



GOVERNMENT OF RAS AL KHAIMAH RAK PORTS

MARINE EMERGENCY RESPONSE PLAN

Emergency procedures and contact information for when dealing with marine emergencies

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

*The user of any copy of this controlled document is responsible for verifying if it is the current version prior to use.
The controlled current version is available on the website <https://rakports.ae/wp-content/uploads/2024/06/merp.pdf>*

COMPANY WITH
MANAGEMENT SYSTEM
CERTIFIED BY DNV
ISO 9001 • ISO 14001
ISO 45001 • ISO/IEC 27001





DAY-TO-DAY INCIDENTS OF SIGNIFICANCE BUT NOT MAJOR MARINE EMERGENCY

The plan does not address day-to-day significant incidents/emergencies. A day-to-day emergency is an accident or incident, which may develop from its initial small-scale nature to such an extent that the activation of relevant Emergency Procedure/Plan (other than Marine Emergency Response Plan) is necessary to cater for the response.

For any incident which requires an emergency response from Police/Ambulance/Fire/or Coastguard the correct method is to initially dial:

Police	999
Ambulance	998
Fire	997 (Civil Defence)
Coastguard	996

The fact that above numbers are used to contact the emergency services does not mean that the Marine Emergency Response Plan has to be/or is, activated.

NON-MARINE EMERGENCIES

In the event of a non-marine accident/incident, alert Port Security and relevant Supervisor/Manager.

MARINE EMERGENCIES

In the event of a marine accident/incident, alert VTS Centre who will contact the Harbour Master and Deputy Harbour Master and relevant Port Manager.

All contact with RAK Ports during an incident should, in the first instance, be made through the numbers shown within List of Annex 2.

ACTIVATION OF MARINE EMERGENCY RESPONE PLAN

The Harbour Master shall, on receipt of an incident report, decide whether to activate the Marine Emergency Response Plan.



If a marine accident, or incident has occurred or may be about to occur, which requires this plan to be activated, and you have not read the plan.

DO NOT READ IT NOW!

Find the 'Emergency Card' in Section Four (Appendices) pertaining to your role and follow the instructions thereon.

Retention	@ Office	@ Archives
	0-2 years	3-5 years



Release, Approved & Version Control

1. Document Approval

RAK PORTS MANAGEMENT PLAN: Marine Emergency Response Plan.	
Management Plan Owner:	Harbour Master
Approval From:	RAK Ports Management
Date approved by Management:	28-06-2024
Effective Date:	28-06-2024
Next Review Date:	27-06-2025

2. Document Control

Version No.	Date	Revisions
V1.0	18-06-2016	Initial Release.
V2.0	11-07-2021	First revision to incorporate relevant changes.
V3.0	07-06-2024	Amended to update contact information under General Introduction and to update emergency contact numbers in Annex-2. Refer MOC item. 202400217.



RAK PORTS MEMBERS



SAQR PORT

One of the world’s leading bulk ports operating to highest international standards, the port is adjacent to the largest limestone quarry in the world. The port has established a reputation for efficient service and fast turnaround of vessels – just one of the value added services that sets Saqr Port apart from other ports in the region. Fast, efficient cargo handling and reliable distribution are the key elements to Saqr Port’s reputation for quality. Saqr Port is handling bulk cargoes such as aggregates, coal, oil, gypsum, clay and other bulk materials for local factories. It has a good commercial and warehousing property portfolio which supports a thriving business community.

Deep-Water Bulk Terminal: Situated adjacent to the main lee breakwater of Saqr Port Inner Harbour, the new facility is the largest bulk terminal in the Gulf region and accommodates large cape-size vessels.



The 6 million sqm land and waterfront free zone development. RMCFZA is reinforcing RAK’s global business footprint. RMCFZA’s harbour has 5 km of quay wall, with private jetties and common users berths and a draft alongside of 6.5m.



RAS AL KHAIMAH PORT

A unique city centre port offering a range of modern cargo handling facilities and services. The port also has a new passenger/cruise terminal catering for the increasing interest in the leisure activities available in this northern emirate.



AL JAZEERA PORT

The port offers a full range of cargo handling services on 960 metres of quay wall in addition to a dry docking and ship repairing facility. This 50,000 sqm Dry Dock and Ship Lifting System has 12 dry berths – 8 berths are 67.5m long x 30m wide and 4 berths are 77.5m long x 30m wide. The lifting dock has a synchronized lifting capacity of 1,100 tonnes and can accommodate vessels up to 65m in length x 18m wide.



AL JEER PORT

Located at the RAK border with the Musandam, Oman. The port area is for smaller vessels and dhows.

Retention	@ Office	@ Archives
	0-2 years	3-5 years



GENERAL INTRODUCTION

The 'Marine Emergency Response Plan' outlines the measures and actions to be taken by port authority, tenants, vessel Masters, and other parties involved in maritime emergency response when dealing with marine incidents and emergencies arising within the jurisdiction of RAK Ports.

The plan specifies a means of raising the alarm, summoning assistance, and establishing the role and responsibilities of those who involved in order to coordinate the activities necessary to safeguard life, property and the environment.

The plan may be implemented in whole or in part depending upon the nature and scale of the particular incident/emergency.

CONTACT INFORMATION

Group office:

Saqr Port

Telephone: +971 (0)7 205 6000

E-mail: info@rakports.ae

PO Box 5130, Ras Al Khaimah, U.A.E.

Harbour Master's Office

Saqr Port – Marine Department

PO Box 5130, Ras Al Khaimah, U.A.E.

Group Harbour Master

Telephone: +971 (07)7 205 6156

Email: mmagee@rakports.ae

Deputy Harbour Master

Telephone: +971 (07)7 205 6182

Email: ehashem@rakports.ae

Marine Services Manager

Telephone: +971 (07)7 205 6056

Email: jadams@rakports.ae

WEBSITE OF THE PORT

www.rakports.ae

WEBSITE OF THIS DOCUMENT

<https://rakports.ae/wp-content/uploads/2024/06/merp.pdf>



RAK PORTS VTS CENTRE

Any marine incident, for example a collision, grounding, or fire, occurring within the jurisdiction of RAK Ports should be immediately reported to VTS Centre.

Contact:

Tel.: +971 (07)7 205 6161 / 162 /163.

Email: vtscentre@rakports.ae

Reporting via VHF Channels:

<u>Call Sign</u>	<u>VHF Frequency</u>
Saqr Port	Ch 16 and 14
RAK Maritime City / Stevin Rock	Ch 16 and 69
Ras Al Khaimah Port	Ch 16 and 71
Al Jazeera Port	Ch 16 and 68
Al Jeer Port	Ch 16 and 14 / 69



This page is intentionally blank

Retention	@ Office	@ Archives
	0-2 years	3-5 years



TABLE OF CONTENTS

Distribution 10
 Amendments 10
 Documents and Records 10
 Reference Documents 10
 Key Definitions / Terms 11-12
 Foreword 13
 Marine Emergency Response Process 14

SECTION ONE

Organisation, Roles and Responsibilities

Purpose of the Plan 15
 Scope of the Plan 15
 Emergency Response Centre (ERC) 15-16
 Road Traffic Movement and Control 16
 Medical Facilities 16
 Definitions of a Marine Emergency 16
 Emergency Management Responsibility 16
 Introduction 16-17
 Area covered by the Plan 17
 Marine Emergency Exemplars 17
 Notification of an Emergency 18
 Major and Minor Emergencies 18
 RAK Ports Marine Emergency Team (MET) 18-20
 Roles & Responsibilities of Marine Emergency Team 20

SECTION TWO

Action Cards

Card 1 – Chief Incident Commander 21
 Card 2 - Incident Commander 22
 Card 3 - Duty VTS Officer & VTS Supervisor 23
 Card 4 - Scene of Incident (SOI) Commander 24
 Card 5 - Emergency Service Commanders 25
 Responsibilities – Duty Pilot / Stand-by Pilot 25

