

Marine Emergency Mutual Aid Centre
Regional Organization for the Protection of the Marine Environment
K. Bahrain

ROPME Sea Area Oil Spill Contingency Plan

December 2007

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Prepared by:	MEMAC
Status:	Final
Version:	6.0
Date:	December 2010

Approved and authorised for issue:

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Date 12th January 2011

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DEFINITIONS

Emergency Response Centre (ERC) means an office, manned 24 hours a day and equipped with appropriate communications equipment, which has been set up, for the purpose of the Plan, by each Contracting State and which will serve as the Operations Room of the NIC or SIC respectively, whenever the Plan is activated.

Governmental Authority means the designated competent Government Department having the **governmental** responsibility for dealing with marine pollution incidents.

International Maritime Organization The IMO is a specialized agency of the United Nations, which is responsible for measures to improve the safety of international shipping and to prevent marine pollution from ships. It is also involved in legal matters, including liability and compensation issues and the facilitation of international maritime traffic.

Joint Emergency Response Centre (JERC) means the Emergency Response Centre of the Lead State during joint response operations.

Kuwait Convention means the Kuwait Regional Convention for Co-operation on the Protection of the Marine Environment from Pollution, established in 1978 under the UNEP Clean Seas Programme.

Lead Authority means the Operational Authority of the Lead State.

Lead State means the Contracting State in whose responsibility zone a maritime casualty or a pollution incident has occurred and which has activated the Plan and/or asked for assistance within the framework of the Plan, or the Contracting State to whom the lead role has been transferred. The Lead State exercises the Operational Command of the Joint Response Operations and designates the Supreme Incident Commander (SIC).

Liaison Officer means an officer from an assisting Contracting State participating in the Joint Response Operations, who is integrated in the staff of the SIC with a view to providing necessary information on national resources rendered as assistance to the Lead State and to facilitate communications with his/her respective NIC.

MARPOL 73/78 is the International Convention for the Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978.

MEMAC means the Marine Emergency Mutual Aid Centre, Bahrain established under the Protocol

National Incident Commander (NIC) means an officer, designated by the Operational Authority, having operational control of all national pollution response resources which might, if so requested, participate in Joint Response Operations. (Note: NIC is preferably, but not necessarily, the same officer who performs the duty of Incident Commander under the National Contingency Plan.) Following the activation of the Plan, NIC of the Lead State assumes the role of SIC, while NICs of the assisting countries, operating under the operational command of SIC, nevertheless retain the operational control over their respective strike teams and self contained response units (vessels, aircraft).

Operational Authority means the designated competent Government Department having the **operational** responsibility for dealing with marine pollution incidents.

Operational Command means overall co-ordination and control of Joint Response Operations, including both national resources and strike teams, equipment and other resources (aircraft, vessels) rendered as assistance by other Contracting States. It is exerted by the Operational Authority of the Lead State, through the Supreme Incident Commander (SIC).

Operational Control means direct control over personnel, means and units taking part in the Joint Response Operations, including giving orders and supplying information necessary for execution of response operations. It is exerted by National Incident

Commanders (NIC) of the Contracting States taking part in the operations, or by officers designated by them.

Operations at sea means any measures, including intervention on the source of pollution, aerial surveillance, containment of the pollutant, recovery of the pollutant, application of treatment agents from vessels and aircraft, or any other action taken in the open sea (off shore) in order to respond to a pollution incident, restrict the spreading and facilitate the removal of the oil and mitigate the consequences of the incident.

Operations on shore (shoreline clean-up operations) means any action taken on shore, or in the sea immediately adjacent to the shore, in order to recover, remove or destroy the oil and reduce its impact or effects.

Pollution Report (POLREP) means the incident report by which one Contracting State warns the other Contracting States of a spill and through which it notifies the other Contracting States of the activation of the Plan and requests assistance.

Protocol means the Protocol to the Kuwait Convention Concerning Regional Co-operation in Combating Pollution by Oil and Other Harmful Substances in Cases of Emergency, which established the Marine Emergency Mutual Aid Centre (MEMAC) and the framework of regional co-operation.

Public Relations Officer means an officer in charge of informing the public and the media on the course of events and advising the SIC on public reaction.

Responsibility Zone means the Territorial Sea, the Contiguous Zone and the Exclusive Economic Zone as defined in The United Nations Convention on the Law of the Sea, 1982 (UNCLOS), Parts II and V

ROPME means the Regional Organisation for the Protection of the Marine Environment,

Situation Report (SITREP) means the report by which the Lead State keeps the other Contracting States informed about the situation.

Strike Team means a group of personnel sent as assistance from one Contracting State to another in order to take part as an independent unit in joint response operations. It may include personnel on board vessels, aircraft or other self-contained units or personnel assisting in shore clean-up operations. During joint response operations, strike teams work under the tactical command of their leaders, the operational control of their respective NICs, and under the overall operational command of SIC.

Supreme Incident Commander (SIC) means a designated officer of the Lead State, having the overall operational command of all Joint Response Operations undertaken within the framework of the Plan.

Tactical Command means directing and supervising the execution of specific tasks by teams and/or units on the scene of operations. It is exerted by the leaders of such teams and/or commanders of units.

ABBREVIATIONS

The following are the main Abbreviations used in this document:

CLC	Civil Liability Convention
ERC	Emergency Response Centre
IAP	Incident Action Plan
ICS	Incident Command System
IMO	International Maritime Organization
IOPC FUND	International Oil Pollution Compensation Fund
JERC	Joint Emergency Response Centre
MEHRA's	Marine Environment High Risk Area
MEMAC	Marine Emergency Mutual Aid centre, Bahrain
NCP	National Contingency Plan
NIC	National Incident Commander
NOAA	US National Oceanographic and Atmospheric Administration
OSIS	Oil Spill Information System (Spill Movement Prediction Model)
OPRC	International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 and its Protocol on Hazardous and Noxious Substances
POLREP	Pollution Report
PRO	Public Relations Officer
ROPME	Regional Organisation for the Protection of the Marine Environment
RCP	Regional Contingency Plan
RSA	ROPME Sea Area
SCAT Team	Shoreline Cleanup Assessment Teams
SITREP	Situation Report
SIC	Supreme Incident Commander
UNEP	United Nations Environment Programme

**ROPME SEA AREA
REGIONAL OIL SPILL CONTINGENCY PLAN**

SECTION 1

STRATEGY

1 INTRODUCTION

1.1 Statement of the problem:

The response to marine and coastal oil pollution represents one of the greatest resource and management challenges likely to be faced by national, regional and local governments and assisting organisations.

In order to meet the challenge, responding organisations require a structured response, usually as part of international, regional national and local contingency plans. These arrangements are based around:

- Response at sea with booms, skimmers and chemical dispersants.
- Protection of environmental and socio-economic coastal assets
- Shoreline clean-up
- Wildlife Response;
- Waste Management;
- Damage assessment and site remediation where possible.
- Cost recovery

The key to an effective response is the provision of up to date information to responders through a well planned and exercised management structure.

This ROPME Sea Area Oil Spill Contingency Plan is designed to provide responders with the necessary information to ensure that the international pollution response supports and does not duplicate, that already available through the national response organisation. The intention is to provide a procedure that can be applied throughout the ROPME Sea Area, taking into account the responsibilities of national authorities carried out by their national organisations.

1.2 Aim

The aim of the plan is to provide procedural and operational information and guidelines for the ROPME Contracting States when requesting regional assistance in oil spill incidents.

1.3 Purpose and Objectives

1.3.1 Purpose of the plan

The purpose of this Plan is to establish a mechanism for mutual assistance, under which the Competent National Authorities of the Kingdom of Bahrain, The State of Iraq, The Islamic Republic of Iran, The State of Kuwait, The Sultanate of Oman, The State of Qatar, The Kingdom of Saudi Arabia and the United Arab Emirates will co-operate in order to co-ordinate and integrate their response to marine pollution incidents affecting or likely to affect the, coasts internal waters, territorial sea exclusive economic zone and related interests of one or more of these countries, or to incidents exceeding the available response capacity of each of these countries individually.

1.3.2 Objectives

Four objectives encompass these requirements and contribute towards achieving its overall aim:

1. to develop common tools and techniques for identifying the baseline position and categorizing issues of risk and sensitivity on marine and coastal resources;
2. to develop common tools and methods for obtaining all the information that will be required to plan effectively for a response to marine and coastal pollution incidents;
3. to develop common response standards and techniques and a common response management system for dealing with pollution incidents throughout the ROPME Region, and;
4. to link the framework for dealing with coastal pollution incidents with other planning authorities at the national and local level to ensure a coordinated and effective response.

Objective 1 has been carried out by ROPME/MEMAC to identify the major areas of environmental sensitivity in the region, with a view to their eventual designation by the IMO as Specially Protected Sea Areas. At present these have been designated Marine Environmental High Risk Areas (MEHRA's) and are included in Appendix 6. National environmental and socio-economic sensitivities will be included in National Contingency Plans

1.3.3 Specific requirements

In order to achieve these objectives the following specific requirements are described:

- 1) the procedures for co-operation and for the implementation of the Plan between the responsible authorities, at the operational level;
- 2) the division of responsibilities and the transfer of responsibility from one State to another should the oil move to the responsibility zone of another state;
- 3) the principles of command and liaison, and the corresponding structures;
- 4) to arrangements concerning the operation of ships and aircraft of one of the Contracting States, within the responsibility zone of the other Contracting States;
- 5) the type of assistance which might be provided and the conditions under which it will be provided;
- 6) the determination in advance the financial conditions and administrative arrangements related to co-operative actions in case of emergency.

1.3.4 Actions to be taken

In order to implement these requirements, the following actions will be taken: -

- 1) Develop appropriate preparedness measures and effective systems for detecting and reporting pollution incidents affecting or likely to affect the responsibility zone of the Contracting States;
- 2) Promote and implement regional co-operation in marine pollution contingency planning, prevention, control and clean-up operations;
- 3) Establish the necessary measures to clean up and to minimize the hazard posed by oil spills;

- 4) Building on existing ROPME/MEMAC training programmes, develop and implement a programme of training courses and practical exercises for different levels of personnel involved in oil pollution prevention and combating

Nevertheless, the Contracting States agree that response operations, in case of a marine pollution incident which occurs within the responsibility zone of one of the Contracting States, will be conducted in accordance with provisions of the National Contingency Plan of the Contracting State concerned.

1.4 International Conventions and Regional Cooperation applying to the plan

1.4.1 *The United Nations Convention on the Law of the Sea, 1982 (UNCLOS)*

Part II describes the nations sovereignty over the Territorial Sea and Part V describes its jurisdiction as provided for in the relevant provisions of this Convention with regard to.....the protection and preservation of the marine environment.

1.4.2 *International Convention for the Prevention of Pollution from Ships (MARPOL)*

The International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (**MARPOL 73/78**) covers not only accidental and operational oil pollution but also pollution by chemicals, goods in packaged form, sewage, garbage and air pollution.

1.4.3 *OPRC 1990 - International Convention on Oil Pollution Preparedness, Response and Cooperation*

The International Convention on Oil Pollution Preparedness, Response and Cooperation Convention entered into force on 13 May 1995 and provides the basis for the response policies of many IMO Contracting States and calls for the cooperation between States and oil and shipping industries, as well as between governments themselves. In the ROPME Sea Area it has only been ratified by the Islamic Republic of Iran (2007).

1.4.4 *Civil Liability and Fund Conventions (CLC 69, CLC 92, Fund 71 and Fund 92)*

The international compensation regime for damage caused by spills of persistent oil from laden tankers was based initially on two IMO Conventions - the 1969 International Convention on Civil Liability for Oil Pollution Damage (1969 CLC) and the 1971 International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (1971 Fund Convention). This 'old' regime was amended in 1992 by two Protocols, which increased the compensation limits and broadened the scope of the original Conventions. In October 2000 agreement was reached on increasing the limits of the 1992 CLC and Fund Convention by a little over 50% with effect from 1st November 2003. In May 2003 a Supplementary ('third tier') Fund was established at the IMO through a new Protocol that increases the amount of compensation in States that ratify it to about US\$1,079 million (including the amounts paid under the 1992 CLC and Fund Convention).

1.4.5 STOPIA

To ease the burden on oil receivers, a voluntary agreement has been reached amongst owners of small tankers indemnified through members of the International Group of P&I Clubs to introduce the Small Tanker Oil Pollution Indemnification Agreement (STOPIA 2006). Under the terms of STOPIA 2006 the liability in respect of incidents involving tankers up to 29,548 GT is increased to 20 million SDR - about \$29 million. STOPIA 2006 applies to incidents involving participating tankers in all 1992 Fund Contracting States.

1.4.6 TOPIA

A second agreement known as the Tanker Oil Pollution Indemnification Agreement (TOPIA 2006) provides for indemnification of the Supplementary Fund for 50% of the amounts paid in compensation by that Fund in respect of incidents involving tankers entered in one of the P&I Clubs which are members of the International Group.

1.4.7 Regional Cooperation

In parallel to the OPRC, many coastal states have concluded bilateral and regional agreements with other neighbouring states for oil spill preparedness and response. Many of these have been produced under the auspices of the United Nations Environment Regional Seas Programme.

1.4.8 Regional Clean Seas Programme

The Regional Seas Programme aims to address the accelerating degradation of the world's oceans and coastal areas through the sustainable management and use of the marine and coastal environment, by engaging neighbouring countries in comprehensive and specific actions to protect their shared marine environment. It has accomplished this by stimulating the creation of Regional Seas programmes prescriptions for sound environmental management to be coordinated and implemented by countries sharing a common body of water.

1.4.9 Kuwait Convention

The governing agreement for the ROPME Sea Area is The Kuwait Regional Convention for Co-operation on the Protection of the Marine Environment from Pollution 1978. This, together with its Protocol, provides the legal framework for actions concerning regional co-operation in combating accidental marine pollution. These legal instruments oblige the Contracting States to initiate, both individually and jointly, the actions required in order to effectively prepare for and respond to marine pollution incidents.

1.4.10 Protocol

The Protocol Concerning Regional Co-operation in Combating Pollution by Oil and Other Harmful Substances in Cases of Emergency also established the Marine Emergency Mutual Aid Centre (MEMAC) to implement the requirements of the protocol and also to fulfil additional functions necessary for initiating operations to combat pollution by oil and other harmful substances on a regional level, when authorized by the Council.

1.5 Background

This plan is principally based on the International Maritime Organisation *Manual of Oil Pollution Section II: Contingency Planning* with the layout conforming to Appendix 4 "Suggested Outline for an International Oil Pollution Emergency Plan. The basic guidelines have been modified as a result of "A report of the Measures Needed to be Undertaken by Contracting States to Facilitate RCP

Development or Modification of National Contingency Plans in Support of Regional Co-operative Objectives” produced in 1998 by Professor Theodore Sampson.

Account has been taken of questionnaires completed by the Contracting States.

This plan is also written in compliance with the requirements of the Protocol and amplifies the duties assigned to MEMAC

In order to comply with their obligations to respond to oil pollution, the Contracting States must be prepared for the intervention of their authorities and strike teams, both at national and regional level. Up to date and well exercised National arrangements for preparedness and response are essential for quick and efficient action. They include assignment of clear responsibilities to the various authorities for taking actions and co-ordinating the follow-up of such actions. Also essential, is the existence of the pollution response equipment that allows the threatened Contracting State to initiate response operations and to protect its most sensitive sites during the crucial first hours.

Meanwhile, pooling of international resources and expertise provides a cost-effective and efficient way of combating a major spill that cannot immediately be dealt with by the existing resources of a single country. Organising such international co-operation requires detailed planning and is a requirement of the OPRC convention. This can only be achieved through operational arrangements adopted in the framework of a regional agreement. The arrangements in this Plan are intended to facilitate these arrangements.

1.6 Scope and Geographical Coverage

This Plan applies to oil pollution and hazardous material incidents in the ROPME Sea Area as laid down in the Convention.

The area is bounded in the south by the following rhumb lines: from Ras Dharbat Ali (16° 39' N, 53° 03' 30" 16° 00' N, 53° 25' E; thence through the following positions: 17° 00' N, 56° 30' E and 20° 30' N, 60° 00' E to Ras Al-Fasteh (25° 04' N, 61° 25' E).

It will apply to oil and hazardous material spills which cause, or could cause, damage to the environment in countries neighbouring the source of the incident. It will also apply when only one country is affected, but the magnitude of the spill is such that the incident requires assistance from another country.

This Plan is a regional co-operation agreement between the ROPME Contracting States bounding the ROPME Sea Area, namely:

The Kingdom of Bahrain

The Republic of Iraq

The Islamic Republic of Iran

The State of Kuwait

The Sultanate of Oman

The State of Qatar

The Kingdom of Saudi Arabia

The United Arab Emirates

A map indicating the geographical coverage participating Contracting States is attached as Appendix 1

2 POLICY AND RESPONSIBILITIES

2.1 Basis for the Plan

The essence of the oil spill response planning framework of the ROPME Sea Area is that each Contracting State shall have its own National Contingency Plan (NCP) and resources to respond to marine oil spills in the waters and on the coastline under its jurisdiction. The purpose of this Regional Contingency Plan is to provide the framework and describe the procedures for giving effect to ROPME Contracting States joint response operations. Such operations may occur when a Contracting State whose coasts and related interests are threatened by a spill and its own resources are inadequate or inappropriate to deal with it effectively. In such cases, the Contracting State at risk may call for assistance from the other Contracting States and will normally be responsible for organising the joint response operation.

