Port Emergency Plan

Please note that this is a redacted version for Internet publication. Certain details have been removed on security, privacy and operational grounds.

Port of Sunderland
Capstan House
Greenwells Quay
South Docks
Barrack Street
Sunderland
Tyne and Wear
SR1 2BU

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PART I - INTRODUCTION

1.0 SCOPE OF PLAN

1.1 The Port of Sunderland Emergency Plan is designed to provide a framework setting out appropriate actions in the event of:

(a) A major incident being declared; and/or

(b) An emergency or potential emergency taking place

within the jurisdiction of the Port of Sunderland.

2.0 OBJECTIVES OF PLAN

2.1 The Plan forms part of the Port of Sunderland’s Marine Safety System, meeting the aims of the Port Marine Safety Code (PMSC) 2012, and has been prepared with reference to the latest version of “A guide to good practice on port marine operations.” Its key objectives are detailed below:

(a) Minimising loss of life, personal injury, damage to property and harm to the environment;

(b) Providing for safety of navigation during an emergency or potential emergency situation;

(c) Ensuring that emergency, search and rescue, environmental, and other support services are notified as quickly as possible;

(d) Ensuring that members of the public, port stakeholders and others are warned as soon as possible, where it is appropriate to do so; and

(e) Providing effective cooperation between marine and land-based authorities.

2.2 As Statutory Harbour Authority (SHA), the Port of Sunderland can offer marine knowledge and expertise to assist emergency services in the performance of their duties in the event of an emergency or major incident.

2.2.1 In addition, various statutory powers may assist emergency services in the event of such emergency or major incident. These include powers to suspend or restrict navigation, board vessels, require removal of vessels from one place to another and control access to the port estate.

3.0 PORT JURISDICTION

3.1 The statutory jurisdiction of the Port of Sunderland includes the following:
(a) Seaward: An area bounded to the north by an imaginary line extending from Souter Point in the direction of 80° 00' (from T.N.) into the sea for a distance of 1,600 feet from the high water mark and bounded to the south by an imaginary line extending from a point immediately to the south of the mouth of Ryhope Dene in the direction of 81° 55' (from T.N.) into the sea for a distance of 3,650 feet from the high water mark and bounded to the east by an imaginary line between the eastern extremities of the lines described above.

(b) River Wear: That part of the river from Biddick Ford, Washington, to the sea, including the tidal area enclosed by Roker Pier and New South Pier and an imaginary line between the extremities of those piers.

(c) Docks: The water-space within Hudson Dock, Hendon Dock and the North Half-Tide Basin (collectively known as South Docks), together with all basins, locks, entrances, piers, quays, wharves, warehouses, offices, buildings, approaches, railways, other works and within the boundary of the operational port estate.
3.2 Sunderland Marina

3.2.1 Although privately operated, the provisions of this Plan may apply to the water-space, jetties and pontoons of Sunderland Marina (also known as North Dock) should any emergency or potential emergency occurring there be likely to endanger the safety of navigation or harm the environment within the Port’s jurisdiction.

3.3 Port of Sunderland profile

3.3.1 The Port of Sunderland is the UK’s second largest municipal port and is owned by Sunderland City Council. In line with Municipal Ports Review best practice, a Port Board has been established, with the Port Director being responsible for day-to-day management and reporting to the Deputy Chief Executive of Sunderland City Council. Marine operations are the responsibility of the Harbour Master and his deputies.

3.3.2 The operational port estate, comprising 106 hectares, is bordered by the sea to the east and the River Wear to the north, with landward boundaries to the south and west being demarcated by security fencing.

3.3.3 This area incorporates two river berths, namely the 323-metre deepwater Corporation Quay and the 220-metre Greenwells Quay, together with two impound docks - Hudson Dock and Hendon Dock (collectively known as South Docks), which are accessed from the river via a half-tide basin, utilising vessel locking facilities when required. It is a 24/7 port, with compulsory pilotage (subject to certain exceptions). A rail connection with the national network is maintained.

3.3.4 Annual seaborne cargo handled currently stands at around 500,000 tonnes, although there has been a considerable increase in offshore oil, gas and renewable energy traffic. As new trade, business opportunities and development plans materialise, both tonnage and vessel movements are expected to increase significantly.

3.3.5 A wide variety of commodities are imported and exported, including aggregates, sand, limestone, ferrous sulphate, aluminium hydrate, grain, oilseed rape, scrap metal, peat, furnace ash, steel mill products, crane parts, woodpulp, timber and project cargoes.

3.3.6 In addition, vessels engaged in offshore oil, gas and renewable energy (predominately wind farm) sectors regularly visit the port, often for mobilisation / demobilisation purposes.

3.3.7 A number of tenants have premises situated within the port estate, the principal occupants being:
• **Tradebe Solvent Recycling** - Recycling of chemical wastes at Hendon and Ocean Terminals;

• **Northumbrian Water plc** - Sewage treatment and sludge preparation activities at Hendon Sewage Treatment Works;

• **Wear Dock and Engineering Co (part of UK Docks Group)** - Ship repairing and marine engineering work afloat and in dry dock;

• **Northumbrian Roads Ltd** - Road materials coating and recycling at East Quay, Hudson dock;

• **Technip Offshore Wind Ltd (TOWL)** - Specialist offshore project management, construction and installation services to the renewable energy industry, Corporation Quay (West);

• **North European Marine Services (NEMS) (part of the Trafigura Group)** - Warehousing of non-ferrous metals and other high value commodities. **Note:** These facilities are currently being scaled down, pending changes in use and occupation;

• **AJ Woods Engineering** - Specialist marine and construction engineering. **Note:** This company is presently expanding operations within the port;

• Other smaller tenants include: Holystone Waste Management, Odin Shipping, LV Shipping, Apostleship of the Seas (Stella Maris) and Green Marine Solutions.

3.3.8 Upriver of the operational port area, Pallion Engineering provides covered facilities for ship-repair, new builds and conversion, together with other engineering activities, while Liebherr Sunderland Works at Deptford manufactures maritime cranes. Reception of waterborne traffic at both facilities is currently limited by the undredged state of the river bed.

3.3.9 A small commercial Fish Quay is located on the south bank of the river upstream of Corporation Quay, while at North Dock, Sunderland Marina is managed by the Marine Activities Centre.

4.0 **MISCELLANEOUS PROVISIONS**

4.1 The term “**Harbour Master**” also means the Deputy Harbour Master or other authorised assistant.

4.2 **Local Port Services (LPS)** means the Port Information Service based within the Port Control building at Greenwells Quay.

4.2.1 LPS only provides information to the bridge team and does not interact with vessel traffic. It is designed to improve port safety and co-ordination of port services by dissemination of port information to vessels and berth or terminal operators. LPS also provides liaison between vessels and allied services.

4.3 **Dangerous Substances** - While the Port of Sunderland does not routinely handle dangerous substances, as defined by the Dangerous Substances in Harbour Area Regulations (DSHAR), 1987 (with the exception of fuel
bunkering operations), any such notification or request to do so will be referred to the Harbour Master. Approval will only be granted subject to conditions imposed by the Harbour Master, who will ensure that appropriate method statements, risk assessment and additional emergency contingencies are drawn up beforehand. This will include designated parking areas for road vehicles, which will be notified to port security and LPS.

4.3.1 **Vessel bunkering operations** may take place by road or seagoing tanker at any berth within the port. Procedures relating to such operations are contained within Standard Operating Procedures.

4.3.2 Any road tanker used for the carriage of dangerous substances destined for or departing from the premises of Tradebe Solvent Recycling may only park within the confines of Hendon or Ocean Terminals, as directed by the company. Under no circumstances will such vehicles be allowed to park elsewhere within the port estate. This requirement will be strictly enforced.

4.4 **Explosives** - Although the Port of Sunderland does not routinely handle explosives, any request to do so will comply with the port’s Explosives Licence and Safeguarding Plan, together with additional conditions imposed by the Harbour Master and/or Explosives Security Officer. In addition to the Port Emergency Plan, a specific contingency plan will be drawn up beforehand to meet the requirements of any particular cargo or shipment.

4.5 **Pollution** - Any emergency / major incident involving pollution or potential pollution will involve the supplementary activation of the port’s MCA-approved Oil Spill Contingency Plan.

4.6 **Flooding** - Historically, the Port of Sunderland has not been at significant risk from flooding.
   - Arrangements are in force whereby LPS is immediately notified by Sunderland City Council City Alarm & Emergency Centre (CAEC) of storm tide warnings, flood warnings and severe weather alerts.
   - On receipt of such a warning, LPS will notify the Harbour Master, who will direct any port-specific action required to notify other port personnel, protect property and warn masters of vessels, which may be at risk.
   - Where appropriate, contingency plans issued by the Environment Agency and/or Sunderland City Council will be followed.
   - LPS will pay particular attention to weather forecasts, weather station readings and tidal data during periods of alerts.

4.7 **Medical Emergencies** - A significant number of port staff are trained in first aid techniques. Any person becoming aware of a medical emergency will: (a) Inform North East Ambulance Service (NEAS) by means of the 999 system, (b) Inform a qualified first aider and (c) Notify Port Control and/or Security, who will
ensure each other is aware. An up-to-date list of in-date first aiders is held by the Shipping Office and LPS.

