ABP | ASSOCIATED BRITISH PORTS

Port Emergency and Business Continuity Plan South Wales Ports

South Wales Marine Department Safety Management System

Document Control

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Version History

Version	Reason for change	Name	Date
1.0	First Draft Template	Tom Batchelor	06/04/2018
1.1	Approved Draft	Rod Lewis	20/06/2018
1.2	Amended command set up, local responses amended based on risk register.	Tom Batchelor	15/07/2019
2.0	Updated contact details, addition of team response times	Tom Batchelor	02/12/2020
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3.0	Change the document owner to the Security and Resilience Manager	Mark Shutt	19/02/2021
3.1	The removal of Spill Kit Location Plans from contents section 2.9.1	Mark Shutt	04/08/2021
3.2	2.12 Environmental Consideration Added Covering Drainage and Pollution	Mark Shutt	28/10/2021
3.3	2.4.1 – Send Word Now – LPS Incident Number added	Mark Shutt	03/12/2021
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2

Contents

5

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

1 INTRODUCTION

This is the Emergency Plan (EP) for the ports of Barry, Cardiff, Newport, Port Talbot and Swansea

The plan may contain sensitive information and all copies should be treated appropriately.

The Emergency Plan is a controlled document, it should be reviewed regularly, at least annually, and amended as circumstances and conditions change. The contents of the 'Plan' should be widely broadcast, and those who may have a role in the plan, should be trained accordingly.

Purpose

This Emergency Plan should be the single point of reference for all emergency or incident responses – all other documentation should be subsumed into this document. The full document should be used for reference, particularly for employees assuming responsibilities under this plan. Sections, which detail the practical responses, can be reprinted separately to be included in grab boxes or used as check off sheets, but appropriate document control should ensure they are updated to the current version (can be recorded at the front of this EP).

Emergency plans of tenants based on or adjacent to the port, should be discussed with the occupier and any actions required by ABP in the event of an incident at their location should also be included.

Implementation

The fact that 999 has been dialled does not itself require the EP to be activated. If the port EP is not formally activated, information in this document should still be used to deal with the incident.

This plan details actions immediate or high priority responses and considerations, business continuity responses should be detailed in a separate document. The Plan may be implemented in whole or part depending upon the nature and scale of the incident.

This document is the generic template for Port Emergency Plans, other plans are acceptable, but must integrate with other plans, for example, terminal emergency plans must integrate with wider port plans, they must include detail of ABP Team Structures and include responses for all location specific risks.

In the event of an incident, requirements under the Crisis Management Plan should also be considered and complied with.

Scope

While specifically written to satisfy the requirements of The Dangerous Substances in Harbour Areas Regulations 2016 and The Control of Major Accident Hazards Regulations 1999, this also provides information appropriate to the Civil Contingencies Act 2004 and, where appropriate, The Security of Network & Information Systems Regulations 2018[1].

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[1] ABP is an Operator of Essential Services in Immingham Renewable Fuels Terminal, and Humber and Southampton VTS.

Hazards

The location and quantity of all hazardous material is to be listed on a portable board. This board is to be kept up to date and in an accessible location so it can be used to brief on scene commanders in the event of an emergency.

1.1 How to use the plan

The first section of the plan provides an introduction and context, including legal obligations. Section two deals with activation of the Port Emergency Plan, and a flowchart that supports the decision-making process. It also details the group team structure, which is based on the same structure as UK emergency services. It is supplemented by Annex 1 which provides role cards/check-off lists for the roles. Sections three and four provides port information, which should form the basis for any emergency response and can be included in any grab bags.

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                    │ Section 1. Introduction & Legal Information│
                    └──────────────────────────────────────────┘
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          ┌───────────────────────────────────────────────────────┐
          │ Section 2. Activation Procedure & Contact Information  │
          └───────────────────────────────────────────────────────┘
   ┌──────────────┐          │                       │
   │  Roll cards  │          │                       ▼
   └──────────────┘          │        ┌────────────────────────────────┐
                             │        │ Section 3. Port Specific Information │
   ┌──────────────┐          │        └────────────────────────────────┘
   │  Log Cards   │          │                       │
   └──────────────┘          ▼                       ▼
          ┌────────────────────────────────────────────────────┐
          │ Section 4. Port Specific Emergency Responses        │
          └────────────────────────────────────────────────────┘
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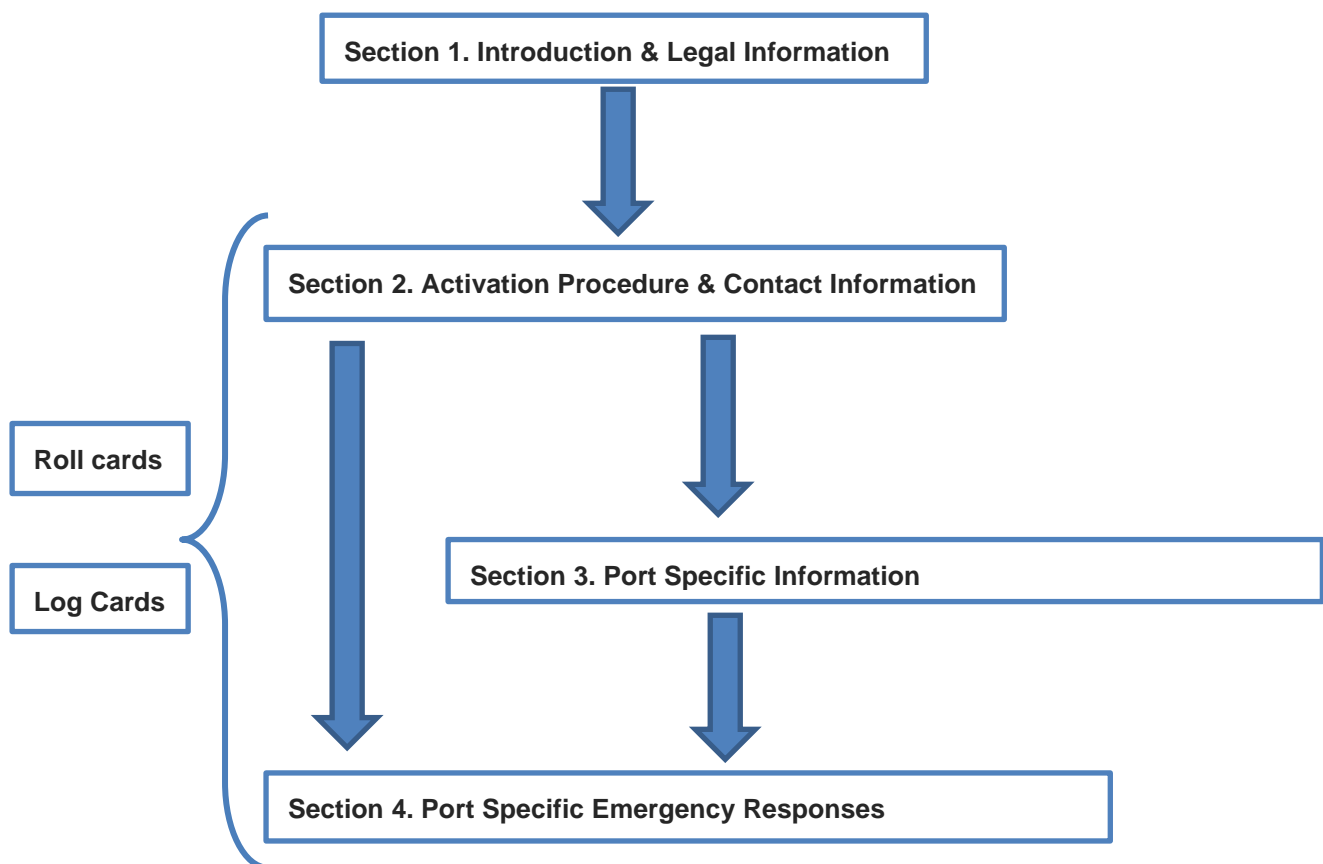
1.2 ABP's Legal Obligations

Legal Obligations

In the event of an incident within the limits of the ports' geographical areas of responsibility, ABP must specify means for raising the alarm, summoning assistance and establishing the role of organisations involved in order to coordinate the activities necessary in safeguarding life, property and the environment and to ensure that everyone is aware of the procedures to be adopted in the event of an incident.

There is a statutory requirement for ABP as the harbour authority to prepare an Emergency Plan in relation to dangerous goods under Section 10 of The Dangerous Goods in Harbour Areas Regulations 2016. The provision states:

Preparation of emergency plans by harbour authorities

10.—(1) A harbour authority must have in place an effective emergency plan, before dangerous goods are permitted into the harbour area, for dealing with emergencies which may arise and which involve, affect or could affect dangerous goods that are brought into or are handled in the harbour area.

(2) In preparing the emergency plan the harbour authority must consult—
(a)   the emergency services; and
(b) any other bodies which appear to it to be appropriate.
(3) Where the harbour authority's harbour area abuts the harbour area of another harbour authority the emergency plan must in addition be agreed by both harbour authorities.
(4) The harbour authority must review the emergency plan periodically, having consulted with the parties listed in paragraph (2), and where relevant paragraph (3)."

In order to deal effectively with incidents there needs to be close co-operation between ABP, its tenants and facility users, the Emergency Services, the Local Authority and other agencies. A multi-agency response to an incident, where shared knowledge and resources are brought together, is a fundamental principle of what is now known as Integrated Emergency Management (IEM). Its aim is to allow greater resilience when an emergency situation arises.

There is a need for emergency plans within an organisation to dovetail with that of other agencies including the Emergency Services and need to take into account six main activities; Anticipation, Assessment, Prevention, Preparation, Response and Recovery.

ABP, as a harbour authority, is a Category 2 responder in the Civil Contingencies Act 2004 and as such has certain duties (including an obligation to cooperate and share information with other responders) and will, if a situation demands, comply with guidance issued by a Minister of the Crown

Statement of Intent

It is not the intention of this Emergency Plan to take the place of any major disaster or other major incident arrangements made by the emergency services or the local authority.

The purpose of the Emergency Plan is to ensure that the alarm is raised without delay, the early provision of pertinent information and the control and direction of personnel and other resources available at the port with those of the emergency services in order to provide a co-ordinated plan of action.

All emergencies that may be considered likely within the port and adjacent sites must be considered. The procedures in many cases overlap or compliment the procedures of other bodies, authorities and emergency services.

ABP will manage potential major accident hazards in accordance with legislation and best practice within the industry and ensure the health and safety of employees and other persons on site is not put at risk during any response actions taken.

9

South Wales Marine Department Safety Management System

2 ACTIVATION OF THE PORT EMERGENCY PLAN

2.1 Definition of a Major Incident

The Civil Contingencies Act 2004 defines a *Major Incident* as a serious disruption of life, which causes or threatens:

a. Death or injury to numbers of people and/or
b. Extensive damage to property and/or
c. Contamination of the environment

on a scale beyond the capacity of public services under normal conditions and potentially requiring the special mobilisation and organisation including emergency services.

Such situations may be further characterised by the need to:

a. Rescue and transport large number of casualties
b. Directly or indirectly involve large numbers of people
c. Handle a large number of enquiries from the public and or news media usually to the Police
d. Combine the resources of the three emergency services in large-scale response
e. Mobilise and coordinate emergency services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Declaration

Any officer of any emergency service, who considers that any of the above defined criteria have been met, may declare a *Major Incident*.

Any ABP port may also declare a *Major Incident* on their own premises. Although ABP may decide to respond to a particular emergency, it does not necessarily mean that the emergency services regard it as a Major Incident.

What is considered to be a major incident to one emergency service may not be so to another, and each will attend with an appropriate pre-determined response. This is an established procedural standing order, even if they are to be employed in a stand-by capacity and not directly involved in the incident. If any individual emergency service activates its Major Incident Plan, then the others may decide to activate their own plans to facilitate effective liaison.

Investigation

All major incidents occurring in ports must initially be considered as crime scenes until established otherwise. Following receipt of clearance from the Police, the incident will be investigated by a Major Incident Investigation Team appointed by ABP's Head Office.

Rehabilitation

The decision to return to the incident area will be taken by the Main Controller after consultation with the Regional Director, Senior Police Officer, Senior Fire Officers and, if necessary, the Health and Safety Executive and other appropriate authority or organisation.

2.2 Activation of Port Emergency Plan – Flowcharts

This flowchart should be used with the major incident definition to determine if the Port Emergency and Business Continuity Plan should be activated.

