

**HARWICHCAP  
EMERGENCY PLAN  
INDEX**

Section: -  
Page 1  
Of 1  
Issue No. R01  
Date Issued: January 2005

<b>INDEX</b>	
1.	Overview
2.	Contact List
3.	Amendment Sheet
4.	Introduction
5.	The Haven Ports
6.	Command and Control of Major Incidents
7.	Marine Major Incidents Special Considerations
8.	Major Responders
9.	Key Locations
10.	Memorandum of Understanding

# **HARWICHCAP EMERGENCY PLAN**

Section:	1
Page	1
Of	1
Issue No.	R01
Date Issued:	January 2005

## **1. OVERVIEW**

This document has been produced to assist in the understanding by, and the co-ordination between, all authorities and agencies expected to respond to a major incident in the Haven area. Those responders include:

- Harwich Haven Authority
- The Maritime and Coastguard Agency
- Essex Police
- Suffolk Police
- Essex Fire and Rescue Service
- Suffolk Fire and Rescue Service
- Essex Ambulance Service
- East Anglian Ambulance N.H.S.Trust
- Essex Health
- Suffolk Health
- Environment Agency
- Port of Felixstowe
- Harwich International Port
- Harwich Navyard
- Associated British Ports Ipswich
- Essex County Council
- Tendring District Council
- Suffolk Coastal District Council
- Stena Line
- DFDS TOR

This outline plan is the property of all responding organisations and each has a responsibility for ensuring that any amendments to their relative operations is passed to the administrating organisation.

To ensure consistency of approach the role of administering the plan will be shared between organisations on an annual basis. Suffolk Coastal District Council will be responsible for the administration from 07 APRIL 2004 until 06 April 2005

A selected working group will meet on a regular basis to ensure that there is a combined and effective response between all authorities and agencies in both Essex and Suffolk.



**HARWICHCAP  
EMERGENCY PLAN  
INTRODUCTION**

Section: 4  
Page 1  
Of 1  
Issue No. R01  
Date Issued: January 2005

**4. INTRODUCTION**

Harwichcap has been formulated in consultation with the principal emergency services and county support agencies within Essex and Suffolk.

It provides an overview of the combined marine and shore based response to an incident involving a vessel within the jurisdiction of the Maritime and Coastguard Agency (MCA / HM Coastguard / Thames Coastguard) and which impacts upon any or all of the **Haven Ports**.

The response includes the following elements:

- Alerting procedure for specific marine and shore based organisations.
- Communication and liaison between the MCA (HM Coastguard / Thames Coastguard) and the organisations providing a shore based response, which include emergency services in both Essex and Suffolk, Harwich Haven Authority, The Port of Felixstowe, Harwich International Port, Navyard and shipping companies, the local authorities in Essex and Suffolk and Voluntary Agencies.
- The actions to be taken to contain an incident and to provide safe recovery to shore for those persons involved.
- Provision of facilities and resources to assist those persons recovered to shore.

**HARWICHCAP  
EMERGENCY PLAN  
THE HAVEN PORTS**

Section: 5  
Page 1  
Of 2  
Issue No. R01  
Date Issued: January 2005

**5. THE HAVEN PORTS**

**Felixstowe Port**

Felixstowe is the largest port within the Haven Group and is operated by Hutchison Ports (UK) Ltd. There are approximately 10,000 feet of quay space divided into two specially designed container terminals. In addition there are four specialised RoRo berths handling trailer, mafi and some container traffic. Two of the four RoRo berths are no longer operational with the withdrawal of P&O North Sea Ferries.

Within the complex is sited a tank storage depot for the distribution of oils, fuels and gasses inland. An oil jetty tanker berth, adjacent to the tank storage depot, accommodates large tank ships.

The port is served by rail and the main A14 road. It has its own statutory police force, as well as a fire and ambulance service and Occupational Medical Centre.

**Harwich International Port**

Harwich International Port (HIP) has a quay face of 4000 feet and can accommodate about seven ships at one time comprising RoRo ferries and container ships. It is also operated by Hutchison Ports (UK) Ltd.

To the west of HIP is Petrochem Carless Limited, a site principally handling petroleum products. It operates a single tanker berth that is frequently used by coastal tankers importing or exporting a range of petroleum products. The site is registered under the Control Of Major Accident Hazards (COMAH) Regulations 1999 and as such is required, in liaison with the emergency services and local authority, to produce an off-site emergency response plan.

**Navyard Wharf**

Navyard Wharf is situated in Harwich Town. It has three RoRo berths and an area for trailer storage. No passenger ships operate from this wharf and all cargo is handled on trailers or loose general cargo ships.

**Ipswich Port**

Ipswich Port is also responsible for the River Orwell until its junction with the River Stour at the Fagbury Buoy. The Port handles containers, bulk and general cargo plus a daily RoRo service. Loaded tankers transit Harwich Harbour and the River Orwell to discharge petroleum products at Ipswich.

