

## SECTION 1: CONSTRUCTION Phase Emergency Response Cooperation Plan (ERCoP)

(Based on MCA template 04.11.14)

### Plan for Emergency Response Cooperation Between Nova Innovation, Constructor of the Shetland Tidal Array Renewable Energy Facility and HM Coastguard CGOC (Shetland)

#### 1 The Company

##### 1.1 Role and Responsibilities of the Company in an Emergency:

In the event of an emergency on an OREI or at sea involving its personnel and/or vessels, the company is responsible for providing immediate rescue, and first aid medical response to a level appropriate to the circumstances of the OREI and its location. The company is also responsible for immediately alerting HM Coastguard of an emergency and for liaising and cooperating with the relevant CGOC to resolve the emergency.

The company is also obliged, under international maritime agreements and practices e.g. SOLAS convention, to provide assistance, where it is possible to do so, to other vessels or persons in danger at sea nearby or within the OREI field or area and/or when requested to assist by the relevant CGOC.

The company may also need to provide its own vessel(s) and other assets to respond or react to other maritime emergencies e.g. pollution or a drifting vessel which presents an actual or possible threat to the safety of life or property in the OREI field.

##### 1.1.1 Name, address and contact numbers:

Office responsible for the operations taking place during the construction phase	Nova Innovation Unit 1, Bonnington Mill 60-72 Newhaven Road Edinburgh. EH6 5QB Tel: 0131 554 2242
National office	As above
Owner organisation	Nova is fully owned by its board of Directors
Principal contact at Owner	Gary Connor: Tel: [REDACTED] Mob: [REDACTED] Email: gary.connor@novainnovation.com

##### 1.2 Contacts list (all mobile numbers):

24 hour initial contact number	Gary Connor, Project Manager: [REDACTED]
24 hour alternative contact number	Simon Forrest, Director: [REDACTED]
24 hour alternative contact number	Paul Connor, Engineer: [REDACTED]
24 hour alternative contact number	Gavin McPherson, Engineer: [REDACTED]

## Arrangements for emergency situations

- Marine Operations Coordinator contact number (24 hours)

Gary Connor, Project Manager: [REDACTED]

- Company key emergency response personnel (Emergency management team or similar) e.g. on-call contact details and arrangements.

The first point of contact for emergency response will be Project Manager, Gary Connor. He will be on-call for the duration of the construction phase. In the event that Gary cannot be reached then the next point of contact is Project Engineer, Paul Connor. Either Gary or Paul will be present in Cullivoe for the duration of the construction phase. They can be reached on the numbers below.

Emergency Response Manager: Gary Connor, [REDACTED]

Project Engineer: Paul Connor [REDACTED]

- Routine contacts.

Main office: 0131 554 2242 (T)

- Any additional communications arrangements (including direct telephone / fax / email links to relevant personnel)

Email and home telephone contact details:

Gary Connor, Project Manager	(e) gary.connor@novainnovation.com (t) [REDACTED]
Simon Forrest, Director	(e) simon.forrest@novainnovation.com (t) [REDACTED]
Paul Connor, Engineer	(e) paul.connor@novainnovation.com (t) [REDACTED]
Gavin McPherson, Engineer	(e) gavin.mcpherson@novainnovation.com (t) [REDACTED]

### 1.3 Liaison arrangements between the Company and relevant CGOCs.

- In the event of an emergency the relevant Nova Innovation contact at the site (duty site manager – normally the Project Manager or Site Manager) will be available by mobile phone or Marine VHF to provide CGOC with any pertinent information.
- The duty site manager will have 24/7 access to the array control and can provide full detail of the situation, personnel and construction work as required. The duty site manager will act as the single point of contact between the Company and CGOC during the construction phase.

- The Company can provide a liaison officer at the site or to CGOC at Lerwick as appropriate should it be required.

1.4 Insert here an explanation of how specific information, if it is necessary, will be exchanged or reported at the time of an incident, including details of persons involved, checklists to be used, SAR facilities and specialist support available at the time, etc.

- During construction the duty site manager (usually the named Project Manager) will have access to all information regarding engaged personal, operations and equipment deployed or deployable. This is available as a paper copy on site, or electronically by email.
- The local SAR capabilities will be those of the deployment vessel with an additional support vessel, as detailed in section 2.2.4.
- Initial communication would be by Marine VHF on the appropriate channel and subsequently that deemed suitable by CGOC.