2.2.1 LPS 24 hour response function

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

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2.2.2 Initial LPS filtering

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Event ──────► Report to security
   │    ◄──────
   │
   ▼
◆ LPS filter Y/N ──────► Start log ┄┄┄┄► Key Information
```

Key Information
- Caller's / Ship Name
- Location
- Type of incident
- Main Hazzard
- Casualties (if any)
- Number of personnel potentially unaccounted for (if any)

```
Are there fatalities or is the event likely to require a statutory report (grounding, collision, serious injury etc.)?  ──Yes──► Call duty senior manager
   │
   ▼
Is a statutory or ABP plan response likely? (OSCP, EBCP)  ──Yes──► Call duty senior manager
   │
   ▼
Is the event likely to attract media attention?  ──Yes──► Call duty senior manager
   │
   ▼
Are the emergency services on the port (not an exercise)?  ──Yes──► Call duty senior manager
   │
   ▼
Are you unsure of any of the above?  ──Yes──► Call duty senior manager
   │                                              │
   │                                              ▼
   │                                    Notify emergency services, 999
   ▼
Apply standard operating procedures. Email notification and or electrical / mechanical callout
```

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2.2.3 Senior Management decision flowchart

Duty LPS Briefs Any/All of Nominated Duty Management as per advised duty roster

DUTY MARINE MANAGER:

- Marine Manager & Harbour Master
- Deputy Harbour Master
- Port Manager-Swansea Port Talbot and Newport.
- Port Manager- Cardiff & Barry

Escalate to a Plan Response?. Y/N

YES

NO

ACTIVATE THE PORT EBCP and / or OSCP

Does the EVENT require internal reporting? Y/N

NO

Assess required human resources and instruct LPS to initiate appropriate Callout

Apply Standard Operating Procedures (SOP)

Main Controller Assigned

YES

Incident Controller Assigned

Assess, send initial notification and schedule / promulgate updates

Assess scale of response and use the BCP to respond accordingly

Determine and send initial Statutory reports and schedule updates as required (see flow chart)

Assign SMT and TMT roles based on Function and Avaliable Staff

2.2.4 Senior Management Statutory reporting flowchart

```
          ┌─────────────────────────┐
          │   Senior Manager        │
          │  (Incident controller)  │
          │   Statutory Reporting   │
          │      flow chart         │
          └───────────┬─────────────┘
                      │
                      ▼
               ◇ Incident ◇
               ◇ Evaluation ◇
                      │
                      ▼
```

Is there a fatality or reportable injury on the port estate landside?	Yes →	Make initial notification to HSE
Is there a fatality or reportable injury on board a vessel within our SHA area?	Yes →	Make initial notification to MCA and MAIB
Is the incident in relation to or likely to affect a COMAH site?	Yes →	Make initial notification to HSE
Is there a reportable environmental element to the incident?	Yes →	Make initial notification to NRW
Is there a fire, grounding, collision impact with structure, stranding or explosion on board a vessel within the ABP SHA area?	Yes →	Make initial notification to MCA and MAIB
Is it a marine related incident that is likely to require resources greater than tier 1 and or tier 2 contingency?	Yes →	Make initial notification to MCA / SOSREP

