

## **Emergency Planning Working Group (EPWG) Good Practice Guide**

Major Accident Hazard Pipeline (MAHP) Emergency  
Response Plan: Emergency Plan Template

UKOPA/GPG/011 Edition 1

April 2017

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## GUIDANCE ISSUED BY UKOPA:

The guidance in this document represents what is considered by UKOPA to represent current UK pipeline industry good practice within the defined scope of the document. All requirements should be considered guidance and should not be considered obligatory against the judgement of the Pipeline Owner/Operator. Where new and better techniques are developed and proved, they should be adopted without waiting for modifications to the guidance in this document.

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### Revision and change control history

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## INTRODUCTION

The Pipelines Safety Regulations (PSR) 1996 currently place a duty on Local Authorities to prepare emergency plans for Major Accident Hazard Pipelines (MAHP). This document has been produced by UKOPA to provide a template for local authorities, which they can use to develop an emergency plan that meets the requirements of the Regulations.

This document should be used in conjunction with the UKOPA good practice guides

- Major Accident Hazard Pipeline Emergency Response Plans, Guidance on Testing (UKOPA/GPG/010 Reference 1)
- Major Accident Hazard Pipeline Emergency Response Plans, Testing and Exercising Pro-forma ((UKOPA/GPG/012 Reference 2)

## SCOPE AND APPLICATION

### Scope

The guidance in this document is applicable to all pipelines operated by UKOPA members that are classified under the PSR as MAHP. The guidance is also generally applicable to other non-MAHP pipelines operated by the UKOPA member companies although it should be noted that there is not currently a legal requirement to develop emergency plans for these pipelines. It should be noted however that products harmful to the environment should have environmental response plans in place, and would follow the good practice demonstrated within the documents.

### Application

Under the PSR there is currently no requirement for testing and exercising pipeline emergency plans. However it is recognised that the testing and exercising of such plans are beneficial and allow appropriate evaluation and scheduling of such exercises to take place within individual companies.

The guidance in this document represents what is considered by UKOPA to represent current UK pipeline industry good practice within the defined scope of the document. All requirements should be considered to be guidance and should not be considered to be obligatory against the judgement of the Pipeline Owner/Operator. Where new and better techniques are developed and proved, they should be adopted without waiting for modifications to the guidance in this document.

## EMERGENCY PLAN TEMPLATE

The following document Annex – Emergency Plan Template is provided to be used by Local Authorities when developing their emergency plans. By using this template Local Authorities can be confident that their emergency plan is adequate as defined in Regulation 25 of the Pipelines Safety Regulations and meets the requirements of the supporting guidance of this Regulation with respect to the required contents of a MAHP emergency plan. However Local Authorities need to be aware that there are additional requirements in Regulation 25 that need to be complied with such as co-operation with relevant third party organisations and updating the emergency plan.

The Annex to this document can be requested in word format to enable Local Authorities to produce their plan in line with the guidance outlined. To request a copy please email [enquiries@ukopa.co.uk](mailto:enquiries@ukopa.co.uk) and include 'UKOPA GPG011 Emergency Plan Template' in the header.

## REFERNECES

1. UKOPA/GPG/010 UKOPA Good Practice Guide, Major Accident Hazard Pipeline (MAHP) Emergency Response Plan: Guidance on Testing
2. UKOPA/GPG/012 UKOPA Good Practice Guide, Major Accident Hazard Pipeline (MAHP) Emergency Response Plan: Testing and Exercising Pro-forma

## ANNEX – EMERGENCY PLAN TEMPLATE

### Disclosure of Information

#### IMPORTANT

**AS A RESULT OF NATIONAL GUIDANCE, ALL PLANS PRODUCED UNDER EUROPEAN DERIVED LEGISLATION SHOULD NOT BE PLACED IN THE PUBLIC DOMAIN, DUE TO POSSIBLE SECURITY IMPLICATIONS.**

#### **THIS INCLUDES THIS PLAN**

Therefore the information contained in this plan should be treated as confidential, and only accessed by those whose duties require it.

No part of this plan or information contained within it should be copied, amended, or distributed without consultation with the \*\*\*\*\* Emergency Planning Unit.

## List of Abbreviations

AGI	Above Ground Installation
AIO	Ambulance Incident Officer
BCO (CCO)	Borough Co-Ordination Officer (County Co-ordination Officer)
CCA	Civil Contingencies Act
CEPU	Cleveland Emergency Planning Unit
CHEMDATA	Chemical Hazards Database
CHEMET	Chemical Meteorology
COMAH	Control of Major Accident Hazard Regulations
DTLR	Dept. Of the Environment, Transport and the Regions
EA	Environment Agency
EIA	Environmental Impact Assessment
EMARC	Emergency Monitoring and Response Centre
*EPU	***** Emergency Planning Unit
EPO	Emergency Planning Officer
EPWG	Emergency Planning Working Group
HSE	Health and Safety Executive
MAHP	Major Accident Hazard Pipeline
MCA	Maritime Coastguard Agency
MECC	Major Emergency Control Centre
MIO	Medical Incident Officer
MMT	Mobile Medical Team
MRSC	Maritime Rescue Sub Centre
NAME	UK Met Office Three-Dimensional Atmospheric Dispersion Model
PACRAM	Procedures & Communications in the event of a release of Radioactive Material
PSR	Pipelines Safety Regulations
RCCC	Regional Civil Contingencies Committee
RNC	Regional Nominated Co-ordinator

RRT	Regional Resilience Team
SAR	Search and Rescue
SCC	Secondary Control Centre
SIC	Site Incident Controller
SMC	Site Main Controller
SSSI	Site of Special Scientific Interest

### Consultees

This plan is based upon information provided by PIPELINE operator (insert name) and was prepared by the \*\*\*\*\* Emergency Planning Unit (EPU).

