

ESTONIAN LATVIAN STANDARD OPERATIONAL PROCEDURES

in response to oil pollution incidents in the Gulf of Riga and the Strait of Irbe



Interreg
Estonia-Latvia
European Regional Development Fund



EUROPEAN UNION

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1. INTRODUCTION

1.1. Purpose of the standard operational procedures (SOP)

Countries of the Baltic Sea region share the responsibility for the protection of the marine environment. In case of environmental accident it is crucial to have a coordinated cross-border response.

The aim of the border-crossing cooperation is to enable Estonian and Latvian responders to know the drill in an emergency and to be informed of the action plan of the other country.

Since the tactics and technical conduct of pollution abatement are first and foremost dependent on the available equipment and devices, conducting pollution abatement operations becomes a very multifaceted task, different between countries.

Standard operation procedures (SOP) support the solving of pollution abatement cases, which list the operational workings of pollution abatement accident cases in both countries, and how an aiding unit from the neighbouring country fits and is included in the operational structure and mechanisms of the country accepting the assistance.

SOP provides a clear model for reacting to environmental accidents in the future, for mutual support within cross-border co-operation and joint operations

Management and activities related to the official responsibilities of agencies in both countries are mapped and described in the document.

1.2. Cooperation basis between Estonia and Latvia

- FRAMEWORK AGREEMENT BETWEEN THE GOVERNMENT OF THE REPUBLIC OF ESTONIA AND THE GOVERNMENT OF THE REPUBLIC OF LATVIA ON MUTUAL ASSISTANCE IN THE EVENT OF DISASTERS (2001)
- AGREEMENT BETWEEN THE GOVERNMENT OF THE REPUBLIC OF ESTONIA, THE GOVERNMENT OF THE REPUBLIC OF LATVIA AND THE GOVERNMENT OF THE REPUBLIC OF LITHUANIA ON MUTUAL ASSISTANCE AND COOPERATION IN THE FIELD OF DISASTER PREVENTION, PREPAREDNESS AND RESPONSE (2018)
- Procedures for processing assistance in case of responding and requesting (Estonia 2016)
- Procedure for Requesting International Assistance (Latvia 2017)



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1.3. Keyperson objective

1.3.1. Incident commander

Official of the rescue service who is responsible for the rescue work co-ordination. Everyone involved (including international assistance) with the incident will be submitted to the incident commander.

1.3.2. Team-leader

The assisting Party shall appoint a team-leader who is responsible for the unit working progress and collaboration between local authorities.

1.3.3. Liaison officer

The assisting Party shall appoint a liaison officer to the staff of the Operational Control of the requesting Party in order to secure necessary knowledge of rendered national resources.

1.3.4. Home team

Home team is a group of experts whose main task is to manage and support the responding team.

1.3.5. Contact point

Contact point is a person or department who coordinates the communication between external organizations and is the main contact for requesting of assistance.

2. Readiness of the response capacities

2.3. Request for international assistance

- Request for assistance from a responding Party shall be made by the competent authority of the requesting Party and addressed to the competent authority of the assisting Party.
- The Party that gets the request for assistance, activates the process by receiving the request, analysing the request and approving the request. After a successful decision regarding deployment, the responding country informs about the decision to the requesting country and initiates deployment procedures.
- The decision regarding the request for assistance is made within 6 hours.

2.4. Team selection and preparation

2.4.1. Qualification of the personnel

- Team member- qualified to use the special equipment and has had specific training.
- Team leader- qualified to coordinate operational management and coordinate with the host nation support.



2.4.2. Before the deployment, team leader has to be prepared

- Check documentation
- Selection and preparation of vehicles
- Packing and checking of equipment
- Selection and preparation of team members
- Other procedures (financial, press-related, insurance, etc.)
- Arrange a briefing
- Support of the home team

2.5. Necessary documentation

- National ID or passport
- Driver's license
- Insurance (person, vehicle, equipment)
- List of spec. equipment trailer (in English)

2.6. Self-check, personal items

- Each team member is responsible for:
 - Personal documents
 - National ID
 - Driver's license

2.7. Time of departure

- The decision to respond to the request for assistance is made within 6 hours and departure within 24 hours after the acceptance of the offer.

