



Oil Spill Contingency Plan 2021

Supporting Forms

Table of Contents

1.1 Oil Spill Reporting Form for FMT	3
1.2 Oil Spill Progress Report for FMT	4
2.1 Contact Checklist for Tier 1 Incident	5
2.2 Contact Checklist for Tier 2 Incident	6
2.3 Contact Checklist for Tier 3 Incident	7
3.1 POLREP Reporting Form	8
3.2 Guidance for Completing Form CG77 (POLREP)	9
4. Action Sheets	11
4.1 Duty VTSWM Action Sheet	12
4.2 Duty Marine Officer Action Sheet	13
4.3 (Duty) Harbour Master Action Sheet	14
4.4 Oil Terminal/Installation Representatives	15
4.5 Oil Spill Assessment Checklist	16
4.6 Incident Briefing Checklist	17
4.7 Personal Log Checklist	18
4.8 Oil Sampling Checklist	19
4.9 Adler and Allan Notification Form	20
5. Media Statement Forms	22

1.1 Oil Spill Reporting Form for FMT

Report to be Submitted to VTS following Spill				
Location: I FAWLEY MARINE TERMINAL				
Latitude: 50° 50.3'N		Longitude: 001° 19.8'W		
Compiled by:				
Date:		Time (local):		
Tide:	Wind Dir/Spd:		Sea State:	
Pollution From: (Delete as Appropriate)	SHIP:		SHORE	
	NAME:		VICINITY OF BERTH NO:	
	BERTH:			
Summary of Incident:				
TYPE OF OIL: (Delete as appropriate)	Light Oils: Mogas, Diesel, Lube oils, Jet	Medium Oils: Crude Oil, eg Forties	Heavy Oils: Fuel Oil	Chemical: Octene, Nonene etc
Total amount of oil spilled:		m3		
Leak Isolated:	YES		NO	
Leak Stopped to water:	YES		NO	
Categorisation - Delete as necessary	Tier 1	Tier 2A		Tier 28
Shore Impact Potential:	YES		NO	
MSDS ATTACHED (Delete as Appropriate)	YES	NO	PRODUCT:	

1.2 Oil Spill Progress Report for FMT

OIL SPILL PROGRESS REPORT				
Location: FAWLEY MARINE TERMINAL				
Latitude: 50° 50.3'N		Longitude: 001° 19.8'W		
Updated by:				
Date:		Time (local):		
Tide:	Wind Dir/Spd:		Sea State:	
Pollution From: Delete as Appropriate	SHIP: NAME: BERTH:		SHORE VICINITY OF BERTH:	
Summary of Incident:				
TYPE OF OIL: Delete as appropriate	Light Oils: Mogas, Diesel, Lube oils, Jet	Medium Oils: Crude Oil, eg Forties	Heavy Oils: Fuel Oil	Chemical: Octene, Nonene etc
Total amount of oil spilled: (approx)		m3		
Total amount of oil recovered: (approx)		m3		
Outstanding amount of spilled oil:		m3		
Leak Isolated:	YES		NO	
Leak Stopped to Water	YES		NO	
Dispersant Used	YES		NO	
Other Information:				

2.1 Contact Checklist for Tier 1 Incident

Organisation	Telephone No.	
HM Coastguard - NMOC	02392 552100	<input type="checkbox"/>
Environment Agency	0800 807060 (24 hours)	<input type="checkbox"/>
Hampshire County Council (who will advise Coastal District/ Borough Council(s))	Page 07623960259 Confirm to epdutyofficer@hants.gov.uk	<input type="checkbox"/>
Southampton City Council Emergency Planning Duty Officer (If appropriate)	02380 833675 (24 hours)	<input type="checkbox"/>
Natural England	0300 060 1200 (24 hours)	<input type="checkbox"/>
Hamble Harbour Master (if Hamble River likely to be affected)	01489 576387 (office hours) Patrol Officer: 07718 146380 / 1 Out of hours - See Section 9 for Harbour Master's contact numbers	<input type="checkbox"/>