### Contacting EPU

The Emergency Planning Unit can be contacted via the following routes:

\*\*\*\*\* ,

\*\*\*\*\* ,

\*\*\*\*\* ,

\*\*\*\*\*

\*\*\*\*\*

Email: \*\*\*\*\*

Telephone: \*\*\*\*\*

Fax: \*\*\*\*\*

These are also the details for suggesting alterations and additions to the plan.

### Exercising

Under the Pipelines Safety Regulations, there is currently no requirement for testing and exercising this plan. However it is recognised that the testing and exercising of such plans are beneficial and allow appropriate evaluation to take place.

## 1. FORWARD

This document has been produced to meet the statutory requirements of the Pipelines Safety Regulations 1996 (Part III No. 25) whereby a Local Authority is required to prepare an adequate plan detailing how an emergency relating to a possible major accident in this area will be dealt with.

In preparing the plan pursuant to the above, the authors have consulted the Operators of the pipelines subject to the Regulations, the Health and Safety Executive, the Emergency Services and other appropriate agencies.

References to technical terms, terminology and associated detail have been produced in the Plans following consultation with individual Pipeline Operators and from reference to:-

- Statutory Instrument 1996 No. 825: Health and Safety, The Pipelines Safety Regulations 1996
- Health and Safety Executive 'A guide to the Pipelines Safety Regulations' 1996
- Health and Safety Executive 'Further Guidance on Emergency Plans for Major Accident Hazard Pipelines'
- Information for Local Authority Emergency Planners
- Civil Contingencies Act (2004), Emergency Preparedness Guidance (2012) and accompanying guidance
- JESIP (Joint Emergency Services Interoperability Programme)
  - METHANE used in UK
  - There is advice and downloads available from <http://www.jesip.org.uk/home>

## DISTRIBUTION

Location	Copy Numbers
Operator	1-2 & 1 electronic
*****	3-4 & 4 electronic
***** Emergency Centre	5
***** Emergency Centre	6
***** Emergency Centre	7
***** Emergency Centre	8
***** Emergency Planning Unit	9
Police Command Room (EPU Cabinet)	10
***** Police	11
***** Fire and Rescue Service	12
***** Ambulance Service	13
***** Electric PLC	14
***** Gas	15
***** Water	16
Health and Safety Executive	17
***** Civil Contingencies Unit	18
***** Emergency Planning Unit	19



## 2. PIPELINE EMERGENCY PLANS

### 2.1 Purpose of the Plan

The purpose of a local authority emergency plan is to ensure that the response of all key stakeholders to an accident protects the public and is co-ordinated in the most effective way.

It is important that the interpretation and approach between local authorities, pipeline operators, emergency services and other key stakeholders is clear and allocation of responsibilities in the event of an accident is transparent, so that the requirements for involvement in response are clearly understood.

This emergency plan is prepared under the Pipelines Safety Regulations 1996. The statutory background is outlined below:

#### A. Pipelines Safety Regulations (PSR) 1996

i - general duty for construction, installation, operation, maintenance in order to ensure the initial and continuing integrity of pipelines throughout their life cycle (duty of the Operator).

ii - Additional duties:

- Notification to HSE (duty of the Operator)
- Provision of emergency shut-down valves
- Major Accident Prevention Document (duty of the Operator)
- "In Company" emergency procedures (duty of the Operator)
- Production and maintenance of emergency plans.

B. The preparation of adequate emergency plans for the designated pipelines will be undertaken by **\*\*\*\*\*** Emergency Planning Unit on behalf of the Local Authorities.

The following responsibilities are outlined in the Regulations.

Emergency plans in case of major accidents

- i) A Local Authority which has been notified by the HSE that there is, or is to be, a major accident hazard pipeline in its area shall, before the pipeline is first used or within 9 months of such notification, whichever is later, and subject to paragraph (v), prepare an adequate plan detailing how an emergency relating to a possible major accident in its area will be dealt with.
- ii) In preparing the plan pursuant to paragraph (i), a Local Authority shall consult the Operator of the pipeline, the HSE and any other persons as appear to the Authority to be appropriate.
- iii) A Local Authority which has prepared a plan pursuant to paragraph (i) shall, as often as is appropriate and, in any case, at least every three years, review the plan and make such revision as is appropriate.

- iv) The Operator of a MAHP shall ensure that every Local Authority, through whose area the pipeline will pass, is furnished promptly with such information as it may reasonably require in preparing the plan referred to in paragraph (i).
- v) It shall be deemed to be sufficient compliance with the requirement in paragraph (i) as to the time by which a plan is to be prepared, where such time is exceeded by reason of waiting for information referred to in paragraph (iv) which has been promptly required.
- vi) Where a pipeline passes or is to pass through the areas of two or more Local Authorities, the duties under this Regulation may be discharged by them where they prepare a single plan.

## 2.2 Scope of the Plan

In accordance with the Pipelines Safety Regulations 1996, this plan specifically relates to the protection of the health and safety of people.

This plan is not intended to replace the operational procedures or emergency arrangements of the Emergency Services or any other agencies. It is designed, and has been prepared, in order to fully integrate with the existing provisions contained in those operational procedures and emergency arrangements. This is also the case where MAHP are located within, or are connected to, adjacent industrial sites with their own emergency plan under the COMAH Regulations.