Retention	@ Office	@ Archives
	0-2 years	3-5 years



SECTION THREE

RAK Maritime City FZA Private Berth Emergency Plan

Overview.....	26-27
Possible Scenarios.....	27
Consequences.....	27
Raising Alarm.....	27
Other method of Raising Alarm.....	27
Responsibilities of Tenant.....	27-28
Emergency Removal of Tanker from Berth.....	28-29
Action by Vessel Master.....	29
Action by VTS Centre.....	29

SECTION FOUR

Appendices (Emergency Cards)

Appendix A - Vessel Casualty.....	30
Appendix B - Serious Injury, Fatality, Man Overboard.....	31
Appendix C - Vessel Fire at Berth.....	32
Appendix D - Anchorage and Pipeline Incident.....	33
Appendix E - Pollution Incident.....	34

Annexes

Annex 1 – Plant and Equipment List.....	35
Annex 2 – Emergency Contact Numbers.....	36-37



Distribution

The 'Marine Emergency Response Plan' will be distributed as follows:

One copy will be made available to external bodies via RAK Ports website and the following will be notified when there are any changes or amendments:

1. Chief Executive Officer
2. Chief Financial Officer
3. Chief Operations Officer
4. Chief Commercial Officer
5. Harbour Master
6. All Ports' Managers
7. Security Manager
8. HSEQ Manager
9. Deputy Harbour Master
10. Marine Services Manager
11. Deputy Operations Manager, Saqr Port
12. Pilots, Tug Masters, VTS Centre
13. Senior Representatives of Emergency Services

One PDF copy shall be filed in the Integrated Management System as an internal document. One printed copy to be held by the VTS Centre.

Amendments

Proposed amendments are to be sent to the document owner, Harbour Master, who will maintain a record of changes in accordance with the Control of Documents and Records Procedure.

Documents and records

The definition of documents and records is defined below:

Documents:

Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.

Records:

Records provide evidence that activities have been performed or results have been achieved. They always record the past.

Reference documents

Document title
International Ship & Port Facility Security Code (ISPS).
International Safety Management Code (ISM).
The UK Port Marine Safety Code (PMSC).
Guide to Good Practice on Port Marine Operations.
SOLAS & MARPOL Conventions.
RAK Ports Regulations.

Retention	@ Office	@ Archives
	0-2 years	3-5 years



KEY DEFINITIONS/TERMS

For the purposes of this MERP:

Accident:	An uncontrolled or unplanned event, or sequence of events, that results in a fatality or injury.
Casualty:	A person directly involved in or affected by the incident (injured / uninjured, deceased or evacuee).
CEO:	RAK Ports Chief Executive Officer.
Collision:	A casualty caused by ships striking or being struck by another ship, regardless of whether the ships are underway, anchored or moored.
DHM:	Deputy Harbour Master.
Emergency – includes:	An unexpected, abnormal or dangerous situation that causes or threatens to cause loss of life, property, risk of injury to person/s, major equipment damage or risk to the environment, which requires precise action to control, correct and return to a safe condition.
Emergency Response – includes:	Actions taken in anticipation of, during, and immediately following an emergency event to ensure its effects are minimised.
EPDA:	Environmental Protection and Development Authority, RAK.
ERC:	Emergency Response Centre. This is the location where the MMT and MET meet when responding to an emergency. The Centre will normally be located in the Marine Department or at relevant Port Area. Depending on the nature and severity of the emergency, representatives from the ES may also attend this centre. It should be noted however, that the ES may use their site management arrangements for managing emergencies.
ES:	Emergency Services.
Fire:	An uncontrolled ignition of flammable chemicals and other materials on board of a ship: Fire is the uncontrolled process of combustion characterized by heat or smoke or flame or any combination of these.
Grounding/stranding:	A moving navigating ship, either under command, under power, or not under command, drifting, striking the sea bottom, shore or underwater wrecks.
Harbour Master (HM):	Group Harbour Master of RAK Ports.
H&S:	Health & Safety.
HSEQM:	Health, Safety, Environment & Quality Manager.
CIC:	Chief Incident Commander.
IC:	Incident Commander.
Incident:	An incident means any occurrence, other than accident, that results in damage, or threat, to the safety of personnel, the vessel, the environment, or property.
IRT:	RAK Ports Incident Response Team.
Marine Incident – includes:	An incident which has occurred directly in connection with the operation of a ship / marine facility that has endangered or has affected or could affect the



safety of operation or has the potential to initiate an alarm condition within port jurisdiction (see also “Definitions of a Marine Emergency” – Section One).

- MERP:** Marine Emergency Response Plan.
- MET:** Marine Emergency Team. RAK Ports ‘Marine Emergency Team (MET) which comprises of staff from across RAK Ports, that manages response to emergencies within the Port’s area of operation.
- MMT:** Marine Management Team. RAK Ports committee responsible for the management of marine safety within RAK Ports area.
- MRF:** Marine Report Form.
- MSMS:** RAK Ports’ Marine Safety Management System.
- PFSO:** Port Facility Security Officer.
- POLREP:** Marine Pollution Report Form.
- RAK Ports/RAK Ports Group:** Ports of Ras Al Khaimah including RFFD and RSCS.
- RFFD:** RAK Fish and Food Drying LLC.
- RMC:** RAK Maritime City FZA.
- RSCS:** RAK Supply Chain Solutions.
- SOI Commander:** Scene of Incident Commander.
- Vessel Casualty:** An event or sequence of events that has resulted in any of the following and has occurred directly by or in connection with the operation of a ship:
 - the death of, or serious injury to, a person;
 - the loss of a person from a ship;
 - the stranding or disabling of a ship, grounding, or the involvement of a ship in a collision;
 - material damage to marine infrastructure external of a ship, that could seriously endanger the safety of the ship, another ship or any individual;
 - pollution, or the potential for such pollution to the environment caused by damage to a ship or ships.
 - ship, an individual or the environment.
- VTS:** Vessel Traffic Service

Retention	@ Office	@ Archives
	0-2 years	3-5 years



FOREWORD

GENERAL

The 'Marine Emergency Response Plan' forms part of the overall RAK Ports' Marine Safety Management System (MSMS). This plan has been envisaged and prepared by the Harbour Master to detail the manner in which any marine emergency or critical incident under RAK Ports are to be managed. This document provides guidance, details, responsibilities and lines of communication for effective handling of marine based emergencies within RAK Ports, including the VTS Centre area.

In addition to ensuring that the Ports operate efficiently and effectively, the successful application of this plan ensures compliance with the international standards of the United Kingdom's Port Marine Safety Code (PMSC) and RAK Ports' Marine Safety Management System.

APPLICATION OF THE PLAN

The reporting of marine incidents, accidents, emergencies, and unsafe conditions is a vital part of minimising the potential emergency situation. In any emergency situation that arises, clear and explicit communications are essential to maintain control.

MAINTENANCE, REVIEW AND REVISION OF PLAN

It is understood that an effective Emergency Plan is a living document, as such, there will be the need for revision and updating as required. This document is intended to be the basis from which to build an effective and coordinated response. The Harbour Master is the designated custodian of this document and is responsible for the maintenance, review and revision of the plan.