4.7.1 **Cardiac Emergencies** - In addition, the Port of Sunderland provides an Established Base Responder Scheme for cardiac emergencies (currently 0600 - 1800, Monday - Friday) in conjunction with NEAS. Written procedures are in place for implementation of the scheme’s provisions.

4.8 **Media** - All requests from press and media organisations relating to an emergency will be referred to Sunderland City Council Media Team (Press Office), which provides a duty out-of-hours contact. The Media Team may issue a holding statement and may authorise release of such statement (without deviation) should any enquiries be received by the Port of Sunderland.

5.0 **EMERGENCY**

5.1 An emergency is defined in the Civil Contingencies Act (CCA), 2004 as:

(a) An event or situation which threatens serious damage to human welfare in a place in the UK;

(b) An event or situation which threatens serious damage to the environment of a place in the UK; or

(c) War or terrorism which threatens serious damage to the security of the UK.

5.1.1 For the purposes of 5.1 (a) above, an event or situation threatens damage to human welfare only if it involves, causes or may cause:

- Loss of human life,
- Human illness or injury,
- Homelessness,
- Damage to property,
- Disruption of a supply of money, food, water, energy or fuel,
- Disruption of an electronic or other system of communication,
- Disruption of facilities for transport, or
- Disruption of services relating to health.

5.1.2 For the purposes of 5.1 (b) above, an event or situation threatens damage to the environment only if it involves, causes or may cause:

- Contamination of land, water or air with biological, chemical or radio-active matter, or
- Disruption or destruction of plant life or animal life.
5.2 Declaration of emergency

5.2.1 To constitute an emergency, an event or situation must also pose a considerable test for the Port of Sunderland’s ability to perform its functions.

5.2.2 Before an emergency is declared, the Harbour Master must be satisfied that:

(a) The emergency would be likely to seriously obstruct the Port of Sunderland’s abilities to perform its functions, and/or

(b) The Port of Sunderland (as a service area of Sunderland City Council) would consider it necessary or desirable to act to prevent, reduce, control or mitigate the emergency’s effects, or otherwise take action; and

Would be unable to act without changing the deployment of its resources or acquiring additional resources.

5.2.3 As a Category 1 Responder under the CCA, Sunderland City Council may declare an emergency, such responsibility being delegated to the Harbour Master in respect of any marine emergency within the port’s jurisdiction.

5.2.4 Other Category 1 Responders are:

- Northumbria Police
- Tyne and Wear Fire and Rescue Service
- North East Ambulance Service
- Maritime and Coastguard Agency
- National Health Service
- Health Protection Agency
- Environment Agency
- The Secretary of State

5.2.5 Before formally declaring such an emergency, the Harbour Master should liaise with the emergency services and SCC Resilience Team.

5.2.6 What may be an emergency to the Port of Sunderland, may not be to other Category 1 Responders. Early notification will allow other responders to be placed on standby when not directly involved in response to the emergency.

5.2.7 It is anticipated that declaration of an emergency, especially one of a non-marine nature, will originate from one of the emergency services.

5.2.8 It should be noted that a range of serious and often life-threatening events can occur within the port’s jurisdiction but do not satisfy the test of being an emergency under the CCA. Such incidents do not form part of this plan and are dealt with in accordance with Standard Operating Procedures and other procedural guidance.
5.2.9 The three stages of an emergency are:

- Initial response
- Recovery phase
- Standby phase

6.0 MAJOR INCIDENT

6.1 A major incident is any emergency that requires the implementation of special arrangements by one or all of the emergency services, the NHS or the local authority for one or more of the following:

(a) The rescue and transportation of a large number of casualties;

(b) The involvement either directly or indirectly of large numbers of people;

(c) The handling of a large number of enquiries likely to be generated from the public and the news media, usually to the police;

(d) The large-scale deployment of the combined resources of the emergency services; or

(e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authorities, to deal with the threat of death, serious injury or homelessness to a large number of people.

6.2 A major incident may be declared by any officer of one of the emergency services, the NHS, or the local authority (including the Harbour Master), who considers that any of the criteria outlined in para 6.1 above have been satisfied.

6.2.1 Despite the fact that what is a major incident to one of the emergency services may not be so to another, each of the other emergency services will attend with an appropriate pre-determined response.

6.3 Application to the National Health Service (NHS)

6.3.1 The broad definition above is also applicable to the NHS. However, for specific NHS purposes, a major incident may be defined as:-

"Any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes [or is likely to cause] such numbers or types of casualties as to require special arrangements to be implemented by hospitals, ambulance services or health authorities."
6.4 Major Incident - Three phase declaration procedure

6.4.1 In line with generic emergency planning criteria, the following phases shall be implemented in connection with the declaration of a major incident:

(a) **Major Incident Standby** - To be declared when an emergency can be dealt with by deployment of the combined resources of appropriate emergency service/port resources, but which has potential to escalate into a major incident or require large scale external involvement. In such cases, Sunderland City Council and the emergency services will be alerted as soon as such potential becomes apparent.

(b) **Major Incident Implement** - Should the Harbour Master implement a major incident, all emergency services and Sunderland City Council Resilience Team will be notified forthwith.

(c) **Major Incident Stand Down** - Once an emergency situation has been contained with no possibility of further escalation, the Harbour Master should consider Major Incident Stand Down in consultation with the emergency services involved.

7.0 INTERFACE WITH OTHER EMERGENCY AND CONTINGENCY PLANS

7.1 Where appropriate, the Port Emergency Plan should be read in conjunction with other emergency and contingency plans and procedures.

7.2 The following related documents have been prepared by the Port of Sunderland:

- Oil Spill Contingency Plan
- Waste Management Plan
- Port Facility Security Plan [restricted]
- Port Marine Safety Code (PMSC) - Safety Management System (SMS)
- Standard Operating Procedures (SOPs)

7.3 In addition, major incident plans are maintained by Northumbria Police, Tyne and Wear Fire and Rescue Service, North East Ambulance Service NHS Trust and HM Coastguard, together with other organisations.

7.4 Sunderland City Council’s Emergency Planning and Business Resilience Team is responsible for creating and contributing to a wide range of internal and external plans, including the City Emergency Response Plan, which is designed to dovetail with the Port Emergency Plan; and the Corporate Business Continuity Plan.

7.5 Tradebe Solvent Recycling Ltd operates two Tier 1 COMAH sites within the port estate, namely Hendon and Ocean Terminals. The company is required
to prepare on-site and off-site emergency plans to deal with any emergency.

7.6 Where an incident requires implementation of the City Emergency Response Plan, overall coordination would be exercised initially during any life-saving phase by Northumbria Police or HM Coastguard, as appropriate. During subsequent phases, the Harbour Master (as incident controller) or Chief Executive of Sunderland City Council, as appropriate, would continue with incident coordination responsibilities.

8.0 COMMAND AND CONTROL

8.1 Command and control of any major incident within the jurisdiction of the Port of Sunderland will involve a coordinated multi-agency approach, with each emergency service, agency and organisation retaining individual responsibility for its own operations. In particular, roles and responsibilities of the following organisations are outlined as follows:

(a) Port of Sunderland

The Harbour Master will act as Incident Controller for marine emergencies. He will delegate duties as he sees fit but will retain ultimate responsibility for controlling marine operations. As far as is practical, he will be assisted by the duty pilot/Deputy Harbour Master, the Marine Services & Port Facility Security Officer and LPS, together with any other port and Council personnel who may be required.

The Harbour Master’s duties and responsibilities will include, but not be limited to the following:

- Controlling all movements of shipping and small craft, including closure of port and directing the beaching of vessels, if required;
- Requiring removal of shipping and small craft from berth to berth or elsewhere;
- Suspension of cargo handling, bunkering or other ship-at-berth related activities;
- Direction of pilotage, towage and foyboat services;
- Direction of all Port of Sunderland personnel and assets, including security personnel; and
- Identification of emergency RVPs, emergency access and evacuation routes, casualty assembly points.

**Note:** LPS will be responsible for logging all actions taken during the course of an emergency/major incident. Urgent consideration must be given at an early stage to redeploying suitable port staff to assist the duty LPS officer. There is no necessity for a separate log to be commenced as the Daily Log application within the Port Operations Database is suitable for this purpose and can be printed and forwarded electronically, as required.
(b) Northumbria Police

The police will normally coordinate multi-agency response to a major incident and will carry out the following functions specific to this plan:

- Control of areas contiguous to the high water mark and within the South Docks;
- Coordination of services provided at selected RVPs, casualty assembly and evacuation points;
- Coordination of search and rescue operations upriver of Queen Alexandra Bridge; and
- Provision of Marine Unit and other specialist resources to assist in discharging its responsibilities, including underwater search and rescue.

*Note:* Overall command and control will rest with the police in the event of any terrorism-related incident.

(c) Tyne and Wear Fire and Rescue Service

The senior fire officer will control fire fighting and shore-based rescue operations, including fire fighting units afloat.

Navigational control of fire fighting craft will remain with the individual craft master in consultation with the Harbour Master.

