



Transport Malta

**Emergency Preparedness and Response
Contingency planning Guidelines
for Marine Terminals and Facilities**

**Contingency Planning Guidelines for Marine Terminals in accordance with
CAP 499, and S.L.499.12**

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1. List of Abbreviations

Authority	- Authority for Transport in Malta
ERA	- Environment and Resources Authority
CPD	- Civil Protection Department
GDPR	- General Data Protection Regulation
CA	- National Competent Authority
OPRC Regulations	- Oil and Hazardous and Noxious Substances Pollution Preparedness, Response and Co-operation Regulations
SITREP	- Situation report
RA	- Risk assessment
SOP	- Standard Operating Procedure

Note: For the scope of this document the term '*terminal/s*' means either a '*marine facility*' or a '*marine terminal*' as defined in the Dangerous Cargo Ships, Marine Terminals and Facilities and Bunkering Regulations (S.L. 499.12)

2. Scope and Purpose

These mandatory guidelines shall be considered as Relevant Instruments within the Dangerous Cargo Ships, Marine Terminals and Facilities and Bunkering Regulations and are applicable to all Ports and Terminals.

The Authority has overall responsibility for the safety of navigation and all operations inside Maltese ports, internal and territorial waters. It also has the function to ensure that ports and terminals are prepared to respond to incidents and emergencies that may occur.

The scope of these Guidelines is to assist all ports and terminals in the implementation of the related regulation and to ensure that all emergency response plans are drawn out in a standard format. The Guidelines lay down the information required for developing such plans.

3. Relevant Legislation

3.1 The Authority for Transport in Malta Act (CAP 499)

The Authority is responsible for, *inter alia*:

- i. the safety of navigation, and the regulation and control thereof,
- ii. pollution prevention and control,
- iii. the preservation of good order,
- iv. the provision, maintenance, development and operation of ports and any of their facilities, and to provide, maintain and operate therein adequate and efficient services and facilities which are considered from time to time necessary or advantageous for the proper, safe and efficient functioning of such ports, or otherwise deemed proper in the public interest, and to clean or clear any port or its approaches,
- v. the provision and use or to ensure the provision and use means for the salvage or protection of life and property,
- vi. the regulation of yachting centres,
- vii. Enforcement and Sanctioning, based on inspections, and or imposing legal or administrative Sanctions, for breaches in pollution prevention or maritime safety laws.

The Act gives the Authority statutory powers to issue, implement and enforce the necessary legislation in connection with its statutory powers and responsibilities.

3.2 Dangerous Cargo Ships, Marine Terminals and Facilities, and Bunkering Regulations (S.L. 499.12)

This subsidiary legislation under the Authority for Transport in Malta Act (S.L. 499.12) governs the safety and emergency response procedures for terminals, including:

- i. Storage and handling of dangerous goods
- ii. Bunkering operations
- iii. Appointment of a competent person
- iv. Emergency response planning and coordination
- v. Fire safety and spill containment measures.
- vi. Training and certification of personnel

The regulations are designed to ensure that terminals are equipped to manage emergencies involving hazardous materials, thereby protecting human health, the environment, and property.

3.4 Vessel Traffic Monitoring and Reporting Requirements Regulations (S.L. 499.34)

These regulations establish a vessel traffic monitoring system with a view to enhance the safety and efficiency of maritime traffic and to improve response to incidents and/or accidents. They complement the set Regulations in as much as to the reporting requirements of any incident or accident when a ship is involved.

Without prejudice to any other legislation, the Master of a ship is obliged to report an incident and/or accident where a ship is involved, and this includes a pollution incident.

3.5 The Oil and Hazardous and Noxious Substances, Pollution Preparedness, Response and Cooperation Regulations (S.L. 499.69)

These Regulations provide the framework and transposes into Maltese law the obligations of the OPRC Convention and the OPRC-HNS Protocol. In particular, they provide the legal framework for the NMPCP and require ports and terminals to prepare plans for containment and recovery of oil and HNS spills, within their area of operation. These plans must be compatible with the NMPCP *as in force from time to time*.

These Regulations, give Transport Malta, as the designated National Competent Authority (NCA) under Cap.499, the responsibility for implementing and enforcing these regulations. This includes approval of emergency response plans, verifications and inspections of compliances, and the planning and coordination of regional and national response activities. Additionally, S.L. 499.69 requires that the national response capabilities, including resources at facilities for Tier 1 incidents, and access to Tier 2 and 3 resources, are established and adequately maintained.