```
          ┌─────────────────────────┐
          │  Apply standard         │
          │  operating proce-       │
          │  dures. Email           │
          │  notification and or    │
          │  electrical /           │
          │  mechanical callout     │
          └─────────────────────────┘
```

14

2.3 Activation of Emergency Plan

> **Once the Port Emergency Plan has been activated, a clear message should be sent out to all parties:**
>
> **'THE PORT EMERGENCY PLAN HAS BEEN ACTIVATED'**

Once activated confirm the following:

- The emergency services have been alerted
- A log has been started using log records located in Annex 2
- The appropriate staff who will form the necessary teams have been summoned – information and phone numbers can be found in section 2.8 below.

Continue to apply the Emergency and Business Continuity Plan

2.4 Emergency Notification

ABP has selected Send Word Now as its mass notification system. Send Word Now can be used to communicate messages quickly and securely, for example, in emergency situations that threaten safety or for business continuity, or to pass routine organisational messages.

The system is currently being rolled out among ABP regions

2.4.1 Send Word Now Activation Procedure

In the event of an emergency, the **trained Send Word Now activator (below)**, should be contacted, who will initiate the alert

A clear and informative message, should be stated, with the following instructions:

- Which user groups the alert is targeting (including if multiple alerts are required)
- If a response is required, state clearly the options that should be listed
- Whether the alert should be sent as a voice message, text message, email, or any combination of the three

Trained SWN Activators	Name	Email	Incident Number	Out of Hours
	LPS	SevernVTS@abports.co.uk	07725638249	07725638249

2.4.2 Alternative Options for Send Word Now Activation

In an emergency, if you are unable to send out an alert on via the standard method, the following internal escalation route can be used:

Internal Escalation	IT SERVICE DESK	abpservicedesk@abports.co.uk	03330 110 520
	Jessica McWilliam	jessica.mcwilliam@abports.co.uk	07720416654

ALTERNATIVELY:

If you don't have network connection or are unable to access the system:

- **Contact: 0 2033 183 863**

A Send Word Now representative will send the alert on your behalf. (You must provide a valid username and password as verification of your account)

After the message has been sent, the trained activator should monitor the response rate and report back on a periodic basis

2.5 Forming Response Teams

Gold, silver and bronze teams is a structure used for major operations by the emergency services and for alignment and easy understanding is also employed by ABP.

For any major incident which requires the EP to be activated, the following teams should be mobilised, in response to circumstance and need:

Gold	Strategic
Silver	Tactical
Bronze	Operational

- CMT – Crisis Management Team (Head Office)
- Gold Team – Strategic Management
- Silver Team – Tactical Management (Main Controller leads/joins)
- Bronze Team – Operational Recovery (Incident Controller leads/joins)

The Bronze Team should be formed of any member of staff not within the Silver Team or Gold Team that is critical to the response and recovery of the incident.

Considerations for the formation of the CMT and Silver and Gold Teams:

- Teams should have as <u>few</u> members as possible
- Each team should have a minimum of:
  - Leader (Main Controller for the Silver Team, until told otherwise)
  - Support
  - Log Keeper
  - Communications
- Other members may be activated as required
- It is the responsibility of the Leader to decide which members are required
- Roles should go to pre-assigned named individuals
- Competent alternatives may be assigned if necessary
- Guidance cards should be made available to the teams.

2.5.1 Incident Controller (BRONZE)

- The Bronze team are generally located in a safe place adjacent to the scene of the incident.
- The Incident Controller role should be conducted by the first notified Supervisor/Line Manager, who should stay in the role until told otherwise.
- Incidents may develop quickly and consequently, in the absence of a Supervisor/Line Manager, any member of staff present at the incident may be required to conduct the role until relieved.
- The Incident Controller will form part of, and lead, the Bronze Team.
- **Incident Role Card (Located at Annex 1 and all Grab Bags)**

2.5.2 Main Controller (SILVER)

- Dependant on the seriousness of the incident a Silver Team may be required.
- The Main Controller role should be conducted by the first notified Head of Department or Terminal Manager, who should stay in the role until told otherwise.
- The Main Controller should be a member of the management team.
- The Main Controller will form part of, and lead the Silver Team, until told otherwise.

Follow the Main Controller Role Card (Located at Annex A)

2.5.3 Critical Information for Emergency Services - METHANE

- **M**ajor incident declared? (Emergency Plan Activated?)
- **E**xact location of the incident and the Emergency Command Centre
- **T**ype of incident
- **H**azards present or suspected
- **A**ccess routes to the site
- **N**umber, type and severity of casualties
- **E**mergency services required, and those already present

16

2.6   Team Structures

Crisis Management Team (CMT)

Other Team Members (As Required)   **Leader**   Support   Communications   Log Keeper

Gold Team (Strategic Management)

Other Team Members (As Required)   **Leader**   Support   Communications   Log Keeper

Silver Team (Tactical Management)

Main Controller **(Leader)**   Other Team Members (As Required)   Support   Communications   Log Keeper

Bronze Team (Operational Recovery)

Incident Controller

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

2.7 Port Emergency Contacts

Site	Name	Mobile	Out-of-hours	Office Number	Role/Responsibility
All	**Cardiff LPS**	**02920 835023**		**08456 018870**	Initial response and coordination
All	Harbour Master	07958 908329		02920 835090	TBA dependent on nature of incident
All	Dep Harbour Master	07753 325558		02920 835081	TBA dependent on nature of incident
All	Compliance Manager	07739 037558		01633 204454	TBA dependent on nature of incident
	Port offices South Wales	02920 835000		08706 096699	TBA dependent on nature of incident
Barry	Barry Security	07703 652139		01446 736110	TBA dependent on nature of incident
Cardiff	Cardiff Security	07734 072190	02920 835008	02920 483238	TBA dependent on nature of incident
Newport	Newport Security	07734 071874	01633 204465	01633 204466	TBA dependent on nature of incident
Port Talbot	Port Talbot Security	07810 806284		07786 747761	TBA dependent on nature of incident
Swansea	Swansea Security	07718 518663		01792 463443	TBA dependent on nature of incident

2.7.1 Silver Team – (Tactical Management)

BC Role	Appointee	Mobile	Deputy	Deputy Mobile
Leader	Port Manager	07970 560145	As appropriate to the situation	TBA
Support	As appropriate to the situation	TBA	As appointed / available	TBA
Log Keeper	As appointed / available	TBA	As appointed / available	TBA
Communications	Communications co-ordinator	TBA	As appointed / available	TBA
Marine	Harbour Master	07958 908329	Deputy Harbour Master	07753 325558
Operations	Operations Manager	07931 538865	Deputy Operations Manager	07720 940725
Engineering	Engineering Resource Manager	See regional	Engineering Resource Manager	See regional contacts
Safety	Compliance Manager	07739 037558	Health & safety manager	07748 624181
Finance	Head of Finance	See regional	Management Accountant	See regional contacts
Commercial	Commercial Manager	See regional	Commercial Manager	See regional contacts
HR	Head of HR		As appointed / available	

2.7.2 Gold Team – (Strategic Management)

BC Role	Appointee	Mobile	Deputy	Deputy Mobile
Leader	Port Director	07973 125674	As appropriate to the situation	TBA
Support	As appropriate to the situation		As appointed / available	TBA
Log Keeper	As appointed / available		As appointed / available	TBA
Communications	Communications co-ordinator		As appointed / available	TBA
Marine	Harbour Master	07958 908329	Deputy Harbour Master	07753 325558
Operations	Operations Manager	07931 538865	Deputy Operations Manager	07720 940725
Engineering	Head of Engineering	07740 447986	Engineering Resource Manager	See regional contacts
Safety	Head of Safety	07710185995	Compliance Manager	07739 037558
Finance	Head of Finance	07976 521577	Management Accountant	See regional contacts
Commercial	Head of Commercial	07595 190577	Commercial Manager	See regional contacts
HR	Head of HR	07734 072042	As appointed / available	

2.7.3   Crisis Management Team – Head Office (CMT) – See Crisis Management

Position	Appointee	Office	Mobile	Home
Chief Executive Officer	Henrik Pedersen	020 7406 7850	07850 500 369	
Chief Financial Officer	Marina Wyatt	020 7406 7809	07725 683200	
Group Head of Corporate Affairs	Julian Walker	020 7406 7036	07876 383831	
General Counsel	Angela Morgan	0207 406 7852	07720 149533	
Communications Manager	Andrew Dunn	0207 406 7895	07850 500 369	07917 696 506
Communications Advisor	Pressiana Naydenova	0207 406 7825	07702 900 830	

2.7.4   Emergency Response Team Times

The South Wales ERP is based on resources across the Welsh Division. As such the below is the response time as to when each team should be established (if required). Bronze team will be formed firstly by those on the port. Silver team will be formed by those with Divisional responsibility for the function. The Gold team (if required) will be formed by those with regional responsibility for the function.

Team	Maximum Response Time
Bronze	30 mins
Silver	1 Hour
Gold (Via telecon)	2 Hours

2.7.5   Vidyo Conferencing Details

Location	Room Name in Global Address List	VIDEO CHATROOM weblink for laptop users	Audio Dial-In / Extension number	Dial ID for EXTERNAL Video Units
Cardiff	**CDF**- Second Floor QA House	https://abp.vidyocloud.com/join/brMAcJ907v	02381 680023, *ext 5840021#*	5840021@31.186.235.56
Newport	**NPT** - Conference Room	https://abp.vidyocloud.com/join/624fFof087	02381 680023, *ext 5840009#*	5840009@31.186.235.56
Swansea	**SWA** - Board Room First Floor	https://abp.vidyocloud.com/join/n8jvxpXoga	02381 680023, *ext 5840011#*	5840011@31.186.235.56

2.8 Emergency Evacuation and Invacuation Procedures

Evacuation procedure for South Wales ports to be dynamically assessed on the day between the Site Incident Officer and members of the emergency services

Invacuation procedure for South Wales ports to be dynamically assessed on the day between the Site Incident Officer and members of the emergency services

2.9 Grab Bag Locations

Site	Location	Comments
Barry	Barry Security	
Cardiff	Cardiff Security East Gate	
Newport	Newport Security Patrol Vehicle	
Swansea	Swansea Security Gate	

2.9.1 Grab bag contents

Site	Resource	Qty. Required	Qty. Confirmed	Comment
All	BCM Documents	1	1	Regional Port Emergency Plan
All	Drainage Plans	1	1	Port Drainage Plan
All	Oil Spill Plan	1	1	Regional Oil Spill Plan
All	Site Map	1	1	Port Site Map
All	Incident Officer White Helmet	1	1	
All	Emergency Coordinator Hi-Vis	1	1	Orange High-vis
All	Emergency Team Hi-Vis	4	4	Orange High-vis
All	Emergency Team Red Helmets	4	4	
All	Disposable Gloves	4	4	
All	Torch and Spare Batteries	1	1	
All	Camera	1	1	
All	NoteBook	1	1	
All	Writing Implements			

2.10 Emergency Command Centres (ECC)

2.10.1 Silver Team ECC

Site	Work area	Street Address	Direct Line	ECC Designation	Resources Available
Cardiff	SWL Port Office, QA House	Queen Alexandra House, Cargo Road, Cardiff, South Glamorgan, CF10 4LY	02920 835000 (central no# 08706 096699)	Primary Regional Emergency Control Room	▪ BCM documents
Cardiff	Engineering Workshop	Engineering Workshop, Cold Stores Road, Cardiff CF10 4LL	02920 835000	Secondary	
Newport	SWL Newport Dock Office	Alexandra Dock, Newport, NP20 2UW	01633 204407 (central no# 08706 096699)	Primary	
Newport	SWL Pier head Building, NP	Alexandra Dock, South Lock, Newport	01633 204451	Alternate	
Barry	Barry Port Office	Port Office, Atlantic Way, Barry, CF63 3US	02920 488866	Primary	
Barry	Barry Pilot Lodge	Barry Pilot Station, Dock Road, Barry, CF62 5QS	01446 701641	Alternate	
Port Talbot	SWL Port Talbot Marine Office	Port Talbot Harbour, Port Talbot	01792 332226 (central no# 08706 096699)	Primary	

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

South Wales Marine Department Safety Management System

Port Talbot	SWL Port Office, SW	Harbour Office, Lock head, Kings Dock, Swansea, SA1 1QR	01792 332226 (central no# 08706 096699)	Alternate	
Swansea	SWL Port Office, SW	Harbour Office, Lock head, Kings Dock, Swansea, SA1 1QR	01792 332226 (central no# 08706 096699)	Primary	
Swansea	SWL Swansea Marine Office	Marine Control, Swansea Dock	01792 332 282	Alternate	

2.10.2 Gold Team ECC

Site	Work area	Street Address	Direct Line	ECC Designation	Resources Available
All	SWL Port Office, QA House	Queen Alexandra House, Cargo Road, Cardiff, South Glamorgan, CF10 4LY	02920 835000 (central no# 08706 096699)	Primary Regional Emergency Control Room	BCM documents
All	SWL Barry Port Office	Barry Port Office, Atlantic Way, Barry, CF63 3US	02920 488866	Secondary	
All	SWL Newport Dock Office	Alexandra Dock, Newport, NP20 2UW	01633 204407 (central no# 08706 096699)	Alternate	
All	SWL Port Office, SW	Harbour Office, Lock head, Kings Dock, Swansea, SA1 1QR	01792 332226 (central no# 08706 096699)	Alternate / (Primary West Wales)	

2.11   Emergency Suppliers and Third-Party Contacts

Site	Supplier	Contact	Direct Phone	Service Provided
All	Welsh Water		08000 520 130	Water providers
All	Western Power Distribution		08000 520 400	Utility - Electric
All	National Grid Gas		0800 111 999	Gas provider - Emergency Service
All	National Chemical Centre		08701 906 621	Emergency Centre
All	Speedy Hire	Customer Services	0800 500 3993	Generators, Pumps, Lighting Towers

2.12 Environmental Considerations

Drainage

All of the S/Wales ports predominately feature surface water drainage infrastructure which flows directly into the relevant rivers. It should be assumed that all drains carry only surface water and are not equipped with shut-off valves or penstocks unless it is established otherwise by reference to copies of the drainage Infrastructure plans, these are retained with ABP Engineering Department. Foul drainage infrastructure is limited and connects to Wales Water's area network. Advice from the Fire & Rescue Service states that all of their activities in relation to water run-off will harmlessly run off into the individual ports.