1.5 Insert here the agreed process for the provision of liaison officer(s) to the CGOC in the event of an emergency.

- Initial Company liaison would be best provided through the listed Project or Site Manager via marine VHF or telephone. This will provide the fastest response in terms of operational information and control of the turbine.
- Should CGOC deem there to be a need for a liaison officer to be locally available at Lerwick or elsewhere on Shetland our Site Manager can normally be on site within a few hours.
- Alternatively and in addition to the 2 arrangements above, if a more technical operative is required on site they can normally be made available on site within around 12 hours by air from mainland Scotland.

## **2 The Installation(s) to be Built**

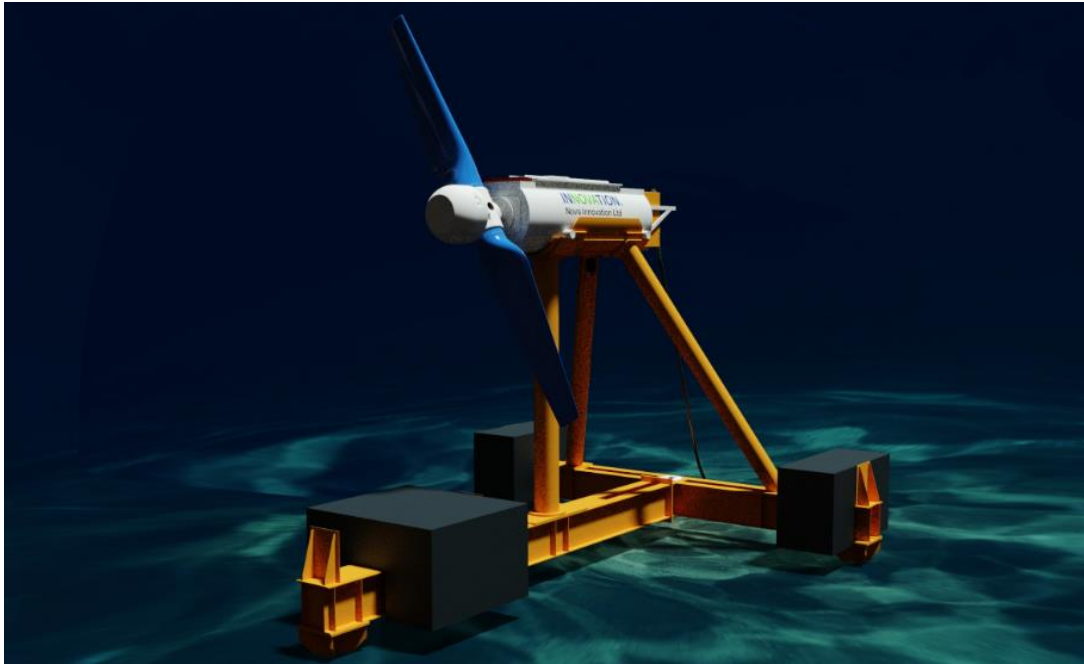
2.1 Details of the CONSTRUCTION operations

- Number of turbines/units/devices that are to be installed

Five 100kW turbines will be installed.

- Pictures of the sub-sea turbines/units/devices as installed (graphical impressions if the site has not yet been built) pictures of foundations and transition pieces, etc.

Each sub-sea turbine consists of an upper nacelle unit attached to steel base. The device is secured to the sea bed by weights attached to the base. An electrical cable is connected to the nacelle: a separate cable runs to shore from each turbine. The cable and nacelle can be removed from the base for service and repair.

