# TABLE OF CONTENTS

1. **INTRODUCTION** ........................................................................................................... 4
2. **SCOPE** .......................................................................................................................... 4
3. **AIM** ............................................................................................................................... 6
4. **LEGISLATION** ............................................................................................................... 6
   4.1 Alignment with Hazard Management Plans ................................................................. 6
   4.2 Supporting Documents ................................................................................................. 7
   4.3 Priorities ....................................................................................................................... 8
   4.4 Reporting Incidents ...................................................................................................... 8
   4.5 Port Hedland Pilots (PHP) .......................................................................................... 8
   4.6 Stakeholders Actions ................................................................................................. 8
   4.7 Fire Fighting Resources ............................................................................................. 8
   4.8 Smoke and Atmosphere Monitoring ................................................................--------- 9
   4.9 Registered Mine Site .................................................................................................. 9
   4.10 Recovery of Cost Incurred ....................................................................................... 10
5. **INCIDENT MANAGEMENT** ....................................................................................... 10
   5.1 Incident Controller ...................................................................................................... 10
   5.2 Incident Control System ............................................................................................. 10
   5.3 Incident Level Classifications ..................................................................................... 10
   5.4 IMT Structure ............................................................................................................... 11
   5.5 Salvage and Casualty Coordination .......................................................................... 11
   5.6 Role of the Casualty Coordination Unit ...................................................................... 12
   5.7 IMT Locations ............................................................................................................. 12
   5.7.1 Incident Control Centre (ICC) ................................................................................ 12
   5.8 Inter-agency and External Liaison .............................................................................. 12
   5.9 Safety during an Incident ........................................................................................... 13
   5.10 Preservation of the Scene ....................................................................................... 13
6. **MARINE INCIDENTS** ................................................................................................. 13
   6.1 General Guidance for Marine Operational Emergencies .......................................... 13
   6.2 Shipping Channel Integrity ......................................................................................... 14
   6.3 Port Emergency ........................................................................................................... 14
   6.4 Inner Harbour ............................................................................................................. 15
   6.5 Outer Harbour ............................................................................................................ 15
   6.6 Movement and Control of Shipping ............................................................................ 15
   6.7 Port Emergency VHF Working Channel ..................................................................... 15
   6.8 Ship Stability ............................................................................................................... 16
   6.9 Dangerous Goods ....................................................................................................... 16
6.10 Tankers in Port.................................................................16
6.11 Fire on a Vessel Alongside ............................................16
6.12 Fire on the Vessel Underway ........................................16
6.13 Fire on a Vessel in the Anchorage .................................17
6.14 Vessel Grounding ............................................................17
6.15 Vessel Collision ..............................................................17
6.16 Disabled Vessel in the Channel .....................................17
6.17 Vessel/Vessels in Channel Hindered by Vessel Ahead .......18
6.18 Pilot Injured or Incapacitated .........................................18
6.19 Mooring line/ Cavotec failure .......................................18
6.20 Day or Cyclone Mooring Failure ....................................19
6.21 Vessel Dragging Anchor ................................................19
6.22 Man Over Board (MOB) ................................................19
6.23 Evacuation of Casualty from a vessel within the VTS coverage area .................................................................19
6.24 Small Vessel Incidents ....................................................19
6.25 Search and Rescue ........................................................20
6.26 Vessel Underway Collision with Ship Loader ................20
6.27 Ship Loader Contact with Vessel during Loading ..........20
6.28 VTS Evacuation .............................................................20

7. LANDSIDE EMERGENCIES .................................................21
  7.1 General Guidance for Landside Operational Emergencies .................................................................21
  7.2 Fall from Height (Including Gangway, Shiploader or Cargo) .................................................................21
  7.3 Ship Loader High Voltage Electrical Incident ................22
  7.4 Landside Fire .................................................................22
  7.5 Bulk Hydrocarbon Spill Landside .................................22
  7.6 Dangerous Goods or Noxious and Hazardous Substance Spills .................................................................23
  7.7 Blockage of Port Access Roads .....................................23
  7.8 Heavy Vehicle Collision ................................................23
  7.9 Cargo Handling Incident  ..............................................24

8. AIRCRAFT EMERGENCIES ................................................24
  8.1 Helicopter Crash at the Helipad .....................................24
  8.2 Helicopter Crash at Sea ..................................................25
  8.3 Helicopter Crash on Vessel ............................................25

9. EXERCISES ........................................................................26
  9.1 Exercises .........................................................................26

10. PROCESS OWNER ..................................................................26

ANNEX 1 IMT STRUCTURE ................................................................27
## DOCUMENT AMENDMENT TABLE

<table>
<thead>
<tr>
<th>Version</th>
<th>Prepared By</th>
<th>Date</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>DHM</td>
<td>09 September 2015</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>1.0</td>
<td>Marine Operations Administrator</td>
<td>28 September 2015</td>
<td>Initial Document Implementation</td>
</tr>
<tr>
<td>2.0</td>
<td>Harbour Master</td>
<td>23 January 2018</td>
<td>Review and amendment</td>
</tr>
<tr>
<td>4</td>
<td>Harbour Master</td>
<td>October 2019</td>
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1. **INTRODUCTION**
The Emergency Response Plan relates to incidents that affect the operational capability of the port. This document has not been developed in accordance with the guidance in AS 3745 – 2010 and does not relate to facility-based emergencies.