Pollution

Specialist clean-up companies, dependent on the extent of the incident, would have to be contacted to assist with any potential pollution.

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

3 SPECIFIC EMERGENCY AND BUSINESS CONTINUITY RESPONSES

This section contains Specific Emergency and Business Continuity Responses.

The responses should be used in conjunction with Section 2 and Section 4, as well as the Role Cards and Log Cards, found in Annexes 1 and 2

The responses are not to be used independently, as vital information could be missed.

3.1 Emergency and Business Continuity Response Checklist Contents

3.1.1   Major Fire or Explosion – Port Estate

3.1.2   Ship to Shore Collision

3.1.3   Ship to Ship Collision / Grounding

3.1.4   Act of Terrorism

3.1.5   Threat of Terrorism

3.1.6   Catastrophic Plant Loss

3.1.7   Central IT Failure

3.1.8   Denial of Access

3.1.9   Loss of Dock Water

3.1.10   Multiple Loss of Life

3.1.11   Pandemic or Disease

3.1.12   Port IT Failure

3.1.13   Port Severe Flooding

3.1.14   Power Outage

3.1.15   Toxic Spill

3.1.16   Toxic Release

3.1.17   Radiological / Nuclear Incident

3.1.1   Major Fire or Explosion – Port Estate

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
RAISE THE ALARM if you suspect an incident has occurred or is imminent. If lives or property are at risk DIAL 999 and notify the Emergency Services		
Confirm log has been started and is ongoing.		
Account for personnel, administer first aid		
Notify Port Director / other members of management team, make safe and secure the area		
Contact PORT SECURITY in relation to the incident. Dispatch a port security vehicle to the appropriate access gate to act as pathfinder for the Emergency Services. Decide if you need security presence at the scene of incident		
Be prepared to provide information to emergency services – METHANE (see Annex 3)		
Ensure all affected plant, buildings and areas close to the incident are safely and systematically shut down		
Ensure all staff welfare. If necessary, send home non-critical staff and notify to remain at home contactable until further notice, liaise with emergency services to carry out evacuation / invacuation as appropriate.		
Notify customers, ship's agent and rail freight operators of possible problem		
If required, notify regulatory bodies, NRW, HSE, MCA, MAIB, Local Council(s)		

Business Continuity Response Activity	Assigned	Complete
Assess the seriousness of incident or damage in more detail. Send in team if safe to do so. Use their report to inform the BC response.		

24

3.1.2   Ship to Shore Collision

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Call Coastguard		
Confirm log has been started and is ongoing.		
Establish if pollution has occurred		
Alert other vessels due or in the vicinity		
Call Marine function (HM / DHM)		
Alert tugs for removal operation – if required		
Inform ships agent		
Inform MCA and MAIB		
If pollution has occurred notify NRW and activate OSRP		

Business Continuity Response Activity	Assigned	Complete
Alert tugs for removal operation – if required		
Consider alternative berths for vessels due		
Catering / provisions for stranded ships crews		

25

3.1.3 Ship to Ship Collision / Grounding

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Call Coastguard		
Establish if anyone has been injured, take appropriate action		
Establish if pollution has occurred, if pollution has occurred inform NRW and activate OSRP		
Alert other vessels due or in the vicinity		
Call Marine function (DM/HM/LMS)		
Alert tugs for removal operation – if required		
Inform ships agent		
Inform MCA and MAIB		
Maintain clear channels and approaches		
Consider catering / provisions for stranded ships crews		

Business Continuity Response Activity	Assigned	Complete
Alert tugs for removal operation – if required		
Consider alternative berths for vessels due		
Catering / provisions for stranded ships crews		

26

3.1.4 Act of Terrorism

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Confirm contact with the Emergency Services has been made and seek guidance for a response		
Confirm the Alarm has been raised– Using SendWordNow - staff, stakeholders and customers		
Evacuate if safe – DO NOT MUSTER IN LARGE GROUPS AT PRE-DETERMINED MUSTER POINTS		
If evacuation is not safe, **Invacuate**. Begin a lock down of all buildings on site		
Inform Security to close all entry points onto the Port Estate – Keep exit routes clear		
Create a cordon and maintain it if possible		
Hand over to Response Units on arrival		
Provide any information and guidance required by Response Units		

Business Continuity Response Activity	Assigned	Complete
Support and guidance to be given to anyone involved		

27

3.1.5   Threat of Terrorism

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Confirm contact with the Emergency Services has been made and seek guidance for a response		
Alert security to close entry to Port Estate.		
If via telephone, use telephone bomb threat check sheet (Annex 5)		
Consider evacuation – DO NOT MUSTER IN LARGE GROUPS OR A PRE-DETERMINED MUSTER POINTS		
Consider invacuation if evacuation isn't an option – Begin lock-down of all buildings		

Business Continuity Response Activity	Assigned	Complete
Support and guidance to be given to anyone involved	TMT HR	

28

3.1.6 Catastrophic Plant Loss

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Notify Port Director, make safe and secure the area.		
Call Emergency Services if required		
Make safe and secure the area		
Notify Port Director		
Account for all personnel / check the site for casualties, administer first aid as required and consider evacuation if possible		
If possible, ensure all plant is safely and systematically shut down		
Cordon off area and carry out thorough Risk Assessment of terminal/area before allowing anyone to enter. Consider that area may be crime scene		
If required, notify regulatory bodies, Environment Agency, HSE, MCA, MIAB, Local Council(s)		
Notify customers, ship's agent and rail freight operators of possible problem		

Business Continuity Response Activity	Assigned	Complete
Only when it is safe to do so send in a team to investigate the extent of the damage.		
Begin claims planning with suppliers, loss adjusters and insurers		
Contact key equipment suppliers to dispatch experienced personnel to help assess the damage		
Compile a detailed list of damaged equipment/infrastructure and assess timescales for recovery/repair.		
Postpone any planned work/contractors and staff duties so as to focus resources on recovery		
Only when it is safe to do so send in a team to investigate the extent of the damage.		
Begin claims planning with suppliers, loss adjusters and insurers		

29

3.1.7 IT Failure

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Attempt to identify the exact nature of the failure (such as, whether internet connections or hardware has been damaged, or an IT system may have been exposed to a virus)		
Inform IT		
Consider workarounds in short term		
If safe operation of equipment is not possible, shut down or suspend any systems that are affected		
Inform parties that could be affected by delays		

Business Continuity Response Activity	Assigned	Complete

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3.1.8   Denial of Access

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Ensure the incident is communicated to staff and customers on site		
If alternative entry routes are possible, redirect and resume normal operation		
If an ABP response is required to reduce the time access is denied, provide assistance, else seek guidance on time frames		
If all access is denied, escalate! Form Gold Team group who will assess the specific incident and formulate a response		

Business Continuity Response Activity	Assigned	Complete

31

3.1.9 Loss of Dock Water

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Ensure the incident is communicated to staff and customers on site		
If alternative entry routes are possible, redirect and resume normal operation		
If an ABP response is required to reduce the time access is denied, provide assistance, else seek guidance on time frames		
If all access is denied, escalate! Form Gold Team who will assess the specific incident and formulate a response		

Business Continuity Response Activity	Assigned	Complete

32

3.1.10 Multiple Loss of Life

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Consider closure of site and/or terminal. At least halt operations in the immediate area		
Ensure all emergency services are notified. Activate Port Emergency Plan. Consider routes of entry for emergency vehicles to gain access to the site, priority is to provide medical assistance to any injured persons and to limit other personnel being exposed to the area		
Consider closure of site and/or terminal. At least halt operations in the immediate area. Treat the scene of the incident as a potential crime scene		
Inform Regional Director		
Activate crisis communications plan. ABP communications to respond to any external interest in the event. Pass on all inquiries from media to head office.		
ABP employees should NOT provide comments unless instructed to do so		
Inform site safety officer who can begin formulating a report. Inquire about how the incident occurred, who is involved, create a log		
Inform the HSE		
HR to liaise with families and offer support in line with company procedures		
Consider after effects of incident on staff - provide support, guidance		
Consider pausing all similar activities until procedures, risk assessments and SSOW have been reviewed		

Business Continuity Response Activity	Assigned	Complete
HR to liaise with families and offer support in line with company procedures		
Consider after effects of incident on staff - offer support, guidance		
Review of procedures, risk assessments and SSOW		

33

3.1.11 Pandemic or Disease

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Formulate a Pandemic Response Team - tasked to be the focal contact point for information		
Provide internal comms giving guidance on the situation and how to avoid further contamination within the workforce		
Install temporary measures for labour allocation and manning to ensure at worst minimal operations function - can employees work from home? If yes, short term solution		
Assess work activities that are essential only and limit work carried out on a day-to-day basis.		
Formulate teams with staff essential to the remainder of the day to day operations and work on a rotational basis to ensure teams and even individual members are always segregated.		
Track status of all employees effected and contact departments directly to assess the impact of the loss of these staff. Log and report to the Gold Team		
Activate SWN to inform employees to ensure a line of communication is established for all staff to report/communicate into.		
Ensure sufficient supplies of hand sanitizer are made availible		
Make available of essential health & safety items i.e. face masks, disposable paper boiler suits.		
Consider control of access to the port and activate lock down of Gatehouses as deemed appropriate.		

Business Continuity Response Activity	Assigned	Complete
Track status of all employees effected and contact departments directly to assess the impact of the loss of these staff.		
Log and report to the Gold Team		
Liaise with tenants and customers to provide information on day to day operations of the Port.		
Use Business Impact Analysis to prioritise key areas of operation. Allocate resources in accordance to this		
Ensure essential health & safety items are replenished as appropriate and where possible.		
Continue work as agreed in the segregated teams.		

34

3.1.12 Port IT Failure

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
If due to cyber-attack notify Police, Port Director and IT Dept.		
Integrate existing data to establish extent of lost information.		
If possible, ensure all plant is safely and systematically shut down		

Business Continuity Response Activity	Assigned	Complete
Analyse extent of failure and all systems affected		
Systematically check each item of equipment before returning it to active service		
Work with Terminal Management and staff to recover IT management systems		

3.1.13 Port Severe Flooding

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
If possible, act prior to water ingress – close flood barriers, position flood boards, gates and sand bags, take action to protect and /or relocate assets and at risk cargo.		
Receive information and continually update and review extent, impact and timing		
Inform Port Director/SMT		
Check and issue flood emergency response equipment		
Review and where necessary strengthen critical asset protection measures, consider availability and placement of resources, for example, extraction pumps		
Check, plan and prepare for controlled area power down. Notify all affected parties. Liaise with IT		
Receive information, and decide on the level of response required		
Nominate liaison and communicate with LRF		
Plan staffing during and after the anticipated event. Create a roster		
Arrange for replacement power (generators) and pumps to be available post-flood		
Alert specialist suppliers and repairers of critical equipment and infrastructure		
Search and make safe or remove any potential floating hazards (pallets, bins, drums)		
Search and make safe or remove any potential contaminants or pollutants		
Obtain and store supplies of Oil and Chemical spill equipment in a clean dry environment		
Prepare sufficient emergency operational communications (2-way radios and mobile phones, charged)		
Prepare sufficient evidencing (cameras, batteries, log books)		
Prepare sufficient PPE (gloves, boots, torches, headlamps, handwash)		
Staff to remove contents of lockers to safe areas (PPE and workwear)		
Plan and implement high levels of physical security to the affected area		
Secure and lock flood-evacuated areas. Record where keys are kept		
Decide whether to close roller-shutter doors and/or place sandbags or cargo to prevent ingress		
Evacuate affected areas and secure the site		
