



**CONTROL OF MAJOR ACCIDENT  
HAZARDS REGULATIONS 1999 (COMAH)**

**GENERIC OFF-SITE CONTINGENCY PLAN  
FOR FIFE ESTABLISHMENTS**

## FOREWORD

### **CONTROL OF MAJOR ACCIDENT HAZARDS REGULATIONS 1999 GENERIC OFF-SITE CONTINGENCY PLAN FOR FIFE ESTABLISHMENTS**

This document has been prepared on the basis of information supplied to Fife Council by the operators of top-tier major accident hazard sites in Fife regarding the nature, extent and likely off-site effects of a major accident/incident involving any of the dangerous substances covered by the Control of Major Accident Hazards (COMAH) Regulations 1999.

The provisions of this plan also apply to military top-tier hazard sites in Fife as identified under the Major Accident Control Regulations (MACR) 2000.

The document contains personal telephone numbers and commercial information provided in confidence for official purposes. Its contents are intended to be available on a "need to know " basis to authorities concerned with implementing the plan in the event of a major accident/incident at any site in Fife.

Recipients of the document are asked to:

- a. Promptly enter any amendments issued by the Council Emergency Planning Officer.
- b. Forward details of any proposed changes to:

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### PLAN REVIEW SCHEDULE

Nature of Review	Name of Reviewer	Plan Version No.	Date Re-issued
Plan prepared following COMAH Regs.	F. Wallace SEPO	Version 1	January 2000
Plan revised after regs. amended	F. Wallace SEPO	Version 2	January 2009

### RECORD OF EXERCISES

Exercise Name	Exercise Type	Venue	Date of Exercise

## DISTRIBUTION

Organisation	Holder
<b>EMERGENCY SERVICES</b>	
Fife Constabulary	Force Emergency Planning Officer
Fife Fire & Rescue Service	Group Manager Emergency Planning
Scottish Ambulance Service:	Resilience Advisor (Fife)
HM Coastguard	District Operations Manager
<b>SITE OPERATORS</b>	
ExxonMobil Chemical, Mossmorran	Safety & Emergency Response Advisor
Shell UK Expro, Mossmorran	Health, Safety & Env't. Mgr.
Diageo, Leven	Safety Manager
DSDA, Crombie	Head of Establishment
Royal Air Force, Leuchars	Stn. Cdr.(Head of Establishment) Sqn. Ldr (Ops.) (MACR Co-ordinator)
Shell Gas Ltd., Mossmorran (Domino site)	Manager
<b>FIFE COUNCIL</b>	
Chief Executive Service	Chief Executive Head of Local Services (North) Head of Local Services (South)
Performance & Org. Support	Chief Legal Officer
Emergency Planning Unit	Council Emergency Planning Officer
Transportation Services	Head of Transportation Services
Development Services	Head of Development Services
Environmental Services	Operations Manager Operations Team Leader (Central) Operations Team Leader (East) Operations Team Leader(West)
<b>OTHER AGENCIES:</b>	
Health & Safety Executive	Principal Health and Safety Inspector
Scottish Environment Protection Agency	Fife Team Leader Process Engineering Unit (Perth)
Fife NHS Board	Director of Public Health Emergency Planning Officer
Q. M. Hospital, Dunfermline	Consultant (A. & E. Dept.)

<b>OTHER AGENCIES (Cont.):</b>	
Victoria Hospital, Kirkcaldy	Consultant (A. & E. Dept.)
Scottish Water	Divisional Manager (Fife)
Emergency Planning College	Chief Librarian
Scottish Government Justice & Communities Directorate.	Civil Contingencies Unit

## LIST OF CONTENTS

<b>Para</b>	<b>Title</b>	<b>Page</b>
	Foreword	2
	Plan Review Schedule/Record of Exercises	3
	Distribution	4 - 5
<b>SECTION 1: SCOPE OF COMAH REGULATIONS</b>		
1.1	Introduction	9
1.2	Competent Authority	9
1.3	Duty of Local Authority	9
1.4	Scope of Regulations	9
1.5	Information to Other Establishments (Domino Effect)	9
1.6	Aim of Plan	10
1.7	Objectives of Off-Site Emergency Plan	10
1.8	Environment	10
1.9	Policy Statement	10 - 11
1.10	Other Health & Safety Legal Requirements	11
1.11	Plan Validation (Training & Exercising)	11
1.12	Monitoring, Review and Audit	11
<b>SECTION 2: SITE DESCRIPTIONS AND POTENTIAL HAZARDS</b>		
2.1	COMAH Top tier Sites In Fife	12
2.2	MOD Major Accident Control Regulations (MACR) Sites	12
2.3	Site Activities	12
2.4	Major Accident Hazard Pipelines	12
2.5	Hazard Events Assessment	12
2.6	Flammable Releases	13 – 14
2.7	Explosives	14
2.8	Toxic Releases	14 – 15
2.9	Causes of Plant/Equipment Failure	16
2.10	Off-Site Hazard Area	16
2.11	Information to the Public (COMAH)	16 – 17
<b>SECTION 3: ALERTING AND RESPONSE ACTIONS</b>		
3.1	Raising the Alert	18
3.2	Incident Categories	18
3.3	Command and Control – Major Incidents	18 – 19
3.4	Activation of Plan	19
3.5	Declaration of Incident	19
3.6	Police - Initial Actions	19 – 20
3.7	Police - Attendance at Scene	20
3.8	Fife Fire & Rescue Service Actions	20 – 21
3.9	Police - Follow up Actions (Police Incident Officer)	21
3.10	Integrated Response	22
3.11	Public Safety - Emergency Broadcasts	22 & 23
3.12	Scottish Ambulance Service Actions	23
3.13	Fife NHS Board Actions	23
3.14	Health Protection Scotland	23
3.15	Identification of Key Personnel	24

### SECTION 3: ALERTING AND RESPONSE ACTIONS (Cont.)

3.16	Incident Control Post (On-site Emergency Control Centre)	24
3.17	Forward Control Point	24
3.18	Rendezvous Point (RVP)	24 & 25
3.19	Communications	25
3.20	Chemical Advice	25
3.21	Meteorological Information	25 - 26
3.22	Media and Public Relations	26
3.23	Air Traffic Exclusion Zone	26
3.24	Recording Events	26
3.25	Financial Procedures	27
3.26	Recovery & Reinstatement Phase	27
3.27	Cessation of Emergency/Stand Down	27
3.28	Post Incident Review	27

### SECTION 4: ROLES AND RESPONSIBILITIES

4.1	Site Operators	28
4.2	Fife Constabulary	28 – 29
4.3	Fife Fire & Rescue Service	29
4.4	Scottish Ambulance Service NHS Trust	29 – 30
4.5	Fife Council	30
4.6	Fife NHS Board	30 – 31
4.7	Health & Safety Executive (HSE)	31
4.8	Scottish Environment Protection Agency (SEPA)	32
4.9	Scottish Water (SW)	32
4.10	HM Coastguard	32 – 33
4.11	Forth Ports PLC	33
4.12	Voluntary Aid Organisations	33

### SECTION 5: ENVIRONMENTAL ASPECTS OF MAJOR ACCIDENTS

5.1	Background	34
5.2	Defining a Major Accident to the Environment (MATTE)	34
5.3	Emergency Planning for the Environment	34
5.4	Major Environmental Accident Criteria	34 – 35
5.5	Reporting of Accidents/Near Misses	35
5.6	Environmental Risk Assessment	35 - 36
5.7	Pathways to the Environment	36
5.8	Categorising the Local Environment	36 - 37
5.9	Pollution Control	37
5.10	Environmental Clean-Up	37
5.11	Restoration and Remediation	37 – 38

## SECTION 6: ACTION CHECKLISTS

6.1	General	39
6.2	Fife Constabulary – Duty Sergeant, Force Contact Centre	40
6.3	Fife Constabulary – Police Incident Officer	41
6.4	Fife Fire & Rescue Service – Fire Incident Commander	42
6.5	COMAH Top-Tier Site Operator – Site Incident Controller	43
6.6	COMAH Top-Tier Site Operator - Site Main Controller	44

## SECTION 7: CONTACT INFORMATION

7.1	General	45
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## SECTION 8: GLOSSARY OF TERMS & ABBREVIATIONS

8.1	Glossary of Terms	46 - 48
8.2	Abbreviations	49 - 50

## ANNEXES COMAH TOP TIER SITES IN FIFE

<b>Annex A</b>	<b>Shell Expro, Fife NGL Plant, Mossmorran</b>
<b>Annex B</b>	<b>ExxonMobil Chemical, Fife Ethylene Plant, Mossmorran</b>
<b>Annex C</b>	<b>Shell Expro Process Area, Braefoot Bay Marine Terminal</b>
<b>Annex D</b>	<b>ExxonMobil Chemical Process Area, Braefoot Bay Marine Terminal</b>
<b>Annex E</b>	<b>Diageo, Banbeath, Leven</b>
<b>Annex F</b>	<b>Defence Storage and Distribution Agency, Crombie</b>
<b>Annex G</b>	<b>Royal Air Force, Leuchars</b>

**Note:** Annexes contain information relating to specific sites including maps and layout plans showing access routes, RVPs and ECCs.

Detailed descriptions of chemical, explosive and toxic hazards arising from dangerous substances stored or processed on site as well as other relevant details.

For security reasons some of this information is not available for public viewing but is held centrally by the Emergency Services, Fife Council and the site operators.



## SECTION 1

### SCOPE OF COMAH REGULATIONS

#### 1.1 Introduction

The Control of Major Accident Hazards Regulations (COMAH) implement the Seveso II Directive (96/82/EC) replacing the original Seveso Directive (82/501/EEC) implemented in Great Britain by the Control of Industrial Major Accident Hazards Regulations 1984 (CIMAH). The CIMAH Regulations were revoked with effect from 1st April 1999 following the introduction of the COMAH Regs.

The COMAH regulations aim to prevent major accidents involving dangerous substances and limit the consequences to people and the environment of any accidents that do occur. COMAH Regulations regard all major accidents as having equal status whether their effects are primarily on people or on the environment. Consequently, the need to take account of the environment is recognised in this plan.

#### 1.2 Competent Authority

The COMAH Regulations is enforced in Scotland by a joint competent authority comprising the Health and Safety Executive (HSE) and the Scottish Environment Protection Agency (SEPA).

#### 1.3 Duty of Local Authority

This plan is issued under the authority of the Chief Executive Officer, Fife Council, in association with the Emergency Services, to meet Fife Council's responsibilities to prepare an off- site plan under the Control of Major Accident Hazards Regulations 1999.

#### 1.4 Scope of Regulations

An establishment is subject to COMAH if it has on site any substance specified in Schedule 1 of COMAH above the qualifying quantity. There are two threshold quantities:

- Establishments with quantities equal to or greater than the upper threshold are known as top-tier establishments
- Establishments with lower quantities, but which are equal to or greater than the lower threshold, are known as lower-tier establishments

Even if threshold quantities of substances are not present at an establishment, it may still be subject to COMAH if specified dangerous substances could be produced in threshold quantities following the loss of control of an industrial chemical process.