This plan addresses, in detail, emergency arrangements for events occurring within agreed emergency planning distances, to reflect the worse credible, or reference accident. However, it is intended that the plan should retain sufficient flexibility to allow extendibility of the emergency arrangements and contained therein, in order to ensure an appropriate response to very low frequency major accidents.

## 2.3 Preparation of the Pipeline Plan

The Pipelines Safety Regulations require the Local Authority in whose area there is a pipeline to which the Regulations apply, to prepare an emergency plan. The Local Authorities of \*\*\*\*\* and \*\*\*\*\* discharge their emergency planning duties and responsibilities through the \*\*\*\*\* Emergency Planning Unit and an Officer from that Unit will prepare such plans. The work of the \*\*\*\*\* Emergency Planning Unit is overseen by nominated Elected Members from the constituent Local Authorities and to whom the Chief Emergency Planning Officer reports.

## 2.4 Dovetailing of Plans

This pipeline plan is designed to dovetail with procedures prepared under the Civil Contingencies Act (2004), Emergency Preparedness Guidance (2012) and a number of COMAH off-site emergency plans.

## 2.5 Definition of a Major Accident

Under Pipelines Safety Regulations (1996), a “Major Accident” means death or serious injury involving a dangerous fluid.

## 2.6 Definition of a Major Incident

An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.

Notes:

- a. 'emergency responder agencies' describes all Category one and two responders as defined in the Civil Contingencies Act (2004) and associated guidance;
- b. a major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security;
- c. a major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder;
- d. the severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally;
- e. the decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where LRFs and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgement.

## 3. UKOPA DEFINITIONS OF LEVELS OF PIPELINE EMERGENCIES

### 3.1 Level 1: MINOR Emergency

A minor incident that involves checks and corrective action by the Pipeline Operator only, has no immediate impact on the public or the environment and does not require the attendance of the emergency services.

### 3.2 Level 2: LOCAL Emergency

An incident being investigated by the Pipeline Operator has no immediate impact on the public or the environment but may require the attendance of the Emergency Services to ensure it is dealt with safely.

### 3.3 Level 3: PIPELINE Emergency

An incident requiring the attendance of the Emergency Services, but does not put the general public or wider environment at risk. The effects can be seen to be contained with no expectation of escalation.

### 3.4 Level 4: PIPELINE MAJOR Emergency

A major incident that requires the implementation of the Local Authority Emergency Plan. This type of incident will fit with the Government definition of a major incident in “Dealing with a Disaster”:

- Affects a large number of people
- Causes significant public disruption
- Results in many injuries
- Causes major environmental damage
- Requires a significant response from many agencies.

## 4. DESCRIPTION OF PIPELINE AND ASSOCIATED HAZARDS

### 4.1 General

Pipelines are considered a safe mode of transportation for conveying hazardous substances and are often safer than alternative methods, for example by road or rail. There are occasions when pipeline failure results in loss of containment or accidental release of the pipeline contents.

The \*\*\*\*\* Emergency Planning Unit has been informed by the Health and Safety Executive that there are numerous pipelines in the area of the County of \*\*\*\*\* which fall within the scope of the Pipelines Safety Regulations 1996 (PSR).

Operators name operate \*\*\*\*\* of these pipelines.

The pipeline network extends to over \*\*\* kilometres including spurs etc. within \*\*\*\*\* and into neighbouring counties (\*\*\*\*\* and \*\*\*\*\*).



place way leave agreements allowing access to the pipeline at any time for the Operator and the Emergency Services.

#### 4.5 Pipeline Emergency Isolation

In the event of an emergency, sections of the pipeline can be shut down either remotely from the Control Centre at \*\*\*\*\* or manually at appropriate AGIs. The decision to isolate a pipeline will be made by the Operator if not done automatically by a detection/protection system. The decision to isolate will be wholly dependent on the scenario. For natural gas pipelines, wherever practicable, domestic and industrial supplies will be maintained in accordance with the Operator's Safety Case under the Gas Safety Management Regulations (GSMR).

#### 4.6 Vulnerable Location and Above Ground Installations (AGIs)

Additional design and operational precautions are taken where appropriate on the system at potentially vulnerable locations such as road, rail or pipeline crossings. Such precautions include increased depth of cover, increased wall thickness and protective concrete rafts. In general therefore, such crossings will not require special consideration in emergency plans. There may, however, be exceptional circumstances where the Operator's engineers consider such an approach to be appropriate. The Operator will identify these locations to Local Authorities.

The majority of above ground pipeline sections and AGIs are within the boundary fence of Operator owned premises or within fenced compounds. There may, however, be some short sections of above ground pipeline, for example river crossings, that are not within fenced compounds. These locations are subject to increased monitoring and surveillance.

The hazard ranges for above ground pipeline failures should be no greater than the equivalent hazard range for a failure of a below ground pipeline.

##### Description of Potential Hazards

(ENTER PRODUCT SPECIFIC INFORMATION HERE)

#### 4.7 Ignition and Thermal Effects

Effects of ignition depend on the amount of product released, i.e. the pipeline diameter, pressure, size of rupture etc.

Ignition of the release could result in a fireball (worst case) or a pressurised jet fire.

##### Vapour cloud explosion

(ENTER PRODUCT SPECIFIC INFORMATION IF REQUIRED)

#### 4.8 Specialist Emergency Equipment

Specialist detection equipment is held by the Operator to detect product releases and ascertain flammable concentrations.

