Eastern Channel may experience a westerly setting tidal flow of up to 2 knots which will have a tendency to set vessels down towards the western shore. This cross current splits into two separate flows on the western side of the fairway in between the Island Sailing Club and the Red Jet terminal with a current of up to 1 ½ knots running along the foreshore in either direction. See diagram below:



Tidal Levels referred to Datum of Soundings

Place	Latitude (N)	Longitude (W)	Heights in metres above datum				Datum and remarks
			MHWS	MHWN	MLWN	MLWS	
Cowes	50° 46'	001° 18'	4.4	3.7	1.9	0.9	2.59m below Ordnance Datum (Newlyn)
Folly Inn	50° 44'	001° 17'	4.1	3.4	1.8	1.0	
Newport	50° 42'	001° 17'	4.1	3.4	2.0	1.6	

Tidal Curve Port of Cowes



2.4 Port Operations

Pilotage

Pilotage is compulsory in the Port of Cowes for all vessels of 48 metres and above, and all passenger vessels of 20 metres and above (whilst carrying more than 12 passengers), other than those, which frequently use the port and whose Masters and bona Deck Officers, have obtained a pilot exemption certificate. Certain categories of vessels including Naval and MOD are exempt from pilotage but may take a pilot on a voluntary basis.

Vessel Traffic Management

The area of the Solent to the north of Cowes lies within the jurisdiction of ABP Southampton. This area is managed by a modern vessel traffic service (VTS) equipped with radar surveillance and communications. All vessels of 20 metres or more in length arriving, leaving or manoeuvring within the ABP Southampton area fall under the direction, co-ordination and management of Southampton VTS.

No such permanently manned traffic management scheme exists within the Port of Cowes. All commercial vessels and private recreational vessels of 30 metres and above are required to give notice of entry movement or departure within the area of Cowes Harbour on VHF Channel 69 (port working frequency) and maintain a listening watch at all times.

2.5 Summary of Identified Risks

Bomb Threat

With the popularity of Cowes as a world class sailing destination, numerous high profile visitors / residents, close connections and regular visits from the Royal Family and a calling point for cruise vessels there is a **moderate** risk of a bomb threat.

Collision

With the number of shipping movements taking place within port limits, the potential for a collision must be acknowledged.

Given the controls which are imposed on commercial ship movements within the port and the fact there have been no collisions between commercial vessels underway, the risk of commercial ship collisions must be regarded as low. However, with numerous collisions involving recreational craft the risk must be elevated to a **moderate** level.

Diesel, Oil or Petrol spill

The RWE, Kingston Wharf terminal is the only dedicated oil berth in the port. The type of oil held at the site is diesel, or gas oil. All cargo oil transferred at this location is for import.

There are two retail fuel outlets in Cowes Harbour; Cowes Harbour Fuels and Lallows Fuel Services. These cater for recreational, fishing, pleasure and small commercial vessels. Small quantities of fuel are also stored at Blueline Cruises Thetis Wharf site, Cowes Harbour Services Boatyard Kingston Wharf site and the Royal National Lifeboat Institute Inshore Lifeboat Centre East Cowes site.

All sites in Cowes store or distribute only light oils (petrol, or diesel).

Within Harbour limits there is also a bunkering operation capable of transferring to visiting vessels, alongside or ex barge at anchor, although this has not been utilised for several years.

The assessed risk of a spill is deemed **low** in all cases (except bunkering small craft which is deemed moderate), the risk of any two spillages occurring simultaneously is assessed as very low. **Please see the Oil Spill Response Plan for any oil spill incidents.**

Grounding

The risk of grounding in the main fairway is **low**. The main fairway is straight with the channel margins clearly marked. While the risk of grounding is low, it cannot be wholly eliminated; the most probable risk is steering or propulsion system failure resulting possible collisions or grounding.

Fire

With so many people, businesses of various natures, vessels, vehicles and numerous fuels, accelerants and sources of ignition within a small area, the risk of a fire occurring is **moderate**. Although each stakeholder will have individual fire response plans in place, it was felt that more could be done in order to be prepared for such an incident as the potential consequences could be catastrophic. To this end, CHC and the Isle of Wight Fire and Rescue Service have collaborated and produced a **Cowes Harbour Fire Operational Pre-plan**. It identifies five scenarios that have been deemed the highest risk and provides an outline plan to direct the multi-agency response.

Medical Emergency

With the wide range of water sports, age of participants along with the many thousands of visitors to Cowes each year there is an ever-present risk of a medical emergency occurring. Most stakeholders have trained first aiders within their ranks reducing the need for support from CHC, therefore the risk can be deemed as **low**.

Missing persons

With many thousands of residents and visitors to Cowes each year there is an ever-present risk of a person going missing. There are many reasons why a person may go missing but with readily available search and rescue specialists within and in close proximity to Cowes there is only a slim chance that CHC would be called upon to assist in such an incident. This risk can be deemed as **low**.

Vessel sinking

There can be up to 1000 vessels in Cowes at any one time and this number is far exceeded during events such as the Round the Island race. The likelihood of one or more of these vessels sinking, for a number of reasons, is moderate. However, as all craft are within marinas or on managed pontoons / moorings and the river is regularly patrolled by CHC Officers the risk of a vessel sinking without anyone being aware of the problem is **low**.

2.6 Risk Assessment Summary Table

Hazard	Risk level
Bomb Threat	Moderate
Collision	Moderate
Diesel, Oil or Petrol Spill	Low
Fire	Moderate
Grounding	Low
Medical Emergency	Low
Missing Persons	Low
Vessel Sinking	Low

2.7 Joint Understanding of Risk

Whilst CHC are fully aware of the risks that are present in the harbour, we would need to discuss and promulgate our assessment of those risks with other agencies. We would also ask for the assessment of risks as seen by other agencies, in order to have a full view of **all** hazards and associated risks presented by the incident.

Section 3 - RAISING THE ALARM

3.1 Raising the Alarm

When a harbour emergency or potential emergency occurs, it is vital that the alarm should be raised immediately.

All reasonable steps will be taken by those on the spot to render whatever aid is immediately available. Subsequent action will be coordinated through the Incident Control Centre.

When on-scene commanders first report in and for following update reports the METHANE mnemonic should be utilised. This ensures that the following information can be passed directly to any additional emergency services when the call is made.

- 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

The decision to designate a harbour emergency or potential emergency and implement the Emergency Plan will be made by the Harbour Master or his substitute. This decision may be made on advice from the principal officer on the scene from the Hampshire and Isle of Wight Police or Hampshire and Isle of Wight Fire and Rescue Service.

The Fire and Rescue Service and other emergency services may be mobilised before an emergency is declared to deal with minor incidents on a ship or a wharf. The Harbour Master must always be informed immediately of any such incidents.

The Emergency Plan will be activated, in whole or part, for all incidents involving fire on board a vessel, however minor, or on the occasion of a substantial collision which results in a severely handicapped vessel or vessels, pollution incidents or similar.

Contact telephone numbers are recorded in Annex 2. See Annex 1 for Internal Staff Contact Numbers (CHC Plan Copies Only).

A record of events in all emergencies must be initiated at the earliest opportunity. Personal Log sheets can be found in **Annex 4**.

Incident related decisions and reasons behind them shall be recorded. Decision logs can be found in Annex 3.

Calling COWES HARBOUR COMMISSION

Cowes Harbour Radio **VHF 69**

For serious incidents:

0830 – 1700hrs – Harbour Masters Office **01983 293952**

For minor incidents:

Cowes Berthing Masters

01983 297821 or Mobile: 07970 756940

Out of Hours

- If deemed appropriate or of a serious nature the Harbour Master or Deputy Harbour Master must be contacted in the first instance.

Person		Contact
Duty Berthing Master / Shepards Marina		Mobile: 07970 756940
If the Harbour Master (or Deputy) has not been called directly then the Duty Berthing Master or admin staff are to contact in the order of priority listed:		
1	Harbour Master	
2	Deputy Harbour Master	
3	Marine Services Manager	

It is the responsibility of the first person contacted to evaluate the incident and to inform or call out additional Harbour Authority personnel.

See Annex 1 for Internal Staff Contact Numbers (CHC Plan Copies Only).

3.2 Alarm Procedure

By Telephone - Call Emergency Services telephone 999 for Police / Fire / Ambulance / Coastguard

- **M** - Major Incident declared? Prefix message – 'Cowes Harbour Emergency'
- **E** - Exact Location. Give precise instructions as to where their assistance is required e.g. Red Funnel Terminal, West Cowes
- **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

By VHF Radio

VHF Call – Channel VHF 69 – prefix message with '**Cowes Harbour Emergency**'.

- 'All vessels in Cowes Harbour' x 3
- 'This is Cowes Harbour Radio' x 3
- 'Initiating Cowes Harbour Emergency'
- **Brief description of incident** – use METHANE acronym (above) as appropriate.
- **End message** - 'Cowes Harbour Radio – OUT'.

3.3 Notification Matrix for Staff

The following table aims to depict who should be called by the first staff member on scene. You may not have time to call everyone on the list, but please record who you have called so that when support arrives, they can make contact with all relevant agencies without duplication.

	HM, DHM	Coastguard (JRCC)	Hampshire & IOW fire & Rescue Service	Police	I.O.W Council Emergency Planning Dept.	Ambulance
Bomb Threat						
Significant Collision				May be required for breathalyser		
Vessel Fire						May be casualties
Significant Grounding				May be required for breathalyser		
Vessel Sinking			May need pumps			
Oil or Petrol Spill						
Medical Emergency						
Missing Persons						

3.4 Declaring an Incident under the Solent Maritime Framework – Classification of Marine Emergencies

Solent Maritime Alert A precautionary level of response which may be instigated by any of the Initiating Authorities or HM Coastguard (JRCC) and gives indication to the others that a situation is developing which could lead to one of the following classifications:

- Class A** An incident that can be dealt with by the Initiating Authority using resources readily available and with little or no impact on land-based authorities.
- Class B** An incident that can be dealt with by the resources readily available but where the Initiating Authority needs some assistance from one or more land-based emergency services. **No significant impact is anticipated on other land-based services but they should consider themselves alerted.**
- Class C** An incident where there is expected to be a significant impact on land-based authorities and where a multi-agency tactical level of co-ordination is considered necessary and elements of the National Maritime Contingency Plan may be activated.