**HARWICHCAP  
EMERGENCY PLAN  
THE HARWICH PORTS**

Section:	5
Page	2
Of	2
Issue No.	R01
Date Issued:	January 2005

**Mistley Quay**

Mistley Quay is situated on the River Stour about ten miles from Harwich Town. Ships normally transit to and from Mistley at or about high tide due to the restriction of depth in the channel.

The port has approximately 1,400 feet of quay forming up to six separate working berths. Bulk cargoes of grain and other commodities including explosive substances etc are handled in addition to general cargo onto coastal vessels.

**HARWICHCAP  
EMERGENCY PLAN  
COMMAND AND CONTROL OF MAJOR  
INCIDENTS**

Section: 6  
Page 1  
Of 2  
Issue No. R01  
Date Issued: January 2005

**6. COMMAND AND CONTROL OF MAJOR INCIDENTS**

**AT SEA**

HM Coastguard, part of the Maritime and Coastguard Agency (MCA) are responsible for the co-ordination of maritime and coastal search and rescue (SAR) operations within the United Kingdom Search and Rescue Region. This comprises of 10500 miles of UK coastline and a sea area of 1 million square nautical miles, which expands westerly 1000 nautical miles into the North Atlantic. Harwich Haven Authority has general responsibility for the safe movement of shipping and incidents not involving search and rescue.

The Maritime Rescue Co-ordination Centre for the Harwich area is Thames Coastguard based at Walton on the Naze. HM Coastguard Headquarters are located at Southampton.

HM Coastguard will co-ordinate maritime search and rescue operations and will utilise lifeboats, the Coastguard and Ministry of Defence search and rescue helicopters, fixed wing aircraft and assistance from international shipping and tugs, port, harbour and marine services.

**ON SHORE**

**Emergency Services**

Other than the SAR element that is under the control of the MCA, the Police will take the lead in any major incident. They will co-ordinate the activities of the emergency services except at the scene of a fire or explosion, when a Senior Fire Officer will exercise control of the site.

An effective emergency services command and control system is operative throughout both Essex and Suffolk areas. Procedures exist for the rapid implementation of traffic control arrangements, including access and egress points for emergency vehicles, additional communications, provision of a Mobile Incident Office, police and ambulance helicopters and Essex police marine support.

**Local Authorities**

The respective local authorities within Essex and Suffolk have the responsibility for providing necessary support to the principal emergency services. They will provide emergency accommodation and welfare support to those rendered temporarily homeless during the incident. In the longer term will undertake the restoration process and provide appropriate support to reduce the impact of the incident on the local community

**HARWICHCAP  
EMERGENCY PLAN  
COMMAND AND CONTROL OF MAJOR  
INCIDENTS**

Section: 6  
Page 2  
Of 2  
Issue No. R01  
Date Issued: January 2005

**Voluntary Agencies**

A number of voluntary agencies able to provide support to those affected by an incident have been pre-identified. A comprehensive call out system is maintained and will be activated by local authorities as appropriate.

**Environment Agency (EA)**

The EA have the responsibility for controlling and preventing pollution and will play a major role in any incident which results in the pollution of the area both on land and in the Haven area at sea.

**HARWICHCAP  
EMERGENCY PLAN  
MARINE MAJOR INCIDENTS SPECIAL  
CONSIDERATIONS**

Section: 7  
Page 1  
Of 1  
Issue No. R01  
Date Issued: January 2005

**7. MARINE MAJOR INCIDENTS SPECIAL CONSIDERATIONS**

1. Implications of the vessel(s) considered to be a Scene of Crime
2. Arrangements to deal with the delay in releasing personal possessions
3. Arrangements to deal with Passengers who have little or no personal possessions
  - Onward travel arrangements
  - Temporary accommodation in excess of 24 hours
  - The role and responsibilities of the carrier
4. Foreign Nationals
  - Immigration
  - Interpreters
5. Deceased/Injured/uninjured survivors from the same family.
6. Deceased persons
  - Friends and Relatives of Deceased
7. Contamination Incidents
  - Decontamination arrangements
  - Pre-Identified Decontamination Sites

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	1
Of	18
Issue No.	R01
Date Issued:	January 2005

## **8. MAJOR RESPONDERS**

**THIS SECTION PROVIDES A BRIEF OUTLINE OF THE ROLE MAJOR RESPONDERS WILL UNDERTAKE DURING AN INCIDENT WITHIN THE HAVEN AREA**

### **HM COASTGUARD (MCA)**

H M Coastguard (HMCG) is a branch of the MCA. Thames Coastguard is based at Walton-on-Naze. HMCG undertakes the above role for an area that INCLUDES the Haven Ports and the sea area adjacent.

- 24hr 365 day Emergency Organisation responsible for initiation and co-ordination of Civil Maritime Search and Rescue within the United Kingdom Search and Rescue Region.
- Will advise land-based agencies of the emergency as swiftly as possible.
- HMCG will initiate and co-ordinate all available SAR resources which include RNLI lifeboats - MOD and coastguard helicopters - MOD fixed wing aircraft - MCA pollution and spotter aircraft – transiting commercial vessels – coastguard rescue teams.
- A close liaison is vital with Harwich Haven Authority regarding the safety of navigation with regard to types and positions of vessels in the area and the availability of local vessels i.e. pilot boats – tugs etc.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	2
Of	18
Issue No.	R01
Date Issued:	January 2005

**HARWICH HAVEN AUTHORITY (HHA)**

Operating a Pilotage and Vessel Traffic Service HHA is responsible for 150 square miles of river and seaward approaches.

