Appendix J3 - Outline Fuel Spill Contingency Response Plan

Control room receives call on fuel spill from staff or public

Initial Actions to be taken after Fuel Spill reported

- Identification of the source of oil spill and related information:
  - the location of the oil spill
  - nature and extent of the oil spill
  - if fuel loss is continuing or has been stopped
  - if any persons have been killed or injured
  - if fire has broken out or if there is a danger of a fire
  - any persons, installations or property that could be in immediate danger
  - any dolphin sightings in the vicinity
  - the quickest and safest way for emergency services to approach the spill site
  - any other information that will assist to quickly contain the spill and minimize or prevent loss of fuel and environmental damage

- Reporting to relevant Authorities:
  - Airport Authority
  - Fire Service Department (if there is a danger of fire or to persons and property)
  - Police (if there is danger to persons and property)
  - Agriculture and Fisheries Department (if spill is on sea)
  - Specified Dolphin Specialist and Ocean Park
  - Environmental Protection Department
  - PAFF management

- Immediate response:
  - Shut down pumps and close valves as required
  - Maritime Oil Spill Response Plan to be implemented (if spill is on sea)
  - At sea and beach dolphin surveys

After taking the initial actions, a Crisis Management Team (CMT) will be activated to carry out subsequent response actions to better assess the situation, organize the fuel spill clean-up / fire-fighting operations, and co-ordinate the response with involved parties.

Actions to be taken by CMT

- Containment of leaking fuel:
  - Assess the size/volume of the spill
  - Determine whether the spill can be contained within the tank farm
  - Determine if the spill can be contained and what measures are necessary to ensure maximum containment both on the wharf and the
sea below if overflow is occurring (if spill is on sea)

- Use soil, sand or absorbent material, if possible, to contain as much fuel as possible and prevent spreading
- Commence deployment of booms to contain the spill (if spill is on sea)

➢ Recovery and processing of free fuel
- If possible, place drip trays, containers etc to collect leaking fuel
- Use air driven diaphragm pumps to recover fuel and transfer it into containers, fuellers or empty tanks
- Pending Marine Department personnel arriving at the site, with respect to Maritime Oil Spill Response Plan (if spill is on sea)
- Determine if divers are required to conduct an underwater pipe leak
- Recover fuel into containers by use of skimmers, the recovery vessel & fuller trucker, etc (if spill is on sea)

➢ Clean up methodology
- Use absorbent pads to soak up the remaining fuel
- Recovery any fuel contaminated soil for treatment or use bio-remediation methods for in-situ de-contamination of affected soil
- Clean the affected wharf area. Allow any remaining moist areas of fuel to evaporate (if spill is on sea)

➢ Handling and disposal protocols
- Disposal of absorbent material and residuals of the clean up processes as chemical waste
- Under close supervision, release the liquid through the control valve on the drainage outlet through the oil-water separators
- Remove any excess fuel from the oil-water separator and place in suitable containers for immediate removal of off-site by a licenced chemical waste collector

➢ Communications with the media and public
- Prepare initial incident report, and a written list of fact concerning the incident
- Arrange to have the incident and the response activities video taped and photographed several times a day
- Brief the news media and answer the questions at least once a day
- Update information and submit daily reports to relevant authorities

➢ Post-incident review and investigation
- Investigate the cause of spill
- Identify any problems in the spill response plan or actions
- Identify any environmental damage including damage to the marine environment
- Determine any action to prevent spill recurrence
- Complete an incident report and submit to all relevant authorities
Response actions to be taken if fire incidents have been detected

- Activate Fire Protection System and Emergency Shut-Down Devices
- Use tank base foam injection system only on authorization
- Notify neighbouring facilities and others that may be affected
- Evacuate non-essential personnel from scene of incident
- Clear access to scene for emergency fire fighting vehicles and assign a person to direct fire fighters to the scene and prevent entry by unauthorized persons
- Conduct a head count at the emergency assembly point to ensure no one is missing
- Establish communications. Ensure portable radios, phones, and other means of communication are provided to speak to field personnel and emergency responders
- Assemble available fire-fighting materials / pollution control equipment and stand-by to advise and / or assist Fire Services Department/Marine Department
- Deploy oil pollution control equipment and initiate removing oil from affected areas. If required, mobilize other fuel spill clean-up services
- To prevent tank rupture, ensure that the tank cooling systems are activated
- Make sure emergency exit routes are kept open/unobstructed at all times
- Cover fuel spill with foam to prevent fumes from traveling to an ignition source
Crisis Management Team Organization Diagram and Responsibilities

Incident Commander responsibilities:
- Assess the initial situation
- Co-ordinate CMT activities
- Ensure the Initial Incident Report is completed and used to make initial notifications
- Hold planning meeting with CMT and relevant Government departments
- Develop and implement the overall response action plan in consultation with appropriate parties
- Authorize the release of information concerning the incident
- Act as liaison with the media and government departments
- Ensure the safety and health of employees, contractors and other people responding to the emergency
- Assign or request an incident investigation team
- Approve termination of crisis response activities
- Co-ordinate the post-emergency review

On-Scene Commander responsibilities:
- Assess the situation at the scene and report to the Incident Commander
- Develop and supervise the on-scene response actions
- Use available response equipment and personnel to contain and control situation
- Report special activities, events and occurrences to the Incident Commander
Planning Leader responsibilities:
- Compile and display the incident status summary information
- Establish the information requirements and reporting schedules for the CMT
- Supervise and prepare the specific response action plan for the next 24 and 48 hours and longer periods
- Maintain up-to-date information on the status of the incident and resources. Prepare ‘updates’ and daily incident summaries for the Incident Commander
- Ensure that communications, medical health and safety, and security needs for the crisis response are being met by employees, contractors, and local response personnel
- Evaluate the environmental effects of the incident and recommend actions to minimize

Logistics Leader responsibilities:
- Identify service and support requirements for planned and expected operations
- Provide input and review communication, medical, health and safety, and security needs with Planning Leader
- Prepare a communication plan
- Arrange video or photographic documentation of the incident
- Arrange for food, temporary housing, water, protective clothing, response equipment and any other materials required to meet the needs of those responding to the crisis
- Establish receiving and distribution systems for incoming equipment, supplies and personnel