2. **SCOPE**
This plan applies to operational emergencies within the Port of Port Hedland and adjacent controlled waters. The operational emergencies covered by this plan are categorised as follows:

- Marine incidents
- Landside operations incident
- Aircraft incidents

**Note:** Marine pollution emergencies are covered by the Marine Pollution Contingency Plan.
Figure 1 Port of Port Hedland VTS Area and Maritime Zones
3. **AIM**
The Emergency Response Plan aims to provide guidance to Pilbara Ports Authority Port of Port Hedland (PPA-PH) staff, port stakeholders, port users and hazard management agencies on the response to operational emergencies, to ensure the least potential impact on port operations.

4. **LEGISLATION**
The Emergency Response Plan has been developed in accordance with the acts and regulations in Table 1.

<table>
<thead>
<tr>
<th>ACT AND REGULATIONS</th>
<th>BRIEF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Act 2005 as amended</td>
<td>An act to provide for the prompt and coordinated organisation of Emergency Management (EM) in the Western Australia (WA).</td>
</tr>
<tr>
<td>Emergency Management Regulations 2006 as amended</td>
<td>Subsidiary legislation under the EM Act which outlines the State Emergency Management Committee (SEMC), details the Hazard management Agencies (HMA) and Combat Agencies for each hazard.</td>
</tr>
<tr>
<td>Port Authorities Act 1999 as amended</td>
<td>Details the functions, the areas that they are to control and manage, the way in which Port Authorities are to operate and related matters.</td>
</tr>
<tr>
<td>Port Authorities Regulations 2001 as amended</td>
<td>Subsidiary legislation under the Port Authorities Act which outlines the conduct of vessels in port, Pilotage and Pilotage Exemption Certificates, and other aspects of the conduct of the Port Authorities.</td>
</tr>
<tr>
<td>Mines Safety and Inspection Act 1994 as amended</td>
<td>Consolidates and amends the law relating to the safety of mines and mining operations and the inspection of mines and mining operations and plant and substances</td>
</tr>
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</table>

4.1 **Alignment with Hazard Management Plans**
This plan aligns with the State hazard management plans outlined in table 2;
TABLE 2 – WESTERN AUSTRALIAN HAZARD MANAGEMENT ARRANGEMENTS

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>HMA</th>
<th>STATE HAZARD PLAN</th>
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<tr>
<td>Marine Transport Emergency (MTE)</td>
<td>Department of Transport (DOT)</td>
<td>State Hazard Plan - Maritime Environmental Emergency</td>
</tr>
<tr>
<td>Fire</td>
<td>Department of Fire and Emergency Services (DFES)</td>
<td>State Hazard Plan - Fire</td>
</tr>
<tr>
<td>Search and Rescue (SAR)</td>
<td>WA Police (WAPOL)</td>
<td>State Hazard Plan - Marine Search and Rescue Emergency</td>
</tr>
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<td>Air Crash</td>
<td>WAPOL</td>
<td>State Hazard Plan – Crash Emergency</td>
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<tr>
<td>Road Crash</td>
<td>WAPOL</td>
<td>State Hazard Plan – Crash</td>
</tr>
</tbody>
</table>

For the majority of incidents, the relevant HMA will respond to the incident and manage the hazard specific component in conjunction with PPA. PPA will manage the impact on port operations and business continuity. For Marine Environmental Emergencies, the Harbour Master will assume the role of Incident Controller on behalf of the Western Australian Department of Transport (WA DoT).

This plan integrates with the following PPA policies, plans and procedures:

- Crisis Management Plan
- Business Continuity Manual
- Incident Management Plan
- Emergency Response Procedures – Facility

4.2 Supporting Documents

Supporting documents may include but are not limited to, the following emergency response checklists:

- ERC – Bomb or Terrorism Threat
- ERC – Breakaway from Berth
- ERC – Dangerous Goods (including ammonium nitrate) Emergency
- ERC - Evacuation of VTSC
- ERC – Helicopter Crash
- ERC – Man Overboard (from Vessel or Wharf)
4.3 Priorities
Operational emergency response has the following priorities;

- Safety of life
- Minimising the impact on the environment
- Minimising the damage to port infrastructure
- Minimising the impact on port operations
- Ensuring the continuation of adjacent operations
- Recovery

4.4 Reporting Incidents
All incidents shall be reported to Port Hedland Vessel Traffic Services (PH VTS) on VHF channel 12 or 08 9173 9030. The Duty Vessel Traffic Services Officer (VTSO) shall record the details of the incident on the relevant PPA emergency response checklist or VTS log detailing the relevant information received.

4.5 Port Hedland Pilots (PHP)
Port Hedland Pilots will take action in accordance with the Pilot Contract expectations, Harbour Masters Direction and PHP Safety Management System. For a shipping channel emergency, the Duty Pilot (or replacement) will be present along with the Harbour Master or delegate (in the VTS Centre) to provide assistance in resolving / managing the emergency.

4.6 Stakeholders Actions
The Harbour Master or delegate will determine the resources required to respond to the incident. Service providers will be contacted by Port Hedland VTS at the direction of the Harbour Master or his delegate for assistance if required.

All stakeholders or port users not involved in the emergency are to remain well clear of the incident location and not interfere with or hamper the response efforts.

4.7 Fire Fighting Resources
There is limited firefighting capability and resources available in the immediate inner harbour/port area. DFES has two volunteer fire brigades in Port Hedland and South
Hedland. These units will respond to landside emergencies and boundary cool from the deck of a vessel but will not be deployed internally on a vessel, to fight a fire.

Volunteers trained for ship board operations could be employed to rescue casualties from a vessel. The volunteers are limited to provide boundary cooling, where possible. Additionally, appropriately trained DFES volunteers will be deployed to tugs with firefighting capabilities to assist with the direction of the fire monitors.