2.2 Exchange of information

Articles III of the Convention and *Articles III and V* of the Protocol oblige each Contracting State to establish a national system for responding promptly to pollution incidents including the designation of competent authorities with specific functions, and to inform the other Contracting States of these arrangements. Thus, in order to implement this Plan, each Contracting State shall inform the other Contracting States through MEMAC, of:

- 1) the competent Governmental Authority with overall responsibility for preparedness and response to pollution incidents including responsibility for the implementation of this Plan and, where appropriate, the names of the responsible officers within these Authorities. Unless otherwise determined, the Governmental Authority will be the Authority entitled to act on behalf of the State to request assistance or to decide to render assistance when requested;
- 2) the National Operational Authorities, responsible at the operational level for the implementation of this Plan and in particular for exercising **Operational Command** in case of Joint Response Operations and, where appropriate, the names of the responsible officers within these Authorities;
- 3) the national operational Focal Points responsible for receiving and transmitting reports on pollution incidents on a 24 hour basis;
- 4) the designated national Emergency Response Centres;
- 5) the designated National Incident Commanders;
- 6) the designated competent Customs Authorities and Immigration Authorities;
- 7) at least those parts of their respective National Contingency Plan which might be relevant in cases of conducting joint response operations and, in particular, a description of the administrative organization and the responsibilities of each of the constituent authorities in preparing for and combating pollution incidents;
- 8) inventories of pollution response equipment and products, as well as other means (for example, vessels and aircraft) available in each country and which may be available for use in joint response operations;

- 9) directories of experts, trained personnel and strike teams designated by each Contracting State to take part in joint response operations (Appendix 4).

The information listed above is attached to this Plan in Appendices 2, 3 and 4.

Contracting States shall inform MEMAC of any changes in the information listed above as soon as these occur, using routine communication channels and supplying relevant changes to the applicable Appendices.

Each Operational Authority is responsible for the accuracy of information pertaining to its national arrangements, personnel and equipment resources. Each Operational Authority shall acknowledge receipt of any changes and/or modifications regarding the above information and is responsible for updating its respective copy/copies of the Plan accordingly.

The English language shall be used in all communications related to the Plan.

2.3 Meetings of National Response Officers responsible for the implementation of the Plan

The Response Officers of the Contracting States in their regular meetings will discuss questions related to the implementation of the Plan, share information on the response to actual incidents, and discuss training and exercises and other relevant matters for approval of the ROPME Council.

These regular meetings shall normally be hosted by each Contracting State alternately, following alphabetical order in English.

MEMAC shall prepare the agenda and issue a formal report of each meeting.

The Governmental Authority of the host Contracting State shall provide the necessary logistic support for the smooth running of such meetings.

2.4 Joint training and exercises

The Contracting States shall conduct joint training courses and biennial joint exercises. The main objectives of these training courses and exercises shall be:

- to improve the level of cooperation and co-ordination among operational personnel and, in particular, the strike teams of the different Contracting States;
- to test the command structure of the Plan;
- to achieve a satisfactory level of communication among personnel and, in particular, the strike teams designated to take part in joint response operations;
- to acquire knowledge in handling equipment, products and other means which might be used in joint response operations;
- to enable the personnel from different Contracting States to gain experience in working together.

The timing and content of the training and exercise programmes, their duration and other relevant details shall be decided by the ROPME Council.

The Contracting States shall normally conduct these exercises in rotation. MEMAC shall organise the training courses and exercises and will provide the necessary logistic support. The expenses of the national participants and national means deployed in joint exercises shall be borne by the respective Contracting States. Expenses of the exercise facilitators and observers from the Contracting States shall be borne by MEMAC.

MEMAC may also assist Contracting States to organise national training courses and exercises if required.

Training courses shall be normally be based on the IMO OPRC Model Training Courses.

3 Risk

The region is experiencing considerable growth in marine traffic. Approximately 44,845 ships per annum pass through the Straits of Hormuz, of which 17,000 are oil tankers. It is estimated that over 20 million tonnes of oil is transported annually. The shipping traffic is expected to more than double in the next 5 years with the increase in oil and natural gas production. In addition, the growing industrialisation and wealth of the region has meant that there has also been a massive increase in other marine traffic, principally very large container ships and gas carriers. This is significantly increasing the risk of large bunker fuel spills. The risks associated with this traffic require the ability to co-ordinate the emergency response resources at both a national and a regional level.

3.1 Historic Spill Risk

Historically there have been few major tanker accidents. However, significant amongst the spills that occurred were the tanker *Seki*, 14,000t off Fujairah in 1994, the 12,000 ton spill from the tanker *Limburg* following a terrorist attack off the Yemen in 2002 and the *Astro Lupus* spill of 700t following a collision in the Straits of Hormuz in 2005.

Near misses included the collision between the *BP Vigilance* and *Stena King*, where fortunately the empty vessel was the casualty and the collision between a fishing vessel and the tanker *Everton* off the coast of Oman, where very fortunately only a minor volume of oil was spilled.

Smaller but serious spills occurred from vessels smuggling oil from Iraq often in vessels either substandard or wholly unsuited to the carriage of oil. These included the *Pontoon 300* of 6000tons in 1998 and the *Zaynab* of 400 tons in 2001.

There have also been two major spills due to regional hostilities from the Nowruz Platform 272,000t in 1983 and during the first Gulf War 816,000t in 1991.

In the last 5 years there have been between 4 and 8 significant spills annually and the risk is still present. Although on the one hand much of the substandard tonnage may have been removed due to the implementation of better port state control in the region and reduction in smuggling, on the other hand, the tremendous increase in the numbers of vessels in relatively restricted waters is significantly increasing the spill risk.

3.2 Spill Scenarios

Small spills will normally be dealt with by national resources alone. Due to the enclosed nature of much of the region and its geography, there will be occasions when even small spill will cross national boundaries and hence threaten or affect more than one State. For example a small spill in Bahrain waters could easily spread to either the State of Qatar and/or the Kingdom of Saudi Arabia. Therefore the RCP could be activated for spills of all sizes and not just for major events.

Potential scenarios will include the whole range of oil spills, from small operational spills occurring during loading, discharge, Ship to Ship Transfer or bunkering operations to major events caused by platform or rig blowouts, pipeline ruptures and spills resulting from damage to shoreside facilities as well as spills caused by tanker explosions, collisions, groundings and terrorism. As a result, the RCP could be activated for spills ranging in size from 100 to 300,000 tons.

3.3 Resources at Risk

3.3.1 Marine Environment High Risk Areas (MEHRA's)

These are listed by State in the Data Directory at Appendix 6 together with the approved cleanup methodology for each MEHRA

3.3.2 National Sensitivities

It is a requirement that the National Contingency Plans of the Contracting States will include the sensitive areas at risk from oil pollution. This will include *inter alia*

- Environmentally sensitive areas
 - Mangrove swamps
 - Salt marsh
 - Muddy shores
 - Turtle nesting sites
 - Dugong areas
 - Fisheries especially spawning areas and shell fisheries
 - Bird nesting and feeding areas
- Socio-economic sensitivity
 - Desalination plants
 - Power station water intakes
 - Other industrial water intakes
 - Mariculture facilities
 - Tourist facilities
 - Tourist beaches

The RCP includes the environmental sites of international importance, designated as Marine Environment High Risk Areas or MEHRAS.

3.4 Prediction of Oil Movement

MEMAC and the Contracting States have the OSIS oil spill movement and fate prediction model. On receiving notification of spill that may require activation of the RCP, the Incident Command team of the Lead State will run the model to identify the potential direction of oil movement and therefore the waters and coastal areas most likely to be affected. The Lead State will then pass this information by fax as soon as possible to Contracting States.

If requested MEMAC may run the model on behalf

3.5 Oil Spill Surveillance

Oil Spill computer models are only a tool to aid prediction of spill movement, but regular surveillance, preferably by air is required to determine the exact location of the spill and to update the model information.

The ROPME satellite receiving station can also give useful information as to the extent and movement of the spill, but the low data rate due to the infrequent passage of the satellite reduces its effectiveness in response operations.

However, it also has a role as a tool for the detection of spills that have otherwise not been reported.

4 RESPONSE ELEMENTS AND PLANNING

4.1 Tiered Response

The concept of tiered or progressive response is accepted internationally as follows.

Tier	Description
Tier 1	Small operational spills at jetties or terminals that are reported to the authorities but managed and cleaned up by the operator.
Tier 2	A larger spill, either at or in the vicinity of a facility that cannot be handled by the operator alone. The port or local authority will manage it. Personnel and equipment support will be required either from other port users or from a local spill co-operative.
Tier 3	A major spill either at or remote from a facility that will require the National Contingency Plan (NCP) to be invoked and national resources to be mobilised. Additional support may be required from outside the country under multi-national arrangements. Personnel and equipment may be required from an international Tier 3 oil spill response co-operative.

Fig. 1 Tiered response. Source: Adapted from IPIECA (1991).

The National Contingency plans of the Contracting States will designate the spill sizes or conditions that equate to the various Tiers.

However, by definition, a spill that crosses national boundaries and involves more than one national administration will require the RCP to be activated and be classified as a Tier 3 spill.

4.2 Mechanism for Activating the Plan

The Plans shall be activated by the Operational Authority of one of the Contracting States in the following cases:

- An occurrence of a pollution incident within the Territorial Waters or EEZ of the Contracting State who activates the Plan, which threatens to affect or has already affected the responsibility zone of another Contracting State;
- An occurrence of an incident within the within the national waters or EEZ of the Contracting State who activates the Plan, whose severity surpasses the response capabilities of the Contracting State concerned alone.

In the cases of emergency listed above, the Plans shall be activated after consultations with MEMAC and the other Contracting States affected or potentially affected. However, when the situation does not permit such consultations, the Plan may be activated by the affected Contracting State without prior consultations.

When, in the opinion of the Operational Authority of one of the Contracting States, its interests are threatened by a pollution incident which has occurred

within the national waters or EEZ of another Contracting State, and when the other Contracting State/s have not taken appropriate action to respond to it, that Contracting State may, after consulting with MEMAC and the other Contracting State or States concerned, activate the Plan.

The Operational Authority of the Contracting State who has activated the Plan shall immediately inform MEMAC and MEMAC will inform the Operational Authorities of the other Contracting States that the Plan has been activated. Notification, which shall be formulated in accordance with the provisions of section 5.2, shall be transmitted through MEMAC to the Operational Authorities of the other Contracting States through the designated national Focal Points listed in Appendix 2.

4.3 Assumption of the Role of the Lead State

The lead role in the implementation of the Plans shall be assumed by the Operational Authority of the Contracting State whose responsibility zone or related interests have been affected, or are likely to be affected, by a pollution incident and who has activated the Plan.

When the pollution incident which has occurred in the responsibility zone of one of the Contracting States directly (imminently) threatens the interests of another Contracting State, the Contracting States may also agree, in direct contacts between their Operational Authorities, that the threatened Contracting State will assume the lead role.

The Lead State shall be responsible for:

- initiating the response to the spill;
- activating the Plan;
- surveillance of the pollution;
- assessment of the situation;
- spill movement forecasting;
- reporting regularly on the situation to the other Contracting States, particularly those whose interests may be threatened by the pollution incident;
- Exercising Operational Command over Joint Response Operations.

4.4 Transfer of Lead Role

The lead role shall be transferred from one Contracting State to another, when the major part of the pollutant has moved from the responsibility zone of the Contracting State initially affected and who has activated the Plan, to the responsibility zone of another Contracting State, and/or when the main response activities have moved to such other Contracting State.

4.5 National Incident Commander (NIC) / Supreme Incident Commander (SIC)

For the purpose of the Plan, the Operational Authority of each Contracting State shall nominate an officer who will exercise operational control over all response activities of that Contracting State, including control over personnel (strike teams), equipment and self-contained units (vessels, aircraft). This officer shall be called the National Incident Commander (NIC).

After the activation of the Plan and commencement of the Joint Response Operations, the NIC of the Lead State shall assume the role of the Supreme Incident Commander (SIC). The SIC shall have the overall responsibility for all decisions and actions taken in order to combat the pollution and to mitigate its consequences and for co-ordination of Joint Response Operations. The SIC, working in liaison with the Lead Authority, exerts Operational Command over all Joint Response Operations in the Territorial waters or EEZ.

The NICs of the assisting Contracting States shall operate under the overall Operational Command of the SIC, but shall nevertheless retain operational control over personnel, equipment and self-contained units of their respective Contracting States.

In order to relieve the SIC of the duty of exercising operational control over the Lead State national resources, the Lead Authority may, at the time of the activation of the Plan, designate another officer who will have direct operational control of the national resources taking part in the Joint Response Operations and who will act as the NIC of the Lead State under the Operational Command of the SIC.

In exercising his/her functions, the SIC shall be assisted by an Incident Command Team (see section 4.5).

Details of the NICs in the Contracting States is given in Appendix 2. It is the responsibility of the Operational Authority of each Contracting State to keep this information up-to-date at all times.

4.6 Emergency Response Centres/Joint Emergency Response Centre

For the purpose of this Plan, each Contracting State shall set up an Emergency Response Centre (ERC) manned 24 hours a day, which will be equipped with an appropriate communications system and have the necessary facilities to be used as the operations room of the Operational Command during Joint Response Operations.

If deemed necessary, each Contracting State may decide to establish more than one ERC.

In cases of activation of the Plan, the ERC of the Lead State shall serve as the Joint Emergency Response Centre (JERC). The JERC shall serve as the base of the Supreme Incident Commander (SIC) and the main communications centre for all communications related to the implementation of the Plan.

An alternative site for the JERC, closer to the scene of the incident, may be specified if appropriate at the discretion of the Lead State to provide better control of Joint Operations. This may be necessary due to poor communications or excessive distance between the JERC and the operational units.

When the lead role is transferred from one Contracting State to another, the ERC of the Contracting State assuming the lead role shall automatically become the JERC.

Relevant information concerning ERC(s) of each Contracting State is given in Appendix 2. It is the responsibility of the Operational Authority of each Contracting State to keep this information up to date at all times.

4.7 Incident Command Teams

In order to assist the NIC and/or SIC, each Contracting State shall set up its national Incident Command Team composed of the representatives of various relevant public authorities, national services and industry including, in particular, the oil and shipping industries.

In cases of activation of the Plan, Incident Command Teams shall operate from their respective National Emergency Response Centres.

The principal duties of the Command Teams, utilising the Incident Command System (ICS) are to advise and assist the SIC/NIC in the development of the Incident Action Plan and to implement the Plan once it has been approved by the SIC/NIC. The Incident Command Team will:

- Provide assistance to the NIC/SIC in cases of activation of the RCP;
- provide advice to the NIC/SIC concerning, methods and techniques for combating pollution by oil and hazardous and noxious substances, health and safety, safety of navigation and salvage, weather and the likely movement of the oil, knowledge of the marine environment especially the potential biological impact and damage to fisheries, team communications, public information and compensation for oil pollution damage. Utilise this information for the preparation of the Incident Action Plan for the approval of the SIC/NIC.
- Participate in implementing the Incident Action Plan
- Provide support in co-ordinating the activities of national public authorities, services and industry which might take part in Joint Response Operations, concerning in particular the provision of personnel, equipment and other resources, logistic support, immigration and customs formalities;
- Monitor incoming reports and assessing the situation;
- Co-ordinate all reporting on the status of the pollution incident to their respective national Authorities.

After the termination of response operations, the Incident Command Team shall, together with their respective NIC:

- Review post-incident reports from the NIC/SIC on the handling of the pollution incident for the purpose of analysing and introducing recommendations and improvements needed in the Plan and in their respective National Contingency Plans;
- Forward to their respective National Authorities relevant reports and recommendations, including NIC/SIC post-incident reports, Incident Command Team debriefing reports and recommendations concerning amendments to the Plan or its Appendices

4.8 Command Structure

The Command Structure for Joint Response Operations is shown in Diagram 1.

The Command Structure consists of 3 components:

4.8.1 Operational Command

This consists of taking decisions concerning response strategy, defining the tasks of various groups of teams and units and having overall command and coordination over all resources taking part in the Joint Response Operations. Following the activation of the Plan, Operational Command over Joint Response Operations is exercised by the Operational Authority of the Lead State (Lead Authority) through its NIC who, once the Plan has been activated, assumes the role of SIC.

4.8.2 Operational Control

This consists of giving orders to specific groups of teams and units, in accordance with the strategy and the tasks defined by the Operational Command. Operational Control over national resources is exercised by the NICs of the respective Contracting States. Operational Control over the resources of the Lead State is exercised by an officer designated to act as NIC in lieu of the officer who has assumed the role of SIC

4.8.3 Tactical Command

Tactical Command of the individual response units is delegated by the NIC to the commanders of these units.

The Command Structure for Joint Response Operations is shown in Diagram 2.

Liaison between the Lead Authority and the assisting Contracting States shall be maintained, according to the circumstances and to the type and importance of the assistance rendered, in one of the following ways:

- 1) by direct fax, telephone and/or radio contacts between the Lead Authority (SIC) and Operational Authorities (NIC's) of the assisting Contracting States;
- 2) By a Liaison Officer, sent to the Lead Contracting State by the Operational Authority of the Assisting Contracting State with a view, to being integrated in the staff of the SIC. His/her duties shall be to provide necessary information on resources rendered as assistance and to facilitate communication with his/her respective NIC, ERC and/or Strike Teams and self-contained units taking part in the operations;
- 3) By the NIC of the assisting Contracting State who personally attends at the spill site and participates in the Joint Response Operations.

4.9 Communications arrangements

The communications network established by the Contracting States in accordance with section 5.1 shall be used for all exchanges of information pertinent to the implementation of the Plan.

- 1) Fax shall be used for all communications between the Operational Authorities, SIC, NICs and their respective Incident Command Teams, particularly in cases of emergency.
 - a) Telephone and radio communications could also be used; however, all decisions, information relevant to the situation at the site of operations and, in particular,

- b) Requests for assistance and replies to such requests shall be confirmed by fax.
- 2) Operational communications between JERC, SIC, NICs, team and unit leaders and other participants in response operations shall be made by using pre-selected VHF channels (see Appendix 5), mobile or satellite telephones and other appropriate means. Lines of communication to be used in cases of Joint Response Operations are shown in Diagram 2.
- 3) The English language shall be used in all communications related to the implementation of the Plan.

4.10 Response Planning

The response to a pollution incident within the responsibility zone of each Contracting State shall be conducted in accordance with the provisions of the NCP of the Lead State under the overall Operational Command of the Lead Authority exercised through the SIC.