The plan should be reviewed and revised where necessary, at least once every five years, taking into account:

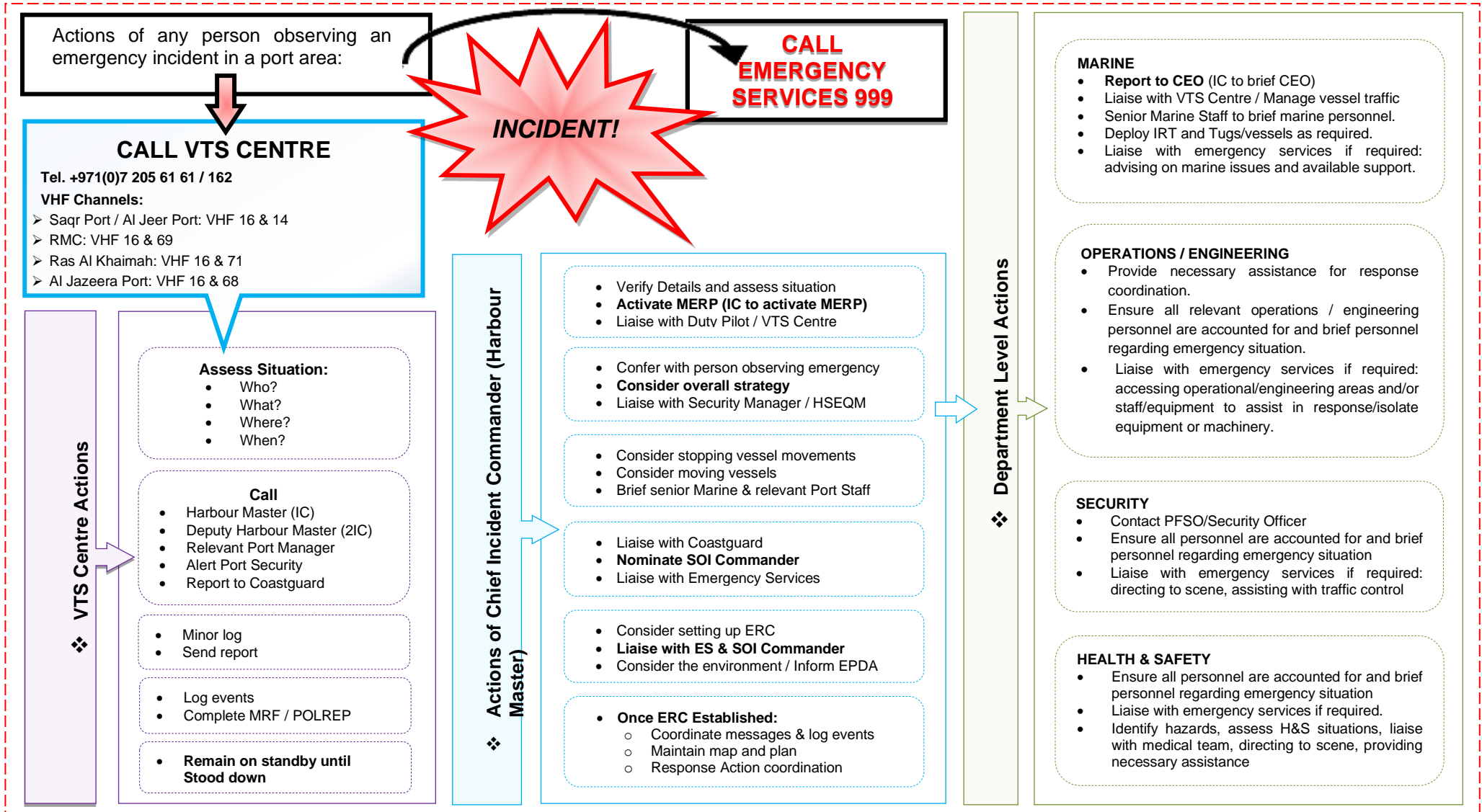
- Knowledge gained as a result of incidents within the port's area of operation.
- Lessons learned during training and exercises.
- Lessons learned from incidents at other ports.
- New threats/hazards/risks.
- Legislative requirements.

All users should notify the Harbour Master of errors or omissions. These notifications will be reviewed and incorporated during reviews.

Amendments to this plan will be promulgated by the RAK Ports Marine department as it is issued, and a copy of the plan will show the date of its latest revision. All copy holders are to ensure that they read, understand, and adhere to the following emergency plan at times.

MARINE EMERGENCY RESPONSE PROCESS

The figure below illustrates the process that should be followed in the event of a marine emergency occurring in the jurisdiction of RAK Ports.



RAK PORTS INTEGRATED MANAGEMENT SYSTEM

Retention	@ Office	@ Archives
	0-2 years	3-5 years

SECTION ONE

ORGANISATION, ROLES AND RESPONSIBILITIES

1. PURPOSE OF THE PLAN

RAK Ports Marine Emergency Response Plan (MERP) is the contingency plan developed to deal with shipping related emergencies. The purpose of the plan is to provide a response mechanism, in the event of an emergency within the limits of the Port's geographical areas, for marine accident, or incidents, which may involve risk to life or the environment. The plan will be activated whenever the probable consequences of an incident are deemed to exceed either the capability of a third party to respond or when assistance has been requested.

The plan is a voluntary scheme intended to provide the command, control and communications structure to draw together and co-ordinate adequate resources to deal with marine and shipping related emergencies occurring within the RAK Ports limits, comprising the following ports:

- Saqr Port.
- RAK Maritime City FZA (includes Stevin Rock Harbour).
- Ras Al Khaimah Port.
- Al Jazeera Port.
- Al Jeer Port.

Key to RAK Ports Operations is ensuring that emergency response activities are carried with the following priorities:

- Minimise loss of life and extent of damage.
- Protect the environment.
- Protect Port Authority or third-party assets.
- Resume normal operations.

Personnel involved in dealing with emergency shall follow such priorities when making decisions and formulating an action plan.

This plan will be supplemented by other contingency and action plans held by the Emergency Services, Local Authorities, Commercial facilities and marine related companies which will be activated as necessary.

2. SCOPE OF THE PLAN

It is not intended that this plan will be activated for every single marine or non-marine emergency, which may occur within the port area. However, it may be activated with other contingency plans as necessary or a request is made by one or more of the emergency services to activate the procedures contained within. This plan is not meant to be exhaustive in detail, nor is it meant to be a fully operational procedures manual. More detailed sources of advice and guidance on emergency incident related subjects are available and are referenced where appropriate.

3. EMERGENCY RESPONSE CENTRE

An **Emergency Response Centre (ERC)** may be established as necessary, to provide strategic direction, and the common functions of ERC is to collect, gather and analyse data; make decisions that protect



life and property and environment. The ERC centre should be manned by appropriate port representatives, and as relevant, by those from the tenants, fire brigade, police and coastguard.

4. ROAD TRAFFIC MOVEMENT AND CONTROL

Roadways in the relevant port areas, and approaches and areas in way of berths should be always kept free of obstructions. During a marine emergency, traffic onto berths should be strictly restricted to those vehicles and people required to deal with the emergency or to render assistance.

5. MEDICAL FACILITIES

Depending on the nature of the emergency, it may be necessary to alert medical facilities within (port medical clinic) and outside the port. Medical facilities likely to be used will need to be told:

- The nature and location of the emergency.
- The likelihood or number of casualties.
- Whether medical staff are required at the location of the emergency.
- Actual details of the casualties, including their names as soon as these are known.

6. DEFINITION OF A MARINE EMERGENCY

A marine emergency is an accident affecting shipping in RAK Ports which creates, or is likely to create, a significant danger to navigation, life, property or the environment. It may include, but not be limited to; Fire, explosion, collision, grounding, sinking, release of cargo and toxic vapours or serious oil pollution and which requires for its proper control, resources not immediately available to the vessel master or others at the scene. The emergency requires urgent action to control, correct and return the situation to a safe condition.

7. EMERGENCY MANAGEMENT RESPONSIBILITY

RAK Ports has an overall responsibility for emergency management within the limits of the port and has delegated responsibility for implementing elements of the process to the Harbour Master.

The Harbour Master is the Chief Incident Commander (CIC) and is in turn assisted by the Deputy Harbour Master, Marine Services Manager and other members of Marine Management Team (MMT), VTS Centre as well as Marine Incident Response Team (IRT).