Most of the other establishments will be covered by the Planning (Hazardous Substances) Act 1990, the Planning (Hazardous Substances) Act 1997 and the Planning Control of Major Accident Hazards (Scotland) (2000) Regulations.

#### 1.5 Information to Other Establishments (Domino Effect)

In some circumstances a major accident at one COMAH establishment might be triggered by an accident at another COMAH establishment (Domino effect). The initiating event need not necessarily be a major accident itself but must be at a COMAH establishment, either top-tier or lower-tier, and involve a defined dangerous substance.

The competent authority has advised that the adjoining sites operated by Shell and ExxonMobil at both Mossmorran and Braefoot Bay have been designated as Domino establishments. In addition the Shell Gas Ltd. lower-tier site at Mossmorran has also been designated a Domino establishment.

## 1.6 Aim of Plan

This aim of this generic Off-site Contingency Plan is to ensure a timely, measured and effective response to a major accident/incident with the potential to have off-site implications at any top-tier establishment in Fife.

## 1.7 Objectives of Off-Site Emergency Plans

Arrangements for specific establishments are contained as annexes to the main plan. The plan is designed to co-ordinate the actions of all organisations involved in a major accident or incident to enable any effect on the public and/or the environment to be minimised.

Site operators have their own on-site contingency plans and integrated measures for dealing with emergency situations within the site. On-site emergency procedures are the responsibility of individual site managements and emergency services but should dovetail with the Fife Council off-site plan.

Schedule 5, Part 1 of COMAH describes the objectives of emergency plans which are referred to in regulations 9 (1) and 10 (1). These objectives are as stated:

- a. Containing and controlling incidents so as to minimise the effects, and to limit damage to persons, the environment and property.
- b. Implementing the measures necessary to protect persons and the environment from the effects of major accidents;
- c. Communicating the necessary information to the public and to the emergency services and authorities concerned in the area;
- d. Providing for the restoration and clean-up of the environment following a major accident.

## 1.8 Environment

Comprises built features, air, water, soil, flora and fauna. Includes protected, designated or controlled status features, such as controlled waters, sensitive land within site boundaries, protected buildings, monuments, ecological species and habitats or designated areas.

An environmental accident is considered as major if causing permanent or long term damage to a particular unique, rare or valued component of the built or natural environment, or widespread environmental loss, contamination or damage.

The effect of an accident on the natural environment, may be direct or indirect, immediate or delayed, temporary or persistent. Consequently, the indirect effects of an accident need to be contemplated as well as the more obvious ones. Food and agriculture together with other features such as sewage and water treatment works need consideration.

## 1.9 Policy Statement

Fife Council has been informed by the Joint Competent Authority (HSE and SEPA) of a duty to produce an off-site emergency plan for COMAH top-tier establishments within its administrative area. Operators are required to provide the necessary information to Fife Council about the nature, extent and likely effects of reasonably foreseeable major accidents.

The Fife Council COMAH off-site and on-site emergency plans for individual top-tier sites in Fife are intended to dovetail and co-ordinate emergency service plans, as far as possible, to deal with the specific hazards and risks associated with accidents on major hazard establishments.

Concentrating on the most likely occurrences, the level of planning is proportionate to the probability of the accident occurring with the plan flexible enough to allow it to be extended to deal with extremely unlikely consequences arising through combinations of accidental circumstances and weather conditions.

The operating companies have notified the Health and Safety Executive (HSE) of holdings of hazardous substances under the COMAH Regulations and are safety conscious making every effort to reduce hazards to a minimum. The plant operations have been extensively inspected since their inception and the requirements of the relevant national and international codes have been fulfilled in the design and construction of the installations.

Safety is a primary consideration and the operation of the different installations is based on a fail-safe philosophy which ensures that in the unlikely event of any malfunction, the systems still provide for maximum safety.

Hazard identification and credible risk assessment undertaken for all hazardous installations in Fife is based on the worst possible accidents that might arise from operations at any site based on guidance received from HSE and the operators. The process of risk assessment consists of a number of sequential steps i.e. hazard identification; event scenario; consequences assessment; likelihood assessment; and risk integration and comparison.

In view of the built-in safety features of the industrial activities and the isolated location of the majority of sites in question the chances of an accident that would put the public at risk are remote but the possibility of such an accident occurring cannot be entirely discounted. It is, therefore, a necessary precaution to have this contingency plan ready for use should circumstances require.

It is however, possible that an actual accident or incident may not necessarily reflect the foreseen occurrence and this plan has been designed to have the flexibility to meet varying situations which can only be assessed at the time the particular emergency has occurred.

#### **1.10 Other Health & Safety Legal Requirements**

The following areas of legislation, along with many more regulations, may apply to activities carried out on both top-tier and lower-tier sites in addition to any requirements under COMAH.

- a. The Health and Safety at Work Act etc 1974
- b. The Management of Health and Safety at Work Regulations 1992
- c. The Nuclear Installations Act 1965
- d. The Pipeline Safety Regulations 1996.
- e. Radiation Emergencies Preparedness and Public Information Regulations 1999
- f. Dangerous Substances in Harbour Areas Regulations 1987

#### **1.11 Plan Validation (Training & Exercising)**

The plan shall be validated by regularly testing the emergency response arrangements within a 3 yearly rolling exercise programme involving other COMAH top tier site operators and the emergency services. Persons with assigned emergency roles will receive appropriate training in advance of any such exercises. The plan does not require to be tested in full on each occasion and may include different response tests ranging from a limited internal emergency simulation, a table-top or full scale exercise.

A full scale exercise involving live play will be held as necessary in line with other exercise requirements. The minimum interval will be every three years.

#### **1.12 Monitoring, Review and Audit**

The emergency plan has been prepared and will be kept up to date by the Emergency Planning Unit (reviewed annually) to reflect changes in risk, procedures and personnel. The plan will be updated more frequently should significant changes occur.

## SECTION 2

### SITE DESCRIPTIONS AND POTENTIAL HAZARDS

#### 2.1 COMAH Top-Tier Sites in Fife

The COMAH off-site emergency plan is based around major accident hazards identified by Fife-based operators in safety reports submitted to the Health and Safety Executive and Scottish Environment Protection Agency, which could affect people and the environment outside the boundary of their establishments, or require the attendance of the emergency services in event of an emergency. Fife Council is required under Regulation 10 to produce off-site emergency plans for the following top-tier COMAH establishments within its area as notified by the competent authority.

Organisation/ Location

- Shell Expro Fife NGL Plant, Mossmorran
- ExxonMobil Chemical Fife Ethylene Plant, Mossmorran
- Shell Expro Marine Terminal, Braefoot Bay
- ExxonMobil Chemical Marine Terminal, Braefoot Bay
- Diageo Banbeath, Leven

#### 2.2 Ministry of Defence – Major Accident Control Regs. (MACR) Sites

The COMAH Regulations do not apply to sites occupied by the British Armed Services or Visiting Forces in the UK but the Ministry of Defence (MOD) has implemented arrangements to deliver, so far as is reasonably practicable, performance standards at least as good as COMAH. The MOD has therefore established a single system of safety reporting for MOD major accident hazard sites and has developed COMAH equivalent plans for major accident hazard establishments under its control. Parallel military regulations, the Major Accident Control Regulations (MACR) 2000, implemented at all MOD Major Accident Hazard establishments, include the following sites in Fife:

- Defence Storage and Distribution Agency Depot, Crombie, West Fife (Top-Tier)

#### 2.3 Site Activities

The sites vary in their range of activities and include the following:

- Chemical or other modified storage
- Explosives

Details of specific activities at each site are contained in the relevant annexes.

#### 2.4 Major Accident Hazard Pipelines

Major Accident Hazard Pipelines (MAHP), often providing feedstock to or exporting products from top tier sites are not subject to the COMAH Regulations. Separate procedures apply for pipeline emergencies as provided for in the Pipeline Safety Regulations 1996. This plan should be read in conjunction with the "Major Accident Hazard Pipelines - Emergency Response Plan" prepared by Fife Council.

#### 2.5 Hazardous Events Assessment

Hazardous events may affect people and operators should co-operate with local authorities, emergency services and other agencies to develop appropriate strategies to protect people from the effects of such events. HSE guidance assesses hazardous events arising from activities at top-tier sites in Fife in three separate areas.

## 2.6 Flammable Releases

These include flammable liquids, highly flammable liquids and extremely flammable gases and liquids based on relative flash point categories.

- a. A release of flammable material may result in a fire or explosion. The consequences depend on the nature and quantity of the material released, whether it is ignited and time between release and any ignition. If the release is a volatile liquid or a gas not ignited immediately, it will form a cloud which may disperse over a long distance becoming diluted with air as it moves away from the point of release.

Eventually its concentration will fall below the substance's lower flammable limit and so no longer present a fire hazard. The distance over which such a release may disperse depends upon the quantity, properties and state of the material, the nature of the release and the prevailing weather conditions.

The concentrations in the dispersing cloud may be estimated using appropriate computer programmes which combine a mathematical model of a physical description of cloud behaviour with data collected from experiments and incidents.

- b. If a developed cloud is ignited, it may burn as a flash fire back to the point of failure. If a release from a broken pipe, leaking flange or a hole in a vessel is ignited immediately, it may burn as a jet fire or a pool fire. Models exist for estimating the quantity of material released over time and the size and thermal radiation from jet and pool fires.
- c. Vapour cloud explosions (VCE) following a massive release of a gas or volatile liquid and boiling liquid expanding vapour cloud explosions (BLEVE), are low frequency, high consequence events. These may occur with certain flammable fluids under certain accident conditions. Methods are available for estimating the size of a VCE or BLEVE fireball, the thermal radiation consequences and the levels of blast over-pressure.
- d. A considerable range of possible accident scenarios exists involving the release of flammable materials with considerably different consequences and therefore different planned responses. Examples may be:
  - A major fire, but with no danger of an explosion, for example, a fire in a non-crude oil storage tank:  
The hazards would be high levels of thermal radiation and smoke of long duration. Evacuation may be required from buildings close to the establishment and directly exposed to severe thermal radiation. In addition, it may be necessary to evacuate areas severely affected by smoke.
  - A major full surface fire in a large crude oil storage tank:  
There is the potential for a boil over to occur, which could propel burning tank contents upwards and outwards up to ten times the tank diameter involved, whether or not fire fighting is taking place. The evacuation of all non-essential personnel from within the area noted, and arrangements to deal with any possible escalation, should be included in any plans.
  - A fire threatening a major item of plant or a storage tank containing hazardous materials:  
The safety report includes an assessment of the possible consequences of such an event, and identifies the area that may need to be evacuated. The planned response should give appropriate consideration to assessing the consequences.
  - A fire threatening a major item of plant that develops too quickly to allow evacuation:  
Best advice for those in the vicinity may be to remain indoors away from windows and shielded from line of sight of the fire. There may be significant risks in attempting to evacuate if a BLEVE or fireball occurs with people in the open.