The Fire Service will take control of all incidents involving dangerous substances.

(d) North East Ambulance Service NHS Trust

The ambulance service will be responsible for:

- Treatment and clearance of casualties;
- Deployment of Hazardous Area Response Team paramedics;
- Alerting designated and supporting hospitals;
- Transporting mobile medical teams; and
- Essential NHS communications.

(e) HM Coastguard

HM Coastguard is responsible for the initiation and coordination of all civilian search and rescue (SAR) within the seaward limits of the Port of Sunderland and the River Wear between the harbour entrance and Queen Alexandra Bridge.

This includes mobilisation, organisation and tasking of adequate resources to respond to persons either in distress at sea (including the River Wear within
the area specified), or to persons at risk of injury or death on the cliffs or shoreline.

(f) Sunderland City Council

The Council will endeavour to provide support to the emergency services and the affected community, which may include the provision of:

- Assisting emergency services in the evacuation of an area;
- Provision of a Major Incident Suite;
- Information and Technical Support;
- Transport for the affected population;
- Survivor reception centres;
- Rest centres;
- Humanitarian assistance centres;
- Emergency mortuaries;
- Shoreline Response Centre; and
- Lead on recovery operations.

**Note:** Authority to activate the Sunderland City Council Emergency Response Plan rests with the Tactical Commander, currently head of Land and Property. In his absence, responsibility is delegated to the Emergency Planning Manager.

The plan will be activated either:

(a) Following a request from an external agency for support to their own Major Incident plan, or

(b) When it becomes apparent to the Incident Controller leading the Council’s response (viz, the Harbour Master for marine emergencies) that the response cannot be managed using normal working procedures.

(g) Towage and Mooring

**Svitzer Marine Ltd** - This company provides towage services for the Port of Sunderland. In the event of an emergency, assistance to vessels may be provided as requested by a vessel’s master or the Harbour Master. Tug fleets are based on the rivers Tyne and Tees, with some units being equipped with fire fighting apparatus. One tug, Svitzer Constance, is permanently based within Sunderland South Docks, but will not normally be available for immediate activation as a crew will have to travel from elsewhere. It should also be noted that tug support from the Tyne/Tees may take some considerable time to arrive and will be subject to constraints of dock gates.

**Sunderland Foyboatmen’s Association** - This organisation provides personnel and craft to assist in vessel mooring/unmooring operations and will respond
at short notice to emergency requests by a vessel's master or the Harbour Master.

(h) Other Agencies and Organisations

A wide range of other agencies and organisations from the public, private and voluntary sectors (not specifically referred to) may be available to provide assistance or advice. Regard should be given to any statutory powers, which may assist in addressing problematic issues.

9.0 INCIDENT MANAGEMENT

9.1 The Emergency Services RVP is situated on the port perimeter at Barrack Street, in the former head office car park, approximately 100 metres south of the main entrance [NZ 409575]. This may be relocated to another convenient place, if required.

9.2 One or more of the emergency services may establish a Forward Control Point (FCP) on site. The Harbour Master or other senior port marine officer should attend FCPs for liaison purposes.

9.3 An Incident Control may be established within the Port Control complex at Greenwells Quay or other convenient location within the port estate (eg Capstan House). Representatives from each emergency service involved should attend this location.
Note: Port Control should be considered as the preferred option due to the presence of office capacity immediately adjacent to the LPS Suite. ICT facilities, Marine VHF radio, digitally secure UHF radio, fax and landline telephone communications are readily available on site.

9.4 The Harbour Master will assume the role of Bronze Commander (Operational), with additional support being provided from the port management team and Council officers, if required.

9.5 A Tactical (Silver) Control may be established off site by the police. A senior port representative may be required to attend this location.

9.6 Strategic (Gold) Command may be established at Police HQ, Ponteland. The Council would be represented by the Chief Executive and/or other member(s) of the Executive Management Team, with additional support being provided by Council officers, as required.

10.0 EMERGENCY EVACUATION AND CASUALTY LANDING

10.1 An emergency or major incident may be static or dynamic in nature, requiring the adoption of appropriate measures to deal with changing situations. It therefore may not be possible to plan for all eventualities. The following is intended to assist in the decision making process. It should be noted that some potential exists for casualties/people to be stranded on the eastern side of the docks estate without waterborne or land transportation being able to gain immediate access to secure their removal to a place of safety.

10.2 Should a complete or partial evacuation of the port estate be required, the main entrance should be used if possible. This comprises traffic barrier controlled dual lane entrance/single lane exit, with central gatehouse.

10.3 Additional emergency access/exit points suitable for vehicles are situated at:

(a) West end of Corporation Quay / Low Street [OS NZ 405575] and

(b) Extension Road [OS NZ 409569] - This entrance has a 4.11 metres (13.5 feet) height restriction.

10.4 Gladstone Swing Bridge, situated across the northern entrance to Hudson Dock at No 3 Gateway, may be temporarily closed to road traffic to allow transit of shipping to/from the docks. Mechanical malfunction can lead to the bridge being inoperative for longer periods, potentially impacting upon the free passage of road and waterborne traffic. Small craft of low air draught
may be able to pass beneath the bridge depending upon the dock water level.

**Note:** Gladstone bridge has a **2.32-metre** (7 feet 6 inches) width restriction and **3.5 tonnes** maximum gross weight limit. It is not therefore suitable for fire appliances and larger ambulance vehicles.

10.5 **No 1 and No 3 lock gates** are situated at the northern and southern ends of the Half Tide Basin, respectively, the basin being located between the river and Hudson Dock. These gates are generally open to shipping from two hours before high water until high water (spring tides) and up to one hour after high water (neap tides). Locking through of vessels may be available outside of tide times, although significant delays may occur. Pedestrians may be able to cross No 1 gates when closed in an emergency, provided they are properly supervised.

10.6 Lifting in/out of small craft to/from the river/docks may be considered subject to the disposition/driver availability of shoreside cranes. A **2-tonne** SWL davit is provided on the eastern side of the Half Tide Basin.

10.7 Besides the presence of numerous quayside ladders on dock and river frontages (use of which is discouraged on safety grounds), three other points are available within the operational port estate, from where waterborne casualty evacuation may be considered. These are the stone steps at the extreme eastern end of Corporation Quay, where caution should be exercised due to their slippery nature, the pilot cutter pontoon on the western side of the Half Tide Basin and the Dockhead steps situated between No 3 gateway and the dry dock entrance, also within the Half Tide Basin. Exit to the river from the Half Tide Basin will not be possible if No 1 gates are closed.

10.8 Beaching of small inflatable craft to assist in evacuation may be possible within the bight of the New South Pier [NZ 412579] and at the disused South Outlet [NZ 416569]. It may also be possible to bring larger craft alongside steps on the New South Pier and the Wave Basin Battery [NZ 409582]. The viability of using such places for evacuation will largely depend upon sea, weather and tidal conditions. These should only be used as a last resort and subject to stringent risk assessment.

10.9 In a worst case scenario, when persons cannot be evacuated from the eastern side of the port estate by land or water, helicopter evacuation may prove to be the only option, which will involve consultation with HM Coastguard and the police.

10.9.1 Suitable helicopter landing sites are situated on the (old) South Pier [NZ 411584], former Fast Flow compound, Greenwells Quay [NZ 412577] and former Petrofina compound [NZ 408577]. Cargo storage, etc, may prevent
the landing of helicopters. Other sites within the port estate may be utilised subject to the judgement of helicopter pilots. [See Appendix D]

10.10 The principal location for waterborne landing of casualties from the river or evacuees/casualties from the docks is Sunderland Marina, North Dock [NZ 407585]. The three locations referred to in para 10.7 can be used in exceptional circumstances. [See below]
11.0 INITIAL ACTION BY LPS

[See also ACTION FLOWCHART F1]

11.1 On receipt of a report of an emergency or potential emergency (as defined in para 5.0 et seq of this plan), LPS will undertake the following action:

(a) Commence logging all actions/communications on Port Operations Database;

(b) Ascertained as much of the following information as possible:

- Nature of emergency;
- Precise location;
- Name/type of any vessel(s) involved;
- Are any casualties involved?;
- Nature of any pollution or hazardous substances involved;
- Risk of danger to other vessels or shoreside installations.

(c) Despatch marine staff (using port craft, if appropriate) and/or security to assess situation. Personnel must be warned of any risks to their safety.

The following aide-memoir (mnemonic “SADCHALET”) used by the police holds good for first responding port and/or security staff in remembering critical information to relay to their communications centre:

- Survey - the scene
- Assess - the scene
- Disseminate - inform appropriate personnel and agencies
- Casualties - approximate numbers of dead, injured and uninjured
- Hazards - present and potential
- Access - suggested access routes for emergency services
- Location - exact location of the incident
- Emergency - emergency services & other agencies at scene or needed
- Type - type of incident, brief details of vehicles, buildings etc involved
- Safety - start a written log and consider all aspects of health and safety/ risk assessment without delay

(d) If initial report not received from emergency services, notify all relevant emergency services immediately, namely:

- Fire
- Ambulance
- Police
- HM Coastguard
(e) Notify security if not already alerted at (c) above.

(f) Notify Harbour Master and/or Deputy.

