

NATO Pol Depot Loch Ewe Off – Site Emergency Plan

MACR



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Resident Engineer, NATO POL Depot, Loch Ewe	2
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INTRODUCTION

The plan outlines the roles and responsibilities of the emergency services and other agencies, and summarises their expected response to an incident at the Scottish NATO POL (Petroleum, Oil and Lubricants) Depot at Loch Ewe, Aultbea, Ross-shire.

Under the provision of the 1987 Dangerous Substances in Harbour Areas Regulations, the Health and Safety Executive are the regulatory body in relation to explosive carrying vessels. The Health and Safety Executive require that both a licensee and a person in charge are nominated and that they are aware of their responsibilities under the regulations. The licensee is the Regional Fuel Manager (RFM2) for Loch Ewe and Garelochhead and the person in charge is the Resident Engineer at the Loch Ewe Depot. In addition, it is necessary to agree a pre-determined involvement by the civil emergency services and the local authority. These arrangements are outlined in this plan.

The plan is also in compliance with the Major Accident Control Regulations (MACR) 2004 the military version of the civilian Control of Major Accident Hazard Regulations (COMAH) 1999.

While the plan is site specific, it is entirely consistent with the Principles of Command and Control. These principles have been agreed nationally by all the services and would form the basis of the response to any major incident.

This plan is intended as an initial response document only. Once an incident has developed, each agency would then refer to their own generic plan to ensure that their own area of responsibility is fulfilled. This plan has the advantage of being a multi-agency document and, therefore, each responding agency will be using the same plan.

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SECTION 1 : AIMS AND OBJECTIVES

1.1 Aim

The aim of this plan is to set out the initial arrangements for dealing efficiently with an incident at the Scottish NATO POL Depot at Loch Ewe, Aultbea, Ross-shire.

1.2 Objectives

The principle objectives of the plan are:

- To clarify the roles of the participating agencies through defined responsibilities.
- To provide an initial response document for all the agencies.
- To ensure procedures are in place and remain relevant and appropriate and, therefore, meet the responding agencies requirements in order to achieve the aim of this plan.

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SECTION 2 : GENERAL INFORMATION

2.1 Location and Access

The site is located on the east shore of Loch Ewe, Aultbea, Ross-shire, on National Grid Reference NG 884 882 (approximately one mile south of Aultbea on the A832).

The installation is in two parts:

- (a) The main tank farm, power station and administration block situation inland from the A832 and accessed by a single-track private road signposted **NATO Loch Ewe – No Access Except on Business**.
- (b) The foreshore are and fuelling jetty is situated on the seaward side of the A832 and is accessed by a single-track road signposted **MOD Property – Keep Out**. The foreshore site is visible from the A832.

2.2 Background Information

The primary function of the installation is the strategic storage and re-distribution of marine propulsion fuels to RN and NATO member ships. It is, essentially, a tanker terminal capable of handling product carriers (both commercial and military).

Two such vessels, operated by the MOD (UK) Navy, are the Auxiliary Oil Replenishment (AOR) vessels Fort George and Fort Victoria. In addition to their cargo of marine fuels they have an explosive carrying capability, limited to 145 metric tonnes while visiting Loch Ewe.

As the NATO facility at Loch Ewe is an operational reserve port for these vessels, they are seldom tasked with visiting the site. Records show an approximate visit frequency of one per year.

2.3 Main Areas of Actual / Potential Danger

The principle source of hazard for the general public from a 'designated explosive carrier' would be the escalation of a shoreside incident, involving the vessel when alongside. In such an event, there are several options open to the ship's Master, the most obvious being an immediate departure from the berth. However, it is the assumption that the vessel would be involved in a potential emergency that forms the basis of this initial response plan.

It is crucial that all shoreside incidents, however minor, are treated as quickly and as efficiently as possible when a 'designated explosive carrier' remains alongside. The greatest risk is considered a small shoreside fire that, if allowed to escalate, would put the vessel at risk and in consequence, it's cargo. Emergency procedures and associated equipment on board such a vessel are considered robust, however, a worst case scenario must be a catastrophic failure of these controls causing the unit to explode.

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SECTION 3 : ALERT STATES AND SAFEGUARDING ZONES

3.1 Notification of Vessel at Berth

The Resident Engineer at the Loch Ewe NATO POL Depot will inform the duty officer at Northern Constabulary's Force Operations Room and the duty officer at the Highland and Islands Fire Brigade Control Room when an AOR vessel is scheduled to visit. ***This information should include the name and cargo details of vessel, duration of stay etc.***

3.2 Ewestop Amber Alert

An amber alert indicates that an incident has occurred at the Loch Ewe NATO Pol Depot, with the potential to lead to off-site consequences.

On receipt of a 'Ewestop Amber' this plan will be implemented in full. All three levels of command and control will be implemented, including the setting up of the Strategic Co-ordinating Centre (SCC) at Inverness, unless an instruction not to invoke the SCC is given.

3.3 Ewestop Red Alert

A red alert confirms that an incident has occurred at the Loch Ewe NATO POL Depot, with off-site consequences.

3.4 Evacuation Area and Safeguarding Distances

The safeguarding distances around the NATO POL Depot are a guide for planning purposes in relation to new development.

Inner Circle 588 metres – no new development including roads and paths.

Middle Circle 882 metres – no dwelling houses, permanent places of work, schools etc.

Outer Circle 1,764 metres – no fragile construction where pressure could result in a secondary hazard, eg. large areas of glass.

The three circles do not relate to the progressive severity of an explosion, or fire but, the outer circle forms the baseline radius for evacuation.

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3.5 Evacuation

If any category of alert is received from the duty officer at Loch Ewe NATO POL Depot, early evacuation around the site should be considered. Evacuation procedures would only be commenced following best advice from the Senior Fire Officer or the Resident Engineer, that there was no possibility of an imminent explosion.

Evacuation is a police responsibility and the decision to proceed with this rests with the Incident Officer and ultimately with the Chief Constable/Overall Incident Commander. Members of the public within the area to be evacuated would have the necessary information relayed to them by the Police. This would be carried out by employing the undernoted means:

- Broadcast messages being passed by local radio and television networks – Grampian TV and BBC Radio Highland 92.4 – 94.7 VHF.