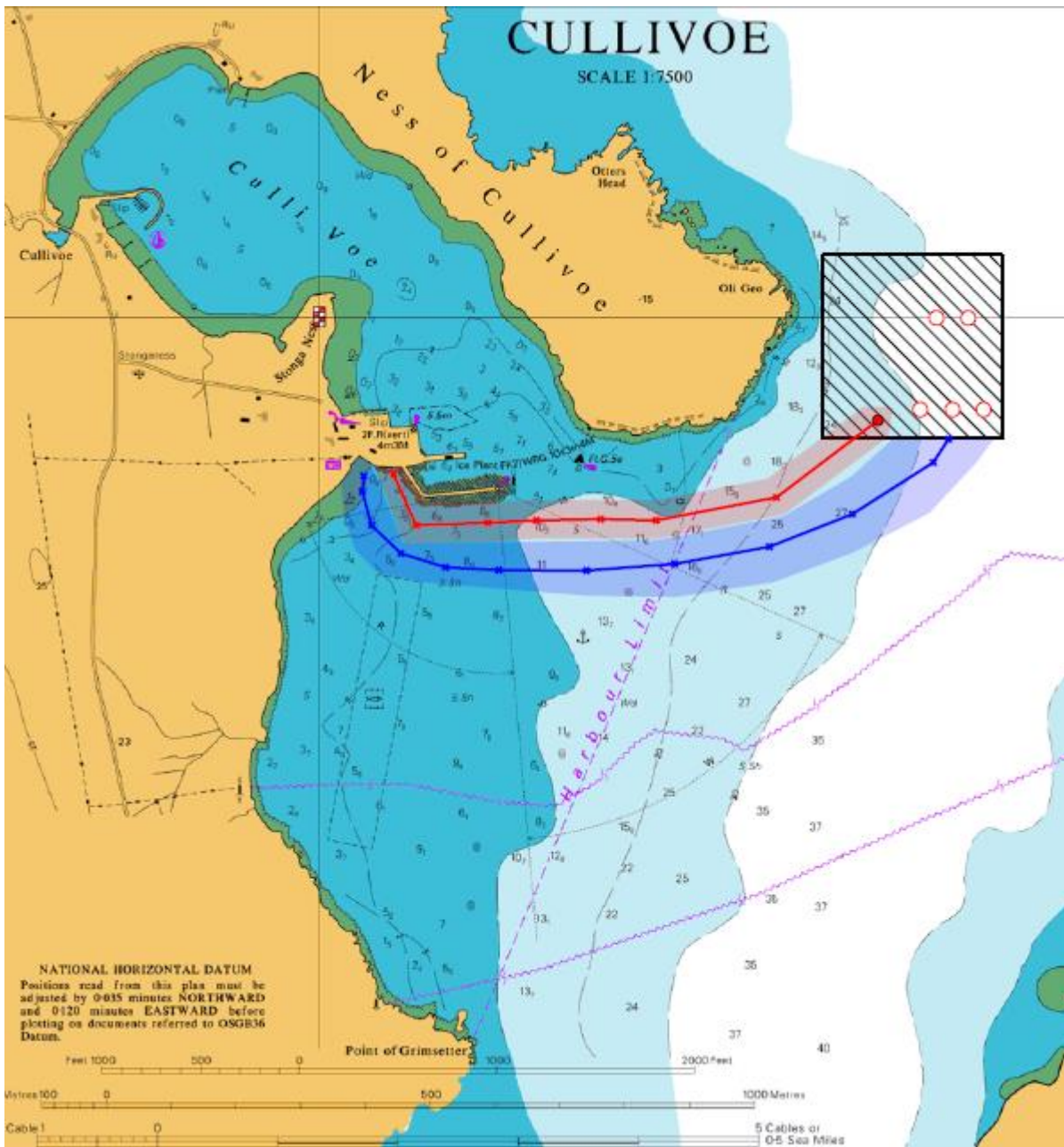


- Installation planned final layout with accurate positions marked (chart of location of each unit/device)

The chart shows the planned final layout of the cables and devices. The position of the existing (Nova 30) turbine and cable on the site are also shown in red. Waypoints for the cable corridor and the array are shown in the table below.

Waypoints for devices and the cable corridor

<b>Array device locations</b>	60°41.924 N	0°58.986 W
	60°41.924 N	0°58.931 W
	60°41.924 N	0°58.878 W
	60°42.000 N	0°58.958 W
	60°42.000 N	0°58.904 W
<b>Array cable waypoints (corridor centre)</b>	60°41.899 N	0°58.938 W
	60°41.880 N	0°58.963 W
	60°41.837 N	0°59.100 W
	60°41.810 N	0°59.241 W
	60°41.796 N	0°59.401 W
	60°41.790 N	0°59.551 W
	60°41.791 N	0°59.700 W
	60°41.793 N	0°59.790 W
	60°41.805 N	0°59.866 W
	60°41.828 N	0°59.916 W
	60°41.856 N	0°59.931 W
	60°41.869 N	0°59.928 W
<b>Existing device location</b>	60°41.915 N	0°59.057 W



- Description of the type of turbine/device/unit (manufacturers type-name and/or number and power output);

The device is a sub-sea Nova M100 turbine developed by Nova Innovation. The maximum power output is 130 kW at 3.3 kV.

- When constructed, the depth of turbine tower/installation, including to the blade tips (when blades are in the upright, inverted 'Y' position), below mean sea level.

All parts of the array are at least 15 m below mean sea level. Note that there are just two blades on each device, so the minimum clearance is when the rotor is in the "I" position.

- Blade diameter

The blade diameter (hub centre to blade tip) is 10.0 m.