2.2 Contact Checklist for Tier 2 Incident

Organisation	Telephone No.	
HM Coastguard - NMOC	02392 552100	<input type="checkbox"/>
Environment Agency	0800 807060 (24 hours)	<input type="checkbox"/>
Adler and Allan	0800 592 827	<input type="checkbox"/>
Hampshire County Council (who will advise District / Borough Councils)	Pager: 07623 960259 Confirm to epdutyofficer@hants.gov.uk	<input type="checkbox"/>
Southampton City Council Emergency Planning Duty Officer (If appropriate)	02380 833675 (24 hours)	<input type="checkbox"/>
New Forest District Council (if appropriate)	02380 285000 (office hours) 08444 152211 (out of hours)	<input type="checkbox"/>
Natural England	0300 0601200 (24 hours)	<input type="checkbox"/>
Oil Terminals	Esso Fawley 02380 896500	<input type="checkbox"/>
	BP Oil Hamble 02380 745715	<input type="checkbox"/>
	Perenco UK Ltd 01929 480476	<input type="checkbox"/>
SMC Marchwood (if appropriate)	02380 664563/664370 (office hrs) 07828 812374 (out of hours)	<input type="checkbox"/>
MMO Marine Pollution Incidents line (including dispersant approvals)	0300 2002024 (Office Hours) 07770 977825 (Out of hours) or 0345 0518486	<input type="checkbox"/>
All other times or if numbers out of order	0845 0518486	
MMO Poole Office (office hours)	01202 677539	
Hamble Harbour Master (if Hamble River likely to be affected)	01489 576387 (office hours) Patrol Officer: 07718 146380 / 1 Out of hours - See Section 9 for Harbour Master's contact numbers	<input type="checkbox"/>

2.3 Contact Checklist for Tier 3 Incident

Organisation	Telephone No.	
HM Coastguard - NMOC	02392 552100	<input type="checkbox"/>
Environment Agency	0800 807060 (24 hours)	<input type="checkbox"/>
Adler and Allan	0800 592 827	<input type="checkbox"/>
Hampshire County Council (who will advise District/ Borough Councils)	Pager: 07623 960259 Confirm to epdutyofficer@hants.gov.uk	<input type="checkbox"/>
Southampton City Council Emergency Planning Duty Officer (If appropriate)	02380 833675 (24 hours)	<input type="checkbox"/>
New Forest District Council	02380 285000 (office hours) 08444 152211 (out of hours)	<input type="checkbox"/>
Natural England	0300 060 1200 (24 hours)	<input type="checkbox"/>
Oil Terminals	Esso Fawley	<input type="checkbox"/>
	BP Oil Hamble	<input type="checkbox"/>
Perenco	01929 480476	<input type="checkbox"/>
SMC Marchwood (if appropriate)	02380 664563/664370 (office hrs) 07828 812374 (out of hours)	<input type="checkbox"/>
MMO Marine Pollution Incidents line (including dispersant approvals)	0300 2002024 (Office Hours) 07770 977825 (Out of hours) or 0345 0518486	<input type="checkbox"/>
All other times or if numbers out of order	0845 0518486	
MMO Poole Office (office hours)	01202 677539	
Southern IFCA	Tel/Fax: 01202 721373	<input type="checkbox"/>
Police	0845 0454545	<input type="checkbox"/>
Hampshire Fire & Rescue Service	01329 221228	<input type="checkbox"/>
QHM Portsmouth (if appropriate)	02392 723694	<input type="checkbox"/>
Isle of Wight Council (if appropriate)	01983 821105 (24 hours) (Request Emergency Management Duty Officer paged)	<input type="checkbox"/>
Cowes Harbour Master (if appropriate)	01983 293952 (office hours) HM 07855 405560/ DHM 07855 405561	<input type="checkbox"/>
Beaulieu Harbour Master (if appropriate)	01590 616200 (office hours) 01590 616 211 (FAX)	<input type="checkbox"/>

3.1 POLREP Reporting Form

INITIAL INCIDENT REPORT

A. Classification

B. Date/Time/Observer

C. Position and Extent of Pollution

D. Tide

Wind

E. Weather

F. Characteristics of Pollution

G. Source and Cause of Pollution

I. Not used

J. Any Photos or Samples

K. Remedial Action

L. Forecast of oil movement

M. Name of others informed

N. Other relevant information

3.2 Guidance for Completing Form CG77 (POLREP)

INSTRUCTIONS FOR COMPLETING FORM CG77 (POLREP)

(On completion please email to zone17@hmcg.gov.uk)

