



Transport Malta

Emergency and Marine Pollution Preparedness and Response Contingency Planning Guidelines for Yachting Centres

In accordance with the Yachting Centres Regulations (S.L. 499.10), Dangerous Cargo Ships, Marine Terminals and Facilities and Bunkering Regulations (S.L.499.12) and Oil and Hazardous and Noxious Substances Pollution Preparedness, Response and Co-operation Regulations (S.L. 499.69).

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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
NMPCP	- National Marine Pollution Contingency Plan
NCA	- National Competent Authority
OPRC Regulations	- Oil and Hazardous and Noxious Substances Pollution Preparedness, Response and Co-operation Regulations
POLFAC	- Pollution facilities
POLINF	- Pollution information
POLREP	- Pollution report
POLWARN	- Pollution warning
SITREP	- Situation report
RA	- Risk assessment
SOP	-Standard Operating Procedure

2. Scope and Purpose

These mandatory guidelines are applicable to all Marinas and Yachting Centres.

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

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

3. Relevant Legislation

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, including the OPRC Regulations, in connection with its statutory powers and responsibilities.

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.

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.

Ship-Source Pollution Regulations (S.L. 226.01)

This Regulation implements Directive 2005/35/EC, introducing penalties for ship-source pollution infringements. It transposes into Maltese Law the standards set by the International Convention for the Prevention of Pollution from Ships (MARPOL), particularly prohibiting the discharging pollutants into the marine environment and specifying the sanctions to be imposed.

This Regulation covers discharges into internal waters, including ports, territorial seas, straights used for international navigation, the economic or equivalent zones, and the high seas where such discharges would result in harmful consequences in Maltese waters and or coastline. This applies to all ships regardless of flag, with the only exceptions being warships and naval auxiliaries, or state-owned vessels, operated by the state and engaged in non-commercial services. This regulation covers discharges committed intentionally, recklessly or through negligent acts.

Yachting Centres Regulations (S.L. 499.10)

These regulations establish the legal framework required for the licensing management and operation of yachting centres. All Yachting centres are required to obtain and adhere to the necessary permits so as to ensure the safety, environmental protection and compliance with international maritime norms. The operator is responsible for waste management, fuel handling, and emergency response procedures. Plans for these procedures are to be produced and presented to the Authority for approval within the timeframes as stipulated in the applicable legislation.

4. Approval and Control Procedures

The Authority develops port plans and undertakes the approval of Terminal, Facility, Marina and Yachting Centre plans. Terminals, Facilities, Marinas and Yachting Centres must draft and implement their plan in consultation with the Authority and adjacent facilities. Other external bodies, such as ERA and CPD, are to be consulted where necessary. The following procedure is adopted in relation to these 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 for approval. 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.

Routine Reviews of plans are to be carried out, at least yearly, and any updates made shall be forwarded to the Authority for review. Minor changes to the plans are to be attached as an addendum to the existing plan. Plans are to be resubmitted for Vetting and approval every 5 years, or after any major changes. A review of the plan is to be carried out following any significant incidents, any infrastructure, material or operational changes. An internal review should be carried out at least yearly.

All existing plans are to be updated and amended accordingly to comply with the requirements of these Guidelines.

The plan is to be submitted to the Authority within the timeframe laid down in the Regulations.

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

5. Marinas and Yachting Centres requirements

Under the Dangerous Cargo Ships marine Terminals and Facilities and Bunkering Regulation, Marinas and Yachting Centres have an obligation to effectively take appropriate action to mitigate and contain any emergency within their areas.

The following must be established:

- i. A detailed RA to determine the possible scenarios, and incidents that can occur, both from the Marina or Yachting Centre's own operation, and from third party operations that could potentially impact it,
- 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 pollution and 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 7.

Yachting Centres Regulations

Additionally, to align operations with the Yachting Centres Regulations (Malta), the following key compliance points must be incorporated into the Marina or Yachting Centre's management and safety framework:

- i. **Authorisation to Operate:** The yachting centre must be formally authorised by Transport Malta before operation.
- ii. **Safety & Order:** The operator must ensure safe navigation, security, and good order within the centre, including fairways and approaches.
- iii. **Environmental Protection:** Systems must be in place to prevent pollution and protect the marine environment within the centre and surrounding waters.
- iv. **Marina or Yachting Centre's Standards:** All infrastructure (pontoons, jetties, moorings, services) must be maintained to a safe and reliable standard.
- v. **Navigation Aids:** Required aids to navigation (lights, buoys, markers) must be installed and maintained as directed by Transport Malta.
- vi. **Vessel Compliance:** Only validly registered yachts/craft with proper markings may use the centre; the operator is responsible for verifying compliance.
- vii. **Speed Restrictions:** A strict 3-knot speed limit applies within the yachting centre and its approaches.
- viii. **Unobstructed Approaches:** Approaches and fairways must remain clear at all times.
- ix. **Reporting Duties:** The operator must provide operational statistics or other information when requested by Transport Malta.
- x. **Enforcement:** All users and operators must comply; violations may result in legal penalties.