- Turbine/device/unit dimensions (length, width and height in metres) or general dimensions for other devices/units;

- The maximum height of the device (sea floor to blade tip) is 14.0 m.
- The width of the device is 13.5 m.
- The length of the device is 12.2 m.

- Spacing between turbines/devices/units installed;

The East-West distance between turbines is 50 m. The North-South distance between the two rows in the array is 140 m.

- Description of how turbines/devices/units/transition pieces are to be lit and marked (buoyage) during the construction period;

The turbines will be deployed from a service vessel to the ocean floor during daylight. It will not be lit during the very short deployment period, other than with the deployment vessel lights. Temporary buoys will be in place on the site during the construction period. All vessels and buoys will comply with all aspects of COLREGS.

- Power (export) Cable layouts including depth of burial, location of entry to foundation;

The planned cable layout is shown in the layout diagram above. Five cables will be laid separately within the indicated blue cable corridor. The cables will not be buried, but will be protected in some areas as required, for example by concrete mattresses. The cable enters the back of the nacelle unit (the opposite end to the turbine) as indicated in the turbine diagram above.

- How the construction site is to be guarded and monitored during the construction phase e.g. guard vessel(s) on site? AIS/radar surveillance? What periods of operation such vessels will be on site, etc.

The deployment vessel is fitted with AIS and a radar system as detailed in Section 2.2.4. The deployment vessel will be on site during deployment operations only.

- Details of Temporary Exclusion Zones around each installation/work activity;

There will be no Temporary Exclusion Zones around the work area. Local Notices to Mariners will request avoidance of work boats to a distance of 100 m.

## 2.2 Construction Activities:

NOTE: the information contained in paragraphs 2.2.1 to 2.2.4 is dynamic and should be sent in periodic (e.g. daily, weekly) emails and/or fax or verbal update reports to the CGOC

2.2.1 Insert here a description/chart/programme of what activities are planned to take place during the entire construction phase.

**N.B. the dates below are subject to suitable on-site weather conditions. Shetland CGOC will be informed with as much advance notice as possible of any changes to the planned schedule.**

### **Turbine 1 (T1)**

31.08.15 – 10.09.15 **Deploy base (complete):** Deploy T1 base subsea in the Bluemull Sound.

15.02.16 – 23.02.16 **Deploy cable (complete):** Spool the cable back to shore at Cullivoe Pier.

29.02.16 – 07.03.16 **Deploy nacelle (complete):** Deploy the T1 nacelle on the pre-installed base.

23.02.16 – 15.05.16 **Commissioning (complete):** Conduct commissioning work on the T1 turbine.

15.05.16 – 22.05.16 **Remove T1 nacelle.** Temporarily remove T1 nacelle for onshore inspection

Summer 2016      **Redeploy T1 nacelle.** Redeploy nacelle following inspection.

### **Turbines 2 and 3 (T2 and T3)**

The next two turbines will be installed in 2016 after successful installation and initial commissioning of T1 and following the same installation procedure. In consultation with Shetland CGOC, this ERCOP will be updated to include a schedule for deployment of turbines 2 and 3 in advance of deployment.

### **Turbines 4 and 5 (T4 and T5)**

The final two turbines will be installed in 2016/17 following the same installation procedure as turbines 1 to 3. In consultation with Shetland CGOC, this ERCOP will be updated to include a schedule for deployment of turbines 4 and 5 in advance of deployment.

2.2.2 This table indicates the day to day operations taking place on the site during deployment. The timing of T4 and T5 deployment will be added at a later date, in consultation with Shetland CGOC. Updates will be sent to Shetland CGOC as operations change.

Device	Operation	Sep 15	Feb 16	Feb 16	15 May 16	Summer 16	TBC 2016	TBC 2016	TBC 16/17	TBC 16/17
T1	Deploy base									
T1	Deploy cable									
T1	Deploy nacelle									
T1	Remove nacelle									
T1	Redeploy nacelle									
T2	Deploy base, cable & nacelle									
T3	Deploy base, cable & nacelle									
T4	Deploy base, cable & nacelle									
T5	Deploy base, cable & nacelle									

### Diving Operations

2.2.3 There are no diving operations planned during construction. However, contingency plans are in place to use divers in the event that this becomes necessary at some point during construction.

A fully operational recompression chamber dedicated to emergency response is available 24 hours a day, 7 days per week, at the following location.

Ocean Kinetics  
 Port Business Park  
 Lerwick  
 Shetland ZE1 0TW  
 Phone: 01595 696 707

### Vessels On Site

2.2.4 The table below lists each vessel working on the site. This will be updated and copied to the CGOC whenever vessels arrive and leave.