The purpose of the NMPCP is to strengthen the ability for prevention, detection, and response to oily and hazardous pollution incidents, aligning with the relevant conventions and safeguarding the maritime interests and environment.

4. Approval and Control Procedures

The Authority develops port plans and undertakes the review of terminal plans. Every terminal must draft and implement its plan in consultation with the Authority and adjacent terminals. Other external bodies, such as COMAH, ERA and CPD, are to be consulted where necessary. The following procedure is adopted in relation to terminal plans:

- i. A draft plan is to be submitted to the Authority for review.
- ii. Once any required changes / amendments are carried out, two copies of the same plan are to be submitted to the Authority. One copy will be kept by the Authority and the other is to be kept by the operator.
- iii. An approved version history is to be added to the document.
- iv. Any changes to the plan are to be notified and submitted to the Authority immediately and amendments carried out accordingly. Minor Changes will be added as addendums at the end of the document.

All plans shall be reviewed and if necessary updated at least annually, following changes in personnel, infrastructure, operations, or lessons learned from incidents, accidents, and exercises. Minor changes shall be included as addendums to the plan and forwarded to the authority.

Plans will be resubmitted in full for review every five years, after any major changes or incidents, thus ensuring alignment with regulatory requirements, operational practices, and the guidelines set out by the Authority.

All existing plans are to be updated and amended accordingly to comply with the requirements of these Guidelines. These Plans are to be submitted to the Authority, by no later than 3 months from the date of entry into force of these Guidelines.

It is strongly recommended that the OPRC Plan and the Emergency response plan (ERP) be integrated into one document.

5. The Regulation

Requirements under the Dangerous Cargo Ships, Marine Terminals and Facilities & Bunkering Regulations

The terminal has an obligation to effectively take appropriate action to mitigate and contain any Emergency within its area.

The following must be established:

- i. A detailed RA to determine the possible scenarios, and incidents that can occur, both from the terminal's own operation, and from third party operations that could potentially impact the terminal,
- ii. Detailed contingency plans and the communication strategies must be developed so as to ensure an appropriate response depending on the scenarios as identified through the RAs,
- iii. A minimum stockpile of emergency response equipment must be positioned in easily accessible and strategically allocated area/s. The required quantities are to be determined through the RAs as part of the contingency planning,
- iv. An equipment maintenance/ inspection plan must be developed so as to ensure that all equipment is kept in a good state and ready for immediate use. All inspection, maintenance or repairs done on the equipment are to be recorded and filed accordingly,
- v. An adequate number of personnel are to be trained and certified. They must be familiar with the contingency planning, and with the use of the related equipment, so as to ensure a timely and appropriate response. The minimum required number of personnel and their level of training are to be determined as part of the contingency planning process,
- vi. Periodic drills and exercises are to be scheduled and performed so as to maintain personnel familiarity and proficiency while also testing the contingency plan. These must be recorded, and any observations are to be used so as to improve upon the plans in place,
- vii. A controlled document where the changes and or amendments to the documents are officially recorded Annex 4.

6. Risk Assessment

Prior to drawing out the Emergency Response Plan, a RA is to be conducted. The RA is to be conducted by an approved person who is conversant with terminal operations, contingency planning and who has received relevant training. The risk assessment is to identify and evaluate the hazards present during day-to-day operation as well as identifying the sensitive areas that may be vulnerable to these risks.

The following steps should be taken when performing a Risk assessment:

Identify the Hazards,

List all activities, operations or substances that could lead to an emergency situation. Consideration is to be made for all Emergency scenarios that could reasonably happen within the terminal.

Determine the likelihood of occurrence,

Once listed all hazards are to be assessed so as to determine the likelihood of how often, realistically, an incident from the identified hazards is to occur. A template to aid with this can be found in Annex 1 of this document.

Determine the consequences of the incident,

Following the determination of likelihood for the identified hazards, the impact should an incident occur should be determined. Factors such as pollution, health and safety, environmental damage, and or economic impacts are to be considered. Same template to aid with this is found in Annex 1 of this document.