In order to facilitate the smooth proceeding of Joint Response Operations, the Contracting States shall inform each other on the relevant parts of their NCP's and, in particular, those parts describing the national response organisation.

Copies of these parts of NCPs are attached to this Plan in Appendix 3.

Maps showing possible sources of pollution, environmentally sensitive areas (MEHRA's), priorities for protection and areas where the use of dispersants is allowed, restricted or forbidden, within the responsibility zone of each Contracting State, are given in Appendix 6.

Deciding upon the response strategy to be applied in each particular pollution incident and the planning of specific operations shall be the responsibility of the SIC. In taking such decisions, the SIC shall follow the outline given in section 3.9.

4.11 Response strategy

The main outline of the strategy which shall be applied by the Operational Authorities of the Contracting States in responding to marine pollution incidents within the framework of the Plan shall take into consideration, inter alia, the following criteria:

- position at which the incident occurred; type of oil;
- amount of oil which has been released and/or is likely to be released;
- the movement of the oil slick;
- the degree of risk to human life and/or potential health hazard; the fire/explosion hazard;
- the toxicity of the released pollutant;
- the potential to damage fisheries and natural resources, especially internationally protected sites such as those under the Ramsar Convention;
- the potential to damage valuable property and/or to have serious economic consequences;
- activation of the National Contingency Plan and notification of other Contracting States;

- evaluation of available and required response resources;
- selection of appropriate response methods;
- activation of the Plan and request for assistance;
- implementation of selected response methods, making use of national resources and resources from assisting Contracting States;
- re-assessment of the situation and making necessary modifications (if necessary) of response actions;
- termination of response operations;
- de-activation of the Plan,
- the return to the country of origin of personnel, equipment and other means rendered as assistance by the other Contracting States,
- Reinstatement of equipment,
- Consolidating costs,
- Claims for re-imbursement of costs,
- Post spill reporting.

4.12 ROPME SEA AREA OIL SPILLCONTINGENCY PLAN

4.12.1 Overall Response Arrangements

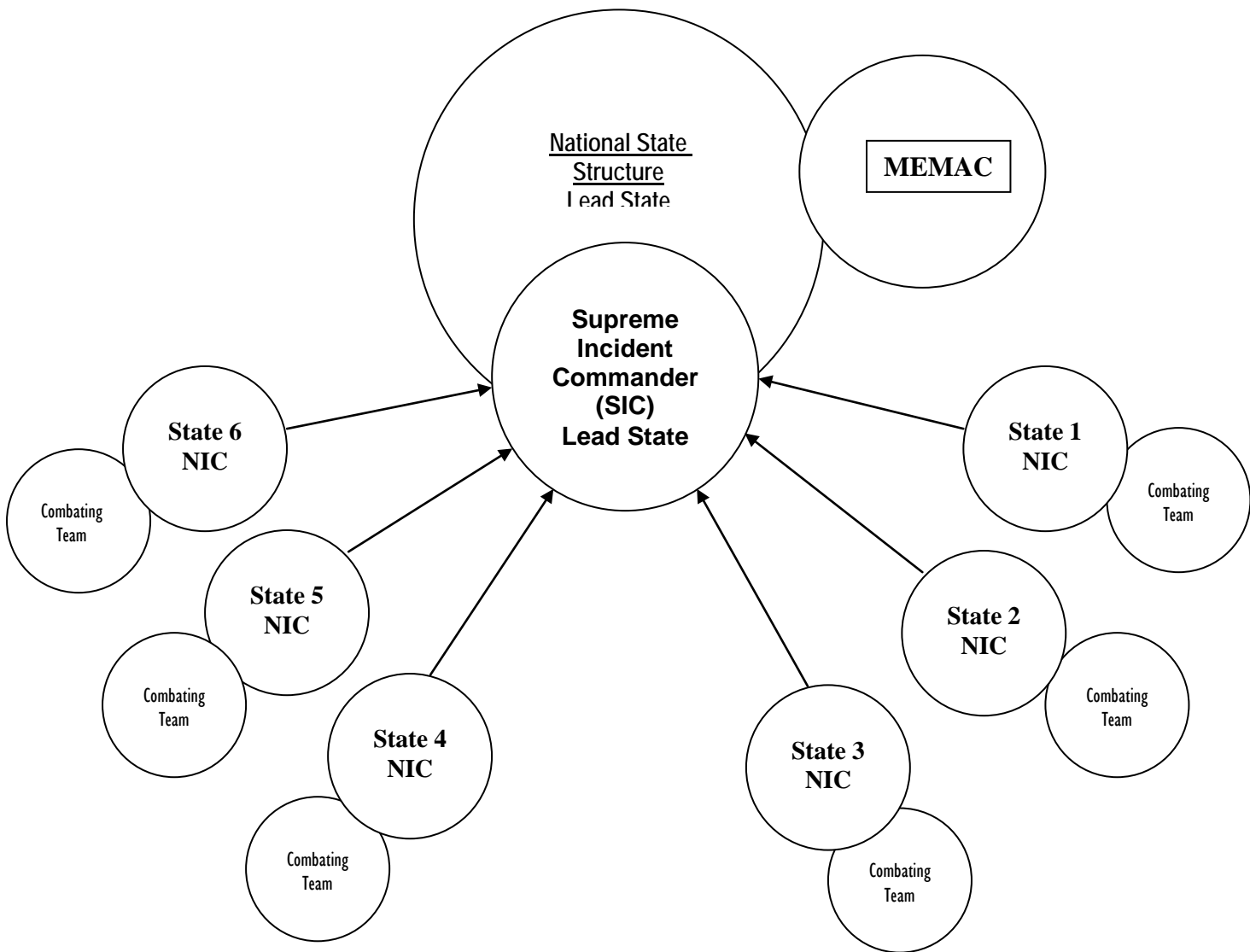


Fig. 1 Operational Command

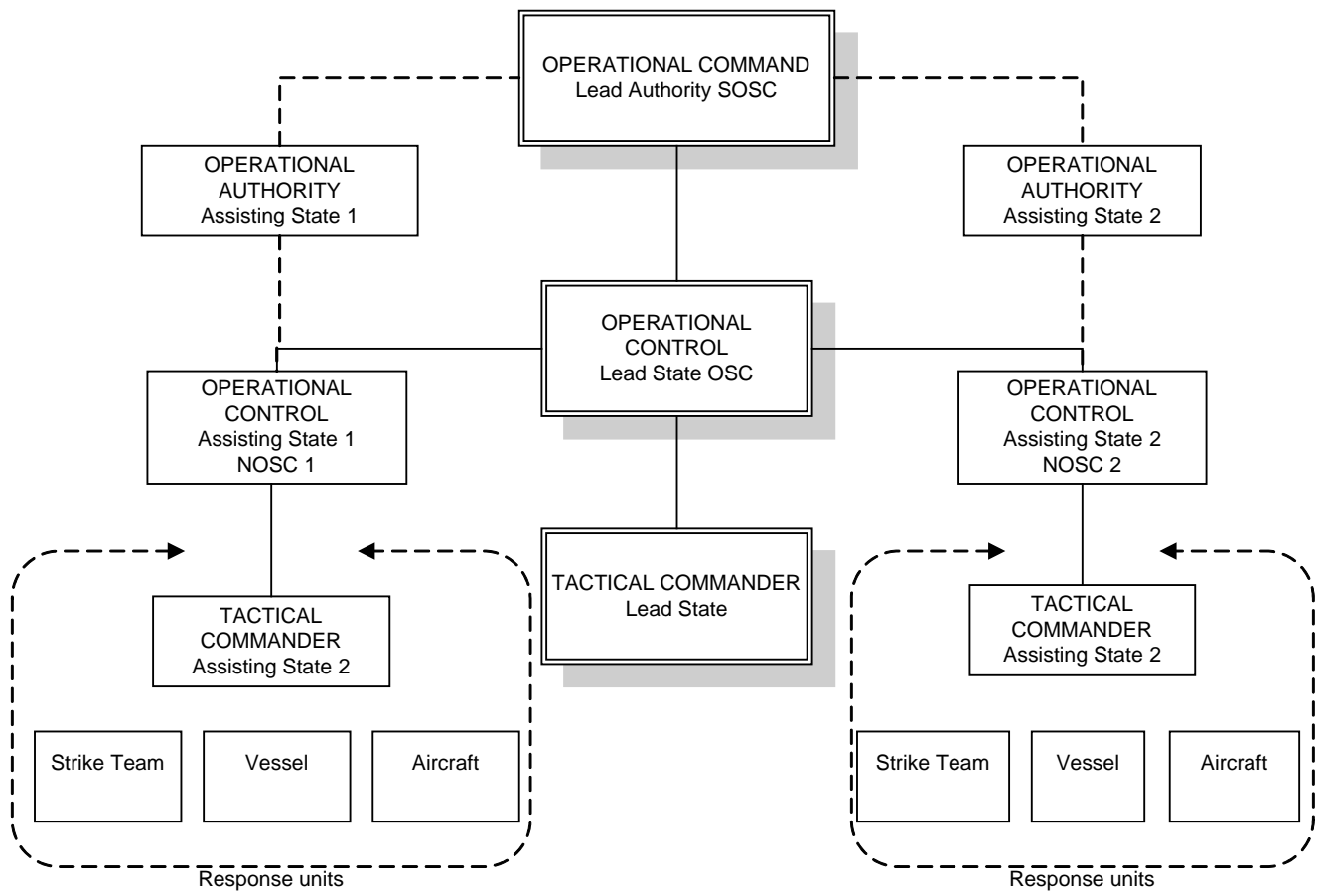


Fig 2. Detailed Command Structure

**ROPME SEA AREA
REGIONAL OIL SPILL CONTINGENCY PLAN**

**SECTION 2
OPERATIONS**

5 RESPONSE OPERATIONS

5.1 Response Phases

For the purpose of the Plan, pollution response operations have been divided into ten steps

1. Notification and Consultation
2. Assessment of the Situation
3. Activate National Contingency Plan
4. Activation of the Regional Contingency Plan
5. Initiate the Operational Response
6. Prepare the Incident Action Plan
7. Manage the On-going Response
8. Deactivate the Response
9. Consolidate the Costs
10. Debrief and Report

It is understood that, according to circumstances, entire phases or parts thereof may take place concurrently with one or more other phases.

5.1.1 Step 1 Notification and consultation

Notification and verification of the initial information concerning pollution incidents shall be done, at the national level, in accordance with the provisions of the NCP.

Regardless of the need for the activation of the RCP, the Operational Authority of the Contracting State in whose responsibility zone the pollution incident has occurred shall, after receiving and verifying the initial incident report, immediately inform MEMAC who will inform the Operational Authorities of the other Contracting States through their Focal Points.

If the Operational Authority of the Contracting State concerned considers that it might be necessary to activate the Plan, it shall immediately consult with MEMAC and the Operational Authorities of the Contracting States, clearly indicating the extent of the planned response measures and of the assistance which might be required.

5.1.2 Step 2: Assessment of the situation

On receiving notification of a spill that may require activation of the RCP, the Incident Command team of the Lead State will run the model to identify the potential direction of oil movement and therefore the waters and coastal areas most likely to be affected. The Lead State will then pass this information by fax as soon as possible to Contracting States.

If requested MEMAC may run the model on behalf of the Lead State and inform the Contracting States.

MEMAC will also request that the ROPME satellite receiving station is mobilised to obtain the latest information on the spill. The receiving station may be the first authority to detect a previously unreported spill.

For the assessment of spill movement and fate, priority shall be given to aerial surveillance, although any other suitable units such as ships might also be used if no aircraft is immediately available.

The surveillance of the spill and its movement, and the transmission of relevant reports to the other Contracting States, prior to the activation of the RCP, is the responsibility of the Contracting State in whose Territorial Waters or EEZ the pollution incident has occurred. Following the activation of the RCP this responsibility rests with SIC, who shall take all necessary measures to ensure regular surveillance of the spill and its movement and behaviour, in order to properly assess the situation and decide on adequate response measures. For this purpose, the SIC may request assistance from other Contracting States.

Contracting States agree to allow, when necessary, flights over their territory by aircraft of the other Contracting States for the purpose of surveillance of spills within the framework of the Plan and following the specific request put forward by the Contracting State in whose responsibility zone the pollution incident has occurred.

In its request, the Lead Authority shall define precisely the aim of the mission and flight plan.

5.1.3 Step 3 Activation the National Contingency Plan

The Operational Authority of the Contracting State affected by the incident or likely to be affected first will activate the NCP in accordance with its national arrangements and:

- notify MEMAC which will notify the Operational Authorities of the other Contracting States, of the spill through their Focal Points
- activate its own NIC and ERC
- activate its own Incident Command Team;
- The NIC shall, in liaison with the Operational Authority and his/her Incident Command Team, formulate the strategy for dealing with the incident initiate the National response and evaluate the need for assistance from other Contracting States
- The decision to activate the RCP shall be taken by the NIC in discussion with MEMAC and the Operational Authority of the Contracting State affected by the incident or likely to be affected first, in accordance with the principles outlined in section 3.9.

5.1.4 Step 4: Activation of the Regional Contingency Plan and Request for assistance

After taking the decision to activate the RCP, the Operational Authority of the Contracting State concerned shall assume the role of Lead Authority and shall:

- Notify MEMAC which will notify the Operational Authorities of the other Contracting States, through their designated national Focal Points in accordance with the procedure described in section 5.2, that the RCP has been activated by (Contracting State);
- Activate the ERC which shall assume the role of JERC;
- The NIC shall assume the role of SIC and shall, in liaison with the Lead Authority and his/her Incident Command Team, implement the strategy for dealing with the incident and request the desired assistance from other

Contracting States. The SIC shall initiate and manage steps, V to VIII of the response respectively.

Following the activation of the RCP, the Contracting State who has activated the Plan may request assistance from the other Contracting States in any of the cases described in section 1.3. The request for assistance by the Competent National Authority of the Lead State shall be sent to the Competent National Authority of the other Contracting States, taking into consideration the previous consultations (if any) with the Operational Authorities of the other Contracting States.

Assistance might be requested in the form of:

- trained response personnel and, in particular, strike teams;
- specialised pollution combating equipment;
- pollution treatment products;
- Other means, including, in particular, self-contained units such as vessels and aircraft; and/or any combination thereof.

The request for assistance shall be formulated in a clear and precise manner, using the standard form defined in the POLFAC section of the POLREP in Appendix 7. It shall contain a detailed description of the kind of assistance required and the purpose for which personnel, equipment, products and/or other means will be used.

The Contracting State receiving a request for assistance shall immediately acknowledge receipt.

It is the duty of the Contracting State or Contracting States receiving a request for assistance to offer it to the requesting Contracting State with the shortest possible delay, taking into consideration that it should not deplete its own national resources beyond a reasonable level of preparedness.

With a view to being able to respond promptly to requests for assistance, Contracting States shall have part of their national response equipment, products and other means ready for transportation, at short notice, to the other Contracting States, except for *force majeure* situations, other emergencies and repair/maintenance situations.

Any response personnel and/or means, rendered as assistance within the framework of the Plan, will act under the overall Operational Command of the SIC and the Lead Authority. However, their respective NICs shall retain operational control over them.

Following a decision to render assistance, liaison between the Lead State and the assisting Contracting States shall be maintained, according to the circumstances and to the type and importance of such assistance, in one of the ways described in section 3.6.

5.1.5 Step 5: Initiate the Operational Response

5.1.5.1 At Sea Operations

The main objectives of the Joint Response Operations at sea are to stop or minimise the spillage of the pollutant at the source, to restrict its spreading and movement and to remove as much pollutant as possible from the sea surface before it reaches the shores of one of the Contracting States.

Joint Response Operations at sea shall be conducted in accordance with the procedures described in the NCP of the Lead State. Operational Command over all Joint Response Operations shall be exercised by the Lead Authority through the SIC. The national resources of the Contracting State concerned shall provide the primary response, supplemented as necessary by resources from the other Contracting States rendered in response to the request of the Lead Authority. The personnel and equipment of the assisting Contracting States shall work under direct Operational Control and Tactical Command of their respective NICs and unit commanders or team leaders.

During the Joint Response Operations, the ERC of the Lead State, which has assumed the role of JERC, shall serve as the main communications centre and headquarters of the SIC.

5.1.5.2 Use of Dispersants

Each Contracting State shall define its policy regarding the use of dispersants in combating oil pollution and describe it in its NCP. For this purpose the Contracting States shall take account of the “Use of Oil Spill Chemicals in the ROPME Sea Area”, describing the codes of practice for the use of oil spill dispersants in responding to oil spills in the ROPME Sea Area.

Only dispersants on the ROPME approved list may be used. Those previously approved but no longer approved for purchase may only be used until existing stocks are exhausted.

In case of Joint Response Operations, the Contracting States shall observe the principle of prior authorization for the use of dispersants. This authorization can be given only by the SIC or by a person designated by him/her.

In the responsibility zone of each particular Contracting State; dispersants shall always be used in accordance with the provisions of the ROPME guidelines and the NCP of the Contracting State concerned.

If a Contracting State has prohibited the use of dispersants in the waters under its jurisdiction, other Contracting States participating in Joint Response Operations shall observe this decision.

5.1.5.3 Onshore operations

The main objectives of Joint Response Operations on shore are to protect environmentally sensitive coastal areas and other vulnerable socio-economic resources from the impact of the pollutant and to remove the pollutant which has reached the shore in order to minimise the damage caused and to prevent recontamination of other coastal areas.

This phase also includes treatment and final disposal of recovered oil and contaminated beach material.

In order to increase the effectiveness of Joint Response Operations on shore, JERC may be transferred, at the discretion of the Lead Authority, to adequate alternative premises

closer to the site of operations (see Section 4.5). In such cases, the Lead Authority shall duly inform the Operational Authorities of the assisting Contracting States of the move.

5.1.6 Step 6: Prepare the Incident Action Plan

Once the initial actions have been taken, the SIC in conjunction with the Incident Command team and the NICs of the assisting Contracting States will prepare the detailed Incident Action Plan (IAP) for the next operational period.