- Cryogenic effects:  
The sudden release of certain fluids (e.g. ethylene) may cause severe local cooling of the atmosphere and persons caught in the cloud of released gas may suffer 'cold burns' or damage to the lungs. However, these kinds of releases can be highly visible and people are unlikely to enter the affected area.
- Asphyxiation:  
Releases of large amounts of gas or vapours (even non-toxic substances) at high concentration can cause asphyxiation due to exclusion of oxygen. However these conditions may only exist in close proximity to the point of failure.
- Noise:  
A high pressure gas release creates a great deal of very intense noise which causes damage to people's hearing, albeit temporarily. A high pressure gas pipeline major failure may result in large numbers of people seeking medical attention for hearing problems. High noise levels can be very disorientating and may cause unexpected behaviour in people affected.

## 2.7 Explosives

An explosive means:

- A substance or preparation which creates the risk of an explosion by shock, friction, fire or other sources of ignition.
- A pyrotechnic substance is designed to produce heat, light, sound, gas or smoke or a combination of such effects through non-detonating self-sustained exothermic chemical reactions.
- Some major catastrophic events occurring without warning, for example, the accidental detonation of solid explosives, or lighting strike. In these situations, it may not be possible to take any prior emergency action. However, most events are of very short duration. The main consequence of any explosion would be from the blast over pressure and its effects on people and buildings can be calculated.

Blast effects and Projectiles:

- The pressure blast at the time of an explosion can be significant in close proximity to source but its effect will diminish quickly over distance. In the event of a major explosion cover materials including building materials, rocks, soil, hardcore, etc. will be thrown at high velocity into the air. Also blast pressures as low as 1 p.s.i. (pound per square inch) can damage 90% of window glass and potentially cause fatalities and such pressure can be achieved at a considerable distance from the source.
- There are processes with stored energy in pipelines conveying gas where there can be a significant hazard potential of the fluid. The failure of a pipeline carrying a liquid will have a much lower blast effect owing to the incompressible nature of liquids.
- Gases conveyed as liquids and liquids with dissolved gases will have an immediate effect. The emergency response in these situations is to rescue, treat the injured, extinguish any secondary fires and mitigate any further damage.

## 2.8 Toxic Releases

Dangerous substances and preparations may also be categorised as being either Toxic or Very Toxic.

- a. The consequences of toxic releases may be more difficult to accurately predict than those of flammable releases because they are more time dependent and variable according to the distance from the release and the weather conditions.

Operators should be able to estimate the concentrations and durations of gas clouds at various distances from the point of release. This information may then be used with human vulnerability models to calculate the distances at which toxic effects might be expected, and hence the area in which appropriate emergency measures might be needed. The operator should estimate dispersion distances for various foreseeable events based on the toxicology of the material involved.

- b. Different events involving the release of toxic material may require different planned responses, for example:
- A slow or intermittent release, for example, through leaking relief valve:  
If it was expected that the release would not be controlled quickly, or would grow with time, the appropriate response might be to evacuate the people nearest to the establishment of release and most closely downwind of it, provided that this evacuation would increase their safety.

The benefits from evacuation (shelter from the toxic release in the safe area) should outweigh any associated harm of being exposed to the toxic release during the evacuation process.

- A fire or mechanical damage that threatened an installation containing toxic material. If the fire could not be controlled and if there was likely to be a reasonable period before over-pressurisation or plant failure occurred, evacuation might be appropriate. Priority should be given to those nearest the plant and downwind.
- Rapid events with a limited duration, for example, the fracture of a component that could be isolated within a reasonable time

For events that have grown and can be rapidly controlled, the proposed emergency response should not include evacuation. Any toxic cloud formed would be of limited size and likely to drift past a particular spot relatively quickly. For members of the public, the best place to be located would normally be indoors, upstairs with doors (internal and external) and windows closed, in a room which faces away from the direction of the incident.

- A major event leading to a sudden release of a large quantity of toxic substance, which would form a large toxic cloud, for example, most of the contents of a storage tank escaping to the atmosphere through the failure of the tank shell:

Although the probability of such an event occurring should be extremely low, the consequences for people located close to the incident would be severe. The emergency response in these circumstances would be to rescue local people, treat the injured, make safe the affected areas and mitigate further releases.

- c. In most cases, releases of toxic clouds tend to be hazardous down to much lower concentrations than flammable clouds, and therefore remain hazardous over greater distances when dispersing. In all cases, however, the hazard is greatest close to the source and near to the downwind plume. In many cases, the best course is not to attempt evacuation, but to go indoors, close the doors and windows and to switch off any ventilation and heating which draw air in from outside.

In addition, if this action is followed, people will be situated where they can receive communications via radio, television and telephone. Also, if the decision is taken to evacuate they are in a fixed location to be picked up and transported to a place of safety outside the immediate hazard zone.

After the toxic cloud has passed, it is essential to get people to open all doors and windows and then to go outside until their homes are adequately ventilated.

## 2.9 Causes of Plant/Equipment Failure

The most likely causes of plant and equipment failure are included in the following list which is not exhaustive:

- third party activities (accidental and deliberate, including sabotage)
- corrosion, internal and external
- mechanical failure, including:
  - material defects
  - construction defects, including weld defects
  - fatigue
  - stress corrosion cracking
  - operational errors
  - maintenance problems
  - natural hazards
  - subsidence/landslip
  - earthquakes

## 2.10 Off-Site Hazard Area

It is essential that in any incident an immediate assessment is made of the particular hazard and whether or not evacuation of the areas at risk is to be implemented. For the purposes of this plan, the off-site hazard area is based on HSE guidance which takes account of the localities which might require potential evacuation.

The HSE has advised land-use planning consultation distances for sites, whose boundaries coincide with the Public Information Zones (PIZ), based on the maximum credible accident that might occur.

Currently, these zones are deemed to extend from hazardous substance vessel or critical process location centroids or the site perimeters and are of varying distance based on the magnitude of the hazard as assessed by the HSE.

Occupied premises identified within any PIZ will be informed of any emergency situation taking into account factors such as their proximity to the sources of the hazard and the prevailing wind direction and speed.

## 2.11 Information to the Public (COMAH)

The COMAH Regs. identify three categories of people likely to be involved viz:

Category	Description	People Involved
One	People who live in the area	Residents within PIZ (Formal notification required)
Two	People over whom there is some form of control	Organised workers (e.g., farm workers or occasional contractors working up to site boundary fence)
Three	People over whom there is little direct control	People who cannot be identified in advance (e.g., passing vehicular/pedestrian traffic)

Note: Persons falling within these categories will be advised of appropriate action to take at the time of the occurrence; it should be noted that for staff at the plant and casual visitors to the site, safety measures are the responsibility of the individual site management and that on-site procedures exist.



Responsibility for alerting the public in the off-site area in the event of an accident lies with the site operator. Arrangements for warning the public at risk from an on-site emergency with potential off-site consequences vary with some operators preferring to inform notifiable categories by automated telephone dialling schemes, some by site perimeter siren systems and others by relaying pre-recorded messages by vehicle mounted PA systems.

information for people in advance, who are likely to be in an area which, in the opinion of the CA, might be affected by a major accident/incident at the site.

In appropriate cases, this information has been disseminated by agreement with Fife Council in whose area the site lies. The information which requires to be notified is:

- that the industrial activity is an activity which has been notified to the CA:
- the nature of the major accident hazard; and
- the safety measures and the correct behaviour which should be adopted in the event of a major accident.

## SECTION 3

### ALERTING AND RESPONSE ACTIONS

#### 3.1 Raising the Alert

Site Alarm Systems

All top-tier operators in Fife have fixed alarm systems to give warning of emergency situations along with detailed procedures in their on-site plans to deal with them. These include a variety of audible and visual alarm systems, activated automatically or manually, tested at regular intervals to ensure reliability.

Notifying the Emergency Services

Some operators have direct telephone links to Fife Police Force Contact Centre to give warning of developing emergencies. It is also possible that emergency services may receive incident calls on the 999 network either from operators or other sources.

#### 3.2 Incident Categories

There are three categories of incident, classified as follows:

Category	Classification	Description
1	Minor Incident	One that can be dealt with safely by the operator's existing resources and does not require outside Emergency Services/Local Authority assistance
2	Serious Incident	One where a call for assistance has been made to the Emergency Services/Local Authority
3	Major Incident	A serious incident which, on the decision of the Senior Police Officer or Fire Officer present, should be upgraded to a Major Incident

Note: Company Emergency Procedures automatically classify incidents into Minor or Serious. The responsibility for upgrading a Serious Incident to a Major Incident lies solely with the Senior Police Officer or Fire Officer present who has criteria by which to make this decision. The Police or Fire & Rescue Service actions may change as a result of the re-classification but the company response will not, unless directed by the Senior Police or Fire Officer in attendance

#### 3.3 Command & Control - Major Incident

Control of an emergency requires close liaison between the site operators, emergency services and other organisations involved in the response to a major accident/incident. As soon as enough staff arrive, each service should take unequivocal command and control of its normal functions based on strategic, tactical and operational levels.

Strategic, tactical and operational are titles of functions adopted by each of the emergency services and are not related to rank but the following roles:

### Strategic

The formation of a Strategic Co-ordinating Group (SCG) will assist in creating a cohesive joint strategy which is essential in setting priorities for the response to and recovery from a major incident. Strategic command is in overall charge of any incident involving a multi-agency response. This is usually a Police led role, normally the Chief Constable in his capacity as Emergency Co-ordinating Officer but may vary according to the circumstances of the particular emergency. Each Category 1 response organisation will have strategic command of the resources of their own organisation but will delegate tactical decisions to their Tactical Incident Officer.

### Tactical

Tactical incident officers will attend the scene, take charge and work out how their services will achieve strategic objectives set by the Strategic level command. Tactical level officers should not become personally involved with operational activities close to the incident but engage with other tactical level commanders to ensure that appropriate support and additional resources sought by Operational commanders are identified and procured as necessary. Close liaison will be necessary between the Emergency Services and the respective Site Incident Controller (SIC) and Site Main Controller (SMC). The control of any incident on-site involving fire will lie with the (Tactical) Fire Incident Commander. In all other instances the (Tactical) Police Incident Officer will assume responsibility for co-ordination of response measures at the incident site.

### Operational

Operational commanders will control and deploy the resources of their service within a geographic area or for a specific role and will implement the tactics defined by Tactical level. Where any transfer of command is considered necessary by any responding service the Police Tactical Commander must be informed.

## **3.4 Activation of Plan**

An immediate hazard/s assessment will be made during any major accident and a decision taken as to whether or not to activate the off-site contingency plan. Where a full activation of this plan is not warranted the situation should be kept under continuous review in case of a change in circumstances.

Responsibility for activating the off-site plan will lie with the Chief Constable through the Police Incident Officer. However, it should be noted that some of the immediate actions may have been implemented prior to activation of this plan.

## **3.5 Declaration of Incident**

The Police will advise agencies of the category of incident declared and if particular organisations need to be represented at the relevant Emergency Control Centre. Appendix A describes the Response Organisation structure showing the emergency services and other organisations acting in support.