Part 1 - information which should be provided in an initial report

CG77 POLREP

- A. CLASSIFICATION of report - (i) Doubtful, (ii) Probable, (iii) Confirmed.
- B. DATE/TIME/OBSERVER - pollution observed/reported, and identity of observer/reporter
- C. POSITION (**Always** by **LATITUDE & LONGITUDE**) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark or Decca position and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.
- D. TIDE: Speed / direction, WIND: Speed and direction.
- E. Weather: Conditions and Sea State.
- F. CHARACTERISTICS of pollution: give type of pollution e.g. oil (crude or otherwise), packaged or bulk chemicals, or garbage. For chemicals give proper name or United Nations Number if known. For all, give also appearance, e.g. liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapours etc. should be given.
- G. SOURCE and CAUSE of pollution: e.g. from vessel or other undertaking. If from vessel, say whether as a result of apparently deliberate discharge or a casualty. If the latter, give a brief description. Where possible give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination.
- H. Details of VESSELS IN THE AREA: to be given if polluter cannot be identified and the spill is considered to be of recent origin.
- I. NOT USED
- J. Whether PHOTOGRAPHS have been taken and/or SAMPLES for analysis.
- K. REMEDIAL ACTION taken or intended to deal with the spillage
- L. FORECAST of likely pollution (e.g. arrival on beach), with estimated timing.
- M. NAMES of those informed other than the addressee
- N. Any OTHER relevant information (e.g. names of other witnesses, references to other instances of pollution pointing to source, extent of pollution on land or near water).

PART II - SUPPLEMENTARY INFORMATION TO BE PROVIDED LATER

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

- O. Result of sample analysis
- P. Results of photographic analysis
- Q. Results of supplementary enquiries (e.g. inspections by Surveyors, statement of ship's personnel etc. if applicable)
- R. Result of mathematical models

NOTES

- 1. POLREPs should be used for oil, chemical or dangerous substance spillages and for illegal discharges of garbage.
- 2. All messages should be pre-fixed by the codeword POLREP followed by a serial number issued by the originator. Subsequent updating or amplifying reports should repeat this information and add a SITREP number, e.g. "POLREP 21/SITREP 1" would be followed by "POLREP 21/SITREP 2". The first report is assumed to be Sitrep 1 with subsequent reports being numbered sequentially.
- 3. Groundings, collisions or breakdowns of oil tankers or other vessels carrying pollutants, including bunkers, should be treated as potentially serious incidents with a classification of "PROBABLE " until proved otherwise. The use of link calls or Inmarsat calls to Masters of ships is often the best method of obtaining information.
- 4. Local C/P alerting plans should establish the following responsibilities:
 - (a) Coastguard to inform the County Oil Pollution Officer (COPO) in England and Wales, the Local Oil Pollution Officer in Scotland, Department of Environment in Northern Ireland, or the appropriate authority in the Channel Islands or Isle of Man where there is an immediate or potential risk of oil coming ashore in their area.
 - (b) In England, Scotland and Wales, MCA-HM Coastguard to inform COPOs/LOPOs in the counties immediately adjacent to counties at risk, that they may be at risk.
- 5. Care should be taken to avoid undue escalation of UNCONFIRMED pollution incidents with consequent misleading publicity.

4.1 Duty VTSWM Action Sheet

Duty VTS Watch Manager		
Step	Actions	Additional Information
Responsibilities	<ul style="list-style-type: none"> • Receive information / report of oil spill incident • If spill not associated with oil installation, initiate first response measures • If spill is associated with oil installation, ensure oil terminal initiates appropriate response • Notify relevant external organisations • Maintain communication with all vessels in vicinity • Complete report form CG77 POLREP 	
Alert	<input type="checkbox"/> Duty Marine Officer (Harbour Patrol) <input type="checkbox"/> Duty Harbour Master (on-call) <input type="checkbox"/> Other Port departmental organisations <input type="checkbox"/> Harbour vessel operators <input type="checkbox"/> Adler and Allan to be activated as necessary	<i>Phone Adler and Allan immediately and subsequently fax/email as required. See Appendix 1.</i>
Initial Actions	<input type="checkbox"/> Verify incident details <input type="checkbox"/> Assign initial incident category <input type="checkbox"/> Notify external organisations according to oil spill classification (as per contact checklist) <input type="checkbox"/> Initiate personal log <input type="checkbox"/> Issue general warning to all vessels in vicinity <input type="checkbox"/> Transfer information to SITREP boards <input type="checkbox"/> Monitor oil spill channel <input type="checkbox"/> Request POLREP CG77 information <input type="checkbox"/> Complete POLREP CG77	<i>See notification matrices, Section 3 Checklist Appendix 2</i> <i>VHF Channel 10 or 103</i>
Further Actions	<input type="checkbox"/> Brief Duty Harbour Master <input type="checkbox"/> Maintain liaison with oil company or other industry representative	
Final Actions	<input type="checkbox"/> Submit personal log to the Harbour Master <input type="checkbox"/> Attend debrief	