- To ensure the safe transit of shipping within the Haven area.
- Provide radar monitoring of harbour and seaward approaches.
- Liaise with and assist the MCA during SAR operations.
- Provide Authority craft to assist in the rescue of people.
- Ensure the safety of navigation within the Haven area and suspend shipping movement if necessary to affect a rescue
- Liaise with rescue services when recovering and landing survivors.
- Decide landing and docking locations for people and/or vessels in consultation with the relevant authorities.
- Respond to contamination incidents that threaten the Haven environment.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	3
Of	18
Issue No.	R01
Date Issued:	January 2005

**HARWICH INTERNATIONAL PORT (HIP)**

Harwich International Port covers 258 acres handling Cruise passenger liners, Ro-Ro facilities, container terminals and an oil tanker berth.

Harwich International Port will assist with large ship emergencies providing facilities for passenger evacuation from a vessel that is able to berth at the port.

Provide facilities for triage and survivor reception.

Co-operate with the Police should a vessel be declared a scene of crime.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	4
Of	18
Issue No.	R01
Date Issued:	January 2005

**NAVYARD**

The Navyard Wharf is operated by the Harwich Dock Company Ltd. Ro-Ro cargo ships sail to various ports in Finland, Sweden, Norway, Denmark and Belgium.

The Navyard will provide a landing site for small craft carrying persons affected by an incident at sea. Small to medium commercial vessels may also be berthed alongside if necessary.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	5
Of	18
Issue No.	R01
Date Issued:	January 2005

## **PORT OF FELIXSTOWE**

The Port of Felixstowe, located within Suffolk, is the largest container port in the UK capable of accepting the latest large generation of vessels and handling high volumes of container lorries and rail movements. It is one of the UK's largest RoRo ports, and has a storage and handling capability for bulk liquid of up to 63,000m<sup>3</sup>:

- Establish FCP( Bronze) at the Felixstowe Dock Tower, under the control of the Assistant Portmaster and supply two Paramedic/ ambulance staff if required for on-board assistance for distressed vessel;
- Establish Survivor Reception Centre at The Seaman's Mission, with Port of Felixstowe Occupational Health staff providing first aid and treatment either there or at the Port Medical Centre;
- Provide an officer for Tactical ( Silver) Control at the Port Fire Station;
- Establish survivor landing area at the pontoon in the Dock basin with facilities to use the mobile crane and man cage to transfer casualties to the quayside;
- Provide an area for Suffolk Police to establish a Body Holding facility within the Port;
- Provide support and RV facilities for the County Emergency Services.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	6
Of	18
Issue No.	R01
Date Issued:	January 2005

## **ESSEX POLICE**

Essex Police will carryout the following roles:

- The saving of life in conjunction with the other emergency services;
- Establish shore command GOLD & SILVER as appropriate;
- Co-ordination of emergency services, local authorities, media and other organisations acting in support at the scene of the incident;
- Secure, protect and preserve the scene, and to control sightseers and traffic through the use of traffic control and cordons;
- Press and media control in liaison with other emergency services, and other responding agencies;
- Investigation of the incident, obtaining and securing evidence in conjunction with other investigative bodies where applicable;
- Collation and dissemination of casualty information;
- Identification of the dead on behalf of HM Coroner;
- Short-term measures to restore normality after all necessary actions have been taken

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	7
Of	18
Issue No.	R01
Date Issued:	January 2005

## **ESSEX FIRE AND RESCUE**

Essex Fire & Rescue will carry out the following roles:

- In the event of a major fire, with the vessel alongside, will assume control of the incident;
- Rescue of trapped casualties;
- Prevent further escalation of the incident by tackling fires, dealing with released chemicals, and other hazardous situations;
- Gather and provide information and hazard assessment to the police concerning the need to evacuate members of the public;
- Liaison with the Police to establish and control an inner cordon unless it is a terrorist incident;
- The safety of all personnel involved in rescue work.;
- Consider the environmental consequences arising from any incident;
- Liaison with the Medical Incident Officer, the ambulance and medical services;
- The recovery of the deceased rest with the Police. The Fire Service will assist should any unusual risks exist;
- Participation in investigations and preparation of reports for subsequent inquiries;
- Maintain operational cover within the county through mutual aid arrangements with neighbouring fire services;
- Maintain support during the non-emergency, recovery phase as appropriate.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	8
Of	18
Issue No.	R01
Date Issued:	January 2005

## **ESSEX AMBULANCE SERVICE**

Essex Ambulance Service will:

- Assess the incident and the number of casualties trapped or injured;
- Co-ordinate the on-site operational NHS response;
- Initiate the alert cascade system with all Health partners;
- Identify Receiving and Supporting Hospitals;
- Liaise with other Emergency Services on site;
- Identify and activate the resources and equipment needed to respond to the incident;
- Manage the NHS activity at the scene;
- Co-ordinate NHS communications at the scene;
- Treat casualties, assist with extrication, triage, stabilise and give initial treatment to trapped or injured casualties;
- Transport casualties to hospital;
- Provide representation at media briefings;
- Carry out the decontamination of contaminated casualties in liaison with the Fire Service;
- Protect the health and safety of all health service personnel on site.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	9
Of	18
Issue No.	R01
Date Issued:	January 2005

**SUFFOLK POLICE**

Suffolk Police will:

- Provide a co-ordinated response by the Emergency Services and other agencies in Suffolk;
- Ensure survivors are given care and shelter; facilitate the prompt medical treatment of the injured and to deal with the dead on behalf of HM Coroner under sudden death procedures;
- Press and media control in liaison with other emergency services, and other responding agencies;
- Provide notification to next of kin of victims and deal with enquiries from the public and media ;
- Investigate the potential for criminal liability at the earliest opportunity and to secure and provide continuity of evidence.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	10
Of	18
Issue No.	R01
Date Issued:	January 2005

## **SUFFOLK FIRE AND RESCUE SERVICE**

Suffolk Fire & Rescue will carryout the following roles:

- In the event of a major fire, when the vessel is alongside will assume control of the incident. With the vessel at seal operations will be carried out in conjunction with the HM Coastguard / Thames Coastguard;
- Rescue of trapped casualties;
- Prevent further escalation of the incident by tackling fires, dealing with released chemicals, and other hazardous situations;
- Gather and provide information and hazard assessment to the police concerning the need to evacuate members of the public;
- Liaison with the Police to establish and control an inner cordon unless it is a terrorist incident;
- The safety of all personnel involved in rescue work.;
- Consider the environmental consequences arising from any incident;
- Liaison with the Medical Incident Officer, the ambulance and medical services;
- The recovery of the deceased rest with the Police. The Fire Service will assist should any unusual risks exist;
- Participation in investigations and preparation of reports for subsequent inquiries;
- Maintain operational cover within the county through mutual aid arrangements with neighbouring fire services;
- Maintain support during the non-emergency, recovery phase as appropriate.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	11
Of	18
Issue No.	R01
Date Issued:	January 2005

## **EAST ANGLIAN AMBULANCE SERVICE**

East Anglian Ambulance will:

- Assess the incident and the number of casualties trapped or injured;
- Provide a co-ordinated response as an integral part of the Emergency Services in Suffolk;
- Provide Initial Triage, Treatment and Transportation of casualties to designated hospitals or treatment centres;
- Carry out the decontamination of affected persons / casualties, supported (where necessary) by the Fire Service when dealing with mass casualty incidents;
- Instigate the alerting system to / within the Suffolk Health economy;
- Liaise with other emergency services, the Suffolk Health economy and other organisations as required;
- Where necessary provide representation at media briefings;
- Maintain operational effectiveness within the county through the instigation of mutual aid arrangements.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	12
Of	18
Issue No.	R01
Date Issued:	January 2005

## **SUFFOLK HEALTH**

Suffolk PCTs will:

- Co-ordinate appropriate level of response by Chief Executive / Director of Public Health to both the incident site and / or HEALTH SILVER;
- Provide, where necessary, Health Emergency Resilience Team and PCT on-call members to attend the incident and / or GOLD to assist the Chief Executive / Director of Public Health;
- Provide appropriate staff to assist in the Rest Centre, Survivor Evacuee Centre in conjunction with Suffolk Coastal District Council;
- Provide advice on public health issues through JHAC (Joint Health Advisory Cell) where appropriate or necessary;
- Liaise with;
  - Acute Hospitals
  - East Anglian Ambulance Trust
  - Suffolk County Council / Suffolk Coastal District Council
  - Consultant in Communicable Disease, Health Protection Unit
  - Suffolk Public Health Network
  - Lead PCT, other PCTs and Strategic Health Authority (StHA) if required
  - GP Surgeries / Pharmacies / Community Hospitals

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	13
Of	18
Issue No.	R01
Date Issued:	January 2005

**ESSEX COUNTY COUNCIL**

Essex County Council will:

- Support the emergency services and provide welfare support and care for the survivors, friends and relatives and the wider community;
- In partnership with Tendring District Council co-ordinate the response by organisations other than the emergency services and deploy appropriate liaison personnel at pre-determined locations to provide the local authority response to the incident;
- In the event of an incident resulting in a number of fatalities, which cannot be dealt within normal mortuary facilities, the County Council has the role of supporting HM Coroner in providing Temporary Mortuary facilities.

Essex County Council through its Emergency Plans Unit has the responsibility for:

- Alerting other local authorities and agencies as necessary;
- Co-ordinating council's overall response and provide Liaison Officer's to GOLD;
- Alerting voluntary organisations as necessary and co-ordinating their response;
- Co-ordination and providing, through various agencies, welfare support to survivor reception; rest centres; friends and relatives and local community as required;
- Establishing liaison with the Police Public Relations Office to ensure the co-ordination of the release of information to the news media and the issue of information;
- Establishing liaison with the appropriate Government departments, public utilities and other organisations.