(g) Notify Marine Services & Port Facility Security Officer.

(f) Receive situation report from port personnel attending and/or emergency services.

11.1.1 Should the report prove unfounded or be of a minor nature, no further escalation is required, otherwise proceed as below:

12.0 ACTION ON CONFIRMATION OF POTENTIAL MAJOR INCIDENT SITUATION
[See also ACTION FLOWCHART F2]

12.1 On receipt of a situation report indicating that a major incident situation may exist, LPS will:

(a) Notify emergency services of "Major Incident Standby" situation and advise of designated RVP (see para 9.1).

(b) Notify CAEC of "Major Incident Standby" situation

(c) Liaise with Harbour Master and/or Deputy to confirm "Major Incident Implement" situation.

(d) Consider call-out of additional staff, included contracted security officers.

**Note 1:** LPS will require support at an early stage.
**Note 2:** SCC Security Services must always be made aware of the need of the requirement for and can arrange additional security staff. However, in cases of urgency, the Security Contractor's City of Sunderland Contract Manager may be contacted direct. In cases of difficulty, security gatehouse will have alternative emergency contacts.

13.0 ACTION UPON IMPLEMENTATION OF MAJOR INCIDENT
[See also ACTION FLOWCHART F3]

13.1 The following actions should be taken or considered in the event of escalation of an emergency or "Major Incident Standby" situation to "Major Incident Implement:"

(a) Harbour Master or Deputy confirms "Major Incident Implement" and implementation of Port Emergency Plan in liaison with emergency services.

(b) Harbour Master or Deputy assumes roles of "Incident Controller" and
Bronze Commander (Operations) for all marine emergencies.

(c) Carry out actions for specific incident types (see para 15 et seq).

(d) Harbour Master, Deputy or other designated port marine officer to attend emergency services FCP or scene of incident, as appropriate.

(e) Incident Control to be established at Port Control building or alternative location, if required. Adequate staffing and marine supervision to be provided.

(f) CAEC to be notified of "Major Incident Implement."

(g) Identification of additional staffing requirements.

(g) Implement Port of Sunderland Oil Spill Contingency Plan if pollution involved.

(i) Notify senior management team.

(j) Notify SCC Media Team (Press Office).

(h) Liaise with SCC officers regarding requirements of City Emergency Response Plan.

(l) Port Board members to be notified by Port Director.

14.0 ROLE OF PORT SECURITY

[See also ACTION FLOWCHART F4]

14.1 In addition to normal duties carried out under local assignment and procedural instructions, security staff will be responsible for the following additional duties in the event of a major incident situation arising:

(a) Initial incident response;

(b) Ensuring gates of designated RVP are opened as soon as possible;

(c) Direction of arriving emergency services to RVP and/or incident scene;

(d) Opening gates of emergency access/exit points (if required) at Corporation Quay West/Low Street and Extension Road;

(e) Issue of additional port UHF digital radios; and

(f) Prevention of unauthorised access to the port estate, in particular by members of the media and general public.
15.0 SPECIFIC INCIDENT TYPES

15.1 Fire, explosion, collision involving vessel not secured alongside.
[See also ACTION FLOWCHART F5]

**Note:** A vessel’s master has ultimate responsibility for his own ship, passengers and crew and should take necessary measures to avoid creating further danger.

15.1.2 Initial actions to be carried out in accordance with paras 10 - 13 (inclusive), as above.

15.1.3 In addition, the following actions should be undertaken:

(a) Vessel(s) involved to account for all persons on board and confirm whether any potential of casualties being overboard exists.

(b) LPS to broadcast navigational warning on VHF channel 14.

(c) LPS to make contact with nearby shipping to ensure masters appreciate potential dangers.

(d) LPS to activate port closed traffic signals, if appropriate.

(e) Vessel(s) involved not to be moved without permission of Harbour Master or Deputy.

**Note:** The Harbour Master’s decision on whether to allow a vessel in distress to enter port is final, unless overridden by the Secretary of State’s Representative (SOSREP).

(f) Identify suitable beaching ground in case required (eg Potato Garth; Harbour Beach (between Old North Pier and Roker Pier, Roker); New South Pier Bight, etc.

(g) LPS to notify relevant agent(s).

(h) LPS to contact towage / foyboat operators, as required.

(i) Identify casualty landing points in liaison with SAR services.

(j) In the event of a collision, vessel(s) involved to proceed as directed by the Harbour Master, if possible. If unable to comply with such directions, all necessary measures to be taken to avoid endangering other vessels and shore installations.

(k) In the event of fire/explosion, senior fire officer to control fire fighting
operations with advice from the Harbour Master.

(l) Notify Marine Accident Investigation Branch (MAIB) when required by the Harbour Master.

**Note 1:** Deployment of Marine Incident Response Group (MIRG) is no longer an option as this has now been discontinued.

**Note 2:** Consideration to be given to vessel stability issues when fire fighting and options to bring vessel alongside.

**Note 3:** Consider suitability of any proposed berth for both vessel and fire fighting operations / access.

15.2 Fire, explosion, collision involving vessel secured alongside  
[See also ACTION FLOWCHART F6]

**Note:** A vessel’s master has ultimate responsibility for his own ship, passengers and crew and should take necessary measures to avoid creating further danger.

15.2.1 Initial actions to be carried out in accordance with paras 10 - 13 (inclusive), as above.

15.2.2 In addition, the following actions should be undertaken:

(a) Vessel(s) involved to account for all persons on board and confirm whether any potential of casualties being overboard exists.

(b) LPS to broadcast navigational warning on VHF channel 14.

(c) LPS to make contact with nearby shipping to ensure masters appreciate potential dangers.

(d) LPS to activate port closed traffic signals, if appropriate.

(e) Port operations on and adjacent to berth to be suspended as appropriate and all non-essential staff to vacate immediate area. Quay and approaches to be cleared of plant/equipment, if safe to do so, to prevent obstruction to emergency services.

(f) Vessel(s) involved not to proceed without permission of Harbour Master or Deputy.

(g) LPS to notify relevant agent(s).

(h) LPS to contact towage / foyboat operators, as required.
(i) In the event of a collision, unsecured vessel involved to proceed as directed by the Harbour Master, if possible. If unable to comply with such directions, all necessary measures to be taken to avoid endangering other vessels and shore installations.

(j) In the event of fire/explosion involving vessel alongside, senior fire officer to control fire fighting operations.

(k) Notify MAIB when required by the Harbour Master.

**Note:** Consideration to be given to vessel stability issues when fire fighting.

15.3 Grounding or sinking of a vessel

[See also ACTION FLOWCHART F7]

**Note:** A vessel’s master has ultimate responsibility for his own ship, passengers and crew and should take necessary measures to avoid creating further danger.

15.3.1 Initial actions to be carried out in accordance with paras 10 - 13 (inclusive), as above.

15.3.2 In addition, the following actions should be undertaken:

(a) Vessel(s) involved to account for all persons on board and confirm whether any potential of casualties being overboard exists.

(b) Establish number of persons on board.

(c) LPS to broadcast navigational warning on VHF channel 14.

(d) LPS to make contact with nearby shipping to ensure masters appreciate situation.

(e) LPS to activate port closed traffic signals, if appropriate.

(f) Vessel grounded

- Ascertain nature of assistance required (eg tugs) / will vessel float off on rising tide?
- Ascertain draught of vessel
- Remind vessel to display / sound appropriate signals under the International Regulations for Preventing Collisions at Sea
- Check sea/river bed soundings
- Check composition of sea/river/dock bed
- To proceed as directed by Harbour Master, if possible.
• Master to take all necessary measures to avoid creating danger to other vessels.
• Tyne and Wear Fire and Rescue Service to assist with pumps if appropriate / required.

(g) Vessel sinking - Alongside

• Evacuate vessel
• Ascertain draft of vessel
• Check soundings of berth
• Check composition of river/dock bed
• Tyne and Wear Fire and Rescue Service to assist with pumps

(h) Vessel sinking - Underway

• If in immediate danger, vessel to proceed to safe beaching area [See APPENDIX B]
• Ascertain draught of vessel
• Vessel to avoid crossing main shipping channel if possible
• Tyne and Wear Fire and Rescue Service or SAR assets to assist with pumps

(i) Notify MAIB in all cases when required by the Harbour Master.

15.4 Major incident at shore facility (eg fire, explosion, toxic gas/vapour release)
[See also ACTION FLOWCHART F8]

15.4.1 Initial actions to be carried out in accordance with paras 10 - 13 (inclusive), as above.

15.4.2 In addition, the following actions should be undertaken:

(a) LPS to broadcast navigational warning on VHF channel 14.

(b) LPS to make contact with nearby shipping to ensure masters appreciate situation.

(c) Navigation to be suspended and port closed traffic signals to be activated, as appropriate, having particular regards to smoke/fumes

(d) Consider evacuation of port estate in liaison with emergency services

(e) Move vessels away from danger area

15.5 Emergency or major incident at Tradebe Solvent Recycling (TSR)
[See also ACTION FLOWCHART F9]

15.5.1 This paragraph contains specific actions required to be undertaken by the
Port of Sunderland in addition to those outlined in para 12, above.