4.2 Duty Marine Officer Action Sheet

4.2	Duty Marine Officer (Harbour Patrol)	
Responsibilities	<ul style="list-style-type: none"> Initially assess situation Verify classification Provide accurate situation reports to Duty VTS Watch Manager Collect evidence and / or statements Liaise with oil company or industry representative Liaise with incident vessel regarding status of oil spill (if applicable) 	
Step	Actions	Additional Information
Alert	<input type="checkbox"/> VTS	
Initial Actions	<input type="checkbox"/> Proceed to incident location <input type="checkbox"/> Investigate cause / source of spill <input type="checkbox"/> Communicate all information to Duty VTS Watch Manager <input type="checkbox"/> Complete Assessment Form <input type="checkbox"/> Take samples of spilled oil <input type="checkbox"/> Initiate personal log <input type="checkbox"/> Take photographic evidence <input type="checkbox"/> Collect evidence and take statements	<i>Stopped or ongoing</i> <i>Refer to Section 3</i>
Further Actions	<input type="checkbox"/> Track the leading edge of slick <input type="checkbox"/> Provide co-ordination of the at-sea response <input type="checkbox"/> Direct any dispersant spraying operations <input type="checkbox"/> Provide detailed situation reports to the Duty VTS Officer <input type="checkbox"/> Survey the shoreline <input type="checkbox"/> Liaise with oil company or industry representative	<i>VHF Channel 103</i>
Final Actions	<input type="checkbox"/> Submit personal log to the Harbour Master <input type="checkbox"/> Attend debrief	

4.3 (Duty) Harbour Master Action Sheet

4.3	(Duty) Harbour Master	
Responsibilities	<ul style="list-style-type: none"> • Confirm / amend initial classification • Manage the Port of Southampton response • Authorise expenditure • Brief ABP Management Board • Liaise with Government / oil company / industry representatives as appropriate • Approve press statements for release 	
Step	Actions	Additional Information
Alert	<input type="checkbox"/> Adler and Allan	
Initial Actions	<input type="checkbox"/> Verify / amend spill classification <input type="checkbox"/> Confirm Duty VTS Watch Manager has alerted appropriate external organisations <input type="checkbox"/> Confirm POLREP CG77 has been issued <input type="checkbox"/> Appoint senior HM representative to attend Oil Spill Management Team (oil installation spill) <input type="checkbox"/> Convene Oil Spill Management Team <input type="checkbox"/> Authorise mobilisation of Tier 2 contractor <input type="checkbox"/>	Refer Section 1 Refer Section 3
Further Actions	<input type="checkbox"/> Chair the Oil Spill Management Team meetings <input type="checkbox"/> Constantly review the strategy being employed and advise of changes where necessary <input type="checkbox"/> Approve all expenditure commitments <input type="checkbox"/> Attend all press conferences as required <input type="checkbox"/> Brief ABP Management Board	
Final Actions	<input type="checkbox"/> Terminate the clean-up <input type="checkbox"/> Collate personal logs. Prepare the incident report. <input type="checkbox"/> Hold full debrief involving all members. <input type="checkbox"/> Amend contingency plan(s) as required. <input type="checkbox"/>	