<b>Deployment vessel name</b>	Voe Jarl
Vessel Callsign	MSBB3
Vessel Maritime Mobile Service Identity number (MMSI)	235.055.168
Type of vessel	Damen Multicat®2611
Normal number of crew carried	4
Weather and/or other operational limitations	MCA Workboat Cat1: 150 miles from shore
Telephone contact numbers (mobile and/or satellite)	Boat no.: [REDACTED] Office no.: [REDACTED]
Email address	<a href="mailto:voejarl@delta-marine.co.uk">voejarl@delta-marine.co.uk</a>
Communications equipment fitted e.g. VHF, MF and HF Marine band radios, satellite systems, fitted, etc.	<ul style="list-style-type: none"> <li>- Radar system: 2 x Furuno FR1505 Mk3 (ARPA)</li> <li>- Compass: Observator MKIV</li> <li>- Gyrocompass: Tokimec ESN.110N</li> <li>- Echosounder: Furuno FCV 581</li> <li>- DGPS: Furuno GP-80</li> <li>- GPS: Furuno GP-33</li> <li>- Chart Plotter: Transas Navisailor &amp; Seiwa Barramundi</li> <li>- Autopilot: Radio Zeeland, Sea Pilot 75</li> <li>- Navtex: Furuno NX 500</li> <li>- VHF: 2 x Sailor RT 5022 / DSC</li> <li>- VHF handheld: 3 x Icom BC-166</li> <li>- VHF GMDSS: 2 x Jotron Tron TR250</li> <li>- Inmarsat-C: Furuno Felcom 15</li> <li>- AIS: McMurdo Class A</li> <li>- SSB: Yaesu FRG 100</li> <li>- UPS system: APC 1600W – 220V</li> <li>- GSM cellphone, email &amp; internet (coastal)</li> </ul>
Communications channels/frequencies monitored during normal and abnormal operations e.g. when at sea proceeding to and working at the site	Working Channel 10 or 14  Listening watch on VHF16 + DSC 70
Date due to arrive on site	15.02.16 (T1 nacelle remove) TBD 2016 (T1 nacelle redeploy) TBD 2016 (T2 deploy) TBD 2016 (T3 deploy) TBD 2016 (T4, T5 deploy)
Date arrived on site	TBC to Shetland MRCC
Date estimated to leave site	22.05.16 (T1 nacelle deploy) Other ops TBD

*Picture of the deployment vessel, Voe Jarl*



Source: Delta Marine

#### Locating Aids used by Personnel or Vessels working on site

2.2.5 The deployment vessel uses AIS with MMSI as detailed in 2.2.4.

#### Personal locator beacons

2.2.6 No personal locator beacons or similar aids will be used by personnel and/or vessels working on the site.

#### Surveillance Systems In Use During Construction Operations

2.2.7 The Construction Vessel is fitted with AIS (Class A). Vessel contact details are as above.

#### Radio Communications Aerials

2.2.8 The site is not fitted with radio communications aerials. The deployment vessel can communicate using VHF. Vessel contact details are given above.

### 3 The CGOC

#### 3.1. Role and Responsibility of the CGOC:

3.1.1 As the UK maritime emergency service, HM Coastguard's CGOCs are responsible for the coordination of all civil maritime emergency response and search and rescue operations within the UK Search and Rescue Region (UKSRR). This includes the mobilisation and tasking of adequate resources to respond to persons at risk of death or injury at sea or on the cliffs or shoreline of the UK. The CGOC is also the first point of contact for any reports of vessels in difficulties e.g. engine failures, or pollution or maritime security incidents or concerns.

#### 3.1.2 Contact information

- Location and address.

HM Coastguard  
Shetland CGOC  
Knab Road  
LERWICK  
Shetland  
ZE1 0AX

- Direct, 24-hour contact telephone numbers (The CGOC can always be contacted by telephoning 999).

MMSI: 002320001

Telephone: 01595 692976 (24hrs)/ EMERGENCY 999

- Email and fax communications details.

Email: [zone1@hmcg.gov.uk](mailto:zone1@hmcg.gov.uk)

Fax: 01595 694810 (24hrs)

R/T call sign: 'Shetland Coastguard'

Watch kept: 24 hours

- Radio communications channels available and monitored (24-hours) - band, frequency and procedures.

#### VHF

RT coverage is provided by a network of remote aerial sites in Orkney, Shetland and mainland Scotland to ensure VHF RT coverage from the coast to 30 miles offshore.