# **HARWICHCAP EMERGENCY PLAN**

Section:	8
Page	14
Of	18
Issue No.	R01
Date Issued:	January 2005

## **TENDRING DISTRICT COUNCIL**

The Council will:

- Endeavour to provide expertise, manpower, specialised equipment, arrange temporary accommodation and meals and organise support for those affected by, or evacuated as a result of, a major incident;
- Continue to provide, as far as is practical, those services for which it is normally responsible;
- Provide staff to open and operate a Rest Centre;
- Provide staff to open and operate a Survivor Reception Centre (at request of Police);
- Provide staff to open and operate a Friends and Relatives Reception Centre (at request of Police);
- Respond to any major incident within the Tendring District;
- With the assistance of Social Services, Education Authority, and Voluntary Agencies provide accommodation, feeding & welfare services to those affected or evacuated;
- Co-ordinate the efforts of voluntary organisations;
- Provide an information service for the public and the media (at the request of the Police).

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	15
Of	18
Issue No.	R01
Date Issued:	January 2005

**SUFFOLK COASTAL DISTRICT COUNCIL**

Suffolk Coastal District Council will:

- Provide resources in support of emergency services, survivors and environmental pollution within the Suffolk Coastal District;
- Provide a liaison Officer for Silver Control at the Port of Felixstowe;
- Provide staff and other resources to support a Police-managed Survivor Reception Centre on the Port of Felixstowe;
- Open and manage a Rest Centre in Felixstowe to provide shelter and onward care of survivors leaving the Port Reception Centre;
- Liaise with Suffolk County Council (Social Care Services) and the relevant Vessel Operating Company on the provision of welfare and support to survivors, friends and relatives, and the provision of transport.;
- Co-ordinate the activities of Voluntary Agencies at the Rest Centre;
- Provide specialist resources to deal with any environmental pollution or beach cleansing within the Suffolk Coastal District in liaison with other relevant agencies;
- Open an Operations Room at Suffolk Coastal District Council Offices, at Woodbridge, to co-ordinate provision of council resources and liaise with Silver Control at the Port of Felixstowe.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	16
Of	18
Issue No.	R01
Date Issued:	January 2005

**SUFFOLK COUNTY COUNCIL**

Suffolk County Council will:

- Co-ordinate appropriate level of response for the need and operation of Survivor Reception Centres as requested by Suffolk Coastal District Council;
- Open and provide facilities for those who come to the scene seeking news of survivors by opening a Friends & Relatives Centre. The centre will provide shelter & refreshments as well as taking their details & details of those they are seeking. This is subsequently passed to the Police Casualty Bureau;
- Provide staff to assist in the operation of Rest Centres if requested by Suffolk Coastal District Council;
- Co-ordinate the appropriate level of response by the Voluntary Agencies in support of the incident;
- Co-ordinate the appropriate level of response by Senior Liaison Officers to both the incident site and to GOLD;
- Co-ordinate the appropriate level of response by Voluntary Operations Officers both on and off site, and to arrange for the Forward Control Vehicle to be deployed to the incident site;
- Will provide, where necessary, Emergency Planning Team members to attend the incident site and GOLD to assist the Senior Liaison Officers.