Additionally, once resources arrive, the following two methods may be considered. This will depend on advice from the Senior Fire Officer present as to the safety of entering any area:

- By police vehicles, using public address systems/loud hailers.
- Door to door by police officers.

Note : Responding agencies will only deploy personnel into areas to be evacuated if it is safe to do so.

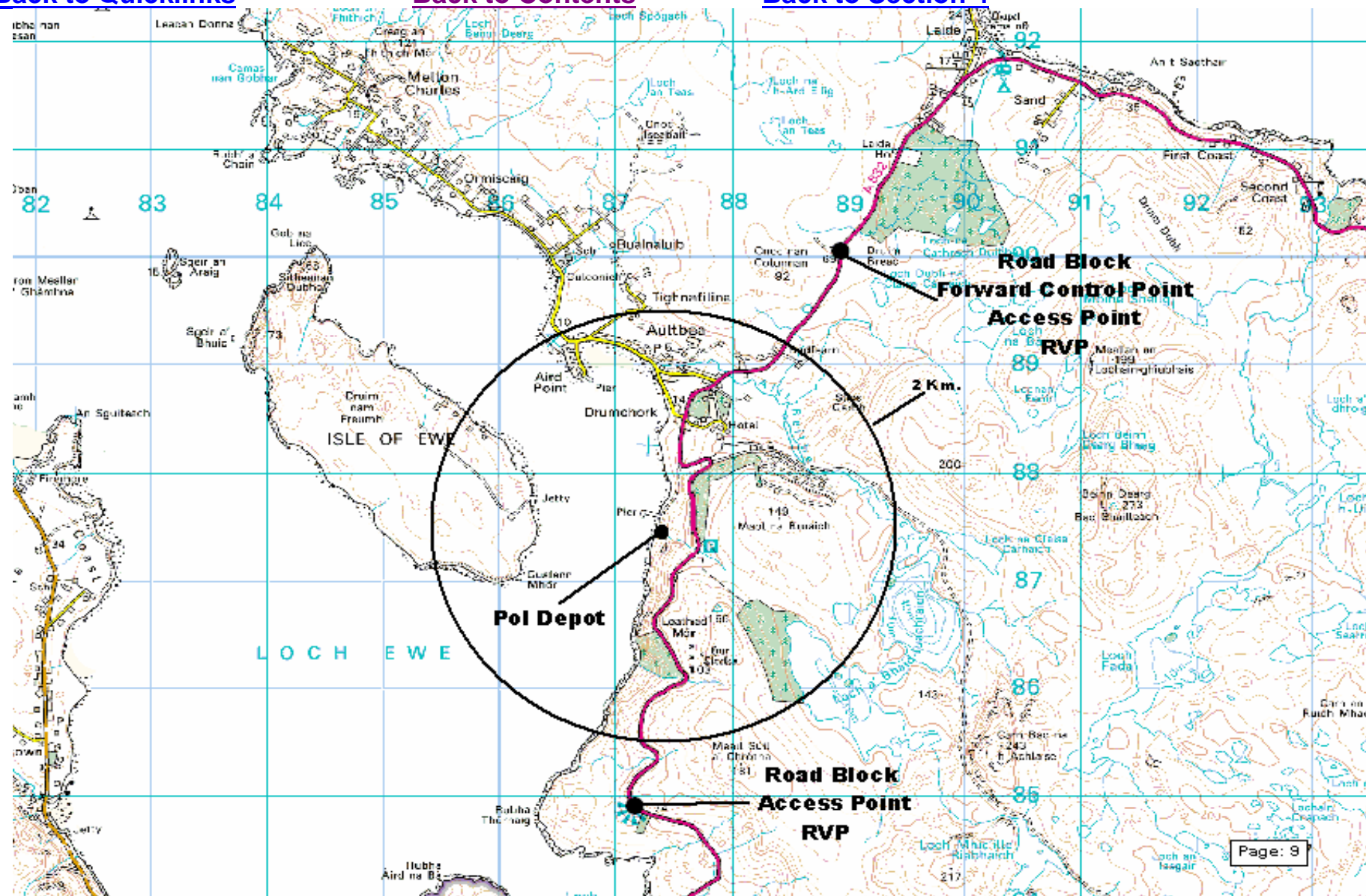
Arrangements are in place, in association with The Highland Council, to provide transport for any members of the public who require it. It is envisaged that the vast majority would self evacuate using their own vehicles.

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SECTION 4 : COMMAND AND CONTROL

4.1 Operational Level : Forward Control Point, Rendezvous Point, Cordons etc

4.1.1 Inner and outer cordons will be deployed, as appropriate, to ensure that access is maintained to all key positions. This will include road blocks, and will be determined by the prevailing wind conditions at the time.

4.1.2 Key Positions – NATO POL Depot

1. Forward Control Point (FCP)

1. Initially, the first emergency service vehicle(s) at the car park on the A832 north of Aultbea will become the Forward Control Point ([click to view](#)).

2. Rendezvous Point

There will be two Rendezvous Points in operation ([click to view](#)).

3. Access Control Point

There will be two Access Control Points in operation ([click to view](#)).

4. Outer Cordon

Variable and dependent on weather conditions. However, in the first instance: The junction of A832 and Laide to Opinan Road and car park on A832 north of Tournag.

5. Incident Control Post (ICP)

The Incident Officers of all services should be co-located, the preferred location being in the Police Station, Dingwall
Tel No. 01349 862444

6. Helicopter Landing Site

To be selected when required as highly variable dependant on weather conditions

7. Forward Media Liaison Point

Gairloch Police Station, Gairloch
Tel No. 01445 712017

8. Receiving Hospital

Raigmore Hospital, Inverness.
Tel No. 01463 704000

9. Evacuee Reception Centres

Aultbea Community Centre, Aultbea
Poolewe Village Hall, Poolewe
Loch Broom Leisure Centre, Ullapool
Mellon Charles Camp

Whichever Evacuee Reception Centre(s) are deemed appropriate on the day will be activated by Emergency Planning, Highland Council.

