

ILFRACOMBE HARBOUR

MARINE EMERGENCY PLAN

Version 4.2

Adopted by Harbour Board *11th August 2020*

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Review (R) or Amendment (A)	Date	Description of changes
R & A	18/07/20	INCLUSION OF CCA CAT 2 DUTIES IN SECTION 1.4
A	22/08/20	UPDATED WEB LINKS
R	03/07/21	N/A
R	02/07/22	N/A

DOCUMENT CONTROL

This plan will be reviewed as per below;

- I. Annually
- II. Following Incidents
- III. Following Exercises

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V4 will become V4.1, V4.2 etc.

Amendment proposals should be sent to the Harbour Master using the following means:

Email: harbourmaster@northdevon.gov.uk

Phone: 01271 862108

Post: Harbour Masters Office, The Quay, The Pier, Ilfracombe EX34 9EQ

GLOSSARY

ACRONYM	MEANING
AED	Automated External Defibrillators
AIC	Ambulance Incident Commander
CPSO	Counter Pollution & Salvage Officer
DCC	Devon County Council
DEFRA	Department for Environment, Food & Rural Affairs
DfT	Department for Transport
FCP	Forward Command Post
FRS	Fire and Rescue Services
HM	Harbour Master
ICV	Incident Control Vehicle
MCA	Maritime & Coastguard Agency
MIMMS	Major Incident Medical Management & Support
NDC	North Devon Council
OSCP	Oil Spill Contingency Pan
R.N.L.I	Royal National Lifeboat Institution
SOPEP	Shipboard Oil Pollution Emergency Plan
SOSREP	Secretary of State Representative
SWAST	South West Ambulance Service Foundation Trust

1.1 AIM

The Aim of this plan is to provide an easy source of reference to those dealing with an emergency within the Harbour Authority area of jurisdiction.

1.2 OBJECTIVE

The Objective of the plan is to ensure that all agencies respond to an emergency within the Harbour Authority Area in a coordinated manner.

1.3 ACTION

This plan sets out the actions to be taken in the event of an emergency or potential emergency in the Ilfracombe Harbour Authority area of jurisdiction. It has been written as a guide to assist personnel of the appropriate organisation who are co-operating in the response to any major emergency. Also covered are the required reactions in the event of a major incident declared by the emergency services.

1.4 OVERVIEW

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Ilfracombe is the largest harbour on the North Devon coast and has been in existence as a port for several centuries. It is an ideal centre from which to explore the many attractions that North Devon has to offer, along with being at a strategic location to reach destinations such as Lundy Island and other harbours along the North Devon and Bristol Channel coasts.

Ilfracombe Harbour is a naturally formed harbour that provides good shelter from the majority of weather systems experienced in the UK, with the exception from those winds and swell patterns originating out of the North East. It is also conveniently placed to receive vessels in distress and in need of shore side assistance.

Ilfracombe does not handle hazardous cargo in so far as shipping is concerned. However, it is possible, and should be assumed, that vessels alongside have quantities of hazardous cargo and stores on board. The Dangerous Goods in Harbour Areas Regulations 2016 applies to Ilfracombe Harbour Authority Area.

The Harbour Authority is a licensed Category 2 responder under the Civil Contingency Act and as such has Statutory Duties.

<https://www.legislation.gov.uk/ukpga/2004/36/schedule/1>

The duties for a Category 2 responder under the CCA are to Information Sharing and Cooperation.

1.5 CONSULTATION

In drawing up this emergency plan the following have been consulted:

North Devon Council
Devon County Council
Devon and Cornwall Police
Devon and Somerset Fire and Rescue Service
Environment Agency
HM Coastguard
MCA Counter Pollution and Salvage Officer
RNLI – Ilfracombe
Ilfracombe Town Council
South West Ambulance Service Foundation Trust (SWAST)

2.0 GENERAL

2.1 RESPONSE PRIORITIES

The CCA defines an emergency as:

“An event or situation which threatens serious damage to:

- Human welfare in a place in the UK
- Or the environment of a place in the UK
- Or war, or terrorism which threatens serious damage to the security of the UK.”