15.5.2 TSR operates two Tier 1 COMAH sites within the Port of Sunderland, namely Hendon Terminal and Ocean Terminal.

15.5.3 Contingency plans are in place to respond to any hazardous incident, which might take place. Such incidents may involve fire, explosion, chemical spillage, toxic gas/vapour release or pollution, together with potential for terrorist attack. The following plans are maintained by TSR and take precedence in dealing with any hazardous incident which may occur at either terminal:

- Tradebe On-Site Emergency Plan
- Tradebe Off-Site Emergency Plan

15.5.4 There are three levels of emergency response:

(a) Level 1:

- The public and neighbouring sites are not affected, release of toxic or flammable material being contained within 10 metres of the release point.
- Incidents are handled internally with materials being contained in on-site bunding.
- Consideration will be given to activating the On-Site Emergency Plan.
- The Port of Sunderland and emergency services would not usually be notified of such incidents.

(b) Level 2:

- The public and neighbouring sites may be affected as the incident is approaching the terminal boundary.
- The On-Site Emergency Plan will be activated.
- The Port of Sunderland and emergency services will be notified.
- Consideration will be given to activating the Off-Site Emergency Plan.

(c) Level 3:

- The public and neighbouring sites are seriously affected, for example, by the escape of toxic/flammable material or smoke.
- The Off-Site Emergency Plan will be activated, normally following consultation with the Fire & Rescue Service on scene.
- The emergency siren will be sounded, indicating that the public should “Go in, Stay in and Tune in.”
- The Port of Sunderland will be notified.

14.5.5 TSR will report Level 2 and 3 incidents to LPS and Port Security gatehouse.
A Level 2 or 3 incident may also result in activation of the Port of Sunderland Emergency Plan.

14.5.6 Action by Port of Sunderland - Level 2

- LPS to ensure Port Security gatehouse is aware (and vice-versa).
- LPS to notify Harbour Master/Deputy Harbour Master and Marine Services & Port Facility Security Officer.
- LPS to frequently monitor/record wind speed and direction.
- Consideration to be given to notifying port staff, tenants and other users.
- Be alert for activation of TSR emergency siren, indicating that the Off-Site Emergency Plan has been implemented.
- Port Security to be prepared to hand TSR terminal inventory to first responding fire appliance.
- Port Security to restrict non-essential access in vicinity of affected area.

14.5.7 Action by Port of Sunderland - Level 3

- As a Level 3 emergency response will almost certainly result in declaration of a major incident, actions will be in accordance with paras 10-13 (inclusive) of the Port Emergency Plan PLUS the following:
- LPS to ensure Port Security gatehouse is aware (and vice-versa).
- LPS to frequently monitor/record wind speed and direction.
- LPS (with assistance from any available source, if required) to notify port staff, tenants and other users.
- Persons should be advised to remain indoors, close all doors and windows and tune into local radio for instructions from the emergency services.
- Similar advice to be provided to ships’ crews, plus the need to close off all port holes and air conditioning plant/fan systems which direct air into accommodation or machinery spaces.

The following list is a non-exhaustive guide as to who should be informed:

a. Capstan House
b. Dock Head
c. Workshops/Stores
d. Corporation Quay Supervisor
e. Hendon Dock Supervisor
f. East Quay South Supervisor
g. Ships/vessels under navigation or moored at berths
h. All port tenants, namely:
   o UK Docks
   o Northumbrian Water plc
   o Northumbrian Roads Ltd
   o NEMS Ltd
   o AJ Woods Ltd
   o Green Marine Solutions
- Port Security to be prepared to hand TSR terminal inventory to first responding fire appliance.
- Port Security to turn away all incoming non-emergency or essential traffic at port entrance, having regard to prevailing wind conditions.
- Identify extent of exclusion zones, having regard to both port estate and navigation (river, dock and seaward)
- Exit traffic barrier to be left in raised position
PART III - APPENDICES

APPENDIX A - PREMISES PROFILES

These appendices summarise relevant salient premises data for key tenants and other organisations situated within the port environs. Where relevant, the following information is provided:

- Trading name
- Site address
- Business contact information
- Emergency/out of hours contact information
- Site location
- Extent of site
- Plan or aerial photograph of site
- Nature of operations undertaken
- Hazardous substances stored on site
- Reference to site-specific emergency plans
A1 - Liebherr Sunderland Works Ltd

- Ayres Quay, Deptford Terrace, Sunderland, SR46DD
- Telephone (24/7): 0191 514 3001
  Fax number: 0191 514 4191.
  Principal email contact address: ralph.saelzer@liebherr.com
- Maritime crane manufacturing.
  Steel Construction, painting, assembly and testing performed on site.
- Security on site 24/7.
  Hazardous substances on site: Oil, paint, hazardous waste materials (oil, paint,
  oily rags, etc) in various quantities; estimated 10,000 litres of oil and 5,000 litres
  of paint; various small quantities of other materials, such as aerosols, grease,
  solvents.
- Fire alarm systems in each building, fire plan established within company. Fire
  risk assessments completed. Fire abatement equipment in offices and shop floor
detailed next page:
- Alarm and evacuation procedure in place. Chemical spill clean-up procedure in
  place.
A2 - Marine Activities Centre

- Sunderland Marina, North Dock, Sunderland, SR6 0PW.
- Telephone (24/7): 0191 514 4721.
- Fax: 0191 514 1847.
- Marine VHF: Ch M1 (or 37)
- Principal email contacts: mac.info@marineactivitiescentre.co.uk; ian.rowan@marineactivitiescentre.co.uk (Ian Rowan, Marina Manager).
- Marina facilities for pleasure boats and commercial fishing vessels.
- Staffed 24/7 from reception.
- Approx 110 pontoon and 100 fore & aft (chain) moorings; launching slipway at Potato Garth; fuel berth; half-tide shelf.
- Hazardous substances on site: Underground diesel tank (max 5,000 litres); waste oil storage (max 200 litres); moored vessels up to 42 feet with on board petrol or diesel fuel tanks for inboard / outboard engines; small fuel storage area for RNLI (10-litre steel cans in metal cabinets); waste oil stored in steel drums within container bin at rear of MAC, with sump to protect environment from potential spillage (Hazardous Waste registered - OEN938).
- Fire extinguishing / prevention apparatus: Fuel Berth - fire extinguisher, fire switch on fuel pump, automatic cut-off switch inside pump, emergency shut-off in office, monitored / operated from office with CCTV surveillance; Pontoons - 7 extinguishers housed in SOS bollards (alarmed on opening); MAC building -
various extinguishers and fire alarm throughout building and tenanted areas, with heat/smoke detectors and break-glass points.

- Close proximity of residential and business
- MAC staff Operating Procedures manual contains guidance and procedures for staff in the event of emergency, including contacting emergency services and Port of Sunderland, fire drills ashore, action for fire on board vessel, person in water, etc; Standard safety guidance and procedures, tailored for MAC operations.
A3 - Northumbrian Roads Ltd

- East Quay South, Hudson Dock, Port of Sunderland, SR1 2ES.
- Telephone (business hours): 0191 567 6994.
- Fax: 0191 567 6879.
- Asphalt plant and road recycling operations activities carried out on site.
- Area = 2.5 hectares.
- Numerous fire extinguishers situated around plant.
- Environmental incident, fire and security procedures maintained.
• Hendon Sewage Treatment Works, Hendon Dock, Port of Sunderland, SR1 2ES.
• Telephone (business hours): 0191 419 6721.
• Fax: 0191 514 4547.
• Emergency out-of-hours telephone: 0800 40 80 432 (Northumbrian Water Regional Control Centre).

• Sewage treatment and sludge preparation activities carried out on site.
• Site split between west side of Hendon Dock and area immediately to the south of Hendon Dock, being bordered by the sea.
• Combined site area = 7.3 hectares.
• Shipment of sludge by sea discontinued.
• COSHH file held on site.
• Hazardous substances on site in bulk comprise Sodium Hypochlorite (10-15%), Caustic Soda (5-50%), Sodium Chlorite solution.
• Odour control chemicals held in bundled 1,000-litre units.
• Fire hydrants across site, fire-fighting equipment within buildings.
• Fire drills carried out weekly, fire risk assessment in place, spillage procedures as required by Waste Management Permit.
A5 - Pallion Engineering Ltd

- Pallion Yard, Pallion, Sunderland, SR4 6LL.
- Telephone (24/7): 0191 564 0404.
- Fax: 0191 514 1671.
- Principal email contact: pall.eng@btconnect.com.
- Ship repairing, new building and conversion; other engineering activities undertaken on site.
- Majority of facilities concentrated in an enclosed multi-bay building complex, with total floor area of approx 30,000 square metres; additional ancillary building and open storage areas.
- Total site area approx 12 hectares.
- 24/7 security.
- River frontage.
- Light-draughted vessels (due to undredged state of river) can be accommodated within and alongside facility.
- Road access from southern approach to Queen Alexandra Bridge.
- Port Facility Security Plan in existence.
A6 - Sunderland Fish Quay