3. Support from host nation (HNS)

3.3. Entry point

- An Entry point is set up to meet the responding team, to share first contact and identify a team's capacity. The host country representative expects the rescue units on the border of Ikla - Ainazi and convoy to the venue (between Latvian and Estonian).
Depending on the location of the entry point it can be discussed and planned differently.

3.4. Liaison officer

- Liaison activities should be focused on relationship building, information sharing and optimization of operational actions. This cross-communication is important for effective response coordination and supports a cooperative environment.

3.5. Host nation

- Ensures that contingents of the assisting and requesting Party may operate under the same command;
- Gives administrative, logistic and other necessary support to assisting unit (-s);
 - Escort
 - Liaison officer
 - Base camp



- Sewerage
- Fuel
- Waste
- Service/maintenance
- Sanitation of equipment
- Catering
- Transportation
- Safety and security (medical aid)
- Equipment
- Radio communication's
- Facilitates the cross-border movement of responders, experts, equipment, oily waste and oiled animals where appropriate;
 - Entry point
 - Overview of the situation (maps, navigation, safety precautions)
- Gives clearly defined operational tasks;
- Keeps the assisting Party well-informed of the overall situation.

3.6. Exit procedures

3.6.1. Providing international assistance is finished, if:

- The incident commander decides the mission is completed and the further assistance is no longer needed;
- Responding team aborts the mission (e.g. responding country calls out, injury of team members) and responds to the local incident commander.

3.6.2. Take-over and give-over procedures

- Hand-over has to be carried out. Essential information of the situation, specific circumstances and other important facts need to be handed over to ensure that work will continue in an effective way when handed to local authorities or a new team.
- It is also important to have a well-planned exit strategy that includes all necessary steps to end the deployment. This includes hand-overs (checklists and leaflets), contacts with local authorities, planning of transports, staff planning, payments, etc.
- Donation, giving equipment to the affected country. Team should provide certificates for the donation of equipment (e.g. to requesting country/organization should be provided in the annex).

3.6.3. After-deployment

- The equipment is packed and transported back to the home country where it is checked, cleaned and restored
- The Team Leader writes a final report, including expenses and equipment left behind (optional)
- After a mission, lessons learned will be collected and sent to the relevant parties.



4. Description of the capabilities

4.1. Depending on disaster, affected country can make a request to a specific capacity. The affected country can request next possible capacities, which are described in the document annex 3.

- Experts (Specific knowledge regarding oil pollution recovery incidents)
- Operational unit (Trained personnel prepared to use specific oil pollution recovery equipment)
- Relief items (Technical assistance)

4.2. Operational unit composition (people operating technical equipment)

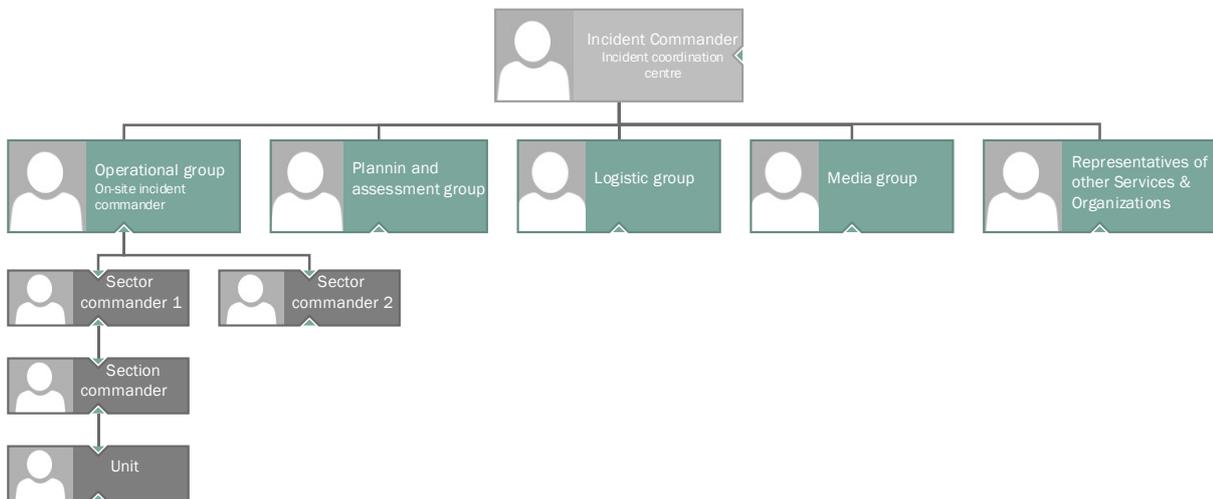
- Responding country, following their national deployment procedures, shall deploy at least 1 Team leader and 3 team members.

