



## EMERGENCY MANAGEMENT PLAN

“The aim of the Dublin Port Company Emergency Management Plan is to outline the structures and arrangements that will be used in response to an emergency in order to mitigate:

- Loss of life or injury to employees, contractors, visitors and local residents
- Damage to the environment
- Damage to the facilities, plant and equipment of DPC, its commercial partners, tenant companies and neighbours

The plan also aims to ensure that DPC emergency management structures and arrangements are compatible with the requirements of the 2006 Framework for Major Emergency Management.”

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## ABBREVIATIONS AND DEFINITIONS USED IN THIS PLAN

AAR	After Action Review (formal debrief).
COP	Common Oil Pipeline
CEO	Chief Executive Officer
DTTAS	Department of Transport, Tourism and Sport
DCC	Dublin City Council
DFB	Dublin Fire Brigade
DG	Dangerous Goods
DPC	Dublin Port Company
EM	Emergency Management
EMA	Emergency Management Administrator
EMLC	Emergency Management Land Coordinator
EMMC	Emergency Management Marine Coordinator
EMP	Emergency Management Plan
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EPA	Environmental Protection Agency
ESRVP	Emergency Services Rendezvous Point
HM	Harbour Master
HP/PS	Harbour Police/Port Security
HSA	Health & Safety Authority
HSE	Health Service Executive
IHR	International Health Regulations (2005)
IRCG	Irish Coast Guard
ISPS	International Ship and Port Facility Security (code)
Lo/Lo	Load-on/ Load-off
MCIB	Marine Casualty Investigations Board
MSDS	Material Safety Data Sheet
NOG	National Operations Group (oil spill)
NOK	Next of Kin
PFSP	Port Facility Security Plan
POC	Port Operations Centre
Ro/Ro	Roll-on/ Roll-off
SSP	Ship's Security Plan
VTS	Vessel Traffic Services

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# Dublin Port Company Emergency Management Plan

## **1. INTRODUCTION**

Dublin Port covers an area in excess of 650 acres, within which many activities of a marine, commercial and industrial nature take place.

This Emergency Management Plan (EMP) is designed to provide guidelines to the Dublin Port Company (DPC) for responding to an emergency within the DPC estate.

The limits of Dublin port are defined under the Harbours Act (1996), as amended 2000.

Operations at Dublin Port include the following:

- a. Graving docks for ship repair.
- b. Ancillary services (e.g. Pilotage, Towage, Diving etc)
- c. Load-on/Load-off (Lo/Lo) terminals operated in common user area and in designated terminals.
- d. Roll-on/Roll-off (Ro/Ro) terminals facilitating both freight and passenger traffic.
- e. Facilities for handling petroleum products, LPG and molasses.
- f. Common oil pipeline linking the oil berths with the storage facilities.
- g. Dry bulk handling facilities for handling concentrate, peat, oil, grain, animal feedstuff, fertilizer, sand, coal, petroleum coke, slags, scrap metals and cement.
- h. Warehouse space
- i. Vehicle storage facilities.
- j. Cruise liner operations.
- k. Leisure craft mooring and movements at Poolbeg and Dublin City Marinas.

Tenant companies operate several industrial/commercial sites within the DPC estate. Several of these companies are the de-facto 'operating company' of those sites, and have ultimate responsibility for emergency planning within those facilities.

There are currently eight upper tier Seveso sites within the DPC estate, and a number of lower tier sites (See Figure 3 on page 21). These sites are operated by DPC tenant companies and are regulated under EU Control of Major Accident Hazards involving dangerous substances legislation (Known as COMAH regulations), and transposed into Irish law in SI No. 74/2006. A map showing the locations of the upper tier Seveso sites is also included at **Annex J**.

### **Restricted Annexes.**

It should be noted that while the DPC Emergency Plan is an unrestricted document, annexes to the plan are restricted for general security and confidentiality reasons. Members of the public wishing to contact Dublin Port Company should do so using the following number:

Main Switchboard 01 8876000

Or by e-mail to [info@dublinport.ie](mailto:info@dublinport.ie)

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## **2. OBJECTIVES**

The objectives of this plan are to

- a. Provide an emergency management organisation structure which will enable DPC to respond rapidly and efficiently to any emergency in order to prevent injury to personnel, damage to property or the environment as well as minimizing or eliminating the impact to neighbouring communities.
- b. Ensure all appropriate and relevant resources are identified in advance and made available as quickly as possible during an emergency within Dublin Port.

## **3. SCOPE AND ASSUMPTIONS**

The Dublin Port EMP outlines the DPC structures and arrangements for responding to emergencies that may occur within Dublin port.

The plan is intended for guidance purposes only and may be adapted depending on the circumstances of a particular emergency. The actions to be taken in any given emergency will be decided by the Emergency Management Team (EMT).