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4.2 TACTICAL LEVEL : INCIDENT CONTROL POST

4.2.1 The tactical level of command will be established at the Dingwall Police Station.

4.3 STRATEGIC LEVEL

4.3.1 The Strategic Co-ordination Centre (SCC) Inverness, if required to be established: will be located at Police Headquarters, Old Perth Road, Inverness. The main functions of the SCC are:

- To take responsibility for all activities not directly concerned with rectifying the situation at the site.
- To provide a central liaison and information exchange point for relevant organisations.
- To ensure that an adequate flow of information and specialist technical advice on the incident is provided to the emergency services, Local and Central Government and to the media and public.
- To manage the Strategic Level of response for the incident.
- To co-ordinate the overall media strategy.
- Liaise with the SEER and other Government Departments.

4.3.2 Should the scale of the incident require it, the Strategic Co-ordinating Centre would be set up as quickly as possible after a Ewestop Red Alert has been declared. All responding organisations should ensure that within their initial actions representatives from their organisation attend the Strategic Co-ordinating Centre at Police Headquarters, Inverness, as soon as possible. The representatives should be of appropriate standing to make strategic decisions. They would normally bring their Emergency Planning Officers or equivalent as advisers.

4.3.3 Agencies Located at the Strategic Co-ordinating Centre (SCC)

The following people and agencies are located within the SCC at Inverness. A summary of their responsibilities are included [\(click to view\)](#)

Military Co-ordinating Authority:

- a. The Military Co-ordinating Authority (MCA) will be in overall administrative control of all Ministry of Defence department and agencies during any post accident procedures, following an incident.
- b. The MCA will provide authoritative advice to Northern Constabulary and other authorities, particular in matters concerning the off-site response.
- c. During the early response phase to any incident the role of the MCA will be executed from the HM Naval Base Clyde until the MCA assemble at the Strategic Co-ordinating Centre (SCC) Inverness.

Scottish Executive Senior Government Liaison Representative : The role of the government liaison representative will be to provide a direct link with Ministers and government departments in Edinburgh. This person will normally be a senior departmental officer.

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The **Food Standards Agency** (FSA) will be represented in the SCC and has extensive powers to control the production and supply of contaminated or potentially contaminated food, and in co-ordination with **Scottish Executive Environment and Rural Affairs Department** (SEERAD) can invoke restrictions on the movement of foodstuffs, milk and livestock.

Northern Constabulary : Northern Constabulary will be responsible for the co-ordination of the emergency services and other organisations responding to any matters with off-site implications during the emergency phase of an incident at the POL Depot.

Highland and Islands Fire Brigade : Highland and Islands Fire Brigade (HIFB) will have responsibility for all on-site fire fighting and rescue, only after a dynamic risk assessment has been carried out.

Scottish Ambulance Service : Scottish Ambulance Service will be responsible for the initial treatment for off-site casualties, and, thereafter, transportation of casualties to the designated hospitals. Scottish Ambulance Service will assist, if requested, the Local Authority in the transportation of the disabled/elderly from an affected area in the event of an evacuation.

NHS Highland : NHS Highland responsibilities include; making arrangements for the treatment of casualties, providing advice and guidance on health issues, to the public and responding agencies personnel.

The Highland Council : The Highland Council are responsible for the provision of social services, emergency transport, accommodation, feeding of the public affected and the co-ordination of all the civil authorities during the recovery phase of any incident.

4.3.4 Strategic Co-ordinating Group (SCG) Chairman

Role of the SCG Chairman:

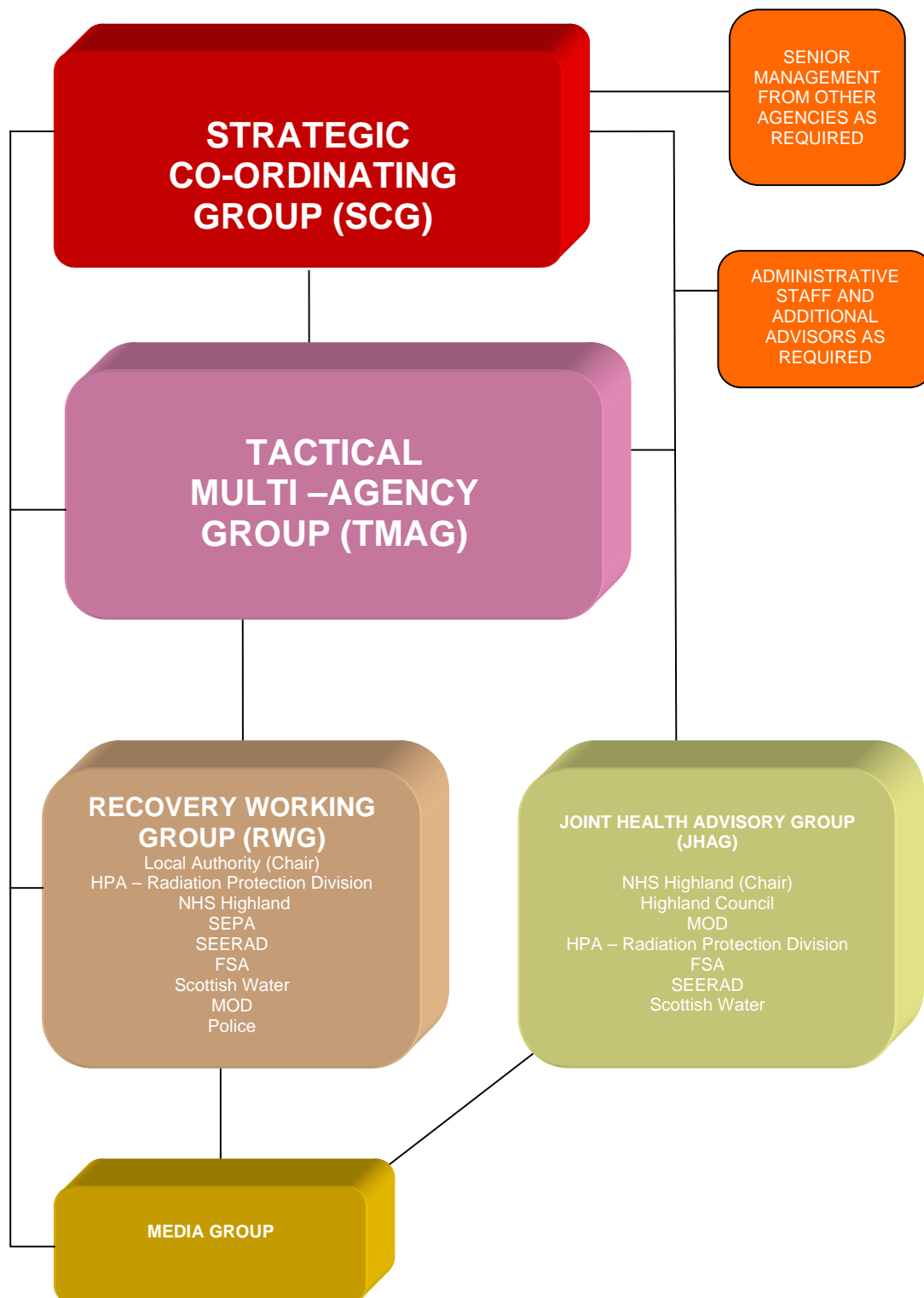
The SCG Chairman will **co-ordinate** the integration of the expertise of all the agencies involved, with the object of effectively bringing the incident to a successful conclusion.