## 4.9 Response and Mitigation Strategies

Both \*\*\*\*\* Fire and Rescue Service and \*\*\*\*\* Operator have management systems in place for managing product leaks. The general strategy for dealing with such an incident is to:

- i) Remove the public from the immediate area
- ii) Remove ignition sources
- iii) Isolate and de-pressurise the pipeline
- iv) Repair the pipeline and restore supply

## 4.10 Incident Communications and Contacts

Initially incident communications will be provided by first responders at the scene and by responders from the \*\*\*\*\* Operator.

The local Office is at:

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

Telephone \*\*\*\*\* (switchboard)

Email \*\*\*\*\*

The responsible person in the event of an emergency with a MAHP is: \*\*\*\*\*

DETAILS TO BE PROVIDED

## 5. ACTIONS IN THE EVENT OF AN INCIDENT

### 5.1 Command and Co-ordination

Once activated, the procedures for command and co-ordination within this plan ADHERE TO THE PRINCIPLES CONTAINED IN THE MAJOR INCIDENT PLANS of the Emergency Services, Health Authorities and Local Authorities.

A Command/Management Structure will be established capable of operating at Strategic, Tactical and Operational levels, respectively referred to as GOLD, SILVER and BRONZE. It is recognised that not all three levels may be needed depending on the scale of the incident.

A similar structure may be implemented by the Operator, whereby a Major Emergency Control Centre (MECC) is established as tactical command.

#### 5.1.1 Operational Level (Bronze)

As members of the \*\*\*\*\* emergency services and other agencies arrive at the scene, they will concentrate on their specific tasks within their area of responsibility. Each agency will liaise fully and continually with others employed at the scene to ensure an efficient and combined effort. The command of resources belonging to any agency will be retained by that agency.

#### 5.1.2 Tactical Level (Silver)

This level of command exists to determine priority in allocating resources to plan and co-ordinate when a task will be undertaken, and to obtain other resources as required. Commanders/Officers from other services will be co-located with the Police Tactical Commander. Tactical Command for the Emergency Services is a separate entity to the company MECC.

In the event of a Major Incident, \*\*\*\*\* Police will deploy the Command Support Unit (CSU) at or near the scene of the incident co-located with the other Emergency Services. The location of the CSU will be determined in consultation with the other Emergency Services, in particular the Fire and Rescue Service.

If, due to the nature of the incident, the Command Support Unit is not deployed to the scene, Tactical Command will be established in the Command Room at Police Headquarters. The \*\*\*\*\* Operator Representative should confirm the location of the Emergency Services Tactical Command ensuring attendance as soon as practicable

#### 5.1.3 Strategic Level (Gold)

The purpose of the strategic level of management is to establish a framework of policy within which the Tactical Commanders will work, and to give them support by the provision of resources, to consider the priority of demands and to determine plans for the restoration to a state of normality once the incident is brought under control. Gold level of command will be established at Police Headquarters, \*\*\*\*\*.

Note: The principles of Gold, Silver and Bronze are explained fully in the Cabinet Office Publication “Emergency response and recovery” available from:

<https://www.gov.uk/emergency-response-and-recovery>

## 5.2 Major Emergency Control Centre (MECC)

In some cases, a MECC may be activated as per the COMAH or Emergency Pipeline plan.

The Primary functions of the Major Emergency Control Centre are:

- i) In relation to the onsite incident, the MECC is responsible for the overall control of the Site Operator's response
- ii) to the offsite emergency response plan, to support the Silver Tactical Command in the co-ordination of the whole incident.

To assist in performing ii) above, a senior representative for the Operator must attend the Silver Tactical Command.

Representatives from \*\*\*\*\* Police, Ambulance and Fire and Rescue Service may attend the MECC in the role of liaison officers; however they will not act as decision makers.

## 5.3 Actions to be taken by the Operator

The general responsibility of the Operator is to operate the pipeline in a safe manner and maintain appropriate emergency procedures.

The Operator will discharge these responsibilities by:-

- i) Maintaining the pipeline in such order as to demonstrate its safe operation
- ii) Prepare and maintain an up to date Major Accident Prevention Document (MAPD)
- iii) Prepare and keep up to date "in company" emergency procedures and ensure that these are communicated to the Emergency Services and the plan authors
- iv) Identify hazards arising from the pipeline operation
- v) Report to HSE all major accidents
- vi) Notify the plan authors and Emergency Services of any changes or occurrences which affect the validity of this emergency plan
- vii) In the event of an incident provide close liaison with the emergency services for detailed information with product hazards and consequences, e.g. hazard distances, cordon perimeters.

## 5.4 Actions on receipt of initial call by one or more of the Emergency Services

In the event of a potential or actual major loss of containment (Level 2 or above), the Pipeline Operators will:

- i) Implement "in company" emergency procedures
- ii) Ensure that \*\*\*\*\* Emergency Services are immediately alerted to the situation
- iii) Deploy an INCIDENT CONTROLLER/PERO, appropriate response teams and equipment to the scene, and ensure that such personnel are clearly identifiable to the Emergency Services
- iv) Open and maintain an incident log

- v) When immediate danger is passed, implement procedures to ensure safety checks, the preservation of evidence and reinstatement of the pipeline.

## 5.5 Actions by **\*\*\*\*\* Police**

\*\*\*\*\* Police will discharge their responsibilities through the implementation of their emergency plans and associated procedures.

\*\*\*\*\* Police will perform the following general functions:

Saving of life in conjunction with the other Emergency Services.