In order to achieve the objectives of this plan the priorities in dealing with any emergency are generally considered to be as follows:

- I. Saving and preservation of life.
- II. Containment of the emergency.
- III. Relieving suffering.
- IV. Safeguarding the environment.
- V. Protection of property.
- VI. Facilitation of investigation.
- VII. Restoration of normality.

2.2 HARBOUR CLOSURE

The decision to close the Harbour and/or restrict movements will be made by the Harbour Master (HM).

Under the Dangerous Vessel Act 1985 the HM can either deny entry to the Harbour or direct a vessel to leave the Harbour if they consider the vessel or its contents pose a threat to the safety of any person or property. Under no circumstances may any vessel on fire or in danger of sinking, or causing major pollution, be moved or brought into the harbour without the specific authority of the Harbour Master, who will designate a suitable berth if required. Unless in the exceptional circumstances that the Secretary of States Representative (SOSREP) overrules the HM. If a pollution incident or potential pollution incident occurs the Harbour Master will activate the Ilfracombe Harbour Oil Spill Contingency Plan (OSCP) and inform all the relevant offices.

The regulation of Harbour Movements will be conducted through Ilfracombe Harbour Radio. If required navigation warnings will be transmitted by Falmouth Coastguard.

No vessels are to be moved after the receipt of an emergency notification without the permission of the Harbour Master. However, vessels in immediate danger may move, but should only do so where absolutely necessary. The Harbour Master must be informed as soon as possible after any such move.

2.3 RAISING THE ALARM

In an emergency it is vital that the alarm is raised immediately.

All reasonable steps must be taken by those at the scene of an incident to render whatever aid is immediately available.

The decision to designate a Harbour emergency and implement this plan rests with the Harbour Master. However, a full scale emergency can only be designated by the emergency services who will make that decision based on consultation at the scene.

All incidents occurring at the Harbour are to be reported to the Harbour Master using all available means in the first instance, if the Harbour Master is not contactable then emergency incidents should be reported to the North Devon Council Emergency Officer on 01271 388240. NDC will then be responsible for designating a Harbour emergency. For other useful contact numbers see below.

The responsibility for raising the alarm using all available means rests with the Master /Skipper of the vessel/s involved with the emergency or with the person/s who are first on the scene.

2.3.1 MEANS OF RAISING THE ALARM

- A loud vocal alarm.
- Mobile Phone.
- VHF Ch. 16.
- Vessels sound signalling equipment.
- Send someone to the harbour office or nearest building.
- Ring 999 and report exactly what has been seen. A telephone box is situated on Old Quay Head.

Due to the size of Ilfracombe harbour all Serious and Major incidents are to be treated as emergencies and as such they are to be considered a threat to the harbour, other craft, property and people.

In all cases pass details of location, casualties, missing persons and vessels involved.

2.4 CONTACTS

AGENCY	NUMBER
British Red Cross Society Crisis response contact centre	07734 734 342
Devon County Council On Call Emergency planning Officer Pager	07623 916441
Devon and Cornwall Constabulary	999 or 112
DEFRA	03459 335577
Marine Management Organisation (MMO) General Enquiries Duty Officer	0300 123 1032 07770 977 825
Environment Agency	0800 807 060
Fire and Rescue Service	01392 872200
HM Coastguard – Falmouth Operations Centre	01326 317575
Ilfracombe Harbour Master	07775 532606
Ilfracombe Town Council Offices	01271 855300
North Devon Council Emergency Customer services	01271 388240 01271 327711
R.N.L.I Ilfracombe Lifeboat House	01271 863771
Resilience & Emergencies Division 24hr Emergency	030 344 42718 030 344 42799
Salvation Army Emergency response	07711 731751
St Johns Ambulance 24 hours	0330 053 5097 (select option 1)

2.5 COMMUNICATIONS BY RADIO

During an emergency the Emergency Services will use their own internal radio frequencies for inter-agency communications. All other radio communications should be conducted on:

VHF Channel	Operation
16	Calling /Distress / Navigation Warnings
12/14	Harbour Radio as designated by Harbour Master
0/67	RNLI/Coastguard

2.6 MEDIA

In the early stages of an Emergency the Harbour Master will endeavour to keep the media updated and designate an area for the media in the safe zone. On arrival of an NDC Communication Officer the HM will be relieved of this function but continue to liaise closely with the comms officer to enable regular briefings to the media.