4.4 Oil Terminal/Installation Representatives

4.4	Oil Terminal/ Installation Representative (Oil Terminal/ Solent Gateway, Marchwood Spill)	
Responsibilities	<ul style="list-style-type: none"> • Safety • Reporting • Implementation of the terminal oil spill contingency plan • Incident management of Tier 1 spills • Call out of response service contractor(s) for Tier 2 and 3 spills 	
Step	Actions	Additional Information
Alert	<ul style="list-style-type: none"> <input type="checkbox"/> Company response teams. <input type="checkbox"/> Tier 2 contractor 	
Initial Actions	<ul style="list-style-type: none"> <input type="checkbox"/> Report spill to Duty VTS Watch Manager <input type="checkbox"/> Initiate Incident Log <input type="checkbox"/> Assess the situation <input type="checkbox"/> Mobilise Tier 1 / 2 resources <input type="checkbox"/> Establish Incident Control Room <input type="checkbox"/> Refer to the Port of Southampton Oil Spill Contingency Plan <input type="checkbox"/> Complete a work plan to mitigate the effects <input type="checkbox"/> Provide Duty HM with press procedure and claims procedure <input type="checkbox"/> Co-operate with the Senior HM Representative 	<i>Include a safety assessment</i>
Further Actions	<ul style="list-style-type: none"> <input type="checkbox"/> Update Duty VTS Watch Manager with outstanding information required for CG77 POLREP <input type="checkbox"/> Maintain liaison with the Senior HM Rep. <input type="checkbox"/> Source temporary storage <input type="checkbox"/> Activate waste disposal contractor(s) <input type="checkbox"/> Issue progress reports <input type="checkbox"/> Prepare for hand over if required <input type="checkbox"/> Record all resources used 	
Final Actions	<ul style="list-style-type: none"> <input type="checkbox"/> Submit incident log to the Harbour Master <input type="checkbox"/> Return all hired equipment <input type="checkbox"/> Attend the debrief <input type="checkbox"/> Implement recommendations from the Harbour Master incident report. 	

4.5 Oil Spill Assessment Checklist

C1 Oil Spill Assessment Checklist	
This checklist is designed to assist those personnel who are responsible for the initial and subsequent assessments of the oil spill incident. These personnel are likely to be: <ul style="list-style-type: none"> • Marine Officers (Patrol) • Marine Officers (Berthing) 	
STEP	GUIDANCE
<input type="checkbox"/> Assess safety hazards	Until otherwise established, assume oil spill is giving off potentially dangerous hydrocarbon vapours. ELIMINATE IGNITION SOURCES! Approach oil spill from upwind to reduce effects of vapours. APPROACH ONLY IF CONSIDERED SAFE TO DO SO!
<input type="checkbox"/> Determine oil spill source	If source unknown, investigate with care. Instigate actions to stop spillage at source IF SAFE TO DO SO!
<input type="checkbox"/> Estimate quantity of oil released if exact amount unknown	Determine <ul style="list-style-type: none"> • can oil be contained
<input type="checkbox"/> Assess prevailing weather conditions.	Determine: <ul style="list-style-type: none"> • wind speed and direction • state of tide and current speed • sea state
<input type="checkbox"/> Assess adjacent areas of Environmental importance	Determine: Environmental sensitivities and priorities
<input type="checkbox"/> Predict oil fate; determine direction and speed of oil movement in addition to weathering characteristics	Take forecast weather into account

4.6 Incident Briefing Checklist

C2 Briefing Checklist	
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel and, if appropriate, the Oil Spill Management Team	
STEP	NOTES
<input type="checkbox"/> Specify Safety Hazards	
<input type="checkbox"/> Extent of Problem <i>Size of spillage, type of oil, source</i>	
<input type="checkbox"/> Slick trajectory <i>Tide and Wind conditions</i>	
<input type="checkbox"/> Environmental sensitivities <i>Priorities for protection</i>	
<input type="checkbox"/> Response actions <i>Strategies to utilise</i>	
<input type="checkbox"/> D Resource mobilisation <i>Equipment and personnel</i>	
<input type="checkbox"/> Planning Cycle <i>Meetings schedule</i>	
<input type="checkbox"/> Additional Information <i>Communications, Waste Disposal, Weather Forecast</i>	