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Class D A major incident requiring the full resources of the Solent Maritime Framework and a co-ordinated response from both Initiating Authorities and land-based agencies, with potential for activation of the National Maritime Contingency Plan.

3.5 Notifying Other Authorities in the event of declaring an incident under the Solent Maritime Framework

VHF Channel 12 - Vessel Traffic Services (Southampton)

VHF Channel 67/16 - HM Coastguard, JRCC Fareham

VHF Channel 11/13 - King's Harbour Master, Portsmouth, Control Tower

All telephone numbers for the above are in **Annex 2**.

In an Emergency Situation where time may be critical, you can request that the Coastguard (JRCC) contact the other authorities on your behalf as per the Solent Maritime Framework.

Section 4 – CHC Management Team - Individual Responsibilities

4.1 CHC Incident Commander

(HM or DHM) – Silver (or part of the Silver Control Team if Primacy is held by another agency)

Location: Incident Room

Duties:

- In overall charge of the incident.
- Appraises the incident with the information available to him. Information required from the initial caller may include:
 - Name and contact details of caller.
 - Nature and extent of the emergency.
 - Location of the emergency.
 - Number of injured if known.
 - Effects to nearby moored vessels or surrounding area (if applicable).
 - In the caller's assessment – resources that may be required.
 - If possible, keep the calling person on the line and maintain communications until the initial stages of the response have been implemented and the METHANE information has been provided.
- Declare the appropriate response if necessary: Harbour Emergency / Solent Maritime Framework and / or Oil Spill tier 1/2/3.
- Makes contact with the On Scene Commander and request a full appraisal of the situation allowing him to make an update to the incident.
- Ensure that the Emergency Plan and relevant First Response Plan is consulted in the early stages of the incident and that all roles and responsibilities are covered and tasks carried out.
- Ensure that the CHC response team are notified and put on standby including Cowes Harbour Services Harbour Operatives and Berthing Masters in the first instance.
- If a pollution incident is possible then the Tier 2 Contractors Adler and Allan are to be notified and put on standby.
- Instruct the main reception to activate the appropriate notification matrix if necessary.
- Prepare a Media Holding Statement for use by the Main Reception.
- Maintain a log of events, primacy handovers and a decision log (Annexes 3, 4 & 5).

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4.2 On scene Commander (HM or DHM) - Bronze

Location: On Scene

Duties:

- In charge on scene
- Appraises the incident with the information available to him and notify the Incident Commander. Items to consider include:
 - 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
- Ensure that the CHC response team have mustered and supervise any deployment on scene with the aim of saving life, restricting damage to the environment and the operation of the port without putting persons lives at risk.
- Instruct the main reception to activate the appropriate notification matrix if necessary.
- Follow direction from the management team but advising and updating regularly.
- Maintain a personal log and a decision log if applicable.

4.3 Information Handler

- **with the assistance of other Incident room staff as required**
- **Landline and Mobile at Incident Room (Communications Officer or Finance Officer)**

Location: Incident Room

Duties:

- Check that copies of the Emergency Plan and Oil Spill Response Plan are available. Provide copies of Personal Log sheets, Decision Log sheets and Primacy Log Sheets (Annexes 3, 4 & 5) of the Emergency Plan).
- Prepare large screen PC including multi-media communications applications and CCTV remote access.
- Prepare Incident Information Boards/Flip Chart/Whiteboard in the HM Office and update with incident developments.
- Keep a written log of all communications to and from the incident room via landline, mobile and oral communications. (The VHF Operator will keep a record of the VHF communications).
- Screen off conference room from HM Office as required
- Answer all calls through to extension 1001 and HM Mobile if required taking written notes and passing on to HM if deemed appropriate.
- Advise HM when the relevant notification matrix has been completed by the main reception and any parties not contacted.

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- Media Statement to be prepared under the guidance of the HM/DHM/OSC, passed to the main reception and uploaded to the CHC website.
- Maintain a personal log of all calls and communications.
- Using a laptop or hand written log sheets, maintain a log of decisions made by the Incident Commander / On Scene Commander and justification for those decisions if applicable. Maintain a log of events and primacy handovers (Annexes 3, 4 & 5).
- Prepare a recording device(s) to ensure all conversations and decisions pertaining to the incident are physically recorded for playback after the event.

4.4 VHF Communications and Written Log (Moorings Administrator or Receptionist)

Location: Incident Room

Duties:

- Operate the main VHF set on the private working channel and ensure that mobile VHF is set to Channel 69.
- Ensures that all VHF communications are answered and recorded then passed to the HM.
- Maintain a personal log and include all decisions made on scene.

4.5 Telephone Handler and Harbour Office Access (Receptionist/Administrator)

Location: Main Reception

Duties:

- Call Cowes Harbour Services Boatyard (CHS), Shepards Marina (SM) and Cowes Harbour Fuels (CHF) and instruct them that there has been an incident in the harbour and that our Emergency Plan has been activated, all Response Personnel to report to the relevant site and await instructions unless directed otherwise by the HM or DHM.
- Advise all sites that if they receive telephone calls requesting information on the incident, they are to be redirected to the harbour office, on no account should any information be given out.
- Close the internal door and put it on the latch, the harbour office is now a controlled building and access should only be obtained if deemed appropriate. Members of the media are not to be admitted without permission from the Harbour Master
- Only when directed from the HM call the relevant parties contained within the Notification matrix in Sections 3 plus any additional notifications to agencies / organisation in section 4 (Contact Tables) of this plan. There are also contact details in Section 11 of the OSRP for either a Tier 1, 2 or 3 incidents as appropriate. Confirm to the Incident Room when all calls have been made and listing any parties that were not contactable.
- Calls relevant to the Incident (excluding media requests) are to be put through to extension 21. All routine calls are to be redirected to Shepards Marina or Cowes Harbour Services Boatyard for dealing with as necessary.
- All lines of communication, including e-mail and fax machine should be checked to be operational.

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- Media Statement to be collected from the Harbour Master, this statement is to be read out to any members of the media requesting information. No information other than that in the Media Statement is to be given, speculation is to be avoided at all times.
- Maintain a personal log.

4.6 Finance and Accounts (Finance Officer)

Location: Upstairs Office

Duties: To keep track of all expenditure or likely expenditure as a result of the incident to include but not be limited to:

Initial:

- Call out of any emergency services.
- Call out of Oil Spill Tier 2 Responders.
- Equipment Requested in addition to the Adler & Allen Rapid Response Vehicle.
- Internal staff utilised.
- External staff utilised (i.e. Memorandum of Understanding with YHC).

Ongoing Costs:

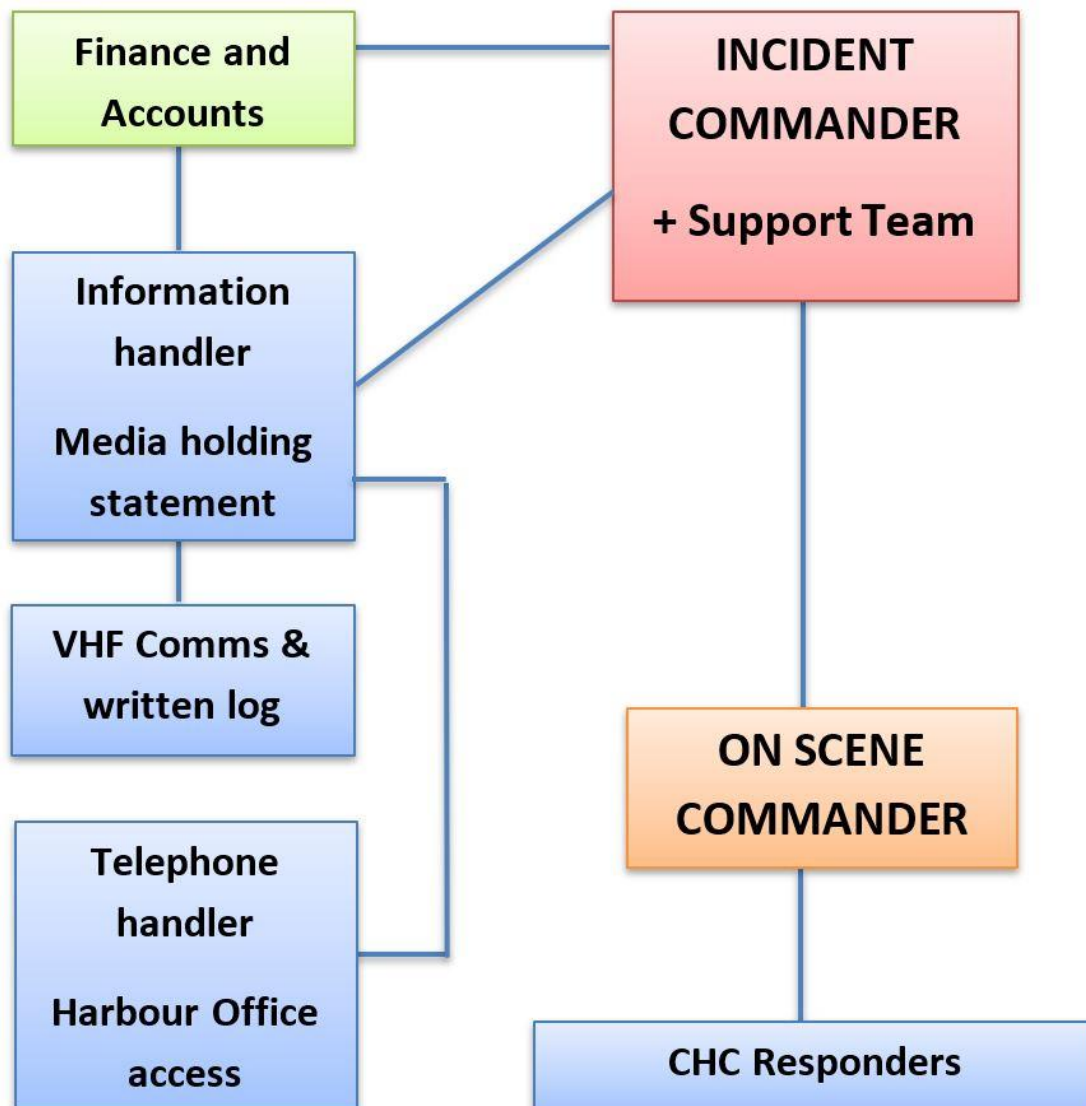
- Further equipment utilised.
- Resources supplied by the emergency services.
- Resources supplied by Tier Two Responders.
- Resources supplied by MCA.
- Commercial assets affected:
 - Marinas
 - Private Berth Holders
 - Fisherman
 - Ferry Operators
 - Commercial Wharves

4.7 Commercial Operations and / or Comms (CEO)

Location: Harbour Office

Duties: To assist or advise the HM with the management of any commercial operations, communications or financial matters.