Where additional assistance is required for landside firefighting, a formal request is to be made to DFES for assistance from Air Services Australia and other organisations with firefighting capabilities.

Note: There are strict assessment criteria to be considered before using fire-fighting foams within the Port Hedland operating environment. The approval of the Harbour Master must be sought prior to using firefighting foam within the Port’s operating environment.

4.8 Smoke and Atmosphere Monitoring
In the event of a fire, the Town of Port Hedland (ToPH) can provide atmospheric monitoring teams to ensure the safety of the public in surrounding residential areas. Atmospheric monitoring is to be requested through DFES.

4.9 Registered Mine Site
The Utah Point Bulk Handling Facility is a Registered Mine Site in accordance with the *Mines Safety and Inspection Act 1994*. Parts of the East Side site become Registered Mine Sites during the loading of bulk products such as salt, copper concentrate or spodumene (lithium) concentrates. Refer to the figure below.
4.10 Recovery of Cost Incurred
All costs incurred in response to marine incidents, such as pilots, tugs, lines boats or crew transfer vessels shall be invoiced to the vessel’s agent.

5. INCIDENT MANAGEMENT
5.1 Incident Controller
The Incident Controller (IC) for all operational emergencies is the Harbour Master or the delegate.

5.2 Incident Control System
PPA Port Hedland has adopted the Australasian Inter Service Incident Management System (AIIMS) for incident management as per PPA Port Hedland Incident Management Plan. AIIMS has been adopted to ensure interoperability with all response agencies and to provide a known structure that can be adapted to suit the response requirements.

The IC will assess the required response effort and adjust the size and scale of the response to meet the specific incident requirement. That is, the IC will determine number of responders required and the functional areas that are stood up to form the Incident Management Team.

5.3 Incident Level Classifications
Under the AIIMS Incident management system the following incident classifications are used;
Level 1 – are generally able to be resolved through the application of local or initial resources only.

Level 2 - are more complex in size, duration, resource management and risk and may require deployment of jurisdiction resources beyond the initial response.

Level 3 – are generally characterised by a degree of complexity that requires the Incident Controller to delegate all incident management functions to focus on strategic leadership and response coordination and may be supported by national and international resources.

In determining the level of the response, the following shall be considered:

- The nature of the emergency
- The location of the emergency and the ability of responders or emergency services to access the site if required
- The requirement for resources beyond the PPA-PH inventory
- The likely duration of the response effort
- The requirement for specialist skills

5.4 IMT Structure
Annex 1 shows an indicative IMT Chart with all functional areas. The functional areas that PPA-PH will fill include;

- Incident Controller
- Planning
- Operations
- Logistics
- Finance
- Casualty Coordination

An investigation into the incident may be conducted by the WA Police (WAPOL), Australian Transport Safety Bureau (ATSB), Australian Maritime Safety Authority (AMSA), DOT Marine Safety Investigation Unit (MSIU), Work Safe WA or Department of Mines, Inspection and Regulation Safety. Where the above organisations conduct an investigation, they will perform the role of the investigation function. The IMT is to provide support and assistance as required including ensuring appropriate records and evidence is maintained. PPA may also conduct an investigation into any incident that occurs with PPA operational areas.

Media and Public relations will be handled by the PPA Communications team. The communications team is contactable on;

- Mobile: 0447 072 294
- Email: media@pilbaraports.com

5.5 Salvage and Casualty Coordination
In the event of a maritime casualty, careful management and oversight of the salvage effort is required to ensure it is effective and does not result in further risk to the marine
environment or the operations of the port. The vessel owners will engage a salver to render the casualty to a safe state and deliver the vessel to a specified location. PPA has engaged a salvage advisor to provide specialist advice in the event of an incident that requires salvage operations.

For level 1 incidents, a casualty coordination unit may be established within the IMT.

For level 2 and level 3 incidents, a separate casualty coordination IMT will normally be raised. This will work closely with the salver and commonwealth agencies to ensure the effectiveness of the salvage effort and the protection of the marine environment.

A representative of the vessel's Protection and Indemnity Club (P&I Club) may be present within the IMT as an advisor to ensure that there is open communication and involvement for the P&I Club.

5.6 Role of the Casualty Coordination Unit
The role of the Casualty Coordination Unit (CCU) will depend on the nature of the incident. For level 1 incidents the CCU will reside in the IMT where it will be responsible for coordinating the salvage effort from the port's perspective.

The CCU will also liaise with other individuals/agencies including but not limited to ship master, salver, WA DoT, AMSA, port service (pilots, tugs etc.).

The CCU is to ensure that the salvage plan

- Is adequate and properly resourced
- Minimises the potential impact on the environment
- Does not have the potential to create further risk to port infrastructure or operations
- Takes into account forecasted and prevailing weather conditions and any other factors that may impact on the recovery operation.

5.7 IMT Locations

5.7.1 Incident Control Centre (ICC)
The designated ICC for Port Hedland is the Integrated Marine Operations Centre (IMOC) Level 5.

IMOC Level 5 has the ability to host a reasonable size IMT involving the various functions. If emergency scenario was such that all of the functions could not be accommodated within the IMOC Level 5, then a number of other offices and IMOC meeting rooms 1 and 2 would be used as part of the expanded IMT set up.

Resource boxes for the various IMT functions are located in the store room on IMOC Level 5. The boxes contain the relevant forms, plans and associated items to assist in the management of the functional areas.