Account for all staff and contractors		
Place specialist providers on standby		
Plan staffing during and after the anticipated event. Create a roster		
Assign generator sets to priority buildings		
Decide on location for Primary Command Centre and activate TMT		

Inform, check and/or relocate pilot boat and other marine craft located along any berths in the harbour or river		
Inform and make safe any navigational aids		
Inform customers, tenants and stakeholders so they can prepare their own site for a potential flood		
Monitor water levels. Maintain evacuation status		
Complete a TBT of Working in Flood Conditions. Assume ALL flood water is contaminated. Anti-bacterial handwash before eating		
Inform insurers		
Assess areas for safe working as water recedes. Identify deploy only to areas designated SAFE. Map these		
Maintain and keep updated a full date-time-stamped photographic record of entire site impact		
Assess and record (photograph) damage to all assets, equipment, infrastructure, cargo.		
Document and photograph any contaminated areas or damage to property, plant and equipment as soon as possible after the flood to record for Insurance purposes.		
Place teams around each road to monitor progress of water and instruct teams to keep ahead of flood ensuring no-one drives into it. Ensure teams have Tow Ropes to assist any vehicle in trouble in vicinity of rising water.		
Perform check of site to ensure boundary secure		
Prioritise and plan clean up, repairs and recovery		
Establish and communicate emergency security rosters		
Ensure new/temporary staff who are bought in to aid recovery are following correct procedures		
Assess damage to critical operational infrastructure and assets		
Assess and record the damage to all affected electrical infrastructure. Plan to restore power safely.		
Return equipment and assets from safe storage as areas are restored. Commission re-installation of IT		
Deploy and closely manage specialist suppliers to restore and clean the site		
Remove and dispose of/restore flood defences		
Make safe all buildings and structures		
Restore electrical power and utilities where safe to do so		
Liaise with fire services and pump out remaining flooded areas		
Repair damaged plant and equipment		

3.1.14 Power Outage

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Establish cause and duration of disruption/outage		
Deploy Security to ensure all evacuated areas are properly access controlled (theft, vandalism, accident)		
Establish cause and duration of disruption/outage		
Notify customers, stakeholders, suppliers, ship's agent and rail freight operators of possible problem		
Switch off and make safe all plant to enable orderly start-up on power restoration		
Deploy emergency generators to key buildings		

Business Continuity Response Activity	Assigned	Complete
Close-down and make safe all systems to enable orderly start-up on power restoration		
Prepare all plant for tidy resumption (OFF state)		
Prepare operations for resumption (checklist)		

38

3.1.15 Toxic Spill

To be used with Section 2 and 4, Role Cards and Logs

Emergency Response Activity	Assigned	Complete
Invoke Oil Spill Contingency Plan		
If safe to do so, try to contain any liquid using a bund, on-site spill equipment, sand or soil		
If safe to do so, divert flow of liquid away from drains / watercourses and the dock		
Report the incident internally, escalate externally if required		
If a toxic vapour is present, ensure staff remain upwind of the incident and inform those sites downwind to stay indoors		
Inform all appropriate environmental agencies as required		
If a toxic vapour is present, liaise with fire services or specialist response unit for advise on the next course of action		

Business Continuity Response Activity	Assigned	Complete

39

3.1.16 Toxic Release

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Invoke Oil Spill Contingency Plan		
If safe to do so, try to contain any liquid using a bund, on-site spill equipment, sand or soil		
If safe to do so, divert flow of liquid away from drains / watercourses and the dock		
Report the incident internally, escalate externally if required		
If a toxic vapour is present, ensure staff remain upwind of the incident and inform those sites downwind to stay indoors		
Inform all appropriate environmental agencies as required		
If a toxic vapour is present, liaise with fire services or specialist response unit for advise on the next course of action		

Business Continuity Response Activity	Assigned	Complete

40

3.1.17 Radiological / Nuclear Incident

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Inform Emergency Services		
Account for personnel[2]		
Set up traffic management to control/prevent access		
Consider evacuation and shelter arrangements		
Setup Bronze and Silver liaisons for LRF and nominate ABP Incident Controller		
PITS-1014 for staff within or on the cordon and port users / members of the public upwind of incident (distance to be determined on the day by CBRN / HAZMAT officers)		
Consider where to site decontamination units		
Consider hard standing for DVI but should be linked to the Mass Fatality Scenario		
OSNE (RHE) Checklist		
Radiation Protection Adviser		
Monitoring of radiation levels – our own kit or with RPA?		
Security of source if kept on port overnight		
Licensing of storage?		

Business Continuity Response Activity	Assigned	Complete

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[2] Note that anonymity of any injured persons (IP) must be maintained; IPs should be referred to as 'letters' not 'numbers'.

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

3.1.18 Weapons and Firearm Incident

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Confirm contact with the Emergency Services has been made and seek guidance for a response		
Alert security to close entry to Port Estate.		
Consider evacuation – DO NOT MUSTER IN LARGE GROUPS OR A PRE-DETERMINED MUSTER POINTS		
Consider Invacuation if evacuation isn't an option – Begin lock-down of all buildings		

Business Continuity Response Activity	Assigned	Complete

42

3.1.19 Securing the Port Facility or Ships against a specified Threat

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Securing the Port Facility against a specified Threat		
Confirm contact with the Emergency Services and Department for Transport has been made and seek guidance for a response - Raising Security Level to be considered		
Alert security to close entry to Port Estate.		
Consider evacuation – DO NOT MUSTER IN LARGE GROUPS OR A PRE-DETERMINED MUSTER POINTS		
Consider Invacuation if evacuation isn't an option – Begin lock-down of all buildings		
Securing Ships against Specified Threat		
Confirm contact with the Emergency Services, MCA and Department for Transport has been made and seek guidance for a response - Raising Security Level to be considered		
Activate Port Facility Security Plan		
Temporary Restricted Area in place for Vessels in Port		
Increased Security Staffing for Gatehouses, TRA and Patrols		

Business Continuity Response Activity	Assigned	Complete

43

3.1.20 Searching of the port facility (or to facilitate a search on a ship) for objects or persons

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Searching of the Port Facility		
Confirm contact with the Emergency Services and Department for Transport has been made and seek guidance for a response - Raising Security Level to be considered		
Activate security sweeps procedure for Berths – Available in Port Facility Security Plan		
Increase Search Percentages at Gatehouses		
Consideration for port closure		
Searching of the Ship		
Confirm contact with the Emergency Services and Department for Transport has been made and seek guidance for a response - Raising Security Level to be considered		
Ship Security Alert System procedure whether underway, at anchor or alongside to be followed on board		
Consideration for setting up a Temporary Restricted area		
Local Agents contacted		
Harbour Master contacted		

Business Continuity Response Activity	Assigned	Complete

44

3.1.21 Berthing a ship on which there is, or has been, a security incident

To be used with Section 2 and 4, Role Cards and Logs*

Emergency Response Activity	Assigned	Complete
Searching of the Ship		
Confirm contact with the Emergency Services and Department for Transport has been made and seek guidance for a response - Raising Security Level to be considered		
Ship Security Alert System procedure whether underway, at anchor or alongside to be followed on board		
Consideration for setting up a Temporary Restricted area		
Local Agents contacted		
Harbour Master contacted		
Consideration to keep the vessel/ship at anchor		

Business Continuity Response Activity	Assigned	Complete

4 LOCATION/FUNCTION SPECIFIC INFORMATION

This section contains specific location information to be used before, during and after an emergency.

Included:

- Detailed Site Maps
- Muster Points
- Grab Bag Locations
- Fire Marshalls and First Aiders Details
- Bronze Team (Operational Recovery) Details
- Specific Hazards – including COMAH
- Salvage Priorities
- Recovery Activities
- Staff and Departments based at this location, including Alternatives.
- Work Area Relocation Sites
- Additional Plans for this location
- Specific Environmental Considerations

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

4.1 Barry

Muster Points

Please be aware that the following Muster Points are subject to change and will be dynamically assessed by the Site Controller and emergency services, dependent upon the incident.

Site	Location
Barry	Barry Pilot Lodge
Barry	Barry Port Office

Emergency Evacuation and Invacuation Procedures

Emergency evacuation procedures to be dynamically assessed on scene by Site controller and emergency services on scene.

Invacuation to take place into Barry port offices or Barry Pilot lodge depending on location of incident.

Grab Bag Locations

Site	Location	Comments
Barry	Security Gate	

Bronze Team Details (Operational Recovery)

The Site Controller (Bronze Commander) will be assigned based on the nature of incident, severity and availability of personnel on site. The initial Site Controller may be relieved by a member of management from across the region.

Fire Marshals and First Aiders

Fire Marshals and first aiders are assigned regionally, details are contained within each office and building evacuation plans.

Location Specific Hazards – including COMAH

Hazard	Location	Comment
Bulk Chemicals	Vopak	
Dow Corning Ltd	Off site – Barry	Upper COMAH - 01446 732350

Salvage Priorities

Resource/Asset	Asset No. (if known)	Recovery Activity	Assigned	Deadline
Uniquely Skilled Staff		Business continuity – relocation of uniquely based staff for deployment		
Pilot Cutters		Ensure access to pilot cutters and relocate as required		
Aids to navigation		Ensure continual availability of aids to navigation		
Lock gates		Divert appropriate vessels to another port if possible (size, draft, cargo, resources)		
Forklifts		Loss of bulk of FLT fleet in one port. Equipment can be moved from other ports/terminals and hired from suppliers		

47

South Wales Marine Department Safety Management System

FELs		Loss of shovels from one port/terminal. Plant can be moved between operations and ports or hired-in		
Quayside cranes		Loss of all cranes on a berth. MHCs and 360's could be used		

Departments based at this location – and Alternatives

Department	No. People	MTPD	RTO	Relied on by -	Alternatives
Marine	4+	Same Day	Same day	Operations & Engineering	Operations
Operations		1 week	3 days	Marine, Finance & Engineering	Marine/Engineering
Engineering		1 month	1 week	Operations, Marine, Property, Finance	None
Security		3 days	Next Day	Property & Engineering	Operations / marine

Work Area Relocation Sites

Department	Location	MTPD	RTO	Alternatives
Marine	Barry Pilot Lodge	Same Day	Same day	Cardiff – QA House
Operations	Port Office / Intermodal	1 week	3 days	Cardiff
Engineering	Engineering workshop	1 month	1 week	Cardiff

Additional Plans

Plan	Storage Location
Oil Spill Contingency Plan	Sharepoint

South Wales Marine Department Safety Management System

Location Recovery Activities

Recovery Activity	Deadline	Assigned
Incident raised	On detection	Port Incident Controller
Contact port security in relation to the incident	Immediate	Port Incident Controller
Activate the Port Emergency Plan	1 hour	Port Main Controller
Determine if specific hazards are present and mobilise the appropriate response	1 hour	Port Main Controller
Select, adapt and implement a Specific Emergency Response	1 hour	Port Main Controller
Mobilise the SMT and TMT	1 hour	Port Main Controller
Activate the Emergency Command Centre (ECC) check equipment and set up conf call facility	2 hours	Port Main Controller
Use ABP Alert system to contact and brief all port staff, key stakeholders, suppliers	2 hours	Port Main Controller
Convene the SMT and TMT and apply the relevant Checklists	2 hours	Strategic Management Team
Assign permanent Log-keepers for TMT and SMT and maintain detailed timestamped records	2 hours	SMT Log-Keeper
Apply any Specific Emergency Response procedures that may be required	2 hours	Port Main Controller
Assess worst-case damage to operations. Determine status of all affected assets and processes	4 hours	Strategic Management Team
Continually update the list of (un)accounted-for persons. Manage safety and welfare of all staff	4 hours	TMT Health & Safety
Adapt the organisational response. SMT and TMT roles and responsibilities assigned	4 hours	Strategic Management Team
Authorise the use of recovery facilities and relevant emergency funding	4 hours	Strategic Management Team
Media liaison appointed and briefed. Media room prepared	4 hours	Strategic Management Team
Update and activate the staff information line	4 hours	TMT HR
Contact and brief Group CMT	4 hours	SMT Leader
Analyse the potential worst-case business impact. Use the BIA to agree timeframes and priorities for recovery	4 hours	Strategic Management Team
Select and adapt the Business Recovery Strategy	4 hours	Strategic Management Team
Agree and implement communications strategy and protocol	4 hours	SMT Communications
Develop the tactical response plan for each disrupted asset or process to deliver the strategy	4 hours	Tactical Management Team