This will

- Identify and prioritise resources at risk
- Identify resources required and allocate to priority areas
- Confirm or modify the response strategy
- Identify any additional resources that may be required

5.1.7 Step 7: Manage the ongoing response

For the purpose of the Plan, Joint Response Operations are all pollution response operations in which personnel, equipment, products and/or other means of at least two Contracting States are involved.

Joint Response Operations can be carried out at sea and on shore, and include specific operations described in Step 5.

The Lead State shall be in full charge of Joint Response Operations. The command structure of the Joint Response Operations is described in Section 4.7 and Diagram 1.

Response units from the assisting Contracting States shall execute their tasks and duties following the decisions of the SIC, under the direct operational control of their NICs and the tactical command of their respective team leaders and unit commanders (see section 3.6). If strike teams or self-contained units are put at the disposal of the Lead State, the NIC of the assisting Contracting State in close co-operation with the SIC will issue instructions to their respective team leaders and unit commanders who will then exercise tactical command over the details of the operations.

During Joint Response Operations the SIC shall, in addition to assuming overall Operational Command, be specifically responsible for coordinating the actions of its own national resources with those of the assisting Contracting States.

The liaison between the assisting Contracting State and the Lead State during Joint Response Operations shall be maintained, according to circumstances, either through direct contacts, through the Liaison Officer of the assisting Contracting State integrated in the staff of the SIC, or through NICs if these are personally taking part in the operations (see section 3.6).

The Lead Authority shall appoint an officer responsible for receiving the personnel, equipment, products and/or other means from the assisting Contracting States and for facilitating their participation in Joint Response Operations from the moment of their arrival in the country to the moment of their departure. This officer shall closely collaborate with the Liaison Officer of the assisting Contracting State.

5.1.7.1 Request for Additional Assistance from Other Contracting States

In the case of a pollution incident of such magnitude and nature that, in the opinion of the Lead Authority, the joint capabilities and resources of the Contracting States are not adequate to deal with it, the Lead State may request additional assistance from other States or other resources of equipment and strike teams outside the ROPME Sea Area.

In such circumstances, and after consultations with the Lead Authority, other Contracting States may also request, in accordance with their needs, such additional assistance.

If more than one Contracting State requests assistance from other States or other resources of equipment and strike teams, co-ordination of these actions between the Contracting States shall be made by their Operational Authorities through MEMAC.

During this phase, an assessment of the damage caused should be conducted by an experienced team of international environmental experts in accordance with the '*MEMAC Damage Assessment Protocol*'. The team will also make recommendations for post spill monitoring and any remediation work that may be possible.

5.1.8 Step 8: Termination of Joint Response Operations and Deactivation of the Plan

Following discussion with the NIC's of the assisting Contracting States and MEMAC, the SIC shall terminate the Joint Response Operations when:

- It is determined that pollution response measures have been finalised and the pollutant no longer threatens the interests of any of the Contracting States and there is no potential for recontamination
- Pollution response measures have been completed to a point where response capabilities and resources of the Lead State are sufficient for successfully finalising the response activities.
- Using Net Benefit Analysis it is determined that continuing cleanup operations will themselves cause more damage than the remaining oil.
- In the above circumstances, the SIC shall take into account whether continued action would be "reasonable".

After taking the decision to terminate Joint Response Operations, the SIC shall immediately in form the NICs of the Assisting States of this decision and of the deactivation of the Plan.

MEMAC will inform the Contracting States and their Operational Authorities of the decision to de-activate the RCP

Following the deactivation of the Plan, all personnel, equipment, unused products and other means which were involved in the Joint Response Operations shall return or be returned to their respective countries of origin.

The Contracting State who requested assistance shall take the necessary measures for the prompt repatriation of the personnel of the assisting Contracting States, although the co-ordination and preparation of the necessary arrangements for their repatriation remains the responsibility of their respective Operational Authorities.

Unless otherwise agreed, the Contracting State who requested assistance shall be responsible for returning to the country of origin all equipment, rendered as assistance and all unused treatment products. All equipment and other means shall be returned clean and reinstated if necessary to full working order.

The Operational Authorities of the Contracting States concerned may decide, in direct contacts between them, that unused treatment products remain in the country that requested the assistance.

Self-contained units (vessels, aircraft) shall return to their country of origin using their own power. The Contracting State who requested assistance is responsible for facilitating formalities related to leaving its territory/territorial waters/airspace, for all units rendered as assistance.

The Contracting State who requested assistance shall prepare a report on the effectiveness of the personnel, equipment, products and other means received as assistance. These reports shall be circulated to the other Contracting States.

The damage assessment is likely to continue after cessation of other response operations

5.1.9 Step 9: Consolidation of Costs and Cost Recovery

Following the completion of response operations, the general requirement for compiling cost reports and obtaining recovery are:

- Consolidate records and produce reports of expenditure by category
- Detail reasons for expenditure
- Produce final cost report
- Submit the claim to the claims office in accordance with procedure laid down in the IOPC Fund Manual
- Recommendations for post spill monitoring and remediations should be submitted to the IOPC Fund for a decision of whether they will qualify as reasonable and the costs reimbursed.

The procedure for the consolidation of costs and cost recovery for Joint Operations when the RCP has been activated are described in Section 7.2 below.

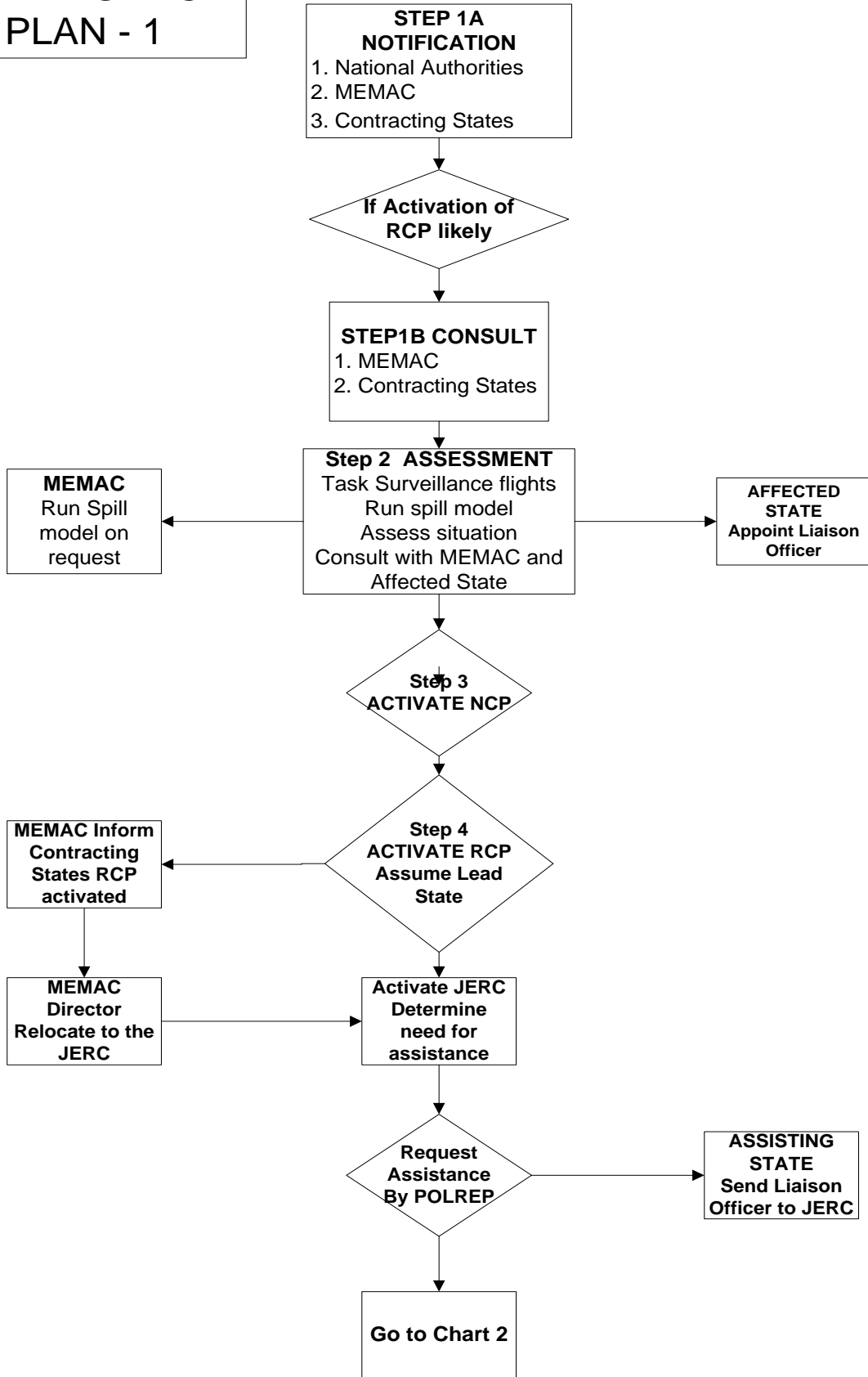
5.1.10 Step 10: Debrief and reporting

Following the conclusion of response operations:

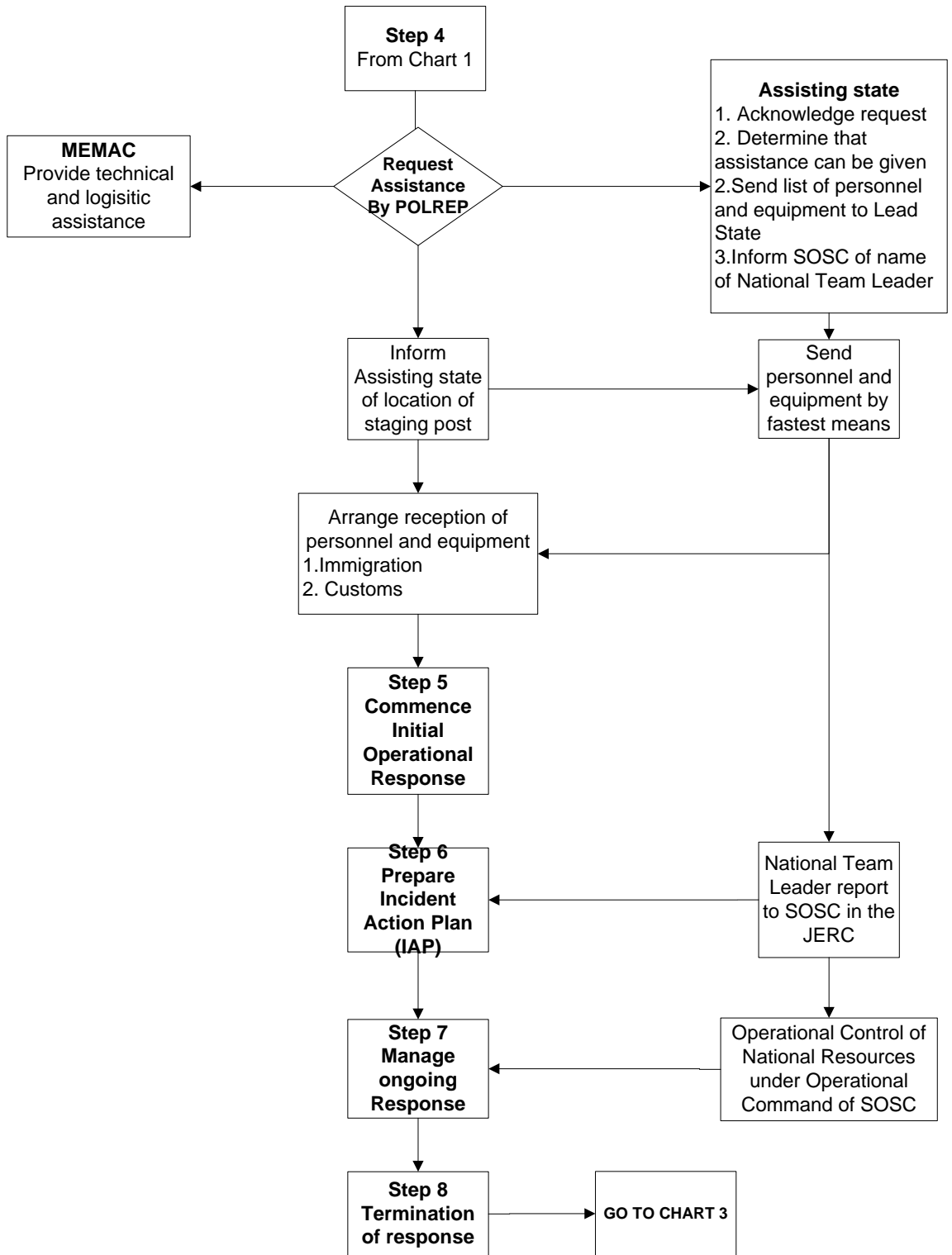
- The SIC will conduct an operational review of the response with the response team and the NICs and Liaison Officers of the assisting Contracting States.
- Analyse strengths and weaknesses of response
- Commission an independent report for major spills
- Provide information, documentation and evidence for the final operations report
- Make recommendations to improve future responses and modify plans

The full procedure is described in Section 6.4 below

ACTIVATION OF THE REGIONAL CONTINGENCY PLAN - 1



ACTIVATION OF THE REGIONAL CONTINGENCY PLAN - 2



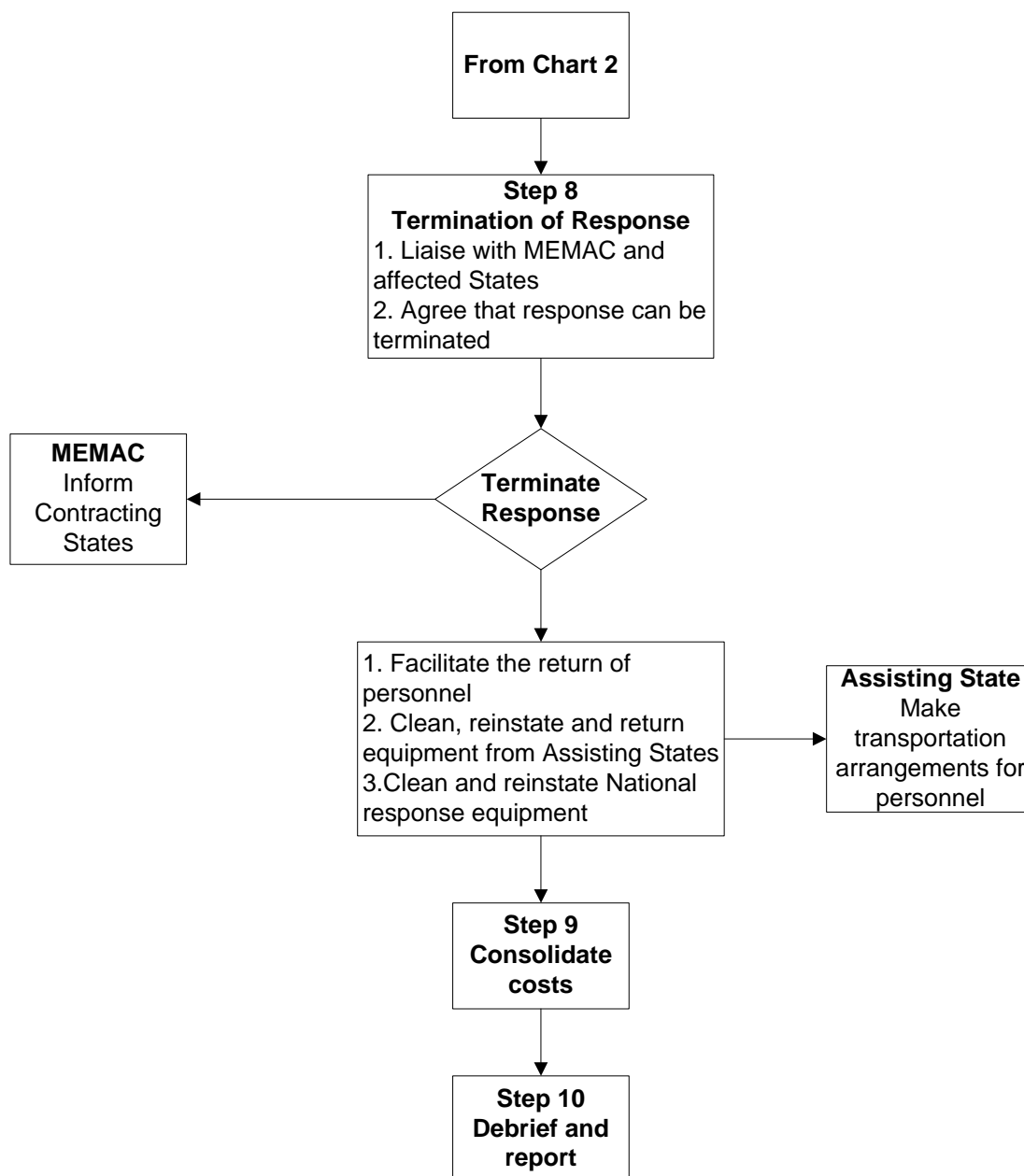


Fig 1. ACTIVATION AND OPERATION OF RCP

5.2 Transfer of Lead Role During an Operation

In view of the proximity of the contracting states in the RSA the circumstances described in Para 4.4 above are likely to occur, when the majority of the oil and/or response resources move from one Contracting States area of responsibility to another. In such an eventuality the SIC of the Contracting State relinquishing responsibility will handover Operational Command of Joint Operations to the SIC of the Contracting State assuming the Lead Role. He will retain Operational Control of his national resources.

Unit commanders exercising delegated Operational Command from the relinquishing SIC will handover detailed operational information to their counterpart Commanders in the Contracting State assuming that responsibility.