VHF DSC is available at all remote VHF sites.

## MF

RT coverage is provided by a network of remote aerial sites in Orkney, Shetland and mainland Scotland to ensure a MF RT coverage of 150 miles offshore.

MF DSC is available from selected site.

### Channels & Frequency

Shetland CGOC is capable of working all standard maritime VHF channels. However, only channels 6, 10, 16, 23, 67, 73, 84 and 86 are used routinely.

Similarly Shetland CGOC is capable of working all standard maritime MF frequencies. However, only 1770, 2182, 2226 and 2596kHz are used routinely.

A 24hour watch is maintained on VHF channel 16, VHF DSC and MF DSC.

- Procedures to be followed by duty personnel to report accidents or incidents and/or to communicate with the CGOC - routinely and in emergencies.

See section 1.3.

### Note on Availability of National SAR Resources

3.1.3 National Search and Rescue resources (lifeboats and rescue helicopters) are available if;

- the incident exceeds the capability of the operator resources or,
- if in the opinion of the work/safety boat skipper or work supervisor or other person, urgent and immediate assistance is required or,
- it is an event which has occurred to persons or vessels not connected with the OREI or its operations. In this event, and where safe and feasible to do so, the deployment vessel, should respond and provide assistance in accordance with IMO SOLAS regulations, chapter V.

### Reporting Incident Position

3.1.4 It should be noted that the position of any incident (the OREI or other location) is a vital part of the incident response process and should be reported as part of initial incident details. The precise coordinates of the incident (in Latitude and Longitude) should be passed to the CGOC so that any responding rescue unit may use the position for precision navigation purposes.

## 4 SAR Facilities and their Response Capability

### 4.1 Insert here details of Surface Craft Rescue Resources Available:

#### SAR Units

The initiation and co-ordination of the response to a civil maritime SAR incident within the UK SAR Region is the responsibility of the SMC at the CGOC, who will make use of designated SAR units or additional facilities as required.

#### 4.1.1 Designated SAR units - surface

Vessels near the incident;

Such non-designated aircraft or ships as the Ministry of Defence or civil operating agencies can assign.

- Royal National Lifeboat Institution (RNLI) All-weather lifeboats (ALB) - able to reach virtually any point 50 miles from the coast of the British Isles within 2½ hours;
- RNLI ALBs are stationed at:

Shetland Islands      Aith and Lerwick

Orkney Islands      Kirkwall, Stromness and Longhope

Mainland Scotland      Thurso, Wick, Invergordon, Buckie and Fraserburgh

Further information available from RNLI.

4.1.1 Note: Royal National Lifeboat Institution and other volunteer lifeboat and rescue boat services provide craft to rescue persons in danger at sea. Their personnel are not trained, nor will they normally be trained, to enter OREIs. Their role in the OREI context is limited to rescuing or assisting persons from the landing stages or decks of such installations.

#### 4.1.2 Airborne Rescue Resources (helicopters and fixed wing):

- Designated SAR units - air

Coastguard S92 helicopter based at Sumburgh, Shetland.

Coastguard S92 helicopter based at Inverness.

- Additional SAR units

Sumburgh is approximately 70 miles distant from the OREI.

## 5 Medical advice / assistance

5.1 Insert here any specific procedures to be followed by the operators and the CGOC if medical advice or assistance is required.

Requests from a ship at sea in the UK SAR Region for medical advice and/or assistance should be made to the nearest Coastguard CGOC. The proword MEDICO should be used, giving priority over routine calls, and the Urgency signal PAN PAN can be used if required. The Coastguard will link the vessel to a hospital doctor.

Information required will include:

name & type of vessel	
vessel's present position, course, speed and intentions	
vessel's last port and next port	
name, gender & age of patient	
patient's symptoms, condition & medical history	
treatment already taken	
medication available on board	

However, notification should not be delayed if all the information is not immediately available.

Assistance provided will depend on the circumstances, but may include the transport to the vessel of a medical or paramedic personnel and/or the evacuation of the patient(s) by helicopter or surface craft.

5.1.1 NOTE: Medical advice by radio to telephone link call is available via the CGOC. If the OREI operator has its own medical advice capability, they should use this in the first instance unless the situation is considered urgent. Evacuation of injured or ill persons can be arranged with the CGOC if the operators own resources (work and/or safety boat) are considered inappropriate or speed is of the essence. If in doubt, the CGOC should be contacted.

