Integrated Offshore Emergency Response – Renewables (IOER-R)
Good Practice Guidelines for Offshore Renewable Energy Developments
Issue 1: 2016
Acknowledgements

RenewableUK acknowledges the time, effort, experience and expertise of all those who contributed to this document. Specific acknowledgement is made to the contribution by the members of the Offshore Renewable Energy Emergency Forum (“OREEF”) and participants in the project working group which included representation from the HSE, Police, MCA, Siemens, Eon Climate & Renewables, ScottishPower Renewables, Setters and RenewableUK. Further details of the organisations who participated in the consultation and editorial of this document are available on request from RenewableUK.

Disclaimer

The contents of these guidelines are intended for information and general guidance only, do not constitute advice, are not exhaustive and do not indicate any specific course of action. Detailed professional advice should be obtained before taking or refraining from action in relation to any of the contents of this guide or the relevance or applicability of the information herein.
Contents

Foreword ........................................... 2
Scope .................................................. 3
Introduction ....................................... 4

Chapters:
1. Key Principles ................................... 5
2. Statutory Authority .............................. 6
3. Complying With Legislation and Guidance .................................................. 8
4. Command and Control ........................................... 14
5. Incident Life Cycle and Roles ........................................... 17
   a. Annex A to Chapter 5 – Pre-Planning Guidance ........................................... 20
6. Medical Preparedness ........................................... 21
7. SAR Helicopter Procedures ........................................... 26
8. Onshore Activity ........................................... 28
   a. Annex A to Chapter 8 - Local Resilience Forum/Local Resilience Partnership Liaison ........................................... 30
   b. Annex B to Chapter 8 - Example of a Reception Centre Control Record ........................................... 31
9. Media Handling ........................................... 33
10. Incident Investigation ........................................... 34
11. Pollution Control ........................................... 35
12. Developing Response Plans ........................................... 38
   a. Annex A to Chapter 12–Indicative Emergency Response Planning Scenarios ........................................... 40
   b. Annex B to Chapter–Emergency Response Cooperation Plan (ERCoP) ........................................... 41
   c. Annex C to Chapter 12–Mutual Support – Integrated Emergency Response Plans (IERP) ........................................... 42
   d. Annex D to Chapter 12–Local support Emergency Response Process ........................................... 44
13. Glossary of Terms ........................................... 45
14. Abbreviations ........................................... 46
15. Organisations and Stakeholders ........................................... 47

Cover photo: Siemens PLC
The Integrated Offshore Emergency Response – Renewables (IOER-R) guidance has been jointly produced by the Health and Safety Executive, Maritime and Coastguard Agency and the UK Police Offshore Energy Group (UKPOEG) in consultation with RenewableUK members and key stakeholders. It should be seen as industry good practice and offshore renewable energy Duty Holders are encouraged to follow its advice.
Scope

These guidelines do not fundamentally define or mandate any new industry standards or requirements, but they do consolidate a consensus approach to managing emergencies taking account of existing and emerging industry good practice within the framework of UK health and safety legislation.

These guidelines set out an approach that all Duty Holders are encouraged to apply taking account the specific risk profile of their projects and their legal and contractual obligations. Duty Holders throughout the life cycle of an offshore wind or marine energy project continue to be responsible for ensuring compliance with regulatory and contractual obligations, and so must make their own assessment of the relevance and suitability of any guidance provided. However, while no new standards are mandated, these guidelines are likely to be regarded as representing the current industry state of knowledge for the issues addressed.

The guidelines are primarily written from the perspective of the developer or client in relation to projects designed, constructed, operated and maintained in the United Kingdom. The terms Principal Duty Holder and Duty Holder are used throughout these guidelines. In providing additional clarity to the term Principal Duty Holder, the following are assumed to apply:

- **Construction:** When applied to construction, the term should be considered in accordance with the Construction (Design and Management) Regulations 2015 and the requirements placed on the client to provide suitable arrangements to ensure work is carried out, so far as is reasonably practicable, without risks to the health and safety of persons affected by the project.

- **Operations:** For operational sites, the term should be read in accordance with duties provided by the Management of Health and Safety at Work Regulations 1999 as applied to the site operator (in their capacity as an employer) to provide arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

In every case it would be for regulators and ultimately courts to determine who may or may not have a statutory responsibility depending on the facts involved.

**Note:** These guidelines primarily use the term Offshore Renewable Energy Development(s) (ORED) in order to cover both offshore wind projects and marine energy developments (e.g. wave and tidal). It is intended as a generic term to specify an area within a Renewable Energy Zone (REZ) whose development and operations are the responsibility of one developer (or group of developers) under a joint venture.

As detailed above, the terms Principal Duty Holder and Duty Holder are used throughout these guidelines. In providing additional clarity to the term Principal Duty Holder, the following are assumed to apply:

- **Construction:** When applied to construction, the term should be considered in accordance with the Construction (Design and Management) Regulations 2015 and the requirements placed on the client to provide suitable arrangements to ensure work is carried out, so far as is reasonably practicable, without risks to the health and safety of persons affected by the project.

- **Operations:** For operational sites, the term should be read in accordance with duties provided by the Management of Health and Safety at Work Regulations 1999 as applied to the site operator (in their capacity as an employer) to provide arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
Introduction

For personnel engaged in the offshore renewable energy industry, the exposure to risk increases as structures are placed further offshore and in harsher environments and shore based emergency response becomes consequently more distant. To lessen these concerns, emergency response will need to be rapidly available and command and control of events and responses must be focussed with processes and procedures that are practiced through regular drills and exercises.

The aim of the Integrated Offshore Emergency Response–Renewables (IOER-R) guidelines is to provide a structure for Duty Holders to identify offshore renewable risks and the contingency measures that are required to enable an appropriate response.

A number of authorities have a mandate to enforce the law, respond to incidents or regulate offshore activity. This document is written in partnership with and endorsed by the three primary regulatory authorities: the Police, the Maritime and Coastguard Agency and the Health and Safety Executive. It is intended for use by those within the industry involved in the control, management and execution of emergency response.

There is an expectation that the Duty Holder shall provide appropriate capabilities for the initial rescue, recovery and medical response to any emergency or accident and that external assistance should be sought wherever a situation would put life, limb or health at risk. The document details how such support may be requested and what activities would be expected from the Duty Holder during such an incident. It is recommended that Duty Holder’s command and control structures follow and align with the Strategic, Tactical and Operational levels used by the emergency services.

The key to success in emergency planning is prior preparation. Emergency plans should be developed in conjunction with emergency responders. The effect of and capabilities available from neighbouring offshore installations should also be taken into account: ‘area’ response plans can be a suitable and effective way to manage emergencies amongst a wider group of installations. Plans may only be produced through the sharing of information, a collective understanding of risk exposure and the level of mutual support that may be needed.

The use of standard terms and procedures during an incident will avoid confusion. The time for discussion is during the preparation of Emergency Plans. The IOER-R document aims to provide a catalyst and framework for such discussion.
Chapter 1: Key Principles

Key principles that should apply:

- **Defined scope.** An Offshore Renewable Energy Development (ORED) (wind or marine) should be clearly identified in terms of geographical coordinates, offshore renewable energy installations and air and marine points of embarkation/disembarkation and transit routes.

- **Clarity in command.** A single nominated post should be responsible for all emergency response activities within a designated ORED. ORED and national command response should be aligned.

- **Escalatory response.** An ORED should be able to cope with the initial response to reasonably foreseeable eventualities within its boundaries utilizing its own resources and procedures in accordance with its Emergency Response Plan (ERP). Where an incident is beyond the site’s capabilities, or if the incident is a threat to life or quality of life, and/or in-house resources will not provide an effective enough response, then it should be escalated and external assistance requested in accordance with the Emergency Response Cooperation Plan (ERCoP).

Should an incident require assistance from adjoining offshore energy locations, then the incident should be escalated to the geographical area based Integrated Emergency Response Plan (IERP). Medical provision should be proportional to the assessed medical risk.

Great care must be taken in developing response capabilities, procedures and processes and training and awareness: any emergency in an offshore renewable installation must be rapidly reported to HM Coastguard to ensure that the right response is provided as quickly as possible. It is better to request shore-based resources and not need them than to call for them too late.

- **Relevant and Current.** All of the site’s response plans should be reviewed and amended throughout wind farm life. Where temporary changes occur, then a bridging document should be raised.

- **Mutual Support.** Although emergency response capability need only be established to cater for those assets deployed to the site, such a capability should be prepared to support any incident within, or near, the ORED when called upon.

- **Incident response.** An early and precautionary approach should be applied in raising an alarm. Emergency assets may always be stood down if not required.

- **Exercise.** Response plans at all levels should be exercised on a regular basis using realistic and credible scenarios with lessons identified, shared, and fed back into processes and procedures. The harder and more inclusive the exercise the easier real life will become.

- **Competence and training.** Incident response can be complex, fluid and time sensitive and develop in an environment, where clear and prompt decision making can have a major impact on the success of any response. This requires competent individuals who are well trained, current and are confident in their expected roles and responsibilities.

These principles are summarised in Figure 1 above.
Chapter 2: Statutory Authority

A number of Statutory Authorities have responsibilities for activities that occur within, or in supporting, OREDs. Authorities have strong working relationships and memorandums of understanding exist to clarify how incidents that cross, or adjoin boundaries will be considered. The following details the legislative authority for applicable statutory authorities:

Health and Safety Executive (HSE)

The HSE is a statutory body, whose main function is to make arrangements to secure the health, safety and welfare of people at work and to protect the public from dangers arising from work activities. It was created by the Health and Safety at Work etc. Act 1974 (HSWA), as amended by the Legislative Reform (Health and Safety Executive) Order 2008. The HSE’s statutory powers and responsibilities are derived from the Health and Safety at Work etc. Act 1974 (HSWA) and other related legislation. HSWA applies in Great Britain only, and to the extent covered by the Health and Safety at Work etc. Act (Application Outside Great Britain) Order 2013.

Maritime and Coastguard Agency (MCA)

The Maritime and Coastguard Agency was established on 1 April 1998 as an Executive Agency created by the merger of the Coastguard Agency and the Marine Safety Agency. Its main functions are to develop, promote and enforce high standards of marine safety, to minimise loss of life amongst seafarers and coastal users, and to minimise pollution from ships of the sea and coastline. The MCA’s statutory powers and responsibilities derive primarily from the Coastguard Act 1925, the Merchant Shipping Act 1995 and the Merchant Shipping and Maritime Security Act 1997 and associated secondary legislation.

HM Coastguard, as part of the MCA, is responsible for search and rescue co-ordination in the UK Search and Rescue Region, which includes all estuarial, coastal and territorial waters, and may promulgate safety advice for non-regulated pleasure craft.

Civil Aviation Authority

The Civil Aviation Authority is the UK’s specialist aviation regulator with wide-ranging responsibilities including ensuring the aviation industry meets the highest safety standards. The CAA is responsible for the oversight of the helicopter operations, including the civil SAR operator, and will be the certifying authority for helidecks in due course.

Police

The UK Police’s responsibility for policing and responding to incidents involving the offshore energy industry is laid down in sections 1(7) and 11 of the Continental Shelf Act 1964, section 10 of the Petroleum Act 1998, the Criminal Jurisdiction (Offshore Activities) Order 1987, section 85 of the Energy Act 2004 and The Criminal Jurisdiction (Application to Offshore Renewable Energy Installations etc.) Order 2009. By virtue of these, sea based installations have been declared by statute;

- To have the same standing in law enforcement as is the case on the UK mainland.
- To have the same standing before all of the courts in the UK as if the installation was based within existing territorial waters.
- To have all existing police powers applied to them.

One of the main functions of the police is to protect life and property and could be involved in incidents relating to:

- Man overboard/missing persons
- Terrorist incidents
- Bomb threats
- Other reported crime
- Sudden and unexplained deaths
- Boarding offshore assets by protestors

1. Police responsibility beyond 12 nm for Offshore Renewable Energy Installations (OREI) is under consultation. It is expected that the law pertaining to oil and gas installation will be ratified for OREI in due course.
2. The UK Police Offshore Energy Group (UKPOEG) represents UK Police Forces with offshore energy interest and reports to the Association of Chief Police Officers (ACPO) Maritime Planning and Operations lead.
Coroners & Fatal Accident Enquiries

Any unexpected death in the workplace will be investigated either by the Coroner in England & Wales or by means of a Fatal Accident Inquiry (FAI) if under jurisdiction of Scottish Law. Fundamentally the role of any such investigations is not to apportion blame but to determine the identity of the deceased person and then to determine how, why and where they died and what caused their death.

Marine Accident Investigation Branch (MAIB)

The Marine Accident Investigation Branch (MAIB) was set up in 1989 with responsibility for investigating accidents to determine their circumstances and causes with the sole objective of avoiding similar accidents in the future. It is not the purpose of an MAIB investigation to determine liability nor, except so far as is necessary to achieve its objective, to apportion blame. Its legislative powers are primarily contained in Part XI of the Merchant Shipping Act 1995 and associated secondary legislation. The Chief Inspector of Marine Accidents reports directly to the Secretary of State on the investigation of specific accidents.

Air Accident Investigation Branch (AAIB)

The UK Air Accidents Investigation Branch (AAIB) is part of the Department for Transport and is responsible for the investigation of civil aircraft accidents and serious incidents within the UK and its overseas territories.

RNLI

Although not a statutory authority the RNLI may be the first response for Marine rescue by vessel. The RNLI is an independent, charitable organisation that provides a 24 hour lifeboat service around the coasts of the British Isles, the Channel Islands and the Republic of Ireland. The RNLI operate a fleet of fast, All Weather Lifeboats, Inshore Lifeboats and Hovercraft which are declared facilities to HM Coastguard. RNLI lifeboats are alerted, tasked and coordinated by HM Coastguard CGOCs. Operational control of RNLI lifeboats remains at all times with the RNLI. Use of RNLI lifeboats in offshore renewable energy zone incidents will depend primarily on incident location / distance offshore.