In the emergency phase of the incident the Chief Constable of Northern Constabulary, or a Senior Officer nominated by him, will fulfil the role of the SCG Chairman. In the recovery phase of the incident the Chief Executive of The Highland Council will take over the role of the SCG Chairman.

The Chairperson will be responsible for calling and chairing the main central table meetings in the SCC. The SCG Chairman is also responsible for ensuring that a record of any decisions is taken and displayed for the information of all agencies in the SCC. The Chairperson, in consultation with the Military Co-ordinating Authority (MCA), will decide which agencies will be represented at the central table. One representative from each agency should attend the meetings.

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4.4 STRATEGIC AND TACTICAL MANAGEMENT



4.5 INFORMATION WITHIN THE STRATEGIC CO-ORDINATING CENTRE (SCC) : CO-ORDINATION OF INFORMATION

To co-ordinate the flow of information between all the agencies present within the SCC, Northern Constabulary will operate an administration system.

4.5.1 Message/Action System : To ensure that a record of all strategic information passed between agencies during a major incident/exercise is recorded, a message/action system is administered by the Strategic Administration Team (SAT).

4.5.2 Message/Action Procedure : The message/action form is designed as a multi-purpose form which should be used for sending messages or requesting and replying to actions. Each agency present at the SCC will be supplied with a pad of the forms which are carbonised and produced in triplicate. After completing the message/action form the person raising the form should take it to the Quality Assurer, who forms part of the Strategic Administration Team (SAT), located in the atrium at Police Headquarters. The form is checked by the Quality Assurer to ensure that it has been completed satisfactorily and then passed to the Indexer who will give it a number and time received. Thereafter:

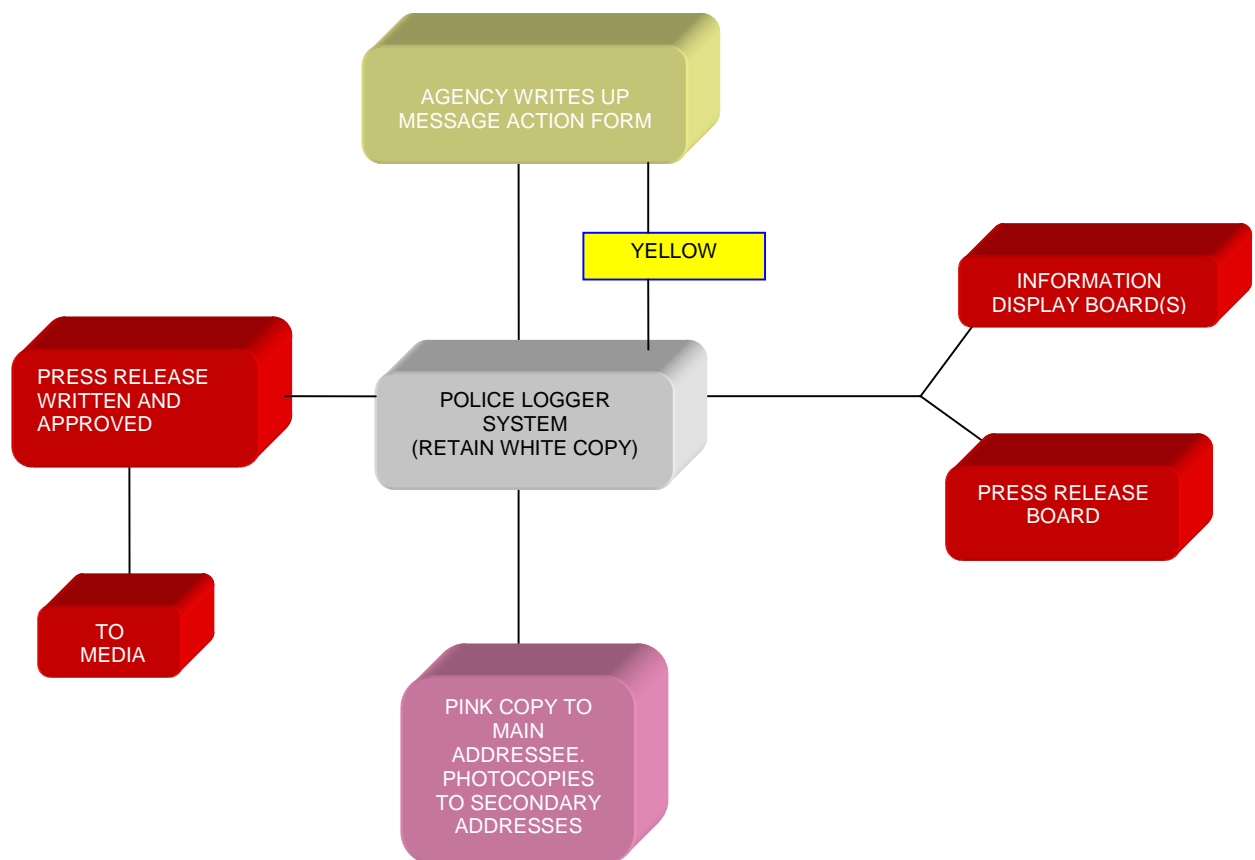
- (a) The Indexer will retain the white copy of the form and return the pink and yellow copies to the person raising the form.
- (b) The person raising the form should pass the pink copy to the addressee and retain the yellow copy for filing.
- (c) The SAT will, thereafter, distribute the information copies, as required.