Co-ordination with the Local Resilience Forum plan and guidance will be the responsibility of the NDC Communications Officer.

3.0 FIRES

3.1 GENERAL

Initial response to a fire being discovered should be undertaken by the person/s on scene with any equipment and materials available and suitable for the task using the following principle;

Find

Inform

Restrict

Extinguish/Evacuate

3.2 FIRE ON VESSELS

For fires on vessels, the firefighting effort will be managed by the Master/Skipper of the vessel until the arrival of the Fire and Rescue Service (FRS). On arrival at the scene the Senior FRS Officer present will assume control of the incident.

Any firefighting when utilising water as a medium on a vessel must be carefully controlled with due regard to the free surface effect water would have on the vessels stability. If not monitored excessive use of water could lead to the vessel capsizing, this could cause a navigational danger and/or a pollution incident on top of any active emergency. The Master/Skipper and the Senior FRS Officer should liaise closely at all times during and after the incident and the HM should always be consulted when stability becomes an issue.

During the incident the HM and the Senior FRS Officer should maintain close contact and if there is any concern in regards to the safety of the Harbour or the future use of the Harbour arises then a coordinated response will be initiated ensuring the continued safe and efficient running of the Harbour.

In cases of suspected arson or sabotage the Police will liaise directly with the FRS.

3.3 FIRE ON LAND

For fires originating on the land side of the Harbour the steps detailed in 2.3.1 should be followed, 3.1 should also be followed, if able to do so, and the Fire and Rescue services and HM called. The senior FRS Officer will take control of the incident and keep in close contact with the HM to coordinate best use of personnel and resources.

3.4 ACTION BY VESSEL

Incidents involving any size of vessel often happens very quickly and can become out of control in a very short time. Therefore, it is essential that any response to such an incident is aggressive and positive. It is also essential that the Harbour Master be informed as soon as is practicable so that local resources can be activated prior to the arrival of the emergency services.

Having raised the alarm the responsibility for fighting the fire, or dealing with any other emergency, rests with the vessels Master/Skipper until the arrival of the Fire and Rescue Service (FRS). Overall control of the operation will then pass to the FRS Senior Officer present, who will follow internal procedures.

A check of all personnel on board must be taken by the Master or senior on-board crew member to account for missing persons. This should be reported immediately to the FRS on their arrival on scene.

Medical Services should be alerted. The need for ambulances will be ascertained as soon as is practicable, either by the vessel owner, at the initial emergency call, or later by the FRS if required.

The FRS will set up a control point where contact can be maintained between the FRS, other emergency services, vessel owners and the Harbour Master.

The vessel owner remains responsible for keeping the Harbour Master informed of all developments affecting the safety of their and other vessels.

3.5 ACTION BY HARBOUR MASTER

The Harbour Master will declare any such emergency by VHF Ch. 16, and any other means where appropriate, ensuring that all persons concerned are alerted. All VHF communications will remain on Ch. 16 throughout the emergency phase unless otherwise directed. Private non-emergency related communications will remain on the Ilfracombe Harbour Radio.

Assistance with initial firefighting will be given where possible

The Harbour Master will arrange water borne transport if available and as required by the emergency services.

If required the Harbour Master will transmit hourly situation reports by VHF.

The Harbour Office will remain open throughout any emergency with open and tested communication lines.

3.6 ACTION BY THE FIRE AND RESCUE SERVICE

All actions will be in accordance with FRS Tactical Information Plan. This will include but not limited to;

Establishing liaison with the Harbour Master and the Vessel owner as soon as possible.

The initial response of 2 pumps would assemble at a designated point near to the incident. This would either be on the Pier, Old Quay Head, Quay Road or the Cove.

It is unlikely that an Incident Control Vehicle (ICV) would be called forward for a 2 pump incident. If 4 pumps were called forward it is likely that a Control Point would be set up in the ICV.

A tally system would be established for all personnel boarding a vessel.

Liaison will need to be established to consider aspects of pollution. The FRS, Environmental Agency and the Harbour Master will coordinate utilising the OSCP.