**HARWICHCAP  
EMERGENCY PLAN**

Section:	8
Page	17
Of	18
Issue No.	R01
Date Issued:	January 2005

**ENVIRONMENT AGENCY**

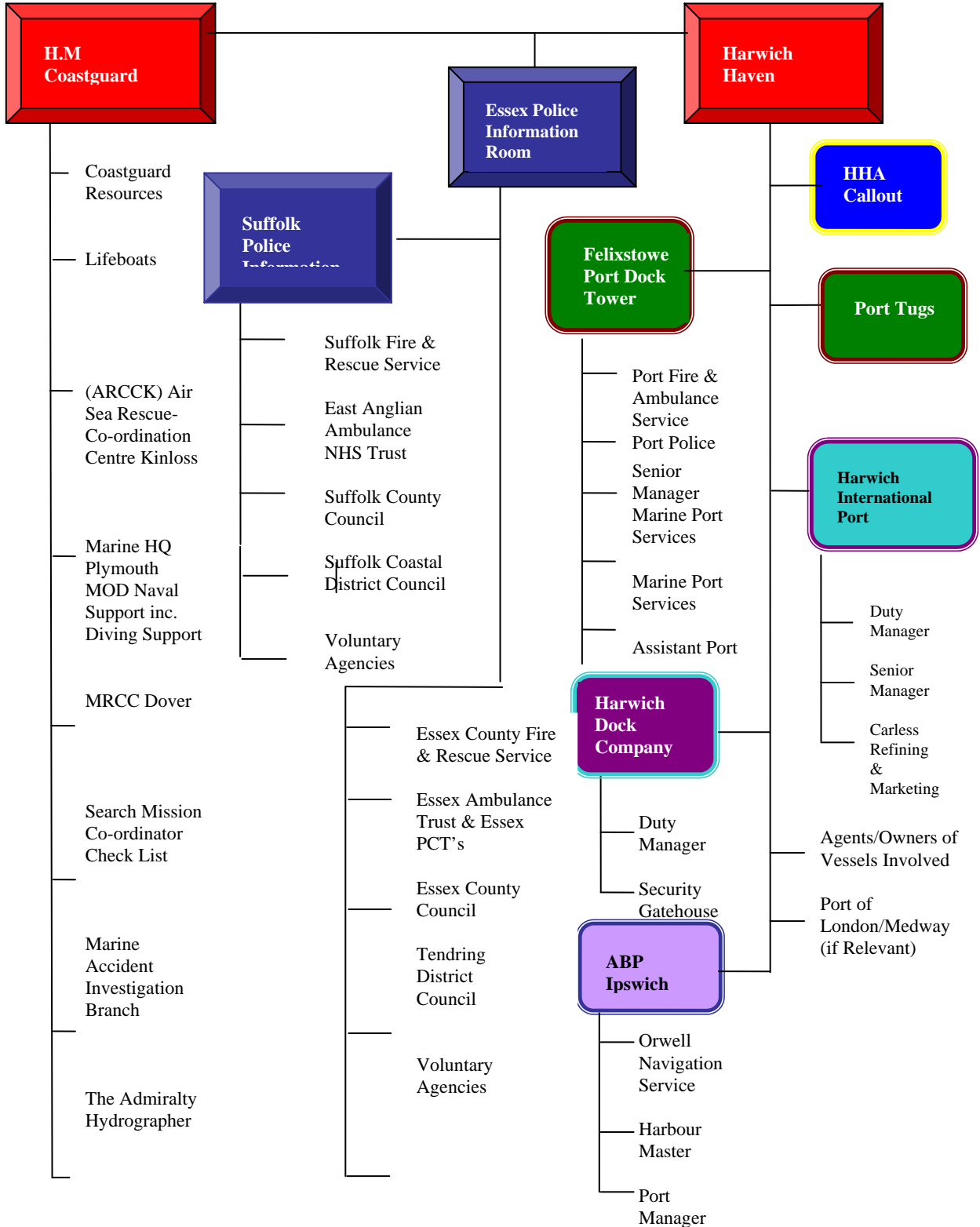
Environment Agency will:

- Regulate waste and water quality matters for rivers, estuaries and coastal waters.;
- Provide informal advice and assistance to other bodies during the course of contingency planning and incident response;
- Provide a major role in the Incident management and the Environment Group and provide support to teams on waste disposal and reconnaissance issues;
- Take the lead with management and prosecution for pollution discharges from land based source;
- Expect early notification of any incident that has occurred;
- Make available considerable quantities of marine pollution control equipment such as booms and skimmers.

**HARWICHCAP  
EMERGENCY PLAN**

Section: 8  
Page 18  
Of 18  
Issue No. R01  
Date Issued: January 2005

**On being notified of an incident at sea the MCA will assess the situation and if appropriate declare a major incident and activate the call-out cascade indicated below.**



## 9. KEY LOCATIONS

Possible Key locations & human resource identified for on-shore command and control in both Essex and Suffolk.

### **ESSEX SITES** (it may be appropriate for liaison officers from Suffolk to attend some of locations below)

	FUNCTION	LOCATION	ROLE	ATTENDEES	COMMENTS
<b>E S S E X</b>	MARINE COMMAND MARINE 'GOLD'	HM Coastguard Station Walton on the Naze	Marine Incident Control; SAR and Marine Gold Command	<ul style="list-style-type: none"> <li>▪ Essex Police</li> <li>▪ Essex County Fire &amp; Rescue</li> <li>▪ Essex Ambulance Service</li> <li>▪ Essex County Council</li> <li>▪ Suffolk Fire &amp; Rescue Service</li> <li>▪ SOSREP</li> <li>▪ Environment Agency</li> </ul>	
	SHORE 'GOLD'	Essex Police Headquarters	Shore Incident Strategic Control (Multi Agency Gold)	As required by type and scale of incident	This is based on the assumption that it has been agreed by the two forces that Essex will lead.
	HARWICH HAVEN AUTHORITY	Navigation House Harwich	Ensure safe movement of shipping and to respond to pollution incidents	If required over and above Walton Coastguard:- <ul style="list-style-type: none"> <li>▪ Essex Police,</li> <li>▪ Essex County Fire &amp; Rescue,</li> <li>▪ Essex Ambulance</li> </ul>	Close liaison with MCA/HMCG and FDRC Dock Tower
	SHORE COMMAND SILVER CONTROL	Police Station, Main Road Harwich	Silver Command (Multi-Agency)	<ul style="list-style-type: none"> <li>▪ Essex County Fire &amp; Rescue</li> <li>▪ Essex Ambulance Service</li> <li>▪ Essex County Council</li> <li>▪ Suffolk Police</li> </ul>	
	RVP	Dovercourt By Pass Between Patrick's and Bathside Roundabouts		All Agencies	