4.7 Personal Log Checklist

C3 Personal Log Checklist	
This checklist is designed to facilitate and aid consistency in the response teams' log keeping.	
ITEM	GUIDANCE
<input type="checkbox"/> Safety Hazards	Note potentially unsafe response activities and measures taken to mitigate the hazard. Record all accidents / near miss incidents regardless of how minor they may be.
<input type="checkbox"/> Initial Notification	Record time of notification of oil spill incident and the name of the person informing you.
<input type="checkbox"/> Daily Activities	Keep a daily record of all response activities undertaken, including time and location. Also include: <ul style="list-style-type: none"> • Meetings attended • Instructions received / given • Site visits and movements • Contacts with outside agencies
<input type="checkbox"/> Personal Contacts	Generate a list of relevant contacts made, including contact details.
<input type="checkbox"/> Photographic / Video records	Note time and location of any photographs / video taken.
<input type="checkbox"/> Oil Distribution	Make sketches of oiled areas with notes.
<input type="checkbox"/> Site Supervision	Keep a record of all staff under supervision, including hours of work etc. List all equipment utilised.
<input type="checkbox"/> Expenditure Incurred	Record all expenditure and keep receipts.

4.8 Oil Sampling Checklist

C4 Oil Spill Sampling Checklist	
<p>This checklist gives guidance to ABP Marine Officers on the procedure for taking samples of spilled oil. Following the guidance will ensure that sufficient oil has been collected, packaged and labelled correctly and has been handled in such a way that the samples may be used to support claims or prosecution proceedings. MCA STOp Notice 4/2001 (or its updated version), a copy of which is held by the Harbour Master, gives more specific guidance on sampling from the sea and shoreline.</p>	
ITEM	GUIDANCE
<input type="checkbox"/> Number of samples required	<p>The Duty Marine Officer (Patrol) will normally obtain and record 4 numbered samples. 2 will be obtained from the water and 2 where possible will be obtained from the source of the spilled oil. ie. the ship's fuel/cargo tank, scupper, save-all, deck, bilge etc. The ship's Master will be asked to select and retain one of the numbered samples from the water and one from the suspected source. This will be recorded.</p>
<input type="checkbox"/> Sampling Frequency	<p>Where an incident is ongoing, at least one sample of oil pollution on water should be taken per day. Where shoreline impact has occurred, one sample per every 1km of polluted shoreline should be taken per day.</p>
<input type="checkbox"/> Sample Size	<p>A minimum of 500ml of liquid is required or, in the case of polluted shorelines, at least 50gms of pollutant.</p>
<input type="checkbox"/> Method of Sampling	<p>Where the oil is free floating, it is essential that the oil is skimmed from the water surface using the appropriate ladle and that any free water drawn with the sample is minimised. Where the oil has impacted the shoreline, oil should be scraped from rocks, boulders etc and placed in the sample container.</p>
<input type="checkbox"/> Sealing of Sample Containers	<p>Samples should be placed in screw top bottles with the bottle top being sealed to ensure that the sample cannot be tampered with. Lead or wire seals or adhesive labels can be used.</p>
<input type="checkbox"/> Labelling of Samples	<p>Sample bottles should be labelled with the initials of the sampler, the sample number and in accordance with the relevant MCA STOp Notice instructions.</p>
<input type="checkbox"/> Storage	<p>Samples to be stored in a locked cabinet at the VTS Centre pending possible prosecution by the Harbour Master or other empowered organisations.</p>

4.9 Adler and Allan Notification Form

WARNING! Ensure telephone contact has been established with the Duty Manager before using e-mail and fax communications. Telephone: +44 (0)800 592827			
To:	Duty Manager	Name of Duty Manager:	
Email of Duty Manager	dutymanagers@adlerandallan.co.uk	Date:	
Adler & Allan Emergency Fax:	+44 (0)208 5193090		
From:		Position:	
Company:		Contact Number:	
Subject:		Incident Name:	
OBLIGATORY INFORMATION REQUIRED – PLEASE COMPLETE ALL DETAILS			
Name of person in charge			
Position			
Company			
Contact telephone number			
Contact fax number			
E-mail address			
Spill details			
Location of spill			
Description of slick (size, direction, appearance)			
Latitude / longitude			
Situation (cross box)	<input type="checkbox"/> Land <input type="checkbox"/> River <input type="checkbox"/> Estuary <input type="checkbox"/> Coastal <input type="checkbox"/> Offshore <input type="checkbox"/> Port		
Date & time of spill	<input type="checkbox"/> GMT <input type="checkbox"/> Local		
Source of spill			
Quantity (if known)	<input type="checkbox"/> Cross box if estimate		
Spill status (cross box)	<input type="checkbox"/> On-going <input type="checkbox"/> Controlled <input type="checkbox"/> Unknown		
Action taken so far			
Oil type characteristics			
Product name			
Viscosity			
API / SG			
Pour point			
Asphaltene			
Weather			
Wind speed & direction			
Sea state			
Sea temperature			
Tides			
Forecast			