3. RNLI lifeboats are not equipped with bow fenders to conduct CTV type transfers. Nevertheless, the lifeboat bow structure is strengthened and a bow transfer may be considered in an emergency situation.
Chapter 3: Complying With Legislation and Guidance

Health and Safety at Work

Responsibility for the regulation of occupational health and safety legislation for the offshore renewable energy industry lies with the Health and Safety Executive (HSE).

Health and Safety Legislation

The principal legislation is the Health and Safety at Work Etc. Act 1974, which sets out general duties on employers, the self-employed and employees to ensure the health and safety of persons at work and other persons affected by their work activities. These general duties are made more explicit by subordinate regulations, approved code of practices, guidance etc. In this document, statutory requirements are in italics and are therefore mandatory. The remaining text describes reasonably practicable steps to achieve compliance with the statutory regulations; while alternative means can be adopted, you will need to be able to demonstrate that they meet an equivalent standard as a minimum. The guidance has been written to assist the Duty Holder in complying with the Management of Health and Safety at Work Regulations 1999 (MHSWR) but will need to take cognisance of other statutory duties that relate to the circumstances of a major event.

The preventive and protective measures provided to ensure the safety of persons working in offshore renewable energy zones should be based on the sound principles described in regulation 4 of MHSWR and the prevention and control hierarchy listed in Schedule 1 of the regulations.

The arrangements to ensure the effective management of health and safety should meet the requirements of MHSWR r 5. which states:

Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

The Principal Duty Holder

For an offshore renewable energy zone, the emergency plan is best made the responsibility of one organisation – known for the purposes of this document as the Principal Duty Holder – which should in most cases be the operator or owner during the operation, or during construction the client/developer. Compliance with this guidance will therefore aid Principal Duty Holders to fulfil their duties as employers under general health and safety legislation. This does not mean that other individual employers who may be involved in activities in an offshore renewable energy zone are absolved from meeting their duties under the HSW Act and MHSWR reg 11 will require those employers to co-operate and coordinate with the Principal Duty Holder.

The Principal Duty Holder should appoint suitable persons for the role of Operational Controller (“OC”). The role of the operational controller is to be the point of contact with HM Coastguard and other emergency services. Contact details should be provided to the Coastguard. There should be sufficient number of persons competent to carry out this role taking into account shift patterns, leave, etc.

Determining the Appropriate Measures – Risk Assessment

The emergency response plan should be based on a suitable and sufficient risk assessment as required by MHSWR regulation 3 that states:

Every employer shall make a suitable and sufficient assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking;

for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

---

4. The respective roles of relevant enforcement authorities are described in Chapter 2.
For these risk assessments to be suitable and sufficient for emergency planning in an offshore renewable energy zone, it should determine the appropriate measures required by regulation 8 of the MHSWR establishing the procedures to deal with serious and imminent danger and for danger areas.

Specifically:

8(1) Every employer shall:

- Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking;
- Nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation from premises of persons at work in his undertaking; and
- Ensure that none of his employees has access to any area occupied by him to which it is necessary to restrict access on grounds of health and safety unless the employee concerned has received adequate health and safety instruction.

To determine the appropriate arrangements a risk assessment should:

- Identify the foreseeable events which could give rise to:
  - a major accident; or
  - the need for evacuation, escape or rescue to avoid or minimise a major accident;
- Evaluate the likelihood and consequences of such events;
- Establish appropriate standards of performance to be attained by anything provided by measures for:
  - ensuring effective evacuation, escape, recovery and rescue to avoid or minimise a major accident; and
  - otherwise protecting persons from a major accident; and
- Select appropriate preventive and protective measures.

That part of the assessment dealing with evacuation, escape and rescue should determine the following:

1. Organisational structure (including the formal command and control structure) and arrangements to effectively manage the emergency which might lead to evacuation, escape and rescue;
2. Procedures for the evacuation, including type, capacity and location, muster areas and other parts of the OREI from which access to temporary refuge is not readily available;
3. Performance requirements for the rescue and recovery facilities, including their function, capacity and availability;
4. Equipment requirements and specifications including types, numbers and locations of personal survival and escape equipment;
5. Environmental factors and weather conditions that may limit the capacity to carry out effective evacuation, escape and rescue;
6. Arrangements for providing and receiving mutual support from and/or to adjoining wind/or marine sites or other energy structures.

Setting performance standards, e.g. time to evacuate to a place of safety, for measures is a crucial aspect of the assessment process. Performance standards should relate to the management arrangements, items of equipment, procedures, etc. which they describe. They may be described in terms of functionality, survivability, reliability and availability. They should be measurable and auditable.
Establishing Suitable Arrangements

MHSWR reg 8(2) and 8(3) requires:

8(2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph shall:

− so far as is practicable, require any persons at work who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it;
− enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and
− save in exceptional cases for reasons duly substantiated (which cases and reasons shall be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.

8(3) A person shall be regarded as competent for the purposes of paragraph (1)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that sub-paragraph.

In ensuring the above statutory requirements are met, the effective organisational arrangements should be recorded in the emergency response plan and should include:

− The onshore and offshore arrangements for the effective management of the response, at all times and through all the stages, to the emergency; including suitable contingency arrangements;
− A command and control structure to manage the emergency and evacuation arrangements, which could include:
  − one person given responsibility for taking overall charge;
  − roles and responsibilities of those in the command structure being clearly defined and understood;
  − contingency arrangements, in case the person in charge, or those with emergency duties, are unable to carry out and/or continue their role;
  − A sufficient number of persons competent to undertake emergency duties and operate relevant equipment;
− Lists of persons able to carry out the required functions described above;
− Arrangements to assure the Duty Holder that persons carrying out any prescribed function are competent to do so;
− Appropriate information, instruction and training on what to do in the event of an emergency should be given to all employees, contractors and visitors.

The procedures should, after proper consultation with those likely to be involved, be recorded in the emergency response plan. It should include:

− Procedures by way of emergency response to be followed in all different foreseeable incidents; and
− Any limitations (due to environment or otherwise) on procedures and contingencies to follow thereafter (including temporary refuges or muster points).

The plan should be exercised and tested with sufficient frequency and depth so that it can be relied upon to work effectively in an emergency, taking into account the range of different people who may be involved in implementing the plan. A programme of test exercises should be agreed, operated, monitored and reviewed, in close consultation with HM Coastguards Offshore Energy Liaison Officer (OELO). In light of exercises and tests conducted, and any practical experience gained from operating the plan in a real emergency, any remedial action identified and taken should be recorded for the purpose of reviewing and updating the plan. The arrangements to test the plan should be produced and include but not limited to the following elements:

− An initial table top exercise, in consultation with HM Coastguard;
− A Periodical programme of major exercises that test a significant part of the emergency arrangements, including external agencies, and carried out when safe to do so;
− Regular exercises, drills and updates involving personnel involved in the rescue of personnel. All persons with designated roles should be involved at least on an annual basis;
− A review, and where appropriate revision of the emergency arrangements, involving HM Coastguard and other relevant emergency services, etc. at least annually.

Those who have command responsibilities, or who have been allocated emergency duties, must be competent. Duty Holders should have a system to assure themselves of the competence of the command team to manage an emergency and of those who have specific duties in an emergency.

5. The principles of command and control arrangements are described in Chapter 4.
Competence can be gained through training, experience and knowledge, backed up by practice and refresher training.

Arrangements with Emergency Services

The emergency procedures should not be produced in isolation of the needs of other parties involved in dealing with an emergency situation and MHSWR reg 9 requires:

Every employer ensuring that any necessary contacts with external services are arranged, particularly as regards first-aid, emergency medical care and rescue work.

You should consult and take into account the views and requirements of those who are likely to have a role in implementing the plan. This should include HM Coastguard who will be able to advise on aspects of the plan dealing with evacuation, escape, recovery, and search and rescue.

It should be noted that in the maritime environment, the HM Coastguard SAR Mission Coordinator (SMC) is responsible for managing the response to a maritime emergency and the arrangements for providing rescue of persons in distress at sea. Any emergency management structure provided by the Duty Holder must coordinate closely with the SMC.

In addition, the Principal Duty Holder should take into account the range of organisations who may become involved in an emergency and who may be able to offer constructive comment on specific aspects of the emergency response plan. This might include owners of vessels who provide recovery and rescue facilities and fire services. It would also include the police, and other emergency services, which would be likely to have a role in shore-based aspects of the emergency.

The relative location of an offshore wind development to other offshore energy developments should enable benefits in responding to incidents by the provision of mutual support. This could include the sharing of resources including vessels, helicopters and medical facilities. It is an important part of the planning process to determine what resources could be available and/or provided from or to others in dealing with incident responses. It is recommended that local hubs are created that enable mutual support. Further details are set out in Chapter 12, Annex C.

Cooperation and Coordination with other employers

The employees of other organisations, involved in the construction or operation of an offshore renewable energy installation should also be able to carry out their designated role when involved in an emergency response. MHSWR regulation 11 requires:

Where two or more employers share a workplace (whether on a temporary or a permanent basis) each such employer shall:

- co-operate with the other employers concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997;
− (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997 with the measures the other employers concerned are taking to comply with the requirements and prohibitions imposed upon them by that legislation; and

− take all reasonable steps to inform the other employers concerned of the risks to their employees’ health and safety arising out of or in connection with the conduct by him of his undertaking.

There are significant benefits to all organisations involved in having a common set of procedures for dealing with emergency services that take into account the needs of all parties involved.

The Principal Duty Holder should ensure that those elements of the emergency arrangements that require the co-operation of others are agreed with them, and that they are informed about the action they need to take in an emergency. This should include changes to the emergency response arrangements, production of bridging documents for temporary activity which changes the risk profile e.g. jack-up activity. Different employers, who have employees working in connected activities, or in a combined operation, should co-operate with the Duty Holder and with each other so that emergency response arrangements can be properly co-ordinated. This should ensure that procedures and other arrangements for preventing, controlling and mitigating incidents are mutually consistent and that there will be an adequately co-ordinated response in an emergency. This is particularly important where contractors’ employees have designated emergency responsibilities.

All those other Duty Holders with a reasonably foreseeable role in the overall emergency response and recovery must be involved, as appropriate, in the preparation of the emergency plans and emergency response cooperation plans (ERCoP). Co-operation is essential, and compromise may sometimes be necessary. Senior authorised representatives of the key organisations which could have a role to play in an emergency should periodically meet as a senior emergency co-ordinating group, or other similar group, to develop the plan and the testing regime, and to consult other Duty Holders and emergency services.

The extent of cooperation and coordination could extend to the sharing of lessons learnt from incident responses (and exercises) to the wider industry and the Coastguard.

Review and Revision of the Emergency Plan

The risk assessment carried out to determine the arrangements within the emergency plan should be reviewed, as required by MHSWR regulation 3 when:

Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if:

− there is reason to suspect that it is no longer valid; or
− there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them.

The review of the emergency plan involves the following:

− Establishing priorities for necessary remedial action that were discovered as a result of monitoring of health and safety performance, including real and practice, events, emergency drills, etc. to ensure that lessons learnt are taken promptly;
− Periodically reviewing the whole of the emergency plan to ensure that the whole system remains effective.

Construction Work - Emergency Plans

The arrangements for dealing with emergencies should take into account the actual activity on the site and be reviewed accordingly. For example, the requirements during the construction phase of a project will be different for the routine operational and maintenance phase, and hence different emergency response plans will be required. If refurbishment work takes place that satisfies the criteria of ‘construction work’ as set out in Construction (Design and Management) Regulations 2015 (CDM), an Emergency Response Plan (ERP) will be required for that work that integrates with the Site ERP, ERCoP and IERP.

For the purpose of clarity the CDM Regulations require suitable emergency arrangements and following this guidance should enable the Duty Holder to meet this duty.

The production of an emergency plan does not in any way reduce employers’ duty to prevent and then mitigate the consequences of accidents, which are the main priorities.

The client has a legal responsibility to ensure that any contractor is competent to carry out the tasks required. Therefore they should have arrangements to select suitable contractors which should include audit monitoring and regular review of performance. Health and Safety responsibility cannot be delegated or contracted out.
Maritime Legislation

The International Convention for the Safety of Life at Sea (SOLAS), 1974, Chapter 5 includes a general obligation for masters to proceed to the assistance of those in distress and for Contracting Governments to ensure that all ships shall be sufficiently and efficiently manned from a safety point of view.

The International Civil Aviation Organisation (ICAO) and the International Maritime Organisation (IMO) publish jointly the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR Manual). The IAMSAR Manual has three volumes:

1. The Organisation and Management volume (Volume 1) discusses the global Search and Rescue (SAR) system concept, establishment and improvement of national and regional SAR systems, and cooperation with neighbouring States to provide effective and economical SAR services;
2. The Mission Co-ordination volume (Volume 2) assists personnel who plan and co-ordinate SAR operations and exercises; and
3. The Mobile Facilities volume (Volume 3) is intended to be carried aboard rescue units, aircraft, and vessels to help with performance of a search, rescue or on-scene coordinator function, and with aspects of SAR that pertain to their own emergencies.

The purpose of the IAMSAR Mobile Facilities, which is intended for carriage aboard search and rescue units, and aboard civil aircraft and vessels, is to provide guidance to those who:

- Operate aircraft, vessels or other craft, and who may be called upon to use the facility to support SAR operations
- May need to perform on-scene coordinator functions for multiple facilities in the vicinity of a distress situation
- Experience actual or potential emergencies, and may require SAR assistance.

Responsibility and Obligations to Assist

Under long-standing traditions of the sea and various provisions of international law, ship masters are obliged to assist others in distress at sea whenever they can safely do so.