5.2.1 Handover Documentation

5.2.1.1 SITREP

A full handover SITREP is to be produced as follows

1. Location of Oil Spill
 - Latest aerial surveillance report
 - Latest satellite information
 - Shoreline cleanup assessment team reports
 - Predicted spill movement report from OSIS and NOAA models
2. Description of the Operational Areas
 - Sea operations
 - National Unit Commander and contact details
 - Vessels and barges assigned to the operation with equipment and oil storage capabilities and country of origin
 - Assigned tasks
 - Progress achieved
 - Planned Operations
 - Aircraft Units
 - National Unit Commanders and contact details
 - Helicopter types and capabilities assigned and country of origin
 - Fixed Wing types and capabilities assigned and country of origin
 - Assigned tasks
 - Progress achieved
 - Planned Operations
 - Shoreline Protection and Cleanup Teams
 - National Unit Commanders and contact details
 - Personnel and equipment assigned and country of origin
 - Assigned tasks
 - Progress achieved
 - Planned Operations
3. Logistics
 - Equipment staged in storage but not in use with country of origin
 - Equipment ordered but not yet delivered with country of origin
4. Costs
 - Costs to date
5. Problem areas

Once this SITREP has been delivered, it is anticipated that the relinquishing SIC and assuming SIC will hold a conference call with the Section Chiefs of the two countries to ensure a full and comprehensive handover.

5.2.1.2 FORMAL CHANGE OF COMMAND

When this has been completed, the relinquishing SIC and assuming SIC will exchange the following Fax: -

(NAME OF VESSEL OR INCIDENT) SPILL

I, (Name.....) relinquish Operational Command of Joint Operations and handover to
(.....Name) of (.....Country name)

.....Signature and Stamp

I, (Name.....) have assumed Operational Command of Joint Operations and from
(.....Name) of (.....Country name).

.....Signature and Stamp

6 COMMUNICATIONS AND REPORTING

6.1 Communications System

Each Contracting State shall establish and maintain an efficient communications system, operational 24 hours a day, which shall serve for:

- 1) receiving reports on pollution incidents and transmitting these reports to the Operational Authorities and to other interested Contracting States within the country;
- 2) Activation of the Plan, requesting assistance and the exchange of operational messages during Joint Response Operations.

The system shall comprise national ERCs together with the national Contact Points for receiving reports on pollution incidents, if these are different from the ERCs.

Elements of this communications system which each Contracting State shall establish, including telephone, fax and numbers and the allocated radio frequencies and channels pertinent to each Contracting State, are given in Appendix 5.

6.2 Pollution Reporting System (POLREP)

For the exchange of information concerning pollution incidents, the Contracting States shall use the pollution reporting system (POLREP) which has been agreed for use within the framework of this Plan. The POLREP is divided into three parts:

Part I (POLWARN) - is an initial notice (a first information or a warning) of a pollution incident.

Part II (POLINF) - is a detailed supplementary report to Part I.

Part III (POLFAC) - is used for requesting assistance from other Contracting States and for defining operational matters related to this assistance.

A detailed description of all three Parts of the POLREP is given in Appendix 7.

In situations where the type and extent of the required assistance have not yet been determined, the Contracting State who takes the decision to activate the Plan shall utilize line 53 of the POLINF part of the POLREP message to inform the other Contracting States that the Plan has been activated.

6.3 Situation Reports (SITREPs)

During the entire period between the activation of the Plan and its deactivation, the Lead State shall keep the other Contracting States regularly informed on:

- 1) the development of the situation regarding the pollution incident;
- 2) the actions taken to combat pollution;
- 3) the progress of the Joint Response Operations;
- 4) any decisions regarding future response activities;
- 5) All other relevant information including, in particular, information concerning environmental impact, effects on marine and coastal resources, and the economic consequences of the pollution incident.

Such information shall be transmitted by the SIC to the Operational Authorities of the Contracting States and to MEMAC either in the form of POLINF (see Appendix 7) or as a text in the form of a situation report (SITREP).

The Lead Authority shall endeavour to transmit a POLINF or SITREP at least once a day.

Before dissemination, each report shall be verified by the SIC.

If pollution combating operations continue at the national level after the deactivation of the Plan, the Contracting State affected by the incident shall continue to inform the other Contracting States and MEMAC of the situation until the final termination of all pollution response operations.

It is the responsibility of the Operational Authority of each Contracting State to ensure that the situation reports are transmitted to all interested Contracting States within its respective country.

6.4 Post Incident Reports

Following the termination of pollution response operations, taken at both national level and within the framework of the Plan, the SIC together with the NIC's of the assisting Contracting States and the Liaison Officers if appointed, shall prepare a final report. The formal report should include:

- 1) a description of the pollution incident and development of the situation;
- 2) a description of the response measures taken;
- 3) a description of the assistance rendered by the other Contracting States;
- 4) an assessment of the successes and failures of the complete response operation;
- 5) an assessment of the assistance rendered by the other Contracting States;
- 6) a description and analysis of the problems encountered in responding to the pollution incident;
- 7) Recommendations regarding the possible improvement of existing arrangements and, in particular, of the provisions of the RCP.
- 8) an account of the costs incurred during the response by each Contracting State;
- 9) An estimate of environmental and economic damage.

For major spills, and joint operations are likely to have been major, it is important that this report is produced by a team of respected impartial, independent experts who have taken no part in the response.

Copies of the post-incident reports will be sent to all Contracting States and to MEMAC.

The reports will be reviewed at the national level by the NIC and the General Staff of the Contracting States, who will comment on and add where necessary the amendments and improvements to the RCP, and if necessary, to their own NCP's

The conduct of small scale Joint Response Operations and other questions of common interest shall be reviewed during the annual meetings of the Contracting States, but for major responses which will require lengthy discussions, an extraordinary meeting will be required.

7 ADMINISTRATION, LOGISTICS AND FUNDING

7.1 Logistics

The Lead Authority is responsible for providing all the logistic support necessary for conducting Joint Response Operations.

The Lead Authority shall, in particular:

- 1) make the necessary arrangements for accommodation and transportation, within the assisted country, of all assisting personnel;
- 2) when equipment and other means are received from the assisting Contracting States, take the necessary measures to provide:
- 3) safe storage or parking places, as appropriate, including cranes, forklifts and other handling equipment, as necessary;
- 4) fuel, lubricants, basic repair and maintenance facilities.

As regards the stay in the territory of the Lead State of vessels and aircraft rendered as assistance by other Contracting States, the Lead Authority shall take the necessary measures to ensure assistance to the crews at airports and in ports, as appropriate, and to provide security services for ships, aircraft and related equipment, while these are in ports or at airports of the Lead State.

7.2 Financial Procedures

The Contracting States shall observe the following principles concerning the reimbursement of costs related to mutual assistance:

7.2.1 General Principles

- 1) The Contracting State who has requested assistance shall reimburse to the assisting Contracting State all expenses incurred in rendering such assistance, according to the invoice submitted by the assisting Contracting State unless otherwise decided on a case by case basis.
- 2) At the time of incident, the assisting Contracting State shall provide information on the wages of personnel, the rental rates for equipment and other means and the cost of treatment products, which might be rendered as assistance.
- 3) The Contracting States shall endeavour to harmonise their rates and discuss all relevant questions during the annual meetings of the Operational Authorities.
- 4) The assisting Contracting State shall, immediately following receipt of a request for assistance, submit to the requesting Contracting State an offer of the personnel, equipment and other means which can be provided and an estimate of the costs of such assistance.
- 5) If the Contracting State who requested assistance decides to withdraw the request for whatever reason, it shall nevertheless pay to the assisting Contracting State all the expenses incurred up to the moment when the request was withdrawn or the personnel and equipment return to their country of origin, as appropriate.
- 6) In the event of the transfer of responsibility of Lead State from one Contracting State to another, the costs incurred by requests for assistance by the Lead State shall remain that State's responsibility up to the time of transfer

of Operational Command. Any continuation of assistance provided at the confirmed request of the Contracting State taking over responsibility as Lead State shall also take over responsibility for the reimbursement of the costs of assistance from the time of transfer of Operational Command.

The Contracting States shall resolve all questions related to financial matters after the termination of Joint Response Operations.

7.2.2 Disputes

The provisions of this paragraph shall not prejudice the resolution of any dispute involving third Contracting States that may arise regarding liability and compensation for damages resulting from any pollution incident.

7.2.3 Joint Operations Costs – Lead State

In the case of Joint Response Operations, the Lead State (the Contracting State who has requested assistance) shall directly cover the following expenses related to the stay in its territory of personnel, equipment and means (including vessels and aircraft) of the assisting Contracting State:

- 1) board and lodging and/or daily subsistence allowance as appropriate, of all response personnel other than the crews of ships and vessels;
- 2) any port dues for vessels and ships rendered as assistance;
- 3) any airport dues for aircraft rendered as assistance;
- 4) necessary fuel for all equipment and means including, in particular, vessels and aircraft, engaged Joint Response Operations;
- 5) medical services provided to injured and ill personnel of the assisting Contracting State;
- 6) costs related to repatriation of any personnel who died, were injured or taken ill during Joint Response Operations;
- 7) maintenance costs for any piece of equipment, vessel and aircraft engaged in Joint Response Operations;
- 8) repair costs for any piece of equipment, vessel or aircraft damaged in its territory during and due to the Joint Response Operations, if such repair needs to be made prior to returning to the country of origin of such equipment and means;
- 9) costs of communications related to the Joint Response Operations that have been incurred by the personnel of the assisting Contracting State in the territory of the Lead State.

7.2.4 Joint Operations Costs – Assisting State

The assisting Contracting State shall directly cover the following expenses related to the sending to the country that requested the assistance of its personnel, equipment, products or other means including, in particular, vessels and aircraft:

- 1) the mobilization of personnel, equipment, products or other means;
- 2) the costs of transport of personnel, equipment and products to and from the country where Joint Response Operations are taking place;
- 3) fuel for self-contained units (vessels, aircraft) which travel to the scene of Joint Response Operations using their own power;
- 4) costs of communications related to Joint Response Operations that are originating from the territory of the assisting Contracting State;
- 5) insurance of the personnel of the strike teams;

- 6) medical services rendered, following their return to their country of origin, to response personnel who were injured or taken ill during Joint Response Operations;
- 7) maintenance and repair costs for equipment and means engaged in Joint Response Operations which were incurred after the return of such equipment and means to the country of origin.

7.2.5 Joint Operations Costs - Invoicing

Following the termination of the Joint Response Operations and the return of all personnel, equipment and other means which were engaged in the Joint Response Operations, each assisting Contracting State shall prepare a detailed invoice including the costs of assistance rendered to the Lead State and other expenses related to this assistance. The following items shall be included in the invoice:

- 1) wages of personnel engaged in the Joint Response Operations, calculated on the basis of the prices given to the Lead State when assistance was requested, and the daily work logs approved by the SIC or another responsible officer of the Lead State;
- 2) costs of rental of equipment and means calculated on the basis of the prices given to the Lead State when assistance was requested, and the daily work logs approved by the SIC or another responsible officer of the Lead State;
- 3) cost of treatment products used during Joint Response Operations calculated on the basis of the prices given to the Lead State when assistance was requested, and the daily work logs approved by the SIC or another responsible officer of the Lead State;
- 4) all expenses incurred by the assisting Contracting State as listed above;
- 5) costs for replacement of equipment damaged beyond repair during Joint Response Operations.

7.2.6 Joint Operations Costs – Cost Recovery

Upon receipt of such an invoice, the Contracting State who had activated the Plan and requested assistance shall reimburse the expenses incurred by the assisting Contracting States in relation to the pollution response measures undertaken by these Contracting States following the activation of the Plan. The Contracting State who activated the Plan shall subsequently include such invoices in its own claim for reimbursement of pollution response related costs, submitted to the Contracting State liable for the pollution incident, its insurers or an international system for compensation for pollution damages, as appropriate.

Alternatively, the Contracting States may agree that the claims for reimbursement of such expenses shall be submitted directly to the Contracting State liable for the pollution incident, its insurers or an international system for compensation for pollution damages, by each Contracting State separately.

Regardless of the Contracting State to whom such claims are submitted, they shall be prepared in accordance with the guidelines provided by the IOPC Fund in its "Claims Manual" and attached to the Plan as **Appendix 9**.

7.3 Transboundary Movement of Response Personnel, Equipment, Products and Self-Contained Units

In order to facilitate the movement of response personnel, equipment and other means to the place where the assistance is required, the requesting Contracting State will:

- 1) make arrangements for the rapid entry of equipment, products and personnel prior to their arrival and ensure that customs formalities are facilitated to the maximum extent. Equipment should be admitted on a temporary basis and products should be admitted free of excise and duties
- 2) Ensure that, should ships and aircraft be provided, ships are granted all necessary authorisations and aircraft cleared to fly in the national air space. A flight plan or a flight notification will be filed and accepted as a n authorization for a aircraft to take off, land and a shore or at sea outside regular customs airfields.

7.4 Immigration and customs formalities.

Each Contracting State shall endeavour to make, at the national level, special arrangements applicable in emergency situations, concerning provisions for rapid granting of entry visas and work permits for personnel, as well as permits necessary for the transit or temporary importation of the requested equipment and material.

Details of such arrangements shall be included in the National Contingency Plan of each Contracting State, and are reproduced in **Appendix 3** to the Plan. This refers, in particular, to information which the assisting Contracting State has to provide to the appropriate

7.5 Overflight procedures

Within the framework of the Plan and upon a specific request of the Lead State, aircraft of the other Contracting States might be allowed to enter and operate in the airspace of the Lead State for one of the following purposes:

- search and rescue;
- surveillance flights;
- transportation of response personnel, equipment and products;
- spraying of dispersants or other treatment products;
- other flights related to pollution response operations.

Each Contracting State shall make, in advance, necessary arrangements concerning rapid granting of permits and clearances for civil aircraft (fixed wing or helicopters) of other Contracting States, who might be requested to take part in response operations within its airspace. Similar arrangements shall be made for the use of airport facilities by civilian fixed wing aircraft and helicopters engaged in Joint Response Operations.

Overflight for the above-mentioned purposes, of the national territory or territorial waters of one of the Contracting States, by military and State owned aircraft of the other Contracting States, shall be decided on a case by case basis by the Contracting States concerned.

7.6 Navigation procedures

Within the framework of the Plan and upon the request of the Lead State, vessels of the other Contracting States might enter and operate in the responsibility zone of the Lead State for one of the following purposes:

- search and rescue;
- salvage operations;
- pollution response operations, including containment and recovery of

- spilled products, spraying of dispersants or other treatment products, storage and transportation of recovered pollutant;
- transportation of response personnel, equipment and products;
- any other voyage related to pollution response operations.

Each Contracting State shall make, in advance, the necessary arrangements concerning the rapid granting of permits and clearances for the navigation of civil vessels (ships, boats, specialised anti-pollution vessels) of the other Contracting States who might be requested to take part in response operations within its responsibility zone. Similar arrangements shall be made for the use of port facilities by civilian vessels engaged in Joint Response Operations.

Navigation for the above-mentioned purposes, in the responsibility zone of one of the Contracting States, by naval and State owned vessels of the other Contracting States, shall be decided on a case by case basis by the Contracting States concerned.

In all cases the provisions of the International Convention on Facilitation of International Maritime Traffic, as amended, shall be observed by the Contracting States concerned.

7.7 Health and Safety, Medical Insurance and Medical Assistance

Each Contracting State shall ensure that proper health and safety procedures, including the wearing of protective clothing and safety equipment, are followed by its personnel at all times.

Each Contracting State shall take the necessary measures to insure against death, illness and injury, its personnel who might participate in Joint Response Operations, joint exercises and joint training courses.

The Lead State shall endeavour to offer the best possible initial medical care and services to any person from another Contracting State who was injured or taken ill during his/her participation in Joint Response Operations.

The Lead State shall facilitate the repatriation of assisting personnel who are injured or taken ill during Joint Response Operations.

The costs of hospitalization and medical assistance rendered within the territory of the Lead State to injured or ill personnel of the assisting Contracting State shall be borne by the Lead State. The Lead State might decide to claim the reimbursement of all such costs from the Contracting State responsible for the pollution incident, its insurer or an international system for compensation of pollution damages, as appropriate.

The Contracting States shall waive the right to make claims against each other for the reimbursement of costs of medical care rendered to persons injured and taken ill during Joint Response Operations.

7.8 Health and Safety, Medical Insurance and Medical Assistance

Each Contracting State shall ensure that proper health and safety procedures, including the wearing of protective clothing and safety equipment, are followed by its personnel at all times.

Each Contracting State shall take the necessary measures to insure against death, illness and injury, its personnel who might participate in Joint Response Operations, joint exercises and joint training courses.

The Lead State shall endeavour to offer the best possible initial medical care and services to any person from another Contracting State who was injured or taken ill during his/her participation in Joint Response Operations.

The Lead State shall facilitate the repatriation of assisting personnel who are injured or taken ill during Joint Response Operations.

The costs of hospitalization and medical assistance rendered within the territory of the Lead State to injured or ill personnel of the assisting Contracting State shall be borne by the Lead State. The Lead State might decide to claim the reimbursement of all such costs from the Contracting State responsible for the pollution incident, its insurer or an international system for compensation of pollution damages, as appropriate.

The Contracting States shall waive the right to make claims against each other for the reimbursement of costs of medical care rendered to persons injured and taken ill during Joint Response Operations.

7.9 Responsibility for Injury and Damage

If the strike teams called upon to assist in the response operations cause any damages to third Contracting States at the site of operations, including the route for approaching and leaving the site of operations and these damages are related to the response operations, such damages shall be the responsibility of the Contracting State who had requested assistance, even if they are caused by a wrong manoeuvre or a technical error.

The provisions of this section shall fully apply also in the case of joint exercises of national strike teams.

7.10 Documentation of Response Operations and Related Costs

Full documentation of response activities is vital to facilitate the subsequent pursuance of claims for compensation.

The SIC shall take all necessary measures to ensure that detailed records of all actions taken in order to respond to a pollution incident, within the framework of the Plan, are accurately kept. For this purpose, the SIC will include a record keeping officer/financial controller in his/her Incident Command Team.