4.8 CHC Management Team – Response hierarchy



Section 5 – Joint Agency Working, Primacy and Actions of Key Organisations

5.1 Joint Agency Working

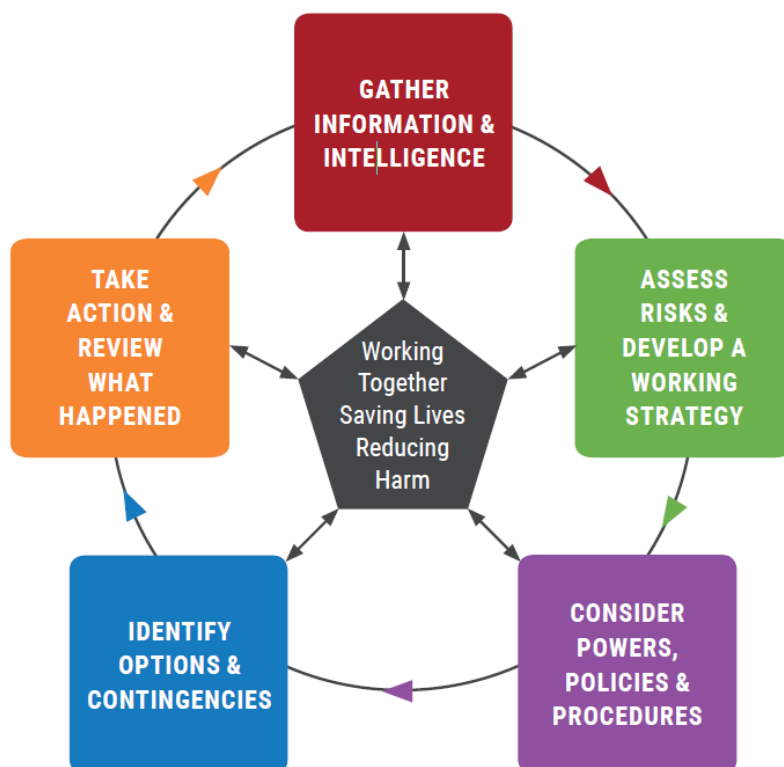
In order to ensure the most coherent and effective joint response possible, it is essential to have effective interoperability of emergency services and other responder agencies.

The Joint Emergency Services Interoperability Program, or JESIP has been recognised as significantly improving the interoperability of emergency services since its publication in 2013.

The five basic principles of JESIP are:

- **Co-locate** with commanders as soon as practicably possible at a single, safe and easily identified location near to the scene.
- **Communicate** clearly using plain English.
- **Co-ordinate** by agreeing the lead service. Identify priorities, resources and capabilities for an effective response, including the timing of further meetings.
- **Jointly understand risk** by sharing information about the likelihood and potential impact of threats and hazards to agree potential control measures.
- **Shared Situational Awareness** established by using the Joint Decision Model (as described below).

Reports from the scene should be passed using the mnemonic ‘METAHANE’ as described in Section 6.



Joint Decision Model (JDM)

5.2 Location of Silver Command

The most likely scenario for any emergency in Cowes harbour is that the Harbour Master or his representative will have primacy (command and control) of the incident in the initial stages – sometimes known as the ‘Golden Hour’, as this is the critical period wherein the correct first responses could see a swift resolution to the incident. Part of that role will be to establish a Silver Command, most likely to be at the harbour office, but it could be at an alternative site. Once the incident management has begun and the key agencies have been identified and activated, the Silver Command will become more formalised and structured, hopefully within the ‘Golden Hour’.

The exact location will depend on a number of factors including, but not limited to:

- Proximity of the incident
- Resources available (including: suitable communication facilities and staff with the knowledge / experience to command & control response units)
- Information / requests from other agencies involved.

The purpose of the Silver Command is to maintain an overview of the incident, collate incoming information, recording all communications and decisions made, to control the flow of information throughout and to also provide instruction to the on-scene teams. This will also include:

- Control of movement of all vessels including movement of vessels in the proximity of the incident.
- Direct specific channels for VHF RT communications.

5.3 Primacy

The subject of who has overall command, or primacy, of the incident is not an easy one to approach. Each scenario will require a different agency to take the lead of certain aspects (primacy in defined areas, see 5.5 – 5.9), but at some point, a single individual or agency must become accountable for the decisions made during an incident.

It will most likely be the case that primacy changes throughout the incident as it develops from the initial report to a full-scale, multi-agency response with input from a variety of interested stakeholders, emergency response, local government agencies and environmental groups. Therefore, the members and hierarchy of the Silver Command team must be carefully considered and monitored to ensure that the most effective advice and information is gathered before any decision can be made by the individual / agency that holds primacy for that incident (or stage thereof). *A suggested hierarchy can be seen in 5.4 of this section.*

During the ‘Golden Hour’ of the majority of incidents that are likely to occur in Cowes Harbour, the Harbour Master (or his substitute) will have primacy.

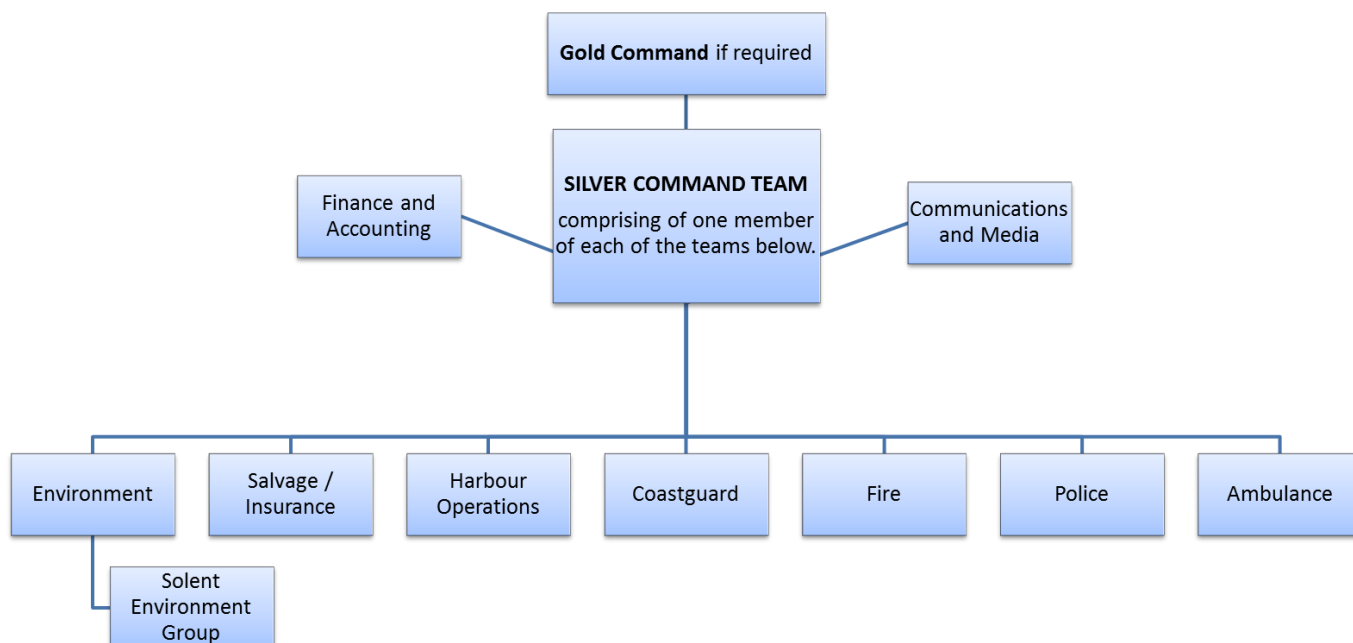
The following table aims to depict who is most likely to take over primacy in each given scenario as it develops, but as previously stated this will be subject to change throughout each individual incident and all agencies must remain flexible in order to achieve the singular goal of a successful resolution.

	Harbour Authority	Coastguard (JRCC)	Hampshire & IOW fire & Rescue Service	Police	I.W.C Emergency Planning Dept.	Ambulance
Bomb threat						
Significant Collision						
Vessel Fire						
Significant Grounding						
Vessel Sinking						
Oil or Petrol Spill						
Medical Emergency						
Missing Persons						

Key	Primacy	Secondary	Support if required
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A record of who has primacy, any primacy handovers and the reasons for said handovers must be recorded and clearly justified. It is extremely important, not only for clarification during the incident but should any decision taken have an impact (either positive or negative) on the safety of life, the environment, safety of navigation or property then the responsibility can be clearly allocated to the correct individual or agency. A 'Primacy Log Sheet' is available in Annex 5 of this plan.

5.4 Major Incident Management Team – Hierarchy



5.5 Action by Harbour Commission Staff

The Harbour Master will make a **broadcast on VHF Channel 69 / 16** (call sign 'Cowes Harbour Radio') declaring a harbour emergency. The purpose is to ensure that all persons concerned are alerted. HM Coastguard may re-broadcast this message. The Harbour Master will indicate the presence of a hazard in the harbour and may temporarily suspend entry of all craft except those having the specific authority of the Harbour Master.

On receipt of the alarm the harbour office staff will inform all interested parties as per Annexes 1 & 2 of this manual.

Other than in exceptional circumstances, a vessel that is on fire whilst alongside will remain alongside to facilitate fire-fighting operations and improve the safety of the vessel's crew.

Advice from the Emergency Services will be required concerning dangers of certain substances, chemicals, gases, vapours or cargoes with regard to flammability, risk of explosion, toxicity or similar.

5.6 Action by Fire and Rescue Services

When the Fire and Rescue Service is at the scene of the emergency, the Senior Fire Officer present will assume full responsibility for firefighting and onboard rescue arrangements. Close co-operation will take place between the Senior Officer of the Fire Service and the Master of the vessel to allow all risks concerning the vessel's stability to be considered. The consequences of free surface effect must also be considered.

The Fire & Rescue officer in charge will form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

5.7 Action by the Ambulance Service

The first ambulance on the scene will take charge of all medical issues and direct instructions to the ship's Master for co-operation as deemed appropriate. The first doctor on the scene will become the Incident Medical Officer and will be responsible for co-ordinating medical services and keeping the police informed of casualties.