- Protection of property
- Protection and preservation of the scene
- Co-ordination of the Emergency Services and other support organisations
- Investigation of the incident, in conjunction with other investigative bodies, where applicable
- Collation and dissemination of casualty information
- Identification of the deceased on behalf of H.M. Coroner
- Restoration of normality at the earliest opportunity.

The primary function of the Police is to co-ordinate the multi-agency response to a major accident. This will necessitate the early liaison with the other Emergency Services and the Site Incident Controller from the appropriate company.

The Police 'Bronze' and 'Silver' Commanders will wear tabards that clearly identify their role.

In order to provide co-ordination of the incident at the earliest possible stage, the Police will establish:

- Inner and outer cordons. The cordons will prevent people from entering the affected areas.
- Rendezvous points.
- Forward control point.

In carrying out these functions, consideration must be given to:

- Off-site consequences.
- Wind speed and direction.
- Responders to the incident.
- Access to the site.
- Setting up road closures.
- Advice from Operator Representative.

\*\*\*\*\* Police emergency plans and procedures incorporate comprehensive arrangements for all other important measures necessary, which will include consideration of:

- Traffic management.
- Facilitation of any Communications Strategy.
- Establishing a Casualty Bureau.
- Evacuation.
- Liaison with the Local Authority and other agencies.
- Co-ordination of the media

### **Rendezvous Points (RVP)**

The location of any RVPs will be dependent upon the incident and prevailing conditions and appropriate to the pipeline product.

### **Road Closures**

In the event of road closures being required, they will be dependent upon the incident location and prevailing conditions.

## **5.6 Actions by \*\*\*\*\* Fire and Rescue Service**

If it is necessary to establish an inner cordon, the Senior Fire Officer will be responsible for the health and safety of all those entering the inner cordon. (However, in the event of an incident which is, or is suspected to involve terrorist activity, all movements in and out of the inner cordons will be under the direct supervision of the Senior Police Officer at the incident).

Major Incidents will encompass some or all of the following aspects:

- Taking charge of fire fighting and rescue operations.
- Establishing a Forward Control Point.
- Rescuing trapped casualties.
- Preventing further escalation of the incident by intervention, dealing with released chemicals and other hazardous situations.
- Gathering information and completing risk assessment(s) in order to provide advice to the Police and enable them to advise the public to evacuate or remain in their homes. This should be conducted in close liaison within the pipeline operator to establish pipe/product specific hazards and considerations.
- Liaising with the Police and operator regarding the provision of an Inner Cordon.
- Ensuring the safety of all personnel involved in the rescue work.
- Giving consideration to the effect the incident may have on the environment and to liaising with the Environment Agency and Local Authority Environmental Health Officers.
- Liaising with the Medical Incident Officer, the Ambulance Service and other appropriate organisations with regard to providing assistance at ambulance loading points and the priority evacuation of injured persons.
- Assisting the Police with the recovery of the dead.

- Participating in investigations as appropriate and preparing reports and evidence for Inquiries.
- Standing-by during non-emergency recovery phase to ensure the continued safety at and surrounding the incident site as necessary.
- Providing access to CHEMDATA (Chemical Hazard Database).
- Providing specialist equipment.
- Arranging for Local Authority and other organisations' support, as required via the \*\*\*\*\* Emergency Planning Unit Duty Officer.

## 5.7 Actions by \*\*\*\*\* Ambulance

Although the call will normally come from the site of the pipeline, such a call could come from any source. It is therefore the responsibility of all Control Staff when receiving such a call to ensure that the following information is obtained:

- The telephone number of caller.
- Type of incident.
- Exact location of the incident.
- Hazards (current and potential).
- Best access.
- Wind direction (if known).
- Number of casualties and severity of injuries (minor, major and dead).
- Emergency Services required or already at the scene.

\*\*\*\*\* Ambulance will act as the primary portal into the wider health services including Regional Health Authority, Strategic Health Authority, Health Protection Agency and Primary Care Trusts, although the Acute Hospital(s) will also engage these divisions of the National Health Service. Agreed procedures and protocols will be put into action upon notification. As soon as reports indicate that a major incident may have occurred, the Trust major incident plan must be initiated.

- Notify on call Public Health Director (Health Protection Agency).
- Notify relevant on call Primary Care Trust.
- Designate receiving hospital.

If hazardous substances are involved, Officers and Staff responding must be given a safe access route to the RV point. If the incident is on a chemical site, despatch an ambulance representative to the site Major Emergency Control Centre.

The first ambulance personnel at the scene must make a dynamic risk assessment and immediately inform Ambulance Control in order that relevant personnel can be told and procedures initiated.

The Ambulance Control Supervisor should contact \*\*\*\*\* Police in respect of the access point(s) to the site, locations of the Forward Control Point(s) and rendezvous point(s).

Ambulance personnel should perform their general role of saving life and limb through effective emergency treatment at the scene and by the transportation of injured persons to hospital.

The Ambulance Incident Officer, who will wear a tabard or jacket with his/her role clearly identified, will establish at or near the scene:

- Medical Control Point and Tri-age Area for initial casualty assessment.
- Ambulance Loading Point(s).
- Casualty Clearing Station(s).
- The Ambulance Incident Officer will act as a link between Tactical (Silver) Command and the Health Organisations.
- Contaminated casualties.

## Note

*Decontamination must be considered*

\*\*\*\*\* Ambulance Control will inform the receiving and support hospitals of the anticipated number of casualties, their possible injuries and severity and details of the substances involved, if known.