The responsibilities to render assistance to a distressed vessel or aircraft are based on humanitarian considerations and established international practice. Specific obligations can be found in several conventions, including:

- Annex 12 to the Convention on International Civil Aviation
- International Convention on Maritime Search and Rescue
- Regulation V/10 of the International Convention for the Safety of Life at Sea (SOLAS 1974)

The UK SAR Guidance

A description of the UK SAR structure can be found in the UK SAR Strategic Document.

The UK SAR Strategic Framework document

Further specific guidance for Principal Duty Holders on how to conduct Search and Rescue may be found in specific Marine Guidance Notes (MGN). Examples are shown below; however as MGNs are updated regularly the Maritime and Coastguard Agency section of the UK Government website should be consulted for the most recent publications.

- MGN 71 – Musters, drills, on-board training and instructions, and Decision Support Systems
- MGN161 – Search and Rescue Helicopter Hi-Line Transfer
- MGN 325 – Helicopter Assistance at Sea

Dealing with the aftermath

A Major Incident is likely to be subject to investigation by regulatory bodies including Police, HSE, MCA and MAIB. The scope of such investigations can include the circumstances that resulted in the incident and the effectiveness of the site emergency arrangements. Suitable facilities should be provided to allow the regulatory bodies to conduct their investigations. This will take precedence over the internal investigations conducted by Duty Holders. Further details may found at Chapter 10.
Chapter 4: Command and Control

Principal Duty Holder Command and Control Responsibilities

Introduction

This chapter provides guidance to the Principal Duty Holder on the key command and control requirements for their emergency response. It will describe the required arrangements when dealing with incidents where they have sole control. This chapter will also provide guidance to the Principal Duty Holder on the arrangements they should have in place to assist the emergency services. MCA Command and Control arrangements may be found in the Search and Rescue Framework for the United Kingdom of Great Britain and Northern Ireland.6

In preparing the emergency plan the Principal Duty Holder should identify those under its responsibility, the likely scenarios to be encountered and the assets required to provide continuous support for an ongoing response. Part of the preparation will be liaison with Local Resilience Forums and Local Resilience Partnerships. Further detail is set out in Chapter 8.

Notwithstanding the requirement for a site to plan for eventualities, national assets should be requested from HM Coastguard in any circumstances where an individual’s life, or quality of life, is or may be endangered.

Clarity of Responsibility

The Principal Duty Holders area of responsibility should be clearly detailed within the site’s Emergency Plan and Emergency Response Cooperation Plan (ERCoP) by geographical coordinates. Assets outside of these boundaries will be subject to their own Emergency Response Procedures. Where major assets are temporarily introduced into a site e.g. jack up vessel, a Bridging Document to the ERCoP should be raised detailing the command and control arrangements with transfer of responsibility specified by time or geographical coordinates.

Operational, Tactical and Strategic (Bronze, Silver and Gold)

To ensure a consistent response with the emergency services a tiered operational, tactical and strategic approach should be used to differentiate the differing levels of emergency response. These are also known as bronze, silver and gold. In simple terms:

- Operational (Bronze) is the immediate response to protect and preserve life.
- Tactical (Silver) is the site support provided to those dealing with the incident.
- Strategic (Gold) is the response to resource and support the site including its return to normality, also known as crisis management.

The Principal Duty Holder should, when preparing the emergency response plan, contact HM Coastguard’s Offshore Energy Liaison Officer and the Police to confirm the type of incidents that should be reported as an emergency.

Immediate Response

The Principal Duty Holder will have the responsibility to provide the initial response to an incident including local command and control arrangements.

Escalatory Response

A key principal is that it is better to overreact initially rather than under resource the response. Assets may always be stood down if not required. Trying to regain control once time is lost is very difficult, if not impossible.

If the incident is reported to HM Coastguard and they determine an emergency should be declared then they will take control of the offshore response. HM Coastguard may request the use of vessels or other offshore assets when dealing with an emergency. Such vessels should follow the direction provided by HM Coastguard.

If the incident is declared a Major Incident then HM Coastguard will continue to control and coordinate the at sea responses and the police will coordinate and control the onshore emergency services response. The Principal Duty Holder should assist, as directed, in providing the facilities and resources required.

Operational, Tactical and Strategic Roles

The decision on the level of response will be dependent upon a number of factors and subject to continual assessment of the incident and effectiveness of the response. The Principal Duty Holder should have arrangements in place, described in the emergency response plan, to ensure the following requirements can be met.

Operational

The emergency arrangements should ensure that there are sufficient competent persons available when the alarm is raised to:

- Assess the incident and respond in accordance with organisational policies, procedures and systems of work;
- Report the incident to appointed person e.g. marine coordinator;
- Determine if the incident should be reported to the emergency services;
- Alert H M Coastguard;
- Develop, communicate and control the specific plan of response;
- Continually evaluate the effectiveness of the plan, changing circumstances, etc.
- Consider the escalation to a tactical response;
- Record or log decisions and actions for future review and investigation.

Tactical

Where an incident is beyond the capabilities of the immediate responders at the operational level, a tactical response should be initiated. The Tactical Control should be located away from the Operational activity, and it may be located offshore (e.g. Offshore Support Vessel), on shore at the site’s support facility or from a remote location covering a number of sites. There should be sufficient competent individuals to carry out all the required tasks, provided with sufficient space/resources and effective equipment including: maps, charts, telephone, radio and IT. Cover should be available to deal with a protracted incident. The tasks may include:

- Deciding on the most appropriate location to base the tactical response, e.g. in or adjacent to the on-site marine coordination centre. There will be benefit if the emergency services have easy access to these facilities.
- Ensuring those in operational roles do not become overloaded and that deputies are available;
- Review the effectiveness of the response, ensuring the emergency services are provided with all required facilities.
- Continually assess the need to escalate to a strategic/gold response in accordance with the Principal Duty Holder’s policies and criteria;
- Prepare, coordinate and agree media communications with relevant authorities.
- Provide immediate Human Resource/administrative support to casualties, co-workers, families and, where requested, emergency responders.
- Assist as directed in the recovery phase of the incident
- Record or log decisions and actions for future review and investigation.

Strategic

If a Major Incident is declared then the Principal Duty Holder should appoint a strategic responder to ensure the requirements of the emergency services are met. There may be other incidents where the Principal Duty Holder may also wish to appoint a strategic responder to enable a prompt recovery to normal business operations. The Strategic Level of Command should be independent from the scene of the incident. The role includes the following:

- Establish a framework for the overall management of the incident;
- Determine the strategic objectives and periodically review;
- Provide resources and/or determine limitations;
- Ensure there are clear lines of communication internally and with the emergency services;
- Ensure there are resources for command resilience
- Develop a corporate media plan ensuring consistency with emergency services and regulatory requirements;
- Plan beyond the initial incident and recovery phases and return the site to a state enabling operations or construction to continue;
- Set the scope of investigations into the initial incident and the emergency response, to enable organisational policies and arrangements to be reviewed and revised accordingly;
- Record or log decisions and actions for future review and investigation.

Note: all response activities should be coordinated with/informed to HMCG.
Ensuring Alignment with the Emergency Services

The Principal Duty Holder should ensure that their arrangements will provide effective engagement and support to the emergency services. Table 1 gives some indicative examples on how renewable energy sites and the emergency services may react during an incident. The decision on whether to escalate an incident to a higher response state will be dependent on numerous variables; one of which will be whether a particular entity can cope with the situation. There should never be reluctance to escalate.

It is always better to over than underreact.

### Table 1: Examples of site and emergency service actions during an incident

<table>
<thead>
<tr>
<th>Level of Response</th>
<th>Site</th>
<th>HM Coastguard / Emergency Services</th>
</tr>
</thead>
</table>
| **Operational** | − Recovering a man overboard from the sea.  
− Extinguishing a local fire on a CTV.  
− Provide Immediate First Aid – Tier 1.  
− Activation of the site’s Emergency Response plan.  
− Reporting/informing directly to HM Coastguard.  | − Monitoring/Coordinating the overall response.  
− Preparing to provide national SAR response.  
− Conducting a search using SAR resource(s).  
− Winching casualty from Nacelle.  
− Transporting survivor by ambulance to hospital.  
− On-scene Coordination.  
− Making broadcasts by radio to request assistance and support from other vessels.  |
| **Tactical** | − Allocation of site assets to assist in the incident response.  
− Provides extended immediate emergency care capable of sustaining life until transferred to a final medical place of safety (Tier 2).  
− Liaison with emergency services such as HM Coastguard & Police.  
− Coordinate the site response to the incident e.g. turbine shut down, informing NOK, media release.  | − HM Coastguard assumes SAR formal coordination of the incident.  
− Tasking of appropriate resources e.g. Search and Rescue Helicopters, RNLI lifeboats.  
− Preparing search plans.  
− Police providing support to the company e.g. NOK notifications, evacuee reception, investigation Liaise with Emergency Services to provide permanent medical facilities/hospital (Tier 3).  |
| **Strategic** | − Activation of the Site Crisis Plan.  
− Allocation of Business Assets to support the site.  
− Prioritise incident response over the business activity.  
− Activate Business Continuity procedures.  
− Support Statutory Investigation | − Declaration of a Major Incident.  
− Establishment of a Strategic Coordinating Group (SCG).  
− Establish Survivor Reception Centres.  
− Minister briefings  
− Press conferences  
− National and on occasion, international liaison.  |
Chapter 5: Incident Life Cycle and Roles

In order to explain the relationship between command & control and understand the command and control requirements an escalatory incident will be considered to show how offshore incidents can be multi-facetted, involve many participants and can occur rapidly or develop slowly over a period of hours. Nevertheless, the escalatory principles of incident response including command, control and alerting will remain, although on occasions of Major Incidents, some of the steps may be missed.

The guidance on how to respond and control an incident is found within the International Aeronautical and Maritime Search and Rescue (IAMSAR) manual. This three volume publication provides the international guidance on how incidents will be managed globally. It is primarily a document for emergency practitioners but a working knowledge would be expected of Duty Holders, particularly regarding their role in any incident. This chapter is written to signpost the information available and will not go into specific detail. Prior preparation by the Duty Holder is essential and guidance can be found at Annex A to Chapter 5.

Phases of an Incident

Incidents may start with no warning and the initial instinct is to save life. However, the temptation to get involved in ‘firefighting’ and ‘first aid’ may preclude the requirement to ‘raise the alarm’. All those that may be called to engage in immediate emergency response should be trained to Assess, Communicate and Triage. IAMSAR requires incidents to be categorised into one of three ascending Emergency Phases; Uncertainty, Alert and Distress.

− **Uncertainty Phase** refers to a situation where doubt exists as to the safety of an aircraft or a marine vessel, and of the person on board (IAMSAR Vol II). An offshore renewable example would be the loss of power on a Service Operation Vessel that is currently at anchor and with a deteriorating weather forecast. Declaring an Uncertainty allows the emergency services to alter their posture and start planning for an incident without committing resources. Note: SAR resources will not be tasked during the Uncertainty Phase.

− **The Distress Phase**, also known as declaring a MAYDAY, exists when there is reasonable certainty that a vessel or other craft, including an aircraft or a person, is threatened by grave and imminent danger and requires immediate assistance (IAMSAR Vol II). This will normally lead to an instant response proportional to the number and danger of those exposed.

− **The Alert Phase**, also known as declaring a PAN (or PAN-PAN), refers to a situation wherein apprehension exists as to the safety of an offshore structure, aircraft or marine vessel, and of the persons on board (IAMSAR Vol II). If there is a probability that the situation could deteriorate, then emergency assets may be deployed to the area as a precautionary measure. An example would be a Crew Transfer Vessel taking on water but believed to be under pump control. SAR resources may be tasked if the situation has the potential to escalate to the Distress phase.

Emergency Phases can be upgraded or downgraded by the master, aircraft captain or Duty Holder’s representative, in consultation with the Search and Rescue Mission Coordinator (SMC), as the incident progresses. It is the responsibility of the SMC to ensure that all participating/responding units are kept informed of the relevant Emergency Phase.

An incident can start by being observed, for example an explosion; the absence of an activity, for example a missed radio ‘operations-normal’ call or an automated alert such as a Personal Locator Beacon activation indicating a person in the water.

The use of Emergency Position Indicating Radio Beacons (EPIRB) and Personal Locator Beacons (PLB) can greatly aid Search and Rescue. Beacons can raise an alarm without the need of human interaction. Signals can be detected by satellite, and located by direction-finder equipped vessels or aircraft. Information included within the emergency transmission can assist e.g. GPS coordinates may be embedded, thereby assisting the SAR services to prepare and conduct any rescue. Beacons must be registered and information must be up to date to remain effective.

Any operator planning on purchasing an emergency beacon should contact the MCA in the first instance to obtain advice on current requirements. Further information on the registration of beacons can be found in MSN 1816.7

---

7. MSN 1816 406 MHz Beacons: registration requirements.
Alerting Procedures

When contacting HM Coastguard, include all relevant information such as:

- Identity of casualty (name of installation, I.D. number, call sign, flag state)
- Position (Latitude/longitude + range and bearing from land or sea mark reference point e.g. '25 miles southeast of Lowestoft')
- Situation (type of message, e.g. distress / urgency, date / time, nature of distress / urgency, perceived threat to installation / life / limb e.g. fire, collision, medical)
- Number of persons at risk
- Assistance required
- Description of casualty (physical description, owner/charterer, cargo carried, turbine status e.g. operational, blades feathered and pinned)
- Weather on scene, including sea state
- Initial actions taken and Site Operations Manager’s intentions,
- On-scene resources,
- Status of helicopter facilities

As soon as an incident occurs, contact should be made with HM Coastguard, although this does not necessarily mean that they are required to provide any assistance. Alerting them early, however, enables them to monitor the situation and assist when required. Waiting until a situation deteriorates could result in an unnecessary delay in SAR units arriving on-scene.