With police co-operation establish a casualty clearing station and inform the Harbour Master or his representative at the control centre.

The Medical officer in charge will form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

5.8 Action by Police

The police will assume responsibility for controlling the flow of vehicle and pedestrian traffic to and from the incident and the approaches to the relevant wharf or jetty. They will also have responsibility for preserving, collecting and assessing evidence if there is any suspicion of criminal actions contributing toward the incident.

The Police officer in charge will form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

5.9 Action by HM Coastguard

HM Coastguard, based at JRCC in Fareham, will assume control of emergency response by sea and / or air. They may also act as information handler / promulgator, by all available means, during a Solent Maritime Framework incident.

The Watch officer in charge will form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

5.10 Action by the Wharf Operator

If a potentially dangerous situation has occurred on a ship alongside, the wharf owner/operator will provide all available assistance to the Master of the ship.

The person in charge **may** form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

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5.11 Action by Marina Operator

If a potentially dangerous situation has occurred on a vessel within a marina, alongside a river pontoon or on a swinging mooring, the marina, pontoon or mooring owner/operator will provide all available assistance to the Captain and crew of the vessel and facilitate the evacuation of the facility if required and access for the emergency services. Each marina should have an emergency response plan in place.

The person in charge **may** form part of, or maintain contact with, Silver Command in order that they can inform, or be informed of, any decision taken by the Harbour Master or the individual / agency with primacy.

Section 6 - First Response Plans

6.1 Response Priorities

The priorities for responding to marine emergencies are:

- Protection of human life and safety.
- Protection of the Environment and cultural resources.
- Protection of port infrastructure, operations, functions and business continuity.
- Restoration of safe working conditions to the affected areas.
- Resumption of normal operations (Recovery).

A joint decision must be made on the priorities of any actions taken whilst joint agency working.

6.2 METHANE (mnemonic) reporting

When on-scene commanders first report in and for following update reports, the following information should be gathered and recorded so that when the call is made to any additional emergency services the correct information can be passed in a format that they are familiar with.

- 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

6.3 Contingency Cards

The following cards are to act as an ‘aide memoire’ during incidents and training events. They aim to cover the main points that should be covered / actioned in any given situation. They are not prescriptive and not all encompassing, each situation should be assessed and responded to in the most suitable way, utilising all available and relevant knowledge, experience and personnel as required.

The following cards cover:

1. Bomb Threat.
2. Collision between vessels.
3. Fire – General
4. Fire – Specific (available at the Harbour Office)
 - a) Red Funnel Vehicle/ Freight Ferry
 - b) Red Jet
 - c) Cowes Harbour Fuels
 - d) Vessel within a marina
 - e) Vessel not connected/ accessible from the ashore
5. Diesel / Oil spill.
6. Petrol spill.
7. Vessel striking the floating chain ferry.
8. Vessel sinking in the harbour.
9. Vessel running aground.
10. Medical emergency.
11. Missing persons.

1. Bomb Threat

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent by email or social media see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

When Where What How Who Why Time

ASK THESE QUESTIONS 7 RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you placed the bomb?	
Record time call completed:	

INFORM BUILDING SECURITY / COORDINATING MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:

This part should be completed once the caller has hung up and police/ building security/ coordinating manger have all been informed

Date and time of call:

Duration and time of call:

The telephone number that received the call:

ABOUT THE CALLER:

Male

☐

Female

☐

Nationality

Age?

THREAT LANGUAGE:

Well-spoken

☐

Irrational

☐

Taped

☐

Foul

☐

Incoherent

☐

CALLER'S VOICE:

Calm

☐

Crying

☐

Clearing Throat

☐

Angry

☐

Nasal

☐

Slurred

☐

Excited

☐

Stutter

☐

Disguised

☐

Slow

☐

Lisp

☐

* Accent

☐

Rapid

☐

Deep

☐

Familiar

☐

Laughter

☐

Hoarse

☐

Other (please specify)

*What accent?

If the voice sounded familiar, who did it sound like?

BACKGROUND SOUNDS:

Street noises

☐

House noises

☐

Animal noises

☐

Crockery

☐

Motor

☐

Clear

☐

Voice

☐

Static

☐

PA System

☐

Booth

☐

Music

☐

Factory machinery

☐

Office machinery

☐

Other (please specify)

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REMARKS:

ADDITIONAL NOTES:

Signature: Print Name: Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 DO NOT reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: Print Name: Date:

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER

2. Collision Between Vessels

Assess the situation – is either vessel disabled?	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Notify Solent Coastguard / Emergency services (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
<p>Make contact with the vessel and obtain a situation report. Details may include:</p> <ul style="list-style-type: none"> • Nature and extent of the emergency • Location of the emergency • Number of casualties if known. • Extent of any damage to the vessel • Extent of any pollution • Effects to nearby moored ships or surrounding area (if applicable) • In the callers assessment – resources that may be required. • If possible, keep the calling person on the line and maintain communications until the initial stages of the response have been implemented. 	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling in staff	
Consider declaring a ‘Harbour Emergency’ and/or a Tiered Oil Spill Response	
Consider restricting vessel movements	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider notifying tug companies for assistance	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

3. Fire - General

Date:		Time:	
Contact Fire Service (using METHANE reporting – section 3.2 and Refer to Operational Pre-plan if necessary)			
Summary:			
Inform Harbour Master / DHM (using METHANE reporting – section 3.2)			
Vessel / structure connected to shore?			
Handover to Fire Service	Yes	No	Time:
On Scene Commander selected and positioned			
Emergency management team notified / assembled			
Update received from On Scene Commander			
METHANE			
Notify assets (HM1, Seaclear etc.) if out of hours consider calling in staff			
Assess area of fire and consider any dangerous materials (Fuel, chemicals etc.)			
Consider evacuation of area (including moving other craft)			
Establish safety perimeter			
Consider restricting vessel movements			
Assess weather and effects on spread of fire			
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)			
Notify Solent Coastguard			
Notify the Board			
Keep log of events (including photos / videos)			
Prepare Media Statement			
Gather witness statements / evidence for investigation			

4. Fire – Red Funnel Vehicle/Freight Ferry

VEHICLE/FREIGHT FERRY FIRE EMERGENCY FIRST RESPONSE PLAN

Red Funnel Vehicle/Freight Ferry Fire within Cowes Harbour, possibly Not Under Command (Disabled)

Location	Cowes Inner Harbour
Personnel at risk	Crew and Passengers up to 892
Main Hazards	Smoke, Hazardous materials
Primary Fire & Rescue Assembly Point	Kingston Wharf
Secondary Fire & Rescue Assembly Point	Red Funnel East Cowes Terminal
Shore Access	Yes, if alongside

CHC ACTION PLAN

PRIORITIES:

1. Save/Protect Life
2. Prevent/Control Pollution
3. Protect Property if safe to do so
4. Traffic Control & Craft Safety

Officer in charge: Harbour Master / Ferry Master

Fire Service: Senior Fire Officer on arrival

Location: Harbour Office Town Quay

First Actions Master

1. Contact Solent Coastguard with Mayday Call
2. Drop anchor or proceed to berth
3. Contact Harbour Master/Deputy Harbour Master (in charge of vessel movements)
4. If required call out tugs to secure vessel and put alongside to facilitate fire fighting
5. Confirm number of persons on board and the evacuation points on the ferry.

First Actions Cowes Harbour Commission

1. Establish contact with vessel in distress and obtain sitrep
2. Confirm vessel permitted to enter the harbour
3. Declare Harbour Emergency
4. Contact Solent Coastguard to declare a possible Solent Maritime Alert Class B/C/D
5. Establish Incident Control Centre at Harbour Office
6. Call out harbour assets and instruct as per deployment plan
7. Contact Solent and Wightline to assist with possible evacuation.
8. Obtain SITREP from On Scene Commander
9. Put on standby Tier 2 Oil Spill Responder

Consider

1. Details of the vessel:
 - a. Location of vessel and possible movement prior to tugs arrival,
 - b. Hazardous materials on board (Hazardous Cargoes).
2. Traffic Control, Leisure and Ferries.
3. Evacuated passenger muster area.
4. Consider embarking a Forward Response team to support the OSC and Master with representatives of the Police, Fire and Ambulance Service if the vessel is unable to proceed to a berth and has to anchor offshore.
5. IWC to designated evacuated passenger muster centre.

DEPLOYMENT PLAN

PRIORITY	VESSEL/LOCATION	CREW	TASKS
1	Harbour Master/ Incident Controller		1. Call Solent Coastguard 2. Declare Harbour Emergency 3. Declare Solent Maritime Alert B/ C/ D 4. Close Harbour to all traffic 5. Evacuation craft on standby
2	DHM/ On Scene Commander		1. Embark most appropriate vessel 2. Pass SITREP to Incident Controller 3. Direct CHC assets in liaison from Incident Controller
3	HT1/ DUVER 2	DHM	1. Embark DHM and proceed to scene
4	HM1 RIB	Duty BM	1. Act as OSC until DHM/ HM arrives passing SITREP to Incident Controller 2. Save Life 3. Assist with evacuation of vessels/ persons 4. Traffic Control as directed 5. Movement of moored vessels
5	HM2 RIB	BM	1. Take direction from OSC 2. Save Life 3. Maintain exclusion zone 3. Assist with evacuation of vessels/persons 4. Traffic Control as directed 5. Movement of moored vessels
6	Seaclear	CHS	1. Embark Tier 1 Oil Spill gear 2. Preserve property if safe to do so
7	Seamark	CHS	1. Make ready as Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC
8	Harbour Office	Media Control	1. Media Liaison/ Press Office 2. Incident Controller (HM)
9	Kingston Wharf	MSM	1. Resource Manager

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HIOWFR Service Actions to be considered

1. Refer to Cowes Harbour Operational Pre-plan
2. Provide Officer in Charge to support Vessel Master
3. Provide a forward fire team to assist on board personnel
4. Provide on water fire fighting capability from CHC vessels Seaclear and Seamark if required

Further Considerations

1. H&S when afloat
2. Capability/ Limitations of Seaclear and crew
3. Firefighting capability of Seaclear with IWFR Assets

5. Fire – Red Jet Passenger Ferry

RED JET FIRE EMERGENCY FIRST RESPONSE PLAN

Red Jet Fire, possibly Not Under Command within Cowes Harbour (Disabled)

Location	Cowes Inner Harbour
Personnel at risk	Crew and Passengers up to 280
Main Hazards	Smoke, Hazardous materials
East Cowes RVP (Seaclear)	Kingston Wharf
West Cowes RVP (Seamark)	Red Funnel East Cowes Terminal
Shore Access	Yes, if Alongside (Fountain Quay)

CHC ACTION PLAN

PRIORITIES:

1. Save/ Protect Life
2. Prevent/ Control Pollution
3. Protect Property if safe to do so
4. Traffic Control & Craft Safety

Officer in charge: Harbour Master / Red Jet Master

Fire Service: Senior Fire Officer on arrival

Location: Harbour Office Town Quay

First Actions Master

1. Contact Solent Coastguard with Mayday Call
2. Drop anchor or proceed to berth
3. Contact Harbour Master/ Deputy Harbour Master (in charge of vessel movements)
4. If required call out tugs/ CHC Ribs to secure vessel and put alongside to facilitate fire fighting
5. Confirm number of persons on board and the evacuation points on the ferry.