Contact and appoint professional and operational support organisations	Same day	Strategic Management Team
Mobilise, brief and manage required ORTs. Begin and monitor operational recovery	Next day	Tactical Management Team
Liaise with reassure and manage strategic stakeholders	Next day	SMT Communications
Begin to relocate and accommodate displaced staff	3 days	TMT Operations
Begin to replace lost business-critical plant, infrastructure, equipment and resources	3 days	TMT Operations

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

Emergency Shut Down Procedures

Specific Environmental Considerations

50

ABP | ASSOCIATED BRITISH PORTS

ABP | KEEPING BRITAIN TRADING

PORT OF BARRY
Zone Map

For General Enquiries call 0870 6096699
For Urgent Assistance call 0292 0835023

MAP KEY

Zone A	Zone B	Security Control	
		Marine Control	
		Port Office	

Versio

4.2 Cardiff

Muster Points

Please be aware that the following Muster Points are subject to change and will be dynamically assessed by the Site Controller and emergency services, dependent upon the incident.

Site	Location
Cardiff	QA House
Cardiff	Engineers Workshops

Emergency Evacuation and Invacuation Procedures

Emergency evacuation procedures to be dynamically assessed on scene by Site controller and emergency services on scene.

Invacuation to take place into Barry port offices or Barry Pilot lodge depending on location of incident.

Grab Bag Locations

Site	Location	Comments
Cardiff	East Security Gate	
Cardiff	LPS	Spare

Fire Marshals and First Aiders

Fire Marshals and first aiders are assigned regionally, details are contained within each office and building evacuation plans.

Bronze Team Details (Operational Recovery)

The Site Controller (Bronze Commander) will be assigned based on the nature of incident, severity and availability of personnel on site. The initial Site Controller may be relieved by a member of management from across the region.

Location Specific Hazards – including COMAH

Hazard	Location	Comment
Petroleum products and alternative fuels	Valero Terminal – Roath Dock	Upper COMAH - Mark Magill - 02920 491360 / 07769 956897
Petroleum products and alternative fuels	PX Limited – Longships Road	Upper COMAH Tony Wilson - 02920 465256 / 07765 362476
Flammable liquids and gases Hazardous to the aquatic environment Petroleum products and alternative fuels	Prax Terminal – Longships Road	Lower COMAH Andrew Shean - 02920 498303 / 07747 766584

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

South Wales Marine Department Safety Management System

Salvage Priorities

Resource/Asset	Asset No. (if known)	Recovery Activity	Assigned	Deadline
Uniquely Skilled Staff		Business continuity – relocation of uniquely based staff for deployment		
Aids to navigation		Ensure continual availability of aids to navigation		
Forklifts		Loss of bulk of FLT fleet in one port. Equipment can be moved from other ports/terminals and hired from suppliers		
Lock gates		Divert appropriate vessels to another port if possible (size, draft, cargo, resources)		
FELs		Loss of shovels from one port/terminal. Plant can be moved between operations and ports or hired-in		
Quayside cranes		Loss of all cranes on a berth. MHCs and 360's could be used		

Departments based at this location – and Alternatives

Department	No. People	MTPD	RTO	Relied on by -	Alternatives
Engineering		2 hours	1 hour	Operations, Marine, Property, Finance	None
HSE		Next Day	Same Day	Engineering	Marine / operations
Finance		3 Days	Next Day	Property & Engineering	Commercial
Marine		3 Days	Next Day	Operations & Engineering	Operations
Property		3 Days	Next Day	Finance	Commercial / finance
Security		3 days	Next Day	Property & Engineering	Operations / marine
Commercial		2 weeks	1 week	Engineering & Finance	Finance
Operations		1 Month	1 week	Engineering, Finance & Marine	Marine / Engineering

Work Area Relocation Sites

Department	Location	MTPD	RTO	Alternatives
Engineering	QA House	2 hours	1 hour	Newport Port Office / Barry Port Office
HSE	QA House	Next Day	Same Day	Newport Port Office / Barry Port Office
Finance	QA House	3 Days	Next Day	Newport Port Office / Barry Port Office
Marine	QA House	3 Days	Next Day	Newport Pierhead / Barry Pilot Lodge
Property	QA House	3 Days	Next Day	Newport Port Office / Barry Port Office
Security	QA House	3 days	Next Day	Newport Port Office / Barry Port Office
Commercial	QA House	2 weeks	1 week	Newport Port Office / Barry Port Office
Operations	QA House	1 Month	1 week	Newport Port Office / Barry Port Office

Additional Plans

Plan	Storage Location
Oil Spill Contingency Plan	LPS
Initial Response Procedure South Wales Ports	HM Office

South Wales Marine Department Safety Management System

Location Recovery Activities

Recovery Activity	Deadline	Assigned
Incident raised	On detection	Port Incident Controller
Contact port security in relation to the incident	Immediate	Port Incident Controller
Activate the Port Emergency Plan	1 hour	Port Main Controller
Determine if specific hazards are present and mobilise the appropriate response	1 hour	Port Main Controller
Select, adapt and implement a Specific Emergency Response	1 hour	Port Main Controller
Mobilise the SMT and TMT	1 hour	Port Main Controller
Activate the Emergency Command Centre (ECC) check equipment and set up conf call facility	2 hours	Port Main Controller
Use ABP Alert system to contact and brief all port staff, key stakeholders, suppliers	2 hours	Port Main Controller
Convene the SMT and TMT and apply the relevant Checklists	2 hours	Strategic Management Team
Assign permanent Log-keepers for TMT and SMT and maintain detailed timestamped records	2 hours	SMT Log-Keeper
Apply any Specific Emergency Response procedures that may be required	2 hours	Port Main Controller
Assess worst-case damage to operations. Determine status of all affected assets and processes	4 hours	Strategic Management Team
Continually update the list of (un)accounted-for persons. Manage safety and welfare of all staff	4 hours	TMT Health & Safety
Adapt the organisational response. SMT and TMT roles and responsibilities assigned	4 hours	Strategic Management Team
Authorise the use of recovery facilities and relevant emergency funding	4 hours	Strategic Management Team
Media liaison appointed and briefed. Media room prepared	4 hours	Strategic Management Team
Update and activate the staff information line	4 hours	TMT HR
Contact and brief Group CMT	4 hours	SMT Leader
Analyse the potential worst-case business impact. Use the BIA to agree timeframes and priorities for recovery	4 hours	Strategic Management Team
Select and adapt the Business Recovery Strategy	4 hours	Strategic Management Team
Agree and implement communications strategy and protocol	4 hours	SMT Communications
Develop the tactical response plan for each disrupted asset or process to deliver the strategy	4 hours	Tactical Management Team
Contact and appoint professional and operational support organisations	Same day	Strategic Management Team
Mobilise, brief and manage required ORTs. Begin and monitor operational recovery	Next day	Tactical Management Team
Liaise with reassure and manage strategic stakeholders	Next day	SMT Communications
Begin to relocate and accommodate displaced staff	3 days	TMT Operations
Begin to replace lost business-critical plant, infrastructure, equipment and resources	3 days	TMT Operations

South Wales Marine Department Safety Management System

Emergency Shut Down Procedures

Equipment	Assigned
Plant	
Crane	
IT systems	
Electrical installations	

Specific Environmental Considerations

Version: 4.2   Authorised: Version Date: 25/03/2022   Owner: SRM

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ABP | KEEPING BRITAIN TRADING

PORT OF CARDIFF

For General Enquiries call 02920 835 062
For Urgent Assistance call 0845 601 8870

MAP KEY

Zone 1	Zone 4	Security Control	
Zone 2	Zone 5	Marine Control	
Zone 3	Zone 6	Heliport	

QUEEN ALEXANDRA DOCK

ROATH DOCK

ROATH BASIN

CARDIFF BAY

Scale

0	500m	1000m
	0.3mi	0.6mi

Versio

4.3 Newport

Muster Points

Please be aware that the following Muster Points are subject to change and will be dynamically assessed by the Site Controller and emergency services, dependent upon the incident.

Site	Location
Newport	Newport Port Office
Newport	Pierhead Building

Emergency Evacuation and Invacuation Procedures

Emergency evacuation procedures to be dynamically assessed on scene by Site controller and emergency services on scene.

Invacuation to take place into Newport Port Office or Marine Control depending on location of incident.

Grab Bag Locations

Site	Location	Comments
Newport	East Security Gate	

Fire Marshals and First Aiders

Fire Marshals and first aiders are assigned regionally, details are contained within each office and building evacuation plans.

Bronze Team Details (Operational Recovery)

The Site Controller (Bronze Commander) will be assigned based on the nature of incident, severity and availability of personnel on site. The initial Site Controller may be relieved by a member of management from across the region

Location Specific Hazards – including COMAH

Hazard	Location	Comment
Oxidising liquids and/or solids	Alexandra Docks - Origin UK Operations Limited	COMAH Lower Tier Contact: Grant Shorthouse 01633 255999 / 07879 803848

Newport Harbour Commissioners

ABP South Wales are contracted by NHC to respond to and manage the responses for emergencies within the NHC Statutory area of Jurisdiction. So as to aid that response and management, the NHC and ABP regional emergency plans have been harmonised into one document. This document describes ABP's responses to emergencies in its own SHA area of jurisdiction and in the NHC SHA area of Jurisdiction where ABP are contracted to respond.

The Newport Harbour Commissioners have given authorisation for the plan to be activated within their SHA in line with Section 2.3 (Activation of the plan).

NHC Chairman: 07770 824901

Salvage Priorities

Resource/Asset	Asset No. (if known)	Recovery Activity	Assigned	Deadline
Uniquely Skilled Staff		Business continuity – relocation of uniquely based staff for deployment		
Aids to navigation		Ensure continual availability of aids to navigation		
Forklifts		Loss of bulk of FLT fleet in one port. Equipment can be moved from other ports/terminals and hired from suppliers		
Lock gates		Divert appropriate vessels to another port if possible (size, draft, cargo, resources)		
Weighbridge		Loss of weighbridge impacting on ability to discharge ships and reload customer orders. Alternative bridges could be used		
FELs		Loss of shovels from one port/terminal. Plant can be moved between operations and ports or hired-in		
Quayside cranes		Loss of all cranes on a berth. MHCs and 360's could be used		
Harbour Cranes		Use of Quayside cranes or hire in additional cranes		

Departments based at this location – and Alternatives

Department	No. People	MTPD	RTO	Relied on by -	Alternatives
Engineering		2 hours	1 hour	Operations, Marine, Property, Finance	None
Marine		3 Days	Next Day	Operations & Engineering	Operations
Security		3 days	Next Day	Property & Engineering	Operations / marine
Commercial		2 weeks	1 week	Engineering & Finance	Finance
Operations		1 Month	1 week	Engineering, Finance & Marine	Marine / Engineering

Work Area Relocation Sites

Department	Location	MTPD	RTO	Alternatives
Engineering	Port Office	2 hours	1 hour	QA House
Marine	Pierhead Building	3 days	Next day	QA House
Security	East/West Gate	3 days	Next days	Alternate gate / mobile
Commercial	Port Office	2 weeks	1 week	Pierhead / QA House
Operations	Port Office	1 Month	1 Week	Pierhead / QA House

Additional Plans

Plan	Storage Location
Oil Spill Recovery Plan	

Location Recovery Activities

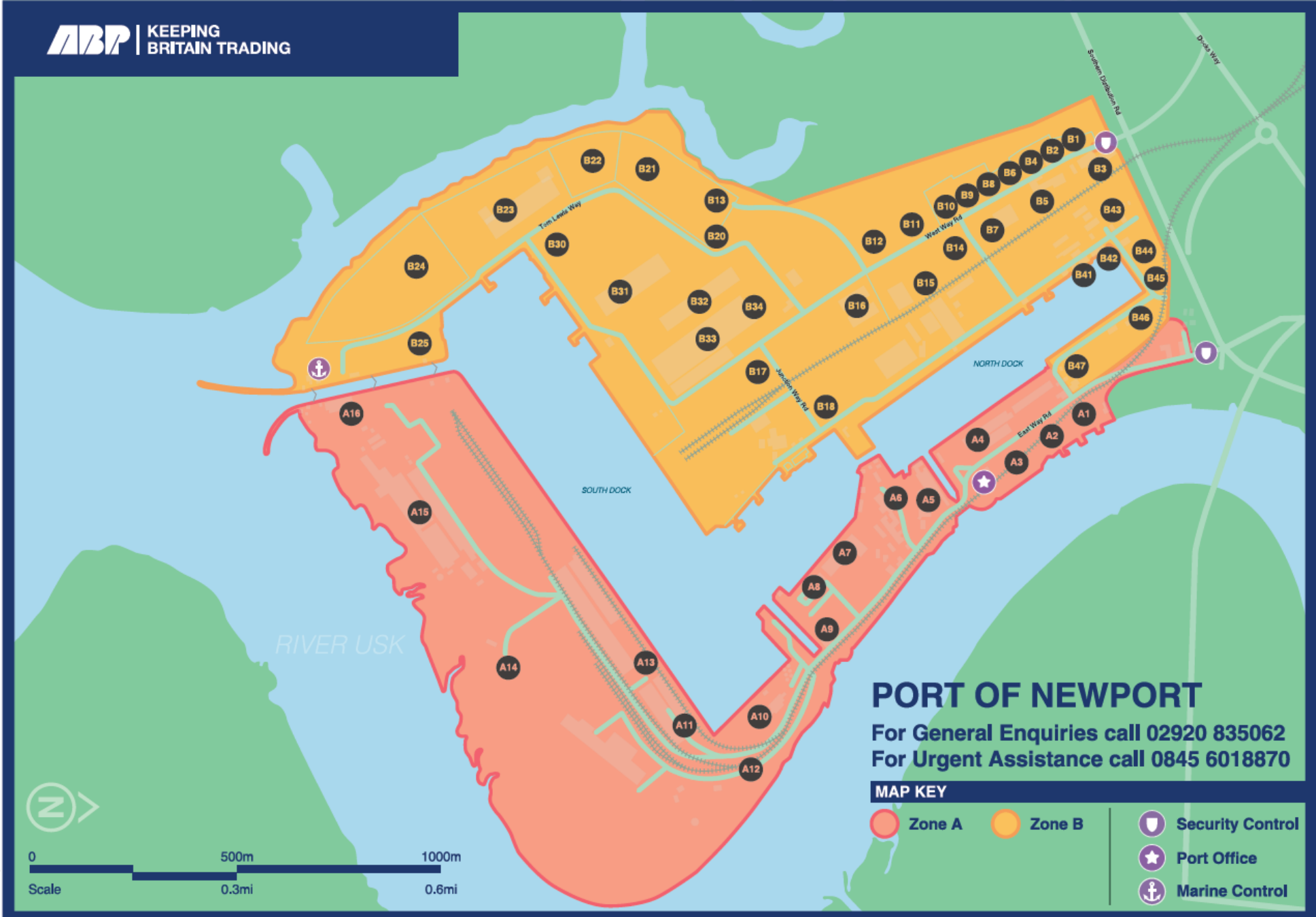| Recovery Activity	Deadline	Assigned
Incident raised	On detection	Port Incident Controller
Contact port security in relation to the incident	Immediate	Port Incident Controller
Activate the Port Emergency Plan	1 hour	Port Main Controller

58

South Wales Marine Department Safety Management System

Determine if specific hazards are present and mobilise the appropriate response	1 hour	Port Main Controller
Select, adapt and implement a Specific Emergency Response	1 hour	Port Main Controller
Mobilise the SMT and TMT	1 hour	Port Main Controller
Activate the Emergency Command Centre (ECC) check equipment and set up conf call facility	2 hours	Port Main Controller
Use ABP Alert system to contact and brief all port staff, key stakeholders, suppliers	2 hours	Port Main Controller
Convene the SMT and TMT and apply the relevant Checklists	2 hours	Strategic Management Team
Assign permanent Log-keepers for TMT and SMT and maintain detailed timestamped records	2 hours	SMT Log-Keeper
Apply any Specific Emergency Response procedures that may be required	2 hours	Port Main Controller
Assess worst-case damage to operations. Determine status of all affected assets and processes	4 hours	Strategic Management Team
Continually update the list of (un)accounted-for persons. Manage safety and welfare of all staff	4 hours	TMT Health & Safety
Adapt the organisational response. SMT and TMT roles and responsibilities assigned	4 hours	Strategic Management Team
Authorise the use of recovery facilities and relevant emergency funding	4 hours	Strategic Management Team
Media liaison appointed and briefed. Media room prepared	4 hours	Strategic Management Team
Update and activate the staff information line	4 hours	TMT HR
Contact and brief Group CMT	4 hours	SMT Leader
Analyse the potential worst-case business impact. Use the BIA to agree timeframes and priorities for recovery	4 hours	Strategic Management Team
Select and adapt the Business Recovery Strategy	4 hours	Strategic Management Team
Agree and implement communications strategy and protocol	4 hours	SMT Communications
Develop the tactical response plan for each disrupted asset or process to deliver the strategy	4 hours	Tactical Management Team
Contact and appoint professional and operational support organisations	Same day	Strategic Management Team
Mobilise, brief and manage required ORTs. Begin and monitor operational recovery	Next day	Tactical Management Team
Liaise with reassure and manage strategic stakeholders	Next day	SMT Communications
Begin to relocate and accommodate displaced staff	3 days	TMT Operations
Begin to replace lost business-critical plant, infrastructure, equipment and resources	3 days	TMT Operations

Emergency Shut Down Procedures