5.8 Inter-agency and External Liaison
Where the IMT is liaising with another agency (such as DFES or ToPH), consideration should be given to include a representative of that agency within the IMT, as a liaison
and advisor. This will facilitate better communication and will allow for a more in-depth assessment of the response requirements and ensure a more coordinated and efficient response.

5.9 **Safety during an Incident**
The safety of personnel is the highest priority when responding to an event. All response activities must be undertaken safely; in compliance with PPA policies and standard operating procedures; with consideration for the risks outlined below:

All personnel must comply with:

- PPA Occupational Safety and Health Policy
- PPA Fitness for Duty – Drug and Alcohol Policy
- PPA Fitness for Duty Policy – Fatigue Management Policy
- PPA Hazard Management Procedure
- PPA PPE Procedure
- PPA Incident Management Policy

Where a person’s life is at immediate risk or requires immediate first aid, the responders are to make an assessment of the hazards and only when safe to do so provide assistance to the casualty.

Where the safety of life is not threatened, responders are required to complete a Job Hazard Analysis as per the Hazard Management Procedure.

5.10 **Preservation of the Scene**
The requirements in the PPA Incident Management Procedure to preserve the scene are to be complied with at all times.

6. **MARINE INCIDENTS**

6.1 **General Guidance for Marine Operational Emergencies**
As indicated in paragraph 4.2, Port Hedland has numerous emergency response checklists to account for any possible marine emergencies that may occur at the port. As the list is comprehensive, PPA regularly conducts desktop and field exercises to ensure a timely, appropriate and decisive response is achieved to any marine emergency that may occur.

For all marine operational emergencies, Port Hedland VTS will gain the necessary information (who, what, when, where, why, how and actions taken) from the vessel or stakeholder reporting the incident. The Port Hedland VTS will operate in accordance with the relevant emergency response checklist reporting to the Harbour Master or his delegate as necessary to respond to the emergency.

The following will be considered by the Incident Controller:

- Safety of life
- Control over the vessel is maintained
- The vessel has sufficient resources to be assisted to a safe location.
Minimise the risk to the marine environment
Minimise the impact on shipping and port operations

A careful assessment of the impact the incident has on shipping will be made by the Harbour Master or delegate. The Incident Controller in conjunction with the Harbour Master will assess the impact, and where the safety of personnel is at risk the operation will be restricted or suspended shipping movements until it is safe to recommence. The impact will be carefully managed with a view to safely facilitate all operations.

6.2 Shipping Channel Integrity
The integrity of the Port Hedland shipping channel is paramount to the continued operation of the port and the surrounding economy. The Harbour Master or delegate, Duty Pilot, Marine Pilots and VTSO’s are to be mindful of the risk each incident presents to the shipping channel and the continued operation on the port. This risk is to be carefully managed, with the ultimate aim being for the shipping channel to remain free of obstruction, or where this is not possible, minimising the extent and duration of the obstruction or blockage.

Where there is doubt as to the continued safe operation of a vessel including the vessel’s propulsion, main engine, power generation or steering gear, the Marine Pilot or Master shall not commit the vessel to the channel.

6.3 Port Emergency
In the context of operational emergencies, a port emergency is defined as an event that poses significant risk to the safe or continued operation of the port by affecting the;

- Safety of personnel within the port area
- Shipping channel,
- Port assets, or
- Port infrastructure.

Note: A port emergency shall be declared if a steering gear failure or main engine slowdown or main engine failure is encountered by a vessel in the inner harbour or shipping channel.

A port emergency can be declared by the following;

- A Marine Pilot, piloting a ship
- The Harbour Master or delegate

A port emergency requires the co-ordination and careful allocation of port resources such as marine pilots, tugs, helicopters, pilot launches and lines boats. The Harbour Master or delegate will assess the situation, allocate resources as required and monitor the effectiveness of the response.

For all marine incidents where the complexity of the incident warrants, a second pilot will be transferred to the vessel to assist with communication and on scene management of the incident.
Where tugs are used to assist a vessel (including alongside and at the anchorage) a pilot will be transferred to the vessel to ensure the safe control of the tugs.

6.4 Inner Harbour
Where the passage of an outbound vessel located within the inner harbour area poses a risk to the integrity of the shipping channel, consideration will be given to return the vessel to the berth until the defect or deficiency is rectified. The Harbour Master shall determine the most prudent course of action, in consultation with Duty Pilot and the Marine Pilot on the vessel.

6.5 Outer Harbour
Once a vessel has passed Hunt Point, it is committed to the channel and cannot return to the inner harbour. Every effort should be made to continue the transit with tug assistance utilising a safe channel escape area at BCN 15 / 16 or C7 if the vessels UKC will not allow it to clear the channel to open water before the tide falls. When considering the use of the channel escape areas, the height of tide at the next low water, the charted depth of the escape area and the vessels draught needs careful consideration.

Where a tidally restricted vessel is in difficulty within the channel, PH VTS shall continuously monitor the risk of grounding within the channel using the DUKC system. Where the vessel cannot clear the channel within the tidal window, the Harbour Master will make an assessment of which channel escape strategy is most suitable.

If a vessel is in difficulty a careful assessment of the impact on subsequent movements shall be made. Based on the DUKC output and consideration of the affected vessel’s progress and speed made good, subsequent vessels sailing may be delayed.

6.6 Movement and Control of Shipping
During a port emergency the Harbour Master or delegate shall assess the situation and determine if there is a requirement to suspend shipping. Where Shipping is suspended, no vessel shall be moved within the VTS Area (including the anchorage) without the express permission of the Harbour Master or delegate. This will be coordinated by the PH VTS through the normal traffic management process. Section 6.16 and 6.17 provide further information on the use of the emergency anchorage and emergency passing lane.