During an incident where national assistance has been requested by the Duty Holder and/or a Distress or Urgency situation is declared, or an incident is within/nearby an ORED that is not connected with the operations of the site; national SAR assets or vessels responding under SOLAS obligations will most likely find themselves operating alongside assets provided by the site. Those assets will be coordinated at the scene of the incident in accordance with the following IAMSAR terminology:

Search and Rescue Mission Coordinator

The Search and Rescue Mission Co-ordinator (SMC) – is the HM Coastguard officer responsible for coordination of the response to an actual or apparent emergency situation. Under IAMSAR, each and every incident will come under the control of a nominated SMC. For offshore renewables’ incidents, this will be a designated officer at the coordinating HM Coastguard Operations Centre.

The SMC will collect information, including assets available, weather on scene etc. The SMC will liaise with those in distress and with emergency responders to determine the most appropriate rescue plan for each emergency. The SAR Plan will be enacted, its progress will be monitored and regular updates will be passed to all those involved or that could become affected.

For protracted incidents, the role may be handed over from one SMC to another. Such handovers will be formally recorded. The SMC has overall responsibility for appointing or confirming the roles of On Scene Coordinator (OSC) and/or Aircraft Coordinator (ACO).

On-Site Coordinator (OSC)

The OSC is a person designated by the SMC to coordinate search and rescue operations within a specified area. The role of the OSC is to carry out the SMC’s action plan on-scene. An OSC may be appointed by the SMC whenever an incident requires a number of resources to be coordinated at the scene and/or is complex and/or of long duration. The OSC normally coordinates on-scene resources, communicates the SMC’s instructions to units and acts as a communications link between all participants. The OSC will also provide the SMC with regular situation reports (SITREPS) on the progress of the incident offshore.

The role of OSC is normally assumed by the first competent asset on scene or arriving on scene; this should be verified with the SMC at the earliest opportunity. The SMC can appoint a more suitable asset if considered appropriate e.g. nearby vessel or installation.

It is essential that the SMC communicates the appointment of an OSC and the identity of the OSC to all other participants in the response at the earliest opportunity. Any change to the role should be similarly broadcast to all participants.

Any large asset within a site (e.g. hotel ship, Service Operation Vessel or manned platform) could be tasked to undertake this role and should be familiar with their responsibilities in accordance with IAMSAR Vol 3.

Personnel tasked with this role should undertake initial and regular recurrent training.

---

8. IAMSAR manual provides detailed instructions and requirements for an OSC.
Aircraft Co-ordinator (ACO)

The ACO is a person or team who coordinates the activities of multiple aircraft SAR operations in support of the SMC working with the OSC. If two or more aircraft are likely to respond to the incident, an ACO will be appointed.

The primary function of the ACO is to ensure the safe management of aircraft responding to the incident. Although the overall responsibility for appointing the ACO lies with the SMC, this responsibility may be delegated, following discussion, to the UK ARCC.

It is the responsibility of the SMC to communicate the appointment of an ACO and the identity of the ACO to all other participants in the response at the earliest opportunity. Any change to the role should be similarly broadcast to all units.

Duty Holder Command, Control and Coordination Arrangements

In establishing an effective emergency response organisation, Principal Duty Holders should take the following points into account:

- One person should be given responsibility for taking overall charge in an emergency and should be given clear authority to take decisions on emergency response;
- Roles and responsibilities of those in the command structure should be clearly defined and understood.
- Contingency arrangements should cover situations when primary personnel are absent or unavailable.
- All personnel involved in emergency response must have demonstrable capabilities in their role.
Annex A to Chapter 5 – Pre-Planning Guidance

Prior preparation is essential to success in emergency response. Duty Holders should ensure that the following are clearly articulated within their organisation:

Policy

There should be an effective organisational policy that sets out the approach to delivering effective incident command. The approach should ensure interoperability with other organisations involved in dealing with the incident, including principal contractors, nearby asset owners and emergency services. Consistent language and phrases should be used to remove doubt and ambiguity. English is the primary language for maritime and aviation emergency communication. Terminology must be clear and unambiguous and understood by all participants. Where any doubt exists, plain language should always be used. SAR terminology should be based on the IAMSAR manual, which should be familiar to all vessels and aircraft responding to the incident, including assets responding from states adjacent to the UK SAR.

Organisation

There needs to be an effective management structure and arrangements in place to deliver the organisation policies on incident command. The arrangements should be underpinned by effective staff involvement and sustained by effective communication that promotes and sustains competence. All involved should understand the organisations policy and arrangements for incident response, particularly the roles and responsibilities they may be expected to undertake.

Planning

There should be a planned and systematic approach to implementing the policies through an effective management system. The aim is to deliver an effective response that minimises risk. Risk assessment techniques should be used to decide on priorities and set clear objectives for the incident response. Preference should be given to eliminating or controlling risk rather than relying upon systems of work or the use of personal protective equipment.

Measuring Performance

Performance should be measured against agreed standards which identify when and where improvements can be made. Active self-monitoring (particularly of exercises) should consider the effectiveness of equipment, process and individual performance/behaviours. Both the immediate and underlying causes of poor performance should be considered to enable improvements to be made.

Note: This approach should in most cases fully integrate into the health and safety management systems operated by the relevant Duty Holders (e.g. OHSAS 18001) as well as properly communicated and aligned, perhaps via suitable bridging documentation, with applicable codes such as the ISM code operated by most vessels.
Chapter 6: Medical Preparedness

Medical Preparedness

It is the Principal Duty Holders responsibility to identify the health and safety hazards to the workforce and put in place appropriate processes and procedures to cover all foreseeable eventualities. This includes defining the level of onsite care, providing trained and competent individuals and equipment appropriate to the assessed medical risk.

It is important that a casualty receives competent first aid treatment as promptly as reasonably practicable. The First Aid at Work Regulations 1981 requires:

1. An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.

2. Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.

3. Where a person provided under paragraph (2) is absent in temporary and exceptional circumstances it shall be sufficient compliance with that paragraph if the employer appoints a person, or ensures that a person is appointed, to take charge of –

   a. the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and
   b. the equipment and facilities provided under paragraph (1)
   c. throughout the period of any such absence.

4. Where having regard to –

   a. the nature of the undertaking, and
   b. the number of employees at work, and
   c. the location of the establishment,

it would be adequate and appropriate if instead of a person for rendering first-aid there was a person appointed to take charge as in paragraph (3)(a) and (b), then instead of complying with paragraph (2) the employer may appoint such a person, or ensure that such a person is appointed.

As offshore renewable energy developments become more complex and located further from an onshore permanent medical facility, medical provision must be appropriate to the medical risk identified. Considerable work has been done in similar risk and located industries, however, the dispersed working environment within a site does not lead to a direct copy of other industry solutions. Work teams tend to be smaller and structures are likely to be an inherent place of refuge. In most situations, it will be easier to bring first aid to a casualty than to move a casualty to a central medical facility.

Therefore an employer should assess the first-aid needs appropriate to the circumstances (hazards and risks) of each workplace. Medical risk should be identified as low, medium and high. For example a walk through on a near-shore turbine carries a similar risk to office/factory work and could be assessed as low. Individual work on live appliances could cause single, or low number, of severe injuries and may be classed as medium. The dropping of a heavy load during construction far offshore could lead to multiple severe injuries and may be assessed as high. Further guidance on Medical Risk Assessments can be found in the Institute of Remote Healthcare for Energy and associated Maritime activities and also RenewableUK - First Aid Needs Assessment: Guidelines for renewable energy projects (2013) (Note: Currently under review to align with these guidelines).

In order to standardise medical provision the following terminology should be applied.

Medical provision will be categorised in Tiers depending on the capability being provided.

- Tier 0 - no medical intervention, raising the alarm only.
- Tier 1 - immediate first aid capable of intervening and maintaining an airway, breathing and circulation, including the use of an automatic defibrillator.
− Tier 2 - extended immediate emergency care capable of sustaining life until transferred to a final medical place of safety. (Tier 3).
− Tier 3 – a permanent medical facility with the capability to sustain life and provide long term recuperation. For the renewable offshore industry this is likely to be an onshore hospital with appropriate capability to the injuries sustained. This may not be the nearest medical facility to the site to point of disembarkation.

As guidance:
− Tier 1 should be available in around 4 minutes.\(^9\)
− Tier 2 should be proportional to the medical risk exposed and the time taken to reach Tier 3 in normal circumstances.

Any change in medical risk exposure may lead to a change in provision or a change in risk exposure. For example, poor marine conditions could preclude a fast marine transfer and freezing fog could stop helicopter transfer. In addition, risk could alter between day and night, and may also affect response times.

There should be effective arrangements for first aid, emergency medical care and rescue work. This should include suitable onshore facilities for the emergency and rescue services to: operate command and control arrangements for the incident; assess and provide medical provision to casualties including facilities to transport to medical centres; facilities to contact and provide information to next of kin, media handling facilities.

Note: The Tiered classification above does not relate to Casualty Triage and the MCA do not recognise any form of Triage terminology. Further information on Emergency Medical Evacuations may be found below.

**External Medical Support**

Although the Principal Duty Holder has the responsibility to put appropriate medical facilities and transport procedures in place, the United Kingdom, through HM Coastguard, has a national responsibility to provide Search and Rescue for the UK Search and Rescue Region. Any incident should initially follow the sites Emergency Plan, however, should the incident exceed the capability of the site or where life or quality of life is at risk, or believed to be or become at risk, then the incident should be escalated and HM Coastguard contacted.

**Terminology & Definitions**

IAMSAR defines Medevac as “Evacuation of a person for medical reasons”.

An expanded definition could be “Evacuation of a sick or injured person from a hostile environment to a place of safety where the appropriate level of medical attention can be provided”.\(^10\)

Medevacs can be carried out by helicopter or by surface craft such as RNLI lifeboats or high-speed Crew Transfer Vessels.

**Authorisation**

When UK SAR is involved, all requests for medevacs from vessels or offshore installations in the UK SRR have to be authorised by a doctor familiar with maritime medevac procedures. Approved medical sources include:

− The Maritime and Coastguard Agency provide a Radio Medical Advice (RMA) service to ships and seafarers through contracted NHS hospitals. Vessels or OREI requiring medical advice will be put in contact with doctors trained in providing remote medical care.

---

10. In the interests of standardisation, the use of other terminology such as Medrescue and Casevac is discouraged.
medical advice and assessment. If appropriate, the doctor will recommend that the patient or casualty be evacuated (i.e. medevac).
- It is accepted that foreign flag vessels may elect to seek medical advice through the SAR or radio medical advice services provided by the relevant flag state. Medical advice provided via this route is also accepted as “equivalent medical source”.
- Duty Holders own contracted medical provider where approved by the MCA’s OELO.

Procedures for Requesting Medevac Assistance

Radio Medical Advice (RMA) is given by a doctor, generally a consultant with specialist knowledge of maritime related conditions, to the master / skipper of a vessel at sea or personnel on-board an OREI, who are requesting assistance. This is usually in the form of a telephone or radio link-call (Medilink) through a Coastguard CGOC.

RMA is free of charge and provides support in cases where an individual suffers illness or injury at sea. The advice is intended to supplement the first aid and any other medical capabilities a ship / OREI's personnel has available.

Appropriate first aid trained persons should always be available on any OREI or supporting vessel/ installation. Should the nature of illness/injury exceed the capability of the company’s personnel/resources, then contact should be made with the nearest CGOC as soon as possible.

When making the request, the first aider or nominated person, will be expected to provide the CGOC with basic medical information about the patient’s or casualty’s condition. Standard information on weather conditions on scene, confirmation of position, helideck availability (nearby installation or vessel), refuelling capability and air frequency should also be provided. The CGOC will then connect the call through to a doctor.

Taking into account the symptoms and implications of the patient’s condition, weather and sea conditions, location of nearest hospital and availability/suitability of nearby rescue assets, the doctor and SMC will determine a course of action which may include: to treat on board, proceed to the nearest or next port, or to evacuate by SAR resources.

The doctor must provide a timescale within which the evacuation should be carried out. One of the following options should be used:

- Evacuation as soon as possible
- Evacuation within 6 hours
- Evacuation within 12 hours
- Evacuation within 24 hours

Doctors will avoid further refining these options which are designed to provide a simply understood benchmark upon which to base a decision for tasking a SAR resource, including the option to make the transfer in daylight or more favourable forecast weather conditions.

The use of timescale for evacuation is mandatory when requesting helicopter assistance. It is already in use by HM Coastguard, UK ARCC, UK SAR helicopters and the RMA contracted hospitals and greatly facilitates procedures when dealing with Rescue Coordination Centres or SAR resources in adjacent countries.

If the doctor’s decision is “may need to be evacuated if the condition of the patient deteriorates”, the doctor should discuss this with the appropriate CGOC. The SMC will, in conjunction with the ARCC and SAR helicopter captain/lifeboat coxswain, consider the forecast weather and remaining daylight, and any other constraints. Under these circumstances, the SMC, ARCC and SAR helicopter captain/lifeboat coxswain may discuss whether a pre-emptive evacuation might be a better and safer solution for all concerned. The CGOC will then communicate this operational decision to the doctor and the vessel/ installation.

In certain exceptional circumstances, such as traumatic injury, where there is a perceived imminent threat to life, limb, or quality of life, and an immediate decision and response is required, the vessel/ installation should provide the CGOC with as much information regarding the condition as possible. The SMC may then request helicopter assistance from the ARCC before medical authorisation has been obtained. Consultation with the doctor should be undertaken subsequently and at the earliest opportunity in order to confirm the tasking and to provide relevant medical advice.

In the case of a serious medical situation where the first aider or medic is fully occupied in patient care and unable to speak to the doctor, a slightly different procedure applies.

In such cases, the SMC may elect to put the vessel/ installation in contact with doctors at a RMA hospital. The vessel Master or installation, or an additional trained first aider should then be prepared to speak to the doctor.
SAR procedures

Upon receiving the request for medical evacuation and the doctor’s authorisation, the SMC will decide on which type of resource will be best placed to carry out the evacuation. In the case of SAR helicopters, the CGOC will forward the details to UK ARCC who will task the most appropriate aircraft.