## **3.6 Police - Initial Actions**

On receipt of a telephone message advising of an emergency situation by a site operator, Fife Police Force Contact Centre will:

- Deploy nearest available Police unit taking safe approach route as advised by the site operator
- Commence a log and inform the following:
  - Fife Fire & Rescue Service
  - Scottish Ambulance Service
  - Assistant Chief Constable
  - Force Media Manager

- Depending on the circumstances of the incident, consider informing the following:
  - Health & Safety Executive
  - Scottish Environment Protection Agency
  - Fife NHS Board - Consultant in Public Health Medicine
  - Fife Council - Emergency Planning Officer
  - Fife Council - Transportation Services
  - Utility providers - Scottish Power/Scotland Gas Networks/Scottish Water
  - Air Traffic Control Centre - Flying Restrictions
  - First Scot Rail - Network closures
  - HM Coastguard/Forth & Tay Navigation Service
  - Procurator Fiscal
  - Local Radio/Press

### 3.7 Police - Attendance at Scene

The first officer to arrive will:

- Survey the scene
- Assess the risks
- Disseminate information to Force Contact Centre with particular attention to identifying:
  - Casualties - Amount, Severity, etc.
  - Hazards - Present and Potential
  - Access - Upwind of location + secondary access in case primary access compromised.
  - Location - Exact locus required (6 figure grid reference)
  - Emergency Services - Present or required
  - Type of Incident - Fire, explosion, toxic cloud, criminal act etc.?
  - Start a Log- Maintain a record for historical/investigative/evidential purposes

The first officer at the scene will maintain communications with the Force Contact Centre bearing in mind potential dangers and should:

- establish Wind Direction - to ensure safe approach route/access point
- consider a Forward Control Point (FCP)
- liaise with Senior Fire Officer on arrival

### 3.8 Fife Fire & Rescue Service Actions

When notified of a COMAH top tier site incident, Fife Fire & Rescue Control will initially mobilise a pre-determined attendance of the 3 nearest pumping appliances.

For confirmed incidents the Emergency Support Unit, containing information systems and equipment to support chemical incidents, will also be mobilised. The service's Foam Carrier, Hydraulic Platform will be placed on standby. Fire Control will also mobilise the nearest Flexi-Duty Officer to attend.

The Fire Incident Commander, will establish a safe route to the incident, as advised by the site operator and in turn notify Fire Control for the purposes of informing all oncoming appliances which will approach from upwind, exercising caution before rendezvousing with other emergency services in a safe area. Unless immediate action is necessary to safeguard human life or prevent catastrophic escalation of the incident, crews will remain at the rendezvous point (RVP) and await instruction from the Fire Incident Commander.

The Fire Incident Commander, identifiable by a red and white quartered tabard, will undertake the following actions:

- Liaise closely with the Senior Police Officer and senior representatives from other agencies at the incident scene.
- Accurately assess the situation in conjunction with the Site Incident Controller to determine how best to deploy Fire & Rescue Service resources.
- Establish a Forward Control Point (FCP) and inner cordon access point, in consultation with the Senior Police Officer. The Fire Officer responsible for managing the inner cordon will be responsible for ensuring that sufficient health and safety precautions are taken prior to entering the inner cordon.
- Effectively monitor and control all Fire & Rescue Service resources.

The Fire and Rescue Service in conjunction with the Site Incident Controller will continually monitor safe approaches to the incident.

The site operator will advise a safe approach route for appropriate personnel and equipment arriving on site taking wind direction into account.

The site operator will also monitor the extremities of any gas cloud in conjunction with Fire & Rescue Service personnel, ensuring up-to-date information in this regard is relayed to the Fire incident Commander, in case men and equipment need to be re-sited.

### **3.9 Police - Follow-Up Actions (Police Incident Officer)**

The Senior Police Office on arrival will take on the role of Police Incident Officer (PIO) from the first Police Officer attending the scene. The PIO will have to consider the following issues:

- Evacuation
- Sheltering
- RVP/ Marshalling Point (for responding emergency service vehicles)
- Incident Control Post (Usually Site Emergency Control Centre)
- Inner and Outer Cordons
- Weather forecast
- Health and Safety of Initial Responders
- Adequate communications ( Contact BT Emergency Telecom Linkline No.)
- Casualty Bureau
- Senior Investigating Officer
- Requesting attendance of Liaison Officers/Advisers (Fife Council, Fife NHS Board etc.)

The PIO will require to deploy Police officers to the following areas when established:

- Ambulance Loading Point/Casualty Clearing Station
- Survivor Reception Centre( Select in consultation with EPU)
- Receiving Hospitals
- Traffic Control/Crowd Control
- Media Briefing Centre( Public Warnings/Emergency Broadcasts)
- Body Holding Area
- Temporary Mortuary

### 3.10 Integrated Response

The purpose of the integrated response by the emergency services, operating companies, local authority, health service, statutory agencies and other organisations is to:

- Preserve life and provide casualties with medical care
- Evacuate members of the public from any area at risk
- Protect property in the area surrounding any incident
- Safeguard the environment
- Reassure the public by issuing appropriate information
- Restore normality to any area affected

### 3.11 Public Safety – Emergency Broadcasts

If an escape of gas occurs the company reporting the escape will notify the Police identifying the gas concerned.

The Police will request that the company warns the public in the PIZ by appropriate methods which have been previously tested. These include automated telephone dialling schemes, site perimeter sirens and touring any area at risk broadcasting a pre-recorded safety message on loudspeaker systems mounted on vehicles, advising them of actions they should take where it is safe and practicable to do so.

These messages will be reinforced by emergency broadcasts on local and national radio and television which the Police will co-ordinate. People living in the vicinity will have received prior information from the operator including recommended actions in the event of an incident at the establishment based on the message of **“Go in- Stay in-Tune in”**.

Additional safety measures might include switching off gas fires/boilers/cookers and other sources of ignition, sheltering indoors, evacuating a hazard area or diverting from certain roads. If evacuation is necessary the direction of travel, route to follow and location of the designated evacuee reception centre or place of safety must be given.

The broadcasting media have an important role in relaying safety advice to the public.

The Police have sole authority to request the BBC, ITA or local radio stations to broadcast these instructions.

#### Public Safety Messages

A typical broadcast message advising of a gas release might be as follows:

**"Attention! Attention!**

**There has been an escape of harmful gas.**

**Stay indoors.**

**Close all windows and doors.**

**Put out all fires and other sources of ignition  
including gas and electricity appliances and supplies.**

**All motor vehicles should also be switched off.**

**Move to an upstairs room if this is possible.**

**Do not panic**

**Do not go out of doors**

**Do not go into basement areas."**

### Radio Broadcasts

Residents should tune into:

Station	Frequency
Kingdom FM Radio	95.2 Mhz (West Fife)
	96.1 Mhz (Central & East Fife)
	96.6 Mhz (Kirkcaldy)
Radio Scotland	FM 92.4 - 94.7
	AM 810 Khz
Forth 1	AM1548 Khz.
Forth 2	FM 97.3 Mhz
Real Radio	FM 101.1Mhz

### **3.12 Scottish Ambulance Service Actions**

When notified of the incident, Ambulance Control will mobilise sufficient ambulances for the casualties involved. On arrival at the scene the first ambulance crew will:

- Assess the situation and report back.
- Designate a casualty clearing location if required.
- Instruct attending ambulances to hold at the RVP.
- Establish a Forward Control Point (FCP) and Incident Control Post (ICP) adjacent to other emergency services.

### **3.13 Fife NHS Actions**

On being notified of the incident Fife NHS Board will initiate arrangements to:

- Advise control hospital(s) - Queen Margaret, Dunfermline -Victoria, Kirkcaldy.
- Implement Fife NHS Board Major Emergency Procedures for the reception of casualties
- Despatch a Site Medical Officer and Site Medical Team to the scene of the incident in accordance with the incident locus/grid reference advised by the police
- Provide advice to Police Incident Officer from Duty Consultant Public Health Medicine

### **3.14 Health Protection Scotland**

Fife NHS Board may also contact Health Protection Scotland (HPS) for advice and guidance which will be relayed to the Police and Fire and Rescue Service where there are concerns over health and safety risks to responding agency personnel and the general public.

HPS advice is available on the environmental fate of chemicals and appropriate environmental/biological monitoring procedures used to monitor any short or long term adverse health effects associated with the incident.

HPS is part of a UK wide chemical incident response network that includes four Regional Service Provider Units (RSPUs) in Birmingham, Cardiff, London and Newcastle. Supporting the RSPUs and HPS is the National Focus for Chemical Incidents whose remit includes the collation of surveillance data from environmental chemical exposures and associated health effects, co-ordination of any multi-agency response to a major incident and liaison with the RSPUs and central government departments.

### 3.15 Identification of Key Personnel

To enable rapid identification and movement of emergency services and key personnel the following personnel will wear reflective tabards bearing their emergency positions to assist identification:

- Site Incident Controller
- Site Main Controller
- Police Incident Officer (Quartered Blue and White)
- Fire Incident Commander (Quartered Red and White)

Company guides will direct and assist emergency services arriving at the site. Key call-in staff responding to an incident have company identification cards and will be given every assistance by the Police in reaching the scene.

### 3.16 Incident Control Post (On-site Emergency Control Centre)

Emergency Control Centres will be established/activated and communications links maintained as follows:

- On-Site Initial action will be taken in the Company Control Room.
- COMAH/MACR Top tier sites are required to have a dedicated Emergency Control Centre (ECC) from which response operations to an emergency can be directed and co-ordinated at a tactical level.
- The ECC will provide a location where tactical level command and control can be exercised by the Site Main Controller, senior emergency services officers, key company personnel and representatives of external agencies.
- The range of ECC facilities will vary between individual sites but in general should contain the following:
  - Voice/data systems for internal & external communications (phones/fax/radios)
  - Site plans/maps (On-site and Off-site areas)
  - Logging systems for recording key events
  - List of all persons present on-site
  - Sources of technical information/advice

In the event of the ECC being unavailable an alternative ECC will need to be established at other premises in close proximity to the site.

Off-Site Overall control and co-ordination of responses will be carried out from the Force Contact Centre, Fife Police HQ, Glenrothes.

The SCG will also meet as necessary in Fife Constabulary HQ, Glenrothes.

### 3.17 Forward Control Point

The first emergency service vehicle at the scene will become the Forward Control Point (FCP) and the only one displaying an illuminated blue revolving beacon. The location should permit close visual observation but be far enough back for staff safety determined by the nature of the incident and hazards present.

- Company staff and emergency services personnel will reconnoitre the immediate area, preventing entry to unauthorised persons.
- Confirm if there is any fire and the extent of any leaks.
- Establish injuries to persons.



- Assess damage to property and structures.
- Select a safe approach route and RVP taking account of wind direction and other local factors. Information of this type will be relayed to the ICP (ECC) and responding emergency services and other agencies by the Site Incident Controller and Police and Fire and Rescue Forward Controllers.

### 3.18 Rendezvous Point (RVP)

Emergency vehicles will park adjacent to the site entrance to be called forward as required by the appropriate emergency services. In some sites there may be communications hook-up points for the Emergency Services close to the ECC. IF the ECC is unavailable, an alternative RVP will be established, its location dependent upon the nature of the incident and prevailing weather conditions, especially wind direction and speed.

### 3.19 Communications

#### Fixed Systems

Telephone links will be the primary means of communication with additional lines provided at short notice by arrangement with the District Manager British Telecom. Police, Fire & Rescue and Ambulance Services have their own radio communications systems augmented by mobile telephone and fax facilities.