6.7 Port Emergency VHF Working Channel
PH VTS shall allocate a Port Emergency frequency to be used as a working channel for the emergency (normally the vessels pilotage channel). This shall be a VHF channel that is not currently in use and free from interference. Only those stakeholders directly involved in the emergency response shall monitor or use the frequency.

All normal port reporting shall be made on the port working channel VHF Channel 12.

NOTE: All port users are to be aware that during a port emergency PH VTS will be focusing on the emergency. Routine communication will be prioritised. Stakeholders may be asked to wait or to contact the VTS at a later stage.
As soon as practicable after the formal declaration of a port emergency, the duty VTSO shall make a Sécurité broadcast to all stations on VHF Ch12 advising of a port emergency.

6.8 Ship Stability
Where there is concern that a vessel's stability cannot be maintained within safe limits, it shall be immediately reported to the Harbour Master. The Harbour Master and the vessel's Master shall assess the situation and take all necessary steps to ensure the safety of the vessel.

6.9 Dangerous Goods
Where dangerous goods (DG) are present on board an affected vessel, the Master and crew shall make an assessment of the potential for the DG to be affected by the emergency and advise the VTS accordingly. The Harbour Master will assess the situation and determine if DFES assistance is required.

If a ship is discharging Ammonium Nitrate and there is a fire that poses a risk to the cargo, consideration shall be given to stop cargo operations, closing all hatches and where applicable the vessel readied for sea.

6.10 Tankers in Port
On the receipt of an alarm which stems from an incident within two miles which may impact the tanker, all loading, or discharging will cease and, where applicable, hoses will be disconnected, and the vessel readied for sea.

Refer to Bulk Liquid Transfer Procedure (A311883).

6.11 Fire on a Vessel Alongside
The Harbour Master will assess the situation and allocate appropriate resources to assist the Master and crew in the response. Firefighting support vessels will be provided to assist the vessel where necessary. The primary use will be used for boundary cooling but can assist with fighting a fire on the deck. Where possible a DFES volunteer firefighter will be placed on the tug to direct the fire monitors.

For fires on vessels at PPA berths, the firefighting trailers will be used to provide assistance from ashore. A careful assessment of the cargo and the type of fire shall be made and where appropriate, approved firefighting foam may be used.

If the fire on board the vessel results in loss of power or the mooring arrangements rendered inoperable, tugs will be used to hold the vessel alongside.

Once the fire is extinguished, the damage and condition of the vessel will be assessed and a plan to remove the vessel to a safe location will be implemented.

6.12 Fire on the Vessel Underway
Where a vessel is under way and suffers a fire the pilot or master is to advise Port Hedland VTS. The Harbour Master in conjunction with the Pilot or master will assess the situation. Considerations will include;
- The severity of the fire and the location on-board
- The ability of the ship’s crew to respond effectively to the fire
- The location of the vessel and its ability to reach safe water
- Assets required to assist and their availability

Firefighting support vessels will be sent to assist the vessel as above. The Harbour Master and duty pilot will assess the situation and determine the most suitable option including:

- Continue the passage to open water
- Anchor
- Berth

6.13 Fire on a Vessel in the Anchorage
Where a vessel located in the anchorage area suffers a fire, the vessel shall remain at anchor unless approved to weigh anchor and get underway by the Harbour Master. Firefighting support vessels will be used to assist the vessel with the firefighting response.

6.14 Vessel Grounding
Where a vessel suffers a grounding, a careful assessment of the damage condition of the vessel will be made. The Harbour Master and Duty Pilot will assess the height of tide at the time of grounding and subsequent tides to determine if the vessel is likely to be refloated. Where there is sufficient tidal height and the condition of the vessel allows, the vessel will be refloated as soon as possible and shifted to an anchorage until an assessment of the vessels damage condition can be made.

Where the vessel cannot be refloated, or the damage condition is such that the vessel cannot be safely refloated and moved to open water, the Harbour Master will assess the situation and determine what services are required. This may include tugs to hold the vessel in place and work boats to transfer personnel and equipment to the vessel.

If a vessel grounds in the berth pocket the vessels steering gear and propellers condition will be carefully assessed. If safe to do so the vessel will be shifted to the anchorage so an assessment of the vessels condition can be made.

6.15 Vessel Collision
Where a collision occurs between two vessels, tug assistance will be provided if required. Both vessels will, if safe to do so, be allocated an anchorage whilst the damage condition is assessed.

For serious collision events, a careful assessment of the damage condition of both vessels will be required. A salvage plan will be required if there is a potential for the situation to deteriorate further.

6.16 Disabled Vessel in the Channel
Where a vessel is disabled in the channel, such as for a main engine failure or blackout, the VTS will mobilise additional tugs to assist the vessel. The Harbour Master and the
Duty Pilot will assess the options for the vessel and determine the best course of action based on Under Keel Clearance, the speed of advance and the conditions. In general, the vessel will be taken to open water where possible; if this is not possible the vessel will be towed to the most suitable channel escape area possible.

Careful assessment of the subsequent tides will be undertaken to determine the time the vessel can safely remain in the emergency anchorage and emergency passing lane.

**6.17 Vessel/Vessels in Channel Hindered by Vessel Ahead**

Where a vessel in the channel is disabled or the speed of advance hinders subsequent ships in the channel, the Harbour Master and the Duty Pilot will assess the situation and determine the safest course of action.

Where appropriate, additional towage will be provided to assist the vessel or vessels which are hindered, by the vessel ahead so that the vessel or vessels, can be safely controlled and maintained in the channel.