Occasionally, selection of the most appropriate asset is straightforward. More often, the decision is complex being based on a variety of factors – speed of response, current and forecast weather conditions, destination hospital, concurrent incidents and conflicting priorities etc. The quality and quantity of information provided by the vessel/installation and the doctor greatly assists the decision making process. It should be noted that in some of the most urgent cases, the most appropriate hospital based on speed of response and medical capability, may be in another country.

Once the SAR crew have recovered the casualty they will make a clinical assessment of the casualty’s condition. This might confirm the destination hospital. It may, however, require upgrading or downgrading the plan – either of which may require a change in destination.

During the journey back to the hospital, the crew can obtain further specialist medical advice or provide the receiving hospital with updated details of the casualty’s condition via a radio link-call or satellite phone. Wherever possible, this should be conducted via the coordinating CGOC.

Routine or Emergency Medevacs using Public Transport Helicopters

There may be times when the contracted air transport helicopter might be used to transport a medically incapacitated passenger back to shore in circumstances that would otherwise preclude the normal carriage of passengers. This will be a matter for the helicopter operator to determine and assure in accordance with its procedures and approvals.

Routine Medevacs

If the casualty is physically mobile (e.g. capable of unassisted emergency escape or evacuation, can don a survival suit, has a non-urgent medical condition and/or does not need a paramedic escort) these evacuation flights can be undertaken using a helicopter operating for the public transport of passengers and conducted to the full set of rules offering the highest mitigation of risk (e.g. scheduled crew change).

Emergency Medevacs

In the event that a casualty requires transportation in a stretcher or requires professional medical surveillance for the duration of the flight (e.g. by a paramedic), the casualty should be removed from an offshore installation or vessel only by a SAR helicopter.
Medical Evacuation of a Psychologically Distressed Person

It is not possible to give definitive advice on the medical evacuation of psychologically distressed persons given the wide range of factors that may apply.

If the person requiring evacuation is on board a vessel, the best option may be for the ship to return to port with the individual being closely monitored at all times.

If the person requiring evacuation is on board an OREI or supporting installation, the only option may be to return the casualty to shore by SAR resource. There may be risks involved and the evacuation will only be undertaken after detailed discussion between all interested parties. This will normally include the doctor recommending the evacuation, the CGOC, the ARCC, the SAR helicopter Captain or lifeboat coxswain and, in certain circumstances, the Police. It should be noted that as long as the individual is being closely monitored on board the installation, there is likely to be no requirement for an immediate response and that time will normally be available to explore all options.

Completion of a medical emergency

Once a casualty has been delivered to a Tier 3 facility, then maritime responsibility is complete. There may be a requirement for incident investigation by regulatory authorities. Once released from Tier 3, the return of the casualty to a home location is the responsibility of the Duty Holder, either the principal or in the case of subcontractors, the employer.

11. For the purposes of this document, the term “psychologically distressed person” is taken to mean a person whose current psychological state may pose a threat to their own health and wellbeing or to the health and wellbeing of others. It can also include persons with conditions related to substance abuse.
Chapter 7: SAR Helicopter Procedures

Requirements for Search and Rescue Helicopter Operations on Offshore Renewable Energy Installations

Introduction

Search and Rescue Helicopters operate under civilian regulations (the Air Navigation Order CAP 393). These ensure that aircraft and crews are equipped and trained to undertake helicopter rescue in demanding locations and environments. Commercial Air Transport helicopters, including the provision of hoist operations, are certified in accordance with European Air Operation Regulation and are not permitted to carry out Search and Rescue Winching.

Search and Rescue Helicopters

National Search and Rescue Helicopters may be required to rescue personnel from Offshore Renewable Energy Installations (OREI). OREI include Offshore Support Platforms (OSP) with purpose built and certified helidecks, OSP with helihoist platforms, Wind Turbine Generators (WTG) with helihoist platforms and WTG. The decision on whether to attempt a rescue, and whether to land or hover, will be at the captain’s discretion and will be determined with reference to a number of factors including:

- The size, location and certified capacity of any helideck.
- The wind direction and any prevailing obstructions and induced turbulence.
- The helicopter’s rotor diameter and clearance to the nearest obstruction.
- Visual cues available to the helicopter crew.
- Weather and light levels available.

It is the Principal Duty Holder’s responsibility to ensure that any rescue location is prepared for a Search and Rescue helicopter transfer. Areas should be clear of obstructions and any item that could be dislodged by helicopter downwash that could become a flight safety hazard to the helicopter or strike those on or below the OREI. Lighting should be controlled and set at the request of the helicopter captain. Where possible, direct communication should be established between the SAR Helicopter and the rescue location; this can be by Marine band VHF Radio (preferred), Aviation band VHF Radio, or mobile telephone. Helicopter winch-men may not be familiar with OREI and are not qualified to undertake technical rescues from within structures. The casualty should be transferred by qualified work colleagues to a recognised transfer location. This will normally be the usual or pre-identified helicopter landing or hoisting location or a clear area surrounded by some form of safety structure that will minimise the risk of being blown off the OREI – whilst not endangering the rescue operations. Examples could be winching from within a safety-rail enclosed area or from within a nacelle with a vertical opening.

Helicopter rescue from a WTG

The size of the WTG and the rotor diameter of the rescue helicopter will determine whether a normal helihoist transfer can be undertaken. Offshore turbines may be fitted with a certified helihoist platform. The maximum rotor diameter permitted to hover over the platform is detailed within the certification and recorded within the Helideck Certification Agency (HCA) Register. Search and Rescue helicopters have their rescue hoist fitted on the starboard side. Accordingly, the WTG should be prepared for rescue hoisting by:

- Being yawed 90 degrees to the right from the prevailing wind as viewed from above.
- The blades should be positioned for helicopter transfer and will either be:
  - With one blade vertically pointing down the tower with the other two blades in the ‘bunny ear’ position, or
  - One blade positioned horizontally, pointing into wind, to minimise turbulence to the hovering helicopter.
- Blades and nacelle should be positioned and braked and/or locked to stop induced movement from the wind or rotor downwash. This will also include overriding/disabling any anemometer and nacelle yaw-motors.

Where the helicopter is larger than permitted under the helihoist certification or where the nacelle cannot be correctly positioned, the helicopter captain will decide the optimum height, orientation and location for winch transfer. The exact parameters should be determined in advance through mutual exercises and/or advice from the SAR helicopter service and recorded within the site’s Emergency Response Cooperation Plan (ERCoP). This advice should be obtained, in the first instance, through the MCA Aviation branch. Different helicopter types may require
different configuration due to Captain’s location in the aircraft, cockpit view and safe hovering criteria. In general the hovering position is likely to be higher and more demanding to hold than normal heli-hoisting. Where heli-hoist platforms are not fitted, then nacelle roofs should have safety rails or grab-handles so that winch-man can be lowered into a safe area or obtain a safe hand-hold and, if required, attach to WTG provided safety restraint or anchor point.

During SAR winching, site personnel should be present to assist the winch-man. At no point should any helicopter cable or guide rope be tethered to the WTG. Care should be taken to avoid static electric-shock as the winch-man reaches the WTG. The winchman should not be approached or touched until he has discharged any static shock through the electrical discharge cable attached to the hoist hook. Stretcher bound casualties will be transferred in the helicopter’s own stretcher by either transferring the casualty or placing the WTG stretcher e.g. spine board, into the helicopter provided stretcher.

Winching from the surface of the sea, amongst wind turbines or other OREIs, may be possible depending on the incident situation, weather, day or night, visibility and sea conditions. However, there is no guarantee that a SAR helicopter will be able to conduct a winch from the sea surface or from a vessel amongst wind turbines or other OREIs and vessels may be requested to move clear of obstructions before any transfer can be attempted. The final decision on where to transfer a casualty will be the SAR aircraft Captain’s decision.

Non-Search and Rescue Helicopters

Survival suits, life jackets and Emergency Breathing Systems (EBS) must be worn by crew and passengers, in accordance with the European Air Operations Regulation and CAA Safety Directives. However, there are certain situations where the contracted commercial air transport helicopters may carry medically incapacitated passengers unable to wear survival suits, lifejackets or EBS in accordance with the operator’s approved operating procedures.

Lighting for SAR Aviation Purposes

In poor visibility or at night, any lighting on WTGs may be required to be switched on or off – at the discretion of the helicopter captain. Strobe lights and nacelle internal lights can aid in identifying the WTG requiring support. As part of the site’s certification and acceptance process, aviation hazard lighting requirements will be specified. These will aid safe SAR aircraft operations and ensure that confusion with marine navigation lights is mitigated.
Chapter 8: Onshore Activity

Onshore Activity:

Survivor / Evacuee Reception Centres

A survivor / evacuee reception centre is a secure area where evacuees not requiring hospital treatment can be taken for short-term shelter, first aid, documentation and, if necessary, police interview. Reception centres should be set up close to sea or air ports. Close liaison with Local Resilience Forums (England and Wales) and Local Resilience Partnerships (Scotland) should be undertaken to determine whether existing arrangements are sufficient for renewable activity or whether dedicated facilities need to be established. Further detail may be found in Annex A to Chapter 8.

The Civil Contingencies Act 2004 definition of an emergency includes an event or situation that may cause loss of human life, illness or injury. A significant event or situation for an ORED could include:

- Death to a person at work in a renewable energy zone;
- Major damage to the structure of an offshore asset or vessel;
- A failure of a helicopter engaged in an activity in a renewable energy zone;
- The failure of life support systems or other significant dangerous occurrences during diving operations; or
- Any work event involving serious personal injury to five or more persons in a renewable energy zone.

Survivor/evacuee reception centres are set up in order to provide for essential needs of people affected by the incident, both evacuees and relatives.

Under the Civil Contingencies Act 2004 (CCA 2004), Category 1 responders which include the Police and other emergency services are required to co-operate in an emergency. The CCA 2004 provides a statutory framework with a clear set of roles and responsibilities for those involved in emergency preparation and response. Those in Category 1 are organisations at the core of the response and have the full set of civil protection duties. However, responsibility for developing resilience is not confined to those organisations.

Faced by challenging emergencies, responders may be forced to prioritise resources, thereby offering less immediate support to some individuals or communities. This is an acknowledgement of the reality of emergency situations. Given this reality, businesses, communities and individuals must also bear a responsibility for their own resilience.

Although private companies are not subject to the same legislative requirements under the Act, employers have a duty of care to their employees, which means they should take all steps which are reasonably possible to ensure their health, safety and wellbeing. For example, it should provide for the integration of contingency plan actions into the company wide induction and maintenance training to ensure rapid and effective response and link with outside agencies where necessary.

Whether or not a reception centre will be opened is dependent on many factors including the size of the emergency and the number of staff or facilities available. There are various situations that may necessitate Duty Holders recovering personnel from installations. Non-emergency situations may include failure of facilities or adverse weather. In these circumstances, controlled recovery is conducted without the need for consultation with the emergency services.

In general, the evacuation of a work crew of twelve or less from an offshore wind installation is unlikely to trigger the implementation of a reception centre.

The mass evacuation of staff from offshore installations poses a number of challenges for operating companies to consider. These include the:
− Ability to source suitable facilities to host a reception centre at short notice.
− Provision of trained staff in sufficient numbers to fulfil the various reception centre roles.
− Repatriation of evacuees and their family or friends when the reception centre is run in conjunction with a family and friends reception centre.
− Ability to facilitate contractor representatives for evacuees who are contracted staff.
− Provision of security to prevent intrusion from members of the press or persons not connected with the incident.
− Provision of food and replacement clothing for evacuees.

Family and Friends Reception Centre

A family and friends reception centre is a safe and secure place, away from public view, that is established to act as a focal point for the family and friends of those believed to be involved in the emergency. Its purpose includes:

− Registration, confirmation of identity and interviewing of family and friends
− Providing information about the incident
− Recording full details of persons believed to be missing by the police
− Assisting with investigation into the incident
− In the case of fatalities and missing persons, to collect samples to assist in the identification and/or investigation process
− Providing initial practical and emotional support to families and friends.

Annex B to Chapter 8 contains an example of a reception centre control record form for use by companies to document the passage of individual evacuees through the reception centre process. Annex C to Chapter 8 contains a suggested template for setting up a reception centre without and with the addition of a family and friends reception centre. In practice the scale of response will be dictated by the numbers of evacuees and whether or not there is police involvement in the incident and so simpler versions of this template may be more suitable at a site or project level.

The examples provided are based on those commonly used by Local Resilience Partnerships in Scotland and Local Reliance Forums in England and Wales, within the framework created by the CCA 2004. They also reflect the templates used extensively by oil and gas companies operating in the United Kingdom Continental Shelf.

Police Liaison Officers

The role of the Police Liaison Officer (PLO) is to provide an effective interface between the Police and the Emergency Response Rooms of companies when responding to an offshore emergency.

Police Liaison Officers may be deployed when an offshore incident has been declared and:

− The Duty Holder’s emergency response room has been activated
− There is an early indication of
  − fatalities
  − persons with life threatening injuries
  − missing persons
  − Pollution
  − Bomb/Snecurity threat.

In such circumstances, Police Liaison Officers may be deployed to the emergency response rooms of Duty Holders, Contractor Companies and partner agencies such as the CGOC and/or the Aeronautical Rescue Coordination Centre.

This facility exists within the structure of Police Scotland and for further guidance in relation to Scottish waters, contact should made with the Energy Industry Liaison Unit at Aberdeen.

The latest contact numbers are available at: www.renewableuk.com/OREEF

English and Welsh Police Forces who have offshore energy industry assets within their areas of littoral responsibility also have Police Liaison Officer capabilities. Principal Duty Holders and/or Marine Coordinators should contact local Police Forces for further information.
Annex A to Chapter 8 – Local Resilience Forum/ Local Resilience Partnership Liaison

What is a LRF/LRP?