## 6 Firefighting, Chemical hazards, Trapped Persons, etc.

6.1 Insert here any specific procedures to be followed in the event that a fire, chemical incident or trapped person event occurs on or in the OREI.

### Firefighting, chemical hazards, etc

UK Fire and Rescue Services (FRS) are not obliged to respond to incidents at sea, but may do so. Whether FRS assistance can be obtained, and what form that assistance will take, will depend upon

the circumstances of the incident. *Early* requests for assistance in the UK SAR Region must be made to the CGOC. Transport to the vessel will be by helicopter and/or surface craft.

FRS jurisdiction does not extend to any vessel at sea. When on board FRS teams remain under the direct command of the senior FRS officer, who will take recognisance of whoever is in command of the vessel.

The Fire Service will require the assistance of the vessel's crew in providing, and, as necessary, explaining the plans and stability details; in communications; as guides; and to help handle equipment.

Information on chemical hazards is available direct from Highlands & Islands Fire Brigade, Aberdeen HQ.

In order to decide whether the Fire and Rescue Service can assist and, if so, what form that assistance will take, the following information will be required and will be faxed by the CGOC to HIFB, Inverness HQ.

Exact location of the vessel	
Vessel's name, type & port of registry	
Vessel's gross tonnage, length & freeboard	
Vessel's cargo & type of stowage	
Vessel's current condition	
Whether the vessel is under power, and the type of propulsion	
Number of people aboard	
Nationality of the crew and whether there are potential language difficulties	
Sea state and weather conditions / forecast	
Contact details of the vessel's operators / agents	
Nature of the emergency (eg, extent and location of fire, nature of chemical hazard, whether persons are trapped or missing, etc)	
Potential means of access & egress to/from the vessel and the relevant compartments	
Whether the vessel's firefighting appliances are operable	
What fixed firefighting systems are available & whether they have been operated	
Whether plans of the vessel are available	
Any problems which might hamper operations	
Any other relevant information, including the presence on board of hazardous substances (whether immediately involved or not)	

Background:

6.1.1 It is understood that general instructions to OREI personnel are that should a fire break out, the OREI is to be evacuated and no direct fire fighting response is to be attempted. This will be the normal response to such situations.

## **7 Survivors Shore Reception Arrangements**

7.1 Procedures (as agreed between the local Police Service, the CGOC, local council and the operators) to be followed for the reception of persons to shore who may require post-incident processing or medical or social support following an incident within or on the OREI - whether or not the persons involved are personnel working for the operator or third parties involved in an external incident.

7.1.1 Survivors may need to be delivered to a location other than the normal embarkation/disembarkation point depending on

- the location of the OREI.
- the origin point of the rescue units.
- the weather and/or incident conditions and situation.
- the scale of the incident and its consequences.

Overall co-operation of emergencies ashore in the UK is the responsibility of the Police.

The Police therefore co-ordinate other local responders managing shore reception resources such as temporary accommodation, emergency feeding and rest centres, transport, equipment, etc. Landing sites are designated in port and local authority plans.

The Police are also responsible for security and preservation of the incident scene (so far as possible); news media control; visits by VIPs; and subsequent investigation in parallel with agencies such as the Marine Accident Investigation Branch and the MCA Enforcement Branch.

### **7.2 Informing Next-of-Kin**

7.2.1 Procedures to be followed (as agreed between the local Police Service, the CGOC, local council and the operators) to inform next of kin in the event of an incident within or on the OREI. This may require specific procedures for operator personnel incidents and third party events.

The Police are responsible for informing next-of-kin in the UK. In major incidents a Police Casualty Bureau will be established as a central contact point for those seeking or providing information about persons who might have been involved, to collect data, and collate records. Contact telephone numbers will be disseminated via the news media. Documentation teams staff each landing site and each hospital, mortuary and survivor reception centre.

In all these matters the Police will liaise closely with other authorities involved, including the Coastguard and the Company.



## **8 Suspension / Termination of SAR action**

8.1 Procedures to be followed in deciding when to terminate attempts to rescue and/or search operations for incidents:

- Involving operators, personnel or contractors.
- Third parties.

The decision to terminate SAR action rests with the SMC, but will only be taken when there is no longer considered to be any probability of survival of missing persons, after consideration of all available information and after consultation with other authorities involved.

SAR action may also be temporarily suspended by the SMC, after due consideration and consultation, for example in darkness when no night detection aids are available, or in bad weather when to continue would place available SAR facilities at undue risk.