First Actions Cowes Harbour Commission

1. Make contact with the vessel in distress and obtain sitrep
2. Confirm vessel permitted to enter the harbour
3. Declare Harbour Emergency
4. Contact Solent Coastguard to declare a possible Solent Maritime Alert Class B / C / D
5. Establish Incident Control Centre at Harbour Office
6. Call out harbour assets and instruct as per deployment plan
7. Contact Solent and Wightline to assist with possible evacuation
8. Obtain SITREP from On Scene Commander
9. Put on standby Tier 2 Oil Spill Responder

Consider

1. Details of the vessel:
 - a. Number of souls on board
 - b. Location of vessel and possible movement prior to tugs arrival
2. Traffic Control, Leisure and Ferries.
3. Evacuated passenger muster area (life raft deployment)
4. Consider embarking a Forward Response team to support the OSC and Master with representatives of the Police, Fire and Ambulance Service if the vessel is unable to proceed to a berth and has to anchor offshore
5. IWC to designated evacuated passenger muster centre

DEPLOYMENT PLAN

PRIORITY	VESSEL/LOCATION	CREW	TASKS
1	Harbour Master/ Incident Controller		1. Call Solent Coastguard 2. Declare Harbour Emergency 3. Declare Solent Maritime Alert B/ C/ D 4. Close Harbour to all traffic 5. Evacuation craft on standby
2	DHM/ On Scene Commander		1. Embark most appropriate vessel 2. Pass SITREP to Incident Controller 3. Direct CHC assets in liaison from Incident Controller
3	HT1/ DUVER 2	DHM	1. Embark DHM and proceed to scene
4	HM1 RIB	Duty BM	1. Act as OSC until DHM/ HM arrives passing SITREP to Incident Controller 2. Save Life 3. Assist with evacuation of vessels/ persons 4. Traffic Control as directed 5. Movement of moored vessels
5	HM2 RIB	BM	1. Take direction from OSC 2. Save Life 3. Maintain exclusion zone 4. Assist with evacuation of vessels/ persons 5. Traffic Control as directed 6. Movement of moored vessels
6	Seaclear	CHS	1. Embark Tier 1 Oil Spill gear 2. Preserve property if safe to do so
7	Seamark	CHS	1. Make ready as Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC
8	Harbour Office	Media Control	1. Media Liaison/ Press Office 2. Incident Controller (HM)
9	Kingston Wharf	MSM	1. Resource Manager

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HIOWFR Service Actions to be considered

1. Refer to Cowes Harbour Operational Pre-plan
2. Provide Officer in Charge to support Vessel Master
3. Provide a forward fire team to assist on board personnel
4. Provide on water fire fighting capability from CHC vessels Seaclear and Seamark if required

Further Considerations

1. H&S when afloat
2. Capability/ Limitations of Seaclear and crew
3. Firefighting capability of Seaclear with IWFR Assets

6. Fire – Cowes Harbour Fuels

COWES HARBOUR FUELS FIRE EMERGENCY FIRST RESPONSE PLAN

Location	30m offshore opposite Medina Yard Grid Ref SZ 499953
Personnel at risk	Usually 1 operative plus vessels alongside
Main Hazards	Up to 50000 litres Gas Oil 10000 ULSP stored; Propane Gas up to 20 canisters max 4.5kg each
Primary Afloat RVP (Seaclear)	Kington Wharf, Kingston Road, East Cowes
Secondary Afloat RVP (Seamark)	Trinity Landing, Parade, Cowes
Shore Access	No, nearest shore side Medina Yard via Bridge Road or Pelham Road, PO31 7PG

CHC ACTION PLAN

PRIORITIES:

1. Save/ Protect Life
2. Protect Property if safe to do so
3. Prevent/ Control Pollution
4. Traffic Control & Craft Safety

Officer in charge: CHC Duty Harbour Master

Location: Harbour Office/ F&R Primary Control Point.

FIRST ACTIONS ON SCENE

1. Contact Solent Coastguard and Cowes Harbour Radio
2. Order all vessels to depart the facility
3. Ensure the CHF Dory is accessible if evacuation of the facility is required
4. Conduct a dynamic risk assessment
 - a. Ascertain fuel source petrol, diesel, electrical, waste
 - b. Can you isolate the source of the fire?
 - c. Can you tackle the fire with means available to you?
 - d. Has there been any pollution?

Consider 5 -10

5. Operation of emergency shutdown of electrics (shuts down pumps and power to delivery pontoon).
6. Shut off all fuel isolation valves
7. Fire fighting using extinguishers if appropriate i.e. if fire contained at a delivery pump, bins or vessel.
8. Stop Generators
9. The removal of gas cylinders located on the southern end of the pontoon.
10. Evacuate Facility if fire cannot be controlled

FIRST ACTIONS INCIDENT CONTROL

1. Contact Solent Coastguard and Fire service giving update
2. Call out CHC Personnel as per Deployment Plan
3. Contact ABP Southampton to declare Solent Maritime Alert Class B / C / D
4. Prepare Oil Spill response and first response plans in the event of a spill

DEPLOYMENT PLAN

PRIORITY	VESSEL/ LOCATION	CREW	TASKS
1	Harbour Office	HM Media Receptionist Admin	<ol style="list-style-type: none"> 1. In charge of response <ol style="list-style-type: none"> a. Receipt of Sitrep from facility b. Any injuries, persons on site c. Ascertain fuel quantities d. Liaise with SCG and IWFR e. Call out CHC Assets duties below 2. Media Liaison/ Press Office 3. Telephones 4. Notes
2	HM1 RIB	Duty BM + 1	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation 4. Impose 200m exclusion zone 5. Sitreps to Cowes Harbour Radio until OSC Arrives
3	HM2 RIB	BM + 1	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation 4. Impose 200m exclusion zone 5. Control traffic
4	HT1/ DUVER 2	DHM	<ol style="list-style-type: none"> 1. To Town Quay to embark DHM 2. On Scene – afloat commander
5	Seaclear	CHS	<ol style="list-style-type: none"> 1. Embark Tier 1 Oil Spill gear 2. Preserve property if safe to do so
6	Seamark	CHS	<ol style="list-style-type: none"> 1. Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC
7	Kingston Wharf	MSM	<ol style="list-style-type: none"> 1. Resources Manager

HIOWFRS Considerations

1. Exclusion Zone around facility (CHC to impose afloat)
2. Evacuation of neighbouring property including Medina Yard (using Police)
3. Liaison with CHC regarding fuel quantities currently held at the facility.
4. Fire fighting base (likely to be Medina yard)

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5. Consider putting a team afloat on Seaclear (dynamic risk assessment)
6. Considering the possible pollution threat consider offensive rather than defensive fire fighting

7. Fire – Shepards Marina

SHEPARDS MARINA FIRE EMERGENCY FIRST RESPONSE PLAN **Shepards Marina Pontoons**

Location	Medina Road, Cowes, PO31 7HT
Personnel at risk	Usually 6 staff on site during working hours plus crews from moored boats.
Main Hazards	Fuel & bottled propane gas on moored craft.
Primary Fire & Rescue Assembly Point	Main gate on Medina Road adjacent to Marinus Apartments
Secondary fire & Rescue Assembly Point	CHC Kingston Depot, East Cowes, PO32 6JS
Shore Access	Full

CHC ACTION PLAN

PRIORITIES:

1. Save/ Protect Life
2. Protect Property if safe to do so
3. Prevent/ Control Pollution
4. Traffic Control & Craft Safety

Officer in charge: Marine Services Manager ~ Senior Fire Officer on arrival

Location: F&R Primary Control Point in yard adjacent to Crane

First Actions

1. Contact Fire Service (999) and Inform Coastguard
2. Contact Harbour Master/ Deputy Harbour Master/ Marine Services Manager
3. Conduct a dynamic risk assessment
 - a. Strength of fire is local fire fighting with extinguishers safe?
 - b. Persons on board?
 - c. Any hazardous materials on board and location?
 - d. Evacuation Plan
 - e. Any pollution or potential pollution
4. Ascertain if any casualties
5. Remove adjacent vessels or relocate vessel on fire if safe to do so
6. Evacuate persons from vessels that cannot be moved
7. Ensure access for emergency services clear
8. Deploy Oil spill resources

Consider

1. Consider if Harbour Emergency is to be declared
2. Embarkation point for the afloat fire team if requested
3. Traffic Control, Leisure and Ferries.