Detailed surveys of the areas adjacent to the channel have been conducted and are available on the Pilots Portable Pilot Unit (PPU) and in the VTS. An emergency passing lane has been established between BCN 15 / 16 and C7. Depending on the location of the affected and hindered vessels, the respective draughts, the charted depth, environmental conditions and the height of tide, the Harbour Master, Duty Pilot and the Marine Pilot on the vessel/s will assess the feasibility of the disabled or hindered vessel/s to take appropriate action (e.g. moving into the emergency passing lane) with an aim to maintaining the integrity of the channel. The required actions will be assessed on a case by case basis and be dependent on the environmental conditions and available UKC.

**6.18 Pilot Injured or Incapacitated**

Where the marine pilot is injured or incapacitated, a second pilot will be immediately transferred to the vessel. In the interim, the duty VTSO shall provide assistance to the vessel master and tugs relating to course over the ground and speed made good. Where the passage cannot be safely continued the tugs are to arrest the momentum of the ship and hold it in the centre of the channel with the assistance from the VTSO until another pilot can be transferred to the vessel.

**6.19 Mooring line/ Cavotec failure**

Mooring lines parting is a significant risk in the Port of Port Hedland. There is potential for significant interaction between ships berthed and large bulk carriers entering or departing the inner harbour. All mooring failures shall be reported to the VTS. To ensure the vessel remains securely moored, a Pilot will be transferred to the vessel and tug assistance provided until the line/s can be rerun or the vessel taken to the anchorage. Where necessary a lines boat will be used. Similarly, any failures with the “Cavotec” Automated Suction Mooring System are to be handled in accordance with the specific Cavotec Mooring System Failure Procedure with actions involving tensioning of comfort lines, notification to VTS and placement of a tug on standby for attendance all undertaken.
6.20 Day or Cyclone Mooring Failure
Where a vessel breaks free of its mooring, the duty VTSO will alert all shipping to the incident and attempt to establish contact with the vessel. Where communications with the vessel cannot be established, the Duty VTSO will use vessels of opportunity to tow or push the vessel to safety out of the channel. The vessel will be towed to a safe location until the owner or operator can take control of the vessel.

The mooring owner is required to submit a report to the Harbour Master outlining the failure, the root cause and a plan to prevent reoccurrence. The Harbour Master may require an inspection and Naval Architect to certify the mooring is safe prior to use.

6.21 Vessel Dragging Anchor
All vessels are responsible for monitoring their position and safety whilst at anchor. Where the vessel observes the anchor is not holding, the Master is to assess the weather conditions and the draughts of the vessel. Where safe the vessel is to pay out more cable or request permission to get underway to re anchor. This is to be reported to the VTS immediately and the vessel shall keep the VTS apprised of its actions and intentions.

If the vessel is immobilised (note this requires approval) or requires assistance to anchor a pilot and tugs will be allocated to assist the vessel.

6.22 Man Over Board (MOB)
In the event of a MOB and where the vessel cannot recover the person overboard or the person has fallen into the water from a wharf or structure, the VTS will direct suitable vessels in the vicinity to recover the person. Where there are no suitable vessels available in the vicinity, the Pilot boat or recovery capable vessel will be used to recover the man.

6.23 Evacuation of Casualty from a vessel within the VTS coverage area
In the event of a casualty on board a vessel within the VTS coverage area, Port Hedland VTS will collect the relevant information and make contact with RCC Australia or the Royal Flying Doctor Service (RFDS). These agencies are the designated agencies to manage such situations including the allocation of resources to assist with the evacuation process.

Port Hedland VTS will continue to play a liaison role throughout the process and will act on the direction of the responsible agencies being RCC Australia and RFDS.

The vessel’s agent may be contacted by Port Hedland VTS to assist directing the Saint John’s Ambulance to the relevant pick up point in the event the casualty is not being transferred directly to the Port Hedland Health Campus.

6.24 Small Vessel Incidents
Where there is a small vessel incident such as collision, grounding or a small vessel becomes disabled, the VTS will request the assistance of nearby vessels to assist the vessel. The vessel will be towed to a safe place.
Any casualties will be dealt in line with established search and rescue protocol.

**6.25 Search and Rescue**
For search and rescue incidents, the WA Police as the hazard management agency will be notified for state waters and (RCC) Australian will be notified for commonwealth waters. Port Hedland VTS will request the assistance of small vessels in the area to respond to the incident. During the day, consideration will be given to using the Pilot transfer helicopter to locate the vessel or casualties and direct small vessels to assist with recovery.

Where the situation is more complex, appropriate assets will be allocated to the search based on direction of WAPOL or RCC Australia.

**6.26 Vessel Underway Collision with Ship Loader**
For all piloted shipping movements, all personnel are required to be clear of the shiploader boom. Where there is a collision between a vessel underway and a ship loader (such as during maintenance), the VTS will utilise small craft in the vicinity to check for people in the water.

If required additional towage will be provided to assist with the control of the vessel that collided with the shiploader. A careful assessment of the damage condition will be made and a plan for the vessel will be developed by the Harbour Master and where appropriate the Duty Marine Pilot.

**6.27 Ship Loader Contact with Vessel during Loading**
The immediate priority is to determine if there are any casualties. Once any casualties have been treated and removed from the scene, a thorough damage assessment of the ship and the ship loader will be undertaken. Where the damage is superficial and does not affect the safe operation of the shiploader or the safe loading of the vessel, loading operations will be resumed. For PPA berths, the damage assessment process will include a “preservation of the scene” requirement where evidence that may be required for further investigation will be undertaken. Relocation of equipment and/or infrastructure is not to be undertaken unless it poses an immediate safety concern. Recommencement of operations is only to be undertaken following the specific approval of the Landside Operations Superintendent.