## **9 Criminal Actions and Accidents to Persons**

9.1 Procedures and contact arrangements for reporting criminal activity on, within or around the OREI. This section should primarily include contact numbers and procedures for the relevant police force(s). The CGOC should always be informed of such activity – suspected or otherwise.

The Police must always be informed of any deaths on OREIs

## **10 Media relations**

10.1 Information explaining arrangements between the OREI operator and the CGOC for a joint media response in the event of an incident.

In order to prevent the dissemination of misleading, incomplete, or incorrect information, and to reduce the danger of the news media impeding SAR operations, it is important that media liaison arrangements be established between the SAR service and the company.

The Marine and Coastguard Agency (MCA)'s Press Officer will be alerted by the CGOC. It is the MCA Press Officer's responsibility to contact their opposite numbers in the company, any harbour authority involved, and the Police. If necessary, a media liaison team will be set up. Statements released to the media will be agreed beforehand, and each member of the team will avoid comment on other members' areas of responsibility. In general terms, these areas of responsibility are:

MCA: providing information on the role of the Coastguard and the co-ordination of maritime emergency response resources during the incident;

Company: providing information on the ship, company policy, etc.

Harbour: if involved, providing information on activity in the port area, etc.

Police: providing information on activities ashore, including survivor and casualty information, and the role and responsibilities of the Police. (Management of the media liaison team will pass from the MCA to the Police when activities at sea are concluded.) In general, MCA spokespeople will provide factual SAR information only - avoiding personal judgements and opinions or speculation as to causes or results. The MCA will not release the names of individuals involved or - before the company has been informed - the name of the ship or company. It is usual practice for the Police to release information about civilians involved in the incident and for the company to release crew details. Names are only released after positive identification has been achieved and every effort has been made to contact relatives. Information on military personnel involved should be released only by the service to which they belong.

It is recommended that company and SAR service press officers establish a working relationship as a part of this SAR co-operation plan.

The MCA Press Office can be contacted on:

Tel: +44 (0) 23 8032 9401

Fax: +44 (0) 23 8032 9404

## **11 Exercises**

11.1 Procedures and periodicity of emergency management and response exercises by the operator and in conjunction with the SAR services (CGOC and SAR response units).

11.1.1 Periodic exercises should be held once per year to test and practice procedures, processes and arrangements for responding to emergencies on or around the OREI.

11.1.2 Note: It is recognised as good practice for an initial table-top exercise to be held shortly after commencement of operations. This serves as a 'get to know you' and educational process for all the operators staff and the emergency services who might be expected to respond to any emergency in or around the installation.

## **12 Unexploded Ordnance and Wreck Materials Located on or Near to OREIs**

12.1 During construction or other seabed operations it is possible that unexploded ordnance or materials from uncharted wrecks could be located, exposed, disturbed or inadvertently lifted from the seabed. If this occurs the procedures in 13.1.3 should be followed:

### Unexploded Ordnance (UXO)

12.1.1 The object should not be moved (or removed if it is lodged in dredging buckets, pipes or conveyor systems, etc). The situation should be immediately reported to the nearest Coastguard CGOC who will alert the relevant military ordnance disposal organisation. All personnel should be evacuated as far as practicable away from the UXO.

12.1.2 Further information and advice to mariners on the handling of UXO can be found in UK [MGN 323 \(M+F\)](#)

12.1.3 An Explosive Ordnance Disposal (EOD) team will probably be sent and they will take the lead in advising the contractors on response to the UXO. If necessary, telephone advice can be given directly from the EOD team either via mobile phone or by radio to telephone link-call via the Coastguard CGOC.

### **13 Wreck or Wreck Materials**

13.1 Uncharted wrecks, (aircraft or vessels) or materials from wrecks may be located, disturbed or inadvertently lifted from the seabed during subsea operations. All such finds MUST be reported by law to the UK Receiver of Wreck. This should be done by telephoning the receiver of Wreck on:

(023) 80329 474 or (023) 80329 476

13.1.1 Or contact the nearest Coastguard CGOC who will then inform the Receiver of Wreck Officers.

13.1.2 Information on reporting wreck or wreck materials can be found at: [www.mcga.gov.uk/row](http://www.mcga.gov.uk/row)

### **14 Counter Pollution**

14.1 The Bonn Agreement contains useful information on responding to pollution events in and around offshore renewable energy installations. Information on this can be found in the following Bonn Agreement web page:

[www.bonnagreement.org/eng/html/counter-pollution\\_manual/Chapter08\\_offshore%20windfarms.htm](http://www.bonnagreement.org/eng/html/counter-pollution_manual/Chapter08_offshore%20windfarms.htm)