4. Fire Plans supplied by Shepards Marina to Fire Service including:

- i. Plan of the Marina
- ii. Location of Hazardous Materials

DEPLOYMENT PLAN

PRIORITY	VESSEL/ LOCATION	CREW	TASKS
1	Shepards Staff		<ol style="list-style-type: none"> 1. Call Fire Brigade 2. Call Harbour Master 3. Evacuate marina of adjacent vessels if safe to do so. 4. Evacuate pontoons of all personnel 5. Ensure access clear for emergency services 6. Make available Fire Plans
2	HM1 RIB	Duty BM	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation of vessels/ persons 4. Sitreps to Cowes Harbour Radio/ DHM 5. Traffic Control
3	HM2 RIB	BM	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation of vessels/ persons 4. Sitreps to Cowes Harbour Radio/ DHM 5. Traffic Control
4	Seaclear	CHS	<ol style="list-style-type: none"> 1. Embark Tier 1 Oil Spill gear 2. Preserve property if safe to do so
5	Seamark	CHS	<ol style="list-style-type: none"> 1. Make ready as Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC
6	Harbour Office	Media Control	<ol style="list-style-type: none"> 1. Media Liaison/ Press Office 2. Incident Controller (HM)
7	Kingston Wharf	MSM	<ol style="list-style-type: none"> 1. Resource Manager

8. Fire – River Mooring

FIRE AFLOAT CRAFT NOT CONNECTED TO THE SHORE EMERGENCY FIRST RESPONSE PLAN

River Mooring

Location	Cowes Harbour or River Medina
Personnel at risk	Public on vessel or neighbouring vessels
Main Hazards	Fuel & bottled propane gas on moored craft.
Primary RVP Afloat Response (Seaclear)	CHC Kingston Depot, East Cowes, PO32 6JS
Secondary RVP Afloat Response (Seamark)	Trinity Landing, Parade, Cowes
Shore Access	No

CHC ACTION PLAN

PRIORITIES:

1. Save/ Protect Life
2. Protect Property if safe to do so
3. Prevent/ Control Pollution
4. Traffic Control & Craft Safety

Officer in charge: Duty HM ~ Senior Fire Officer on arrival
Location: Incident Command Centre (Harbour Office)

First Actions

1. Contact Fire Service (999) and Inform Coastguard
2. Contact Harbour Master/ Deputy Harbour Master/ Marina Manager
3. First On-Scene conduct a dynamic risk assessment, provide sitrep to HM
 - a. Persons on board and evacuation plan
 - b. Any hazardous materials on board and location?
 - c. Other persons or property at risk
 - d. Strength of fire is local fire fighting with extinguishers safe?
 - e. Any pollution or potential pollution
4. Evacuate persons from vessels that cannot be moved
5. Remove adjacent vessels or relocate vessel on fire if safe to do so
6. Confirm RVP with IWFRS
7. Deploy Oil spill resources

Consider

1. Consider if Harbour Emergency is to be declared
2. Traffic Control, Leisure and Ferries.
3. Forward reconnaissance party including representative from the IWFRS

DEPLOYMENT PLAN

PRIORITY	VESSEL/ LOCATION	CREW	TASKS
1	CHC Staff		<ol style="list-style-type: none"> 1. Call Fire Brigade 2. Call Harbour Master
2	HM1 RIB	Duty BM	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation of vessels/ persons 4. Evacuate facility of adjacent vessels if safe to do so. 5. Sitreps to Cowes Harbour Radio/DHM 6. Traffic Control
3	HM2 RIB	BM	<ol style="list-style-type: none"> 1. Proceed to scene with all dispatch 2. Save Life 3. Assist with evacuation of vessels/persons 4. Evacuate facility of adjacent vessels if safe to do so. 5. Sitreps to Cowes Harbour Radio/ DHM 6. Traffic Control
4	Seamark	CHS	<ol style="list-style-type: none"> 1. Make ready as Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC 3. Preserve property if safe to do so, or 4. Embark Tier 1 Oil Spill gear
5	Seaclear	CHS	<ol style="list-style-type: none"> 1. Make ready as Fire & Rescue Platform afloat 2. Embark F & R Equipment as directed by OIC 3. Preserve property if safe to do so, or 4. Embark Tier 1 Oil Spill gear
6	Harbour Office	Media Control	<ol style="list-style-type: none"> 1. Media Liaison/ Press Office 2. Incident Controller (HM)
7	Kingston Wharf	MSM	<ol style="list-style-type: none"> 1. Resource Management

9. Diesel / Oil Spill – Contingency Checklist

Assess the situation	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Categorise the spill Tier 1, 2 or 3	
Type of spill, diesel, lubricating oil etc.	
Notify Solent Coastguard / Emergency services / Tier 2 contractors if required (using METHANE reporting – section 3.2)	
Assess the extent of the spill & track spill movement	
On Scene Commander positioned and communication method tested	
Activate the Oil Spill Response Plan	
Notify Harbour assets (HM1, Seaclear etc.). If out of hours consider calling in staff	
Emergency management team notified / assembled if required	
Locate source of Spill and collect samples if possible	
Consider the deployment of oil spill containment booms	
Complete CG77 POLREP form and prepare for submission	
Consider notifying and / or restricting vessel movements	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider declaring a harbour emergency (including under the Solent Maritime Framework)	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	
If booms rigged, consider night watch to monitor and adjust	

10. Petrol Spill – Contingency checklist

Assess the situation, quantity, source, presence of vapour, evacuate immediate area.	
Summary:	
Notify Solent Coastguard / Emergency services / Tier 2 contractors (using METHANE reporting – section 3.2)	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
Assess the quantity and extent of the spill & track movement	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.). If out of hours consider calling in staff	
Close affected section or potential sections of river to all users	
Locate source and isolate spill, take samples if safe to do so.	
Only diesel-powered vessels to be utilised, no outboards	
Restrict any sources of ignition	
Complete CG77 POLREP form and prepare for submission	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider declaring a harbour emergency (Including under the Solent Maritime Framework)	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

11. Chain Ferry Collision – Contingency Checklist

Assess the situation – is vessel or chain ferry disabled?	
Number of vehicles and passengers on the ferry:	
Name and type of vessel involved, persons on board:	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Notify Solent Coastguard / Emergency services (using METHANE reporting – section 3.2)	
Deploy HM1 to scene	
Emergency management team notified / assembled	
Make contact with the vessel and obtain a situation report. Details may include: <ul style="list-style-type: none"> • Nature and extent of the emergency • Location of the emergency • Number of casualties if known. • Extent of any damage to the vessel • Extent of any pollution • Effects to nearby moored ships or surrounding area (if applicable) • In the callers assessment – resources that may be required. • If possible, keep the calling person on the line and maintain communications until the initial stages of the response have been implemented. 	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling in staff	
Consider declaring a 'Harbour Emergency' or a Tiered Oil Spill Response	
Consider restricting vessel movements	
Consider the deployment of oil spill containment booms	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider notifying tug companies for assistance	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

12. Vessel Sinking – Contingency Checklist

Assess the situation	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Notify Solent Coastguard / Emergency services (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
Make contact with the vessel and obtain a situation report. Details may include: <ul style="list-style-type: none"> • Nature and extent of the emergency • Location of the emergency • Number of casualties if known. • Extent of any damage to the vessel • Extent of any pollution • Effects to nearby moored ships or surrounding area (if applicable) • In the callers assessment – resources that may be required. • If possible, keep the calling person on the line and maintain communications until the initial stages of the response have been implemented. 	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling in staff	
Safety of Life priority consider: <ul style="list-style-type: none"> • Evacuating persons immediately • Towing vessel to shallow water (beaching) • If required remove vessel from harbour fairway 	
Consider declaring a ‘Harbour Emergency’ or a Tiered Oil Spill Response	
Consider restricting vessel movements	
Consider the deployment of oil spill containment booms	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider notifying tug companies for assistance	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

13. Grounding – Contingency Checklist

Assess the situation – Tide state (rising/falling), seabed type, obvious damage to vessel.	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Notify Solent Coastguard (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
Make contact with the vessel and obtain a situation report. Details may include: <ul style="list-style-type: none"> • Nature and extent of the emergency • Location of the emergency • Number of casualties if known. • Extent of any damage to the vessel • Extent of any pollution • Grounding location is the vessel a danger to other harbour users? • Effects to nearby moored ships or surrounding area (if applicable) • In the callers assessment – resources that may be required. • If possible, keep the calling person on the line and maintain communications until the initial stages of the response have been implemented. 	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling in staff	
Consider declaring a 'Harbour Emergency' or a Tiered Oil Spill Response	
Consider restricting vessel movements	
Consider the deployment of oil spill containment booms	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Consider notifying tug companies for assistance	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

14. Medical Emergency – Contingency Checklist

Emergency Services / Solent Coastguard contacted (using METHANE reporting – section 3.2)	
Assess situation – location / number of casualties / method of recovery	
Summary:	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling staff in	
Consider Helicopter evacuation / recovery	
Establish safety perimeter	
Consider restricting vessel movements	
Assess weather and effects on recovery	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

15. Missing Persons – Contingency Checklist

Assess situation – to include: <ul style="list-style-type: none"> ○ last known location and time last sighted ○ number of missing persons ○ description of persons (age / clothing / whether wearing lifejacket) ○ description of craft if waterborne (canoe / dingy / etc.) 	
Summary:	
Emergency Services / Solent Coastguard contacted (using METHANE reporting – section 3.2)	
Harbour Master / DHM informed (using METHANE reporting – section 3.2)	
Emergency management team notified / assembled	
On Scene Commander selected and positioned	
Notify Harbour assets (HM1, Seaclear etc.) if out of hours consider calling in staff	
Consider tides (rate / direction) and plot from last known position	
Consider weather conditions and effects	
Establish search area based on predictions above	
Consider Helicopter searching (Police / Coastguard)	
Consider restricting vessel movements	
Notify affected stakeholders (Red Funnel / Solent Cruises / Marinas)	
Notify the Board	
Keep log of events (including photos / videos)	
Prepare Media Statement	
Gather witness statements / evidence for investigation	

Section 7 – Public and Media

7.1 Information to the Public and Media

Depending upon the scale of the incident or emergency it is expected that the media, either local and/or national, will become involved and will require a flow of accurate and up-to-date information.

Initially, the Harbour Master or his delegated person will issue this information. Close co-operation with the police and other emergency services will be expected to assist in the flow of approved news for issue to the media.

The following initial press statement should be used until more information becomes available:

*“Cowes Harbour (Commission) confirms that an incident has occurred (**state where and give brief description**) at approximately (**give time**) hours today. Emergency response procedures have been initiated and relevant authorities have been advised. All support services are being co-ordinated through the authorities’ incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects. Further information will be released as it becomes available.”*

In the event of a more serious incident, after notification with the Emergency Planning Department, Isle of Wight Council, the Media Centre would be set up at the Riverside Centre on the quay at Newport.

It is important that all individuals and organisations liaise closely before issuing press releases to ensure a consistent and factual line.

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Annex 1 - CHC Internal Staff Contact Details

Information available to CHC Staff only.