3.7 ACTION BY MEDICAL SERVICES

The Medical Services will respond to the information given in an emergency call. It is normal that a Paramedic Crew and an Ambulance Incident Commander (AIC) attend in the first instance. If a Major Incident is called the AIC will have overall responsibility for the activity of all NHS personnel at the scene. A Medical Incident Officer may be appointed from the cadre of MIMMS trained doctors and will be responsible for the management and deployment of medics and nurses. They would work closely with the AIC.

For a major incident a Control Point would be established on the Pier and this would become the ambulance rendezvous point. From there they would be despatched to their required destination.

Current SWAST policy states that its personnel will not deploy beyond the shoreline. Therefore, it is likely that casualties would be transported ashore by Helicopter and/or Lifeboat. The casualty landing site for the Lifeboat is dependent on tidal and weather constraints. The casualty landing site for Helicopters would be on the upper level of the Pier Car Park, if sufficiently clear, or alternatively on Hillsborough Playing Fields.

3.8 ACTION BY POLICE

Initially a Police Liaison Officer will make contact with the Harbour Office. This will either be in person, by telephone or by VHF.

On receipt of an emergency call the Police will assume responsibility for cordons, security, traffic management and evacuation.

As soon as possible after the declaration of a major incident the Police will establish an Incident Unit and maintain contact with the Medical Officer in Charge, FRS, Harbour Master, on scene Control Point, HM Coastguard (Falmouth) and Local Authority.

3.9 ACTION BY COASTGUARD

In the event that the Coastguard is the primary contact they will initiate the following actions:
Alert emergency services as required.

Send units to assist with search for survivors.

Despatch a mobile unit to the Harbour Control Point to assist/advise on care of personnel.

Alert the Harbour Master as soon as is reasonably practicable.

Communications will be established and maintained on VHF Ch. 16 and internal emergency service frequencies.

4.0 POLLUTION

Multiple factors have been taken into account when considering the effects of a pollution incident in Ilfracombe Harbour. The vast majority of information is contained within the Harbour OSCP. The Plan will inevitably be activated for all but the most minor of incidents.

It is the duty of Ilfracombe Harbour Authority to ensure rapid reaction to pollution incidents and to ensure the clean-up of pollution from the waters of the harbour and foreshore within their ownership.

This plan does not address pollution outside the Authority area, unless it subsequently threatens or enters the Authority's area of jurisdiction, or air borne pollution.

4.1 ACTIONS BY VESSELS

It is the duty of the Master/Skipper of every vessel in the Harbour to ensure that every step is taken to prevent pollution entering the Harbour from his vessel. This includes all leisure craft.

In the event of pollution, **immediate** action must be taken to restrict further pollutant entering the water.

4.1.1 REPORTING OF POLLUTION

The responsibility for reporting a pollution incident rests with the vessels Master/Skipper in all cases.

If the pollution occurs during bunkering from road tankers it is the responsibility of both parties to report the incident. If spillage is first noticed on board a vessel then it must first be reported to the fuel deliverer so that immediate action can be taken to reduce ingress of oil into the water.

All persons seeing pollution should report it immediately, it is better to have had an incident reported twice than to not have had it reported at all.

4.1.2 METHOD OF REPORTING

4.1.2.1 VESSELS

Vessels sighting pollution should:

Call 'Ilfracombe Harbour' on VHF Ch. 16. Pass information stating where, what and how much pollutant has entered the water and the immediate action taken.

If VHF communication cannot be established then the Harbour Office should be contacted by telephone.

If the Harbour Authority cannot be immediately contacted: Call 'Falmouth Coastguard' on VHF Ch. 16 requesting that the information be passed to the Harbour Authority via landline.

4.1.2.2 PERSONS ASHORE

Persons sighting pollution from ashore should contact the Harbour Master by all available means. If the Harbour Master cannot be reached immediately then Falmouth Coastguard should be contacted.

4.2 ACTIONS ON RECEIPT OF POLLUTION REPORT

4.2.1 HARBOUR AUTHORITY

- I. Immediately investigate report.
- II. Deploy Tier 1 response equipment and, if the incident is significant, activate the Ilfracombe Harbour OSCP.

4.2.2 SHORE OPERATOR

- I. Immediately isolate the source of pollution and take all steps to stop the pollutant entering the harbour.
- II. Inform Harbour Master.
- III. Activate own emergency procedures.
- IV. Assist the Harbour Authority in the clean-up operation.