This plan may be activated by the CEO of DPC, the Emergency Management Marine Coordinator (EMMC) or the Emergency Management Land Coordinator (EMLC) depending on the circumstances and severity of the incident.

The plan is designed to cater for both marine and land based emergencies.

### **Marine Emergency Scenarios include:**

- Major incident onboard a vessel such as fire, flooding or cargo related.
- Collision between vessels or between a vessel and a fixed object.
- Grounding of a vessel.
- Major oil spillage from a vessel or jetty.
- Major oil spill at sea or oil entering the port from a source upriver.
- A major incident involving small craft within the ports jurisdiction.
- A security incident, involving a ship, which has the potential to escalate into an emergency situation.

### **Land Emergency Scenarios include:**

- Major fire within the general port area.
- Major oil spill.
- Major spill of hazardous material.

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- A vehicle accident involving hazardous material.
- Chemical incidents (e.g. toxic cloud).
- Major incident in an oil, gas or hazardous material storage facility.

### Marine & Land Emergency

- Infectious Disease (Human or Animal) on Ship due to enter Dublin Port.
- Incidents involving Dangerous Goods and/or hazardous materials.

A number of scenario specific sub-plans for the above have been developed as part of this overall plan. These focus on the immediate actions to be taken by internal sections of the port authorities, and are restricted documents. However, it should be noted that the scenarios are for planning purposes as well for use in training and exercises. DPC also adheres to an 'all hazards approach' to EM, in that the same structures, resources and personnel will be used to respond to all emergencies occurring in or affecting the port.

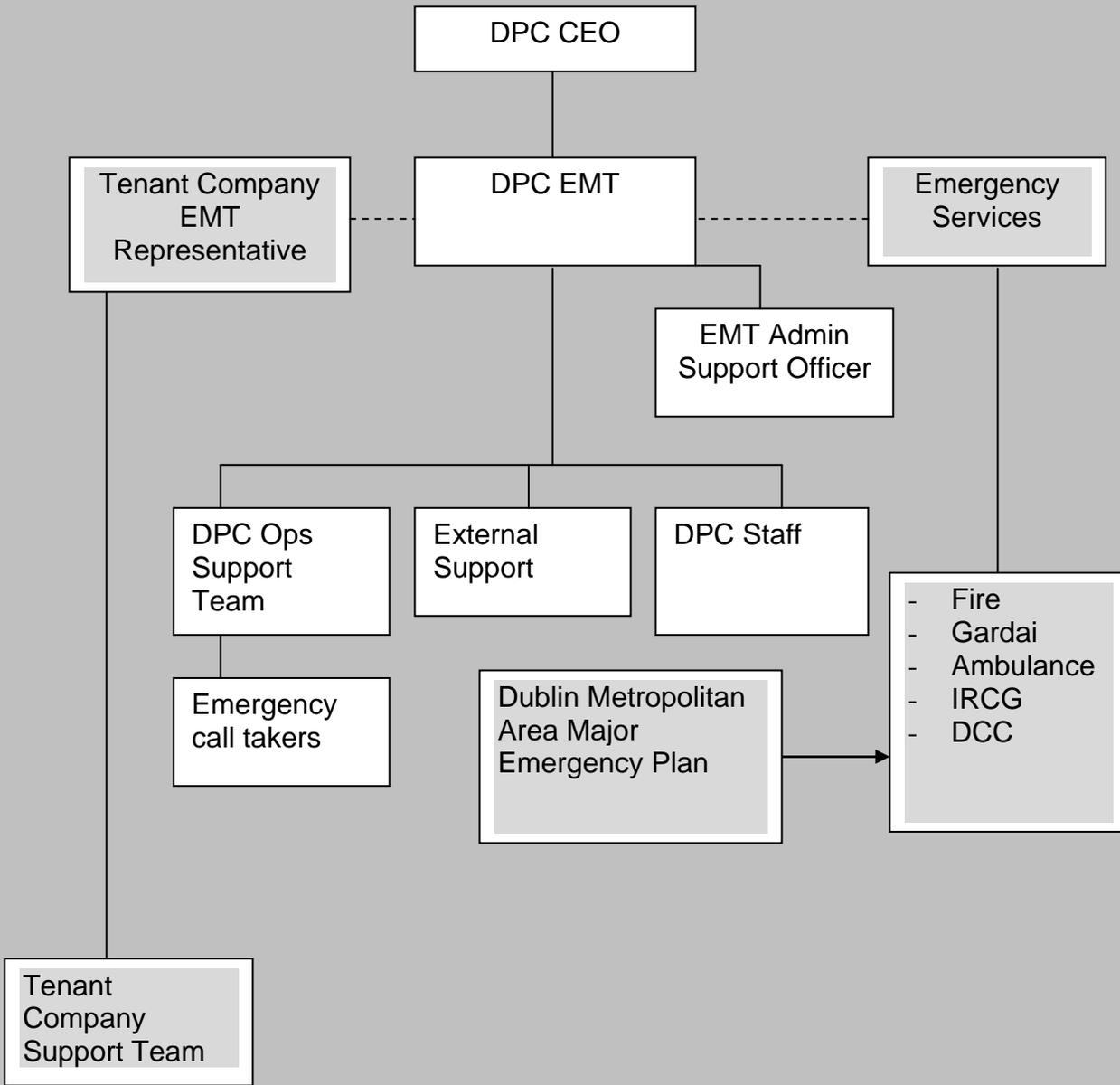
This plan makes the following assumptions:

- All personnel with specific roles and responsibilities are familiar with their role in the plan, and have been exercised in the implementation of the plan.
- All contact details for key stakeholders are up to date at the date of the last plan revision.
- The resources outlined in the plan are available and maintained.

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## 4. DPC EMERGENCY RESPONSE ORGANISATION AND ROLES



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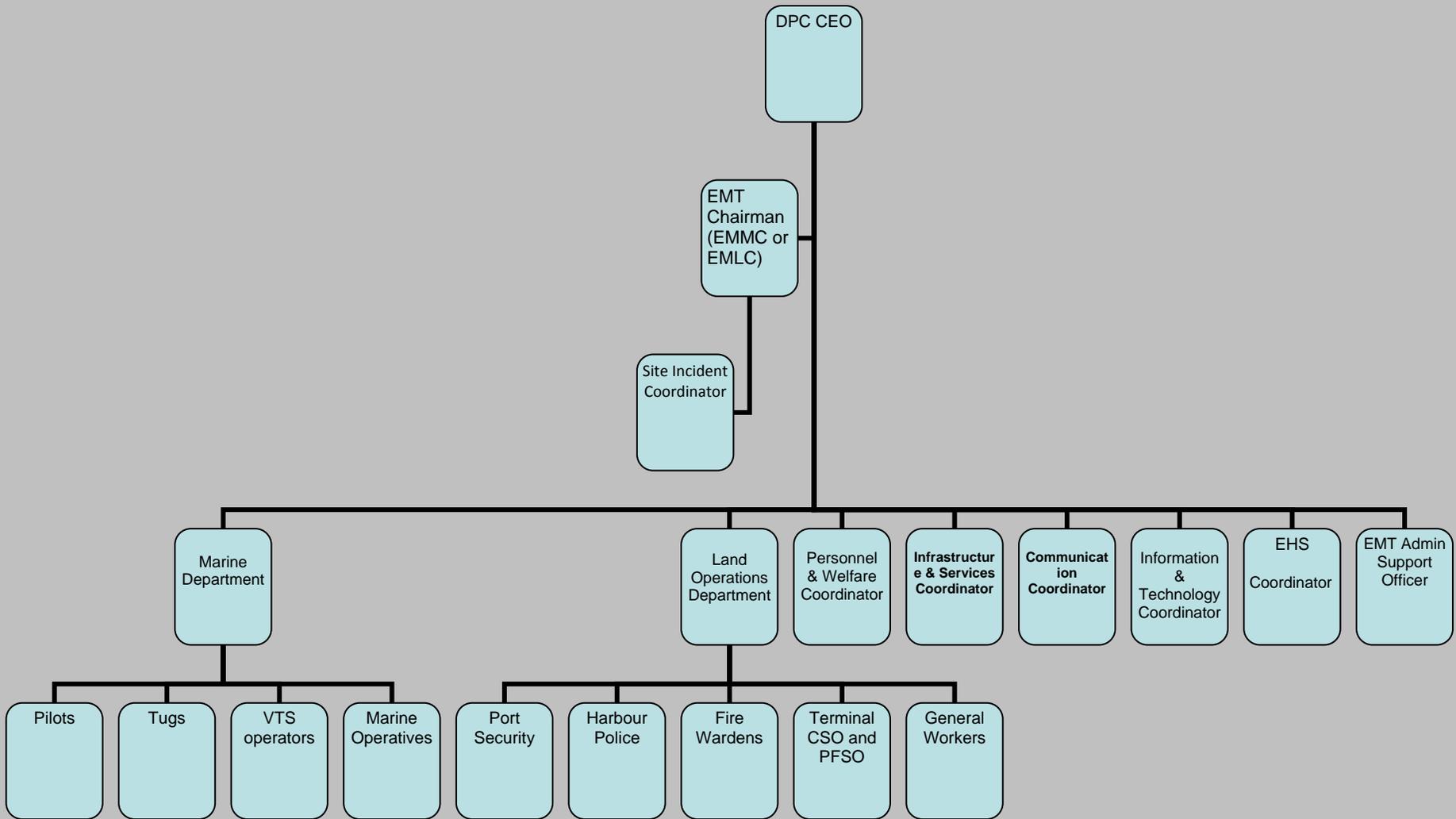
### DPC Emergency Management Team Structure