\*\*\*\*\* Ambulance Control will dispatch a Liaison Officer to the receiving hospitals. The Liaison Officer at the receiving hospitals will liaise with the Police Officer there and assist in the collation of information on the identities of casualties which can be used by the Police and other agencies in the dissemination of casualty information. The Liaison Officer will also manage the ambulances which arrive at the hospital and be the link between the ambulance service and the hospital control team.

## 5.8 Actions by the Acute Hospitals

The Acute Hospitals are the main receiving hospitals for major accidents occurring within the area.

- The hospitals will be alerted by Ambulance Control on a dedicated line.
- The hospital switchboard will be immediately put on major accident alert.
- The alerting message may also come from the Police or be self declared by the hospital.

Immediately upon notification of a major accident, the hospital(s) will invoke their major incident plan which provides identified established procedures and practices including the notification of the relevant Primary Care Trust.

Actions by the hospital(s) should follow the guidance laid down in the NHS Guidance file entitled "Planning for Major Incidents" issued by the Department of Health, which should have formed the basis for the hospital plan.

Upon receiving the alert message, the hospital will initiate its cascade procedure to inform appropriate staff and the Control Team will be formed immediately, consisting of a senior clinician, senior manager, senior nurse and a Director of the Primary Care Trust. The Control Team will be based near the A&E Department and will implement the hospital's plan and follow

the procedures that have been established. The primary function of the Team is to manage the response and deploy staff effectively.

The Hospital Control Team will deploy staff into teams, which may include:

- Triage Team.
- Resuscitation Team – priority 1 patient.
- Serious Injury Team – priority 2 patient.
- Walking Wounded Team – priority 3 patients.
- Ward Teams.
- Theatre Team.
- Portering and Mortuary Team.
- Relatives Team, who will work closely with the Ambulance Liaison Officer and the Police Documentation Team.

The Designated Receiving Hospital may be requested to provide a Medical Incident Officer.

The Control Team will consult with the Ambulance Incident Officer and the Police concerning despatching a Mobile Medical Team (MMT) to the scene of the incident. This will not be from the designated receiving Hospital. If an MMT is to be sent, the Police will send a Police traffic vehicle to the hospital to transport the team to the scene.

The Management Member of the Hospital Control Team will notify the Strategic Health Authority of the Incident.

The Control Team should, through the Ambulance Control or Police Command Room, obtain details of the product involved, how badly casualties are contaminated and the effects of exposure to the product (if known). It should be noted that products could be altered by fire, air, water, reaction with each other and by human metabolism. The Team can also refer to the Chemical Hazards and Poisons Division of the Health Protection Agency which provides information and advice related to the diagnosis and management of poisoning.

The hospital pharmacy should be alerted as they hold emergency supplies of certain drugs intended for use in major emergencies. NHS Supplies should also be alerted and requested to provide quantities of sterile fluids.

## 5.9 Actions by the \*\*\*\*\* Primary Care Trust (PCT)

The \*\*\*\*\* PCT will be activated via the appropriate Acute Hospital or the Health Protection Agency. Their role is to provide advice and guidance to Local Health practitioners dealing with the general public in the community (including pharmacies or surgeries etc.). They would provide support to the NHS infrastructure and monitor public health following an incident.

The PCT Manager on call will respond to the designated receiving hospital and will work alongside the Acute Hospital Control Team.

## 5.10 Actions by the Health Protection Agency

The Health Protection Agency supports the Regional Director of Public Health (RDPH) and all NHS organisations in the management of a response to major incidents. In the event of a

major incident, the Health Protection Agency provides an impartial and authoritative source of information and advice to professionals and the public and acts as a link to the Chemical Hazards and Poisons Division Chemical Hotline. They would co-ordinate the health side of an incident including facilitating the RDPH to set up a Joint Health Advisory Cell comprising relevant expert advisers.

A 24-hour on-call rota for the Health Protection Agency is held at \*\*\*\*\* Ambulance Control.

### **5.11 Actions by the Local Authority**

It is the responsibility of \*\*\*\*\* Police to alert the \*\*\*\*\* Emergency Planning Duty Officer. During normal office hours, the alert should be passed to the Emergency Planning Unit's Office on \*\*\*\*\*. Outside hours, the alert should be in accordance with the Duty Roster held by both the Police and Fire and Rescue Service.

The Duty Emergency Planning Officer will make an assessment of the situation provided and if it is considered that further action is necessary, the appropriate County Co-ordination Officer should be contacted immediately in accordance with established procedures. The Senior Emergency Planning Officer with responsibility for the affected area should also be informed, if available.

The Duty Emergency Planning Officer will always provide notification where a situation may develop into a major incident or be of such a nature that it would be advisable to put the Local Authority on alert, even at an early stage.

An Emergency Planning Officer should attend the Police 'Silver' Control to act as liaison officer between the Emergency Services and appropriate Borough/County Council where the incident occurred and also any other Borough/County Council which may be affected by the incident. The Duty Emergency Planning Officer, if appropriate, will contact the Food Standards Agency (FSA) or FSA Duty Officer if out of hours.

The appropriate Borough/County Co-ordination Officer will alert the Chief Executive and a decision will be taken as to opening the Borough/County Emergency Centre. The Co-ordination Officer will also alert the respective Chief Officers whose departments have responsibilities within the Borough Major Incident Plan. The Co-ordination Officer will also obtain administrative support from trained personnel for the Borough/County Emergency Centre.

If considered appropriate, the Chief Executive will implement the Major Incident Plan or alternatively will have Departmental Incident Rooms opened to deal with specific aspects of the incident.