Evaluate the level of Risk,

Following the likelihood and consequences of an incident the Risk level through the Risk Matrix provided in Annex 1 may be calculated. For each Risk identified a risk level must be allocated so that mitigation measures will be produced.

Mitigation measures,

Depending on the level of Risk, mitigation measures are to be produced for each scenario. These measures must identify, staff and training requirements, equipment requirements, and operating procedures for such scenarios.

Assigning Responsibility

Person/s in charge of the Plan along with implementing, monitoring, updating, and maintaining it must be identified.

Record keeping

Person in charge of the plan is to record all the process involved in the creation and implementation of the Risk assessment and contingency plan. This is to include Certificates and records of training, audits, inspection, changes made to the plan and all other forms of record keeping.

Review and Update

The risk assessments and contingency plan are an active document. These reviews are to be reassessed periodically. This should be done at least on a yearly basis, after any significant changes in operation, personnel, or infrastructure, following any incident. Any reviews and changes are to be documented and forwarded to respective authorities.

The risk estimation table as per Annex I may be used to assist with drawing out the risk assessments.

All Relevant Risk Assessments are to be forwarded to the Authority along with the OPRC & ERP plan.

The full Risk Assessments are to be referenced or attached as part of the annexes of the plan. Reference to the pertinent risk assessments is to be made to the Plan itself.

No verification, approval or assessment of compliance, accuracy or completeness with regards to Risk Assessments, will be undertaken by the Authority. Full responsibility of the contents remains with the terminal/originator of the RA and Plans.

7. Exercising and Training

Introduction

The emergency response plan can only be tested after a real emergency therefore it is imperative that drills and exercises are conducted so as to identify any shortcomings and opportunities for improvement so as to test the plan in a controlled setting and not during an emergency.

7.1 Types of Drills and exercises:

Drills

Drills shall be performed on a regular basis, so as to familiarise and build confidence of the responders, to maintain readiness and to test the contingency plans in place. Some examples of types and scenarios of drills that may be performed include but are not limited to the following,

Drill Types

- i. Table-top drills,
- ii. Notification drills,
- iii. Equipment deployment drills,
- iv. Communication drills,
- v. Combined drills, (example two or more of the drills mentioned above)

Scenarios

- i. Fire/ Explosion,
- ii. Man Overboard,
- iii. Medical Emergency,
- iv. Collision/ Grounding,
- v. Extreme weather,
- vi. Electrical Failure,
- vii. Drowning,
- viii. Etc
- ix. A combination of one or more scenario.

Frequency of Drills

A minimum of 2 Emergency Response drills shall be conducted each year, which may be a combination of scenarios.

Exercises

For exercises a full scenario, implementing the steps set up in the emergency response plan must be performed. This should include Notification to relevant authorities and contractors, mobilisation of equipment, and actions taken, and should test both the plan in place and personnel trained to respond. Following an exercise, a report should be produced. This report should include the details shown in the example template provided in Annex 2.

Frequency of Exercise

A minimum of 1 Emergency Exercise shall be conducted each year, this may be combined with the OPRC exercise.

A minimum of 2 Emergency Response Drills, one every six months, and 2 Spill Response Drills, one every six months (as specified in the OPRC contingency Guidelines), are required per year. Additionally, 1 Emergency Response Exercise, and 1 Spill Response exercise, or 1 Combined Exercise, are also required per year.

Following a drill and or an exercise any opportunities for improvement should be identified and should be used to assist in maintaining and improving the contingency plan. Reports are to be produced, forwarded to the Authority and filed for future reference.

An example of the drills and exercises report template, with the required fields is available in Annex 2 of this document.

7.2 Training

The type of training and number of personnel and the level of training required is to be determined following the risk assessments, through the contingency plan and needs to be approved by the Authority. These persons are to receive the necessary training, and or refresher certification, as required in order to be able to respond to the identified emergency scenarios, such as but not limited to,

- i. Fire Fighting training,
- ii. First aid training,
- iii. In House training/Internal Training

To be conducted regularly in line with the facility's own contingency plan. It should focus on internal procedures and give an understanding to all participants of the practical application of these procedures, familiarisation with equipment, and the practical application of other training received. For all personnel involved in the implementation of the Emergency plan. This includes personnel who have received a level of certified training as well as to personnel who have not, but who will form part of the support or assisting team.