4.3. Capacity description and location Annex 2

5. Management responsibility

5.1. Command and control structure/ rescue work co-ordination (requesting country)

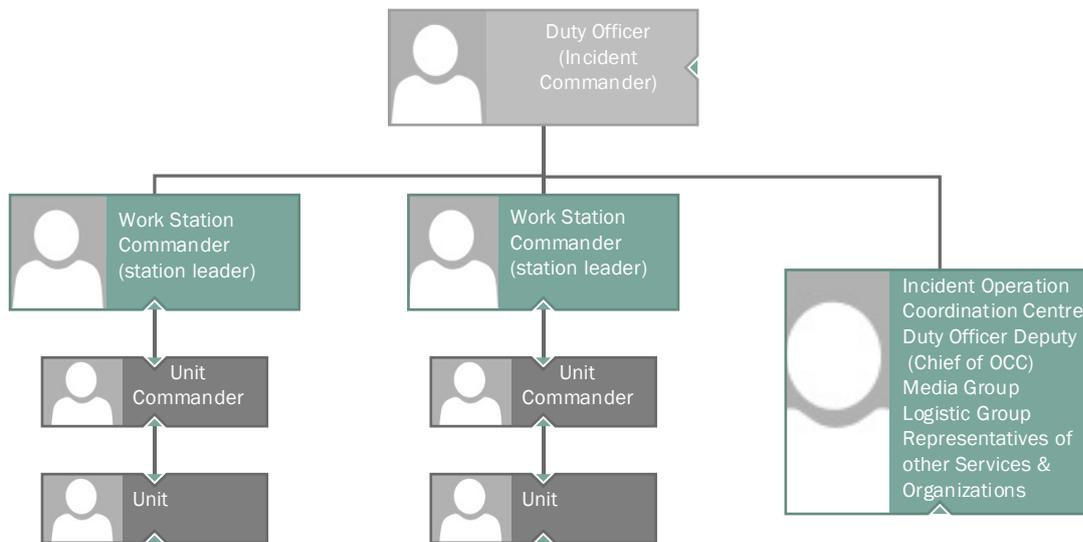
- If an offer for on the shore response assistance is accepted, the requesting Party keeps close contact with the command organizations of the assisting parties in order to secure that the assisting Party's units can be integrated in the response structure of the requesting Party.
- Estonian Rescue Board preparedness levels for incident command consist of 4 levels:
 - I-level crew leader (fire station based)
 - II-level duty officer (county based)
 - III-level regional duty officer (regionally based)
 - IV-level state duty officer (stately based)
- Estonian rescue Board command and control structure



- State Fire and Rescue Service of Latvia preparedness levels for incident command consists of:
 - Unit Leader
 - Station Leader
 - Duty Officer
 - Region Commander



- State Fire and Rescue Service of Latvia command and control structure



- In a widespread emergency situation where the circumstances are in the long-term, where special equipment is needed and additional human resources, partners, knowhow and external assistance are required.

5.2. Command and control structure/ rescue work co-ordination (responding country)

The assisting Party's units/teams shall be led by a team leader. The team leaders of the assisting Party and the liaison officer shall keep each other well informed on the teams' tasks and their progress.



1 operational unit composition

6. Management activities and collaboration related responsibilities of official authorities and agencies in both countries

6.1. Estonian

The Police and Border Guard Board – responsibility to arrange pollution detection, situation monitoring and pollution liquidation in Estonian territorial waters and within the Peipus, Lämmi and Pihkva lakes.

The Rescue Board – responsibility to localize and liquidate pollution on coast and wildlife rescue with other state agencies.

The Environmental Board – responsibility to liquidate pollution on coast and wildlife rescue (Bird Hospital), pollution waste disposal management.