Where serious damage is present, an engineering assessment of the ship loader will be required, and an appropriately qualified engineer will be required to sign off that the ship loader is in a safe condition to continue operating.

**6.28 VTS Evacuation**
Where an incident requires the evacuation of the VTS, the duty VTSO will make a sécurité broadcast on VHF Channel 12, both the duty VTSO and duty Shipping Scheduler will divert the land lines to the relevant mobile phones and evacuate the VTS.

The Sécurité Broadcast will be as follows;
“SÉCURITÉ, SÉCURITÉ, SÉCURITÉ. ALL STATIONS ALL STATIONS, ALL STATIONS
THIS IS PORT HEDLAND VTS (x3). THE VTS IS BEING EVACUATED. VTS SERVICE
IS TEMPORARILY SUSPENDED UNTIL FURTHER NOTICE.”

Once the VTSO’s are in a safe location they will recommence providing VTS at a reduced
level of service. The reduced level of service will be communicated to all Port Users and
Stakeholders.

7. LANDSIDE EMERGENCIES

7.1 General Guidance for Landside Operational Emergencies
For all Landside operational emergencies, PH VTSO upon receiving the report will gain
the necessary information from the person reporting the incident and contact the Harbour
Master, the Landside Operations Manager and the relevant Landside Operations
Superintendent. The duty VTSO will take action in accordance with the direction of the
Harbour Master and the relevant ERC.

During a landside emergency the following general steps are considered by the Incident
Controller;

- Casualties are reported and Emergency Services notified
- Emergency Services Access to the site is facilitated
- The extent of the incident is assessed and the impact on adjacent operations and
  the safety of the vessel alongside is considered.
- Casualties are treated and removed to safety
- The area is made safe
- Assessment of infrastructure and the feasibility of commencing normal operations
  is considered.
- Recovery to normal operations

A careful assessment of the impact of the incident on adjacent operations is required. The
Incident Controller in conjunction with the Landside Operations Manager/ Site
Operations Superintendent will assess the impact and where the safety of personnel is
at risk the operation will be restricted or suspended until it is safe to recommence. The
impact will be carefully managed with a view to safely facilitate all operations.

Where a ship is alongside the berth and an incident occurs on the berth or in an adjacent
landside area, the Incident Controller will assess the risk the incident poses to the safety
of the vessel and its crew. Where necessary the vessel will be removed from the berth
and sent to anchorage until it is safe for the vessel to return and cargo operations
resumed.

7.2 Fall from Height (Including Gangway, Shiploader or Cargo)
Where a person falls from height, the severity of the person’s injuries will be assessed,
and appropriate medical aid will be provided. The contracted maritime security guards
will contact Emergency Services, provide access to the site by facilitating the relevant
security gate and provide first aid where appropriate. The contracted security operator
will restrict unnecessary access to the site and have a security officer and vehicle on standby to escort emergency services to the site.

All cargo operations in the immediate area will cease until the casualty has received medical assistance and is removed from the location.

The incident scene is to be preserved to allow the collection of evidence that may be required for further investigation. Relocation of equipment and/or infrastructure is not to be undertaken unless it poses an immediate safety concern. The incident may require reporting to the Regulatory body. Recommmencement of operations is only to be undertaken following the specific approval of the Landside Operations Superintendent.

Once the scene has been released, operations will resume.

7.3 Ship Loader High Voltage Electrical Incident
Once the report of the failure has been received, the Landside Operations Coordinator will contact the relevant maintenance superintendent and arrange for suitable personnel to attend the shiploader to assess the damage, cordon off the area and make repairs.

7.4 Landside Fire
Once the report has been received by PH VTS, Emergency Services will be notified and their access to the site will be facilitated by the relevant security gate. The contracted security operator will restrict unnecessary access to the site and have a security officer and vehicle on standby to escort emergency services to the site.

Consideration will be given to the deployment and/or use of PPA fire skids dependent on the size, type and location of the fire.

Where relevant the adjacent buildings and areas will be evacuated and operations in the vicinity will be assessed to determine if they can safely continue. If a vessel is alongside the wharf and the fire presents a danger to the vessel or the vessels crew the Harbour Master will remove the vessel from the berth until it is safe for the vessel to return.

For all significant fires where the generated smoke could impact the town, the Town of Port Hedland will be requested to conduct smoke monitoring. Where additional firefighting resources are required, a request will be made to DFES for additional resources.

Once the fire has been extinguished, an assessment of the damage will be made and a recovery plan will be produced and communicated to all relevant Port users.

7.5 Bulk Hydrocarbon Spill Landside
The guidance in this part relates to major landside bulk hydrocarbon spills. For all minor hydrocarbon spills refer to Hydrocarbon Spill Response and Spill Kit Maintenance. Potential major spill sources include road tanker vehicle accident or transfer pipe. In the event that a report of a major landside bulk hydrocarbon spill within PPA controlled land is received, the following actions will be taken;
Ensure ESC’s are activated on the vessel and at the terminal (during cargo operations)
Evacuate the area of the site at risk
Isolate where possible all potential sources of ignition
Facilitate Emergency Service access to the site
Block all drains

Where appropriate, consideration will be given to implementing temporary bunding arrangements to contain the bulk hydrocarbon products.