In the event of a Marine incident occurring, the relevant Port Manager will provide necessary support and guidance to the MMT and manage all non-marine aspects of port operations. During an emergency, in addition to providing necessary support and guidance to the MMT, the Health, Safety, Environment & Quality Manager (HSEQM) will participate in or lead investigation (OHS).

Nothing in this plan shall relieve any person, entity, tenants and organisation from any statutory obligation or responsibility.

8. INTRODUCTION

Preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well developed and rehearsed emergency preparations assist staff and internal emergency response personnel to respond quickly and effectively to an emergency.

Emergency Team members must make decisions that most benefit the circumstances of the emergency situations encountered. It is required that employees are realistically exercised in emergency response and that these procedures are used as a basis for these exercises.

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

This plan sets out the actions to be taken in an emergency or potential emergency in the harbour area and in the event of a major marine incident. Throughout this plan, in the absence of the Harbour Master, the Deputy Harbour Master or other deputy so appointed has authority to act for the Harbour Master. In drawing up the plan, frequent and detailed consultation has been undertaken.

9. AREA COVERED BY THE PLAN

The area covered by this plan includes vessels alongside, harbours, anchorage zones and the area within the RAK Ports limits. In the event of a major incident the following **must be** carried out:

- All incidents occurring in the Harbour are to be notified to the Harbour Master or Deputy Harbour Master or designated deputy.
- The decision to close the Port to shipping and/or restrict movements will be made by the Harbour Master.
- **Under no circumstances** may any vessel on fire, in danger of sinking, or causing major pollution, be moved or brought into the Harbour without the specific authority of the Harbour Master who will designate the route to be taken and the berth or area to be taken to. The Harbour Master will inform Coastguard, RAK Environmental Protection & Development Authority (EPDA) and Port State Control (PSC) as required.
- Vessels in any danger of sinking will not enter or use the fairway for approaching the port unless directed to do so by the Harbour Master.

10. MARINE EMERGENCY EXEMPLARS

Arising from the hazard identification (and risk assessment) associated with port operations the following marine emergency scenarios have been selected as exemplars in order to provide a focus in planning and preparing for emergencies:

No	Type	Brief description
1	Sinking/Capsize	Sinking or capsize of a vessel anywhere within RAK Ports waters.
2	Fire/Explosion on a Vessel - Berth	Fire/Explosion on a vessel alongside a Berth.
3	Fire/Explosion on a vessel - Anchor	Fire/Explosion on a Vessel at anchor or a Vessel underway.
4	Collision involving Vessels	Collision or emergency other than fire or explosion involving vessels.
5	Vessel in danger of sinking	Vessels approaching the harbour on fire or in danger of sinking or having sustained damage or suspected damage during the voyage.
6	Hazardous Situation	Potential hazardous situation occurring on a berth or ship.
7	Vessel Grounding	Vessel grounding or aground.
8	Marine Pollution - Vessels	Pollution resulting from oil spillage by vessels.
9	Marine Pollution – oil terminal	Sea-water pollution by offshore oil terminal operators/facilities.



11. NOTIFICATION OF AN EMERGENCY

It is essential that every person discovering a situation that causes or is likely to cause death, bodily injury, or any other emergency situation that is likely to damage ships, port equipment, property or the environment, shall:

- Without delay, through any means of communication, notifies the Harbour Master of the emergency situation;
- Submits, as soon as possible, a detailed report of the emergency situation to the Harbour Master;

A person doing anything resulting in an incident involving a loss, damage, explosion, fire, accident, grounding, stranding or pollution must submit, as soon as possible, a detailed written report of the incident to the Harbour Master.

12. MAJOR AND MINOR MARINE EMERGENCIES

This emergency plan will be used as the basis for all types of emergency and it is important to differentiate between Major and Minor Emergencies as this will help the organisation to determine the proportionate level of response.

- 1) **Major Emergency:** An event reportable to external authorities which demands a non-routine response, and resulting from uncontrolled developments in the course of the business operations and involving total implementation of RAK Ports Marine Emergency Response Plan and other authority and local plans.

The event may either cause, or have the potential to cause:

- Multiple serious injuries, cases of ill health (either immediate or delayed), or loss of life.
- Serious disruption or extensive damage to property or the environment, inside or outside the establishment.
- The rescue and transport of a large number of casualties.
- The involvement, either directly or indirectly, of large number of people.
- The handling of a large number of enquiries likely to be generated.
- Involvement of local authority emergency service(s), neighbour or media interest.

- 2) **Minor Emergency:** An event which is not reportable to external authorities, requiring a routine response, and capable of being handled by Port's internal mechanism.

The event may either cause, or have the potential to cause:

- Moderate to minor injuries, cases of ill health (either immediate or delayed) with no potential for loss of life.
- Moderate to minor disruption or damage to property or the environment, inside or outside the establishment.
- No involvement of local/national emergency service(s), or media interest.

13. RAK PORTS MARINE EMERGENCY TEAM (MET)

The Port has nominated an Emergency Team consisting of certain key personnel to respond and manage the emergency response procedures. The team will be mobilised as necessary depending on the nature of the incident. If key personnel are not available then their nominated deputies will substitute as required.

The key personnel that make up the Marine Emergency Team (MET) are as follows:

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

Retention	@ Office	@ Archives
	0-2 years	3-5 years



Team - A

1. Harbour Master, as Chief Incident Commander.
2. Deputy Harbour Master / Marine Services Manager, as Incident Commander.
3. Duty Pilot.
4. Duty VTS Officer(s)/VTS Supervisor.
5. Duty Shore-bosun (Assistant)/Shore-bosun.
6. Scene of Incident (SOI) Commander.
7. Emergency Service Commanders.

Team - B

The following marine department personnel including members of the Marine Management Team (MMT) will be designated in different roles to implement plan efficiently, as needed:

1. Stand-by Marine Pilot.
2. Marine Safety Coordinator.
3. Marine Engineer.
4. Hydrographic Surveyor.
5. VTS Documentation Supervisor.
6. Marine/Port Operations Supervisor – Al Jazeera Port (in the event an incident occurring at Al Jazeera Port).

Team - C

The Marine Emergency Team is supported by all or some of the following team:

1. Chief Executive Officer.
2. Chief Financial Officer.
3. Chief Operations Officer
4. Port Managers – Saqr Port, Al Jazeera Port and Ras Al Khaimah Port.
5. Port Engineering Manager.
6. Security and Training Manager.
7. HSEQ Manager.
8. Head of Human Capital.
9. Head of Projects.
10. Technical Manager, Al Jazeera.
11. Deputy Operations Manager. Saqr Port.
12. Security Officer.
13. Environment Officer.
14. Security In-charge, Al Jazeera Port, Ras Al Khaimah Port, Al Jeer Port and RAK Maritime City.
15. Security Supervisors, Local Guard & Ports' Police.
16. Health & Safety Coordinator and H&S Supervisors.
17. RAK Ports Incident Response Team (IRT).

In addition, the following RAK Ports services will be utilised, as necessary:

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

Retention	@ Office	@ Archives
	0-2 years	3-5 years



- RAK Ports Tugs (as marine fire-fighting, pollution control and Search and Rescue).
- RAK Ports' Small Vessels (as Search and Rescue)
- Tier 1 Pollution Response Equipment / Vessel (as marine pollution fighting)
- Other non-marine port assets as required.

14. ROLES & RESPONSIBILITES OF MARINE EMERGENCY TEAM

The core roles and responsibilities of MET are detailed in the following section (*see Actions Cards – Section Two*).