- iv. Other recommended training relative to Mitigation and Preventative Measures for Operational Purposes, such as but not limited to,
 - a. Mooring training,
 - b. Working at heights,
 - c. Confined spaces,
 - d. Manual handling,
 - e. Forklift training,
 - f. Etc.

All Training and training records are to be documented and filed accordingly. Certified training is to be provided by accredited training providers. Internal training is to be updated regularly, as part of a refresher, and if significant changes have been made to the infrastructure, equipment, or emergency response plan.

Certified level of training should be refreshed within the timeframe stipulated on the certification.

8. Incident Reporting

The Notification procedure found below, is to be followed upon identification of a pollution or potential for pollution incident is found:

- i. Alert the designated responsible person,
- ii. Identify the type of incident,
- iii. Note location of incident and direction of spread,
- iv. Activate the internal alarms and emergency response plans,
- v. Inform the Authorities.
 1. Transport Malta VTS Duty Officer (+356 2291 4491/2),
 2. Transport Malta MOIRU Duty Officer (+356 9906 7539),
 3. Other relevant authorities depending on type of incident,
- vi. If required.
 1. Authorised contractor.
 2. Neighbouring facilities.

9. Note on Plan consolidation

For efficiency and clarity, the Emergency Response Plan (ERP) and the OPRC Contingency Plan may be integrated into a single document, issued under the title of the ERP, with dedicated sections clearly outlining OPRC-specific, Risk Assessments, contingencies and the actions required as set out in this document. This ensures a unified and structured approach to managing all emergencies, including pollution incidents. Reference is to be made to OPRC Contingency Plan Guidelines.

10. Structure of the Plan

It is being recommended that the plan is developed and divided into the following segments,

- i. Preamble
- ii. Strategy
- iii. Action
- iv. Post Incident
- v. Data

Regardless of whether the plan is divided into the segments being recommended, the information, found within the following segments, are to be included and makeup the bulk of the plan, and is to be provided accordingly. Information that is not relevant to the terminal may be omitted from the plan. Additional information that is pertinent to the terminal, and has not been mentioned here, but is deemed necessary may also be added to the plan.

10.1 Preamble

An introduction to the plan and understanding of the plan.

- i. Title page: document title, version history and number, date of updates and approvals,
- ii. Table of contents by section or page number,
- iii. Address and contact details for facility/ terminal,
- iv. Amendment record,
- v. List of plan holders,
- vi. List of abbreviations where applicable.
- vii. Relevant Legislation.

10.2 Strategy

The strategic approach required for an emergency plan should be as follows:

Policy Basis and Purpose of the Plan

- i. Policy statement,
- ii. Environmental statement/ policy,
- iii. Purpose and Scope of plan

Responsibility for upkeep and review

- i. Responsible person/s,
- ii. Approval and validation process,
- iii. Agencies and consulting bodies,
- iv. Routine updates and reviews
 - a. Periodically (annually),
 - b. Following an incident,
 - c. Following changes in personnel, equipment, or infrastructure.
 - d. Resubmission of plan every five years for validation.
 - e. Recording and tracking of all updates and changes made to the plan,
 - f. Storage and distribution of the plan.

Details of the port and / or terminal

A full description of the port facility and its immediate areas. These details are to include where applicable the following:

- i. Approach and entrance,
- ii. Navigational hazards,
- iii. Maximum size of vessel that can be managed – type, LOA, draught, beam, displacement,
- iv. Anchorages, berths, and moorings,
- v. Cargo handling and repair facilities,
- vi. Types of cargo handled,
- vii. Vehicular access,
- viii. Annual vessel movements,

Geographical boundaries / limits

- i. To be taken from either legislation or from existing concessionary contracts and / or agreements with the Authority or with any other landlord,
- ii. The boundaries / limits are to be clearly drawn out on maps or charts as applicable,
- iii. Other relevant information.

