

EMERGENCY RESPONSE PROCEDURES

A. INITIAL PROCEDURES

1. Assign an incident operations commander.
2. Inform other support teams, departments or organisations as appropriate.

B. RISK AND DAMAGE ASSESSMENT

1. Identify the location of the incident/accident.
2. Identify cause(s) of the incident/accident.
3. Evaluate extent of damage.
4. Identify possible risk factors associated with the incident.

C. MOBILISATION

1. Assemble all responders according to assigned tasks for briefing.
2. All participants must be fully kitted in the appropriate Personal Protective Equipment (PPE).
3. Equipment will be mobilised and assigned to the various task teams.
4. Equipment will be transported via boats or vehicles as appropriate to the scene.
5. Deploy risk control measures e.g. cordon off the operational area, provide security, salvage and rescue, medical services, fire protection coverage, etc.

D. CONTROL

1. Deploy appropriate measures to carry out:
 - Rescue and Salvage.
 - Oil spill containment and recovery
 - Fire Control
 - Medical Evacuation and First Aid
 - Security
 - Etc.

E. DEMOBILISATION

1. Collect all recovered materials from the scene
2. Recover used/salvaged materials for re-use or segregate for disposal.
3. Recover all deployed equipment and transport back to storage.

F. REPORTING

1. The detailed report of the incident/accident shall be forwarded to the office of the Executive Director Marine & Operations NPA via the Harbour Master.
2. All relevant photos and videos should be attached to the report for further reviews and assessments.

INCIDENT/ACCIDENT REPORTING FORMAT

S/NO.	INFORMATION	DETAILS
1	Date Of Incidence	
2	Time	
3	Name Of Organisation	
4	Location/Address (Provide Coordinates If Available)	
5	Vessel/Equipment Involved In The Incident/Accident	
6	Agent's Name & Address	
7	Shipping Company & Address	
8	Nature Of Incident/Accident (Collision, Fire, Oil Spill, Sinking, Attacks etc.)	
9	Cause(s) of Incident/Accident (Attach other reports)	
10	Estimated Extent of Damage To Properties and the Surrounding Environment.	
11	Control Measures Deployed	
12	Equipment Deployed	
13	Time of Commencement of Control Operation.	
14	Attach Activity Log	
15	External Agencies and Departments involved in the Control Operation.	
16	Attach Available Evidence (Pictures/Videos)	
17	Duration of Control Operation.	
18	Date/Time of End of the Operation. (Attach Daily Activity Log Sheet(s)).	
19	Cost of Damaged Property.	
20	Attach the names of the Leader and Members of the Team.	
21	Other Remarks	

DAILY ACTIVITY LOG FORMAT

Date	Time	Activity

(Daily Activity Log should be updated regularly within few minutes of every activity).

WASTE DISPOSAL PROCEDURES

(Vessels intending to discharge waste should supply the following information)

Port:									
Allocated Berth:									
Name of vessel:									
IMO Number:									
GT:									
Type(s) of Cargo on board:									
Agent/Shipping Company:									
Estimated Time of Arrival (ETA):									
Categories of waste for disposal: (Tick as appropriate)	A	B	C	D	E	F	G	H	I
Quantity of waste for disposal (CM ³ /Kg):									
Estimated Time of Departure (ETD):									