**ESSEX SITES** (it may be appropriate for liaison officers from Suffolk to attend some of locations below)

	FUNCTION	LOCATION	ROLE	ATTENDEES	COMMENTS
<b>E S S E X</b>	FORWARD CONTROL POINT	1. Navyard Security Office 2. HIP Training Room		<ul style="list-style-type: none"> <li>▪ Essex Police,</li> <li>▪ Essex County Fire &amp; Rescue,</li> <li>▪ Essex Ambulance Service</li> <li>▪ Harwich Haven Authority</li> <li>▪ Local Authority</li> <li>▪ Harbour Authority (as appropriate)</li> </ul>	Will be established wherever vessels and/or persons landing.
	LANDING FACILITIES	Navyard	Berths No.4 and No.5  Harbour Master's Jetty – by Navigation House		Landing points for small craft. From Harbour Master's jetty, survivors will be taken to Navyard facilities
	CASUALTY CLEARING POINT	1. Navyard Warehouse No.1 2. Ex Coach Station HIP	Triage and initial casualty assessment and treatment Decontamination of casualties if required.	<ul style="list-style-type: none"> <li>▪ Essex Police</li> <li>▪ Essex Ambulance Service</li> <li>▪ First Aid Voluntary Agencies</li> </ul>	
	DECONTAMINATION AREA (If required)	To be arranged if necessary	Decontamination procedures carried out on all non-injured survivors	<ul style="list-style-type: none"> <li>▪ Essex County Fire &amp; Rescue</li> <li>▪ Essex Ambulance Service</li> </ul>	
	SURVIVOR ASSEMBLY POINT	1. Navyard, - Warehouse No.1 2. HIP - As per SRC		<ul style="list-style-type: none"> <li>▪ Essex Police</li> <li>▪ Essex Ambulance Service</li> </ul>	1. Applies when landing at Navyard
	SURVIVOR RECEPTION CENTRE	1. Harwich High School 2. HIP Cruise Terminal	Information gathering Survivor /MISPER Forms compiled – link into Casualty Bureau	<ul style="list-style-type: none"> <li>▪ Essex Police</li> <li>▪ Local Authority</li> <li>▪ Welfare Support Staff</li> <li>▪ Voluntary Agencies</li> <li>▪ Primary Care Trust</li> <li>▪ Port Immigration Officials</li> <li>▪ Interpreters</li> </ul>	If landed at HIP, Rest Centre will be at Cruise Terminal
	BODY HOLDING AREA	1, Navyard Warehouse No.3 2, HIP Freight Examination Building		Essex Police	

**ESSEX SITES** (it may be appropriate for liaison officers from Suffolk to attend some of below locations)

	<b>FUNCTION</b>	<b>LOCATION</b>	<b>ROLE</b>	<b>ATTENDEES</b>	<b>COMMENTS</b>
<b>E S S E X</b>	<b>TEMPORARY MORTUARY</b>	<b>Wethersfield Airfield, Braintree</b>		<ul style="list-style-type: none"> <li>▪ Essex County Council</li> <li>▪ Essex Police</li> </ul>	<b>Bodies recovered to Suffolk will ultimately be transported to Wethersfield</b>
	<b>MEDIA CENTRE</b>	<b>Will be arranged on the day</b>	<b>Establish a media briefing centre, to facilitate the needs of the press and coordinate any press releases</b>	<b>A representative from all Agencies / companies involved</b>	<b>Essex Police Media officer will be responsible for setting up the centre and co-ordinating the response</b>
	<b>FRIENDS &amp; RELATIVES RECEPTION CENTRE</b>	<b>Will be arranged on the day</b>	<b>Information gathering MISPER Forms compiled – link into Casualty Bureau</b>	<ul style="list-style-type: none"> <li>▪ Local Authority</li> <li>▪ Voluntary Services</li> <li>▪ Essex Police</li> <li>▪ Social Services</li> </ul>	
	<b>CASUALTY INFORMATION BUREAU</b>	<b>Police Headquarters</b>	<b>Receive/Collate/provide information on persons involved in the incident</b>	<b>Essex Police</b>	<b>A decision would be made as to which Force would lead on the CIB</b>