Organisational responsibilities

i. Health and safety,

This is the primary consideration to be taken in all emergency response operations. The risk assessments should identify the protective measures that should be in place to minimise the risk to personnel and the public.

ii. Categories of the incident

Depending on the type of incident the level of action and or deployment has to be realised. Therefore, it is important to categorise incidents so as to provide the necessary level of response. Whether or not a response requires internal or external aid must be identified so that the necessary contingency planning may be put in place.

iii. Incident organisation,

Upon Discovery of an incident a system must be in place, to immediately alert the responsible personnel. A chain of activities and command must be activated so that the appropriate notification and response measures are initiated without any unnecessary delays.

iv. Number of trained responders for categorised incidents as applicable,

The number of personnel required to deal with the Risks found through the RAs must be identified. These personnel are to be given the appropriate level of certified approved training so as to be able to deal with the Risks identified. Additional familiarisation and in house training should be given to these personnel. All training is to be refreshed periodically, with certified levels of training to either be redone or refreshed, within the timeline stipulated on the certificate or by the accredited training centre.

Preventive Actions,

Actions and measures should be taken in order to avoid potential incidents, accidents or emergencies and stop them before they start. Such actions that may be considered, but are not limited to, include the following:

- i. Waste management facilities,
- ii. Housekeeping,
- iii. Staff and user, training and awareness on site rules and practices,
- iv. Routine inspection, maintenance, and check,
- v. Defining areas, and clear signage for same,
- vi. Cargo and Fuel Handling Controls,
- vii. Issuing work permits,
- viii. Others.

Mitigation,

Measures should be established and put in place, so that in case an actual emergency, loss of human life, damage to the environment and property will be minimized. An example of Measures that may be considered, but are not limited to, include the following:

- i. Installing Detection systems (Fire, smoke, heat etc.),
- ii. Readily available, strategically placed Emergency response equipment,
- iii. Hazard Mapping,
- iv. Emergency Shutoffs,
- v. Operational Policies,
- vi. Contracts with contractors or external agencies for assistance,
- vii. Others.

Preparedness,

The development of plans, delivery of training and assembling resources ensure that all necessary capabilities are readily available in the event of an actual emergency. Measures to be undertaken should include, but are not limited to, the following:

- i. Regular Staff training, both internally and through certified third parties,
- ii. Perform regular drills and exercises,
- iii. Maintaining updated contact lists,
- iv. Mapping out sensitive areas,
- v. Regular Risk Assessments,
- vi. Updating Existing Plans,
- vii. Others.

Resources

Response Team

- i. Identification of Personnel,
- ii. Allocated Roles,
- iii. Training and Certification Received,
- iv. Contact Details.

An example of the tabulation can be found in Annex 3 of this document.

Material Resources

Lists of the following should be readily available, and the minimum material to be made available should be noted in the plan. Any related maintenance or upkeep records should also be kept and filed accordingly.

- i. Equipment available,
- ii. Equipment Maintenance plans,
- iii. Minimum Consumables Stockpile,
- iv. Minimum PPE Stockpile.

Response,

Activating the plan so that the measure in plan may be exercised, and the incident may be managed, such as but not limited to the following,

- i. Alerting Responsible person/s,
- ii. Activating internal plans
- iii. Rapid Assessment of type of incident, its severity, and its potential for escalation,
- iv. Notification to the relevant authorities,
- v. Deployment of mitigation measures (trained staff, Emergency Equipment etc.)
- vi. Coordinating with external responders.

Recovery,

Returning back to normal operations following an incident, such as but not limited to the following,

- i. Assessing damages done,
- ii. Cleanup and disposal of damaged/ wasted material resulting from the incident.
- iii. Providing support and communication to affected parties,
- iv. Restoring Safety and normal operation
- v. Reviewing the incident and updating the plans with lessons learnt. (part of post incident).

Interfacing of contingency plans

- i. Identify other existing plans which may have an impact on the plan itself. The OPRC Contingency plan may be part of the Facility's Emergency Response Plan (ERP), along with all other contingency plans that may relate to each other.
- ii. It is recommended that Emergency Response Plan and Contingency Plans be shared between neighbouring facilities to ensure smooth emergency response operations when incidents occur between facility boundaries.
- iii. Facilities that may require preparedness to higher levels of emergencies, may develop joint contingency plans with neighbouring facilities that includes pooling of resources and/or by having an agreement with authorised response contractors. This is to be clearly indicated in the plan, and all measures are to be in place to ensure rapid deployment of resources and equipment.
- iv. Neighbouring facilities sharing boundaries may enter into agreements between each other, and with authorised contractors, to address any emergencies that should occur in such areas. These arrangements are to be formalised through MOUs, clearly defining how the contingency plans are to interface, the lines of communication, and the designation of command in such scenarios. These MOUs should also clearly outline the notification procedures and the sharing of resources and equipment.