EMT Role	Appointment holder
<b>Chief Executive Officer</b>	<b>CEO</b>
<b>Emergency Management Marine Coordinator (EMMC)</b>	<b>Harbourmaster</b>
Alternate	Deputy Harbourmaster
<b>Emergency Management Land Coordinator (EMLC)</b>	<b>Land Operations Manager</b>
Alternate	Security Manager
<b>Infrastructure and Services Coordinator</b>	<b>Chief Engineer</b>
Alternate	Maintenance and Services Manager
<b>Personnel and Welfare Coordinator</b>	<b>Human Resources Manager</b>
Alternate	Human Resource Officer
<b>Communications Coordinator</b>	<b>Communications Manager</b>
Alternate	Communications Officer
<b>Information and Technology Coordinator</b>	<b>IT Manager</b>
Alternate	IT Officer
<b>Facilities Coordinator</b>	Property and Estates Manager
Alternate	Estates Inspector
<b>EHS coordinator</b>	<b>EHS Manager</b>
<b>Alternate</b>	
<b>EMT Administration Support Officer</b>	Clerical/ Admin Officer
<b>EMERGENCY MANAGEMENT ADMINISTRATOR</b>	Land Operations Manager

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## EMT Command Chart



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## **EMT - Overview and role.**

The EMT is made up of senior DPC managers drawn from the key functional areas of the company. The specific roles and responsibilities of team members largely reflect their day-to-day responsibilities.

The DPC CEO has overall responsibility for all operations in the port, both marine and land. Many of the day-to-day tasks are delegated to the EMMC and the EMLC, as well as to other management functions. Each EMT member has a designated alternate or deputy, capable of standing in for the primary EMT member should he/she be unavailable for any reason. Alternates receive the same training for EMT operations as primary team members. Others not listed on the core team may be drafted to the team if their expertise is required.

The Chair of the EMT reports to the DPC CEO, who may in certain situations decide to chair the EMT him/herself.

In general terms the overall role of the EMT is to

- Coordinate and control the DPC response to an emergency within the port area of responsibility
- Liaise with the external emergency services and provide all reasonable support to them
- Manage DPC's interaction with external stakeholders throughout the response to an incident.

## **Emergency Management Administrator (EMA)**

The EM plan will be maintained by the Emergency Management Administrator (EMA). He/she ensures the plan is kept up to date, and is responsible for arranging training and exercises for EMT members and support staff. He/she also ensures the Emergency Operations Centre (EOC) is fit for purpose. The EMA is not an EMT operational role as all tasks associated with the role are undertaken outside of EMT operations. He/she will ensure the plan is reviewed (internally) annually, and externally once every 3 years.

## **Site Incident Coordinator. (SIC)**

In the event of an emergency occurring within the port area of operations, on the marine or the land side, DPC will appoint a 'Site Incident Coordinator'. This will usually be the EMMC or EMLC, or a person appointed by him. The SIC's role is to manage the DPC resources at the site, to liaise with external agencies responding to the emergency and to keep the EMT up to date with the situation at the emergency site. The SIC will

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be in direct contact with the Port Operations Centre by radio, and will be equipped with a mobile phone.

### Emergency Call Takers

A panel of emergency call takers has been identified and trained in assisting the receptionist with responding to calls to DPC in the event of an emergency. The call takers take all emergency related calls and ensure the calls are logged and/or passed to the appropriate DPC person.

### Vessel Traffic Services (VTS) Operator.

The VTS operator is the primary point of contact in the event of any marine related incident. In the event of an incident the VTS operator will immediately contact the duty HM who will decide what action should be taken, including mobilisation of the EMT. If the duty HM deems it appropriate, the VTS operator will contact the emergency services and mobilise the tugs.

VTS and Harbour Police/ Port Security (HP/PS) will liaise closely during all emergencies.

### Marine Operatives:

Marine Operatives of the port will support the VTS staff, and will act on all instructions issued by the Harbourmaster during an emergency.

### Harbour Police/Port Security.

The HP/PS has a critical role in coordination and control of the immediate response to an emergency, as well as the security of the port facilities. They also play a key role in alarm monitoring and notification of emergency services, meeting the emergency services at the ESRVP and guiding them to the site of an emergency within the port, and of controlling traffic within the port.

### DPC Fire Wardens

DPC fire wardens staff the oil jetty's on a 24/7/365 basis. They are responsible for the safety and security of all shipping operations on the Common Oil Pipeline, and can communicate directly with the POC through radio.

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## DPC Fire Marshals.

DPC has identified and trained a number of Fire Marshals who have a key role in accounting for personnel in their designated area during an emergency. Fire Marshals have been appointed in all DPC buildings, and they have a key role in accounting for personnel in their facility during evacuations, and in keeping the EOC informed of events in their area.

## DPC First Aiders

DPC has a number of Certified First Aid staff suitable for deployment as first aiders in the event of an emergency. FAs report to the Site Incident Coordinator once they have been accounted for by their Fire Marshal, and are prepared to administer first aid and to assist the emergency services on request.