H. M. Coastguard also has extensive communications network(s). The operational control and co-ordination of Fife Council services will be achieved by fixed and mobile telephone links, e-mail, fax facilities and VHF radio networks.

#### Intrinsically Safe Communications

Fife Fire & Rescue Service communications equipment is only designed for use in normal emergency situations but they have access to a limited number of intrinsically safe communication hand sets for use with breathing apparatus. Intrinsically safe radios are also available from some of the top tier sites referred to in this plan.

VHF radio systems may be used safely outwith the outer cordon. However, in event of operating difficulties with communications systems, voice and data, the Communications Systems Unit, Fife Police H.Q. should be contacted immediately for assistance.

### 3.20 Chemical Advice

All FFRS operational units are equipped with on board terminals and access to the Chem-Data services which provide information and advice on safe handling, firefighting and operational response to hazardous substances.

Operators can be contacted at their site control centres which function on a 24 hour basis for advice and guidance on appropriate control measures. Operating company specialists will also advise on technical/scientific aspects of any incident at the ECC.

Details of the properties and characteristics of the hazardous substances stored on site are shown at the relevant appendix for each site.

### 3.21 Meteorological Information

The Chemical Emergency Meteorology Scheme (CHEMET) is an emergency forecasting service administered by the main Meteorological Office, Glasgow Airport (Tel. No. 0141 248 3451). This provides weather information during incidents that is accurate and up-to-date particularly wind direction and speed to assist emergency services and other agencies in deciding appropriate response measures.

When invoked by either the Fire and Rescue Service or the Police, this involve the immediate issue by the Met. Office of a localised report and forecast of weather conditions including wind direction and speed for the area affected followed by a more detailed forecast approximately 20 minutes later.

Further meteorological data will be supplied according to the duration of the incident. In Fife the prevailing wind is from a west/south westerly direction.

### **3.22 Media and Public Relations**

The Police Incident Officer and the Media Relations Manager, Fife Police HQ, Glenrothes, will deal with all media enquiries in the initial stages and co-ordinate all press statements. All press statements will be agreed in advance by the site management, Police and Fire & Rescue Service.

In any incident it will quickly become clear which responding organisation has primacy usually empowered by legislation. In such circumstances it will become the lead organisation and can be expected to provide media interviews.

All persons, when responding to requests from the media, should ensure that the Lord Advocate's Guidelines are not contravened and :

- comment only on matters relating to that agency's response
- avoid attributing blame and naming any likely accused
- not release names of injured or deceased until cleared by Procurator Fiscal
- not provide opinion on cause of incident or other aspects
- not identify a victim of a crime or cause any action where a potential victim could be put at further risk

Responding agencies should also take account of the Memorandum of Understanding between members of the Fife Emergency Planning Working Group. The company concerned may require to set up a Media Centre assisted by Fife Council at an appropriate location where agreed statements will be issued. This will ensure that the media are provided with current, authoritative and consistent information. Full details are contained in relevant operating company procedures and the Fife Council Media Briefing Plan.

### **3.23 Air Traffic Exclusion Zone**

An Air Traffic Exclusion Zone around and over the site of any major emergency can be requested from the Air Rescue Co-ordination Centre (ARCC), Royal Air Force, Kinloss by the Police. The purpose of any exclusion zone is to prevent encroachment into the airspace adjacent to the incident by unauthorised aircraft against the risk of further explosions or possibly compromising ongoing search and rescue operations.

The ARCC will arrange for the Air Traffic Control Centre (ATCC), Prestwick to establish Temporary Restricted Airspace (TRA) in the vicinity of the incident scene. A TRA Zone can typically cover a radius of 5 miles and be up to 2000 feet in height.

Details of the area including a 6 figure grid reference and the radius to which the TRA should extend will be passed to the RAF by the police. This measure may be necessary to prevent overflying by aircraft or helicopters hired by the media whose presence might impose an additional hazard.

### **3.24 Recording Events**

Incident logs will be kept during the course of the emergency by responding services and organisations - recording events in chronological order from the initial call-out.

### **3.25 Financial Procedures**

In emergencies, immediate expenditure may be necessary and normal approval procedures may prove impractical (e.g. hiring of plant and specialist equipment). In such circumstances the Chief Executive, Fife Council may authorise immediate expenditure of funds in accordance with statutory provisions and standing orders. The need for immediate authorisation of expenditure of funds to mitigate the consequences of a major accident or to provide disaster relief is recognised in Section 84 of the Local Government (Scotland) Act 1973.

If Fife Council incurred excessively heavy expenditure in an emergency situation the government may contribute to the costs incurred under a formula referred to as the Bellwin Scheme (full details held by the Finance Division, Scottish Government.) Records of expenditure and incident logs should be kept so that apportionment and claims can be settled at later date. Where the cause of the expenditure is directly attributable to activities or actions of a COMAH site operator Fife Council will endeavour to recover compensation from parties responsible and their insurers.

Details on providing financial assistance to persons affected by the consequences of a major accident are contained in the Fife Council Major Emergency Plan.

### **3.26 Recovery & Reinstatement Phase**

Overall responsibility for co-ordination of emergency services during immediate life-saving and investigative phase rests with the Emergency Co-ordinating Officer. The role of the ECO may transfer from the Chief Constable to the Chief Executive Officer, Fife Council with clear definition of responsibilities.

### **3.27 Cessation of Emergency/Stand-down**

The Police Incident Officer will be responsible for declaring any incident over and permitting the stand down in part or whole after consulting the site operators, health service, SEPA and other emergency services. The public must be informed of the cessation of any incident and the 'All Clear' given by the same channels as the initial shelter/evacuation warnings.

### **3.28 Post Incident Reviews**

A review of the effectiveness of the off-site contingency plan and associated arrangements will be made after cessation of the emergency operations.

## SECTION 4

### ROLES AND RESPONSIBILITIES

#### 4.1 Site Operators

Site operators have established safety management systems covering the organisation and arrangements for preventing, controlling and mitigating the consequences of major accidents at their installations.

Specific arrangements for dealing with particular categories of emergencies form part of the relevant safety management systems.

Potential emergencies have been the subject of a process of hazard identification and risk assessment. Having identified all types of emergency events, appropriate response measures and procedures the companies are prepared to deal with such eventualities.

These procedures are included in emergency plans prepared by the respective operators which dovetail with the local authority off-site plan in order to provide a comprehensive and effective response to emergencies.

The companies are responsible for maintaining emergency procedures in an up to date operational state, revising them as necessary to cater for any changes that may arise.

During an incident the responsibilities of site operators may be summarised as follows:

- Alerting the emergency services
- Taking an immediate head count of staff, contractors and visitors
- Liaising with emergency services and providing technical advice/support
- Providing accurate information on dangerous substances/chemicals stored or processed in affected areas

#### 4.2 Fife Constabulary

The role and responsibilities of the Police encompass the protection of life and property and co-ordination of all responding agencies.

In responding to any major accident at any COMAH site, Police responsibilities may be summarised as follows:-

- The saving of life in conjunction with the other emergency services
- To call out or place essential services on stand-by
- Co-ordination of emergency services and other responders during emergency phase
- Appointment of a Police Incident Officer
- Coordination of public safety measures off-site including potential evacuation of areas at risk in consultation with other emergency services, Fife Council and Fife NHS Board
- Control of access and egress to the site and local traffic management including any diversions/roads closures
- Collation and dissemination of casualty information
- The protection and preservation of the scene.
- The investigation of the incident in conjunction with other investigative bodies where applicable
- Identification of the dead on behalf of the Procurator Fiscal who is the principal investigator where fatalities are involved

- Issuing information to the media in consultation with the Procurator Fiscal
- The restoration of normality at the earliest opportunity
- Transfer of responsibility as Emergency Coordinating Officer to Fife Council Chief Executive Officer for recovery phase

#### **4.3 Fife Fire & Rescue Service**

The fundamental functions of the Fire Service are:

- to save life
- to protect property
- to render humanitarian services

The role of the Fire and Rescue Service within this plan embraces all of the following responsibilities:

- Rescue of trapped casualties
- Preventing further escalations of the incident by tackling fires, dealing with released chemicals and other hazardous situations
- Information gathering and hazard assessment to give advice to the Police and therefore enable them to advise the public to evacuate or not
- Liaison with the Police regarding the provision of an inner cordon around the immediate hazard area to enable the Fire Service to exercise control
- Liaison with the NHS Ambulance Incident Officer and the Medical Incident Officer with regard to providing assistance at ambulance load points and the priority evacuation of injured persons
- The safety of all personnel within the inner cordon
- Consideration of the effect the incident may have on the environment and the action to be taken to minimise this
- Assisting Police with the recovery of bodies
- Participating in investigations as appropriate and preparing reports and evidence for inquiries
- Stand-by during non-emergency recovery phase to ensure continued safety at and surrounding the scene if necessary.

#### **4.4 Scottish Ambulance Service NHS Trust**

The Scottish Ambulance Service (SAS), with other medical and first aid services, provides the initial Health Service response to major incidents. The normal role and responsibilities of the Ambulance Service encompasses the treatment and transport of casualties to hospital or other centres.

In responding to a major incident, Ambulance Service responsibilities will be as follows:

- the preservation of life, triage, treat and convey ill and injured to hospital
- to alert and mobilise hospitals, medical services and voluntary First Aid organisations
- to liaise with other emergency services engaged at the scene, assume and maintain overall responsibility for medical staff on site.

On receipt of a 999 call indicating a potential or actual major incident has occurred, SAS will initially:

- Despatch the nearest available ambulance to the scene
- Alert the other emergency services
- Notify the main receiving hospitals in Fife
- Prepare to send a Medical Team to the Incident Scene where the Medical Incident Officer (MIO) would liaise with the Ambulance Incident Officer (AIO).

The Ambulance Incident Officer (AIO) is responsible for:

- Overall command of ambulance and first aid personnel at the scene
- Co-ordination and direction of Ambulance Service operations
- Setting up a Casualty Clearing Centre (CCC) under the direction of the MIO and in consultation with the senior Police and Fire officers at the scene.

The Casualty Clearing Centre (CCC) is where all casualties involved in a major incident are seen, their injuries assessed and prioritised (triage) before going to hospital. Treatment is administered by doctors, paramedics and first-aiders, according to need at the CCC and then each casualty is transferred by road or air ambulance to a designated receiving hospital.

#### 4.5 Fife Council

Fife Council has an obligation to assist the Emergency Services in their response to emergency incidents and do what ever it can to return the situation to normal. In order to meet its obligations the Council has or can obtain a wide variety of specialist personnel, materials, equipment and transport.

The Duty Emergency Planning Officer will act as the initial point of contact and will alert other Council services/officials as necessary. They will also assist in the activation, management and operation of the Council Emergency Centre (CEC).

Control and co-ordination of the council's response to major incidents will be exercised by the Council Emergency Management Team led by the Chief Executive Officer working from the CEC in FFRS HQ, Strathore Road, Thornton. Where necessary, the CEMT will delegate a Local Authority Liaison Officer to attend at the site ECC or other location when requested by the Police Incident Officer

The Council's Emergency Planning Unit (EPU) is responsible for preparing a generic plan containing the overall local authority emergency response arrangements and associated specialist plans.