10.3 Action Plan

Introduction,

- i. Scope of the Action Plan,
- ii. Personnel and Roles required, and the responsibilities allocated to these Personnel/Roles,
- iii. Organigram (Chain of command),
- iv. Operating Procedures.

Emergency identification and procedures,

Based on the Risk Assessments, Resources available and Contingency Plans made,

- i. Identification of different types of emergencies,
- ii. Criteria for dealing with these emergencies.

Notification and reporting,

- i. Internal notification steps
- ii. External notification steps.
- iii. Reporting templates,
 - i) Internal Reporting templates,
 - ii) Contractor informing and reporting templates,
 - iii) SOPs for dealing with Media, and social media.

Response Procedures / Action Cards

The culmination of all the previous plans and assessments should result in individual response procedures/ action cards for each individual emergency. This way during a scenario a single Procedures/ Card may be “*pulled out*” of the Emergency response plan and be used as reference to assist with the Emergency at hand. These procedures/ Action cards should be extensive and attempt to cover most if not all of the Risks identified through the Risk Assessment.

- i. Identification of type of Emergencies, as identified through the Risk and sensitive areas assessments carried out, for example,
 - a. Fire,
 - b. Injury,
 - c. Heavy weather,
 - d. Accidental collision
 - e. Bomb Threat
 - f. Etc.
- ii. Identification of resources required,
 - a. Personnel
 - b. Equipment
 - c. Consumables
 - d. External Contractors
 - e. Etc.
- iii. Containment/ Isolation in immediate zone dependent on type of emergencies, and as identified through the RAs, and if safe to do so, for example:
 - a. Isolating area for fires,
 - b. Segregating areas for spills,
 - c. Establishing a safe boundary for failed infrastructure,
 - d. Establishing a no entry zone/area for possible explosions/ bomb threats,
 - e. Etc.

- iv. Mobilisation of Personnel, dependent of type of emergencies and identified in the Resource section of the plan, for example,
 - a. First responders,
 - b. First aiders,
 - c. Fire fighters,
 - d. Security,
 - e. Etc.
- v. Mobilisation of equipment as identified in the Resource section of the plan, for example,
 - a. First aid kits,
 - b. Lifesaving appliances,
 - c. Firefighting tools,
 - d. Booms,
 - e. Etc.
- vi. Control of the containment/ isolated areas, for example,
 - a. Clean up area,
 - b. Waste management area,
 - c. Decontamination area,
 - d. Command and control area,
 - e. Area access control,
 - f. Etc.
- vii. Setup line of communications
 - a. Internally,
 - b. With neighbouring facilities,
 - c. With external contractor/s,
 - d. With authorities,
 - e. With Media.
- viii. Demobilisation of assets
 - a. Handover Procedures
 - b. Scaling down and completion of operation

Examples given above are intended as guidelines. Each scenario identified through the Risk Assessment must have its Action Card/ Response Procedure in full.

10.4 Post incident

Following an incident the following steps should be taken so as to improve on the contingency plans in place,

i. Incident Review,

Carried out to establish the sequence of events, what lead up to it, the effectiveness of the response, challenges encountered, etc. This information should be factual, collected promptly and accurately,

ii. Debrief,

Personnel and external parties involved should participate in a debrief, to share their perspective, suggest improvements, highlight issues and so that any positive aspects of the response may be recognised. This gives insight, encourages transparency, and supports continual improvement of the plan.

iii. Lessons learned and opportunities for improvement,

The findings from the debrief and review are to be recorded and consolidated into a lesson learnt document. This identifies both strengths and weaknesses and gives insights into opportunities for improvements.

iv. Review and update of Plan.

Based on the lessons learnt the Plan/s are to be revised and updated, with new procedures, resources, etc. This ensure that the plan remains relevant practical and effective for future incidents.

10.5 Data

This section provides quick access to essential contacts, resources, and maps, ensuring responders can act without delay. It is the practical backbone of the contingency plan, turning procedures into immediate action. It should include but is not limited to the following,

Contact Directories,

- i. Key internal Roles (Managers, duty officers, safety officers, etc.),
- ii. External Contacts (VTS, MOIRU, CPD, Police, etc.),
- iii. Contractors,

Should include role and title and copies should also be located around the facility for quick reference.