Local Resilience Forums (LRF)/Local Resilience Partnerships (Scotland)(LRP) are not legal entities, nor do LRF’s/LRP’s have powers to direct their members.

Nevertheless, the Civil Contingencies Act 2004 (CCA); and the Contingency Planning Regulations 2005 provide that responders, through the Forum, have a collective responsibility to plan, prepare and communicate in a multi-agency environment.

This responsibility is best fulfilled where the LRF/LRP is organised as a collaborative mechanism for delivery equipped to achieve the mutual aims and outcomes agreed by the member organisations (partners), able to monitor its own progress and strengths, and active in identifying and developing necessary improvements.

A total of 42 LRFs (England and Wales) and 10 LRP’s (Scotland) have been established and serve communities defined by the boundaries of Police Areas across England and Wales and by geography in Scotland.

How can an LRF/LRP assist in delivery of an IERP Offshore?

As every police area has an LRF/LRP, they form a national network, focused locally, to help plan for suitable response to civil emergencies/Major Incidents. The multi-agency approach ensures minimal duplication of activities and effort and minimal confusion in the application of suitable resources to deal with a Major Incident.

LRF’s are already established under the CCA using common criteria supported by specific Regulations and associated guidance. They therefore offer a resource of information and a discussion forum for any organisation who has identified that an IERP is required as part of their Emergency Preparedness Plan (EPP).

With multi agency contacts in the local area of the site, the organisation wishing to develop their IERP, can develop relations with each of the member agencies, and become aware of what resources and support is available via the LRF.

Some LRFs are very active, others in more remote areas less so, however they still offer an established forum to discuss Major Incidents that require multi-agency input. As such this is a key resource to explore when setting up an IERP.

How to make contact with your local LRF

1. First download and read the PDF found at UK www.gov.uk/government/publications/the-role-of-local-resilience-forums-a-reference-document or Scotland LRP
2. As the government website does not list or link to any LRF, use a search engine on the internet to search for your local LRF/LRP (for example Merseyside LRF brings up Mersey Prepared web page).
3. Email/phone the most appropriate LRF/LRP for your site to make contact and find out when the next meeting or event is, and explore with the LRF what mutual discussions can be had to develop the unified approach to deployment of an IERP.

Costs

Any agreement or involvement of any agency or third party in the deployment of an IERP should be made on the basis that no organisation/stakeholder will profit from the activity. It is reasonable that costs can be recovered, as is done in the oil and gas industry, but without profit.

This should be written into any plans, or agreements made when setting up an IERP, with the LRF/LRP, and other interested parties, such as oil and gas assets in the area.
### Annex B to Chapter 8 - Example of a Reception Centre Control Record

#### Personal Details

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Tel:</th>
<th>Mobile Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next of Kin (NOK) Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### CHECKED BY: (Company Representative)

(Private CONSULTATIONS (✓))

<table>
<thead>
<tr>
<th>Seen by Doctor:</th>
<th>We recommend you talk to the health team while in the Reception Centre. If you prefer not to see them, please sign below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctors Initials:</td>
<td>Signature:</td>
</tr>
<tr>
<td>OK to Travel?:</td>
<td></td>
</tr>
</tbody>
</table>

#### RECEIVED BY: (✓) Company rep to initial

<table>
<thead>
<tr>
<th>Met employers rep:</th>
<th>Received clothes:</th>
<th>Received accommodation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Received Cash (£):</th>
<th>Evacuees initials (£):</th>
<th>Received tickets (£):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DEPARTURE DETAILS:

<table>
<thead>
<tr>
<th>Date/Time left:</th>
<th>Destination:</th>
<th>Method of Travel:</th>
<th>Exit Desk Rep Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex C: Evacuee Reception Centre Template

EVACUEES

Police & Company Evacuees Welfare Forms

4x Police Officers
2x Police Staff

Interview Suite

CID
6x Interviewers

Police Admin & Reconciliation

3x Police Officers
3x Company Reps

Briefing Suite

1x Officer in Charge
1x Police
3x Company Reps

Medical Suite
2x Medics

Documentation Suite

3x Police Officers
3x Company Reps

Travel Admin

2x Company Reps

Travel Desk

Break Out Suite

Company & Police

Travel Desk

Site Control Office

Duty Holder Reps & Police Officers

Reconciliation Planning Suite

2x Police Officers
2x Company Reps
1x Runner

Private Suites

Release to Go Suite

3x Company Reps
1x Police

Log in
On Arrival

RELATIVES

Front Screening

1x Police Officer
1x Company Rep

Entrance Security

1x Officer in Charge
1x Company Rep

Briefing Suite

2x Company Reps

Info Board

2x Police Officers
2x Company Reps
1x Runner

Site Control Office

Duty Holder Reps & Police Officers

Document -ation Suite

2x Police Officers
1x Runner

Relatives Welfare Suite

2x Police Officers
4x Company Reps
1x Runner

Travel Desk

Log in
On Arrival

Media Suite

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure

Private Suites

Company & Police

Final Welfare Arrangements
Official Release Log
Exit
Time of Departure
Chapter 9: Media Handling

Communications

Good public communication is vital to the successful handling of any incident and should be incorporated in all contingency planning.

The inadvertent release of sensitive information can compromise emergency response, cause unwarranted distress and prejudice subsequent investigations. Accordingly, a coordinated, measured and timely release of accurate information is in the best interest of all those concerned with an incident, thereby protecting individuals whilst fulfilling the requirement for open and honest reporting.

When an incident occurs the key communications objective is to deliver:

Accurate, clear, timely and up to date information and advice.

The need for formal co-operation between all press officers of interested parties, i.e. a Lead Government Department; the OREI Duty Holder, ship owner/salvor (for a shipping incident), Air Operator (for aviation) and Devolved Administrations (depending on the location of the incident) is vital.

Briefings should be established between all the Heads of the Response Cells. These briefings can be physical or virtual. When involved, the Secretary of State’s Representative (SOSREP) acts as Chair for these multi-agency briefings and determines the frequency and timings of these briefings on a daily basis. For incidents not involving the SOSREP, the Chair is determined by the Lead Government Department.

Partner Responsibilities for Issue of Information

Realistically the lead agency may not be able to give all partners advance sight of information to be released in the very early stages of an incident. However, the advanced view by partners of each others’ releases should become an important part of the process once the communications cell is set up. Partners should aim for the following:

– Ensure that the other partners have advance sight of information to be released.
– Give ten minutes for response unless there is mutual agreement for longer
– Provide a written reason if a partner’s amendment is not accepted
– Provide partners with a copy of the final release no later than its media distribution.
– Only use information provided by other partners once it has been released

It is good practice to take into account other stakeholders such as those listed in Chapter 15 when taking into account both media handling but also keeping them informed of the incident and providing regular progress updates as necessary.

Note: Further information related to media response is expected to be developed (e.g. Media Response Protocol) to support these guidelines.
Chapter 10: Incident Investigation

Incident Investigation by Enforcing Authorities

The relevant authorities use discretion in deciding whether to investigate incidents. When making such decisions, including the level of resource to be used, they can take the following factors into account:

- Severity and scale of potential or actual harm;
- Seriousness of any potential breach of the law;
- Relevant enforcement or other priorities;
- Practicality of achieving results; and
- Wider relevance of the event, including serious public concern.

The relevant authorities, MCA, MAIB, AAIB, Police and HSE, have different duties for health and safety enforcement and accident investigation. There are memorandums of understandings and/or other agreements between the relevant authorities to determine the lead authority and, where overlap exists, use their best endeavours to co-operate effectively to enable and assist each other to carry out their responsibilities and functions, and to maintain effective working arrangements.

For a sudden death at work different arrangements apply in Scotland than in England and Wales.

In Scotland where there has been a sudden, suspicious or unexpected death, it is the responsibility of the Procurator Fiscal to investigate it, although this will usually be done (for crimes other than health and safety ones) in the first instance by the police, who will report the result of their investigation to the Procurator Fiscal. Where the death is believed to be work related the police will conduct an investigation (subject to any guidance or instruction from the Procurator Fiscal) jointly with HSE (or other enforcing agency). On the rare occasions where joint investigation would not be appropriate, there will still be effective liaison and cooperation among the investigating parties.

Further details can be found at www.hse.gov.uk/scotland/workreldeaths.pdf

For England and Wales the arrangements are described in a protocol for which the CPS, Police, HSE, MAIB and MCA are signatories, and can be found at www.hse.gov.uk/pubns/ wrdp1.pdf

When an incident occurs which does not, or is unlikely to result in, a sudden death then HSE, MCA, AAIB and the MAIB may be involved in conducting investigations. MCA and MAIB are the lead authorities for the inspection and investigation of accidents on any ship. HSE will be the lead authority for enforcement and investigation of occupational accidents (including accidents to workers on the vessel) resulting from land-based works or undertakings, including construction, operation and maintenance activities at an offshore renewable energy development. Where there is potential overlap between the relevant authorities then the organisations undertake to use their best endeavours to co-operate effectively to enable and assist each other to carry out their responsibilities and functions, and to maintain effective working arrangements for that purpose.

Further detail can be found at: www.hse.gov.uk/aboutus/howwework/framework/mou/mcamou.pdf

The Police may also investigate other criminal activity.

All cases involving an unexpected death in the workplace will be investigated either by the Coroner in England & Wales or a Fatal Accident Inquiry (FAI) if under jurisdiction of Scottish Law. Fundamentally the role of such investigations is not to apportion blame but to determine the identity of the deceased person and then to determine how, why and where they died and what caused their death.

Further details can be found at www.judiciary.gov.uk/related-offices-and-bodies/office-chief-coroner
13. See www.scotland-judiciary.org.uk/10/0/Fatal-Accident-Inquiries
Chapter 11: Pollution Control

General Principles

This chapter outlines the legal and practical obligations placed on Duty Holders regarding environmental protection or pollution prevention. It does not aim to provide specific advice or direction regarding how to satisfy these obligations. The overarching priority for all parties concerned should be the prevention of pollution incidents. However as pollution incidents are likely to be reasonably foreseeable, Duty Holders should have suitable and effective pollution response procedures in place in line with the emergency response plans set out in these guidelines.

Duty Holders are likely to have environmental and pollution prevention and control duties in two main areas:

1. Offshore Assets: Owners and Duty Holders with responsibilities for the construction, operation and decommissioning of offshore installation (e.g. Substations, turbines)
2. Vessels: Owners and operators of vessels will have responsibilities under applicable IMO Conventions including pollution prevention responsibilities enforced by the MCA

Most international regulations on marine pollution come from the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78). The primary aim of MARPOL is to prevent and minimise pollution from ships from accidental and routine operations. Technical annexes for marine pollution cover:

- Oil
- Noxious liquid substances carried in bulk
- Harmful substances carried in packaged form
- Sewage from ships
- Garbage from ships
- Air pollution from ships

Pollution Response

North Sea and European Cooperation

The Bonn Agreement is the mechanism by which the North Sea States, and the European Union (the Contracting Parties), work together to help each other in combating pollution in the North Sea Area from maritime disasters and significant pollution from ships and offshore installations; and to carry out surveillance as an aid to detecting and combating pollution at sea.

The North Sea States are Belgium, Denmark, France, Germany, the Netherlands, Norway, Sweden, the United Kingdom of Great Britain and Northern Ireland and Ireland.

While the Bonn Agreement does not cover OREIs, it does contain useful information on responding to pollution events in and around OREIs. Information on this can be found in the following Bonn Agreement web page, Chapter 8: [www.bonnagreement.org/site/assets/files/3946/bonn_agreement_counter_pollution_manual.pdf](http://www.bonnagreement.org/site/assets/files/3946/bonn_agreement_counter_pollution_manual.pdf) UK Application
UK Counter Pollution

The Lead Government Departments (LGD) for counter pollution preparedness, regulation and response are Department of Energy and Climate Change (DECC) for offshore installations and Department for Transport (DfT) for shipping. The Maritime and Coastguard Agency (MCA) is designated as the United Kingdom Competent Authority for counter pollution response, and is the custodian of the National Contingency Plan (NCP).

The NCP sets out:

- The arrangements for dealing with pollution, or the threat of pollution, spilled from ships and offshore installations
- The responsibilities of the Department for Transport, the Department of Energy and Climate Change and the Maritime and Coastguard Agency, harbour authorities, offshore installations operators and other bodies with relevant functions

The NCP co-exists with other UK emergency response plans or contingency arrangements including:

- HM Government’s “Emergency Response and Recovery”
  - www.gov.uk/emergency-response-and-recovery
- Preparing Scotland
  - www.scotland.gov.uk/Publications/2012/03/2940
- Pan-Wales Response Plan
- A Guide to Emergency Planning Arrangements in Northern Ireland
  - www.ofmdfmni.gov

The legal basis for the NCP is set out under:

- Section 293 of the Merchant Shipping Act 1995, as amended by the Merchant Shipping and Maritime Security Act 1997
- Pollution Prevention Control Act 1999
- Marine Safety Act 2003
- Section 293 of the Merchant Shipping Act 1995 which gives the Secretary of State for Transport the function of taking, or co-ordinating, measures to prevent, reduce and minimise the effects of marine pollution.

In addition the Offshore Installations (Emergency Pollution Control) Regulations 2002, made under section 3 of the Pollution Prevention and Control Act 1999, provides powers for the Secretary of State for the Department of Energy and Climate Change to give directions and to take such other actions as may be necessary in respect of an offshore installation to prevent or minimise pollution or the threat of pollution.

OREIs are not Offshore Installations in the context of the NCP, but again the NCP would be activated in the event of a significant shipping incident near to or within an offshore renewable energy zone. Search and/or Rescue operations and counter pollution operations may have to run concurrently although it is recognised that SAR or lifesaving will always take priority.