#### 4.6 Fife NHS Board

Fife NHS Board is responsible for ensuring that health services are provided that meet the health care needs of Fife residents. It must also ensure that adequate health care is provided at times when services may be restricted for whatever reason.

Such a situation might arise where staff or resources are diverted during a major emergency, causing interruption to the normal provision of health services. Emergency plans have been developed by Fife NHS Board to deal with major emergencies.

The following hospitals would receive casualties arising from a major emergency:

- Queen Margaret Hospital, Dunfermline (main receiving hospital for West Fife).
- Victoria Hospital, Kirkcaldy (main receiving hospital for Central and East Fife).
- Ninewells Hospital (main receiving hospital for North Fife).

The nearest hospital to the major emergency will generally be the Control Hospital directing transport and care of casualties. Each hospital must have procedures quickly activated to deal with the many demands arising during a major emergency.

Hospital major emergency procedures cover:

- Alerting key personnel, including the hospital Control Team
- Ensuring attendance of the Medical Incident Officer and Medical Team at major emergency site
- Completion of documentation on casualties on arrival at hospital
- Reception of relatives and friends of casualties at hospital
- Dealing with the media
- Liaison with the Voluntary Aid Services such as WRVS; Salvation Army
- Call-out of support services, such as pharmacy, laboratory, blood supplies
- Hospital security
- Provision of additional telephones, radios, fax equipment

Fife NHS has a responsibility to safeguard the public who may be at risk from the possible effects of airborne or waterborne hazards. In the event that injuries / illness are linked to the possibility of communicable disease, chemical or toxic material, the Duty Consultant in Public Health should be contacted. (Telephone 01592 226840 or via Victoria Hospital Switchboard 01592 643355 out of hours). The Duty CPHM will undertake assessment and investigation of any public health hazards and take appropriate action, including advice to the public in conjunction with other agencies.

Fife NHS Board will also, in conjunction with Fife Council, provide counselling and psychological support to casualties and those responding to the incident. Regular testing of major emergency procedures through joint 'exercises' with other emergency services and agencies, ensures that major emergencies are dealt with as efficiently as possible and in a properly co-ordinated manner.

#### 4.7 Health & Safety Executive (HSE)

HSE and SEPA work together as the joint competent authority for the COMAH regime with a shared objective of achieving high levels of protection from major accidents for both people and the environment. HSE will:

- Provide appropriate expertise on health and safety for the regulation of major hazards
- HSE activities will be co-ordinated, consistent, transparent, targeted and proportionate in relation to duties under the regulations.
- Ensure that conflicting requirements are not placed on TTS operators
- Collaborate with SEPA and other agencies on issues of joint interest, so avoiding duplication of activity for themselves and for operators.

The working arrangements are set out in a memorandum of understanding, copies of which are available on request from the competent authority. Many aspects of an operator's activities do not relate exclusively to protection of either people or the environment. Co-ordinating the operational implements of COMAH by HSE and SEPA is, therefore, crucial. Both agencies have responsibilities for overseeing key regulatory activities such as:

- Assessing safety reports
- Applying derogation procedures
- Designating domino effects establishments

The operator will make a single submission or application and receive a single response agreed between HSE and SEPA. HSE and SEPA will discuss and exchange inspection programmes for establishments subject to COMAH which will be co-ordinated to avoid duplication of effort.

HSE and SEPA have an advisory role in any major accident as well as an investigatory role post-accident, to determine the cause and liability for such occurrences. Both agencies can issue Improvement and Stop Notices to COMAH site operators where a breach of the regulations has occurred

#### 4.8 Scottish Environment Protection Agency (SEPA)

SEPA is a non-departmental public body responsible for protection of the environment and is accountable to the Scottish Government. SEPA will act as the joint competent authority with HSE and has particular responsibilities for enforcing the Environmental Protection Act and the Integrated Pollution Prevention and Control (Scotland) Regulations 2000 (IPPC) at COMAH installations. In relation to COMAH top tier site activities, the following functions would apply:

- Consenting of discharges to the water environment (surface, tidal and ground waters)
- Issuing authorisations/permits to prevent, minimise or render harmless the release of substances into the environment from prescribed processes
- Licensing of waste management activities
- Monitoring of pollution
- Enforcement action against persons contravening licence conditions or illegally polluting the environment.

#### 4.9 Scottish Water (SW)

Scottish Water is responsible for:

- The treatment and supply of drinking water except that obtained from privately owned sources (boreholes, springs, wells, etc.)
- The collection, treatment and disposal of waste water, or sewage within its operational area in East Central Scotland.

Scottish Water has five operational divisions with the Fife Divisional boundaries coinciding with the administrative boundaries of Fife Council.

#### 4.10 HM Coastguard (HMCG)

HM Coastguard is a '999' service, recognised as the most modern maritime emergency service in Europe. HM Coastguard has a statutory duty under the Coastguard Act 1925 to be responsible for:

- The initiation and co-ordination of civil maritime search and rescue within the United Kingdom Maritime Search and Rescue Region.
- The mobilisation, organisation and tasking of adequate resources to respond to persons either in distress at sea, or to persons at risk of injury or death on the cliffs or shoreline of the United Kingdom.

In a maritime emergency HM Coastguard will be responsible for:

- Calling on and co-ordinating all available facilities, including the Royal National Lifeboat Institute (RNLI), Royal Air Force and Royal Navy helicopters, other aircraft and ships, as well as merchant ships, commercial aircraft and ferries who are placed to render assistance.
- Co-ordinating the support provided by the other emergency services when these are involved in a maritime incident.

HM Coastguard has its own search and rescue resources. It maintains cliff and search and rescue teams and a fleet of fast inflatable boats for inshore emergencies. HM Coastguard keeps a 24 hour watch, by radio, on the intern

The UK is divided into six Search and Rescue Regions with two covering Scottish waters; North and East Scotland, and West Scotland and Northern Ireland - each under a Regional Controller who operates from a Maritime Rescue Co-ordination Centre (MRCC).



These regions are sub-divided into three or four districts, each with a Maritime Rescue Co-ordination Centre under the control of a RCC Manager as in the case of Forth Coastguard which is located at Fifeness, nr. Crail.

HM Coastguard is represented, along with other Category 1 responders as defined under the Civil Contingencies Act 2004, on both the multi-agency Fife Emergency Planning Working Group and the parent Strategic Co-ordinating Group. Participation at all levels enables HMCG to review local arrangements for the co-ordination of coastal incidents including co-operation with the emergency services, with particular emphasis on ensuring compatibility of purpose and the avoidance of duplication.

#### **4.11 Forth Ports plc**

Forth Ports plc is responsible for control of shipping within the Firth of Forth. The harbour area extends from the east on a notional line between the North and South Carr light beacons and to the west upstream as far as Stirling but due to limits on navigation effectively only as far as Kincardine Bridge.

Their jurisdiction encompasses all movements inbound and outbound from the Braefoot Bay marine terminal which are conducted under the control of tugs. The Forth and Tay Navigation Service (FTNS) is the Vessel Traffic Service operated by Forth Ports plc. and is responsible for:

- The control, under marine radar, of vessels of 50 gross tonnes or more intending to navigate through the harbour area within the company's jurisdiction
- The co-ordination of the Emergency Forth Contingency Plan for dealing with marine contingencies within the Firth of Forth although the responsibility for initiating and co-ordinating maritime search and rescue lies with HM Coastguard
- The initiation and co-ordination of the Clearwater Forth Oil Spill Contingency Scheme for the containment and recovery of oil following an oil spill within the Firth of Forth

#### **4.12 Voluntary Aid Organisations**

The support of voluntary aid organisations may be required during the response to a major accident. The following organisations may be mobilised to assist the emergency services or general public:

- Women's Royal Voluntary Service
- British Red Cross Society
- St. Andrews First Aid
- Radio Amateurs Emergency Network (RAYNET)

Full mobilisation and operational capability details are contained in the Fife Council Major Emergency Plan.

## SECTION 5

### ENVIRONMENTAL ASPECTS OF MAJOR ACCIDENTS

#### 5.1 Background

COMAH regards all major accidents as having equal status whether their effects are primarily on people or on the environment. Consequently on-site and off-site emergency plans for COMAH top-tier sites in Fife all take account of the environment.

In terms of COMAH the environment comprises built features, air, water, soil, flora and fauna. This includes those features which have protected, designated or controlled status, such as controlled waters, any sensitive land within the site boundaries, protected buildings and monuments, protected ecological species, and protected habitats or designated areas.

#### 5.2 Defining A Major Accident to the Environment (MATTE)

A major accident is defined as:

- An occurrence (including in particular, a major emission, fire or explosion resulting from uncontrolled developments in the course of the operation of any establishment and leading to serious danger to human health or the environment, immediate or delayed) inside or outside the establishment, and involving one or more dangerous substances.
- An accident is considered to be major if it causes permanent or long-term damage to a particular unique, rare or otherwise valued component of the built or natural environment, or if there is widespread environmental loss, contamination or damage.

The effect of an accident on the natural environment may be direct or indirect, immediate or delayed, temporary or persistent.

The indirect effects of an accident need to be contemplated as well as the more obvious ones. Food and agriculture, with other features such as sewage and water treatment works, need consideration.

#### 5.3 Emergency Planning for the Environment

The overall plan objectives take into consideration the following environmental issues:

- possible accident scenarios
- the predicted environmental effects of accidents
- implementation of specific measures to protect the environment
- liaison with other environmental organisations and the public
- environmental clean-up restoration

#### 5.4 Major Environmental Accident Criteria

The criteria for defining a major accident for notification to the European Commission and the information to be notified are as follows:

Any accident covered in Schedule 7, Part 1, paragraph 1(a) or at least having the consequences described in paragraphs 1(b) through 1(e) must be notified to the Commission.

- Substances Involved  
A fire, explosion or accidental discharge of dangerous substances involving at least 5% of the qualifying quantity laid down in Col. 3 of Parts 2 or 3 of Schedule 1

- Injury to Persons and Damage to Property  
An accident directly involving a dangerous substance and giving rise to one of the following events:
  - a death
  - 6 persons injured within the establishment and kept within hospital for at least 24 hours
  - 1 person injured outside the establishment and kept in hospital for at least 24 hours
  - dwellings outside the establishment damaged and unusable as a result of the accident
  - the evacuation or confinement of persons for more than 2 hours (person x hours): the value is at least 500
  - the interruption to drinking water, electricity, gas or telephone services for more than 2 hours (person x hours): the value is at least 1,000
- Immediate Damage to the Environment
  - i. Permanent or long-term damage to terrestrial habitats:
    - 0.5 ha or more of a habitat of environmental or conservation importance protected by legislation
    - 10 or more hectares of more widespread habitat, including agricultural land
  - ii. Significant or long-term damage to fresh water and marine habitats:
    - 10 km or more of river or canal
    - 1 ha or more of a lake or pond
    - 2 ha or more of delta
    - 2 ha or more of a coastline or open sea
  - iii. Significant damage to an aquifer or underground water;
    - 1 ha or more
- Damage to Property
  - damage to property in the establishment of at least ECU 2 million
  - damage to property outside the establishment of at least ECU 0.5 million
- Cross-Border Damage
  - Any accident directly involving a dangerous substance giving rise to effects outside the territory of the Member State concerned.