Equipment	
Plant	
IT systems	
Cranes	

Specific Environmental Considerations

ABP | ASSOCIATED BRITISH PORTS

ABP | KEEPING BRITAIN TRADING

B22 B21
B23
B13
B20
B30
B24
B31
B32 B34
B33
B25
B17
B18

B1
B2
B4
B6
B8
B9
B10 B5
B11
B12 West Way Rd
B14 B7
B15
B3
B43
B44
B41 B42
B45
B46
B47

Tom Lewis Way
Junction Way Rd
NORTH DOCK
SOUTH DOCK

Southern Distribution Rd
Drake Way

A16
A15
RIVER USK
A14 A13
A11 A10
A12

A1
A4 A2
A3
A6 A5
A7
A8
A9
East Way Rd

PORT OF NEWPORT

For General Enquiries call 02920 835062
For Urgent Assistance call 0845 6018870

MAP KEY

🔴 Zone A	🟠 Zone B	🛡️	**Security Control**
		⭐	**Port Office**
		⚓	**Marine Control**

0   500m   1000m
Scale   0.3mi   0.6mi

Versio

4.4 Port Talbot

Muster Points

Please be aware that the following Muster Points are subject to change and will be dynamically assessed by the Site Controller and emergency services, dependent upon the incident.

Site	Location
Port Talbot	Puckley House 2

Emergency Evacuation and Invacuation Procedures

Emergency evacuation to take place on tide at the discretion of bronze team leader in conjunction with the emergency services.

Emergency invacuation to take place within Puckley house if possible.

Grab Bag Locations

Site	Location	Comments
Port Talbot	Puckley House2	

Fire Marshals and First Aiders

Fire Marshals and first aiders are assigned regionally, details are contained within each office and building evacuation plans.

Bronze Team Details (Operational Recovery)

The Site Controller (Bronze Commander) will be assigned based on the nature of incident, severity and availability of personnel on site. The initial Site Controller may be relieved by a member of management from across the region

Location Specific Hazards – including COMAH

Hazard	Location	Comment
Flammable liquids and gases Hazardous to the aquatic environment Toxic	Port Talbot Steel works	Upper Tier Dean Vincent - 07979 430618

Salvage Priorities

Resource/Asset	Asset No. (if known)	Recovery Activity	Assigned	Deadline
Uniquely Skilled Staff		Business continuity – relocation of uniquely based staff for deployment		
Aids to navigation		Ensure continual availability of aids to navigation		
Lock gates		Divert appropriate vessels to another port if possible (size, draft, cargo, resources)		

Departments based at this location – and Alternatives

Department	No. People	MTPD	RTO	Relied on by -	Alternatives
Marine	1 on tide	3 Days	Next Day	Operations & Engineering	Operations

Work Area Relocation Sites

Department	Location	MTPD	RTO	Alternatives
Marine	Puckley House 2	3 days	Next Day	Swansea Marine Control

Additional Plans

Plan	Storage Location

Location Recovery Activities

Recovery Activity	Deadline	Assigned
Incident raised	On detection	Port Incident Controller
Contact port security in relation to the incident	Immediate	Port Incident Controller
Activate the Port Emergency Plan	1 hour	Port Main Controller
Determine if specific hazards are present and mobilise the appropriate response	1 hour	Port Main Controller
Select, adapt and implement a Specific Emergency Response	1 hour	Port Main Controller
Mobilise the SMT and TMT	1 hour	Port Main Controller
Activate the Emergency Command Centre (ECC) check equipment and set up conf call facility	2 hours	Port Main Controller
Use ABP Alert system to contact and brief all port staff, key stakeholders, suppliers	2 hours	Port Main Controller
Convene the SMT and TMT and apply the relevant Checklists	2 hours	Strategic Management Team
Assign permanent Log-keepers for TMT and SMT and maintain detailed timestamped records	2 hours	SMT Log-Keeper
Apply any Specific Emergency Response procedures that may be required	2 hours	Port Main Controller
Assess worst-case damage to operations. Determine status of all affected assets and processes	4 hours	Strategic Management Team
Continually update the list of (un)accounted-for persons. Manage safety and welfare of all staff	4 hours	TMT Health & Safety
Adapt the organisational response. SMT and TMT roles and responsibilities assigned	4 hours	Strategic Management Team

Version: 2.2   Authorised: Version Date: 26/02/2020   Owner: DHM/PM
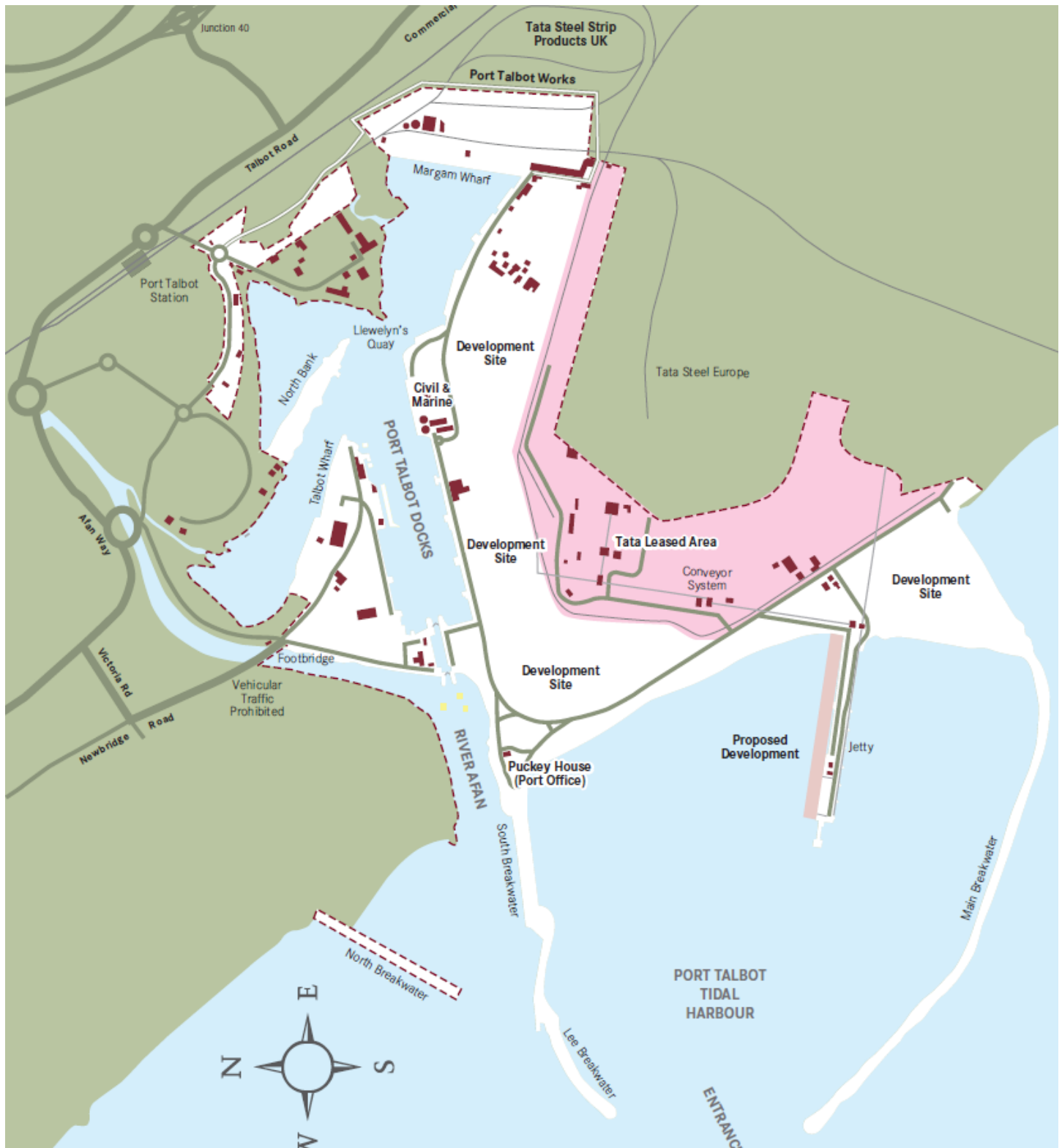
Authorise the use of recovery facilities and relevant emergency funding	4 hours	Strategic Management Team
Media liaison appointed and briefed. Media room prepared	4 hours	Strategic Management Team
Update and activate the staff information line	4 hours	TMT HR
Contact and brief Group CMT	4 hours	SMT Leader
Analyse the potential worst-case business impact. Use the BIA to agree timeframes and priorities for recovery	4 hours	Strategic Management Team
Select and adapt the Business Recovery Strategy	4 hours	Strategic Management Team
Agree and implement communications strategy and protocol	4 hours	SMT Communications
Develop the tactical response plan for each disrupted asset or process to deliver the strategy	4 hours	Tactical Management Team
Contact and appoint professional and operational support organisations	Same day	Strategic Management Team
Mobilise, brief and manage required ORTs. Begin and monitor operational recovery	Next day	Tactical Management Team
Liaise with reassure and manage strategic stakeholders	Next day	SMT Communications
Begin to relocate and accommodate displaced staff	3 days	TMT Operations
Begin to replace lost business-critical plant, infrastructure, equipment and resources	3 days	TMT Operations

Emergency Shut Down Procedures

Specific Environmental Considerations

4.5 Swansea

Muster Points

Please be aware that the following Muster Points are subject to change and will be dynamically assessed by the Site Controller and emergency services, dependent upon the incident.

Site	Location
Swansea	Port Office
Swansea	Marine Control

Emergency Evacuation and Invacuation Procedures

Emergency evacuation procedures to be dynamically assessed on scene by Site controller and emergency services on scene.

Invacuation to take place into Swansea Port Office or Marine Control depending on location of incident.

Grab Bag Locations

Site	Location	Comments
Swansea	Main Security Gate	

Fire Marshals and First Aiders

Fire Marshals and first aiders are assigned regionally, details are contained within each office and building evacuation plans.

Bronze Team Details (Operational Recovery)

The Site Controller (Bronze Commander) will be assigned based on the nature of incident, severity and availability of personnel on site. The initial Site Controller may be relieved by a member of management from across the region

Location Specific Hazards – including COMAH

Hazard	Location	Comment
Toxic	Gower Chemicals – Off Site	

Salvage Priorities

Resource/Asset	Asset No. (if known)	Recovery Activity	Assigned	Deadline
Uniquely Skilled Staff		Business continuity – relocation of uniquely based staff for deployment		
Pilot Cutters		Ensure access to pilot cutters and relocate as required		
Aids to navigation		Ensure continual availability of aids to navigation		
Lock gates		Divert appropriate vessels to another port if possible (size, draft, cargo, resources)		
Forklifts		Loss of bulk of FLT fleet in one port. Equipment can be moved from other ports/terminals and hired from suppliers		
Weighbridge		Loss of weighbridge impacting on ability to discharge ships and reload customer orders. Alternative bridges could be used		

66

South Wales Marine Department Safety Management System

FELs		Loss of shovels from one port/terminal. Plant can be moved between operations and ports or hired-in		
Quayside cranes		Loss of all cranes on a berth. MHCs and 360's could be used		

Departments based at this location – and Alternatives

Department	No. People	MTPD	RTO	Relied on by -	Alternatives
Engineering		2 hours	1 hour	Operations, Marine, Property, Finance	None
Marine		3 Days	Next Day	Operations & Engineering	Operations
Security		3 days	Next Day	Property & Engineering	Operations / marine
Operations		1 Month	1 week	Engineering, Finance & Marine	Marine / Engineering

Work Area Relocation Sites

Department	Location	MTPD	RTO	Alternatives
Engineering	Port Office	2 hours	1 hour	Marine Control / QA House
Marine	Marine Control	3 Days	Next Day	Port Office / QA House
Security	Main Gate	3 days	Next Day	Mobile
Operations	Port Office	1 Month	1 week	Marine Control

Additional Plans

Plan	Storage Location
Oil Spill contingency plan	Marine Control

Version: 2.2   Authorised: Version Date: 26/02/2020   Owner: DHM/PM

South Wales Marine Department Safety Management System

Location Recovery Activities

Recovery Activity	Deadline	Assigned
Incident raised	On detection	Port Incident Controller
Contact port security in relation to the incident	Immediate	Port Incident Controller
Activate the Port Emergency Plan	1 hour	Port Main Controller
Determine if specific hazards are present and mobilise the appropriate response	1 hour	Port Main Controller
Select, adapt and implement a Specific Emergency Response	1 hour	Port Main Controller
Mobilise the SMT and TMT	1 hour	Port Main Controller
Activate the Emergency Command Centre (ECC) check equipment and set up conf call facility	2 hours	Port Main Controller
Use ABP Alert system to contact and brief all port staff, key stakeholders, suppliers	2 hours	Port Main Controller
Convene the SMT and TMT and apply the relevant Checklists	2 hours	Strategic Management Team
Assign permanent Log-keepers for TMT and SMT and maintain detailed timestamped records	2 hours	SMT Log-Keeper
Apply any Specific Emergency Response procedures that may be required	2 hours	Port Main Controller
Assess worst-case damage to operations. Determine status of all affected assets and processes	4 hours	Strategic Management Team
Continually update the list of (un)accounted-for persons. Manage safety and welfare of all staff	4 hours	TMT Health & Safety
Adapt the organisational response. SMT and TMT roles and responsibilities assigned	4 hours	Strategic Management Team
Authorise the use of recovery facilities and relevant emergency funding	4 hours	Strategic Management Team
Media liaison appointed and briefed. Media room prepared	4 hours	Strategic Management Team
Update and activate the staff information line	4 hours	TMT HR
Contact and brief Group CMT	4 hours	SMT Leader
Analyse the potential worst-case business impact. Use the BIA to agree timeframes and priorities for recovery	4 hours	Strategic Management Team
Select and adapt the Business Recovery Strategy	4 hours	Strategic Management Team
Agree and implement communications strategy and protocol	4 hours	SMT Communications
Develop the tactical response plan for each disrupted asset or process to deliver the strategy	4 hours	Tactical Management Team
Contact and appoint professional and operational support organisations	Same day	Strategic Management Team
Mobilise, brief and manage required ORTs. Begin and monitor operational recovery	Next day	Tactical Management Team
Liaise with reassure and manage strategic stakeholders	Next day	SMT Communications
Begin to relocate and accommodate displaced staff	3 days	TMT Operations
Begin to replace lost business-critical plant, infrastructure, equipment and resources	3 days	TMT Operations

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Emergency Shut Down Procedures

Equipment	
Plant	
IT systems	
Cranes	

Specific Environmental Considerations

69

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PORT OF SWANSEA

For General Enquiries call 0870 609 6699
For Urgent Assistance call 029 2083 5023

MAP KEY

- Zone A
- Zone B
- Zone C

- Security Control
- Marine Control
- Harbour Office

SWANSEA BAY

QUEENS DOCK

KING'S DOCK

PRINCE OF WALES DOCK

RIVER TAWE

ENTRANCE CHANNEL

A483

A4217

Fabian Way

Pentre Guinea Rd

Quay Parade

Scale

0 — 500m — 1000m

0 — 0.3mi — 0.6mi

N

5 ANNEX 1 – Role Cards

71

Incident Controller / Bronze Team Leader

To be used with Section 2, 3 and 4, and Logs

- Maintain presence at the incident site
- Liaise with the emergency services
- Continually communicate with the Main Controller

Activity	Complete	Deadline
Alert the Main Controller, Port Security and LPS		
Coordinate cordon if required		
Coordinate evacuation if required		
Divert press to Silver Team communications member.		

72

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Main Controller / Silver Team Leader

To be used with Section 2, 3 and 4, and Logs

- Lead, direct and co-ordinate the Silver and Bronze Team
- Maximise business as usual and minimise disruptive impact
- Tactical and operational decision making
- Co-ordinate tactical and operational recovery

Activity	Complete	Deadline
Receive notification and incident overview		
Assign a competent Log-Keeper (see Silver Team Log-Keeper Role Card)		
Conduct Silver Team meeting at Emergency Command Centre – if required		
Complete Incident Summary Form and ensure is visible		
Set up and assign roles to Silver Team members, ensuring awareness and emphasis of priorities		
Agree reporting frequency with Silver Team Support – and other Silver members as required		
Obtain incident report from Silver Team members		
Assess current/possible impacts on workforce, customers and operations		
Gain reports from Gold Team – if required.		
When safe to do so, send in a team to assess operational damage		
Participate in post-incident review		

73

Silver Team Support

To be used with Section 2, 3 and 4, and Logs

- Deputise for Silver Team Leader
- Provide team cohesion and integration
- Manage the inflow, analysis and availability of decision information
- Monitor compliance during recovery and advise other Silver Team members

Activity	Complete	Deadline
Receive notification and incident overview		
Establish communications with other Silver Team members		
Check all Silver Team roles have been assigned by the team leader		
Ensure the assigned Log-Keeper is fully aware of their responsibilities, (see Silver Team Log-Keeper Role Card)		
Keep unassigned role cards and read/check/preform necessary additional tasks throughout the ongoing crisis		
Validate, and if necessary, challenge the Silver Team member's actions and decisions.		
Receive information, and channel effectively to all required		
Organise Silver Team meetings and status reports as required		
Participate in post-incident review		

Silver Team Log Keeper

To be used with Section 2, 3 and 4, and Logs

- Provide an audit trail by recording all key decision making
- Record all information required
- Keep accurate and up to date logs

Activity	Complete	Deadline