The response from any of the \*\*\*\*\* Boroughs/Counties will be in accordance with the roles and responsibilities as set out in the Major Incident Plan. Response to the incident by the Local Authority can include:

- Provision of a Liaison Officer to the scene.
- Provision of Rest Centres and/or Friends and Family Reception Centres.
- Provision of assistance to the Emergency Services e.g. barriers, road diversionary management.
- Emergency accommodation and feeding.

- Dissemination of information to all Local Authority operated premises, through implementation of the communications strategy.
- The Chief Executive will keep elected members informed of the situation.
- Assisting the Police with the management of the media.
- Specialist advice e.g. environmental health issues.

## 5.12 \*\*\*\*\* Local Authority Involvement with the Recovery Phase

The recovery phase will encompass those activities necessary to provide a rapid return to normality both for the community and those involved with the response. Any response will need to vary, just as the nature and effects of the major incident will vary but could include:

- Removal of debris.
- Repair to roads or highways infrastructures.
- Implementation of traffic management scheme(s).
- Provision of temporary or permanent housing for persons made homeless.
- Actions to safeguard the public against environmental conditions which are prejudicial to public health.
- Liaison with operator.

The \*\*\*\*\* Local Resilience Forum Recovery Plan will form the basis of any recovery stage.

## 5.13 Actions by the Environment Agency

Whilst having no specified role under the Pipelines Safety Regulations, the Environment Agency must be notified of the occurrence of all major accidents at a COMAH establishment so that a joint investigation with the HSE can be commenced, pursuant to the requirements of COMAH Regulation 19(4) and so that reports can be sent to the European Commission in accordance with Regulation 21(1).

The Environment Agency wishes to be informed about any major accident that has led or may lead to pollution of the environment whether air, water (including “controlled waters” and sewers) or land. Controlled waters include most surface and ground waters and coastal waters up to 3 miles out to sea (Section 104 Water Resources Act, 1991) which was amended by the Water Act 2003 and 2014.

Upon being informed, the Environment Agency will pass the notification to a competent officer who will assess the incident and determine the response required.

Responses may include:

- Helping identify who and what in the environment is at risk.
- Warning river water abstractors who may be at risk.
- Discussing mitigation measures with the Emergency Services to minimise environmental impacts.
- Taking limited pollution mitigation action, as far as staff and resource availability and safety allow.

- Investigating the source and cause of pollution and collecting samples and other evidence in relation to offences under pollution legislation.
- Liaison with the Operator's Representative.

**Note:** The Agency is not responsible for delivering pollution mitigation responses following major accidents. The Regulations require the Operator to identify accident scenarios, determine who and what in the environment is at risk and to determine the potential impacts and their likelihood.

## 5.14 Actions by the Regional Resilience Team

The relevant Regional Resilience Team's (RRT's) primary role in an incident is to assist the flow of information between Local Responders and Central Government. The team will only facilitate a regional response if required, due to the scale of the incident (e.g. in the event of a Worst Case Scenario).

This role will involve:

- Advising central departments on the likely consequences/wider implications of an incident and the availability of support within the region and wider area.
- Supporting / providing the Government Liaison Officer at Gold Command.
- Disseminating information, advice and instructions from Central Government to Local Partners.
- Providing appropriate local information and briefings to the Civil Contingencies Secretariat, Lead Government Department officials and press officers.
- Maintaining links with the RRT to ensure the local media are fully aware of the incident and that public advice is issued.
- Providing support to the Regional Civil Contingencies Committee (RCCC) and Regional Nominated Co-ordinator (RNC) if established.
- Liaising with the RCCC to ensure that shortfalls and support requirements are quickly identified, communicated and acted upon.

## 5.15 Actions by the Maritime and Coastguard Agency

The Maritime and Coastguard Agency (MCA) is an executive agency within the Department of the Environment, Transport and the Regions (DTLR) and has a lead role for dealing with incidents at sea.

The MCA is responsible for:

- Minimising loss of life amongst seafarers and coastal users.
- Responding to maritime emergencies 24 hours.
- Developing, promoting and enforcing high standards of maritime safety and pollution prevention for ships.
- When pollution occurs, minimising the impact on UK interests.

[HM Coastguard](#)

HM Coastguard is an integral part of the Maritime & Coastguard Agency and is responsible for the initiation and co-ordination of civil maritime search and rescue in the UK Search and Rescue Region. This includes the mobilisation, organisation and tasking of adequate resources including Declare Search and Rescue (SAR) facilities to respond to persons either in distress at sea or persons at risk of injury or death on the cliff and shoreline of the United Kingdom. For maritime incidents, HM Coastguard also acts as the prime communications link as required for other Emergency Services and shore based authorities and agencies.

In addition to the activities required to discharge the responsibilities for life saving, other tasks and responsibilities are included in the normal undertaking of the Coastguard service. These tasks include assistance to other Government Departments and assistance to Local Authorities and Emergency Services in the form of communications, transport and trained manpower in the event of major threats to public safety.

HM Coastguard rescue teams and the Declared and Additional facilities available for marine rescue are co-ordinated from the Maritime Rescue Sub Centre (MRSC). Mobile Coastguard Coastal Rescue Teams are available.

## 5.16 Actions by the Health and Safety Executive

It is the responsibility of the Operator \*\*\*\*\* to notify the Health and Safety Executive of a Major Incident. HM Inspectors of Health and Safety of the Hazardous Installations Directorate, Chemical Industries Division, will provide appropriate advice and guidance.

The HSE is not an emergency service, but outside of normal office hours they may be contacted through the Duty Officer System. \*\*\*\*\* Police have the phone number for this service.