6. Risk Assessment

Prior to drawing out the contingency plan, a RA is to be conducted. The RA is to be conducted by an approved person who is conversant with Marina or Yachting Centre's 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 both for all scenarios that could reasonably happen within the yachting centre.

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. Exercises and Training

Introduction

The contingency 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. A minimum of 4 Drills shall be conducted each year, one each quarter, ideally 2 of which being related to spill and spill response. Additionally, one OPRC Exercise and one Emergency Response Exercise, or one combined Exercise should be performed on a yearly basis. Drills and exercises must be documented, with reports produced being retained for future reference. A copy of each report shall be submitted to the Authority, with an example of the minimum requirements for a report format provided in the template in Annex 3.

7.1 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 scenarios above together)

Scenarios

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

Exercises

For exercises a full scenario, implementing the steps set up in the contingency plan must be performed. This should include Notification to relevant authorities and contractors, mobilisation of equipment, and in the case of an OPRC Exercise the containment, and cleanup of the spill at sea. It 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 3.

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 3 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. IMO Spill response Training
 - a. Level 0- Awareness
Basic introduction to oil spill behaviour, fate, and impacts, gives an overview of the different response strategies, safety protocols, waste management, and an individual's role within a broader response.
 - b. Level 1- Spill Response
Covers the behaviour of oils, safe use of equipment and cleaning techniques. This is meant for first responders to a site and to cleanup crew.
- ii. Fire Fighting training,
- iii. First aid training,
- iv. In House training- Such as fire and safety awareness, to all personnel manning the site, including security. This is to be conducted regularly in line with the Marina or Yachting Centre'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.

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. Use of Dispersants

The use of dispersants in ports is currently prohibited. ERA, being the national competent authority, is presently working on a dispersant policy. This section will be updated accordingly once the policy is finalised.

9. Incident Reporting

The Notification procedure found below, is to be followed immediately, for all marine related incident:

- 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 contingency 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,
 - a. Authorised contractor
 - b. Neighbouring facilities.

For pollution incidents the POLREP forms, POLWARN and POLINF, are to be filled out, and forwarded to the relevant authority. An example of the format to be used may be found in Annex 2.

10. Note on Plan Consolidation

For efficiency and clarity, the Emergency Response Plan (ERP) and the OPRC Contingency Plan shall be integrated into a single document, issued under the title of the ERP, with dedicated sections clearly outlining OPRC-specific 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.

11. 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 up into the segments being recommended, the following information, found within these segments, are to be included and makeup of the bulk of the plan. Information that is not relevant to the Marina/ Yachting Centre 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.

11.1 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. Address and contact details for Marina or Yachting Centre,
- iii. Table of contents by section or page number,
- iv. List of plan holders,
- v. Amendment record,
- vi. List of abbreviations where applicable.
- vii. Relevant Legislation.

11.2 Strategy

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

Policy Basis and Purpose of the Plan

- 8 Policy statement,
- 9 Environmental statement/ policy,
- 10 Purpose of the 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 Yachting Centre

A full description of the Marina or Yachting Centre 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. Repair facilities,
- vi. Vehicular access,
- vii. Annual vessel movements,
- viii. Any Emergency equipment site plans,
- ix. Fuel, or Hazardous Material Storage,
- x. Other relevant information.

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. Site plan with access routes and emergency equipment in place should be included.

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 pollution 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. Bunkering and Fuelling 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 (overflow alarms, fire, smoke etc.),
- ii. Readily available spill response kits,
- iii. Ensuring secondary containment areas for storages,
- iv. Establishing Exclusion zones,
- v. Operational policies and procedures,
- 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,
- ii. Perform 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 5 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 spill/ incident can 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, spill kits, FFE etc.)
- vi. Coordinating with external responders.

Recovery,

Returning back to normal operations following a spill/ 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 is to be part of the Marina or Yachting Centre's Emergency Response Plan (ERP), along with other contingency plans that may be related.
- ii. It is recommended that contingency plans be shared between neighbouring Marina or Yachting Centre's to ensure smooth pollution response operations when incidents occur between their boundaries.
- iii. Facilities that may require preparedness to Tier 2 incidents, 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.

11.3 Action Plan

This section should bring together all the preceding elements of the plan and integrate them so as to provide a clear, practical and operation response actions that are to be followed during an incident. Using the resources, capabilities, and organisational arrangements previously outlined, these action plans shall guide responders in effectively managing and resolving an incident.

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 and external notification steps.
- ii. Reporting templates for Emergencies such as,
 - a. POLWARN,
 - b. POLINF,
 - c. Internal Reporting templates,
 - d. Contractor informing and reporting templates,
 - e. 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,
 - i. Fire,
 - ii. Spill,
 - iii. Heavy weather,
 - iv. Accidental collision,
 - v. Bomb Threat,
 - vi. Etc.