As a minimum, the following records shall be regularly kept:

- 1) Description of the situation (including photographs and video records where available), decisions taken and the response measures implemented;
- 2) Daily work log, giving details of:
 - a) operations in progress (place, time, purpose)
 - b) equipment and other means in use (place, time, purpose);
 - c) personnel employed (place, number, time);
 - d) response products and other material (e.g. fuel) consumed (Type, quantity, purpose)

- 3) Records of all expenditures made in relation to the pollution response operations.

Following the termination of the response operations, such records shall be made available to the national Authority responsible for the submission of claims for compensation.

In cases where the Contracting States have agreed that the assisting Contracting State will submit a separate claim for compensation, the Authorities of the Lead State shall make available to the Authorities of the assisting Contracting States copies of relevant records.

7.11 Revision and amendment of the Plan

7.11.1 Policy and relations between the Contracting States

If the need arises for changes in the provisions of the Plan concerning the policy and relations between the Contracting States, the Governmental Authority of the Contracting State proposing such changes shall request MEMAC to place the matter on the agenda of the next annual meeting of the Operational Authorities.

- 1) Any Contracting State proposing a revision of or a amendment to the Plan shall circulate to the other Contracting States the draft proposal at least two months before the annual meeting of the Operational Authorities.
- 2) All changes concerning the policy and relations between the Contracting States shall be made by agreement of the competent National Governmental and Operational Authorities of the Contracting States and shall be confirmed by the unanimous decision of all Contracting States at a meeting of the Council to the Convention.
- 3) The changes to the Plan shall come into effect immediately following unanimous approval or at such other date as the Council to the Convention decides.
- 4) If a unanimous decision concerning the revision and amendment of the plan cannot be reached, the Contracting States agree to observe and retain the original provisions of the Plan.

7.11.2 Operational provisions

The accuracy of the information concerning the operational provisions of the Plan pertaining to each Contracting State is the sole responsibility of the respective Contracting State.

Changing, modifying and updating of such information shall be done, as necessary, by the Operational Authority of the Contracting State concerned, which shall ensure that other Contracting States and MEMAC are duly informed of such changes as soon as these are made.

7.11.3 Appendices

Information contained in the Appendices to the Plan shall be updated as necessary by the Operational Authorities of the Contracting States.

The Contracting States shall inform MEMAC and MEMAC will disseminate any changes in the Appendices as soon as these are made.

It shall be the responsibility of the Operational Authorities to distribute copies of this Plan to appropriate officials and organizations within their country. It will be the responsibility of each plan holder to incorporate amendments to the Plan in loose-leaf folders and to keep his copy of the Plan up to date.

8 PUBLIC INFORMATION (see Appendix 7 for full details)

8.1 Public Relations Officer (PRO)

After the activation of the Plan, the Lead Authority will designate a Public Relations Officer (PRO) who will join the SIC's Command Staff.

8.2 Joint Press Office

When the Regional Plan has been activated a Joint Press Office will be established. This will include the Press Officers of all departments of the Lead State involved in the response, in order to ensure that a common message is developed regarding Joint Operations. This will avoid difficult, possibly conflicting, stories being issued by different departments.

It is also recommended that all Contracting States taking part in the Joint Operations appoint a Press Liaison Officer to the Joint Press Office to ensure that common press releases and statements are issued by all the Contracting States.

8.3 Considerations

Positive media reaction is possible and important to every spill response. Significant effort, therefore, should be devoted to media issues during the response. The following will assist:

1. Consistent, honest, factual accounts of operations by senior response managers;
2. Clear evidence of good co-operation among various agencies involved in a response;
3. Prompt release of factual information;
4. A strong emphasis on the remedial action being taken.

8.4 New Media

The traditional regional press and television has been attentive to the wishes of National Governments. However, the advent of electronic media has meant that channels of communication can no longer be controlled. The internet, mobile cameras, phones, satellite communications and Blogs can immediately transmit the details of the smallest oil spill around the world. Therefore it is very important to ensure that as far as possible, the correct story is issued right from the start. Search engines and topic specific searches, such as Google Alerts, will rebroadcast incorrect stories many times worldwide without any screening for accuracy, as bloggers post their thoughts on the incident.

The earliest possible establishment of an official website on which the holding statement, official press releases and official video interviews (produced by the Joint Press Centre) can be posted, will be enormously helpful

8.5 Initial Actions Required

8.5.1 Public Relations Officer

The PRO holds a key position within the Command Team. He/she will advise the SIC on all media issues and will endeavour to present a positive image of the Joint Operations in their response to the incident. The National PRO who is likely to be the PRO of Joint Operations should have cultivated media contacts long before a crisis occurs, feeding them good news stories about positive aspects of the Government and Industry.

The PRO is responsible for:

- maintaining contacts with the press and other media including radio and TV;
- preparing press releases on behalf of the SIC and the Lead Authority;
- monitoring the information released by the press and the media and clarifying any possible misunderstandings.

See Appendix 7 for an initial action Check List for the PRO

8.5.2 Holding Statement

As soon as possible issue a holding statement, with as much information as you have, but include the words that as soon as you have full information you will issue a full statement – and do so.

See Appendix 7 for an example of a Simple Holding Statement

8.5.3 Issue Pre-prepared Fact Sheets

Issue pre-prepared fact sheets about the National Response Organisation.

8.6 Press Releases

Following the issue of the initial holding statement, an initial press release should be prepared to include as much information as is known at the time always stressing the remedial action that is being taken. Hereafter, press releases will be prepared and distributed to the press at least twice a day during the early stages of an incident and at least once a day for the entire period between the activation and the deactivation of the Plan.

See Appendix 7 for guidelines on press releases

8.7 Interviews

Journalists prefer one to one personal interviews with the most senior representative available who is a confident and authoritative communicator.. These require preparation.

Guidelines to assist with preparation interviews are contained in Appendix 7

8.8 Press Conferences

After the activation of the Plan, the Lead Authority, in consultation with the SIC, should organise one or more press conferences for briefing the media.

The following persons may take part in such press conferences:

- SIC
- specially designated experts from the JERC
- PRO who will run the Press Conference
- Other representative(s) of the Lead Authority
- representative(s) of the other Contracting States taking part in Joint Operations (e.g. Liaison Officers or NICs)
- representative(s) of ship and cargo owners and/or their insurers.

It is essential to prepare for press conferences. Get the team together to decide what you do want to say and what preferably you do not. A written statement should be prepared on the main facts concerning the pollution incident and the Joint Response Operations

(which may be the latest press release). Maps and photographs may be prepared in advance by the PRO and approved by the SIC for use during the press conference.

Guidelines on the preparation and conduct of press conferences are in Appendix 7

8.9 Summary

Handling the media is not easy, but remember, “Perception is Reality” in today’s electronic media age. Perception drives the public and hence politicians to demand change, which you may well not want.

**ROPME SEA AREA
REGIONAL OIL SPILL CONTINGENCY PLAN**

SECTION 3

DATA DIRECTORY

Appendix 1
Kuwait Convention and Protocol

A1 Kuwait Convention and Protocol

The Kuwait Regional Convention for Co-operation on the Protection of the Marine Environment from Pollution and its Protocol Concerning Regional Co-operation in Combating Pollution by Oil and Other Harmful Substances in Cases of Emergency provide the legal framework for actions concerning regional co-operation in combating accidental marine pollution. These legal instruments oblige the Member States to initiate, both individually and jointly, the actions required in order to effectively prepare for and respond to marine pollution incidents. The Protocol established the Marine Emergency Mutual Aid Centre (MEMAC): -

- a) To strengthen the capacities of the Contracting States and to facilitate co-operation among them in order to combat pollution by oil and other harmful substances in cases of marine emergencies.
- b) To assist the Contracting States, which so request, in the development of their national littoral States agree upon certain obligations which primarily concern: the development of their own national capabilities to combat pollution by oil and other harmful substances and to coordinate and facilitate information exchange, technological co-operation and training.
- c) A later objective, namely the possibility of initiating operations to combat pollution by oil and other harmful substances at the regional level may be considered. This possibility should be submitted for approval by the Council after evaluating the results achieved in the fulfilment of the previous objectives and in the light of the financial resources which could be made available for the purpose.

The functions of the Centre shall be:

- (a) To collect and disseminate to the Contracting States information concerning matters covered by this Protocol, including:
 - (i) Laws, regulations and information concerning appropriate authorities of the Contracting States and marine emergency contingency plans referred to in article V of this Protocol;
 - (ii) Information concerning methods, techniques and research relating to marine emergency response referred to in article VI of this Protocol; and
 - (iii) List of experts, equipment and materials available for marine emergency responses by the Contracting States;
- (b) To assist the Contracting States, as requested:
 - (i) In the preparation of laws and regulations concerning matters covered by this Protocol and in the establishment of appropriate authorities;
 - (ii) In the preparation of marine emergency contingency plans;
 - (iii) In the establishment of procedures under which personnel, equipment and materials involved in marine emergency responses may be expeditiously transported into, out of, and through their respective countries;
 - (iv) In the transmission of reports concerning marine emergencies; and
 - (v) In promoting and developing training programmes for combating pollution;
- (c) To co-ordinate training programmes for combating pollution and prepare comprehensive anti-pollution manuals;
- (d) To develop and maintain a communication/information system appropriate to the needs of the Contracting States and the Centre for the prompt exchange of information concerning marine emergencies required by this Protocol;

- (e) To prepare inventories of the available personnel, material, vessels, aircraft, and other specialized equipment for marine emergency responses;
- (f) To establish and maintain liaison with competent regional and international organizations, particularly the International Maritime Organisation, for the purposes of obtaining and exchanging scientific and technological information and data, particularly in regard of any new innovation which may assist the Centre in the performance of its functions;
- (g) To prepare periodic reports on marine emergencies for submission to the Council; and
- (h) To perform any other functions assigned to it either by this Protocol or by the Council.

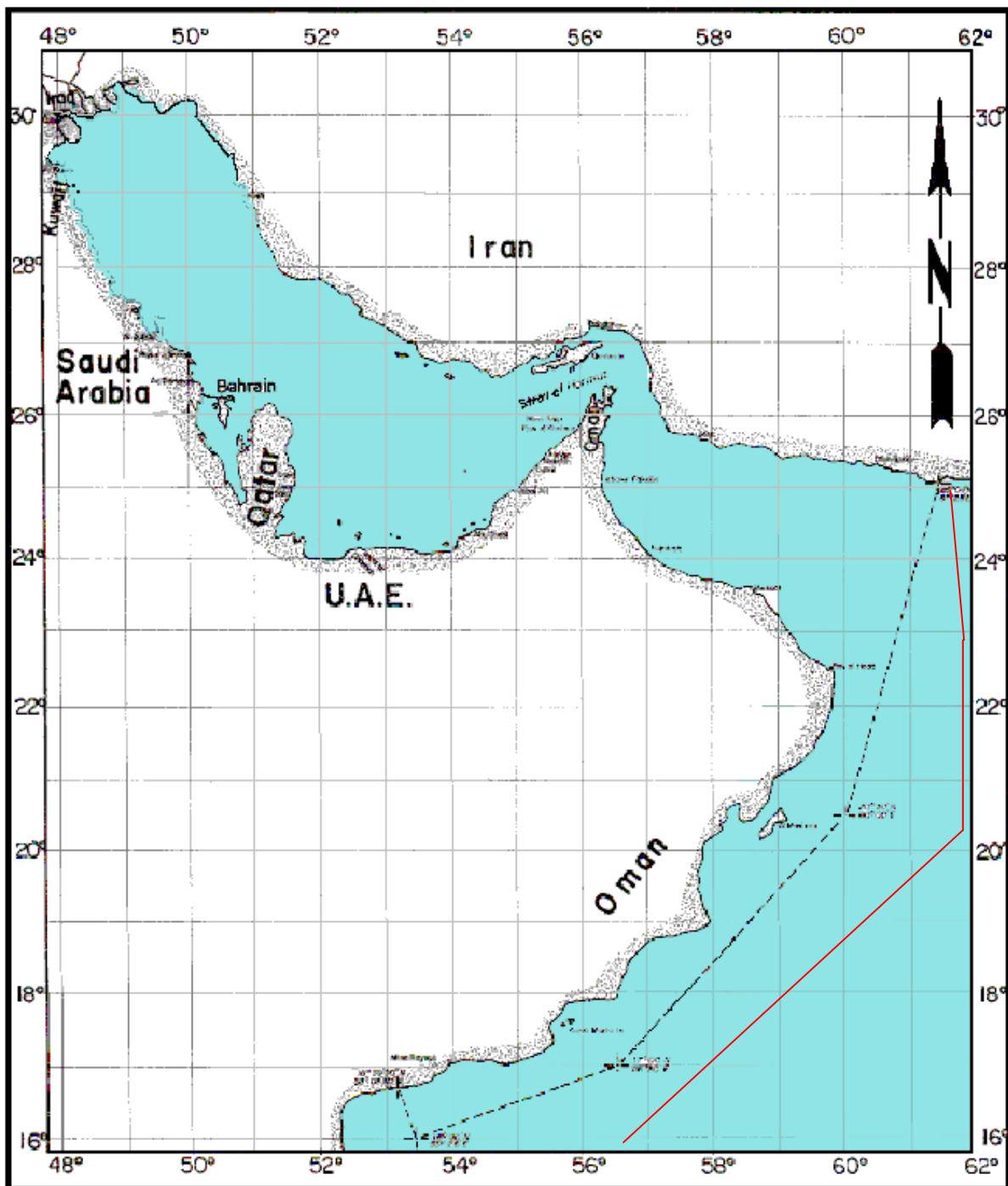


Fig. A1 ROPME Sea Area and Limits of the MARPOL Special Area (red)

Appendix 2
National Focal Points of the Contracting States

A2 National Focal Points for Spill Reporting

A2.1 Kingdom of Bahrain

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3 9455778 (M)
Fax: 17 243827 (F)
E-Mail: abdulbaskt@hotmail.com

A2.2 Islamic Republic of Iran

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A2.3 State of Iraq

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A2.4 State of Kuwait

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hamza_a_k@epa.org.kw

A2.5 Sultanate of Oman

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A2.6 State of Qatar

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 00974 5515211 (M)
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A2.7 Kingdom of Saudi Arabia

Mr. Ibrahim Al-Fahmi
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00966 555 526129 (M)
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Mr. Khalid Busbait
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A2.8 United Arab Emirates

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Appendix 3

Summary of National Contingency Arrangements in the Contractig States

A3 Summary of National Contingency Plans

A3.1 Kingdom of Bahrain

A3.1.1 The Competent National Authority with responsibility for oil pollution preparedness and response.

The Public Commission for Marine Resources Environment and Wildlife.
Directorate of Environment and Wildlife Protection

A3.1.2 The National Operational Contact Point responsible for the receipt and transmission of oil pollution reports

Pollution Control Section, Directorate of Environment and Wildlife Protection, the Public Commission for Marine Resources Environment and Wildlife

A3.1.3 Brief outline of the spill management organization for Tier 1,2 and 3?

According to Section 3 of the National Contingency Plan 2010, the spill management organization is as follows:

Tier 1: Each facility is required to produce its own local contingency plan

Tier 2: Directorate of Environment and Wildlife Protection, the Public Commission for Marine Resources Environment and Wildlife mobilises the elements required of the Spill Management team. If severe, the National Contingency Plan will be mobilised.

Tier 3 : Managed by Public Commission for Marine Resources Environment and Wildlife. The President of the Commission will be the Supreme Incident Commander (SIC). The Unified Command will consist of the Director of Environment and Wildlife Protection, The Director of Marine Resources, The Director of the Bahrain Coast Guard and the Director of Civil Defence. They will report to the SIC and liaise with the National Emergencies Committee.

A3.2 Islamic Republic of Iran

A3.2.1 The Competent National Authority with responsibility for oil pollution preparedness and response.

The Ports and Shipping Organization (PSO).

A3.2.2 The National Operational Contact Point responsible for the receipt and transmission of oil pollution reports

The Directorate of Safety and Marine Environment Protection of PSO.

A3.2.3 Brief outline of the spill management organization for Tier 1,2 and 3?

According to section 4-1-1 of National Contingency Plan, the spill management organization is as follow:

- a) The National Authority has the overall responsibility and must guarantee preparation and implementation of provincial and local plans, and must make the requisite coordination for providing complete support to the provincial and local centres during oil spills;
- b) The responsibility of conducting the response measures for oil spills of the 2nd and 3rd level lies with the National Authority and the provincial authority would be responsible for 1st level oil spills. The National Authority must ensure that the provincial and local centres are completely capable of discharging their duties adequately and effectively.
- c) All the authorities that are obliged, under the National Plan, to take oil spill response measures in their jurisdiction must, in coordination with the National Authority, prepare oil spill response plans and have adequate equipment for this purpose. These authorities must also supply the National Authority with complete information regarding their personnel, organization and equipment.
- d) The responsibility of coordinating the activities of local centres during pollution incidents lies with the relevant provincial centres. The provincial centres must ensure that proper equipment and arrangements for responding to first-level spills are available and operational in the local centres, and taking joint measures with adjacent local centres or other centres covered by the provincial plan is properly coordinated.
- e) The Managing Directorate of the Ports and Shipping Organization is responsible for coordinating pollution response measures for tier 2 and 3.
- f) The Directorate General of Ports and Shipping of each coastal province is responsible for coordinating pollution response measures in that province.
- g) The national response officers are responsible for coordinating oil spill response operation for tier 2 and 3.

A3.3 State of Iraq

Unable to complete

A3.4 State of Kuwait

A3.4.1 The competent national authority with responsibility for oil pollution preparedness and response?

Ministry of Communications

A3.4.2 The national contact point responsible for the receipt and transmission of oil pollution reports?

Ministry of Communications and then to EPA

A3.4.3 The spill management organization for Tier1, 2 and 3.

Tier 1: Each facility has its own local contingency plan

Tier 2 : Call to KPC or Chevron that assistance is required and communicate to the next port for help

Tier 3: Managed by The Environment Public Authority
Assisted by the oil spill committee which would include some or all of the following:

- Kuwait Ports Authority
- Kuwait Petroleum Corporation
- Kuwait Oil Company
- Kuwait National Petroleum Company
- Kuwait Oil Taker Company
- Kuwait Municipality

A3.5 Sultanate of Oman

A3.5.1 Who is the competent national authority with responsibility for oil pollution preparedness and response?