The Environmental Inspectorate – responsibility to modulate pollution (sea) spread, collect contamination samples and inspect the incident.

The Estonian Nature Fund – voluntary organization that supports wildlife rescue and liquidation of pollution.

The Volunteer Reserve Rescue Group – localize and liquidate pollution on coast and wildlife rescue with other state agencies

The Ports – responsibility to localise and liquidate pollution in port territory waters.

Local authorities – responsibility to liquidate coastal pollution and support others state agencies.

6.2. Latvian

The Naval Forces and units of the National Armed Forces - performing coastguard functions eliminate the consequences of shipping accidents, the consequences of the spillage of oil and hazardous or harmful substances spilled in the sea and coordinate work related to the liquidation of these consequences in Latvian waters.

Temporary placement of collected oil, hazardous or harmful substances at sea is provided by the Coast Guard within the technical possibilities.

State limited liability Company "Latvian Environment, Geology and Meteorology Center" organizes transportation, disposal or placement of oil, hazardous or harmful substances collected in the coastal area.

Determination of pollutant and collection of information is ensured by the State Environmental Service in co-operation with the Coast Guard.

The State Fire and Rescue Service organizes and manages emergency landing and rescue operations.

The National Environmental Service is responsible for coordinating the implementation of the "National Preparedness Plan for Oil, Hazardous or Noxious Substances at Sea" plan.

The Naval Forces of the National Armed Forces is responsible for the implementation of the measures provided for in the plan to eliminate the consequences of pollution of oil, hazardous or harmful substances at sea.

Operating levels:

The first level of activity is preparedness and leakage measures, the consequences of which can be eliminated by the resources at the disposal of the Navy.

The second level of activity is preparedness and measures against leaks, the consequences of which, in addition to the resources at the disposal of the Navy, need to attract the resources at the disposal of other state institutions, local governments or merchants.

The third level of activity is preparedness and measures against leakage, the consequences of which, in addition to the resources available to the Naval Forces, state institutions, local governments and businesses, need to attract international assistance.

In the case of Levels II and III, the MRCC Committee is convened.

The role of the head of the MRCC Committee is assigned by the responsible commander of the National Armed Forces.

The MRCC Committee consists of responsible officials with the aim to ensure the fulfilment of certain tasks.



7. Vocabulary (EE, LV, ENG, RUS)

EN	RU	LV	EE
all terrain vehicle	вездеход	ATV	ATV
anchor set	комплект якорей	enkuru komplekts	ankru komplekt
assembly point	точка сбора	pulcēšanāsvieta	kogunemiskoht
base of operations (BoO)	база	darbošanāsbāze	operatsioonide baas
base_camp	базовый лагерь	bāzes nometne	baaslaager
battery charger/	зарядное устройство	lādētājalpalaidēja	akulaadia/
bed	Кровать	gulta	voodi
binoculars	Бинокль	binoklis	binokkel
boat	Лодка	laiva	paat
broom skimmer	ручной скиммер	rokas skimmers	hari skimmer
camp	лагерь	nometne	laager
container	контейнер	konteiners	konteiner
containment boom	заградительные боны	norobežojošās bonas	aedpoom
coupling	фаркоп	auto sakabe	liitmik
coupling Tool	ключ	taustiņš	liitmiku voti
extension cord	удлинитель	pagarinātājs	pikendusjuhe
extinguisher	огнетушитель	ugunsdzēsamais aparāts	kustuti
first aid kit	аптечка первой помощи	medicīnassoma- aprtieciņa	esmaabipakk
flashing light	Проблесковый маяк	bākugunis	vilkur
Flashlight	фонарь	lukturis	taskulamp
Folder	Папка	mape	mapp
Fuel	Топливо	degviela	kütus