Annex 2 - Contact Table

Person	Contact
EMERGENCY SERVICES	
Southampton Vessel Traffic Services (VTS) - Duty Officer	Tel: 02380 608208 (auto re-direct after office hours) email: southamptonvts@abports.co.uk
KHM Portsmouth – Semaphore Tower	Tel: 02392 723694 (24 hours) email: Portsmouth@qhm.mod.uk
HM Coastguard (JRCC – Fareham)	Tel: 02392 552100 (24hr) email: zone17@hmcg.gov.uk
Hampshire & IOW Fire & Rescue Headquarters	Tel: 02380 644000 / 02380 386390 (out of hours)
Police	Tel: 101 – non-emergency (999 - emergency use only)
Ambulance	Tel: 111 – non-emergency (999 – emergency use only)
Isle of Wight Council Emergency Planning	Tel: 01983 821105 (24hrs)
Vikoma International Limited	Tel: 01983 200560 Mob: 07775 806823 Fax: 01983 200561
Bomb Disposal (via Semaphore Tower)	Tel: 01235 513360
Adler and Allen (Oil Spill Contractors)	Tel: 0800 592827 (24hrs)
HARBOUR SERVICES	
Williams Shipping, Southampton	Tel: 02380 237330 Fax: 02380 236151
Itchen Marine (Tugs)	Tel: 02380 631500
Solent and Wightline Cruises (Mark Rayment)	Tel: 01983 564602 Mob: 07831 115087 Mob: 07802 364390 Lee Rayment)
Cowes Chain Ferry	Tel: 01983 293041 (office)
Faversham Ships	Tel: 01983 200677 email: enquiries@favershamships.co.uk
WHARF OPERATORS	
PD Port Services (Medina Wharf)	Tel: 01983 292501 (office) Fax: 01983 203599
RWE Generation UK	Tel: 01983 292911 (office) Mob: 07989 492634
Isle of Wight Aggregates	Tel: 01983 295220 (office) Mob: 07790 918624 (24hr)
East Cowes Marina	Tel: 01983 293983 (office)
Cowes Yacht Haven	Tel: 01983 299975 (office)
United Kingdom Sailing Academy	Tel: 01983 294941 (office)
Red Funnel Group Head of Marine Operations	Mob: 07584 630668 (24hr) Mob: 07808 943102 (24hr)
OTHER HARBOUR AUTHORITIES	
Newport Harbour	Tel: 01983 823885 (Office Hours) Mob: 07970 009589
Yarmouth Harbour	Tel: 01983 823885 (Office Hours)
Bembridge Harbour	Tel: 01983 872828 (Office Hours)

Annex 3 - Decision Log sheet

DECISION LOG	
Incident:	
Date:	
Location of Tactical (Silver) Command Centre:	
Page Number:	
Time:	Decision:
	Reasons for decision:
Signature:	
Print Name:	Position:

PERSONAL LOG REPORT

Incident:

Date:

Location:

Page Number:

Time:

Details:

Signature:

Print Name:

Position:

Annex 5 - Primacy / Primacy Handover Log Sheet

PRIMACY / PRIMACY HANDOVER	
Incident:	
Date:	Time:
Location of Silver Command Centre:	
Page Number:	
Primacy held by:	
Primacy passed from / to:	
Reasons for holding or passing Primacy:	
Signature:	
Print Name:	Position:

Annex 6 - Environment Agency (EA) Flood Warning

The National Coded Flood Warning Service provides a means whereby warnings of flooding can be transmitted to the police and local authorities with an indication of the estimated severity. There are three flood warnings in service each of which is normally associated with flooding forecast for a certain type of area and flood risk. They are described below:

FLOOD WATCH - Flooding is possible

- Agricultural land and minor roads are likely to be flooded but flooding of property is not expected.
- In the tidal situation wind-blown spray is likely to overtop sea walls and beaches.
- The EA warning will specify which river floodplain and coastal areas are likely to be affected.

FLOOD WARNING - Flooding of homes/ businesses and main roads is expected

- Extensive agricultural areas and isolated properties are likely to be flooded.
- Rivers are likely to overtop banks and waves are likely to overtop sea walls and beaches. Flooding of a number of roads is forecast.
- The EA warning will specify which river floodplain and coastal areas are likely to be affected and, where possible, which properties are at risk.
- There may be recommendations to the police to issue flood warnings to the public as appropriate.

SEVERE FLOOD WARNING - Serious flooding expected

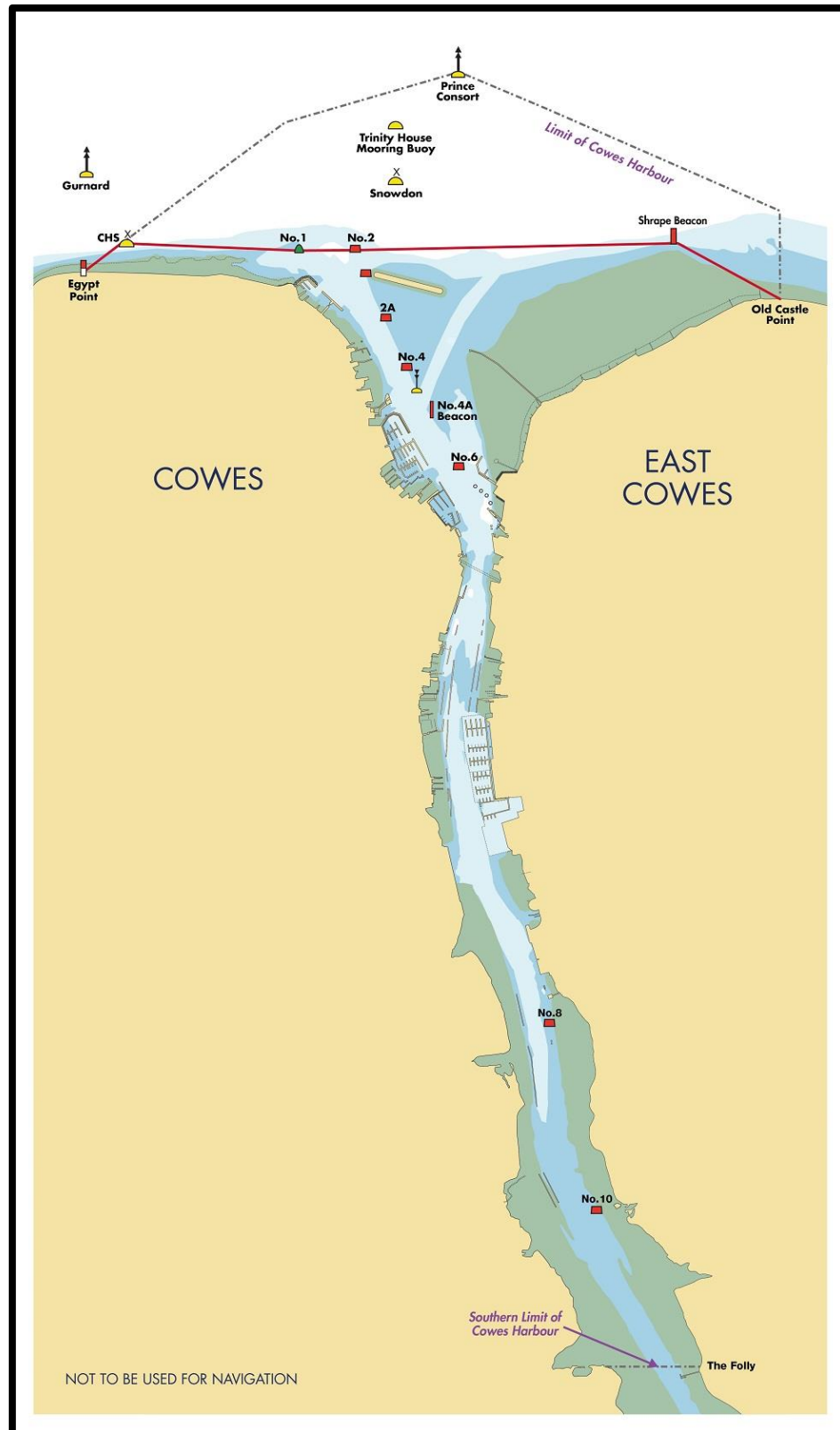
- Residential and commercial properties are likely to be flooded.
- Overtopping of riverbanks and possible breaching of flood defences is possible.
- EA warnings will specify which river floodplain and coastal areas are likely to be affected. Where possible, warnings will be targeted at more specific locations. There may be recommendations to the police to issue flood warnings to the general public.
- Imminent danger to life.

Marinus Development

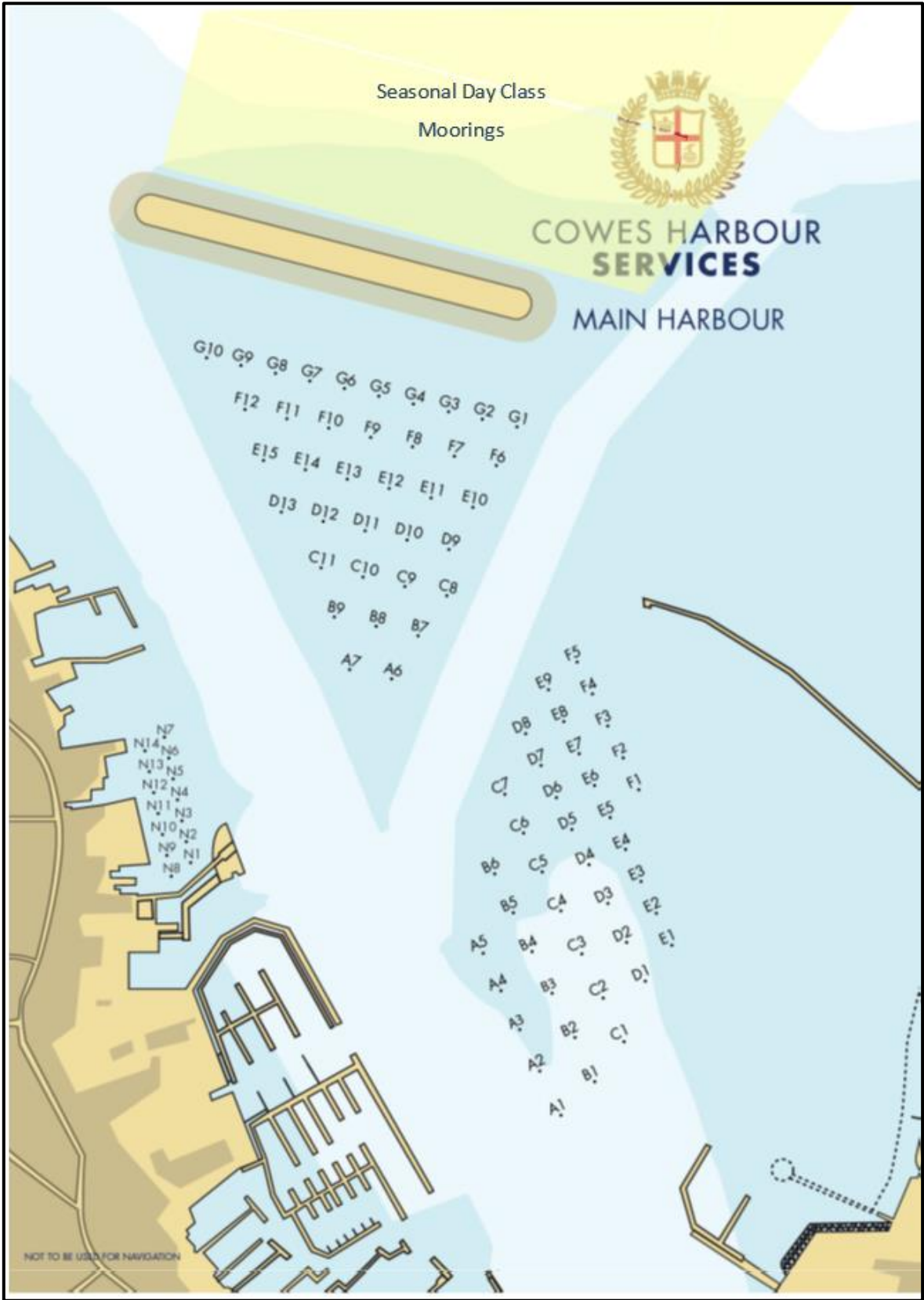
Upon receipt of a flood warning that is expected to affect the Marinus development at Shepards Marina the agreed flood protocol will be followed.