Resource Inventory,

Lists and Locations of equipment available, with their minimum stockpile level,

- i. Emergency Response kit,
- ii. Safety And Rescue kit,
- iii. Fire Fighting Gear,
- iv. First aid kit,
- v. Etc.

These Lists should be posted around the facility for quick reference, and an inventory and minimum stockpile should be posted on all kits.

Mapping and Layout

Area Layouts, and Maps, are to be used to give visual aids, highlight critical areas, equipment and resource's locations, and the evacuation routes to support the swift and effective decision-making. These should include site maps and layouts highlighting,

- i. General information of the areas (berths, works areas, storage areas etc.),
- ii. Sensitive areas (fuel Stations, electrical rooms, material storage, etc.),
- iii. Muster points and escape routes,
- iv. Emergency equipment locations,
- v. Etc.

These Maps, especially the one with escape routes, and Emergency equipment location should also be posted around the facility for quick reference.

High-Risk Areas

The areas identified by the Risk assessments, such as Tourist areas, critical infrastructure, fisheries, and environmentally protected zones, which are considered vulnerable to the incident, and which could potentially lead to an escalation of the level of the incident should they be involved.

Agreements and shared resources

Any shared resources, agreements and or contracts, made with, neighbouring facilities, contractors, the authorities or any other third party, which may be called upon, or activated to support the response during and emergency operation.

Templates & Forms

Ready to use reporting and record keeping tools, that aid with the reporting, information and sharing of same during and after an emergency, such as but not limited to,

- i. POLREP forms
- ii. Incident/ Accident Report forms
- iii. Log sheets
- iv. Waste disposal sheets.
- v. Etc.

Some example templates of these forms may be found in the Annexes of this documents. Other information that may be deemed useful for any and all emergencies relating to utilities and infrastructure, such as but not limited to,

- i. Risk Assessments
- ii. Operation manuals for emergency equipment,
- iii. Shut off points,
- iv. Electrical isolation,
- v. Access routes for emergency vehicles,
- vi. Lighting and CCTV systems,
- vii. Communication infrastructures,
- viii. Key operational equipment,
- ix. Drainage and stormwater system,
- x. Etc.

The Data section centralises all essential contacts, resources, maps, and infrastructure details to support rapid and effective emergency response. It ensures responders can act safely, consistently, and without delay during any incident. The documents and information in this section should build up a huge part of the plan's Annexes. These should be kept updated to the latest versions if any changes are made.

11. Annexes

Annex I - Risk Estimation Table

Likelihood of incident	Severity of Incident					
		Negligible	Minor	Moderate	Significant	Sever
	Almost Certain	Low-Med	Medium	Med-High	High	High
	Likely	Low	Low-Med	Medium	Med-High	High
	Possible	Low	Low-Med	Medium	Med-High	Med-High
	Unlikely	Low	Low-Med	Low-Med	Medium	Med-High
	Rare	Low	Low	Low-Med	Medium	Medium

Annex 2- Drills and Exercises Report Format (example)

Terminal Name		
Date:		Start Time:
Location:		
		End Time:
Title and Description of Drill		
Lead Person:		Persons taking part:
Authorities observing:		
Third parties attending:		
Description/ Scope of Drill:		
Results:		

Photographs:	
Debrief:	
Evaluation:	
Name of Person writing Report	Signature of Person writing Report

Annex 3 – Response team

Personnel	Role	Training and Certification	Contact Details
Name & Surname	What Role does this person have as part of the emergency response team	Training received by these personnel and any reference to any certification held relevant to the emergency response plan	Details how this person may be contacted in case of emergency.
Name & Surname	What Role does this person have as part of the emergency response team	Training received by these personnel and any reference to any certification held relevant to the emergency response plan	Details how this person may be contacted in case of emergency.
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Annex 4- Document Control

Version	Changes/ Updates made	Author/ Editor	Update Date	Approved by	Approval Date
Version no	Changes made, with reference to the page numbers or items changed	Name of Person who has written/ updated this document	Date of update	Internal and external Approvals	Date of approval
Version no	Changes made, with reference to the page numbers or items changed	Name of Person who has written/ updated this document	Date of update	Internal and external Approvals	Date of approval
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