## The Emergency Operations Centre (EOC)

The primary EOC is located on the 1<sup>st</sup> floor of the POC located at the southern end of Breakwater Road. The EMT will meet here in the event of an emergency being declared. Should the emergency affect the POC then the alternate EOC will be located in the Committee room of the DPC located on the 4<sup>th</sup> floor of the Port Centre on Alexandra Road. Should both locations be unavailable then the CEO will decide on an appropriate location and inform other EMT members. Both the primary and alternate EOC are equipped for emergency operations.

## Emergency Services

In the event of an emergency in Dublin Port, the Emergency Services proceed immediately to the Emergency Services Rendezvous Point (ESRVP), located at the junction of East Wall Road & Tolka Quay Road (indicated on the map at Figure 2, page 19). HP/PS will meet with and guide the emergency services to the area of the emergency. The primary unit of the initial lead agency will attend the scene and relay information to emergency services gathered at or near the ESRVP. The lead agency will generally appoint a senior officer as the incident commander or coordinator at a safe forward point, and senior operational staff from each emergency service will collectively manage the emergency from this point.

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## 5. PORT WIDE ALARM ACTIVATION

The DPC fire alarm panel system is located in the HP/PS Control Room, situated on the ground floor of the POC, Breakwater Road, Dublin Port. The fire alarm system monitors approximately 21 sites, and break glass units are located throughout the port estate.

The fire alarm system can be activated manually or automatically from various points around the port directly linked to the system. When activated, the HP/PS are immediately alerted and investigate the alarm before deciding on what action is required.

The port wide sirens are located at the ESB North Wall Power Station, the Oil Jetties and DP Warehousing, and are tested regularly on a scheduled basis. With the exception of alarm tests, all pumping stops immediately on sounding of the port wide siren.

For confirmed alarm activations, the affected site and HP/PS call 999/112 and request emergency services attendance, whilst clearly stating the nature of the emergency, name and location of the site affected. In passing information to the Emergency Services the E.T.H.A.N.E. mnemonic is used;

- **Exact** location of the emergency
- **Type** of emergency – e.g. Fire; hazardous material spill; Road Traffic Accident.
- **Hazards**, present and potential
- **Access** route to the emergency
- **Number** and type of casualties (if known)
- **Emergency Services** – those present and those required

Once confirmed HP/PS will immediately open the emergency gates located at the western end junction of Tolka Quay Road and East Wall Road and this immediate area operates as the ESRVP.

Dublin Fire Brigade (DFB) will be dispatched to the Port to deal with the incident, whilst HP/PS will implement a traffic control plan, with the support of Gardai, as required.

The port wide alarm system is a continuous wailing alarm sound, similar to an air-raid siren. On hearing this alarm port users should:

- Be aware that an incident is ongoing.

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- Account for staff, visitors and contractors.
- Continue to operate as normal unless instructed otherwise or individual company SOP's indicate otherwise.
- Wait for further instructions from the HP/PS or the Principal Emergency Services (PES).

Port users, and members of the wider community, are asked to bear in mind that calling DPC by telephone during sounding of the port wide siren may block telephone lines at a vital time. Port users should await further information from the HP/PS, whilst members of the public should tune in to a national radio station for updates.