- ii. Identification of resources required,
 - i. Personnel,
 - ii. Equipment,
 - iii. Consumables,
 - iv. External Contractors,
 - v. Etc.

- iii. Containment/ Isolation in immediate zone dependent on type of emergencies, as identified through the RAs, and if safe to do so, for example:
 - i. Isolating area for fires,
 - ii. Segregating areas for spill,
 - iii. Establishing a safe boundary for failed infrastructure,
 - iv. Establishing a no entry zone/area for possible explosions/ bomb threats,
 - v. Etc.

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- iv. Mobilisation of Personnel, dependent of type of emergencies and identified in the Resource section of the plan, for example,
 - i. First responders,
 - ii. First aiders,
 - iii. Fire fighters,
 - iv. Security,
 - v. Etc.

 - v. Mobilisation of equipment as identified in the Resource section of the plan, for example,
 - i. First aid kits,
 - ii. Lifesaving appliances,
 - iii. Firefighting tools,
 - iv. Booms,
 - v. Etc.

 - vi. Control of the containment/ isolated areas, for example,
 - i. Clean up area,
 - ii. Waste management area,
 - iii. Decontamination area,
 - iv. Command and control area,
 - v. Area access control,
 - vi. Etc.

 - vii. Setup line of communications
 - i. Internally,
 - ii. With neighbouring facilities,
 - iii. With external contractor/s,
 - iv. With authorities,
 - v. With Media.

 - viii. Demobilisation of assets
 - i. Handover Procedures
 - ii. 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.

11.4 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 and 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 lessons 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

11.5 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 Marina or Yachting Centre for quick reference.

Resource Inventory,

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

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

These Lists should be posted around the Marina or Yachting Centre 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 Marina or Yachting Centre for quick reference.

High-Risk Areas

The areas identified by the Risk assessments, such as Tourist areas, critical infrastructure, fisheries and environmentally protected zones, that 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. Operation manuals for emergency equipment,
- ii. Shut off points,
- iii. Electrical isolation,
- iv. Access routes for emergency vehicles,
- v. Lighting and CCTV systems,
- vi. Communication infrastructures,
- vii. Key operational equipment,
- viii. Drainage and stormwater system,
- ix. 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.

12. 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- POLREP format (example)

POLWARN	Date:	Position: (Coordinates and/or name of jetty/quay)	
	Time:		
	Incident: (A BRIEF Description of what happened to result in this incident)		
	Outflow: (Type of pollution, as well as quantities or flow rates, and potential further risks of outflow. If pollution treat not actualized, add NOT YET)		
	Acknowledge: (Acknowledgement received by the NCA)		
POLINF	Date:	Position& Extent of Pollution on/above/in the sea:	(Location Bearings of Pollution)
	Time:	Characteristics of Pollution: (Type of Pollution)	
	Wind Direction:	Source and causes of pollution:	(Where the pollution is coming from)
	Wind Speed:	Drift of Pollution:	
	Current Direction:	Forecast of likely Effect of pollution and Zones Affected:	
	Current Speed:		
	Sea State:		
	Visibility:		
	Names of states and organizations informed:	Actions Taken:	
	Identity of observer/ Reporter identity of ships on scene:		
	Acknowledge:	Other Relevant Information:	
	Date:		

Annex 3- Drills and Exercises Report Format (example)

Marina or Yachting Centre 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 4- Follow up Spill report.

Contact Information			
Marina / Yachting Centre:			
Person in charge:		Contact no:	
Position:		Date and Time of Report:	
Incident Reference			
Date and Time of Incident:		Initial Location:	
Incident Details			
Location:		Source:	
Type of Pollutant: Oil ☐		Estimated Quantity:	
HNS ☐			
Other ☐ _____			
Spill Behaviour			
Approx Area Covered:		Weather/ Sea State:	
Direction of Movement:			
Response Actions Taken			
Measures taken:			
Equipment Deployed:			
Personnel Deployed:			
Current Situation			
Spill Status:		Threat Level	
Contained	☐	High	☐
Spreading	☐	Medium	☐
Ongoing	☐	Low	☐
Support			
Additional support Received:			

Annex5 – 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.
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Annex 6 – Tiered Response levels

Oil Spill Tier levels.

Tier Level	Definition	Responsibility	Required Resources
Tier 1	Small scale spill that can be managed locally within the Marina or Yachting Centre.	Handled by the Operator of the Marina or Yachting Centre.	In house personnel and equipment. (booms sorbents, etc.).
Tier 2	Medium scale spill exceeding the resources available to the Marina or Yachting Centre and requiring external assistance.	Managed by the Marina or Yachting Centre operator with external assistance from authorised contractors and in coordination with the Authority.	Marina or Yachting Centre resources + external contractor resources (additional booms, skimmers, vessels etc.).
Tier 3	Large scale spill that exceeds national capacity and may require international assistance.	Response is coordinated and led by the NCA.	National stockpiles, regional agreements, and international assistance.

Annex 7- 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
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