Secretary of State’s Representative (SOSREP)

EU Directive 2002/59/EC (as amended) provides that Member States are to draw up plans to accommodate, if the situation so requires, ships in distress in their ports or any other protected place affording the best possible conditions, in order to limit the consequences of accidents at sea. In accordance with Article 20 of Directive 2002/59/EC, the Secretary of State’s Representative (SOSREP) for Maritime Salvage and Intervention, has been designated as the UK competent authority to take independent decisions concerning the accommodation of ships in need of assistance. The MCA is responsible for drawing up plans and conducting risk assessments and analysis for the accommodation of ships in places of refuge which it provides to support the SOSREP in this decision making process.

Full details of the role and responsibility of the Secretary of State’s Representative are outlined in the NCP and on the Department for Transport website:


It should be noted SOSREP’s powers do not currently extend to OREIs except where a vessel may be involved.

Under certain circumstances, SOSREP can authorise the establishment of a Temporary Exclusion Zone (TEZ). This specifies an area either bounded by geographical coordinates or a defined radius around a casualty vessel from which other vessels are excluded. It is an offence to enter the TEZ without the express permission of the SOSREP or a delegated authority such as the On-Scene Coordinator, if deemed appropriate by the SOSREP.

A TEZ can only be established where a ship, structure or other thing is either wrecked, damaged or in distress. A TEZ cannot be established in anticipation of an incident occurring. An OREI is not considered, within the Merchant Shipping Act, to be a ‘structure’ or ‘other thing’ but may sit within a TEZ established for a Shipping incident.

Other relevant legal reference sources that may need to be taken into account when formulating pollution prevention plans include:

- The Merchant Shipping (Oil Pollution Preparedness, Response Co-operation Convention) Regulations 1998. While strictly applying only to fixed or floating offshore installations or structures engaged in gas or oil exploration or production activities, or loading or unloading of oil, do none the less provide a useful reference source. These regulations require that every offshore installation and oil-handling facility must have an approved oil pollution emergency plan (OPEP) setting out arrangements for responding to incidents that cause or may cause marine pollution by oil, with a view to preventing such pollution or reducing or minimising its effect.

- The Offshore Installations (Emergency Pollution Control) Regulations 2002 give the government powers to intervene in the event of an incident or accident involving an offshore installation where there is, or may be a risk of, significant pollution or an operator is failing or has failed to implement effective control and preventative operations.

While the duties regarding pollution prevention and response regarding shipping and associated vessels are well established, the legal obligations as they apply to OREI’s are less clear. Duty Holders are nonetheless encouraged to:

- Adopt a precautionary and preventative approach to managing foreseeable pollution incidents. Where specified obligations exist (e.g. MARPOL) then these should be applied as appropriate. In situations where the legal requirements may be unclear then the principles set out in established legal reference sources (e.g. MARPOL, Oil & Gas Installations) should in general be applied.
- Duty Holders should have robust planning processes in place to identify all foreseeable pollution risks using suitable risk assessment processes. (Note: ISO: 14001 – 2015 provides a helpful framework to carry out this process and for its integration in to core business processes.)
- Ensure the findings of risk assessments and additional compliance obligations (mandatory and voluntary) are fully aligned and integrated into the emergency response plans set out in these guidelines. Specific account should be taken regarding any licence conditions imposed by any statutory authority (e.g. Marine Management Organisation (MMO)) which could include measures to both prevent and respond to pollution incidents.
- Regular testing of response plans should also take into account the significant pollution incidents identified.
Chapter 12: Developing Response Plans

This chapter aims to provide guidance on the documents required to support a site's emergency response. The relationship between documents can be represented in the following:

**Introduction**

In order to develop an emergency response plan, the Principal Duty Holder should systematically identify possible scenarios that could occur within or adjacent to a particular site and then put in place appropriate measures to protect, control and respond to such scenarios.

The function of this chapter is to give guidance on how to develop ERP's, ERCoP's and IERP's. The chapter will concentrate on offshore energy installations; non-offshore energy related marine incidents will be covered by existing IMO/MCA procedures.\(^\text{15}\)

**Scenarios**

Four scenario clusters that require particular emergency responses have been categorised as follows:

- Marine
- Aviation

**Emergency Response Plan (ERP)**

A site specific ERP should detail the site's internal response and give guidance on how assistance may be sought and should the incident require, how and when it should be escalated to higher authority; internally within the windfarm organisation or externally to the national emergency services.

---

\(^{15}\) Offshore Energy assets may always be asked to provide assistance for 3rd party marine incidents in accordance with international obligations.
Emergency Response Cooperation Plan (ERCoP)

Unfortunately incidents do occur that require external assistance and an escalatory process is required. Experience has shown that should an incident require external assistance, the greater the liaison between those requesting assistance and those providing support the higher the probability of success. Marine and oil/gas have developed Cooperation plans which provide details on assets, communication protocols and command/control arrangements. For the Offshore Renewable Industry these are known as Emergency Response Cooperation Plans (ERCoP). The MCA requirements for ERCoP are summarised in Annex B. Should the incident be beyond the capability of the site to respond or has the potential to escalate, or where life, or quality of life, is at risk then the procedures within the pre-planned ERCoP should be followed.

Note: Further details are set out in MGN 543 (M+F) and the ERCoP template.

Integrated Emergency Response Plan (IERP)

As offshore renewable energy developments are positioned further offshore they become neighbours to other offshore energy installations, such as oil, gas installations or adjoining sites. The Principal Duty Holder should assess the likely impact that an incident from an adjoining site could have on the site and what impact an incident on the site could have on the neighbouring installations. All parties should be prepared to provide assistance to personnel in distress; however, the impact of providing such support should be assessed and agreed by the Principal Duty Holder or his nominated representative. Points that need to be considered in providing Mutual Support are detailed in Annex C and Annex D. It is recommended that an Integrated Emergency Response Plan (IERP) be created between possible collaborators based on a specific geographical region. The IERP should be a high level document providing details of assets and capabilities that could be made available and the means by which support could be requested. The creation of the IERP should provide an opportunity for collaborators to meet and understand the risks and consequences of their activities. Regular tabletop exercises should ensure continued collaboration and updating of procedures. Although the IERP is not a requirement of the MCA, it is important that collaborators liaise with the Offshore Energy Liaison Officer during the production of the plan.

Process to develop the Integrated Emergency Response Plan (IERP)

When evaluating the requirements for managing incidents as described in this chapter the following process should be undertaken:

1. Evaluate local site ERP and ERCoP to establish the ability of the site to respond to an external request for help
2. Use the Scenarios in the IERP guidance (ANNEX A) to review how you would respond and what response times could be achieved
3. Propose changes to and additions to local ERP and ERCoP to support IERP
4. Share /discuss with neighbouring sites (Process at ANNEX C and D)
5. Finalise changes/additions to local ERP and ERCoP, approve and communicate to all stakeholders
6. Run a desktop exercise, and if all stakeholder’s willing run a live drill
Annex A to Chapter 12 – Indicative Emergency Response Planning Scenarios

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>The scope of the scenario study did not include major 3rd party incidents, large passenger ship collision, or aviation accidents not operating at the site. (These are already covered in other MCA systems and guidance)</th>
</tr>
</thead>
</table>
| Scope: | Four scenarios identified:  
  - **Marine** – hotel vessel, service operation vessel, specialist barge, jack-up, crew transfer vessels and offshore transfer between vessels and/or structures.  
  - **Aviation** – transport helicopter, heli-hoisting helicopter.  
  - **Assets** – manned platforms, unmanned platforms, wind turbines, met masts.  
  - **People** – fatality, life threatening, life changing, injuries. |
| Process: | Hazard study using the four scenarios as ‘guide words’. All scenarios result in minor injuries to multiple fatalities with the local intervention being Preservation of life until additional support arrives. |

### Emergency Services

<table>
<thead>
<tr>
<th>Scenario Group</th>
<th>Marine</th>
<th>Aviation</th>
<th>Assets</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision, Catastrophic Fire, Grounding, Foundering, MOB, Crane/IFT Failure, Jackup, Punch Through, Shallow Gas Strike, UXB detonation, Anchor Handling/Tug operations failure, Cable Strike</td>
<td>Hotel vessel, service operation vessel (CTV etc.), specialist barge, Anchor Handling Tugs, jack-up, guard vessels (Out of Hours), Specialist work Vessel (Geotech, Cable Laying etc.)</td>
<td>Transport helicopter (inc underslung loads), helihoisting helicopter, HEMS Helicopter</td>
<td>WTGs (Fixed foundations), WTGs (Floating foundations), OSS (manned), OSS (unmanned), Met masts, Accommodation Platform</td>
<td>People - Site staff and contractors, People – Others</td>
</tr>
</tbody>
</table>

| Strategic = Gold  
Tactical = Silver  
Bronze = Operational |
|---|---|---|---|
| Bronze: Vessel Captain/ Platform Operational Manager  
Silver: ACC/ MCA/ ARCC  
Gold: MCA/POLICE |
| Silver: ACC/ MCA/ ARCC  
Gold: MCA/POLICE |

<table>
<thead>
<tr>
<th>No. of Casualties (Indicative)</th>
<th>1 to 200</th>
<th>1 to 25</th>
<th>1 to 100</th>
<th>1 to 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Onshore (dry)</td>
<td>Offshore (wet)</td>
<td>Bronze: Other aircraft commanders.</td>
<td>Bronze: Vessel Captain/ Platform Operational Manager</td>
</tr>
</tbody>
</table>
| Silver: Onshore Co-ordinator  
Gold: MCA/POLICE |
| Owner Operator’s procedures to evacuate to a safe place.  
Where incident is catastrophic then Emergency Services Assets will be utilised and driven by incident commander. |

| Reception Requirements | Hospital Designated Emergency Reception Centre  
O&M Port  
Local Port  
Local Airport  
RNLI Boat station |
|---|---|
| Hospital O&M Port  
Local Port  
Local Airport  
RNLI Boat station |
| Hospital Designated Emergency Reception Centre  
O&M Port  
Local Port  
Local Airport  
RNLI Boat station |
| Hospital O&M Port  
Local Port  
Local Airport  
RNLI Boat station |

| Stakeholder Management | Business Emergency Response Plan (Internal Management/ Media Etc)  
NOK Notification  
Local Authority  
Port Authority  
Emergency Services Communication Plan |
|---|---|
| Business Emergency Response Plan (Internal Management/ Media Etc)  
NOK Notification  
Aviation Authority  
Port Authority  
Emergency Services Communication Plan |
| Business Emergency Response Plan (Internal Management/ Media Etc)  
NOK Notification  
Local Authority  
Port Authority  
Emergency Services Communication Plan |
| Business Emergency Response Plan (Internal Management/ Media Etc)  
NOK Notification  
Local Authority  
Port Authority  
Emergency Services Communication Plan |
Annex B to Chapter 12 – Emergency Response Cooperation Plan (ERCoP)

Full details of the requirements relating to ERCoPs is set out in MGN 543 (M+F) – Safety of Navigation: Offshore Renewable Energy Installations (OREIs) – Guidance or UK Navigational Practice, Safety and Emergency Response. A summary of the requirements are set out below:

1. An ERCoP is a reference document written by the Duty Holder detailing all aspects of the relevant site. It shall contain contact information, including 24 hour contact, particulars of resources available at the site and physical characteristics of the site including any markings and equipment available e.g. AIS, radar, VHF radio, etc.

2. The ERCoP should be submitted in draft form early to the MCA in order for suggested changes and recommendations to be made. This Plan MUST be submitted to and approved by the MCA before construction operations commence. Once the ERCoP is agreed, a final electronic copy should be submitted to the MCA for future reference should a SAR incident occur.

3. An ERCoP for each significant phase will be required e.g. Construction, Operation & Maintenance and Decommissioning; however Pre-consenting activity (e.g. installation and operation of a Metmast) require notification but do not require an ERCoP. Permanent changes will require a resubmission of an ERCoP and any Significant temporary changes (e.g. the introduction of jack-up vessel during O&M) will require a Bridging Document detailing, by time or geography, the changes occurring and any amendment to procedures to be adopted.

4. If an OREI changes ownership or is leased to another company, a new ERCoP should be submitted with any changes of e.g. contact numbers, owner address, operational procedures, etc. included.

5. An ERCoP template, which must be followed, is available on the GOV.UK website.

6. The ERCoP template should be checked regularly for any updates. The MCA will only accept draft ERCoPs in line with the most current version. Changes to ERCoP templates will normally be notified to the industry via the main industry representative groups including RenewableUK.

7. The ERCoP template is designed as a guide to the information the MCA require and should contain company/field specific information. On completing the ERCoP, companies should ensure that as much relevant information as possible is included, attaching pictures and diagrams where required.

8. Emergency telephone numbers in the ERCoP will be tested periodically by HM Coastguard.

9. ERCoPs should be reviewed regularly and at least annually. Any required changes should be sent to the MCA in the form of an updated ERCoP.
Annex C to Chapter 12 – Mutual Support, Integrated Emergency Response Plans

The IOER-R guidelines place the responsibility for developing effective emergency response arrangements on to the Principal Duty Holder. In doing so, the guidelines encourage all Duty Holders to take account of neighbouring sites with regards to the potential of providing mutual support or assistance in the event of an emergency to those affected (‘Emergency Assistance’). Duty Holders are encouraged to:

- Understand the incidents or events that the site could impact on adjacent projects or assets (e.g. neighbouring sites or oil and gas infrastructure) which could require Emergency Assistance;
- Understand the incidents or events that adjacent projects or assets (e.g. neighbouring sites or oil and gas infrastructure) could impact on the site which could require Emergency Assistance.
- Understand the mutual assets, resources and capability of each party/site in order to provide Emergency Assistance.
- Identify and maintain effective lines of communication to enable Emergency Assistance to be put into effect.
- Establish and maintain effective plans and arrangements to give effect to any Emergency Assistance requested.
- Ensuring a periodic review of the above.