Retention	@ Office	@ Archives
	0-2 years	3-5 years

SECTION TWO

ACTION CARDS

CARD 1
Chief INCIDENT COMMANDER
<p>On being informed of the existence or possible existence of an emergency the Harbour Master or the designated person, should go immediately to the VTS Centre and take control of the Emergency as Chief Incident Commander (CIC).</p> <p>He should then initiate the appropriate Emergency Procedure from this plan.</p>
<p>Primary aim:</p> <p>Chief Incident Commander's aims are as follows:</p> <ul style="list-style-type: none"> • Save or remove danger to human life. • Save or prevent further damage to the environment. • Protect property.
<p>Task:</p> <p>The Chief Incident Commander's initial actions should be:</p> <ul style="list-style-type: none"> • Take charge of the incident. • Account for personnel. • Evaluate the incident as a Major or Minor Emergency and build a picture. • Contain the incident. • Establish a "Command Aim" and brief Emergency Team. • In addition, the Chief Incident Commander should do the following as appropriate for a Major or Minor Emergency: <ul style="list-style-type: none"> ○ Ensure that local emergency services have been called. ○ Consider possible counter pollution measures. ○ Consider the closing of adjacent berths if required. ○ Continually review and reassess the situation to determine the continued direction of the emergency response. ○ Liaise with the Police and Fire Services, as to the possible effects of the incident on the immediate area outside the port and communicate with local authorities as necessary. ○ Consider the suspension of vessel movements in the immediate area. ○ Where necessary keep neighbouring businesses and industry informed. ○ Give due consideration to relief of personnel and catering facilities if the emergency situation is prolonged.

CARD 2

INCIDENT COMMANDER

Primary aim:

In the absence of the Harbour Master, the Deputy Harbour Master or Marine Services Manager will assume the role of Chief Incident Commander.

Task:

If the Deputy Harbour Master or Marine Services Manager is already on site, then the responsibilities of IC should be as follows:

- Should first assess the magnitude of the incident and decide whether it constitutes a major or minor emergency or whether one is likely to develop. If so the Harbour Master shall be notified.
- Once an emergency is evident then the Deputy Harbour Master should notify the Harbour Master and assume his duties until the Harbour Master arrives at the VTS Centre. At which point he assumes role of 2IC and assists the Harbour Master with the following:
 - Ensure all the emergency services have been called.
 - In conjunction with the HSE Department, Local Guard, Port Security, and Coastguard as required, direct the evacuation of the immediate area and other areas and berths likely to be affected.
 - Assist in the direction of operations at the scene of the incident.
 - Direct search and rescue and fire-fighting operations, until the arrival of the emergency services.
 - Ensure non-essential workers are evacuated to assembly areas.
- In addition, the 2IC shall where necessary:
 - Set up communications with radio, telephone or messenger between the VTS Centre and the person in charge of the Scene of the Incident and other key parties.
 - Give advice and information to the emergency services.
 - Brief the Harbour Master and keep him informed.
 - Exercise direct operational control for those parts of the Harbour outside the affected area.
 - Direct the closing of berths and their evacuation, in consultation with the Harbour Master and other key personnel.
 - Make detailed notes of timings and important actions.



CARD 3

DUTY VTS Officer & VTS SUPERVISOR

The Duty VTS Officer may be the first person to be aware of a developing situation, potential emergency or actual emergency. He may have been called by a vessel in distress or have been called by anyone within the port area reporting an incident or he may have witnesses and incident.

Task:

On first becoming aware of an incident he should:

- Inform Duty Pilot to provide necessary assistance.
- Call the VTS Supervisor for guidance as required.
- Inform and brief Deputy Harbour Master and accordingly to inform Harbour Master.
- Notify Coastguard.
- The Duty VTS Officer/VTS Supervisor will arrange tug assistance, pilots or other services as instructed by IC/2IC to assist with any response to an incident as necessary.
- Call the Security Supervisor as appropriate to the situation to inform Police, Ambulance, Civil Defence etc.
- Inform all relevant parties of the incident.
- Direct any vessels away from the scene of the incident (SOI) except for emergency service vessels.
- If necessary, cease all imminent marine operations, vessel manoeuvres, pilotages, towages services, diving operations, bunkering or any other hazardous operations in consultation with Duty Pilot and as guided by IC and 2IC.
- Record events and time in the log.
- The VTS Supervisor shall attend Command Briefs to update the Emergency Team and to receive the Command Aim and specific instructions from the IC in the presence of the Emergency Team.
- VTS Supervisor to brief to the Harbour Master (IC) and Deputy Harbour Master (2IC) on their arrival and prepare detailed report.
- Duty VTS Officer to resume duties, VTS Supervisor managing situations as required and in accordance with the IC's or 2IC's Command Aim and directions.
- Continue to keep record of events in the log.

Retention	@ Office	@ Archives
	0-2 years	3-5 years



CARD 4

SCENE OF INCIDENT (SOI) COMMANDER

(Senior/Relevant Staff in respective port)

The SOI commander is the most senior staff member for the area of the port affected. They shall be called by the Duty VTS Officer or VTS Supervisor as part of the Emergency Team and must mobilise to the SOI as quickly as possible if not already at the SOI.

Until the SOI Commander arrives on scene his nominated deputy or first person on scene shall adopt role of SOI Commander. If there is no SOI commander available, then the most senior staff member in the vicinity shall assume the role.

Task:

The actions of the SOI Commander shall be as follows:

- Establish communication with the VTS Centre, Deputy Harbour Master or Harbour Master by phone or radio.
- The SOI Commander shall inform the IC what resources, personnel and equipment are available to him for mobilisation and required services to assist with response to the incident as necessary.
- Account for all personnel, by use of staff duty roster by department and consulting with relevant supervisory staff - report any missing persons to the IC, 2IC and emergency services.
- If safe to do so, help personnel in distress, injured or trapped.
- Direct emergency services to the scene when they arrive and brief them on the situation. The brief should include as a minimum: quick description of situation, missing and injured persons, layout of SOI, key hazards (dangerous materials or substances), and any emergency equipment available.
- If safe to do so and trained they should instigate restraint of situation, i.e. pollution response, preventing access to unnecessary personnel, taking charge of personnel evacuation until emergency services take over.
- Once emergency services have taken over the SOI Commander must remain at SOI to act as communications between SOI and IC until relieved by nominated assistant.
- SOI Commander should attend IC/2IC Command Briefs at designated times if able to come away from SOI or send nominated assistant.
- At the Command brief the SOI Commander or assistant shall brief the IC, 2IC and Emergency Team on current actions, who are at the SOI, injured or missing persons, and then be briefed by the IC on specific instructions and the intended command aim.



CARD 5

EMERGENCY SERVICES COMMANDERS

Task:

The actions of emergency services shall be as follows:

- The local emergency services:
Police, Ambulance, Civil Defence and Coastguard are likely to have their own Commanders who would on arrival at the SOI take over emergency actions if trained to deal with that specific incident. If this is the case, they shall communicate with the Port Emergency Team through the Port SOI Commanders as guided by IC or 2IC.
- Emergency Services (ES) shall have their own emergency procedures which the Port should be familiar with.
- Likewise, the ES should be familiar with the Port Emergency Response Plan and those key personnel who would be involved. All groups should exercise with each other at regular intervals to help understand and refine each other's procedures and to share knowledge on best practice.
- Emergency Service Commanders, VTS Centre, IC and 2IC should hold contact details for each party.

RESPONSIBILITIES – DUTY PILOT/STAND-BY PILOT

If, in a marine emergency, it is decided to evacuate berths partially or totally, the duty pilot will be engaged in such evacuation. The stand-by Pilot may be called upon at short notice in case of his service required.

Retention	@ Office	@ Archives
	0-2 years	3-5 years

SECTION THREE

RAK MARITIME CITY FZA PRIVATE BERTH EMERGENCY PLAN

1. OVERVIEW

All RMC tenants/oil terminal operators should have procedures ready for immediate implementation in the event of a marine emergency. The procedures should cover all types of marine emergency that can be envisaged in the context of particular activities at their berths, for example oil spillage, gas leak resulting in an unconfined vapour cloud, fire, and vessel casualties, or injured persons.