- Low Street, East End, Sunderland, SR1 2JR.
- Telephone (business hours): 0191 510 0716
- Emergency out-of-hours telephone: 0773 679 8998 (Bryan Little, Director)
- Principal email contact: lobsters@btconnect.com
- Commercial fish quay and sales outlet t/as Sunderland Live lobsters and Fish Ltd.
- Moored fishing vessels with on board diesel fuel tanks.
A7 - Technip Offshore Wind Ltd

- Corporation Quay, Port of Sunderland, SR1 2BQ.
- Telephone (business hours): 0191 565 4928; 0771 889 8575 (George Hope, Base Manager).
- Emergency out-of-hours telephone: 0771 889 8575 (George Hope, Base Manager).
- Principal email contact: gehope@technip.com (George Hope, Base Manager).
- Storage and operations relating to laying of offshore wind farm cables.
- No. 1 Shed, Corporation Quay (West), open area at west of quay and former Petrofina site.
- 4 foam monitors and 20 fire extinguishers on site.
A8 - Tradebe Solvent Recycling Ltd

- South Docks, Hendon, Port of Sunderland, SR1 2ES.
- Telephone (business hours): 0191 566 0000 (Switchboard).
- Two Tier 1 COMAH sites:
- Hendon Terminal - Processes involving distillation of organic solvents (1.62 hectares).
- Ocean Terminal - Manufacture of secondary liquid fuel from residues from solvent recycling processes and organic wastes (4.9 hectares).
- Multiple high-risk hazardous chemical substances stored on site, received by road tanker.
- Stock inventories held at Port of Sunderland security gatehouse for responding fire appliances.
- Extensive facilities to assist fire fighting operations in place.
- Ship/shore interface at South-West Oil Berth retained [REDACTED], although no cargoes have been handled since 2007.

*** REFER TO TRADEBE ON-SITE AND OFF-SITE EMERGENCY PLANS FOR FURTHER INFORMATION ***
A9 - UK Docks Group (Wear Dock and Engineering Co)

- Hudson Dock North, Port of Sunderland, SR1 2EE.
  Telephone (business hours): 0191 567 4749 (Switchboard);
  0782 727 7782 (Jonathan Wilson, Director);
  0750 094 6969 (David Bell, Yard Manager);
  0781 687 4410 (Colin Grant, Health & Safety Manager).

- Emergency out-of-hours telephone: As above (not switchboard).

- Principal email contacts: jonathan.wilson@ukdocks.com;
  david.bell@ukdocks.com;
  colin.grant@ukdocks.com.

- Fax (Business hours): 0191 510 0765.

- Operational area comprises 1.9 hectares.

- Wear Dry Dock and surrounding fenced area and East Quay North, Hudson Dock

- Ship-repair (dry dock and afloat), steel fabrication, mechanical maintenance, shot blasting and painting activities undertaken.

- Fire hydrants on port dockside, fire extinguishers in buildings. Yard alarm is a manually operated siren.

- Emergency procedures are set out in “Wear Dock and Engineering Co UK SD16 - Standing Orders for Vessels.”
APPENDIX B - EMERGENCY BEACHING GROUNDS

The following sites may be suitable as emergency beaching grounds subject to approval of Harbour Master:

Location: **Potato Garth**
Lat/Long: 54° 54.94’ N 01° 22.137’ W
OS Grid Ref: NZ 406582
Remarks: Bottom consists of mud and large stones.

Location: **Harbour Beach** (between Old North Pier and Roker Pier)
Lat/Long: 54° 55.27’ N 01° 21.774’ W
OS Grid Ref: NZ 409587
Remarks: Bottom consists of sand and isolated rock. This is a resorts beach.

Location: **New South Pier Bight**
Lat/Long: 54° 54.859’ N 01° 21.52’ W
OS Grid Ref: NZ 412579
Remarks: Bottom consists of stone and isolated rock.
APPENDIX C - EMERGENCY CASUALTY LANDING POINTS

Location: **Pilot Cutter Pontoon, Half Tide Basin, South Docks**
Lat/Long: 54° 54.772’ N 01° 21.813’ W
OS Grid Ref: NZ 409578
Remarks: Constraints on use if dock gates are closed; narrow gangway access restricts stretcher evacuation.

Location: **Stone steps, Commissioners Quay/Corporation Quay East**
Lat/Long: 54° 54.817’ N 01° 21.972’ W
OS Grid Ref: NZ 407578
Remarks: Steps may be slippery due to slime and dangerous to use.

Location: **Dockhead Steps, Half Tide Basin, South Docks**
Lat/Long: 54° 54.763’ N 01° 22.708’ W
OS Grid Ref: NZ 407585
Remarks: Stone steps, may be slippery at low water. Access via walkway on south side or Gladstone House, alternatively via UK Docks’ security gates (Keypad code held by LPS).
Location: Marine Activities Centre, Sunderland Marina (North Dock)
Lat/Long: 54° 55.082’ N 01° 22.016’ W
OS Grid Ref: NZ 407585
Remarks: Larger vessels should use refuelling berth (port side on entry); smaller craft may use finger berths as advised by MAC.
APPENDIX D - PLAN OF OPERATIONAL PORT AREA

Port of Sunderland

[Map of the Port of Sunderland with various labeled areas and key to plan]

Key to Plan
- Helicopter Landing Site
- Port entrances/exit
- Port buildings
- Quay/operational areas
- Road access
- Port boundary
## APPENDIX E - EMERGENCY CONTACT and CALL-OUT DETAILS

**Note:** Contact information is purposely concise, with emphasis placed on providing Single Point of Contact (SPOC) details, where possible.

<table>
<thead>
<tr>
<th>Port of Sunderland</th>
<th>Contact</th>
<th>Telephone</th>
<th>Fax</th>
<th>Additional information + Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>0191 553 2115</td>
<td></td>
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<td>monitored 24/7 by LPS</td>
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<td><a href="mailto:sunderlandharbourradio@portofsunderland.com">sunderlandharbourradio@portofsunderland.com</a></td>
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<td>- Acts as SPOC for initial contact, notification and call-out of all port personnel</td>
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<td>- Monitors Ch. 01 of Port digital UHF radio scheme &amp; other channels, as required</td>
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<td></td>
<td>- Constant watch maintained on Marine VHF Ch’s 16 (Distress, Safety &amp; Calling) &amp; Channel 14 (Port Operations) &amp; Ch’s 11 &amp; 74, as required</td>
</tr>
<tr>
<td>Local Port Services (LPS), Port Control (Routine)</td>
<td>0191 514 2752 0191 567 0161 0191 553 2149</td>
<td>0191 553 2145</td>
<td></td>
<td><a href="mailto:sunderlandharbourradio@portofsunderland.com">sunderlandharbourradio@portofsunderland.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Acts as SPOC for initial contact, notification and call-out of all port personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Monitors Ch. 01 of Port digital UHF radio scheme &amp; other channels, as required</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>- Constant watch maintained on Marine VHF Ch’s 16 (Distress, Safety &amp; Calling) &amp; Channel 14 (Port Operations) &amp; Ch’s 11 &amp; 74, as required</td>
</tr>
<tr>
<td>Head Office (Switchboard)</td>
<td>0191 553 210</td>
<td>0191 553 2120</td>
<td></td>
<td><a href="mailto:info@portofsunderland.org.uk">info@portofsunderland.org.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Administrative and commercial calls</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:securitylodge@portofsunderland.com">securitylodge@portofsunderland.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Always cc: <a href="mailto:neil.mearns@portofsunderland.com">neil.mearns@portofsunderland.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Port digital UHF radio scheme</td>
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<td></td>
<td></td>
<td>- Marine VHF (LPS &amp; portables)</td>
</tr>
<tr>
<td>Incident Control (Port Control)</td>
<td>0191 553 2147 0191 553 2148 0191 514 2752 0191 567 0161 0191 553 2149</td>
<td>0191 553 2145</td>
<td></td>
<td><a href="mailto:neil.mearns@portofsunderland.com">neil.mearns@portofsunderland.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Marine Services &amp; PFSO office</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Pilots’ office</td>
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<td></td>
<td>- access to all @sunderland.gov.uk email addresses via MS Exchange</td>
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<td></td>
<td>- Port digital UHF radio scheme</td>
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<td>- Marine VHF (LPS &amp; portables)</td>
</tr>
<tr>
<td>Northumbria Police</td>
<td>Emergency 999 or 112</td>
<td></td>
<td></td>
<td><a href="mailto:contact@northumbria.pnn.police.uk">contact@northumbria.pnn.police.uk</a></td>
</tr>
<tr>
<td></td>
<td>Non-emergency 101</td>
<td></td>
<td></td>
<td>- SPOC for switchboard, communications centres, all departments, area commands &amp; direct dialling.</td>
</tr>
<tr>
<td>Tyne and Wear Fire and Rescue Service</td>
<td>Emergency 999 or 112</td>
<td></td>
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<tr>
<td></td>
<td>Non-emergency 0191 229 0633</td>
<td></td>
<td></td>
<td>- Brigade Control 24/7</td>
</tr>
<tr>
<td></td>
<td>Brigade HQ 0191 444 1500 0191 444 1512</td>
<td>Switchboard</td>
<td></td>
<td></td>
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<tr>
<td>North East Ambulance Service (NEAS)</td>
<td>Emergency 999 or 112</td>
<td></td>
<td></td>
<td>NOT FOR LIFE THREATENING EMERGENCIES</td>
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<td>Urgent medical help or advice 111</td>
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<tr>
<td>Category</td>
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</tr>
<tr>
<td><strong>Non-emergency</strong></td>
<td>0191 430 2000 0191 430 2495 0191 430 2453 <a href="mailto:duty.manager@neas.nhs.uk">duty.manager@neas.nhs.uk</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>999 or 112</td>
<td></td>
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<tr>
<td><strong>NEAS HQ</strong></td>
<td>0191 430 2000 0191 430 2081</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>HM Coastguard / Maritime &amp; Coastguard Agency (MCA)</strong></td>
<td>0126 267 2317 0126 260 6915 <a href="mailto:wm.humber@mcga.gov.uk">wm.humber@mcga.gov.uk</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>MCA Tyne</strong></td>
<td>0191 496 9900 0191 496 9901 <a href="mailto:mcatyne@mcga.gov.uk">mcatyne@mcga.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Svitzer Marine</strong></td>
<td>01642 258 300 01642 246 370</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sunderland Foyboatmens’ Association</strong></td>
<td>0191 553 1020 <a href="mailto:michael@sunderlandfoyboatmen.co.uk">michael@sunderlandfoyboatmen.co.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Marine Accident Investigation Branch (MAIB)</strong></td>
<td>023 8023 2527 (24/7) <a href="mailto:maib@dft.gsi.gov.uk">maib@dft.gsi.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sunderland City Council</strong></td>
<td>0191 553 1999 0191 553 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City Alarm &amp; Emergency Centre (CAEC)</strong></td>
<td>0191 553 1995 <a href="mailto:emergencycentre@sunderland.gov.uk">emergencycentre@sunderland.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Customer Services / Switchboard</strong></td>
<td>0191 520 5555 0191 553 1020 <a href="mailto:enquiries@sunderland.gov.uk">enquiries@sunderland.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Coast &amp; Resorts Operations</strong></td>
<td>0191 553 2828 0191 553 2830 0774 862 5121 <a href="mailto:resorts@sunderland.gov.uk">resorts@sunderland.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Media Team</strong></td>
<td>0191 561 1136 0191 561 1139 0191 561 1139 (office hrs) <a href="mailto:media@sunderland.gov.uk">media@sunderland.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environment Agency</strong></td>
<td>0800 807 060 0870 785 6052 <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>United Kingdom Border Agency (UKBA)</strong></td>
<td>0870 785 3600 0191 201 1836 0191 376 0499 <a href="mailto:UnitedKingdomBorderAgency@ukba.gov.uk">UnitedKingdomBorderAgency@ukba.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Port Tenants and Riparian Occupiers</strong></td>
<td>0191 543 7997 None Landline due to change</td>
<td></td>
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</tr>
</tbody>
</table>