Attend and help set up ECC as required		
Prepare log materials (annex 2)		
Record all events, decisions and actions – sequentially, and never using short hand		
Ensure all records are time stamped		
Provide reminders of planned / checklist actions		
Scan all material and transmit to Gold Team.		
Participate in post-incident review		

75

Silver Team Communications

To be used with Section 2, 3 and 4, and Logs

- Ensuring a joined up and corporate media response

Activity	Complete	Deadline
Receive update from Incident Controller		
Intercept all media enquires – internal and external		
Refer significant enquires to Gold Team Comms Member (if activated)		
Identify and liaise with the Emergency Services Press Officers		
Establish contact with CCT (via Gold Team if activated)		
Remind all staff to direct media to Silver Team Comms		
Monitor (and if necessary) respond to social media accordingly		
Assist with drafting of 1st, 2nd, 3rd, etc. response with Gold Team Comms and CCT.		

Gold Team Leader

To be used with Section 2, 3 and 4, and Logs

- Lead, direct and co-ordinate SMT
- Maximise business as usual and minimise disruptive impact
- Organise and direct strategic regional response
- Authorising major expenditure
- Manage and mitigate risks
- Liaise with CMT and CCT

Activity	Completed	Deadline
Receive notification and incident overview		
Form Gold Team, ensuring appropriate size and members		
Assign roles to Gold Team members, ensuring awareness and emphasis of priorities.		
Assign a competent Log-Keeper (see Gold Team Log-Keeper Role Card)		
Establish objectives and deadlines, and allocate resources accordingly		
Agree reporting frequency with Gold Team Support		
Establish communications with Main Controller (Silver Team Leader)		
Notify and brief Group CEO and CCT		
Establish communications with Local Resilience Forum and appoint Liaison Officer if necessary		
Initiate Gold Team meeting – teleconference or physical (at ECC) as required		
Participate in post-incident review		

Gold Team Support

To be used with Section 2, 3 and 4, and Logs

- Deputise for Gold Team Leader
- Provide team cohesion and integration
- Manage the inflow, analysis and availability of decision information
- Monitor compliance during recovery and advise other SMT members

Activity	Completed	Deadline
Receive notification and incident overview		
Establish Emergency Command Centre		
Establish communications with other Gold Team members		
Check all roles have been assigned by the team leader		
Ensure the assigned Log-Keeper is fully aware of their responsibilities (see Gold Team Log-Keeper Role Card)		
Keep unassigned role cards and read/check/perform necessary additional tasks throughout the ongoing crisis		
Validate, and if necessary, challenge the Gold Team member's actions and decisions		
Receive and channel information to all required		
Organise Gold Team meetings and status reports as required		
Participate in post-incident review		

78

Gold Team Log Keeper

To be used with Section 2, 3 and 4, and Logs

- Provide an audit trail by recording all key decision making
- Record all information required
- Keep accurate and up to date logs

Activity	Completed	Deadline
Attend and help set up ECC as required		
Prepare log materials (annex 2)		
Record all events, decisions and actions – sequentially and never using short hand		
Ensure all records are time stamped		
Provide reminders of planned / checklist actions		
Scan all records and send to Crisis Management Team		
Participate in post-incident review		

79

Gold Team Communications

To be used with Section 2, 3 and 4, and Logs

- Ensuring a joined up and corporate media response

Activity	Completed	Deadline
Contact Silver Team Comms Member for continual updates		
Draft 1st, 2nd, 3rd response as required, with Silver Team Comms and CCT		
Proactively reassure critical suppliers and partners		
Establish and implement comms strategy and protocol with Silver Team Comms and CCT		
Give continual updates to Gold Team Leader and CMT		
Advise and prepare Gold Team Leader for any upcoming press conferences		
Ensure monitoring of social media is completed by Silver Team Comms		

Crisis Management Team Leader

To be used with Section 2, 3 and 4, and Logs

- Adapting, authorising and communicating the business recovery strategy.
- Leading and taking responsibility for the organisational response.
- Chairing CMT meetings.
- Working in close contact with CMT Support, in order to ensure effective communication and consistency throughout the crisis.
- Authorising and identifying communication with external (including the media) and internal (including staff) groups and parties. With consultation from CMT Communications.
- Representing ABP at press conferences, with consultation from CMT Communications.
- Providing senior executives and relevant third parties with regular updates and progress reports throughout the ongoing response.
- Authorising and obtaining contingency funding. If CMT Finance not available.
- Authorising the relocation or significant changes to working patterns.

Activity	Completed	Deadline
Receive notification and incident overview		
Form CMT, ensuring appropriate size and members		
Assign roles to CMT members, ensuring awareness and emphasis of priorities		
Assign a competent Log-Keeper (see CMT Log-Keeper Role Card)		
Open channel of communication with affected Port Director/Silver Team members		
Notify Shareholders by phone, then SMS and email (within 45 minutes of notification being received)		
Initiate CMT meeting – teleconference or physical as required		
Communicate with and reassure shareholders as required		
Participate in post-incident review		

81

Crisis Management Team Support

To be used with Section 2, 3 and 4, and Logs

- Deputise for CMT Leader
- Provide team cohesion and integration
- Manage the inflow, analysis and availability of decision information
- Protecting the organisations interests and responding to any legal or compliance issues raised internally or by third parties, with consultation from legal counsel.
- Monitoring compliance during recovery and advising CMT members

Activity	Completed	Deadline
Receive notification and incident overview		
Establish Crisis Command Centre		
Establish communications with other CMT members		
Check all roles have been assigned by the team leader		
Ensure the assigned Log-Keeper is fully aware of their responsibilities (see CMT Log-Keeper Role Card)		
Keep unassigned role cards and read/check/perform necessary additional tasks throughout the ongoing crisis		
Validate, and if necessary, challenge the CMT member's actions and decisions		
Receive and channel information to all required		
Organise CMT meetings and status reports as required		
Participate in post-incident review		

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Crisis Management Log Keeper

To be used with Section 2, 3 and 4, and Logs

- Provide an audit trail by recording all key decision making
- Record all information required
- Keep accurate and up to date logs

Activity	Completed	Deadline
Attend and help set up ECC as required		
Prepare log materials (annex 2)		
Record all events, decisions and actions – sequentially, never using short hand		
Ensure all records are time stamped		
Provide reminders of planned / checklist actions		
Participate in post-incident review		

83

ANNEX 2 - Logs and Records

84

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Incident Logs and Records

MANAGEMENT DECISION SUPPORT SHEET			
Log-keeper:	Date Time:	Location:	Sheet No:
ACTIVITY	**OUTCOME**		
1. **ASSIMILATE** What do we know What happened How when why who Keep adding Relevant detail Background info Incident info Resources info People info Business status			
2. **ANALYSE** What does it mean What impact What priorities What trends			
3. **DECIDE** What must we do Strategy and tactics Available options			
4. **PLAN** Who will do what Allocate resources Assign activities Set deadlines			
5. **COMMUNICATE** Who needs to know Consistent & timely Content Audiences			
6. **MEASURE** Are we on track What will be late			
7. **UPDATE** What has changed what affects us			
8. **REPEAT**			

85

INCIDENT SUMMARY

ABOUT THE INCIDENT

What happened?	Type of incident Probable cause Assets affected People affected Scale and scope
How is the situation developing?	Contained Static Worsening

How severe are casualties?	1 None Permanent	2 Minor	3 Significant	4 Life-threatening	5

What is the business impact?	1 Negligible	2 Minor	3 Temporary	4 Severe	5 Permanent

When did it happen?	Time date day

How did you detect the incident?	Physically present	Told by (provide full details)

ABOUT WITNESSES

Who are you?	Name	Role	
How can you be contacted?	Mobile	Home	Email

What action have you taken?	None Specify

COMMUNICATION STATUS

Emergency services called?	Police (when?)	Fire	Paramedic/Ambulance
Internal Escalation started?	Line Manager or BRC	Incident Response Team	Crisis Management Team
Who else have you told?	Internal	Personal	External
Which 3rd Parties are aware?	Landlord Customers Suppliers Competitors Neighbours		

Is the Media aware?	Who and what is their angle
Is it in the Social Media?	Who, what sites and what is being said

DO take the time to keep clear notes about what happened	DON'T trust your memory or guess
DO assume you will need to refer to them later	DON'T use scraps of paper. Get a notepad
DO ask for time to write things down	DON'T make assumptions

NOTES AND DETAILS

Version: 2.2	Authorised:	Version Date: 26/02/2020	Owner: DHM/PM

TEAM ACTIVITY LOG

Team:	Mobile:	Sheet No:	Completed by:

ACTIVITY DETAILS

WHEN : Activity Date Time	DECISION / ACTION / SOP	WHAT was done, decided, discussed

NOTES

Version: 2.2   Authorised: Version Date: 26/02/2020   Owner: DHM/PM

South Wales Marine Department Safety Management System

RECEIVED CALL LOG

Taken by:	Mobile:	Sheet No:

CALL DETAILS

WHEN : Date Time of call	WHO : was caller	WHAT was discussed, done, said, decided during the call

NOTES

Emergency & Business Continuity Plan
South Wales Ports
South Wales Marine Department Safety Management System
Recovery Logs and Records

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RECOVERY ACTION LOG SHEET			
ACTION NUMBER:			
DEPARTMENT TEAM:			
DESCRIPTION			
Purpose	What is the aim of the action		
Scope	What is excluded		
Critical success criteria	What specific		
Risks and opportunities	What must we be aware of		
Priority	Low 1 2 3 4 5 High	Why	
ASSIGNMENT and COMMUNICATION			
Assigned to	Name	Role	Mobile
When assigned	MM:HH DDMMYY	**Due complete**	MM:HH DDMMYY
Reporting to	Incident Coordinator	**Frequency**	Hourly
STRATEGIES and TASKS			
How do we plan to complete the action Which other related actions must we link to What tasks are allocated to individuals			
RESOURCES			
Skills and staff assigned			
Information available			
Systems and tools			
Third party support			
PROGRESS NOTES AND DETAILS			

89

South Wales Marine Department Safety Management System

BUSINESS IMPACT ASSESSMENT LOG SHEET DEPARTMENT TEAM:			
Assessed by	Your Name	**Your Role**	Your Mobile
Assessed at	MM:HH DDMMYY	**Incident Location**	
Incident Reference Number	From Incident Coordinator	**Incident Date Time**	MM:HH DDMMYY

EXTERNAL IMPACT

Reputation damage	Employees Clients Regulators
Direct Financial Loss	
Opportunity Loss	
Lost Work-in-Progress	
Product and Service Quality	

OPERATING IMPACT

People affected	Are people affected sick injured traumatised
Business processes disrupted	
Tangible assets damaged or lost	Buildings Plant Stock Office Equipment
Information assets corrupted, disclosed or lost	Databases Paper Records

90

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ANNEX 3 – METHANE Checklist

Time _____   Date _____

Organisation _____

Name of Caller _____   Tel No. _____

M	Major Incident	Has a Major Incident been declared? **YES/NO** (If no, then complete ETHANE message)	
E	Exact Location	What is the exact location or geographical area of incident	
T	Type of Incident	What kind of incident is it?	
H	Hazzards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of Casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

91

Annex 4 – All Staff Checklist

ALL STAFF AND CONTRACTORS	
Raising the Alarm • Stay Safe! – your safety is the main priority • Dial 999 if required • Notify a Supervisor or ADM (out of hours) • Do not leave the site unless told to do so by the manager in charge **If you are on-site and the alarm sounds** • Follow instructions carefully • Evacuate to the nearest, safe, muster point, as directed • If required – Invacuate, follow the advice: Go In, Stay In, Tune In • Do not leave the site unless told to do so by the manager in charge **If you are off-site e.g. at home and are made aware of an incident** • Remain contactable • For major incidents, listen to the radio or TV for advice • Only attend the site if instructed to do so by your manager	**Media Advice – Social Media** • Do not use any form of social media to document the incident • Do not speculate or offer opinion regarding the incident on social media • Do not contact other staff members regarding the incident via social media. **Media Advice -- If you are approached by the media or any third party regarding an incident** • Decline to comment • Do not speculate or offer opinion • Direct the enquirer to the Main Controller or Gold Team Communications member • If possible – notify the Main Controller or Gold Team Communications member of the enquiry

92

Annex 5 – Bomb Threat Checklist

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 via 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 & RECORD ANSWER 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

Was a code word given?

INFORM YOUR SECURITY, PORT OR TERMINAL MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Time informed:

This part should be completed once the caller has hung up and police / port security / Port or Terminal Manager have all been informed.

Name and telephone number of person informed:

Duration 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, whom did it sound like?

BACKGROUND SOUNDS:

Street noises	House noises	Animal noises	Crockery	Motor
☐	☐	☐	☐	☐

Clear	Voices	Static	PA system	Booth	Music	Factory machinery
☐	☐	☐	☐	☐	☐	☐

Office machinery   **Other (*please specify*)**

☐

Other remarks

Print Name

Signature

Date

Additional notes

95