ADDITIONAL INFORMATION REQUIRED – PLEASE COMPLETE DETAILS IF KNOWN	
Resources at risk	
Clean-up resources on-site / ordered	
Nearest airport (if known)	
Runway length	
Handling facilities	
Customs	
Handling agent	
Vessel availability	
Equipment deployed	
Recovered oil storage	
Equipment logistics	
Transport	
Secure storage	
Port of embarkation	
Location of command centre	
Other designated contacts	
Climate Information	
Other Information	

5. Media Statement Forms

Media Holding Statement

Timed at:hrsday Date

At hrs on day 20.....

An oil spill occurred at (location).....

The estimated quantity of oil (state type) spilled islitres

/ tonnes, or the quantity of oil (state type) spilled is not yet known.

The Harbour Authority has initiated spill response measures and is investigating the cause.

NEXT PRESS STATEMENT AT HRS

ALL PRESS ENQUIRIES TO *INCIDENT PRESS OFFICE* TEL:

Media Statement

Incident Name:	_____	
Date Prepared:	_____	Time Prepared: _____
Operational Period:	_____	
Start:	_____	Finish: _____
Message		
Contact for Further Information:		
Approved By:	_____	Date: _____

6. Health and Safety Plan Assessment Form

Site Specific Health and Safety Plan Assessment Form					
1. APPLIES TO SITE:					
2. DATE:		3. TIME:		4. INCIDENT:	
5. PRODUCT(S):				(Attach MSDS)	
6. Site Characterisation					
6a. Area	<input type="checkbox"/> Open water	<input type="checkbox"/> Inshore water	<input type="checkbox"/> River	<input type="checkbox"/> Saltmarsh	<input type="checkbox"/> Mudflats
	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Sand	<input type="checkbox"/> Shingle	<input type="checkbox"/> Docks	
6b. Use	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Public	<input type="checkbox"/> Government	<input type="checkbox"/> Recreational
	<input type="checkbox"/> Residential	<input type="checkbox"/> Other			
7. Site Hazards					
<input type="checkbox"/>	Boat safety	<input type="checkbox"/>	Fire, explosion, in-situ bum	<input type="checkbox"/>	Slips, trips and falls
<input type="checkbox"/>	Chemical hazards	<input type="checkbox"/>	Heat stress	<input type="checkbox"/>	Steam and hot water
<input type="checkbox"/>	Cold stress	<input type="checkbox"/>	Helicopter operations	<input type="checkbox"/>	Tides
<input type="checkbox"/>	Drum handling	<input type="checkbox"/>	Lifting	<input type="checkbox"/>	Trenches, excavations
<input type="checkbox"/>	Equipment operations	<input type="checkbox"/>	Motor vehicles	<input type="checkbox"/>	Visibility
<input type="checkbox"/>	Electrical hazards	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Weather
<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	Overhead/buried utilities	<input type="checkbox"/>	Work near water
<input type="checkbox"/>	Others	<input type="checkbox"/>	Pumps and hoses		Confined spaces
8. Air Monitoring (Oil company incident)					
<input type="checkbox"/>	O2	<input type="checkbox"/>	LEL	<input type="checkbox"/>	Benzene
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	H2S
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Other
9. Personal Protective Equipment					
<input type="checkbox"/>	Foot Protection		<input type="checkbox"/>	Coveralls	
<input type="checkbox"/>	Head Protection		<input type="checkbox"/>	Impervious suits	
<input type="checkbox"/>	Eye Protection		<input type="checkbox"/>	Personal Floatation	
<input type="checkbox"/>	Ear Protection		<input type="checkbox"/>	Respirators	
<input type="checkbox"/>	Hand Protection		<input type="checkbox"/>	Other	
10. Site Facilities					
<input type="checkbox"/>	Sanitation	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	Decontamination
11. Contact details:					
<input type="checkbox"/>	Doctor		Phone		
<input type="checkbox"/>	Hospital		Phone		
<input type="checkbox"/>	Fire		Phone		
<input type="checkbox"/>	Police		Phone		
<input type="checkbox"/>	Other		Phone		
12. Date Plan Completed					
13. Plan Completed by					