### 7.6 Dangerous Goods or Noxious and Hazardous Substance Spills
In the event that a report of a spill of dangerous goods or hazardous and noxious substance spill which present a risk to human health or a risk to the environment within PPA controlled port area is received, the following actions will be taken;

- Stop cargo operations
- Evacuate the area of the site at risk
- Isolate where possible all potential sources of ignition
- Facilitate Emergency Service access to the site
- Block all drains

Where appropriate, consideration will be given to implementing temporary bunding arrangements to contain the dangerous goods or hazardous and noxious substance for DFES to manage.

### 7.7 Blockage of Port Access Roads
The port access road could be blocked for several reasons such as;

- Vehicle accident
- Road structural failure

Where the port access road becomes blocked, the priority will be to determine if there are casualties and to facilitate emergency services access to the scene.

Where possible, an alternate access to the port will be provided and communicated to port users.

An assessment of damage to the road and infrastructure will be conducted and a recovery plan developed and communicated to relevant port users.

### 7.8 Heavy Vehicle Collision
This includes heavy vehicle collision with light vehicles, other heavy vehicles and infrastructure. Once the incident has been reported, the priority is to determine if there are casualties. Emergency Services will be notified and their access to the site will be facilitated by the relevant security gate. The contracted security operator will restrict unnecessary access to the site and have a security officer and vehicle on standby to escort emergency services to the site.
The landside operations team will assess the situation and determine if cargo operations need to stop.

Once any casualties have been treated and removed from the scene an assessment of the damage will be made and a recovery plan will be developed.

**7.9 Cargo Handling Incident**
Where there is an incident involving cargo such as a cargo shift, suspended load falling or a collision between a suspended load and infrastructure, the priority will be to determine if there are any casualties. Emergency Services will be notified and their access to the site will be facilitated by the relevant security gate. The contracted security operator will restrict unnecessary access to the site and have a security officer and vehicle on standby to escort emergency services to the site.

Where the cargo shift occurred on a vessel, assessment of the damage condition and stability condition will be made. AMSA will be notified of the incident and any required assistance will be provided to the investigation.

Once casualties have been treated and removed from the scene an assessment of the damage will be made and a recovery plan will be developed.

**8. AIRCRAFT EMERGENCIES**
This section applies to aircraft emergencies relating to the contracted pilot transfer helicopters. For all aircraft operational emergencies, PH VTS upon receiving the report will gain the necessary information from the vessel or person reporting the incident and contact the Harbour Master. PH VTS will take action in accordance with the direction of the Harbour Master and relevant ERC. The HMA for air crash is Western Australian Police.

During an aircraft emergency the following general steps are considered by the Incident Controller;

- Casualties are reported and Emergency Services notified
- Emergency Services Access to the site is facilitated as appropriate
- Ensure search and rescue operations commence if appropriate
- The extent of the incident is assessed and the impact on adjacent operations and the safety of the vessel alongside is considered.
- Casualties are treated and removed to safety
- Use pilot vessels for pilot transfers
- The area is made safe
- Assessment of infrastructure and the feasibility of commencing normal operations is considered.
- Recovery to normal operations

**8.1 Helicopter Crash at the Helipad**
Where the aircraft crashed on take-off or landing, the Duty VTSO will contact emergency services and the main security gate. Emergency Services will be notified and their access
to the site will be facilitated by the relevant security gate. The contracted security operator will restrict unnecessary access to the site and have a security officer and vehicle on standby to escort emergency services to the site.

PH VTS where directed by the Harbour Master will advise PHP and the contracted pilot vessels and facilitate all transfers by launch.

The Harbour Master or delegate and the senior base pilot will assess the situation and provide any technical information required to emergency services.

Once any casualties have been dealt with, the Harbour Master or delegate and the senior base pilot will determine the recovery plan.

8.2 Helicopter Crash at Sea
Where the aircraft crashes at sea, PH VTS will direct suitable vessels in the area to assist the helicopter. Additionally, PH VTS will advise RCC Australia and assist as required with the search and rescue effort.

The Harbour Master and the senior helicopter pilot will assess the situation and devise a recovery plan.

PH VTS will advise the Duty Marine Pilot and the contracted pilot vessel operator. Transfers where necessary will be conducted by pilot launch.

8.3 Helicopter Crash on Vessel
Where the helicopter crashes on the vessel, PH VTS will notify the Harbour Master and duty pilot. Emergency services and RCC Australia will be notified and assistance provided to the response. If required, a second pilot will be transferred to the vessel where safe to do so.

The vessel will be returned to anchor until assistance has been provided to the casualties and an assessment of the damage condition can be made.
9. **EXERCISES**

9.1 **Exercises**

Regular exercises and training will be conducted with PPA VTOSs, PPA staff HMA's, port stakeholders and port users where appropriate. These exercises will be a combination of desktop and field exercises. For incidents that cannot be safely replicated, desktop exercises will be held.

10. **PROCESS OWNER**

The General Manager Operations has overall responsibility for this procedure. The Emergency Response Procedures - Operational are to be reviewed annually.

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ANNEX 1 IMT STRUCTURE

- Planning
  - Intelligence
    - Situation & Analysis
    - Technical Advice
    - Modelling & Predictions
  - Misses
  - Resources
  - Communications Planning
  - Management Support

- Public Information
  - Information & Warnings
  - Media
  - Community Liaison

- Operations
  - Supply Chain Services
  - Marine Services
  - Technical Services
  - Medical Management
  - Medical Management

- Logistics
  - Finances
  - Supply
  - Communications Support
  - Facilities
  - Medical Support
  - Graveling
  - Ground Support