The main elements forming the initial response to an emergency, such as reporting and action to contain and control, together with the location of emergency equipment, should be displayed conspicuously on notices at all strategic locations within the tenant's berths/facilities. The tenant's emergency plan should harmonise and, as appropriate, be integrated with this plan (RAK Ports Marine Emergency Response Plan) and should include:

- The specific action to be taken by those at the location of the emergency to raise the alarm.
- Reporting to VTS Centre.
- Initial action to contain and overcome the incident.
- Procedures to be followed in mobilising the resources of the tenant/operator, as required by the incident.
- Evacuation procedures.
- Assembly points.
- Emergency organisation, including specific roles and responsibilities.
- Communications systems.
- Emergency control centres.

While RAK Ports Marine department is responsible to oversee marine related emergencies in the port, the obligation to manage and control all of the non-marine emergencies that might hypothetically take place in the tenants' area is upon each tenant exclusively.

The MERP applies to marine related incidents only, therefore, it should be borne in mind that, any non-marine incident does not warrant interaction with the MERP unless there is a likelihood to affect Marine associated assets and facilities. Such non-marine emergencies include, but not limited to:

- Emergencies arising from staff accidents within tenants' areas.
- Emergencies arising from staff entrapment and or rescue.
- Emergencies arising from fire in tenants' facilities/buildings.
- Emergencies arising from vehicles accidentally falling into port waters.
- Emergencies arising from cargo accidentally falling during loading/unloading operations (into water or on quay).
- Emergencies arising from packed dangerous goods.
- Emergencies arising from collapse or damage of tenants' infrastructure.



- Emergencies arising from severe weather conditions.
- Emergencies arising from geological hazards.
- Emergencies arising from oil spillage on the tenants' facility (except spillage into sea water).
- All other emergencies other than marine incidents/accidents.

2. POSSIBLE SCENARIOS

Scenarios to be considered are:

- Fire.
- Release of flammable vapour and/or toxic vapours.
- Loss of product from the berths or ships moored to the berths.
- An incident involving the jetty pipelines supplying the tanker/vessel.
- A vessel at the berth being stuck by a vessel underway.
- A moored ship drifted or breaking away from the berth.

3. CONSEQUENCES

The consequences of an incident must be considered in relation to:

- Personnel on a stricken vessel.
- Personnel on a vessel at the other berth.
- Personnel on the berth.

4. RAISING ALARM

The responsibility for raising alarm rests with the Master of the vessel concerned, the berth personnel/duty in-charge of tenant, or any other vessel in the vicinity.

5. OTHER METHOD OF RAISING ALARM

- VHF channel 69 or 72 to RAK Maritime City VTS Centre.
- VHF channel 09 or 14 to Saqr Port Navigational Services.
- Personnel/duty in-charge of tenant may raise alarm by calling Saqr Port/RAK Maritime City VTS Centre:
 - ❖ Saqr Port – call on +971(0) 7 205 61 61.
 - ❖ RMC – call on +971(0) 7 205 61 62.

6. RESPONSIBILITIES OF TENANT

Tenant with quaysides have responsibilities for:

- The nomination of a Scene of Incident Commander (SOI) - This individual, or his nominated deputy, must be available at all times.
- Emergency Response Plan related to their Marine facilities and vessels alongside.

- All RMC tenants should develop an emergency plan, which should cover all aspects of the action to be taken in the event of a Marine Emergency. Such plans should complement MERP and may integrate with other relevant plans.
- Tenants' emergency plans must include procedures to provide an SOI Commander at any time that a crisis might break and have suitable prepared communications systems.
- Tenants' emergency plans should be reviewed and updated as and when needed to ensure that it reflects any changes within their facilities/terminals, current best practice and any key lessons from emergency exercises.
- In addition to addressing incidents which may occur during normal operational times, tenants should also cover those which may occur outside normal working hours.
- In addition to liaising with port authority, tenants should endeavour to establish a good working relationship with ES (emergency services). This will help them to ensure effective coordination with other parties.
- Maintaining an awareness and understanding of RAK Ports Marine Emergency Response Plan, the requirements of the plan and their responsibilities within it.
- It has been agreed that the Tenant will:
 - (1) Report the onset of the incident to the VTS Centre and Emergency numbers.
 - (2) Invoke tenant Emergency Response Plan.
 - (3) Establish an incident control point. Ensure it is manned, equipped and has communications. Ensure there is one nominated SOI Commander.
 - (4) Prepare to take further action which included: receiving the emergency services, maintaining a reporting and communication structure; providing guides or escorts to assist the coordinating and receiving resources and agencies needed to deal with the incident.
 - (5) Take necessary action and responsibility for the incident until the Emergency Services assume control.
 - (6) Account for all personnel and arrange for evacuation if required.
 - (7) When incident has been concluded, a confirmatory report of the incident, if Marine related, is to be sent to Harbour Master by email.
- Actions to be taken particularly by the oil tanker terminal operator and the tanker in the event of an emergency at the tanker/shore interface are given on the next page, see "Emergency Removal of Tanker from Berth".

7. EMERGENCY REMOVAL OF TANKER FROM BERTH

When the emergency is on a tanker, it is recognised that, in the interest of the tanker, the safety of the shore installation, and often that of the whole terminal/port, the tanker should be kept alongside whenever possible. This would improve the possibility of shore-based personnel and equipment being used to tackle an emergency on board.

However, if a fire on a tanker or on a berth cannot be controlled, it may be necessary to consider whether the tanker should be removed from the berth. Planning for such an event must require consultation between the HM/DHM or a port authority representative designated by the CEO/HM, the Terminal Representative, the Master of the tanker and the senior local authority fire officer.



If an incident escalates, the plan may invite consideration of removing other, presently unaffected, tankers/vessels from adjacent berths.

The plan should stress the need to avoid precipitate action that might increase, rather than decrease, the danger to the tanker, the terminal, other tankers or barges/vessels berthed nearby, other adjacent berths, and the navigation channel and approaches.

8. ACTION BY VESSEL MASTER

The Master will:

- Take immediate and appropriate steps to safeguard his vessel and crew until assistance arrives.
- Nominate a Senior Officer to liaise with the Emergency Services, to provide detailed information on the vessel and equipment.
- If appropriate prepare the vessel for departure but DO NOT LEAVE THE BERTH without specific permission from the Harbour Master.

9. ACTION BY VTS Centre

On receipt of an emergency incident report, the VTS Officer should obtain the following details from the person making the report:

- Type of incident (i.e., Fire, Explosion, Product release etc.)
- Location (i.e., Berth No., Ships Name etc.)
- Possible casualty numbers or other effects.
- Whether immediate assistance required and what type of assistance.
- Present situation, including any hazard to third parties.
- Response action already taken.

In addition, he should also: Initiate the call-out procedure as detailed in Emergency Cards (Appendix A, B, C, D or E) appropriately.