Port of Sunderland Emergency Plan: New issue (original) 01/03/2013
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Business hrs.</th>
<th>Keyhdr/Emerg</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>Green Team Solutions</td>
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<td>**Details awaited ***</td>
</tr>
<tr>
<td>Holystone Waste Management Ltd</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hudson Dock Boating and Yachting Association</td>
<td></td>
<td></td>
<td>**Details awaited ***</td>
</tr>
<tr>
<td>Liebherr Sunderland Works Ltd</td>
<td>0191 514 3001</td>
<td>0191 514 3001</td>
<td><a href="mailto:lsw-info@liebherr.com">lsw-info@liebherr.com</a></td>
</tr>
<tr>
<td>LV Shipping</td>
<td>0191 514 4721</td>
<td>0191 514 1847</td>
<td><a href="mailto:mac.info@marineactivitiescentre.co.uk">mac.info@marineactivitiescentre.co.uk</a></td>
</tr>
<tr>
<td>Marine Activities Centre</td>
<td>0191 514 5037</td>
<td>0191 510 8108</td>
<td><a href="mailto:iain.sanderson@nems-wl.com">iain.sanderson@nems-wl.com</a></td>
</tr>
<tr>
<td>NEMS Ltd</td>
<td>0191 514 5838</td>
<td>0191 514 5838</td>
<td><a href="mailto:charles.bucknall@nems-wl.com">charles.bucknall@nems-wl.com</a></td>
</tr>
<tr>
<td>Northumbrian Roads Ltd</td>
<td>0191 510 0716</td>
<td>0191 567 4546</td>
<td><a href="mailto:lobsters@btconnect.com">lobsters@btconnect.com</a></td>
</tr>
<tr>
<td>Northumbrian Water plc</td>
<td></td>
<td></td>
<td>**Regional Control Centre 24/7</td>
</tr>
<tr>
<td>Odin Shipping Ltd</td>
<td>0191 510 8383</td>
<td>0191 510 8383</td>
<td><a href="mailto:agency@odinsonshipping.co.uk">agency@odinsonshipping.co.uk</a></td>
</tr>
<tr>
<td>Pallion Engineering Ltd</td>
<td>0191 564 0404</td>
<td>0191 514 1671</td>
<td>**Security on site 24/7</td>
</tr>
<tr>
<td>Apostleship of the Sea (Stella Maris)</td>
<td></td>
<td></td>
<td>**Security on site 24/7</td>
</tr>
<tr>
<td>Sunderland Fish Quay</td>
<td>0191 510 0716</td>
<td>0191 567 4546</td>
<td><a href="mailto:lobsters@btconnect.com">lobsters@btconnect.com</a></td>
</tr>
</tbody>
</table>
### Sunderland Yacht Club

**Business hrs.** 0191 567 5133  
**Email:** contact@sunderlandyachtclub.co.uk

### Technip Offshore Wind Ltd (TOWL)

**Business hrs.** 0191 565 4928

### UK Docks (Wear Dock and Engineering Co)

**Business hrs.** 0191 567 4749 0191 510 0765  
**Email:** weardock@ukdocks.com

### Tradebe Solvent Recycling Ltd

**Control Room (24/7)** 0191 566 0025 (Office)  
(Shift supervisors - send to all):  
No fax in Control Room

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Port of Sunderland Emergency Plan: New issue (original) 01/03/2013
On receipt of a report of an emergency (as defined in para 5.0 et seq), LPS will undertake the following initial action:

**ACTION FLOWCHART ‘F1’ – INITIAL ACTION BY LPS [Para. 11.1]**

1. **Log all actions & communications on Port Ops Database**
2. **Ascertain all relevant information**
3. **Despatch Marine staff and/or Security to assess**
4. **Notify relevant emergency services**
5. **Notify Security (if not already alerted)**
6. **Notify Harbour Master and/or Deputy**
7. **Notify Marine Services & PF Security Officer**
8. **Receive sitrep from port personnel / emergency services**
9. **Warn of any risk to safety**
   - Consider SAD CHALETS Para 11.1 (c)
10. **Fire**
11. **Police**
12. **Ambulance**
13. **Coastguard**
14. **Nature of emergency**
15. **Precise location**
16. **Name/type of any vessel(s) involved**
17. **Any casualties involved?**
18. **Pollutants/hazardous substances involved**
19. **Risk of danger to vessels/installation**
20. **Unfounded or minor nature**
21. **No further escalation**
22. **Emergency situation**
23. **Go to relevant ACTION FLOWCHART(S)**
APPENDIX F2  On receipt of situation report indicating that a potential “Major Incident” situation may exist, LPS will carry out actions as detailed below:

ACTION FLOWCHART ‘F2’ – POTENTIAL MAJOR INCIDENT SITUATION [Para. 12.0]

- Notify emergency services of Major Incident Standby
- Notify CAEC of Major Incident Standby
- Liaise with Harbour Master / Deputy
- Confirm Major Incident Implement situation
- Consider call-out of additional port and security staff
- Proceed with ACTION FLOWCHART F3
- Also advise designated RVP
- LPS will require support at early stage
- If Major Incident Implement phase executed
- Fire
- Police
- Ambulance
- Coastguard
- SCC Security Services to be notified via CAEC
APPENDIX F3  The following actions should be taken or considered in the event of escalation of an emergency to “Major Incident Implement:”

ACTION FLOWCHART ‘F3’ – ACTION ON MAJOR INCIDENT IMPLEMENT [Para. 13.0]

- Harbour Master / Deputy confirms Major Incident Implement
- In liaison with emergency services

For all marine emergencies

- Harbour Master / Deputy assumes roles of Incident Controller & Bronze Commander (Operations)

Actions as for specific incident type (para. 5 et seq)

- Harbour Master, Deputy or other designated port marine officer to FCP or incident, as required

Adequate staffing and marine supervision to be provided

- Establish Incident Control at Port Control or alternative location as required

Notify CAEC of Major Incident Implement

- Identification of additional staffing requirements

Implement Oil Spill Contingency Plan if pollution involved

Port Management Team

- Notify

SCC Press Office

- Liaise SCC officers regarding requirements of City Emergency Response Plan

Port Board members (by Port Director)
APPENDIX F4  In addition to normal duties carried out under local assignment and procedural instructions, security staff will be responsible for the following additional duties in the event of an emergency / major incident situation:

**ACTION FLOWCHART ‘F4’ – ROLE OF SECURITY [Para. 14.0]**

- **Consider SAD CHALETS Para 11.1(c)**
- **Initial incident response**
- **Open gates of designated RVP**
  - **Direct emergency services to RVP and/or incident**
  - **Incident at Tradebe Solvent Recycling**
  - **Hand terminal stock record to TWFRS on arrival**
- **Corporation Quay West / Low Street**
  - **Open gates of emergency access / exit points, as required**
  - **Notify ISS Facility Services Security Contract Manager**
  - **Prevent unauthorised access to port**
- **Extension Road (13’ 6” height limit)**
  - **Issue additional UHF radios as required**
  - **Other duties as required**
APPENDIX F5

**ACTION FLOWCHART ‘F5’ – FIRE, EXPLOSION, COLLISION; VESSEL NOTE SECURED ALONGSIDE [Para. 15.1]**

- Master has ultimate responsibility for ship, passengers & crew – To take necessary measures to avoid creating further danger
- Initial actions as for ACTION FLOWCHARTS F1, F2 and F3 +
- Vessel(s) involved to account for all POB & confirm if casualties may be overboard
- If fire / explosion, senior fire officer to control fire fighting operations with advice from Harbour Master
- MIRG now discontinued - consider other options
- Consider vessel stability issues when fire fighting & options to berth vessel
- Consider suitability of proposed berth for fire fighting ops & access
- If fire / explosion, senior fire officer to control fire fighting operations with advice from Harbour Master
- Harbour Master's decision whether to allow vessel to enter port final, unless overridden by SOSREP
- MAIB to be notified if requested by Harbour Master

- Broadcast navigation warning VHF Ch 14
- Contact nearby shipping to ensure masters appreciate hazards / offer help
- Activate “Port Closed” traffic light signals, if required
- Notify relevant shipping agents
- Contact towage / foystart operators, as required
- Identify suitable beaching ground (Appendix B)
- Identify casualty landing points in liaison with SAR assets
- Identify suitable beaching ground (Appendix B)
- MAIB to be notified if requested by Harbour Master
- In event of collision, vessel(s) to proceed as directed by HM
- If unable to comply, master to take all precautions to avoid endanger other vessels / shore installations
- If fire / explosion, senior fire officer to control fire fighting operations with advice from Harbour Master
- MAIB to be notified if requested by Harbour Master

Port of Sunderland Emergency Plan: New issue (original) 01/03/2013
APPENDIX F6

ACTION FLOWCHART ‘F6’ – FIRE, EXPLOSION, COLLISION; VESSEL SECURED ALONGSIDE [Para. 15.2]

- Master has ultimate responsibility for ship, passengers & crew - To take necessary measures to avoid creating further danger to own or other vessels
- Initial actions as for ACTION FLOWCHARTS F1, F2 and F3 +
- Vessel(s) involved to account for all POB & confirm if casualties may be overboard
- If fire / explosion alongside, senior fire officer to control fire fighting operations.
- Consider vessel stability issues when fire fighting & options to berth vessel
- Broadcast navigation warning VHF Ch 14
- Contact nearby shipping to ensure masters appreciate hazards / offer help
- Activate “Port Closed” traffic light signals, if required
- Notify relevant shipping agents
- Contact towage / foyboat operators, as required
- Suspend port ops on / near berth. Evacuate shore staff. Clear quay & approaches of plant / equipment
- In event of collision, unsecured vessel to proceed as directed by HM
- MAIB to be notified if requested by Harbour Master
- If unable to comply, master to take all precautions to avoid endanger other vessels / shore installations

LPS

ACTION FLOWCHARTS F1, F2 and F3 +

Vessel(s) involved not to move without Harbour Master’s consent

Port of Sunderland Emergency Plan: New issue (original) 01/03/2013
APPENDIX F7

ACTION FLOWCHART ‘F7’ – GROUNDING OR SINKING OF A VESSEL [Para. 15.3]

- **Master has ultimate responsibility for ship, passengers & crew** - To take necessary measures to avoid creating further danger to own or other vessels.

- **Initial actions as for ACTION FLOWCHARTS F1, F2 and F3 +**

- **Vessel(s) involved to account for all POB & confirm if casualties may be overboard**

- **Broadcast navigation warning VHF Ch 14**

- **Contact nearby shipping to ensure masters appreciate hazards / offer help**

- **Activate “Port Closed” traffic light signals, if required**

- **Notify relevant shipping agents**

- **Contact towage / foystar operators, as required**

- **Notify MAIB in all cases when requested by HM**

- **Nature of assistance required. Will vessel float off on rising tide?**

- **Draught of vessel**

- **Colregs signals displayed/sounded?**

- **Check sea / river bed soundings and composition**

- **Proceed as directed by HM, if possible**

- **TWFRS to assist with pumps if required**

- **Evacuate vessel**

- **Draught of vessel**

- **Check berth soundings and composition of river/dock bed**

- **TWFRS to assist with pumps**

- **Proceed to safe beaching area if in immediate danger**

- **Draught of vessel**

- **Avoid crossing main channel**

- **TWFRS to assist with pumps**
APPENDIX F8

ACTION FLOWCHART ‘F8’ – MAJOR INCIDENT AT SHORE FACILITY [Para. 15.4]

Initial actions as for ACTION FLOWCHARTS F1, F2 and F3 +

LPS

Broadcast navigational warning VHF Ch 14

Warn shipping in vicinity

Move vessels away from danger area

Consider suspension of navigation / activation of Port Closed signals

Consider evacuation of Port Estate in consultation with emergency services

Incident at Tradebe: Follow ACTION FLOWCHART F9

Incident at other premises or facility: Refer to APPENDIX A

A1: Liebherr

A2: Sunderland Marina

A3: Northumbrian Roads

A4: Northumbrian Water

A5: Pallion Engineering

A6: Fish Quay

A7: Technip

A8: Fish Quay

A9: UK Docks
APPENDIX F9

This flowchart contains specific actions required to be undertaken by the Port of Sunderland in relation to an emergency or major incident situation at Tradebe Solvent Recycling Hendon or Ocean Terminals:

**ACTION FLOWCHART ‘F9’ – INCIDENT AT TRADEBE [Para. 15.5]**

### Emergency Response LEVEL 1
- Public & nearby sites unaffected
- Any toxic/flammable substance release contained within 10 metres (on-site bunding)
- Activation of ON-SITE EMERGENCY PLAN considered
- Port of Sunderland & Emergency Services not usually notified

### Emergency Response LEVEL 2
- Public & nearby sites may be affected as incident approaching terminal boundary
- ON-SITE EMERGENCY PLAN activated
- Port of Sunderland (LPS & Security) & Emergency Services notified
- Activation of OFF-SITE EMERGENCY PLAN considered

### Emergency Response LEVEL 3
- Public & nearby sites seriously affected
- OFF-SITE EMERGENCY PLAN activated
- Emergency siren activated, indicating: “Go in - Stay in - Tune in”
- Port of Sunderland (LPS & Security) & Emergency Services notified

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**Actions as shown on ACTION FLOWCHART F4**

**General advice**
- Stay indoors
- Close doors & windows
- Tune into local radio for further instructions

**Actions as shown on ACTION FLOWCHARTS F1 & F2 PLUS:**

**Ensure Security aware**
- Notify HM, DHM and MS & PFSO
- Often monitor/record wind speed & direction
- Consider advising port staff, tenants, shipping & other users
- Be alert for TSR siren indicating Off-Site Emergency escalation

**Nature of advice to be given**
- WARN all port staff, tenants, shipping & other users (use assistance)

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**Port of Sunderland Emergency Plan: New issue (original) 01/03/2013**
APPENDIX G - ACRONYMS

The following acronyms have been used in compilation of this plan:

- CAEC - City Alarm and Emergency Centre
- COMAH - Control of Major Hazards
- DfT - Department for Transport
- DHM - Deputy Harbour Master
- EA - Environment Agency
- FCP - Forward Control Point
- HART - Hazardous Area Response Team
- HM - Harbour Master
- LPS - Local Port Services
- MAC - Marine Activities Centre
- MCA - Maritime and Coastguard Agency
- MRCC - Maritime Rescue Coordination Centre
- NEAS - North East Ambulance Service
- NEMS - North European Marine Services
- NHS - National Health Service
- OS - Ordnance Survey
- PMSC - Port Marine Safety Code
- POB – Persons on board
- PFSO - Port Facility Security Officer
- RVP - Rendezvous Point
- SAR - Search and Rescue
- SHA - Statutory Harbour Authority
- SHEQ - Safety, Health, Environmental and Quality
- SCC - Sunderland City Council
- SOP - Standard Operating Procedure
- SOSREP - Secretary of State's Representative
- SPOC - Single Point of Contact
- SWL - Safe Working Load
- TOWL - Technip Offshore Wind Ltd
- TSR - Tradebe Solvent Recycling
- TWFRS - Tyne and Wear Fire and Rescue Service
- UHF - Ultra High Frequency
- UKBA - United Kingdom Border Agency
- UKBF - United Kingdom Border Force
- VHF - Very High Frequency