fuel can	канистра (для топлива)	degvielas kanna	kütusekanister
fuel hose	топливный шланг	degvielasšļūtene	kütusevoolik
fuel filter	топливный фильтр	degvielasfiltrs	kütusefilter
funnel	воронка, лейка	piltuve	lehter
gas	бензин	benzīns	bensiin
generator	генератор	generators	generaator
gloves	перчатки	cimdi	kindad
GPS	навигация	navigācija	GPS
hammer	Молот, кувалда	āmurs	haamer
hand radio	радиоприёмник	radio	käsiraadio
headlight	прожектор	lukturītis(galvas)	pealamp
headphones/ microphone	Наушники/микрофон	austiņa/mikrofons	kõrvaklapid/ Mikrofon
heater	обогреватель	termoventilators	kütteseade
helmet	шлем, каска	kivere	kiiver
home base	домашняя база	mājasbāze	kodumeeskond
hook	крюк	āķis	konks
horn	звуковой сигнал	skaņassignāls	pasun
hose	рукав	šļūtene	voolik
hose connectors	рукавные соединения (полугайки)	šļūtenūgalviņas	voolikuühendused
hydraulic hoses	гидравлические шланги	hidrauliskās šļūtenes	hürdovoolikud
hydraulic power unit	гидравлический блок питания	hidraulikas barošanas iekārta	hürdoajam
jack	домкрат	domkrats	tungraud
knife	нож	nazis	nuga
knot	узел	mezgls	sõlm



ladder	лестница	kāpnes	redel
leaf blower	сборщик листьев	lapu pūtētjs	lehepuhur
liaison officer	офицер связи	Sakaru virsnieks	sideohvitser
lifeJacket(vest)	спасательный жилет (надувной)	Glābšanasveste	päästevest
loose absorbent	абсорбент	absorbents	puiste absorbent
megaphone	мегафон	megafons	mögafon
member	участник, член	loceklis	liige
oil	масло (машинное)	eļļa	õli
oil absorbent boom	абсорбирующие боны	absorbējošās bonas	absorbendi poom
oil pollution liquidation operators	оператор ликвидации утечки нефти	naftas noplūdes likvidēšanas operators	reostuskorjetööde operaator
oil pollution response trailer	прицеп с оборудованием для сбора нефтепродуктов	piekabe ar naftas produktu savākšanas aprīkojumu	õlitõrje esmareageerimise haagis
paddles	весла	airi	aerud
plan of action	План работы	darbaplāns	tegevusplaan
range	радиус действия	darbībasrādiuss	ulatus
RDC	центр прибытия и убытия	uzņemšanas izbraukšanas centrs	vastuvõtu ja lahkumise keskus
report	отчет, рапорт	atskaite	raport
respirator	респиратор	respirators	respiraator
rock cleaner	камнеочиститель	akmeņu tīrītājs	kivipesur
rope	верёвка	virve	kõis
safety Glasses	Защитные очки	aizsargbrilles	kaitseprillid
saw	пила	zāģis	saag
scoop	черпак	šaufele	kühvel
shift	смена	maiņa	valvevahetus