### Port Evacuation.

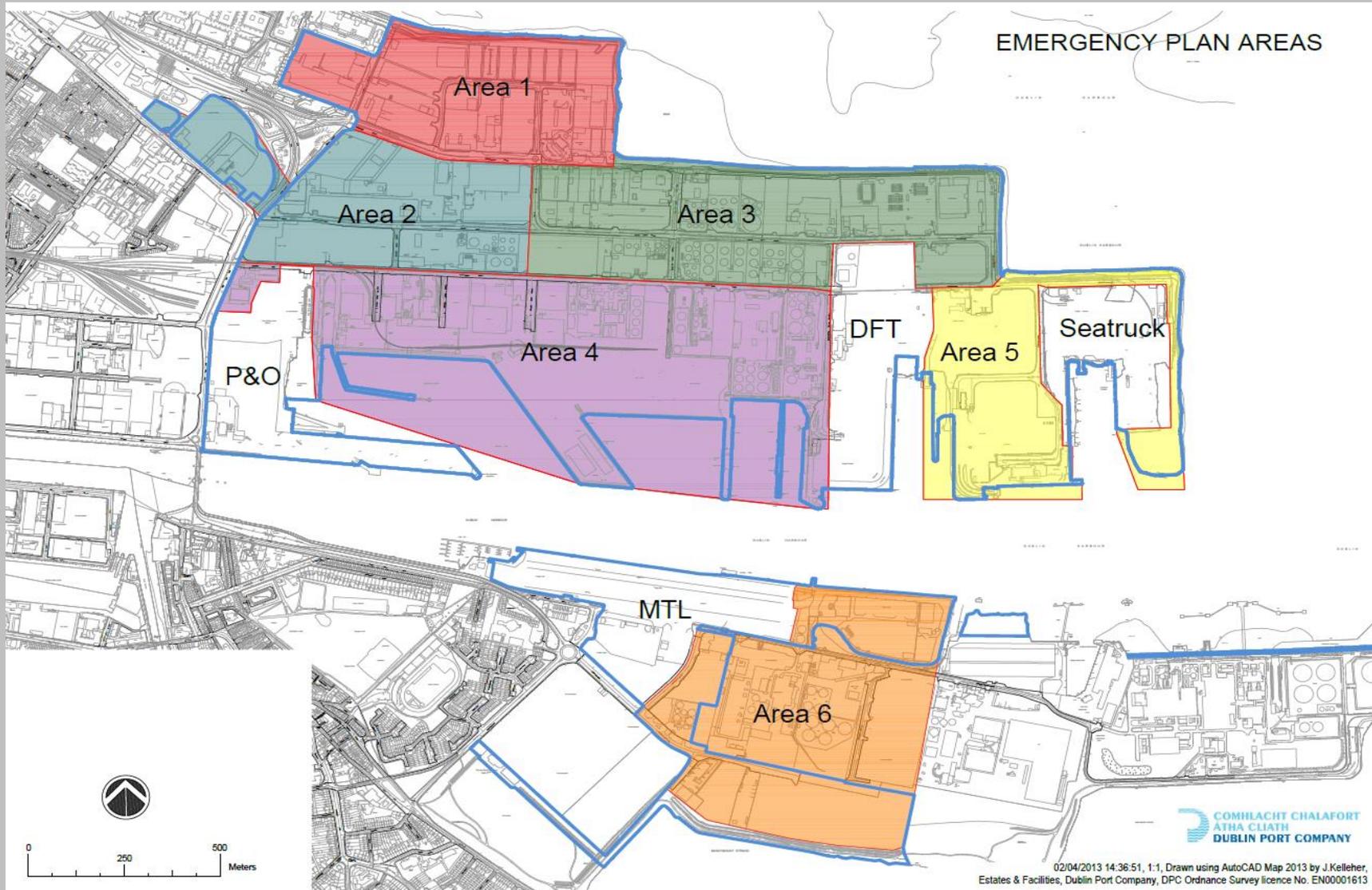
During an emergency it may be necessary to evacuate part or all of port for safety reasons. The port is divided into six separate areas for evacuation planning purposes, as outlined on the map at figure 1 below.

The HP/PS will control traffic flow throughout the port in the event of an evacuation of one or more areas.

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**Figure 1: Dublin Port Company evacuation areas.**



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## **6. COMMUNICATIONS**

In the event of an emergency in Dublin Port the media will become a key player in informing the public of the incident. DPC will liaise directly with community representative groups throughout an emergency. Members of the public seeking information should tune in to local and national radio stations for situation updates.

Concerned members of the public can contact DPC by phone or e-mail. However, it must be borne in mind that DPCs first priority is to assist the Emergency Services in the protection of life, property and the environment and that patience will be required when trying to contact the company during an emergency. DPC will endeavour to provide as much information as possible as quickly as possible to the general public during an emergency.

The primary point of contact for incidents occurring on tenant sites should be the tenants' communications / PR/ Spokesperson.

DPC Switchboard 01 8876000

e-mail: [info@dublinport.ie](mailto:info@dublinport.ie)

### **Telephone Enquiries**

All calls to the DPC switchboard during an emergency will be recorded, and every effort made to follow up with callers as soon as is practicable.

### **DPC Spokesperson**

The CEO may wish to appoint a spokesperson to speak directly to the media on behalf of DPC, or may act as the DPC spokesperson him/herself.

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## **7. TRAINING, EXERCISE AND MAINTENANCE PLAN**

### **General**

DPC's Emergency Management competencies are continuously enhanced through participation in training and exercises at different levels. DPC management regularly participate in EM exercises on tenant sites, as well as exercising as the DPC EMT in a stand-alone capacity, at least annually.

It is the responsibility of the EMA to ensure all aspects of the Training, Exercise & Maintenance Plan are implemented. Training and exercising within the context of DPC's EMP is generally concerned with achieving the following objectives:

- Continuously developing the competence of the EMT organisation in implementing the plan.
- Continuously improving the plan by identifying potential gaps in the plans during training exercising and taking action to ensure these are addressed.
- Continuously familiarising the EMT members and supporting staff with the plan and with their roles during plan implementation.

### **Annual Training Requirement**

Training will be conducted annually as follows:

- EMT members and their alternates will receive (induction or refresher) training in relation to the nature of emergencies and their role in the Emergency Management System.
- The EMT will exercise formally in the implementation of the EMP.
- Administrative staff and potential support group members (e.g. emergency call takers) will receive Emergency Management familiarisation training.
- Security, reception and other staff will receive training on the EMP sub-plans and their role in implementing the plans, as appropriate.