4.5.3 Information Display : All information recorded by the SAT will be displayed on the 'Incident Summary Board', located at the entrance to the multi-agency room. The Police Strategic Support will continually update the Status Board which is displayed in the multi-agency room. The Status Board will give an update on information such as wind direction, declaration of categories and a ban on food or water etc.

4.5.4 Press Releases : All press releases are approved by the Strategic Co-ordinating Group prior to being released to the media. The press releases will go through the message/action system as described above and will be displayed in the atrium on the 'Press Releases' Board.

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4.6 MESSAGE/ACTION FORM AND PRESS RELEASE FLOW CHART



SECTION 5 : MEDIA MANAGEMENT

5.1 Introduction

The task of dealing with media pressure at the scene of a major incident at the Loch Ewe NATO POL Depot, with off-site implications, will be co-ordinated by the police during the emergency phase of the incident. Media personnel will arrive at the scene very quickly, as they will often have heard of the disaster at the same time as the emergency services. They will expect to have instant access to the facilities they require and an instant response to their request for information and briefings. If these demands are not anticipated, media representatives are likely to add to the confusion.

5.2 Initial Holding Statement

An initial holding statement has been agreed by the Scottish NATO POL Organisation and the responding organisations. Following notification of an amber alert the duty officer at Northern Constabulary's Force Operations Room will release the following statement to the media.

'An incident has occurred about (time and date) at Loch Ewe NATO POL Depot, Aultbea (give brief details). Emergency services are currently at the scene and an update will be given when further information becomes available.'

The purpose of this initial holding statement is to provide time to set up the Forward Media Liaison Point (FMLP) and the Media Briefing Centre (MBC) if required.

5.3 Forward Media Liaison Point

The Forward Media Liaison Point (FMLP) has been identified as the Gairloch Police Station, Gairloch. All media representatives should be directed there. Should the Media Centre in Inverness be established, the media should be encouraged to go there, where representatives from the responding organisations will be present to conduct press conferences. However, it must be recognised that some media will always remain at or near the scene, and the FMLP will require to remain operational.

Press releases will be issued by the Police Media Co-ordinator from Police HQ, Inverness.

It is likely that early media attention will focus around the site at Loch Ewe. A Police Media Officer should seek support and advice from the Police Media Co-ordinator at Force Headquarters, prior to conversing with the media at the FMLP.

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The main functions of the Forward Media Liaison Point are to:

- Co-ordinate the media response at a local level;
- Provide 'pooling' arrangements for photo opportunities nearer the site;
- Provide early media briefing facilities until the strategic media briefing centre is set up in Inverness;
- Provide copies of all press statements.

Following the initial press release and prior to the Media Briefing Centre becoming operational, organisations should, where possible, consult the Police Media Co-ordinator before issuing media statements, to ensure that clear, accurate and non-conflicting information is provided.

5.4 Media Briefing Centre

Should a strategic level of response be required, the Vue Cinema, Inverness Retail Park, Inverness, has been identified as the Media Briefing Centre (MBC). The MBC will be set up simultaneously with the Strategic Co-ordinating Centre (SCC).

A number of advantages are gained by setting up a MBC as soon as possible:

- It provides the media representatives with a known source for the most accurate and up to date information which the authorities can make available.
- Once spokespersons have been nominated, a smooth flow of information can soon be established, compared and co-ordinated.
- There is a better chance of identifying and dealing with any potential differences in approach, and this can be quickly relayed to the emergency services and other control centres.

Once set up, all press conferences should take place within these premises, with appropriate strategic personnel being transported to the MBC from the SCC by Northern Constabulary.

A Media Briefing Centre Manager will be appointed by Northern Constabulary, who will be responsible for the smooth running of the Media Briefing Centre. Close liaison will be necessary between the Strategic Co-ordinating Centre and the Media Briefing Centre, and robust communications will be required.

Note : The Media Briefing Centre should continue to be available for as long as necessary. In some cases, this may be after the local authority takes over the co-ordinating role from the Police.

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SECTION 6 : INITIAL ACTIONS

6.1 ACTIONS OF LOCH EWE NATO POL DEPOT

The Resident Engineer or representative will:

- Contact the duty officers, Force Operations Room, Northern Constabulary and the Highland and Islands Fire Brigade Control and inform them that a 'Ewestop Amber' alert has been declared providing as much detail as possible on the current position.
- Ensure NATO POL Depot security man the two pre-agreed cordon points until arrival of Northern Constabulary officers.
- Ensure the installation is properly secured and move to outside the cordon area.
- Ensure that a representative from the NATO POL Depot co-locates with the emergency services at the Forward Control Point at the layby on the A832 one mile north of Aultbea.

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6.2 ACTIONS OF NORTHERN CONSTABULARY

6.2.1 Actions by Area Command

Inform Force Operations Room, if not source of information.

Inform Senior Officer on duty.

Dispatch Officers (if appropriate) to relevant Rendezvous Point.

Inform Area Commander.

