

Appendix 5

Checklist for the Development of State/Nt, Region or Port Marine Chemical Spill Contingency Plans

(taken in part from the IMO/UNEP publication 'Awareness and Preparedness for Emergencies at Local Level', London 1996)

Use the checklist to determine if the following concerns have been addressed within the development of the contingency plan.

(tick each item when completed)

ORGANISATIONAL STRUCTURE

“Organisation structure” refers to the structure of the various organisations in place for responding to chemical and hazardous materials emergencies.

Are the following organisations included within the State/NT/Region Maritime Chemical Spill Contingency Plan?

- Australian Maritime Safety Authority (ERC/EP)
- State/NT National Plan/Marine Pollution Controller
- State/NT National Plan/Marine Pollution Committee
- Port/Harbour Authority/Corporation
- Chemical Plant/Facility Response Unit & Management
- Hazardous Materials/Fire Brigade response
- Chemical Industry Response/Liaison
- Police
- Environmental Protection/Pollution Agency
- Natural Resource/Wildlife Protection Agencies
- Occupational Health & Safety Organisations
- State emergency services
- Press, radio and television

Have each organisation’s responsibilities and capabilities been determined for:

- Pre-response (planning & prevention)
- Response (implementation of the plan during the incident)
- Post-response (cleanup and restoration)?
- Has one organisation been given the command and control responsibility for the response?
- Has a “chain-of-command” been established for the response control through all levels of the operation?
- Are the roles, relationships, and co-ordination procedures between government and non-government (private entities) delineated? Are they understood by all affected parties?

How are they instituted (written, verbal)?

Who are the agencies and departments that will provide technical guidance during a response? Will they vary with the type of incident?

Does the organisational structure provide a mechanism to meet regularly for planning and coordination?

Does the organisational structure provide a mechanism for regular testing of the response organisation?

Has a simulation exercise been conducted within the last year to test the organisational structure?

Does the organisational structure provide a mechanism to review the activities conducted during a response or exercise to correct shortfalls?

Have trained and equipped incident controllers (IC) been identified?

Has the authority for site decisions been vested in the incident controller?

How quickly can the response system be activated?

HAZARD ANALYSIS

A “hazards analysis” is generally considered to consist of the identification of potential hazards, determination of the vulnerability of an area as a result of the existing hazards, and an assessment of the risk of a hazardous substances release or spill.

(tick each item when completed)

Has a hazards analysis been completed for the area? If one exists, when was it last updated?

Does the hazards analysis include hazards arising from ship operations? Does it make use of ship inspection reports? Does it cover safety of navigation for ships entering and manoeuvring within ports/channels/harbours etc?

Does the hazards analysis include the location, quantity, and types of hazardous substances that are manufactured, processed, used, disposed, or stored within the region?

Does it include the routes by which the hazardous substances are within the vicinity?

Have areas of public health concern been identified?

Have sensitive environmental areas been identified?

Have historical data on spill incidents been collected and evaluated?

Have the levels of vulnerability and probable locations of hazardous substances incidents been identified?

Are environmentally sensitive areas and population centres considered in analysing the hazards of the transportation routes and fixed facilities?

COMMUNICATION

“Communication” means any form or forms of exchanging information or ideas for emergency response with other entities, either internal or external.

(tick each item when completed)

Coordination:

Have procedures been established for coordination of information during a response?

Has one organisation been designated to coordinate communications activities?

Have radio frequencies been established to facilitate coordination between different organisations in the field?

Information Exchange:

Does a formal system exist for information sharing among agencies, organisations, and the private sector?

Has a system been established to ensure that "lessons learned" are passed to the applicable organisations?

Information Dissemination:

Has a system been identified to carry out public information/community relations activities?

Has one organisation or individual been designated to coordinate with or speak to the media concerning the incident?

Does a communications system/method exist to disseminate information to responders, affected public, etc?

Is this system available 24 hours per day?

Have alternative system/methods of communications been identified for use if the primary method fails?

Does a mechanism exist to keep land/mobile telephone/beeper numbers up-to-date?

Are communication systems/networks tested on a regular basis?

Information Sources and Data Base Sharing:

Is a system available to provide responders with rapid information on the hazards and physical/chemical characteristics of substances involved in an incident?

Is this information available on a 24-hour basis? Is it available in computer software?

Is a system in place to update the available information sources?

Notification Procedures:

Does a network exist for notifying and activating necessary response personnel?

Has a central telephone number been established for initial notification?

Is this contact number available on a 24-hour basis?

Have specific procedures for notification of hazardous substance incidents been developed? (Where to send POLREPs?)

Does the initial notification system have a checklist of information required?

RESOURCES

"Resources" means the personnel, training, equipment, facilities, and other resources available for use in responding to hazardous substance emergencies.

(tick each item when completed)

Personnel:

Have the numbers of trained personnel available for chemical spills and cleanup been determined?

Has the location of trained personnel available for hazardous chemical spills been determined on a risk basis?

Are sufficient personnel available to maintain a given level of response capabilities identified in a prolonged response?

Has the availability of specialist technical expertise been identified e.g. chemists, industrial hygienists, toxicologists, health physicians, marine biologists, marine engineers, chemical ship operational experts etc.

Have limitations on the use of above personnel resources been identified?

Do mutual aid arrangements exist to facilitate support between organisations?

Training:

Are centralised response training needs available?

Is specialised training available covering marine chemical spill response?

Has the training been matched to the responsibilities/capabilities of the personnel being trained?

Have resources and organisations been allocated to provide the identified training of response personnel?

Has one group been designated to coordinate this training?

Have standardised curricula been established to facilitate consistent training?

Equipment:

Have response equipment requirements been identified for a given level of response capability?

Are the following types of equipment available?

Personal protective equipment including compressed air tanks and refill capability?

First aid and other medical emergency equipment?

Emergency vehicles/vessels available for hazardous substances response?

Sampling equipment (air, water, soil) and other monitoring devices (e.g. explosivity meters, oxygen meters)

Analytical equipment or facilities for analysis?

Fire fighting equipment/other chemical response equipment

- Chemical retardants
- Foams
- Inert gas generators
- Overdrums/chemical recovery drums
- Drum handling equipment
- Chemical sorbents etc.

Are up-to-date equipment lists maintained and by who? Are they computerised?

Are these lists categorised into various types of equipment e.g. PPE, boats, monitoring equipment, medical supplies etc?

Have responders access on a 24-hour basis to equipment supplies?

Does a program or auditing and maintenance exist for the equipment?

Are there mutual aid arrangements for the use of specialised response equipment?

Are fast and effective transportation systems available for this equipment?

Facilities:

Have facilities capable of performing rapid chemical analyses been identified?

Do adequate facilities exist for storage and cleaning/reconditioning of response equipment?

Have locations or facilities been identified for the storage, treatment, recycling, and disposal of chemical wastes resulting from a spill incident?

Where are the closest facilities capable of providing medical treatment to persons injured by hazardous substances exposure?

Have facilities and procedures been identified for housing persons requiring evacuation or temporary relocation as a result of an incident?

Have facilities been identified that are suitable for command and field operations centres?

Are adequate facilities available to house and feed response personnel?