MECC Pollution Operation Centre.

A3.5.2 Who is the national contact point responsible for the receipt and transmission of oil pollution reports?

MECC Pollution Operation Centre.

A3.5.3 Outline briefly the spill management organization for Tier1, 2 and 3.

For Tier 2 and Tier 3 incidents the Higher Coordinating Committee (HCC) would be involved. The HCC would consist of ministerial members of the Ministry of Environment and Climate Change (MECC), the Ministry of Communication, the Royal Oman Police and the Defence Forces. A Tier III response would aim to marshal international resources.

A3.6 State of Qatar

A3.6.1 The competent national authority with responsibility for oil pollution preparedness and response?

- Qatar Petroleum, Oil Spill & Emergency Response Department is the national competent authority for oil pollution preparedness and response.

A3.6.2 The national contact point responsible for the receipt and transmission of oil pollution reports?

- The Oil Spill & Emergency Response Department.

A3.6.3 The spill management organization for Tier1, 2 and 3.

- **Tier level 1 response**, is managed at each facility. The individual facility has both a Functional Relationship Agreement/Oil Spill Agreement which is signed between the respective facility and the Oil Spill & Emergency Response Department, which ensures they have received oil spill equipment, oil spill training and oil spill response plans so that they can manage a Tier level 1 spill.

Tier level 2 response, requires the Oil Spill & Emergency Response Department to respond to the oil spill incident. The facility equipment and manpower will be at the disposal of the Oil Spill & Emergency Response Department. If the Oil Spill is offshore, the Oil Spill & Emergency Response Department will also utilize all offshore vessels and offshore personnel to assist as required.

Tier Level 3 response. A Tier 3 response expands upon the organization established for Tier 2 operations by cascading additional in-country, regional, and worldwide resources, as needed. The Tier 3 Incident Management Team (IMT) is composed principally of in-country QP personnel from Tier 1 and Tier 2 levels. Advisors to the IMT may be supplemented through spill support organizations, and through technical experts and consultants.

The Tier 2 IC, in conjunction with the SRC Manager, is responsible for authorizing the need to activate Tier 3 resources.

The IMT is also responsible for ensuring that strategies are developed and implemented for operational and, as necessary, environmental recovery operations following successful termination of an initial emergency.

A3.7 Kingdom of Saudi Arabia

A3.7.1 The competent national authority with responsibility for oil pollution preparedness and response?

Province oil spill emergency committee from different government department.

A3.7.2 The National operational contact point responsible for the receipt and transmission of oil pollution reports:

PME

A3.7.3 The spill management organization for Tier 1,2 and 3:

Tier 1: Produced by local facilities own contingency plan

Tier 2: Eastern Province contingency plan through committee

Tier 3: National Contingency Plan –

A3.8 United Arab Emirates

Appendix 4 Pollution Reports

A4 POLREP

A4.1 POLLUTION REPORTING SYSTEM

Contracting Parties to the Kuwait Convention and Protocol have committed themselves to inform each other, either directly or through MEMAC regarding marine emergencies. The role of MEMAC is *inter alia*:

In the transmission of reports concerning marine emergencies; and

To develop and maintain a communication/information system appropriate to the needs of the Contracting States and the Centre for the prompt exchange of information concerning marine emergencies required by this Protocol;

A standard pollution accidents reporting format is used in order to facilitate rapid transmission of information and requests for assistance.

The following format of the standard alert message, to be used within the framework of the RCP, has been recommended by the International Maritime Organization (IMO) with a view to harmonizing pollution reporting systems.

POLLUTION REPORTING SYSTEM (POLREP)

The pollution reporting system is for use between Contracting States of the Kuwait Convention and the Protocol and MEMAC for exchanging information when pollution of the sea has occurred or when a threat of such is present.

POLLUTION REPORTING SYSTEM (POLREP)

1 The pollution reporting system is for use between Contracting Parties to the Emergency Protocol of the Barcelona Convention themselves and between the Contracting Parties and the Regional Centres, for exchanging information when pollution of the sea has occurred or when a threat of such is present.

2 The POLREP is divided into three parts:

- | | | | |
|---|--|--------------------------|---|
| 1 | Part I or POLWARN
(figures 1-5) | POLLution
WARNing | gives first information or warning of the pollution or the threat |
| 2 | Part II or POLINF
(figures 40-60) | POLLution
INFormation | gives detailed supplementary report as well situation reports |
| 3 | Part III or POLFAC
(figures 80-99) | POLLution
FACilities | is used for requesting assistance from other Contracting Parties and for defining operational matters related to the assistance |

3 A summarized list of POLREP is given below.

INTRODUCTORY PART

Address from to

Date Time Group

RCP

Identification
Serial number

PART I (POLWARN)	1	Date and time
	2	Position
	3	Incident
	4	Outflow
	5	Acknowledge
PART II (POLINF)	40	Date and time
	41	Position
	42	Characteristics of pollution
	43	Source and cause of pollution
	44	Wind direction and speed
	45	Current or tide
	46	Sea state and visibility
	47	Drift of pollution
	48	Forecast
	49	Identity of observer and ships on scene
	50	Action taken
	51	Photographs or samples
	52	Names of other States informed
	53-59	Spare
60	Acknowledge	
PART III (POLFAC)	80	Date and time
	81	Request for assistance
	82	Cost
	83	Pre-arrangements for the delivery
	84	Assistance to where and how
	85	Other States requested
	86	Change of command
	87	Exchange of information
	88-98	Spare
	99	Acknowledge

EXPLANATION OF A POLREP MESSAGE

INTRODUCTORY PART

Contents	Remarks
ADDRESS	Each report should start with an indication of the country whose competent national authority is sending it and of addressee e.g.:
FROM:	SAU (indicates the country which sends the report)
TO:	BAH (indicates the country to which it is sent) <u>or</u>
	MEMAC (indicates that the message is sent to the Regional Centre).

DTG (Date Time Group) The day of the month followed by the time (hour and minute) of drafting the message. Always a 6-figure group which may be followed by month to avoid confusion.

Time should be stated either as GMT, e.g. 092015Z June (i.e. the 9th of the relevant month at 20.15 GMT) or as local time e.g. 092115LT June.

IDENTIFICATION "POL..." indicates that the report might deal with all aspects of pollution (such as oil as well as other harmful substances).

"....REP" indicates that this is a report on a pollution incident.

It can contain up to 3 main parts:

Part I (POLWARN)

is an initial notice (a first information or a warning) of a casualty or the presence of oil slicks or harmful substances. This part of the report is numbered from 1 to 5.

Part II (POLINF)

is a detailed supplementary report to Part I. This part of the report is numbered from 40 to 60.

Part III (POLFAC)

is for a request for assistance from other Contracting Parties, as well as for defining operational matters related to the assistance. This part of the report is numbered from 80 to 99.

KUWAIT CONVENTION

indicates that the message is sent within the framework of the Protocol of the Kuwait Convention.

Parts I, II and III can be transmitted all together in one report or separately. Furthermore, single figures from each part can be transmitted separately or combined with figures from the two other parts.

Figures without additional text shall not appear in the POLREP.

When Part I is used as warning of a serious threat, the message should be headed with the traffic priority word "URGENT".

All POLREPs containing ACKNOWLEDGE figures (5, 60 or 99) should be acknowledged as soon as possible by the competent national authority of the country receiving the message.

POLREPs should always be terminated by a telex from the reporting State, which indicates that no more operational communication on that particular incident can be expected.

Contents	Remarks																				
SERIAL NUMBER	<p>Each single report should be possible to identify and the receiving agency should be in a position to check whether all reports of the incident in question have been received. This is done by using a nation-identifier:</p> <table data-bbox="459 470 1149 884"> <tbody> <tr> <td>Bahrain</td> <td>BAH</td> </tr> <tr> <td>Islamic Republic of Iran</td> <td>IRN</td> </tr> <tr> <td>State of Iraq</td> <td>IRQ</td> </tr> <tr> <td>State of Kuwait</td> <td>KUW</td> </tr> <tr> <td>Sultanate of Oman</td> <td>OMA</td> </tr> <tr> <td>State of Qatar</td> <td>QAT</td> </tr> <tr> <td>Kingdom of Saudi Arabia</td> <td>SAU</td> </tr> <tr> <td>United Arab Republic</td> <td>UAE</td> </tr> <tr> <td>Regional Organisation for the Protection of the Marine Environment</td> <td>ROPME</td> </tr> <tr> <td colspan="2">Marine Emergency Mutual Aid Centre, Bahrain MEMAC</td> </tr> </tbody> </table> <p>The nation-identifier should be followed by a stroke and the name of the ship or other installation involved in the accident and another stroke followed by the number of the actual report concerning this particular accident.</p>	Bahrain	BAH	Islamic Republic of Iran	IRN	State of Iraq	IRQ	State of Kuwait	KUW	Sultanate of Oman	OMA	State of Qatar	QAT	Kingdom of Saudi Arabia	SAU	United Arab Republic	UAE	Regional Organisation for the Protection of the Marine Environment	ROPME	Marine Emergency Mutual Aid Centre, Bahrain MEMAC	
Bahrain	BAH																				
Islamic Republic of Iran	IRN																				
State of Iraq	IRQ																				
State of Kuwait	KUW																				
Sultanate of Oman	OMA																				
State of Qatar	QAT																				
Kingdom of Saudi Arabia	SAU																				
United Arab Republic	UAE																				
Regional Organisation for the Protection of the Marine Environment	ROPME																				
Marine Emergency Mutual Aid Centre, Bahrain MEMAC																					
BAH/POLLUTAFARU/1	<p>indicates that this is the first report from Bahrain concerning the accident of M/T "POLLUTAFARU".</p>																				
BAH/POLLUTAFARU/2	<p>in accordance with the described system, indicates the second report on the same incident.</p>																				

Part I (POLWARN)

Contents	Remarks
1 DATE AND TIME التاريخ والزمن	The day of the month as well as the time of the day when <u>the incident</u> took place or, if the cause of the pollution is not known, the time of the observation should be stated with 6 figures. Time should be stated as GMT for example, 091900z (i.e. the 9th of the relevant month at 1900 GMT) or as local time for example, 091900lt (i.e. 9th of the relevant month at 1900 local time).
2 POSITION الموقع	Indicates the main position of the incident in latitude and longitude in degrees and minutes and may, in addition, give the bearing of and the distance from a location known by the receiver.
3 INCIDENT الحادث	The nature of the incident should be stated here, such as BLOWOUT, TANKER GROUNDING, TANKER COLLISION, OIL SLICK, etc.
4 OUTFLOW الإنسكاب	The nature of the pollution, such as CRUDE OIL, CHLORINE, DINITROL, PHENOL, etc. as well as the total quantity in tonnes of the outflow and/or the flow rate, as well as the risk of the further outflow. If there is no pollution but a pollution threat, the words NOT YET followed by the substance, for example, NOT YET FUEL OIL, should be stated.
5 ACKNOWLEDGE تأكيد بالإستلام	When this figure is used the telex should be acknowledged as soon as possible by the competent national authority.

Part II (POLINF)

Contents	Remarks
40 DATE AND TIME التاريخ والزمن	No. 40 relates to the situation described in figures 41 to 60 if it varies from figure 1.
41 POSITION AND/OR EXTENT OF POLLUTION ABOVE/IN THE SEA الموقع و/أو مدى حجم التلوث فى البحر	Indicates the main position of the pollution in latitude and longitude in degrees and minutes and may in addition give the distance and bearing of some prominent landmark known to the receiver if other than indicated in figure 2. Estimate amount of pollution (e.g. size of polluted areas, number of tonnes of oil spilled if other than indicated in figure 4, or number of containers, drums etc. lost). Indicates length and width of slick given in nautical miles if not indicated in Fig. 2.
42 CHARACTERISTICS OF POLLUTION خواص التلوث	Gives type of pollution, e.g. type of oil with viscosity and pour point, packaged or bulk chemicals, sewage. For chemicals give proper name or United Nations number if known. For all, give also appearance, e.g. liquid, floating solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour. Any markings on drums, containers, etc. should be given.
43 SOURCES AND CAUSE OF POLLUTION مصادر وأسباب التلوث	For example, from vessel or other undertaking. If from vessel, say whether as a result of a deliberate discharge or casualty. If the latter, give brief description. Where possible, give name, type, size, call sign, nationality and port of registration of

	polluting vessel. If vessel is proceeding on its way, give course, speed and destination.
44 WIND DIRECTION AND SPEED إتجاه وسرعة الريح	Indicates wind direction and speed in degrees and m/s. The direction always indicates from where the wind is blowing.
45 CURRENT DIRECTION AND SPEED AND/OR TIDE إتجاه وسرعة التيار أو المد	Indicates currents direction and speed in degrees and m/s. The direction always indicates the direction in which the current is flowing.
46 SEA STATE AND VISIBILITY حالة البحر والرؤية	Sea state indicated as wave height in metres. Visibility in nautical miles.
47 DRIFT OF POLLUTION إتجاه حركة التلوث	Indicates drift course and speed of pollution in degrees and knots and tenths of knots. In case of air pollution (gas cloud) drift speed is indicated in m/s.
48 FORECAST OF LIKELY EFFECT OF POLLUTION AND ZONES AFFECTED التنبؤ بتأثير التلوث	For example, arrival on beach with estimated timing. Results of mathematical models.
49 IDENTITY OF OBSERVER/REPORTER IDENTITY OF SHIPS ON SCENE تعريف بالمبلغ أو السفينة المبلغة	Indicates who has reported the incident. If a ship, name, home port, flag and call sign must be given. Ships on scene can also be indicated under this item by name, home port, flag and call sign, especially if the polluter cannot be identified and the spill is considered to be of recent origin.
50 ACTION TAKEN التصرف الذى تم أخذه	Any action taken in response to the pollution.
51 PHOTOGRAPHS OR SAMPLES الصور والعينات	Indicates if photographs or samples from the pollution have been taken. Telex number of the sampling authority should be given.
52 NAMES OF OTHER STATES AND ORGANIZATIONS INFORMED أسماء دول ومنظمات أخرى تم إخطارها	
53 – 59 إحتياطي	SPARE FOR ANY OTHER RELEVANT INFORMATION (e.g. results of sample or photographic analysis, results of inspection of surveyors, statements of ship's personnel, etc.)
60 ACKNOWLEDGE تأكيد بالإستلام	When this figure is used the telex should be acknowledged as soon as possible by the competent national authority.

Part III (POLFAC)

Contents	Remarks
80 DATE AND TIME التاريخ والزمن	No. 80 is related to the situation described below, if it varies from figures 1 and/or 40.
81 REQUEST FOR ASSISTANCE طلب المساعدة	Type and amount of assistance required in form of: - specified equipment - specified equipment with trained personnel - complete strike teams - personnel with special expertise with indication of country requested.
82 COST التكلفة	Requirements for cost information to requesting country of delivered assistance.
83 PRE-ARRANGEMENTS FOR DELIVERY OF ASSISTANCE الترتيبات التي تسبق التسليم	Information concerning customs clearance, access to territorial waters, etc. in the requesting country.
84 TO WHERE ASSISTANCE SHOULD BE RENDERED AND HOW أين وكيف تسلم المساعدات	Information concerning the delivery of the assistance, e.g. rendezvous at sea with information on frequencies to be used, call sign and name of supreme Incident Commander of the requesting country, or land-based authorities with telephone, telex and fax numbers and contact persons.
85 NAMES OF OTHER STATES AND ORGANIZATIONS	Only to be filled in if not covered by figure 81, e.g. if further assistance is later needed by other States.
86 CHANGE OF COMMAND تغيير القيادة	When a substantial part of an oil pollution or serious threat of oil pollution moves or has moved into the zone of another Contracting State, the country which has exercised the supreme command of the operation may request the other country to take over the supreme command.
87 EXCHANGE OF INFORMATION تبادل المعلومات	When a mutual agreement has been reached between two parties on a change of supreme command, the country transferring the supreme command should give a report on all relevant information pertaining to the operation to the country taking over the command.
88 – 98 احتياطي	SPARE FOR ANY OTHER RELEVANT REQUIREMENTS OR INSTRUCTIONS
99 ACKNOWLEDGE تأكيد بالإستلام	When this figure is used the telex should be acknowledged as soon as possible by the competent national authority.

POLREP
Example No.1 Full Report (Parts I, II and III)

Address	From: SAU
	To: BAH and MEMAC
Date Time Group	181100z June
Identification	POLREP KUWAIT CONVENTION
Serial number	SAU/POLLUX/1

1	Date and time	1	181000z
2	Position	2	43°31'N - 09°54'E
3	Incident	3	Tanker collision
4	Outflow	4	Crude oil, estimated 3000 tonnes

41	Position and/or extent of	41	The oil is forming a slick 0.5 nautical miles pollution on/ above/in sea to the south-west. Width up to 0.3 nautical miles.
42	Characteristics of pollution	42	Venezuela crude. Viscosity 3780 cSt at 37.8°C. Rather viscous.
43	Source and cause of pollution	43	Bahamian tanker POLLUX of Nassau, 22000 GRT, call sign xxx in collision with Liberian bulk carrier CASTOR of Monrovia, 30000 GRT, call sign yyy. Two tanks damaged in POLLUX. No damage in CASTOR.
44	Wind direction and speed	44	90 - 10 m/s.
45	Current direction and speed and/or tide	45	180 - 0.3 knots.
46	Sea state and visibility	46	Wave height 2 m. 10 nautical miles.
47	Drift of pollution	47	240 - 0.5 knots.
48	Forecast of likely effects of pollution and zones affected	48	Could reach BAH, on the 19 th of this month
49	Identity of observer/reporter	49	CASTOR, figure 43 refers.
50	Action taken Identity of ships on scene	50	3 KSA antipollution vessels with high oil recovery and dispersant spraying capacity on route to the area.
51	Photographs or samples	51	Oil samples have been taken. Fax 12345 XYZ SAU.
52	Names of other States and Organizations informed	52	IRN QAT and MEMAC
53	Spare	53	KSA National Contingency Plan is activated.