## 5.5 Reporting of Accidents/Near Misses

Accidents or 'near misses' regarded by Member States as being of particular technical interest for preventing major accidents and limiting their consequences which do not meet the quantitative criteria above should be notified to the Commission.

## 5.6 Environmental Risk Assessments

The effects of an accident on the environment depend on a number of factors peculiar to the accident. COMAH site operators are required to carry out a detailed environmental risk assessment as part of the safety report for each establishment.

The aim of the risk assessment is to show which hazard and events contribute to the risks to the environment from an accident at the establishment. This will allow prioritisation of effort in managing risks. The depth of each assessment should be proportional to the risk posed by each establishment.

Risk assessments should consider the following:

- the substances and processes present at the establishment
- the pathways of contamination from the establishment to the environment
- the locations of establishments in relation to environmental features

## 5.7 Pathways to the Environment

The two main pathways for environmental contamination are by air and water but contaminants may also percolate through the soil. Airborne pollutants can cover a wide area and are more difficult to predict and control than pollutants released into the water. Precipitation may be in dry ash form, or dissolved in rain, snow etc.

The affected area will depend on weather conditions which can be ascertained by the Police or Fire Service invoking the Chemical Emergency Meteorological Scheme (CHEMET). The Meteorological Office can supply information on wind speed and direction in order to help define the area most likely to be affected.

Surface run-off into sewers (foul and surface water), drains, discharge pipes and watercourses causes downstream effects, potentially carrying contaminants a long way from the immediate area and possibly reaching ground-water. The importance of the vector for pollution depends on the speed and flow of nearby watercourses and on the nature of the local drainage system.

## 5.8 Categorising the Local Environment

It is important to characterise the features of the environment around the establishment. A preliminary study should be used to categorise broad features of land use in the area e.g. residential, agricultural, fisheries, water organisations or woodland. SEPA and Environment and Development Services (Planning), Fife Council holds most of this information. Where an environmental survey is required, SEPA can advise.

Any environmental sensitive areas within range of the establishment need to be identified. In the case of rivers and aquatic sites or special scientific interest (SSSIs), sensitive areas put at risk from an accident may be some distances from the establishment.

Environmentally sensitive areas might include those with statutory protection such as:

- SSSIs
- Areas of outstanding natural beauty
- Listed buildings
- Ancient monuments
- Trees protected by preservation orders
- Ground-water Protection Zones
- Water abstraction points or other areas of environmental importance, e.g.
  - salmonoid rivers
  - local amenity areas
  - zoned open space

The specific sensitivity of each SSSI needs to be determined. An SSSI might support a particular habitat type or species that is especially susceptible to some form of pollution. This information can be obtained from the local SNH or SEPA office. Information on the location of important features relevant to the water industry including water abstraction points, the presence of aquifers and their vulnerability to pollution is obtainable from SEPA.

Information on the important parts of the built heritage may be obtained from the Royal Commission on Ancient and Historical Monuments for Scotland (RCAHMS). Other nearby areas may be of importance to the local community and information is obtainable from the Planning Service, Fife Council and from local conservation groups or special interest groups. Liaison between operators, Fife Council and landowners is also crucial. Areas identified as being at risk from a major accident to the environment are listed as appendices to the annexes containing relevant site specific information.

## 5.9 Pollution Control

As a result of any flammable/explosive or toxic release, varying degrees of pollution could occur and an assessment would be required by Fife Council's Oil Pollution Control Organisation and Environment Services on any aspects of contamination and the implementation of necessary controls.

Any incident where pollution caused by spillage could affect any watercourse, either directly or through surface drains, or through pollution of water bearing courses must be notified to Scottish Environment Protection Agency (SEPA) so that they can take whatever action is necessary to contain the pollution.

Such pollution could be the prime factor giving rise to the incident, or it could be the secondary effect of a related activity, e.g. chemical washed into the water course during fire fighting operations. Similarly, Scottish Water, Fife Division, should be informed if any such pollution affects or is likely to affect the public water supply or sewerage systems.

## 5.10 Environmental Clean-Up

One requirement of COMAH is that the on-site and off-site emergency plans provide for the clean-up and restoration of the environment after an accident. The remedial measures should be proportional to the amount of harm caused by the accident, and to the likely level of continuing harm to the environment.

The operator has a duty to mitigate the effects of major accidents under Regulation 4 of COMAH and under other environmental legislation such as the Water Resources Act 1991 and the Wildlife and Countryside Act 1981.

On-site emergency plans and the Fife Council Oil/Chemical Pollution Contingency Plan identify initiating procedures, contractors and where appropriate arrangements for:

- removing contaminated soil and debris
- restricting foodstuffs (including those grown at home)
- restricting access to areas
- restocking watercourses, lakes, woods, etc.
- remedial action on surface and ground-water supplies

## 5.11 Restoration and Remediation

Contaminated areas, even on site, can pose a continuing threat to the environment after an accident. Clean-up would require the removal or cleansing of soil, ashes may need containing to ensure they cannot blow away, and drums of chemicals need to be labelled and disposed of by licensed waste contractors. Contaminated water held in bunds or storage may need to be removed and processed to make safe and non-toxic.

Remedial work may involve replacing contaminated soil with clean soil, along with replanting vegetation. Fish populations in rivers and watercourses may require restocking. In severe cases, long-term projects may be required to rehabilitate areas and restore habitats.

The extent of remedial action covered by off-site emergency plans should take account of the particular environmental hazards associated with the operations carried out on the establishment and the specific off-site environmental conditions.

This might involve neutralising, removing and disposing of chemical contaminants, removing dead animals, plants or contaminated soil; re-introducing species; repairing damaged parts of the built environment etc. in consultation with the relevant local authority services and government agencies.

The Scottish Government Environment Directorate (SGED) is responsible for immediate actions to assess the potential risk to people and safeguard the public food supply following an accident. A chemical release during an accident may lead to local contamination of the food chain, usually through direct deposition onto pasture or crops from aerial releases.

In some cases, this may occur from uptake into plants through contaminated water posing a risk to grazing animals. Information on the extent and nature of the problem is gathered through these government departments' regional contacts. Investigation may involve taking blood samples where animals have been exposed, or sampling suspect food for laboratory analysis.

SGED officials and environmental health officers will generally obtain information from the emergency services, rather than from operators directly. Once the extent of any problem has been identified, control over the entry of affected foods into the food chain e.g. through the contamination of crops or grazing land, may be via voluntary restrictions on farmers or action by Fife Council.

Where this is inadequate, there are emergency powers which government can use immediately (Part 1 of the Food and Environment Protection Act 1985, and section 13 of the Food Safety Act 1990).SGED would take responsibility for providing information of a food emergency to the public and media, and this would take place through their press office or emergency centre as well as through regional offices and the Environmental Health Service.

Counter-pollution response will be provided by Briggs Environmental Services who are a locally based firm of pollution control specialists contracted to Fife Council.

## SECTION 6

### TOP TIER SITES IN FIFE - ACTION CHECKLISTS

#### 6.1 General

This section contains a series of action checklists which have been prepared to direct those engaged in the initial response and follow-up to a major accident at any COMAH top tier site in Fife which is deemed to have off-site consequences.

These checklists should be used as aides-memoire and to prompt actions where necessary.

The checklists are not intended to be prescriptive - additional actions/tasks may be necessary as circumstances dictate.

## 6.2 Fife Constabulary Action Checklist – Duty Sergeant, Force Contact Centre

<b>DESIGNATED SERVICE:</b>	<b>FIFE CONSTABULARY</b>
<b>RESPONSIBLE PERSON:</b>	<b>DUTY SERGEANT, FORCE CONTACT CENTRE</b>

This checklist is not intended to be prescriptive – additional actions/tasks may be necessary as circumstances dictate.

Tick When Complete	INITIAL RESPONSE
	Log initial report/alarm from Top Tier Site/other source
	Obtain details of site, incident, safe approach route, access, hazards involved, weather conditions and contact person
	Deploy nearest available police unit
	Inform Fife Fire & Rescue Service/Ambulance Service/Asst. Chief Constable
	Inform Fife NHS Board – Emergency Planning Officer/CPHM
	Inform Fife Council – Emergency Planning Officer

Tick When Complete	FOLLOW-UP ACTIONS
	Liaise as necessary with:
	- Health & Safety Executive
	- Scottish Environment Protection Agency
	- Utilities – Scottish Power/Scotland Gas Networks/Scottish Water
	- First Scot Rail
	- Transportation service – Fife Council Emergency Planning Officer
	- HM Coastguard/Forth & Tay Navigation Service
	Inform Air Traffic Control Centre of any flying restrictions required
	Inform local radio/TV of any public safety broadcasts
	Inform Detective Chief Superintendent of any investigative requirements
	Inform Procurator Fiscal as necessary



### 6.3 Fife Constabulary Action Checklist – Police Incident Officer

<b>DESIGNATED SERVICE:</b>	<b>FIFE CONSTABULARY</b>
<b>RESPONSIBLE PERSON:</b>	<b>POLICE INCIDENT OFFICER</b>

This checklist is not intended to be prescriptive – additional actions/tasks may be necessary as circumstances dictate.

Tick When Complete	INITIAL RESPONSE
	Survey incident scene and determine safe Forward Control Point
	Establish wind direction for safe approach route and access points
	Commence log of events
	Report to Incident Control Post (Site Operator's Emergency Control Centre)
	Advise Force Contact Centre of casualties, hazards, access, location, emergency services required and nature of incident
	Liaise with Senior Fire Officer and Site Main Controller

Tick When Complete	FOLLOW-UP ACTIONS
	Consider requirements for evacuation/sheltering (on-site and off-site)
	Determine RVP/vehicle marshalling area
	Consult Site Operators for technical advice
	In consultation with Fire Incident Commander set Inner and Outer cordons
	Establish traffic control points
	Ensure adequate communications infrastructure across responding agencies
	Assess need for Casualty Bureau
	Co-ordinate media statements/public information messages with Site Incident Controller, Fife NHS Board and Fife Council
	Brief Senior Investigating Officer
	Ensure police officers deployed to following areas: Ambulance loading point/casualty clearing centre/receiving hospitals/media briefing centres/ Body holding area/temporary mortuary/survivor reception
	Request Air Traffic Exclusion Zone (Temporary Restricted Airspace) via FCC

**6.4 Fife Fire & Rescue Service Action List – Fire Incident Commander**

<b>DESIGNATED SERVICE:</b>	<b>FIFE FIRE &amp; RESCUE SERVICE</b>
<b>RESPONSIBLE PERSON:</b>	<b>FIRE INCIDENT COMMANDER</b>

This checklist is not intended to be prescriptive – additional actions/tasks may be necessary as circumstances dictate.

Tick When Complete	<b>INITIAL RESPONSE</b>
	Report to Incident Control Post (Site Operator’s Emergency Control Centre)
	Liaise closely with Police Incident Officer
	Consult Site Incident controller on arrival for technical advice
	Ensure deployment of units and equipment taking account of prevailing wind direction
	Establish a Forward Control Point (FCP) adjacent to other emergency services
	Advise Fire Control of safe approach route
	Establish, in conjunction with the Senior Police Officer present, Inner Cordon Procedures to control access and egress from the hazard area.