4.2.3 VESSEL

- I. Take all steps to stop further pollutant entering the harbour. Activate damage control procedures (on board SOPEP plan) if necessary, blocking scuppers etc.
- II. Deploy catchment ropes/booms etc.
- III. Stop cargo operations and take steps to ensure that fire dangers are not increased.

4.3 CONTAINMENT OF POLLUTION

Ilfracombe Harbour Authority area contains a wide variety of wildlife flora and fauna. There are also areas of special scientific interest both to the East and West of the Harbour entrance. Therefore, it is policy to make every attempt to contain any oil spillage close to its source and/or in areas of natural collection within the Harbour. It is essential that early action be taken to contain an incident. However, strong tidal flows, particularly around Old Quay Head, may make physical containment extremely difficult, if not impossible.

4.4 DAMAGED/LEAKING VESSEL WISHING TO ENTER HARBOUR

Vessels who require entry into the Harbour, that are leaking or might leak oil as a result of damage, must seek the express permission to enter from the Harbour Master. Until this has been granted the vessel will remain outside of the Harbour Authority limits.

Before granting permission to enter the Harbour the Harbour Master will require confirmation that the leakage has stopped. They will seek the advice of the Pollution Officers from County and District Councils and the MCA's Counter Pollution and Salvage Officer. (CPSO).

On arrival into the Harbour the vessel will require immediate survey to ensure that further pollution is not occurring nor is likely to occur. A strict and continuous watch should be set up to monitor for leakage for the duration of the incident.

If the vessel is leaking or damage is such that leakage is unavoidable permission will not be granted by the Harbour Master unless the Secretary of State's Representative (SOSREP) issues a formal Direction to the Harbour Master and to the vessel.

4.5 POLLUTION ENTERING ILFRACOMBE HARBOUR FROM SEAWARD

On receiving the initial report of pollution that is likely to enter the harbour the Harbour Master will evaluate the situation and dependant on this activate either Tier 1 or Tier 2 response levels as detailed in the OSCP.

Every effort will be made to prevent the movement of pollution from seaward into the Harbour.

4.6 CHEMICAL POLLUTION EMERGENCIES

4.6.1 SEA

A vast range of chemicals, of varying properties, are carried by sea either in bulk, in specialist vessels or in packages as part of mixed cargoes on general purpose or other vessels. Unlike the transport of oil by sea there is no overall pattern to the carriage of chemicals and each incident involves a different mix of dangerous substances. Therefore, the response to an incident has to be tailored to the individual circumstances and will, if necessary, extend to salvage of the vessel and/or lost chemical packages.

The MCA has established a Chemical Hazards Advisory Group to supplement the advice of its own scientific staff on the appropriate response to a spillage of chemicals from a ship at sea. This group includes representatives of the Fisheries Departments, the Health and Safety Executive, Medical Authorities, Chemical Association and Shipping Companies.

The MCA also has, under contract a chemical strike team of mariners, experienced in working on board chemical tankers, who can be deployed to inspect the situation in a damaged vessel, advise on and take appropriate action to contain or prevent a spillage.

If a Chemical pollution incident occurred at Ilfracombe Harbour or at sea nearby the immediate action would be to notify Falmouth Coastguard by VHF Channel 16 or telephone.

4.6.2 LAND

Any such incident involving chemicals occurring within the Harbour Limits on land the initial response will be as follows;

- I. Contain the spill and evacuate the area.
- II. Contact the Harbour Master immediately with as much information as to type and quantity as possible
- III. If the Harbour Master cannot be reached immediately then the Devon and Cornwall Police must be contacted.

5.0 MEDICAL EMERGENCIES

In the event of a medical emergency on Harbour land the initial response is to raise the alarm and call for an ambulance. The R.N.L.I have a trained medic and the Harbour Master and Deputy

are trained to First Aid at Work standards. There are 2 AED defibrillators available at the following locations

- I. Lifeboat house
- II. Harbour Office

A full first aid kit is located in the Harbour Office.

6.0 BODIES IN THE HARBOUR

In the event of bodies being found in the Harbour or at the scene of an emergency the Police and Harbour Master must be informed. If required the Harbour Master will assist the Police in the recovery of bodies within the Harbour limits.