SECTION FOUR

APPENDICES (EMERGENCY CARDS)

Appendix A		
EMERGENCY CARD – VESSEL CASUALTY		
<p>This Emergency Card provides specific guidance on steps and actions to be taken in the event of casualty to shipping. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.</p> <p>Definition: Casualty to Shipping – vessel grounding, sinking, involved in a collision, or not under command due to mechanical failure or damage.</p>		
No.	VTS Centre Actions	Comment or Tick
1	Contact vessel or pilot of vessel to gather information:	
	a. Number of personnel on board.	
	b. Type of cargo, any IMDG or hazardous cargo.	
	c. Any personnel casualties.	
	d. Nature of vessel casualty, damage, fire, flooding, stability.	
	e. Any pollution or danger of pollution.	
	f. What assistance required. Fire-fighting, evacuation, towage.	
2	Contact Coastguard who will instigate Search and Rescue response.	
3	Contact other Emergency Services as necessary.	
4	Contact Duty Pilot, Deputy Harbour Master & Harbour Master and activate the Port Emergency Team.	
5	Contact other members of Emergency Team.	
6	Alert tug crews and pilots to be on standby to assist.	
7	Broadcast navigational warnings to all ships in area, advising of the incident.	
8	Ensure other vessels are not put at risk.	
9	Record events in the log.	
10	Obtain weather forecast and tidal information for next 24 hours and give to Harbour Master.	
11	Brief Deputy Harbour Master & Harbour Master on their arrival.	
Emergency Team Actions on Being Activated		
A	Provide information to the Coastguard in Search and Rescue.	
B	Act as coordination centre for other emergency services.	
C	Provide access to the port for emergency services.	
D	Safeguard other shipping by Traffic Organisation and Information Services.	
E	Prepare and clear available berths if vessel to be towed into port.	
F	Liaise with vessel's agent to assist in provision of equipment and also movement of injured crew through the port.	
G	Prepare Media response (as instructed by Harbour Master).	

Appendix B		
EMERGENCY CARD – SERIOUS INJURY, FATALITY or MAN OVERBOARD		
This Emergency Card provides specific guidance on steps and actions to take in the event of serious injury to personnel, fatality, medical evacuation or man overboard within the Port area. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.		
No.	VTS Centre Actions	Comment or Tick
Implement “Dealing with Medical Emergency Procedure” (Tower)		
1	Gather information from person reporting the incident:	
	a) Number of personnel injured.	
	b) Number of persons missing or overboard.	
	c) Location of injured persons.	
	d) Does the danger still exist, i.e. is there a parallel emergency such as fire, spill, trapped personnel etc.	
	e) What assistance required. Search and Rescue, ambulance, firefighting, evacuation, towage etc.	
	f) Can the reporting person remain with the injured personnel and provide first aid; is it safe to do so?	
2	Contact Emergency Services and provide above information.	
3	If it is a vessel-based incident or man overboard contact Coastguard who will provide Search and Rescue.	
4	Contact Harbour Master and Deputy Harbour Master and activate the Port Emergency Team.	
5	Contact other members of Emergency Team.	
6	Alert tug crews and pilots to be on standby to assist if needed.	
7	Broadcast navigational warnings to all ships in area, advising of the incident and to look out for missing persons or man overboard giving location if known, ask for assistance if they can.	
8	Record events in the log.	
9	Obtain weather forecast and tidal information for next 24 hours and give to IC.	
10	Brief IC and 2 IC.	
Emergency Team Actions on Being Activated		
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI.	
B	Provide support to the Coastguard in Search and Rescue by use of Marine Service provider vessels.	
C	Act as coordination centre for other emergency services.	
D	Prepare suitable landing stage for search and rescue vessels and recovery of personnel.	
E	Restricting road traffic and personnel to the site as necessary.	
F	Obtain injured personnel names of the Port employees and HR incharge to contact next of kin.	
G	Liaise with vessel’s agent to assist with movement of injured crew through the port.	
H	Prepare Media response (if required and as instructed by HM).	
I	Preserve evidence for investigation.	

Appendix C		
EMERGENCY CARD – VESSEL FIRE AT BERTH		
This Emergency Card provides specific guidance on steps and actions to take in the event of a fire on a vessel alongside a berth within the Port. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.		
No.	VTS Centre Actions	Comment or Tick
1	On being alerted the duty VTS Officer shall try to obtain the following information from the person reporting:	
	a) Name of vessel.	
	b) Location of vessel.	
	c) Number of persons on board.	
	d) Any missing persons.	
	e) Exact location of the fire.	
	f) Type of cargo.	
	g) Crew still onboard or evacuated.	
	h) What fire fight effort already made by ship's crew.	
	i) Is fire contained or spreading.	
	j) Any adjacent vessels, equipment or buildings at risk or damaged.	
2	Alert Fire Service to protect adjacent property and Ambulance.	
3	Broadcast navigational warning.	
4	VTS Centre keep that area of port clear of vessel traffic.	
5	Alert Harbour Master and Deputy Harbour Master and activate Emergency Team.	
6	Alert towage service and pilots to be on standby to move adjacent vessels if needed.	
7	Wherever possible source copies of cargo manifests and stowage plans with IMDG fire-fighting recommendations for Emergency Services and Harbour Master.	
8	Brief IC and 2IC on arrival.	
9	Record all events.	
10	Gather weather forecast for IC.	
Emergency Team Actions on Being Activated		
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI.	
B	Act as coordination centre for emergency services.	
C	Restricting road traffic and personnel to the site as necessary.	
D	Obtain injured personnel names if Port employees and HR Incharge to contact next of kin.	
E	Liaise with vessel's agent to assist with movement of injured crew through the port.	
F	Prepare Media response (if required and as instructed by HM).	
G	Restrict access to that area of the port for emergency access only.	
H	Preserve evidence for investigation.	

Appendix D

EMERGENCY CARD – ANCHORAGE AND PIPELINE INCIDENT CARD

This Emergency Card provides specific guidance on steps and actions to take in the event of an emergency coupled with pipelines at anchorage zones within the Port. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

No.	VTS Centre Actions	Comment or Tick
1	On being alerted the duty VTS Officer/VTS Supervisor shall try to obtain the following information from the person reporting:	
	a) Name of vessel/tug and barge.	
	b) Location of vessel.	
	c) Number of persons on board.	
	d) Any injuries or casualties.	
	e) Nature of Incident (e.g.:- anchor fouled, engine failure etc).	
	f) Any adjacent vessels at risk or potential pipeline damage.	
	g) Any specific hazardous materials within.	
2	Alert specific vessels if necessary.	
3	Broadcast navigational warning.	
4	Alert pipeline operator.	
5	Alert Harbour Master and Deputy Harbour Master and activate Emergency Team as instructed.	
6	Alert towage service and pilots to be on standby to move adjacent vessels if needed.	
7	Brief IC and 2IC on arrival with above info.	
8	Brief Emergency Services on arrival.	
9	Record all events.	
10	Gather weather forecast for IC.	
11	Suspend all shipping movements until further notice in the vicinity of the SOI.	
Emergency Team Actions on Being Activated		
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI.	
B	Act as coordination centre for emergency services.	
C	Use SOI Commander to brief Emergency Services on their arrival.	
D	Restricting vessel traffic as necessary.	
E	Obtain injured personnel names if Port employees and HR In charge to contact next of kin.	
F	Prepare Media response (if required and as instructed by HM).	
G	Preserve evidence for investigation.	