Set up Incident Control Post (tactical level of command - refer to Section 4.2)

Update IMPACT

6.2.2 Actions by Force Operations Room

Confirm that the alert is genuine by telephoning H M Naval Base Clyde

(Duty Controller) or (Maritime Operations Centre)

Inform Ross, Cromarty and Skye Area Command unless source of information

Inform Force Duty Officer

Inform Dingwall Police Station

Inform the following (if external agencies, invite them to send a representative to the Strategic Co-ordinating Centre, Police Headquarters, Inverness):

Scottish Ambulance Service

Highland and Islands Fire Brigade

Maritime and Coastguard Agency

Highland Council Emergency Planning Officer

NHS Highland

Northern Constabulary Emergency Planning Section

Northern Constabulary Media Advisor

Scottish Executive Justice Department (Civil Emergencies Division)

Scottish Executive Environment and Rural Affairs Department

Scottish Environment Protection Agency

Scottish Water

The Food Standards Agency

Procurator Fiscal

Incident Cell Co-ordinator : Chief Superintendent, Head of Operations

Media Cell Co-ordinator : Superintendent Corporate Development Service Unit

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Issue initial press statement completing blanks in message.

Investigation Cell Co-ordinator : Detective Superintendent Crime Support

Logistics Cell Co-ordinator : Head of Administration (to set up Strategic Co-ordinating Centre)

Casualty Bureau Cell Co-ordinator : Chief Inspector Operational Support

Deputy Chief Constable / Chief Constable

The Overall Incident Commander will liaise with the cell co-ordinators and decide to what level these cells should be implemented.

Thereafter, if required, the duty officer Force Operations Room will:-

Call out Casualty Bureau Team

Call out emergency mortuary team

Call out the strategic administration team

Issue public warnings / emergency broadcasts (through Media Adviser)

Call out any other relevant specialist assistance

Obtain weather details from Aberdeen Weather Centre

6.2.3 Initial Actions by Incident Officer

At the start of the incident, the Incident Officer will be the first officer to arrive at the RVP. This officer will assess all the information available and pass it to his Area Command Control Room for the information of the Area Commander or his depute. The first officer at the scene may find that the CHALET mnemonic will assist with gathering appropriate information.

Casualties - details, numbers, severity

Hazards - fires, explosives, chemicals, radiation etc.

Access - identify safe route for other services

Location - exact

Emergency Services - present / required

Type of incident - train / air crash / serious RTA / fire / flood / explosion

Once the Area Commander or his deputy arrive at the designated Incident Control Post, then this officer will take over the role of Tactical Commander.

The Tactical Commander will need to:

1. Ensure Incident Control Post is being set up
2. Consider Rendezvous Point, cordons, road blocks, as requested by the Police Incident Officer
3. Request resources
4. Refer to generic plan for duties

6.2.4 Initial Actions at the Strategic Level

The Incident Cell Co-ordinator (Chief Superintendent Head of Operations) on arrival at Police Headquarters, will:-

Liaise with Administration Cell Co-ordinator and ensure that the Strategic Co-ordinating Centre set up plan had been implemented.

Arrange with Force Operations Room that an appropriate strategic administration team is called out.

Manage the strategic level of response to the incident until the arrival of the Overall Incident Commander (Deputy Chief or Chief Constable) who will assume the role of Strategic Co-ordinating Centre Chairman when the SCC is set up.

Ensure that all the cell co-ordinators have been called out and to liaise with them in relation to what extent their cell should be implemented.

Refer to "Strategic Command Cell" in Section 3 of the Northern Constabulary Generic Plan.

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6.3 ACTIONS OF SCOTTISH AMBULANCE SERVICE

On receipt of a message indicating that a major incident involving casualties has occurred, the Service will implement major incident procedures as contained in the publication Scottish Ambulance Service Operational Arrangements – Civil Emergencies.

As a matter of course, the SAS will contact Northern Constabulary and Highland and Islands Fire Brigade to confirm that they have also been informed.

The predetermined attendance will be proportional to the scale of the incident.

Ambulances will be despatched to the RVP and will liaise with the Police Incident Officer. Until the arrival of the Ambulance Incident Officer, the first crew will act as Incident Officer and Communications Officer.

Liaise with the Site Medical Officer, if present and implement CSCATTT:

1. From the accident scene to the Casualty Reception Centre (a.k.a. Casualty Clearing Station).
2. From the Casualty Reception Centre (a.k.a. Casualty Clearing Station).
3. Until the arrival of the Medical Incident Officer, commence triage and treatment prior to transportation to the appropriate hospital.
4. Provide resuscitation and other emergency support equipment.

The SAS are responsible for notification, mobilisation and transport of a medical team.

Further ambulance vehicles, if available, can be mobilised by Inverness Emergency Dispatch Centre.

The SAS Airdesk will co-ordinate all Service aircraft as to availability and suitability.

The SAS are responsible for the notification and co-ordination of the Voluntary Aid Societies, such as Red Cross and St Andrew Ambulance Association at the scene of a major incident, who will provide support for the service.

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6.4 ACTIONS OF THE HIGHLAND COUNCIL

Area Manager

The Area Manager upon receipt of an accident alert from Emergency Planning will:

- (a) Implement the callout procedure in the areas major emergency plan, set up and fully man the area EC.
- (b) Until the Emergency Planning Officer arrives, arrange for a locally based Council Officer to attend at:
- (c) **Ewestop Amber Alert**
 - (i) Ensure that all schools, hospitals and similar institutions within 2Km of the site are notified that there has been an accident.
 - (ii) Make arrangements for the evacuation of any persons resident within 550 metres of the accident site.
 - (iii) Arrange for a locally based Council Officer with communications eg. radio or cellular telephone to attend at forward control point (FCP) and liaise with Police until EPO arrives.

Forward Control Point - Car park on A832 - north of Aultbea.

- (d) **Ewestop Red Alert**
 - (i) Carry out c(1) to c(3) above plus the following.
 - (ii) In liaison with the Police, make preliminary arrangements to evacuate members of the general public from the area of hazard, or advise them to remain sheltered indoors with doors and windows shut, as advised.
 - (iii) Place a restriction, in liaison with Environmental Health, on the sale and consumption of meat, vegetables, free range eggs and other exposed foodstuffs, including farmed salmon and trout, shellfish and freshwater fish within a 30° sector and up to 2 Km downwind of the site.