The emphasis is on developing a cooperative and coordinated line of communication and mutual support between neighbouring sites. Such details should be recorded within the geographically based Integrated Emergency Response Plan (IERP).

In every case any offer of Emergency Assistance to any party experiencing an incident should only be on the basis that the safety of people or property is not compromised. It should also be accepted by both parties that the party offering Emergency Assistance does so on the understanding:

- That the operations of the party offering the assistance could be disrupted as a result of making available Emergency Assistance.
- No party offering assistance is expected to do so should this give rise to risk to an emergency situation for its own operations.
- That Emergency Assistance can be withdrawn at any time in order to deal with an emergency at its own operations.
- That the legal and contractual arrangements in putting into effect such plans should be taken into account by all parties affected including as necessary the recovery of any agreed costs for providing Emergency Assistance.

Understanding the risks

The emphasis should be for neighbouring Duty Holders to have a clear understanding of the risks presented by each site with particular emphasis on identifying circumstances when Emergency Assistance may be requested either by the Duty Holders and/or on the direction of national agencies (e.g. HM Coastguard). This could include:

- The site Duty Holder communicating the relevant risks described within the ERP with regards to foreseeable events e.g. marine, aviation, physical assets or pollution related incidents to neighbouring sites;
- The site Duty Holder to identify in cooperation with the neighbouring sites details of the relevant risks described in their ERP or equivalent plans.
- This information should be recorded in an agreed format (e.g. Risk Register) and made available to all parties who may need this information.
Resources

In order to be capable of providing Emergency Assistance all parties should have a clear understanding of the available resources, which should be recorded within the IERP. This could include details such as:

- Medical support facilities and arrangements
- Available communication systems and assets (e.g. control centres)
- Offshore and onshore refuge and reception centre capability
- Crew and support vessel availability and capability
- Any other facilities deemed suitable to provide Emergency Assistance.

Further detail may include:

- What the resource is?
- What is its capability?
- Who & how it can be requested?
- Any particular limitations on its deployment

Communications

Effective communications between all parties in putting into effect Emergency Assistance is essential. All parties would be expected to:

- Establish a single initial point of contact capable of reacting to a call for Emergency Assistance.
- Ensure authorisation for the provision of assistance can be readily given
- Ensure that such requests are made by the most effective means (e.g. telephone) and without delay via the agreed contact points.

An up-to-date record of these communication arrangements should be within the IERP.

Integrated Emergency Response Plans

The Duty Holder in cooperation with other parties affected should establish and maintain the Integrated Emergency Response Plan in order record and put into effect any requests for Emergency Assistance. The plan would need to document, implement and maintain details of:

- The risks of all affected parties where Emergency Assistance may be sought (e.g. Risk Register)
- All identified resources available by the parties concerned in order to provide Emergency Assistance (e.g. Resource Register)
- All agreed contact points and methods of communication and where applicable authorisation protocols. (e.g. Contacts Register)

Review

All arrangements for putting into effect any Integrated Emergency Response Plans should be reviewed on a regular basis. Specifically this should occur:

- In every case and at a suitable time following any request for Emergency Assistance; and
- Periodically to ensure all the relevant risks of the applicable sites (e.g. Risk Register) agreed communications (e.g. Communications Register) and available resources (e.g. Resources Register) are up to date.

Any changes recommended arising out of any review carried should be communicated as necessary in a timely manner.
Annex D to Chapter 12 – Mutual Support, Integrated Emergency Response Plans

Site incident

- Local incident
- Major incident requiring external support
- Initiate IERP/IERCoP

Responding site

- Receive SOS call for assistance
- Can we mobilise
- Can we respond? Y/N (Site Mg)

- Secure own asset, establish safe state
- Recover staff from WTG/OSS to vessel
- What assistance is requested/required
- Establish communication with Command Points

- Y
  - Secure own asset & make resource available (vessels, personnel, comms)
  - Transit to location
  - Provide support

- N
  - Advise caller of limitation/delay

Emergency tracking and control (incident command)

- Casualty reception
- Casualty transport & first aid at sea
- Asset stabilisation and/or recovery
- Debrief
- Advise local emergency services/hospitals
Chapter 13: Glossary of Terms

For clarification the terms below will have the following meaning within the IOER-R:

- **Bronze**
  - The operational control arrangements to deal with the immediate response to protect and preserve life.
- **Contacts Register**
  - Documented list of all agreed contact points and methods of communication and where applicable authorisation protocols.
- **Duty Holder**
  - Means the employer with the overall control of the site. During construction, this could be either the client or principal contractor. During operation then it will be the site operator.
- **Emergency**
  - Means an emergency of a kind, which can require evacuation, escape or rescue.
- **Emergency Assistance**
  - Mutual support or assistance provided to neighbouring sites in the event of an emergency to those affected.
- **Escape**
  - Means the process of leaving the offshore renewable energy installation in an emergency when the evacuation system has failed; it may involve entering the sea directly and is a “last resort” method of getting persons off the installation.
- **Evacuation**
  - Means the leaving of an offshore renewable energy installation and its vicinity, in an emergency, in a systematic manner and without directly entering the sea.
- **First-aid**
  - Means – in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;
- **Gold**
  - The response to resource and support the site including its return to normality, also known as crisis management.
- **Medevac**
  - Means any evacuation of a person for medical reasons.
- **Offshore Renewable Energy Development (ORED)**
  - A generic term to specify an area of leased sea bed from The Crown Estate within REZ whose development and operations is the responsibility of one developer (or group of developers under a joint venture)
- **Offshore Renewable Energy Installations (OREI)**
  - Fixed and floating structures that make up a renewable energy farm, these include but not limited to Offshore Transformer Stations, Met Masts, Marine Current Turbines, Wave Arrays and Wind Turbine Generators.
- **Renewable Energy Zone**
  - An area of the sea, beyond the United Kingdom’s territorial sea, which may be exploited for energy production. The REZ will be co-existent with the area within which the United Kingdom already exercises jurisdiction with respect to marine environmental matters, in accordance with Part XII of the United Nations Convention on the Law of the Sea. Maps can be found at www.ukho.gov.uk
- **Resource Register**
  - Documented list or description of all identified resources available by the parties concerned in order to provide Emergency Assistance
- **Risk Register**
  - Documented record of the identified risks for all affected parties where Emergency Assistance may be required.
- **Silver**
  - The tactical control arrangements provided to the site dealing with the incident.

**Note:** These terms and definitions should only be used in order to provide a consistent understanding on the scope and application to these guidelines alone. While in many cases based on accepted terms, they do not have any statutory or official status regarding their interpretation or application. Duty Holders are encouraged to also review scope of terms used by other bodies such as CAA, JESIP etc.

Chapter 14: Abbreviations

AAIB  Air Accident Investigation Branch
ACO  Aircraft Coordinator
ACPO  Association of Chief Police Officers
ARCC  Aeronautical Rescue Coordination Centre
CGA  Civil Contingencies Act
CDM  Construction (Design and Management) Regulations 2015
CGOC  Coastguard Operations Centre
CTV  Crew Transfer Vessel
DECC  Department of Energy and Climate Change
DfT  Department for Transport
ERCoP  Emergency Response Co-operation Plan
ERP  Emergency Response Plan
EPIRB  Emergency Position Indicating Radio Beacon
EPP  Emergency Preparedness Plan
ERDEP  Emergency Response Co-operation Plan
FAI  Fatal Accident Inquiry
HCA  Helicopter Certification Agency
HMC(G)  Her Majesty’s Coastguard
HSE  Health and Safety Executive
HSENI  Health and Safety Executive Northern Ireland
HSW(A)  Health and Safety at Work etc. Act 1974
IALA  International Association of Lighthouse Authorities
IAMSAR  International Aeronautical and Maritime Search and Rescue Manual
ICAO  International Civil Aviation Organisation
IERP  Integrated Emergency Response Plan
IMO  International Maritime Organization
IOER-R  Integrated Offshore Emergency Response - Renewables Guidance
ISM  International Safety Management Code
LGD  Lead Government Departments
LRF  Local Resilience Forum(s)
LRP  Local Resilience Partnership(s)
MAIB  Marine Accident Investigation Branch
MARPOL  Marine Pollution (MARPOL 73/78 International Convention)
MCA  Maritime and Coastguard Agency
MHSWR  Management of Health and Safety at Work Regulations 1999
MMO  Marine Management Organisation
MOB  Man Over Board
NCP  National Contingency Plan
NFFO  National Federation of Fisherman’s Organisations
NMOC  National Maritime Operations Centre
NOK  Next of Kin
OGUK  Oil & Gas UK
O&M  Operations & Maintenance
OC  Operational Controller
OELO  Offshore Energy Liaison Officer
ORED  Offshore Renewable Energy Development(s)
OREEF  Offshore Renewable Energy Emergency Forum
OREI  Offshore Renewable Energy Installation
OSC  On Scene Coordinator
OSP  Offshore Support Platforms
OSS  Offshore Substations
PLB  Personal Location Beacon
PLO  Police Liaison Officer
REZ  Renewable Energy Zone
RMA  Radio Medical Advice
RNLI  Royal National Lifeboat Institution
RYA  Royal Yachting Association
SCG  Strategic Coordinating Group
SIMOPS  Simultaneous Operations
SMC  SAR Mission Coordinator
SMS  Safety Management System
SOLAS  [International Convention for the] Safety of Life at Sea
SOS  International code signal of extreme distress
SOSREP  Secretary of State’s Representative
STCW  [International Convention for the] Standards of Training, Certification and Watchkeeping
TEZ  Temporary Exclusion Zone (TEZ)
UKPOEG  United Kingdom Police Offshore Energy Group
UXO  Unexploded Ordnance
WTG  Wind Turbine Generator
Chapter 15: List of Organisations & Stakeholders

Regulators & Investigation Bodies

- Air Accident Investigation Branch (AAIB)
  - www.gov.uk/government/organisations/air-accidents-investigation-branch
- Civil Aviation Authority (CAA)
  - www.caa.co.uk/
- Environment Agency (EA)
  - www.gov.uk/government/organisations/environment-agency
- Health & Safety Executive (HSE)
  - www.hse.gov.uk/
- Marine Accident Investigation Branch (MAIB)
  - www.gov.uk/government/organisations/marine-accident-investigation-branch
- Maritime & Coastguard Agency (MCA)
  - www.gov.uk/government/organisations/maritime-and-coastguard-agency
- Scottish Environment Protection Agency (SEPA)
  - www.sepa.org.uk/

Emergency Planning/Response

- Chief Fire Officers Association (CFOA)
  - www.cfoa.org.uk/
- Emergency Preparedness Offshore Liaison (EPOL)
  - www.epolgroup.co.uk/
- Bristow Search & Rescue
  - http://bristowgroup.com/uk-sar/
- Royal National Lifeboat Institution (RNLI)
  - http://rnli.org/Pages/Default.aspx
- Trinity House
  - www.trinityhouse.co.uk/
- Cabinet Office (Resilience)
- Local Resilience Forums
  - www.gov.uk/government/organisations/local-resilience-forums-contact-details
- Joint Emergency Services Interoperability Programme (JESIP)
  - www.jesip.org.uk

Government

- Department for Business Innovation & Skills (BIS)
  - www.gov.uk/government/organisations/business-innovation
- Department for Transport (DfT)
  - www.gov.uk/government/organisations/transport
- Department of Enterprise Trade & Investment (Northern Ireland)
  - www.detini.gov.uk/
- Department of Energy & Climate Change (DECC)
- Scottish Enterprise
  - www.scottish-enterprise.com/
- Scottish Government
  - www.gov.scot/
- Welsh Assembly Government
  - http://gov.wales/?skip=1&lang=en
Trade Associations

- RenewableUK (RUK)
  - www.renewableuk.com
- Association of Diving Contractors (ADC)
  - www.adc-uk.info/website/home
- British Rig Owners Association (BROA)
  - www.broa.org/
- Association of Oil & Gas Producers (OGP)
  - www.iogp.org
- International Jack Up Barge Operators Association (IJUBOA)
  - www.ijuboa.com/
- International Maritime Contractor Association (IMCA)
  - www.imca-int.com/
- National Workboat Association (NWA)
  - http://workboatassociation.org/
- Oil & Gas UK
  - http://oilandgasuk.co.uk/
- UK Chamber of Shipping
  - www.ukchamberofshipping.com/
- G9 Offshore Wind Association
  - www.g9offshorewind.com
- Offshore Renewable Energy Emergency Forum (OREEF)
- The Crown Estate (TCE)
  - www.thecrownestate.co.uk/
- Marine Management Organisation (MMO)
  - www.gov.uk/government/organisations/marine-management-organisation
- Marine Scotland
  - www.gov.scot/About/People/Directorates/marinescotland
- UK Hydrographic Office (UKHO)
  - www.ukho.gov.uk/Pages/home.aspx
- Commissioners of Irish Lights
  - www.cil.ie/
- International Maritime Organisation (IMO)
  - www.imo.org/en/Pages/Default.aspx
- IALA
  - www.iala-asm.org/about/
- International Hydrographical Organization (IHO)
  - www.iho.int/srv1/index.php?lang=en
- KIS - ORCA
  - www.kis-orca.eu/
- Society for Underwater Technology (SUT)
  - www.sut.org/
- National Federation of Fisherman’s Organisations (NFFO)
  - www.nffo.org.uk
Our vision is of renewable energy playing a leading role in powering the UK.

RenewableUK is the UK's leading renewable energy trade association, specialising in onshore wind, offshore wind and wave & tidal energy. Formed in 1978, we have an established, large corporate membership ranging from small independent companies, to large international corporations and manufacturers.

Acting as a central point of information and a united, representative voice for our membership, we conduct research; find solutions; organise events; facilitate business development; lobby and promote wind and marine renewables to government, industry, the media and the public.