**SUFFOLK SITES** (it may be appropriate for liaison officers from Essex to attend some of below locations)

	FUNCTION	LOCATION	ROLE	ATTENDEES	COMMENTS
S U F F O L K	SHORE COMMAND SHORE 'GOLD'	Suffolk Police Headquarters	Shore Incident Strategic Control (Multi Agency Gold)	As required by type and scale of incident	This is based on the assumption that it has been agreed by the two forces that Suffolk will lead.
	SILVER CONTROL RVPI	Felixstowe Port Fire Station	Silver Command (Multi-Agency)	<ul style="list-style-type: none"> <li>▪ Suffolk Police</li> <li>▪ Suffolk Fire &amp; Rescue Service</li> <li>▪ East Anglian Ambulance NHS Trust</li> <li>▪ HMCG</li> <li>▪ Local Authority</li> <li>▪ Port Authority</li> </ul>	
	RVP 2	Emergency Communications Pod Gate 2		All Agencies	
	FORWARD CONTROL POINT	Felixstowe Dock Tower		<ul style="list-style-type: none"> <li>▪ Suffolk Police,</li> <li>▪ Suffolk County Fire &amp; Rescue,</li> <li>▪ East Anglian Ambulance NHS Trust</li> <li>▪ Local Authority</li> <li>▪ Harbour Authority</li> </ul>	
	CASUALTY CLEARING POINT	Dock Tower	Triage and initial casualty assessment and treatment Decontamination of casualties if required.	<ul style="list-style-type: none"> <li>▪ Suffolk Police</li> <li>▪ East Anglian Ambulance NHS Trust</li> <li>▪ First Aid Voluntary Agencies</li> </ul>	
	SURVIVOR ASSEMBLY POINT	Curlew House, Port of Felixstowe		<ul style="list-style-type: none"> <li>▪ Suffolk Police</li> <li>▪ East Anglian Ambulance NHS Trust</li> </ul>	
	SURVIVOR RECEPTION CENTRE	Seafarers Centre		<ul style="list-style-type: none"> <li>▪ Suffolk Police</li> <li>▪ Local Authority</li> <li>▪ Welfare Support Staff</li> <li>▪ Voluntary Agencies</li> <li>▪ Primary Care Trust</li> <li>▪ Port Immigration Officials</li> <li>▪ Interpreters</li> </ul>	Information gathering Survivor /MISPER Forms compiled – link into Casualty Bureau

**SUFFOLK SITES** (it may be appropriate for liaison officers from Essex to attend some of below locations)

	FUNCTION	LOCATION	ROLE	ATTENDEES	COMMENTS
S U F F O L K	BODY HOLDING AREA	Shed No 30 Felixstowe		Suffolk Police	
	MEDIA CENTRE	Felixstowe Leisure Centre	Establish a media briefing centre, to facilitate the needs of the press and co-ordinate any press releases	A representative from all Agencies / companies involved	Suffolk Police Media officer will be responsible for setting up the centre and co-ordinating the response
	FRIENDS & RELATIVES CENTRE	Will be arranged on the day	Information gathering MISPER Forms compiled – link into Casualty Bureau	Local Authority Voluntary Agencies Suffolk Police Social Care Services	
	DECONTAMINATION AREA (If required)	To be arranged if necessary	Decontamination procedures carried out on all survivors	Suffolk Fire & Rescue Service East Anglian Ambulance Service	
	CASUALTY INFORMATION BUREAU	Police Headquarters	Receive/Collate/provide information on persons involved in the incident	Suffolk Police	A decision would be made as to which Force would lead on the CIB

**HARWICHCAP  
EMERGENCY PLAN  
MEMORANDUM OF UNDERSTANDING**

Section: 10  
Page 1  
Of 1  
Issue No. R01  
Date Issued: January 2005

**MEMORANDUM OF UNDERSTANDING**

Marine Coastguard Agency (MCA) and Harwich Haven Authority (HHA)

AN MOU HAS BEEN AGREED BETWEEN HARWICH HAVEN AUTHORITY AND THE MARITIME AND COASTGUARD AGENCY (MCA), OF WHICH H M COASTGUARD (HMCG) IS A BRANCH, TO ENSURE CLEAR UNDERSTANDING OF THE RESPONSIBILITIES BETWEEN THE TWO MARITIME ORGANISATIONS. HMCG WILL BE THE LEAD FOR SEARCH AND RESCUE OPERATIONS (SAR) WHILE HHA WILL LEAD ON NON-SAR OPERATIONS

HMCG OPERATIONS ON THE EAST COAST ARE UNDERTAKEN FROM THE MARITIME RESCUE CO-ORDINATION SUB-CENTRE (MRSC), AT WALTON-ON-THE NAZE, (THAMES COASTGUARD) WHICH OPERATE ON A 24 HR BASIS. HMCG INITIATE AND CO-ORDINATE ALL AVAILABLE SAR RESOURCES, WHICH INCLUDE RNLI ALL WEATHER LIFEBOATS BASED AT ALDEBURGH, HARWICH, WALTON, SHEERNESS AND MARGATE, MINISTRY OF DEFENCE AND COASTGUARD HELICOPTERS AND AIRCRAFT, AND OTHER VESSELS, PRIVATE AND COMMERCIAL AS REQUIRED.

ANY HHA EMERGENCY RESPONSE WOULD BE CO-ORDINATED THROUGH THE HARWICH OPERATIONS CENTRE OR IN CONJUNCTION WITH THE EMERGENCY CENTRE IN THE NEARBY HARWICH POLICE STATION (SHORE COMMAND). DIRECT TELEPHONE LINKS EXIST WITH SHORE COMMAND AND THAMES CG VIA THE EMERGENCY NET AND WITH THE PORT CONTROL ROOMS AT FELIXSTOWE, HARWICH INTERNATIONAL AND ABP IPSWICH.