81	Request for assistance	81	OMA is requested to send 1 surveillance aircraft with remote sensing equipment.
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RCP	80
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82	Cost	82	BAH and OM A are requested for an approximate cost per day of assistance rendered.
83	Pre-arrangements for the delivery of assistance	83	OMA plane will be allowed to enter KSA airspace for surveillance and KSA airports for logistics, in forming SIC beforehand.
84	To where assistance should be rendered and how	84	Rendezvous 26°30'N - 51°00'E. Report on VHF channels 16 and 67. OSC, Adm A I J anahi in M/V MIDYAN call sign xxx.
99	Acknowledge	99	ACKNOWLEDGE

Example No. 2
Abbreviated Report (Single figures from Part III)

Address	From: OMA To: SAU
Date Time Group	182230z June
Identification	POLREP KUWAIT CONVENTION
Serial Number	Your SAU/POLLUX/2
80 Date and Time	80 182020z
82 Cost	82 Total cost per day will be approx \$5000
84 To where assistance should be rendered and how	84 ETA OMA unit at R/V will be 190700z.

POLREP
Example No. 3 Exercise Report

EXERCISE EXERCISE EXERCISE

Address	From: SAU To: BAH
Date Time Group	210940Z June URGENT EXERCISE MUSCAT
Identification	POLREP KUWAIT CONVENTION
Serial Number	SAU/1/1
1 Date and Time	1 210830
2 Position	2 44°50'N - 13°02'E
3 Incident	3 Tanker collision
4 Outflow	4 Not yet known
5 Acknowledge	5 Acknowledge

EXERCISE EXERCISE EXERCISE

Appendix 5
Format for Post Spill Reports

A5 Recommended Format for Post Spill Reports

CONTENTS

Distribution

Contents

Abbreviations

- 1. Introduction**
- 2. Aim of the report**
- 3. Objectives**
- 4. Outline of Events**
- 5. Overall Performance Summary (Executive Summary)**
- 6. Conclusions**
- 7. Recommendations**

Appendix A Detailed Comments

- A1 General Contingency Planning Issues**
- A2 Callout Notification and Mobilisation**
- A3 Specific Contingency Plan Issues**
 - A3.1 The XXXX National Contingency Plan**
 - A3.2 XXXX Terminal and XXXX Harbour OPRC Plan**
 - A3.3 XXXX Local Authority Plans**
- A4 Establishment, Manning and Facilities of the Control Centres**
 - A4.1 Joint Emergency Response Centre**
 - A4.1.1 Centre Organisation and Display arrangements**
 - A4.1.2 Oil Spill Model**
 - A4.1.3 Availability of Oil Characteristics**
 - A4.1.4 Finance and Logistics**
 - A4.1.5 Room Facilities**
 - Operational**
 - Room Logistics, Catering, Rest Rooms etc**
 - Press Centre**
 - Media Briefing Centre**
 - A4.1.6 Communications**
 - A4.1.7 Security**
 - A4.2 Subsidiary Command Centres**
 - A4.2.1 Room Organisation and Display arrangements**
 - A4.2.2 Communications and Information Flow**
 - To National Command Centre**
 - To Operational Units**
 - A4.2.3 Security**
- A5 Emergency Management Arrangements**
- A6 Operations**
 - A7.1 Counter Pollution Operations –**

Appendix 6

Marine Environment High Risk Areas

(To be inserted when complete)

A6

Appendix 7

Media Guidelines

A7 Media Guidelines

A7.1 Pre-planning

In today's unforgiving media-driven society, it is essential not only to perform well but also to be perceived to perform well. The reason that this is so important is because otherwise, the fires of wrongly informed perception — lit by the media, kindled by environmental groups, stoked by politicians, and fanned by the public — can easily consume both the spiller and the responders.

The twin criteria of media effectiveness and public perception are not necessarily mutually exclusive, but great care is needed so that media pressure does not force responders to conduct actions that conflict with the best environmental and technical practice.

Positive media reaction is possible and potentially important to the very spill response. Significant effort, therefore, should be devoted to media issues during both the contingency planning phase and the response. This effort should focus on ensuring actions that can foster positive media reaction, such as the following:

1. Open but decisive management, particularly early in a spill;
2. A well-prepared National Contingency Plan
3. A rapid response commensurate to the size of the incident.
4. A well-conducted cleanup operation, which should not be confused with a technically and environmentally unsound reaction;
5. A well-thought out and reasoned media response strategy
6. Prompt release of factual information
7. Consistent, honest, factual accounts of operations by senior response managers
8. Clear evidence of good co-operation among various agencies involved in a response

A7.2 New Media

Traditionally the regional media in the ROPME Sea Area has been attentive to the wishes of National Governments.

However, the advent of electronic media has meant that channels of communication can no longer be controlled. The internet, mobile camera phones, satellite communications and Blogs can immediately transmit the details of the smallest oil spill around the world. Therefore it is very important to ensure that as far as possible, the correct story is issued right from the start. Search engines and topic specific searches, such as Google Alerts, will rebroadcast in correct stories many times worldwide without any screening as to their correctness, as bloggers post their thoughts on the incident

The earliest possible establishment of an official website on which the holding statement, official press releases and official video interviews (produced by the Joint Press Centre) can be posted, will be enormously helpful

A7.3 When disaster strikes

Clearly it is important to ensure that the media gives the best coverage possible. The National Authority is not the spiller but the spill responder and although it is not the

guilty party, nevertheless the response performance will be under the media microscope. It is important not to antagonise the media and there are a few rules that will be useful.

A7.4 What the media wants

The media requires the truth, pure and simple. This is not the same as information. A few facts here and there do not help. They can lead people to the wrong conclusions.

A7.5 What the public wants to know

What happened?

Why did it happen?

What are you doing to put it right?

Is that all that is going to happen?

What is being done to prevent such an accident from happening again?

A7.6 How can you help

A7.6.1 Issue a Holding Statement

As soon as possible issue a holding statement, with as much information as you have, but include the words that as soon as you have full information you will issue a full statement – and do so. For An example see below

A7.6.2 Pre-prepared Fact sheets

Have pre-prepared fact sheets about your organisation.

A7.6.3 Inform the team of plans and progress

Ensure that all your own people know and understand what is going on. The disgruntled employee can be a rich source of adverse information and can often be encouraged to give out unhelpful information. Passing information down to the employees is every bit as important as information up to the management.

A7.6.4 What to say if approached

Make sure that all the team know what to say if they are approached during the cleanup. For most employees it will be nothing and a polite reference to the Joint Press Office will be appropriate. However, when for example supervisors, such as Beachmasters are approached, “No Comment” or “Talk to the PRO” is not helpful. A factual explanation of what is being done is much more positive. However, as for the guidelines below, do not be drawn into discussion of anything else, and do not speculate.

A7.6.5 Call back

If you say you will call back – do so. It all helps to create a good impression, or at least helps not to create a bad one.

A7.7 Public Relations Officer (PRO)

After the activation of the Plan, the Lead Authority will designate a Public Relations Officer (PRO) who shall be seconded to the SIC's Incident Command Team.

The PRO shall be responsible for:

- maintaining contacts with the press and other media including radio and TV;
- preparing press releases on behalf of the SIC and the Lead Authority;
- following the information released by the press and the media and clarifying any possible misunderstandings.

A7.7.1 Check List for the PRO

The following Check List is intended as a reminder to the PRO of the issues which may need to be considered in the initial stages of the incident to assist in the rapid response to heavy and sustained media demands.

1. Consider the location of a suitable Joint Press Office close to, but not in, the Joint Emergency Response Centre (JERC).
2. Choose a suitable location for a Media Briefing/Press Conference facility, close to but quite separate from the JERC.
3. Arrange to call out suitably qualified and experienced staff to operate within the Joint Press Office.
4. Call out of additional administrative and support staff to support the operation of a Press Office.
5. Arrange for staff to open and set up the Joint Press Office and Media Briefing/Press Conference facilities.
6. Arrange for suitable maps to be made available for the presentation of information.
7. Arrange to attend the first SIC Command Team Meeting.
8. Arrange to attend the first General Staff Planning Meeting. The PRO will also attend, or be represented at, all subsequent Planning Meetings.
9. Nominate a deputy to cover for the absence of the PRO from the Press Office.
10. Make contact with the Press Offices of the Assisting Contracting States, request a Press Liaison Officer be sent to the Joint Press Office and coordinate the media response from the all States involved.
11. Ensure that there will be two Shift Managers to run the Media centre 24 hours a day and ensure continuity of information. Contact should be made with the Logistics Chief in the JERC to provide the logistics and support services requirements of such an operation, with the Planning Chief and the Situation Unit to facilitate the flow of accurate and timely information from the JERC and General Staff to the Joint Press Office.
12. Arrange to gather all available factual information relevant to the incident.
13. Make recommendations to the SIC for Spokespersons on his behalf in forward locations and ensure they are briefed on the limits of their authority.
14. Formulate issues for discussion and advice during the first Management Team Meeting, including the need to co-ordinate statements to the media.
15. Prepare a holding statement. A sample is included following this Check List.
16. Prepare the first Press Release as soon as sufficient information is available. The final content must be agreed in liaison with the SIC.
17. Arrange facilities to accommodate the media in the Media Briefing Centre– Desks, phones, e-mail if possible, fax, light refreshments.
18. Issue Press Office telephone numbers to accredited media organizations and individuals.
19. Arrange for all the JERC General Staff, Beach Managers/Beachmasters and the workforce to be briefed on how to deal with media enquiries and the need to refer all enquiries to the Media Centre.
20. Make arrangements for further consultation and information to the public through Tourism Ministries, Chambers of Commerce, Local Tourist Information Offices, Yacht Clubs, etc.

A7.8 Holding Statement

As soon as possible issue a holding statement, with as much information as you have, but include the words that as soon as you have full information you will issue a full statement – and do so.

Sample of a Simple Holding Statement

A report has been received from (Vessel, Aircraft, Coastguard etc) of a (Grounding, collision, sinking, capsized)
 involving: (name of ship or ships, type e.g.. ferry, tanker, bulk carrier, etc., tonnage, bound for)
 at (give location of incident, if known).
 The incident occurred at (give time).
 The last reported situation was (give information on last known situation, if confirmed).
 The (name of Lead Agency) is
 What is the Lead Agency doing (setting up the Command Centre, carrying out beach patrols, etc.).

No further information is available at this time but a full statement will be issued as soon as further information is available.

A press conference will take place at (time and location are known).

Name

Contact details

A7.9 Press Releases

Following the issue of the initial holding statement, an initial press release should be prepared to include as much information as is known at the time. Thereafter, press releases will be prepared and distributed to the press at least twice a day during the early stages of an incident and at least once a day for the entire period between the activation and the deactivation of the Plan.

Press releases will be prepared by the PRO on the basis of accurate facts provided by the SIC and the General Staff. They should contain information concerning:

- the pollution incident and the development of the situation;
- injuries to personnel
- damage to the environment
- technical data on vessels involved, type and characteristics of the pollutants;
- the measures taken to combat pollution;
- the progress of the response measures;

A7.9.1 The following guidelines will assist when preparing press releases:

- prepare titles/headlines;
- Express regret for the problems caused, especially if you are directly to blame.
- give priority to the most recent and important information;
- use simple sentences and give only one idea per sentence;
- avoid quoting estimates, conjectures and suppositions;
- avoid giving opinions on environmental or other unquantifiable damages;
- draft final wordings very carefully.

Maps showing the area of incident, the evolution of the spill and the sites of the response operations should accompany press releases whenever possible.

All press releases must be submitted to the SIC for approval before distribution to the press.

A7.10 Interviews

Journalists prefer one to one personal interviews with the person in charge. These require considerable preparation

Information should be succinct and to the point. Long winded statements annoy journalists and commentators and create headaches for audio and visual editors

- Write out a short list of points you want to make although do not be tempted to try to read from a script when being interviewed.
- Keep sentences very short and no answer should last more than 30 seconds during standard interviews for news bulletins.
- Stick to the facts, avoid conjecture and be sincere.
- Leave out adjectives. A small spill to the industry is a large spill in journalistic terms.
- Be prepared to have a ‘personal opinion’ We have all seen spokespeople caught out when asked we know what the company thinks but what do you think?
- Consider every word you say as being on the record and remain on your guard at all times. A good journalist is never off duty and most would do anything for a juicy exclusive.
- Keep you cool and pause to think before answering difficult questions. Be polite at all times
- Your face can give you away. If the subject is serious, look serious. If relief is in sight, look relieved. If the situation is amusing, a wry smile is better than a laugh.
- If you do not have an immediate answer, say so but offer to get the information as soon as possible (and do so)
- If for corporate reasons you cannot answer a particular question, tell them.
- No acronyms or jargon. Use full titles and explain what they mean if required.

A7.11 Press Conferences

After the activation of the Plan, the Lead Authority, in consultation with the SIC, should organise regular press conferences for briefing the media until such time as the incident has ceased to be newsworthy.

The following persons may take part in such press conferences:

- SIC
- Experts from the JERC
- PRO who will run the Press Conference
- Other representative(s) of the Lead Authority
- Representative(s) of the other Contracting States taking part in Joint Operations (e.g. Liaison Officers or NICs)
- Representative(s) of ship and cargo owners and/or their insurers.

It is essential to prepare for press conferences. Get the team together to decide what you do want to say and what preferably you do not. A written statement should be prepared on the main facts concerning the pollution incident and the Joint Response Operations (which may be the latest press release). Maps and photographs may be prepared in advance by the PRO and approved by the SIC for use during the press conference.

A written statement should be prepared on the main facts concerning the pollution incident and the Joint Response Operations (which may be the latest press release). Maps and photographs may be prepared in advance by the PRO and approved by the SIC for use during the press conference.

- Many of the points mentioned regarding press interviews are also relevant to press conferences. Punctuality is important. The reporter may have a deadline to meet or will have booked a satellite slot. If you are late he may miss it and will not be best pleased. This will not help him to be friendly toward you.
- In the media centre, provide basic work and comfort facilities for the journalists. Chairs, desks, telephones, fax or e-mail facilities are essential. Some comforts would also be appreciated such as tea/coffee, soft drinks and toilets.
- At a big conference, always place the microphone in front of the panel. An elevated desk is probably better than a podium. Keep the microphones below chin level. Make sure the room is big enough, provide seating and leave a clear area with a view at the back of the room for TV crews.
- Enter and leave the room by a separate door from the journalists to avoid being hassled on the way out.
- At the press conference make sure everyone is ready – especially the TV news cameramen before you make your statement.
- Dress for the occasion. A business suit is appropriate for the boardroom but not at an oil spill.
- Have the PRO run the conference, who will issue the prepared statement.
- Read a précis of the statement and then invite questions
- If you can, memorize your most important statement and say it without referring to your notes
- Do not ramble on. Be the master of the 15 second grab, breaking your words into short self contained statements
- Tape yourself whether there is one reporter or 100. Be overt about it. Bring out the recorder and switch it on without commenting and start. If you are asked what it is for, say corporate policy. It may be a comforting umbrella or an electronic Judas. It's up to you.
- The person managing the conference should ask the journalists to give their name and accreditation. Try to remember their names and use them. Write them down if you can
- If there are reasons for keeping it short, say so at the outset. Then say your piece and leave
- Remain in charge. Do not get flustered. Share the questioning; do not let any one reporter dominate. If you think you have already answered something, say so.

- Do not ridicule a stupid questioner. Be patient and calm. Then other journalists will be just as irritated as you.
- Maps diagrams and blackboards are useful tools when trying to explain a complex point and gives you something to refer to occasionally
- Always observe the local safety regulations and insist that news teams do likewise. If you already have a problem, you do not want flak from an irate safety or union official.
- Be natural but do not relax too much and try to guard against lapses of concentration
- If you are saying something and are interrupted, finish what you are saying before replying
- If you did not hear or cannot understand a question ask for it to be repeated. Do not answer until you have a clear understanding of what is being asked
- Rude and aggressive questioners need careful handling. Do not get angry, do not get personal. Get smart. Keep to the script and get out.
- Keep your sense of humour, but if the subject of the press conference is serious, be serious
- Have experts to answer technical questions, but brief your experts and do not let them take over your news conference. Access to your experts should be through you.
- If it seems that a particular problem at a remote site will last for days or weeks, provide basic comforts at the site. Caravans, tents, fax, power, light refreshments.

A7.12 Joint Press Office

When the Regional Plan has been activated a Joint Press Office will be established. This will include the Press Officers of all departments of the Lead State involved in the response. This will ensure that a common message is developed regarding Joint Operations and avoid the possibility of different stories emanating from different national departments.

It is also recommended that all Contracting States affected by the spill or who have committed resources to the spill also appoint a Press Liaison Officer to the Joint Press Office. This will ensure that common press releases and statements are issued by all the Contracting States involved.

A7.13 Summary

Handling the media is not easy, but remember - perception is reality in today's media age. Perception drives the public and hence politicians to demand change, which you may well not want.

Appendix 8

Amendment procedure

A8 Amendment Procedure

It is a requirement that the plan shall be reviewed not later than 3 years after submission of the plan.

If any major change occurs which affects or could affect the validity or effectiveness of the plan to a material extent, MEMAC shall submit a new plan or amendments to the existing plan to The Contracting States within 3 months of such change becoming known to MEMAC.

The list of National Focal Points in Appendix 2 will be maintained by MEMAC, and Contracting States are requested to inform MEMAC of any changes to these focal points. MEMAC will update the contact list on being so informed.

A record of changes will be maintained in A 8.2 following, together with the current list of effective pages. This will be updated as changes are made.

The page footnote will show the relevant date of the change.

A8.2 List of Effective Pages

VERSION	PAGES	EFFECTIVE DATE
Original	Pages 1-94	12 th January 2010