Appendix E		
EMERGENCY CARD – POLLUTION INCIDENT		
<p>This Emergency Card provides specific guidance on steps and actions to take in the event of an actual or probable pollution incident within RAK Ports. It should be used in conjunction with the RAK Ports Oil Pollution Emergency Plan. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.</p> <p>Pollution Severity Tier System: This is used by the IC to help them decide on the appropriate level of response.</p> <p>Tier 1 - Minor Spill: Will be dealt with by the party responsible for the pollution, using resources immediately available at the scene. If necessary, RAK Ports will activate their own Oil Pollution Emergency Response Plan to assist with the spill within their own resources.</p> <p>Tier 2 – Significant Spill: When a Tier 1 spill is beyond the control of the vessel team or basic response. The spill may require the mobilisation of external assistance. If the spill is on-going and not contained it may require some additional personnel and resources.</p> <p>Tier 3 – Major Spill: A spill which requires large scale involvement in liaison with the EPDA.</p>		
No.	VTS Centre Actions	Comment or Tick
1	Attempt to obtain the following information from the reporting person.	
	a) Location of spill, vessel, berth, building, location.	
	b) What is the spilled substance.	
	c) Any injuries.	
	d) Any other parallel incident, fire, vessel casualty etc.	
	e) Is spill contained or stopped, is it spreading, is it still spilling.	
	f) Any actions taken already to contain spill.	
	g) Source of spill isolated?	
2	Immediately alert the Harbour Master and Deputy Harbour Master and report the above information. The Harbour Master or Deputy Harbour Master will designate the spill Tier, 1, 2 or 3 and decide if RAK Ports Oil Port Pollution Emergency Response Plan needs to be mobilised or if external authorities need to be involved.	
IC Actions in Response to Designating Spill Tier 1, 2 or 3		Comment or Tick
	<p>If Tier 1 Spill:</p> <ul style="list-style-type: none"> a. Activate 'First-Strike Oil Spill Response Plan.' b. VTS Officer and Duty Pilot to monitor and escalate if required. c. Offer assistance in clean up through Marine Services. d. Restrict vessel movements, diving, hot work or bunkering in the immediate vicinity of the spill. e. Record in log. f. Report spill to national response authority as a minor spill. 	
	<p>If Tier 2 Spill:</p> <ul style="list-style-type: none"> a. Activate Emergency Team as advised by the Harbour Master. b. Cease all vessel movements within the port as well as diving, hot work or bunkering. c. Call for external assistance from pollution response organisation. 	
	<p>If Tier 3 spill:</p> <ul style="list-style-type: none"> a. Activate Pollution Response Plan. b. Alert Environmental Protection and Development Authority (EPDA), RAK. 	

Annex 1

PLANT & EQUIPMENT LIST – RAK PORTS

Vessel	Age	Type	Rating	Power	Propulsion	LOA	Beam	Draft	Remarks
Osprey	Jul 2018	Damen ASD Tug 2913	80t Bollard Pull	5050 kW	ASD	29.1m	13.2m	5.5m	
Kestrel	Jun 2013	Damen ASD Tug 2411	69t Bollard Pull	4180 kW	ASD	24.5m	11.3m	5.5m	Fi-fi ½
Falcon	Nov 2012	Damen ASD Tug 2310	48t Bollard Pull	3000 kW	ASD	22.7m	10.4m	4.35m	
Sha'm	Feb 2008	Damen Stan Tug 2608	53.8t Bollard Pull	2850 kW	Twin Screw	26.2m	7.94m	3.91m	Fi-fi ½
Durrah	May 2002	Damen Stan Tug 2207	36.7t Bollard Pull	2028 kW	Twin screw	22.5m	7.25m	3.35m	Fi-fi ½
Hulaylah	Nov 1995	Damen Stan Tug 1906	18.0t Bollard Pull	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi ½
Hawk	Nov 2019	Damen Stan Tug 1907	29.7t Bollard Pull	1492 kW	Twin Screw	19.3m	7.34m	2.95m	
Hobby	Feb 2019	Damen Muticat 1908	13.5t Bollard Pull	894 kW	Twin Screw	19.0m	8.06m	2.10m	20t Crane
Masafi	Nov 1995	Damen Stan Tug 1906	18.0t Bollard Pull	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi ½
Ghalilah	1976	Damen Stan Tug 1605	9.6t Bollard Pull	720 hp	Twin Screw	15.7m	4.9m	2.25m	Can be fitted with plough
Hannah 1	2008	Harbour Patrol		2 x 150 hp	Twin Outboards	8.7m	2.4m	0.44m	Security patrol
Vulture	2014	Pollution response		86 hp	Twin Screw	9.2m	3.8m	1.5m	For garbage / debris collection
Eagle	2016	Pilot Boat UAE		1200 hp	Twin Screw	15.0m	5.1m	1.1m	
Al Hamra 1		Pilot/Patrol Boat				12.7m			Operated by AJZP
Kite	2017	Catamaran Survey Vessel		700 hp	Twin Screw	13.0m	5.6m	1.2m	Hydrographic survey vessel
Noora 1		Pilot/Patrol Boat		260 kW		9.0m			Operated by RAKP

Annex 2

EMERGENCY CONTACT NUMBERS

The following contacts shall be held in the VTS Centre and used by the Duty VTS Officer, VTS Supervisor, SOI Commander, IC and 2IC to contact and mobilise the Port Emergency Team and supporting services.

GENERAL – EXTERNAL		
Name	Mobile/Landline Number	Contacted (tick)
Coastguard	996	
Coastguard Group, HQ	07-244 6477	
Coastguard - Operations Room	07-207 1264 / 222 / 211, 07-266 2441 & 07-207 1212	
Coastguard Tower - Al Rams	07-266 3531	
Marine Rescue Section, RAK	07-233 3955	
Coastguard – RAK	07-207 1300	
Coastguard - Al Jazeera	07-207 1273	
Fire Station, Main Office, Al Nakheel	07-228 8899 & VHF Ch.16 (C/S Tariq-6)	
Fire Service (Civil Defence)	997 & 07-266 8880/33	
Police Control Room	999	
Al Rams Police Station	07 205 4181	
Police, SP	07-266 8092 / 07-266 0314	
Police Operations Room, RAK	07-203 4232 / 07-233 9988	
Ambulance	998	
RAK Hospital Ambulance, RAK	07-222 5555	
National Ambulance	02-596 8701	
Sha'm Hospital, Sha'm	07-266 6465	
Saqr Hospital, RAK	07-222 3666	
Saif Hospital, Al Nakheel	07-222 3555	
RAK Hospital, RAK	07-207 4444	
Etihad Water and Electricity Emergency	991 (Electricity failure) 992 (Water failure)	
ADNOC	02-673 0992/02-6730992	
EMARAT	050 553 7289 07-266 8410	
RAK Gas – Control Room	07-266 8344	
DNO Al Khaleej-Duty Manager	050 708 0329	
StormGeo(Weather Services)	04-367 8257	
Commercial Vessel – remains under command of Master	Vessel VHF or Master mobile	



SAQR PORT		
Name	Mobile/Landline VHF Channel	Contacted (tick)
VTS Centre	Tel.: +971 (07)7 205 6161 / 162 /163. Email: vtscentre@rakports.ae	
	Reporting via VHF Channels:	
	Call Sign VHF Frequency	
	Saqr Port Ch 16 and 14	
	RAK Maritime City/ Stevin Rock Ch 16 and 69	
Ras Al Khaimah Port Ch 16 and 71		
Al Jazeera Port Ch 16 and 68		
Al Jeer Port		
VTS Supervisor	054 997 0122	
Duty Pilot	07-205 6203	
Shore Bosun	050 487 8458	
	07-205 6158	
VTS Documentation	07-205 6164	
Duty Security Supervisor, SP	050 199 2620	
Security Control Room (Emergency)	07-205 6111	
Security Control Room, SP	07-205 6172/199/122	
Security Gate No.01, SP	07-205 6169	
Cargo Operations Supervisor, SP	050 487 5017	
	07-205 6149	
Police, SP	07-266 8092 / 07-266 0314	
RAK MARITIME CITY		
Name	Mobile/Landline	Contacted (tick)
Security Office	07-221 5041	
Duty Security Supervisor	050 979 2431	
AL JAZEERA PORT		
Name	Mobile/Landline	Contacted (tick)
Security Supervisor	050 270 0087	
Port Police	07-243 2121	
AL JEER PORT		
Name	Mobile/Landline	Contacted (tick)
Port Office	07-268 2333	
Port Operations Supervisor	050 949 4611	
Security Supervisor	050 199 2620	
Security Office	07-268 1016	
RAS AL KHAIMAH PORT		
Name	Mobile/Landline	Contacted (tick)
Security Office	07-202 9820	
Police Operations Room, RAK	07-203 4232 / 07-233 9988	