## 5.17 Actions by the Meteorological Office

It is recognized that the weather can cause an incident or may directly affect the management of an incident. Under the Civil Contingencies Act (CCA) 2004, the Met Office is identified as a preferred supplier of meteorological information to aid category 1 and 2 responders in managing the consequences of emergencies.

The Met Office utilizes a number of tools to provide support to the responding agencies. These include Chemical Meteorology (CHEMET), Procedures and Communications in the event of a release of Radioactive Material (PACRAM), and the UK Met Office three-dimensional atmospheric dispersion model (NAME), which can be used to track the dispersion of contaminants and to provide forecasts of risk areas during an incident.

Contacting the Met Office is the responsibility of the responding agencies, upon identification of the need for meteorological information. In the first instance, the Met Office's 24/7 Emergency Monitoring and Response Centre (EMARC) would be contacted.

In addition, Met Office Public Weather Service Advisors can also support responders by attending Gold, Silver or Bronze Commands on request, adding value to the products delivered by EMARC and ensuring that responders consider all impacts of weather. They will also act as a direct link into the wider Met Office resources.

## 5.18 Utilities, Central Government Department and other Agencies

A major emergency involving a Major Accident Hazard Pipeline may require the attendance of representatives of the Local Authorities and liaison officers from other organisations at the scene, in order to contribute to the response. This may include the Gas, Electricity or Water Companies or other industrial and commercial concerns.

It is imperative that the convergence of liaison personnel is properly managed in accordance with the principles laid down in the contingency plans of the Emergency Services. In particular, **\*\*\*\*\*** Police will be responsible for the co-ordination of such liaison through the establishment of incident control points and rendezvous points and the establishment and control of safe traffic routes.

It may also be appropriate for effective liaison to be established at various levels of command Strategic, Tactical and Operational (Gold, Silver and Bronze).

In the event, however remote, of a pipeline emergency of a scale beyond the capacity of the resources of local services, then the Emergency Services will implement mutual aid arrangements with services in adjacent areas.

In such extreme cases, Central Government may well have a role to play and a specific government department will be nominated to take the 'lead' role. There also exists a range of inspectors who have specific duties and roles both in normal circumstances and in the event of a major emergency e.g. H.M. Inspectorate of Constabulary, H.M. Inspectorate of Fire Services and the Inspectorate of the Health and Safety Executive.

**Note:** These arrangements do NOT preclude the application and extension of existing day-to-day links and contacts between Central and Local Government Departments, in the event of a major emergency.

## 6. PUBLIC INFORMATION

### 6.1 Information to the Media

The media response to any major emergency will be immediate and will probably encourage the convergence of large numbers of reporters etc. to the scene.

In the first instance, the task of coping with such immediate and intense media pressure will fall to **\*\*\*\*\*** Police reflecting their role as response coordinators at and around the scene, and their responsibility for criminal investigation. Liaison with media spokespersons from the Pipeline Operators, other Emergency Services and agencies including the Local Authority will take place.

- Police plans and procedures cover this liaison including:
- Control of access to the emergency site.
- Establishment and co-ordination of a media liaison point and briefing centre.
- Obtaining assistance from the Government News Network.
- Ensuring that media arrangements are made known to the media and to the response agencies.

As a general rule, the release of press statements and arrangements for media briefings, although likely to be coordinated by the Police, will be achieved through full consultation with those managers at STRATEGIC (GOLD) level of response when activated, or otherwise via the Tactical Officers at Silver level.

### 6.2 Information to the Public

In the interests of providing reliable advice, information and reassurance to the general public in the event of any major emergency, the warning and informing protocols should be used.

Details of the procedures contained within the Statement of Intent are retained by the organisations mentioned above.

## APPENDIX A – PIPELINE ROUTE MAP

The Pipeline route maps show all the Pipelines Maintained by **operator's name** in the **area** in relation to the **operator's** System. It does not include the smaller lines which are not under the Pipelines Safety Regulations; these pipelines may still pose a hazard but not necessarily a major hazard and are maintained by **operator's name** with their own safety and maintenance systems in place, hence not being included in this Pipeline Safety Plan.

**Note:** The pipelines on the map are identified (and should not be confused with other infrastructure such as 'A' class roads).

**Map 1**

**Map 2**

**Map 3**

**Map 4**

**Map 5**

## APPENDIX B – PIPELINE CONTACTS

Organisation	Number
Pipeline Operator	
Emergency Services	
***** Fire and Rescue Service HQ	
***** Police	
Harbour Police	
Police CSU Vehicle	
Ambulance	
HM Coastguard	
Local Authority	
***** Emergency Planning Unit	
Acute Hospitals	
Agencies	
Environment Agency LA Line (24hr)	
Environment Agency Switchboard	
Food Standards Agency Duty Officer	
Food Standards Agency Switchboard	
Health and Safety Executive	
Health and Safety Executive Duty Officer	
Health Protection Agency *****	
***** Regional Resilience Team	
Met Office EMARC (for Chemet etc.)	
Utilities and Transport	
Harbour Master, Port Operations Centre	
***** PD Ports (Head Office)	
***** Water Head Office Mon-Fri	

<b>Organisation</b>	<b>Number</b>
Network Rail ***** Control Room (24hrs)	
***** Electric (Network Control Centre - restricted)	
***** Electric Customer Relations Centre	
National Grid	
National Power	
National Gas Emergency Number	

## APPENDIX C – SCHEMATICS

This schematic has been provided by **operator's name** for information only and actions are not to be taken according to the layout of the network in this schematic.