The EMA will ensure training records are maintained for all EMT training activities.

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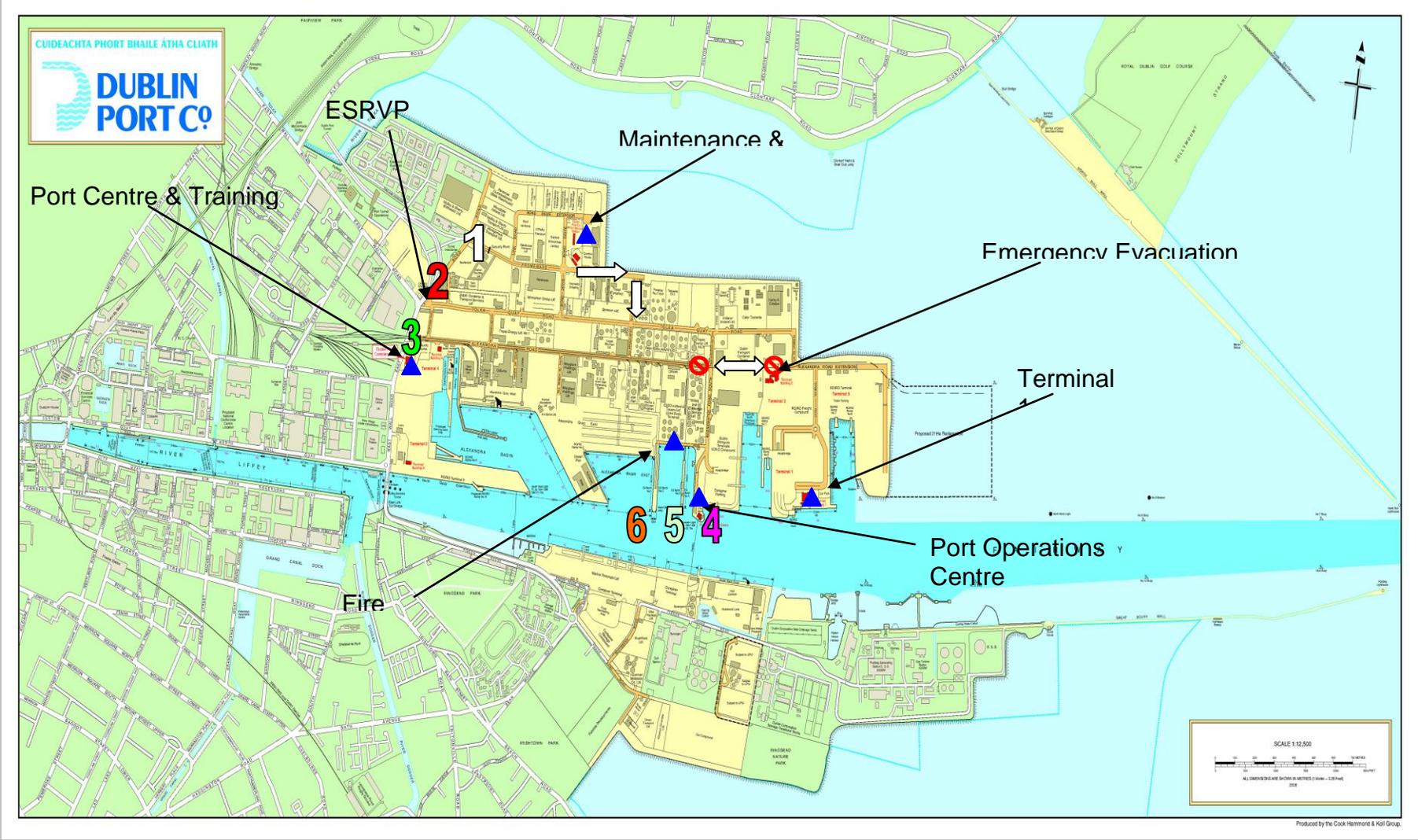
EMT exercises will be alternated annually between land and water based exercises to ensure a wide variety of potential emergency situations are covered.

In addition to DPC specific EMT training, management and staff of DPC regularly participate in or observe at tenant site emergency exercises, many of which are attended by the PES.

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Figure 2: Dublin Port Company evacuation plan.



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## Dublin Port Company Evacuation Plan

DPC has circa 130 employees located at the following locations identified by blue diamond shapes on the map above.

- Port Centre, Corner of East Wall Road & Alexandra Road.
- Maintenance & Services Building, Bond Drive Extension
- Oil Jetty Control Room, Jetty Road
- Port Operations Centre, Breakwater Road
- Terminal 1 Building, Terminal Road South

All locations have individual emergency evacuation Standard Operating Procedures including assembly points. Due to the nature of business carried out within the port via the common oil pipeline and the bulk storage of petroleum products, LPG and molasses there is always the potential for a serious event to occur, which could require a full or partial evacuation.