Emergency Planning Officer

- (a) Set up, staff and operate the Council's Emergency Centre, Raigmore, Inverness.
- (b) Despatch emergency control vehicle to Forward Control Point (FCP) to liaise with police.
- (c) Despatch Emergency Planning Officer (EPO) to area Emergency Centre concerned.

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- (d) Instruct Emergency Planning to inform:
 - (i) Area Manager
 - (ii) Chief Executive
- (e) Advise and assist the Area Manager concerned in:
 - (i) Communicating all information and advice.
 - (ii) Assistance to the Naval Authorities, uniformed emergency services, Health Board and any other relevant agencies as required from Council sources of manpower and equipment.
 - (iii) On completion of the emergency prepare a report for the Chief Executive Highland Council copying the report to the Area Manager involved.
- (f) Arrange for CE or Director from Highland Council HQ to attend at Strategic Co-ordinating Centre (SCC) Inverness with all necessary support staff.

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6.5 ACTIONS OF NHS HIGHLAND

6.5.1 Department of Public Health

Upon receipt of notification of an incident from Police HQ Control Room, the Director of Public Health or his duty Consultant in Public Health will alert the Accident and Emergency Consultant or duty Consultant at Raigmore Hospital to the possibility of injured and contaminated personnel arriving at the hospital.

(a) Ewestop Amber Alert

The Health Board will be contacted by the Police to alert them to the developing situation.

(b) Ewestop Red Alert

In respect of a category 2 incident the duty Consultant in Public Health will immediately proceed to Strategic Co-ordinating Centre, Police Headquarters, Inverness where he/she will represent NHS Highland.

The Consultant in Public Health will:

- Advise on all public health matters.
- Advise on casualty and public evacuation where necessary.
- Advise on the banning of consumption of unsealed foodstuffs, liquids and free range eggs within affected sector in liaison with the FSA, SEERAD and Environmental Health representatives.
- Liaise with Scottish Water and SEPA representatives.

6.5.2 Contaminated Casualties

- (a) The treatment and admission to hospital of contaminated casualties will be co-ordinated by the Military Co-ordinating Authority in consultation with the Consultant in Public Health.
- (b) Decontamination and screening facilities are available at the Qinetiq Base, Kyle of Lochalsh, for the uninjured and those with minor injuries.
- (c) Patients who are injured and/or contaminated will be immediately transferred to the Radiation Screening Unit, Raigmore Hospital, Inverness, as the designated hospital for this area.
- (d) The treatment of casualties should be on the basis that it is the requirement to treat life threatening injuries and conditions before carrying out any required decontamination procedures.

6.5.3 Medical Physics Team

A Medical Physics Team from Raigmore Hospital, Inverness will be made available if necessary to attend at Kyle of Lochalsh to provide public re-assurance monitoring.

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6.6 ACTIONS OF HIGHLAND AND ISLANDS FIRE BRIGADE

6.6.1 ACTIONS BY FIRE CONTROL

- (a) Receive the call from Northern Constabulary.
- (b) Immediately mobilize pre-determined attendance 124 to the designated Forward Control Point.
- (c) Inform Duty Senior Officer
- (d) Mobilise further resources as necessary.

6.6.2 ACTIONS BY OFFICER IN CHARGE OF FIRST ATTENDANCE

- (a) Proceed to the designated Forward Control Point.
- (b) Contact the responsible person at the Forward Control Point to gather all necessary information to allow an assessment to be carried out to decide on the strategy to be adopted.
- (c) Hand over command and control of firefighting and rescue to the next senior HIFB Officer when they arrive.

6.6.3 ACTIONS BY DISTRICT OFFICER OR DUTY ADO

- (a) Proceed to the Forward Control Point.
- (b) Formally take charge of the incident from the HIFB Officer in charge of the first attendance, with regard to command and control of firefighting and rescue operations.
- (c) Co-locate at the Forward Control Point with the Police Incident Commander and senior officials from other services and organisations.

6.6.4 ACTIONS BY DUTY OFFICER – TACTICAL LEVEL

- (a) If there is more than one Wholetime Officer on duty, the Senior Officer will proceed to the Incident Control Post at Dingwall Police Station.
- (b) Act as Fire Brigade Liaison Officer and, if necessary, take charge of the incident following a briefing from the Officer in charge of firefighting operations.

6.6.5 ACTIONS AT STRATEGIC LEVEL

- (a) If the Chief Constable declares that the Strategic Level of command is to be established, and that the Strategic Co-ordinating Group is to be set up, the Firemaster or his Deputy will proceed to Police Headquarters in Inverness to sit on the Group.

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6.7 ACTIONS OF MARITIME AND COASTGUARD AGENCY

1. HM Coastguard will open an Incident in their Command and Control System, and establish communications with the Police Incident Control. The Coastguard station responsible for the District in which the incident occurs, will be alerted, to co-ordinate Coastguard actions on or near the scene.
2. If Inverness SCC is activated, MRCC Aberdeen may dispatch suitable personnel to attend. Until the arrival at the SCC of the CG liaison personnel, information flow will remain via the Police, either at the SCC, or Force Operations Room.
3. HM Coastguard will initiate alert broadcasts on Radio and Satellite Systems at the request of the Police Incident Commander/SCC Liaison Officer.
4. HM Coastguard will conduct enquiries to establish the safety of Vessels or persons which may be in potential danger areas, in consultation with the Police Incident Commander and SCC Liaison Officer.
5. HM Coastguard may task Coastguard units afloat and on shore to assist the other emergency services, and will respond to any other requests through the SCC Liaison.

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SECTION 7 : ROLES/RESPONSIBILITIES OF RESPECTIVE AGENCIES

7.1 THE ROLE OF THE LOCH EWE NATO POL DEPOT

7.1.1 In responding to an incident at the Fuel Depot, the responsibilities may be summarised as follows:

- a. The deployment of the Resident Engineer, or other appropriate person, to act as liaison with the emergency services at the Forward Control Point.
- b. The provision of assistance and resources to the emergency services.
- c. The dissemination of Depot information, including tank contents (fuel type and quantity), number of individuals in the area and any initial response taken by Depot staff, to the Fire and Rescue Service Incident Officer at the Forward Control Point.
- d. The prevention/reduction of a possible public/environmental hazard by the rapid containment of any spilt fuel.
- e. Support other investigative agencies in the investigation of the incident.
- f. To restore the site to normality by the recovery, if possible, and the clean up of spilt fuel in accordance with the Depot Oil Spill Plan.