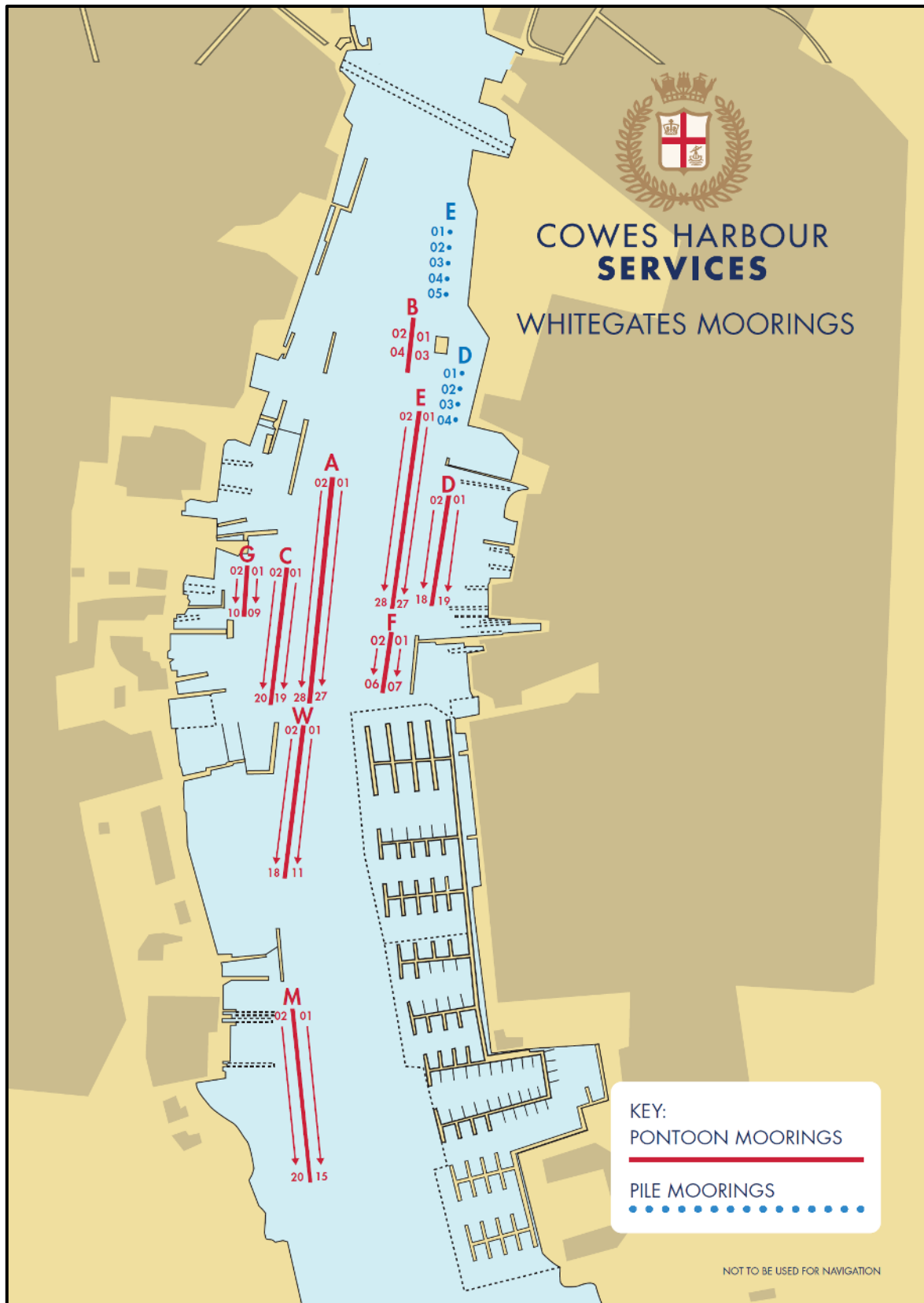
Annex 7 - Harbour Plans

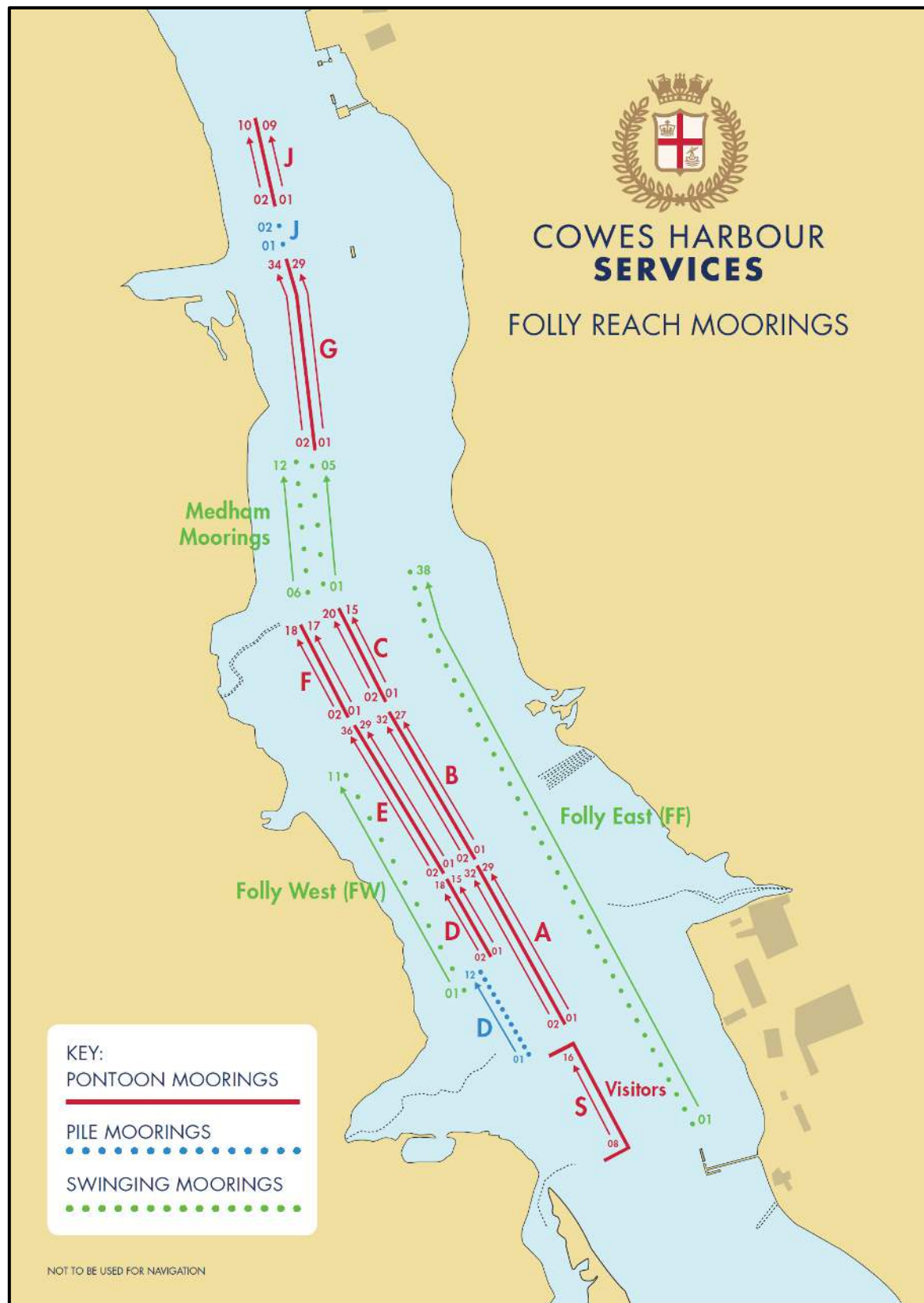
Jurisdiction of Cowes Harbour Commission:



Harbour Moorings Plans







Annex 8 - Rendezvous Points

West Cowes

- **Trinity Landing**
The Parade, Cowes, PO31 7QS
- **Town Quay**
Town Quay, Cowes, PO31 7AS
- **Shepards Marina**
Medina Road, Cowes, PO31 7HT
- **Medina Wharf**
Arctic Road, Cowes, PO31 7PG

East Cowes

- **Venture Quays**
Colombine Road, East Cowes, PO32 6EZ
- **Gridiron**
Castle Street, East Cowes, PO32 6RF
- **East Cowes Marina**
Britannia Way, East Cowes, PO32 6UB
- **Cowes Harbour Services Boatyard**
Kingston Road, East Cowes, PO32 6JS
- **Folly Inn**
Folly Lane, Whippingham, PO326NB

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