7.0 SABOTAGE AND TERRORIST ACTIVITIES

Should a Harbour emergency arise from an act of sabotage or terrorism then DfT Maritime Security will immediately be informed, in accordance with procedures as laid down in the Port Facility Security Plan. The Police will decide on and co-ordinate safety, security and access on arrival at the scene.

8.0 TRANSFER OF COMMAND POST

After initial response and in the event that an incident is declared as a major incident, a central command post will be established. For a major pollution incident this will be the North Devon Council's Offices at Brynsworthy. For other emergencies the emergency services will establish a Forward Command Post (FCP) on site.

9.0 ON SCENE MANAGEMENT

In order to achieve a combined and co-ordinated response the capabilities of the emergency services should be closely linked with those of local authorities and other agencies through integrated emergency management arrangements. The adoption of the nationally agreed structure enables all parties to understand their role in the combined response.

The command structure can be divided into three levels commonly referred to as Gold, Silver and Bronze, which correspond to all response agencies i.e. strategic, tactical and operational. It is characteristic of the command and control chain that it tends to be created from the bottom up. At the start of any incident the operational level will be activated first with the other levels, tactical and strategic, following. It is possible in some incidents that the activation of all three levels will be concurrent.

If a major incident were to be declared then the Devon, Cornwall and Isles of Scilly local Resilience Forum would normally establish a Strategic Co-ordinating Group (a Gold level of Command and Control) to run concurrent with the Police Gold Command.

10.0 EMERGENCY RESPONSE CENTRES

The Devon County Council Emergency Planning Service assists the Police at the following emergency response centres;

- Survivor Reception Centres.
- Friends' and Relatives' Reception Centres.
- Emergency Mortuaries.
- Evacuation Assembly Points.
- Emergency Rest Centres.

The majority of Centres listed above are established and managed by the Police. However, Emergency Rest Centres, of which there are 5 designated in North Devon, are established by Devon County Council (DCC). Operational Emergency Rest Centres are managed by Devon Social Services, in conjunction with the appropriate District Council.

11.0 SUPPORT SERVICES

The British Red Cross Society are available on activation of the Devon County Emergency Plan. They can provide manning and resources for Staff Rest Centres. They can also provide an ambulance service.

The Salvation Army, who are not primarily an emergency disaster relief organisation, have purpose built mobile units that are stocked and equipped with the resources required for a major incident. They have supplies of food, blankets and first aid equipment as well as safety equipment, which allows them to become self-contained when on site. They become activated via the Devon County Council Emergency Response Plan.

12.0 ANIMALS

In the event that animals have to be landed as the result of an emergency or have been illegally landed then the animals would need to be held within a secure area until the matter has been dealt with by the Devon County Council's Trading Standards Service. In the event of the animals being deceased then there is a separate procedure refer to Hazman risk assessment # 96.

REFERENCES

The Dangerous Goods in Harbours Regulations 2016. <https://www.legislation.gov.uk/ukxi/2016/721/made>

Devon County Council Emergency Response Plan.

<https://www.devon.gov.uk/emergencies/emergency-response/>

Devon County Council Rabies Contingency

Plan. <https://www.dcisprepared.org.uk/media/2139/animal-health-plan-lrfdcios-20131118-v12.pdf>

Trading Standards Contingency plan for Landing of Livestock.

<https://www.devonsomersettradingstandards.gov.uk/tsi-single/?frmClient=C714B873-1185-6B25-FCF0CA3BD06B045D&frmItemID=300991&frmShared=1>

Ilfracombe Harbour Oil Spill Contingency Plan.

<https://www.northdevon.gov.uk/media/379852/ilfracombe-harbour-oscp-2017-as-amended.pdf> Fire and Rescue Service Tactical Information Plan. **This is a restricted document**

Local Resilience Forum Combined Agency Emergency Response Plan. <https://northdevon.gov.uk/community-safety-and-emergencies/emergency-planning/>

Dangerous Vessel Act 1985. <https://www.legislation.gov.uk/ukpga/1985/22?view=extent>

Devon County Council Emergency Telephone Directory. **This is a restricted document**

ILFRACOMBE HARBOUR & LOCATION OF FIRE HYDRANTS