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7.2 THE ROLE OF NORTHERN CONSTABULARY

- 7.2.1 Responding to emergencies is a normal feature of the work of the police service. The normal role and responsibilities of the police encompass the protection of life and property. The Chief Constable is also responsible in the emergency phase of response to any major incident for the control and co-ordination of the emergency services and other agencies.
- 7.2.2 In responding to an incident at the POL DEPOT the police responsibilities may be summarised as follows:
- (a) The saving of life in conjunction with the other emergency services.
 - (b) Co-ordination of the emergency services and other organisation during the emergency phase of the incident. This applies to all three levels of response, operational, tactical and strategic. The Strategic Co-ordinating Centre would be opened at Police Headquarters, Inverness, to allow all the strategic decision makers for the agencies involved to assemble and make arrangements for the effective management of the emergency response via the Strategic Co-ordinating Group.
 - (c) The protection and preservation of the scene.
 - (d) The investigation of the incident in conjunction with other investigative bodies, where applicable.
 - (e) The collation and dissemination of casualty information.
 - (f) Identification of the dead on behalf of the Procurator Fiscal who is the principal investigator when fatalities are involved.
 - (g) If requested by The Highland Council, assist with the restoration of normality at the earliest opportunity.
 - (h) To initiate the cascade call out system to alert essential services to either deploy or standby.

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7.3 THE ROLE OF SCOTTISH AMBULANCE SERVICE

As one of the emergency services, the Scottish Ambulance Service receives emergency calls from the public and invariably provides the first National Health Service response to an incident. The Ambulance Service provides a comprehensive accident and emergency service, non-emergency patient transport service and an integrated air ambulance service.

In keeping with agreements with the other emergency services regarding command and control, and in keeping with the concept of integrated emergency management, the Ambulance Service will liaise with the Incident Officers of other organisations at Incident Control Posts and between the permanent operations/control rooms of the emergency services.

The role of the Ambulance Service can be summarised as follows:

1. The saving of life and the provision of immediate care to patients at the scene of a major incident and in transit to hospital.
2. The alerting of hospital services and immediate care GPS.
3. The management of decontamination for people affected by hazardous substances, prior to evacuation from the scene.
4. The evacuation of the injured from the scene in order of medical priority.
5. Arranging and ensuring the most appropriate means of transport for the injured to the receiving hospital.
6. The supply of patient care equipment to the scene of a major incident.
7. The transport of appropriate medical staff and their equipment to the scene of a major incident.
8. Alerting and co-ordinating the work of the Voluntary Aid Societies acting in support of the ambulance service at the incident site.
9. The provision and maintenance of communications equipment for medical staff and appropriate Voluntary Aid Society personnel. At the scene of a major incident.
10. The restoration of normality.
11. The prior training of medical staff / VAS personnel in the use of ambulance communications equipment.

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7.4 THE ROLE OF THE HIGHLAND COUNCIL

- 7.4.1 It is likely that a number of Council Services would become involved in a major incident at the POL Depot.
- 7.4.2 In responding to an incident the local authority's responsibilities may be summarised as follows:
- (a) The selection of Reception Centres and to arrange for the transportation and reception of local residents in the event of evacuation from any area of risk.
 - (b) To provide assistance and resources to the emergency services as requested by them.
 - (c) To liaise with the emergency services engaged at the scene.
 - (d) Co-ordination of the emergency services and other organisations during the recovery phase of the incident.

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7.5 THE ROLE OF NHS HIGHLAND

- 7.5.1 The normal work of the Health Board encompasses primary health care and the protection of public health. Emergency arrangements have been made by the Board to deal with the treatment of large numbers of casualties, public health incidents and the treatment of casualties contaminated with radiation or toxic materials.
- 7.5.2 In responding to an incident at the POL Depot the Health Board responsibilities may be summarised as follows:
- (a) The care of casualties and those affected by the incident.
 - (b) The operation and use of the decontamination facility at Raigmore Hospital, Inverness.
 - (c) The provision of public health advice to those managing the response.
 - (d) The provision of a Site Medical Officer and Team when required.
 - (e) The provision of psychological support of victims and those responding to the incident.

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7.6 THE ROLE OF HIGHLAND AND ISLANDS FIRE BRIGADE

- 7.6.1 Responding to emergencies is a normal feature of the work of the Fire Brigade. The normal roles and responsibilities of the Fire Brigade are derived from its long experience in firefighting and rescue operations and encompass the saving of life and the protection of property.
- 7.6.2 In responding to an incident at the POL Depot the Highland and Islands Fire Brigade's responsibilities may be summarised as follows:
- (a) Liaison with co-located personnel to develop a strategy to prevent the further escalation of the incident by tackling fires, dealing with released chemicals and other hazardous situations;
 - (b) The rescue of trapped casualties;
 - (c) Liaison with the Medical Incident Officer and other medical services with regard to the provision of assistance at ambulance loading points and the priority evacuation of injured persons;
 - (d) Participation in investigations as appropriate and preparing reports and evidence for inquiries;
 - (e) Stand-by if necessary during the non-emergency recovery phase to ensure continued safety at and around the site.

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7.7 THE ROLE OF THE MARITIME AND COASTGUARD AGENCY

The Maritime and Coastguard Agency is an Executive Agency of the Department of the Environment, Transport and Regions.

The Maritime and Coastguard Agency is responsible for:

- Minimising loss of life amongst seafarers and coastal users.
- Responding to maritime emergencies 24 hours a day.
- Developing, promoting and enforcing high standards of marine safety.

Minimising the risk of pollution of the marine environment from ships and, where pollution occurs, minimising the impact on UK interests.

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