

Check-list of procedures to be followed and persons to be contacted in case of emergency

This appendix deals with the sequence of actions to be carried out by the competent national authorities responsible under the National Contingency Plan for dealing with matters relating to response to marine pollution incidents, following the receipt of information of a pollution or threat thereof, in order to implement the provisions of the Protocol to the Barcelona Convention concerning Co-operation in Combating Pollution of the Mediterranean Sea by Oil and Other Harmful Substances in Cases of Emergency.

Although this check-list, which is by no means exhaustive, has been prepared primarily for incidents involving vessels, it should be used where applicable in case of incidents involving offshore units.¹

1. Initial assessment:

An initial assessment necessitates the gathering of information as listed in "a" below through a number of contacts as described in "b".

(a) Information required:

- place, time, nature, extent and cause of the incident;
- identification of vessel;
- identification of owner/operator and his representatives and insurers;
- condition of the vessel;
- identification of the cargo and its state;
- intentions of the master;
- intentions of the salvor, if any;
- intentions of the owner or his representative.

(b) Contacts:

- master of the vessel;
- salvor/salvage company, if any;
- shipowner or his representative;
- last port(s) of call;
- next port(s) of call.

2. Notification

Once the Party has finalized its initial assessment and when the severity of the incident so justifies, it should:

- a) inform the relevant bodies within the country in accordance with the National Contingency Plan;
- b) inform all Parties whose interests are affected or likely to be affected by the pollution, as well as REMPEC, and provide them with:

¹

An "offshore unit" is defined in the OPRC Convention as "any fixed or floating offshore installation or structure engaged in gas or oil exploration, exploitation or production activities, or loading or unloading of oil."

- i) details of its assessments and any action it has taken, or intends to take, to deal with the incident, and
- ii) further information as appropriate,

until the action taken to respond to the incident has been concluded or until joint action has been decided by such Parties.

For transmitting such information, use should be made of the pollution reporting system (POLREP) and the list of competent national authorities, as they appear in Section 1 of Part B of the Regional Information System.

- c) contact the vessel's insurers and, if the incident involves oil:
 - the International Tanker Owners Pollution Federation Ltd. (ITOPF);
 - the IOPC Fund when the Party possibly affected by the pollution is a Party to the 1971 Fund Convention.

3. Response measures

- a) Activation of national pollution response arrangements as stipulated by the National Contingency Plan or otherwise.
- b) Continuous evaluation of the situation by using:
 - expertise available within the country;
 - expertise available from/through REMPEC;²
 - expertise available from other sources.²
- c) Decision on measures and actions appropriate for mitigating the consequences of the pollution incident, such as intervention on the vessel itself, combating pollution at sea, protection of sensitive areas, restoration.
- d) Mobilizing the necessary personnel, equipment and products either from national sources or by requesting outside assistance:
 - directly from other Contracting Parties;
 - from other Contracting Parties through REMPEC;
 - from other sources, including stockpiles owned by oil and shipping industry.

4. Financial matters

- a) Detailed records of the costs incurred by Parties participating in the response during the entire operation should be kept by the Party(ies) directly in charge of the response and by the assisting Parties, if any.
- b) These Parties should designate a body to collate the relevant financial documentation, preferably as stipulated in the contingency plan, and request all those taking part in the response to establish the necessary documentation.

²

Such experts will assist national authorities to take decisions, but in no case should take decisions themselves in lieu of the responsible national authorities. (Cf. Recommendation 6 adopted by the Seventh Ordinary Meeting of the Contracting Parties, Cairo, 8-11 October 1991, UNEP(OCA)/MED.IG.2/4 Annex IV).

- c) Prepare claims in accordance with the recommendations of applicable compensation schemes.
- d) Present the necessary documentation to the insurers, IOPC Fund or other organizations liable for compensation.
- e) The assisted and assisting Parties should co-operate in concluding any action in response to a compensation claim. Unless the assisted Party(ies) disagree, assisting Parties may present their claims for reimbursement directly to compensating organizations.

Note: For all these steps, expertise from other Contracting Parties or from REMPEC may be requested.