Six evacuation and or alternative routes to exit/enter the port environs have been designated for all port users, including emergency services in attendance.

1. Promenade Road
2. Tolka Quay Road (locked gates, keys held by HP/PS)
3. Alexandra Road
4. Port Operations Centre (facilitated by HM via Marine Operatives)
5. East Oil Jetty (life boat capsule)
6. West Oil Jetty (life boat capsule)

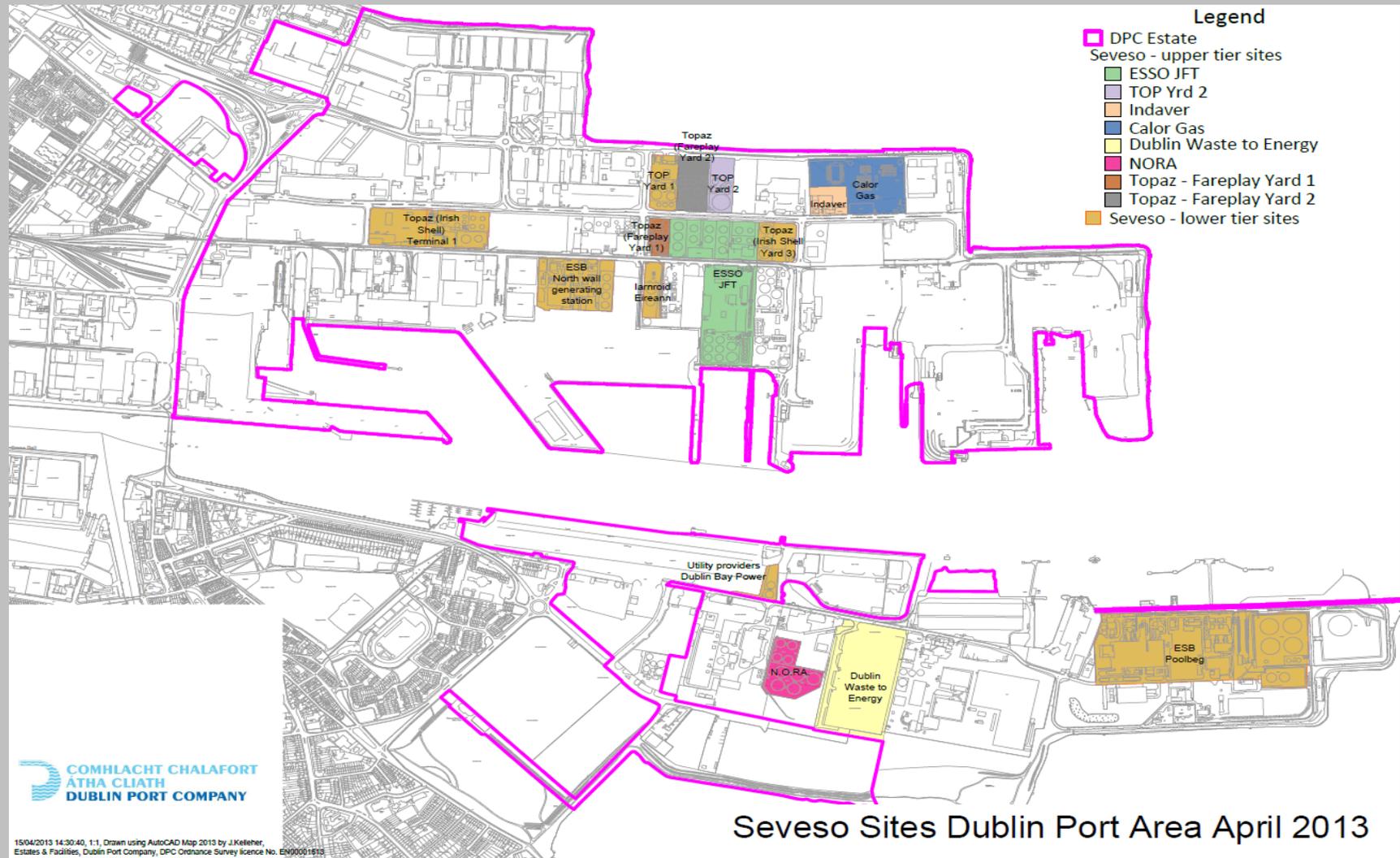
*In addition to the above, Alexandra Road (DFT terminal between Breakwater Road & Terminal Road) is a designated evacuation route. Keys to the locked ISPS security gates are held in POC control room.*

*In addition to the above, DPC acknowledge there are other alternative evacuation routes available to be utilised, however the nature or extent of the event, along with the directions of emergency services would dictate the actions of all parties involved.*

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**Figure 3 – Seveso Sites in the Dublin Port Estate.**



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