Tick When Complete	<b>FOLLOW-UP ACTIONS</b>
	Assist Site Operator in monitoring gas cloud extremities
	Liaise with Site Main Controller for technical advice and assistance

## 6.5 COMAH Top-Tier Operator Action Checklist – Site Incident Controller

<b>DESIGNATED SERVICE:</b>	<b>COMAH TOP TIER SITE OPERATOR</b>
<b>RESPONSIBLE PERSON:</b>	<b>SITE INCIDENT CONTROLLER</b>

This checklist is not intended to be prescriptive – additional actions/tasks may be necessary as circumstances dictate.

Tick When Complete	INITIAL RESPONSE
	Ensure emergency services notified of incident and safe approach route given
	Assess nature and scale of the incident at a safe distance
	Account for all persons involved in any incident carrying out rescue of any casualties where safe to do so
	Implement on-site fire fighting procedures to prevent further spread of fire
	Liaise closely with Senior Fire Officer and Senior Police Officer on arrival and jointly agree Forward Control Point
	Liaise closely with Site Main Controller for duration of incident

Tick When Complete	FOLLOW-UP ACTIONS
	Monitor the extremities of any gas cloud in conjunction with Fife Fire & Rescue Service
	Provide technical advice and other assistance to Senior Fire Officer and Senior Police Office
	Advise Site Main Controller of any requirement for evacuation of personnel on site
	Provide intrinsically safe communications to responding emergency service units
	Post incident – supervise any containment and clean-up operation

**6.6 COMAH Top-Tier Site Operator – Site Main Controller**

<b>DESIGNATED SERVICE:</b>	<b>COMAH TOP TIER SITE OPERATOR</b>
<b>RESPONSIBLE PERSON:</b>	<b>SITE MAIN CONTROLLER</b>

This checklist is not intended to be prescriptive – additional action/tasks may be necessary as circumstances dictate.

Tick When Complete	INITIAL RESPONSE
	Ensure emergency services notified of incident
	Activate Incident control Post (Site Operator's Emergency Control Centre)
	Liaise closely with Site Incident Controller
	Liaise closely with Police Incident Officer and Senior Fire Officer
	Co-ordination of activities to account for persons on-site, implementation of fire fighting measures and rescue of any casualties
	Ensure adequate measures to safeguard the environment surrounding any incident

Tick When Complete	FOLLOW-UP ACTIONS
	In liaison with Police and Fire Incident Officer, arrange evacuation of persons from any area at risk on-site
	Provide technical advice and other assistance to Senior Fire Officer and Senior Police Officer
	Co-ordinate all media statements/public information with Police/Fire/Fife NHS Board/Fife Council
	Post incident – supervise any containment and clean-up operation
	In conjunction with local authority implement measures for restoration of normality for any area affected

## SECTION 7

### CONTACT INFORMATION

#### 7.1 General

Contact details of Fife Council officers and external agencies are held within the Emergency Planning Unit and will be made available following activation of the plan.

## SECTION 8

### GLOSSARY OF TERMS & ABBREVIATIONS

#### 8.1 Glossary of Terms

Ambulance Loading Point	An area, preferably hard standing, close to casualty clearing station where ambulances can load patients for transfer to A & E Hospitals
Body Holding Area	A point close to the scene where any victims can be kept pending transfer to a mortuary.
Casualty Bureau	Police controlled contact and information for all records and data relating to casualties
Casualty Clearing Station	An area at the incident scene set up by the Ambulance service in liaison with the MIO to assess, treat, and triage casualties and direct their evacuation
CHALETS	Mnemonic used by police to assess extent of incident( Casualties / Hazards / Access/Locations/Emergency Services required/ Type of incident/Start a Log)
Competent Authority	Authority set up to regulate the Control of Major Accident Hazards Regulations 1999 (COMAH) comprising the Health & Safety Executive and the Environment Agency or the Scottish Environment Protection Agency as applicable
Dangerous Substance	Any substance, mixture or preparation (named or generic) specified in Schedule 1 of the COMAH Regs. and present as a raw material, product, by-product, residue or intermediate
Domino Effect	Combined consequences of major accident at one establishment or installation being triggered by an incident at another establishment or installation
Downwind	From the incident source following the direction of the wind
Emergency Control Centre	Establishment from which emergency operations are co-ordinated providing communications, power, maps, etc. for company and emergency services
Emergency Services	Police, Fire, Ambulance and Coastguard Services who are liable to respond to an emergency at the establishment
Environment	The surroundings around, over and under an establishment including the flora, fauna, buildings and infrastructure
Establishment	Whole area under control of the same person where dangerous substances are present at one or more installations. Two or more areas under control of same person separated only by a road, railway or inland waterway treated as one establishment. An establishment, consisting of a number of fragmented areas, may be split into two or more qualifying areas
Explosive	A material classified as an explosive hazard can be ignited explosively causing a shock wave. People can be affected by blast injuries or flying debris
Fire	A material classified as a fire hazard can ignite and produce smoke. The effects of fire on people normally take the form of skin burns caused by exposure to thermal radiation. Smoke may cause breathing difficulties

Forward Control Point	Advance position close to incident locus for visual observation but far enough back for staff safety. First emergency service vehicle at locus becomes FCP
Friends & Relatives Reception Centre	Secure area for use by Friends & Relatives set aside by Police with local authority and VAO support
Hazmat	Hazardous Materials
Head of Establishment	The individual at the establishment responsible for controlling site operations, including health and safety (MACR Sites)
Health Authority	In Scotland means a health board established under Section 2 of the National Health Service (Scotland) Act 1970
Heavier than Air	Vapours that are denser than air
Incident Control Point	Incident Control Point will be established within the company Emergency Control Centre where communication and support facilities will be provided.
Industrial Activity	Operation carried out in an industrial installation referred to in Schedule 3 of the COMAH Regs. involving or liable to involve one or more dangerous substances including on-site storage and on-site transport associated with operation unless operation is incapable of producing a Major Accident Hazard
Installation	A building or area within an establishment in which dangerous substances are present, or are intended to be processed, used, handled or stored
Key Personnel	People who have a significant role to play within the On-Site Emergency Plan
Life-saving Phase	Operations concerned with the protection of life and property
Local Authority	The local authority for relevant administrative area e.g. Fife Council. May include more than one authority if boundaries are close to establishment. In these instances it would be normal for one authority to have primacy
MACR Co-ordinator	The individual nominated by the Head of Establishment to act as the focus for all MACR matters relating to that establishment
Major Accident	An occurrence such as a major emission, fire or explosion resulting from uncontrolled developments that leads to serious danger to human health and or the environment, whether immediate or delayed, inside or outside the establishment and involving one or more dangerous substances
Major Accident Prevention Policy	A document compiled by an establishment to explain the policy relating to the prevention and mitigation of major accident hazards within the establishment
Maximum Anticipated Holdings	The maximum anticipated holdings irrespective of the amount held, the maximum capacity available or the maximum licensed amount
Media Centre	Central contact point for media enquiries established by Local Authority at Police request with communications and conference facilities
Mitigation	The process of reducing the scale of the consequences of a major accident
MOD CA	Authority, vested at 1 star level, set up to introduce and enforce the Major Accident Control Regulations - JSP 498

Non-toxic	Substance which has no known harmful effects on biological mechanisms
Notification	Formal submission from an establishment notifying the CA of its existence and qualification according to the LTS or TTS threshold criteria for the dangerous substance or category of dangerous substance held
Off-Site Emergency Plan	Document produced by local authority based around major accident hazards, identified by the establishment in Safety Report, that could affect human health and or the environment beyond the establishment boundary, or that will require the attendance of external emergency services in the event of an incident
On-Site Emergency Plan	Document produced by the relevant operator encompassing the establishment complete response to a major accident involving dangerous substances
People	All persons including company personnel, contractors, visitors and members of the public.
Police Incident Officer	The most senior officer at the incident scene who will take tactical decisions until Tactical Command is established
Public Information Zone	Area around establishment where people will be immediately affected by Major Accident and who require certain information on actions to take in emergencies
Rest Centre	Premises designated for the temporary accommodation of evacuees
Safety Report	Document demonstrating that establishment storing/processing dangerous substances has taken all measures to prevent major accidents and mitigate the consequences to human health and/or the environment of any that do occur.
Senior Emergency Services Officer	Usually the senior Police officer who has primacy over the developing incident and is located within the ECC
Significant Change	Changes resulting from introduction/ removal of hazards that could lead to a Major Accident, changes in operation or stock holdings of establishment, developments in surrounding area and/or changes to habitat or species awareness on or near the establishment
Site Incident Operator	Normally operates at the Forward Control Point and provides the interface between the Emergency Control Centre (ECC) and the incident
Senior Investigating Officer	Police senior detective appointed to investigate all aspects of the incident
Site Main Controller	Has overall responsibility for directing operations from the ECC
Toxic	A material classified as a toxic hazard can cause varying degrees of harm depending upon the nature of the material and the time of exposure to the material. The toxic effect can spread through water courses



## 8.2 Abbreviations

(As contained in the Guide to Control of Major Accident Hazard Regulations 1999 & Joint Services Publication 498)

ACCOLC	Access Overload Control
ACPO(S)	Association of Chief Police Officers(Scotland)
AIO	Ambulance Incident Officer
ALARP	As Low As Reasonably Practicable
ALP	Ambulance Loading Point
AONB	Area of Outstanding Natural Beauty
BFI	Bulk Fuel Installation
BT	British Telecom
CA	Competent Authority
COMAH	Control of Major Accident Hazards Regulations 1999
COSHH	Control of Substances Hazardous to Health
COSLA	Convention of Scottish Local Authorities
D SEF Pol	Directorate of Safety, Environment and Fire Policy
ECC	Emergency Control Centre
ECO	Emergency Co-ordinating Officer
EPA	Environment Protection Act 1990 (as amended by The Environment Act 1995)
ERA	Environmental Risk Assessment
EU	European Union
FC	Forward Control
HOE	Head of Establishment
HSE	Health & Safety Executive
HSWA	Health & Safety at Work etc. Act 1974
ICP	Incident Control Post
JSP	Joint Service Publication
LA	Local Authority
LNR	Local Nature Reserve
LTS	Lower Tier Site
MA	Major Accident
MACR	Major Accident Control Regulations
MAPP	Major Accident Prevention Policy
MATTE	Major Accident To The Environment
MDP	Ministry of Defence Police
PIO	Police Incident Officer
PIZ	Public Information Zone
PPE	Personal Protective Equipment
PXR	Post Exercise Report

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regs. 1995
SAC	Special Area of Conservation
SEPA	Scottish Environment Protection Agency
SESO	Senior Emergency Services Officer
SG	Scottish Government
SGED	Scottish Government Environment Directorate
SGJCD	Scottish Government Justice and Communities Directorate
SNH	Scottish Natural Heritage
SPA	Special Protection Area
SR	Safety Report
SSSI	Site of Special Scientific Interest
TTS	Top Tier Site