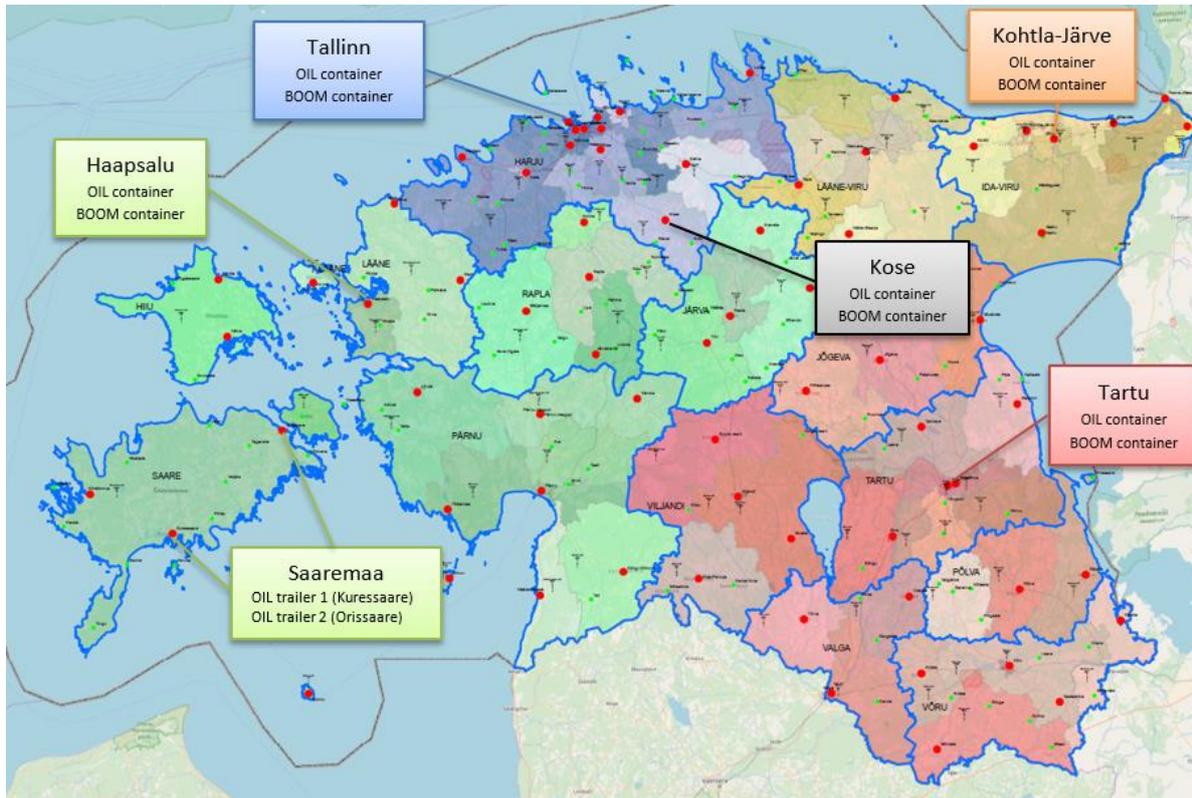
shore seal boom	берего заградительные боны	krasta norobežojošās bonas	kaldapoom
skimmer scraper head	счищающая головка скиммера	skimmera skrāpja galva	skimmeri korjepea
sleeping bag	спальный мешок	guļammaiss	magamiskott
SOP	стандартные процедуры взаимодействия	standartaoperāciju procedūras	tegevusjuhised
spade	лопата	lāpsta	labidas
starter	зарядно - пусковое устройство	iekārta	kāivitaja
stone catcher	камнеуловитель	akmens ķērējs	kivipūudja
team Leader	командир группы	komandasvadītājs	meeskonnajuht
tent	палатка	telts	telk
tire	покрышка	riepa	rehv
tool box	инструментальный ящик	instrumentu kaste	tööriistakast
tools	инструменты	instrumenti	tööriistad
trailer	прицеп	piekabe	treiler
trailer coupling	тягово-сцепное устройство	sakabesāķis	haagisekonks
trolley	тележка, вагонетка	rokasratiņi	kāsikāru
water pump	водяной насос	ūdens sūknis	veepump
wheel chain	цепи (для колёс)	riteņķēde	ratta kett
winch	лебёдка	vinča	vints
working clothes	рабочая одежда	darba apģērbs	tööriided
working place	место работы	darba vieta	töökoht



ANNEX 1 (Capabilities description and location)

Estonian shore oil recovery capacity:

- Localize oil pollution on the surface up to 2400m, using coastal booms;
- Besiege light oil product pollution on the surface up to 1000m using absorbent booms;
- Collects heavy oil product pollution on the surface, capacity up to 36 m³/h using mechanical recovery;
- Provides protection for at least 50 people, personal protective clothes and working tools;



CAPACITY	UNIT	TOTAL	LOCATION	RESPONDING TIME (min)
BOOM container	1 set	1	State (Kose)	60-120
Boom 500 mm	200 m			
Boom 750 mm	200 m			
OIL container (skimmer and working tools)	1 set	1	State (Kose)	60-120
Oil skimmer (minimax 12)	1			
Oil skimmer (minimax 20)	4			
Oil skimmer (minimax 30)	1			
Personal protective clothes and working tools	50 people per 7 days			
BOOM container	1 set	4	Regional (Haapsalu, Kohtla-Järve, Tallinn, Tartu)	10
Boom 500 mm	200 m			
Boom 750 mm	200 m			
OIL container (skimmer and hand-working tools)	1 set	4	Regional (Haapsalu, Kohtla-Järve, Tallinn, Tartu)	10
Oil skimmer (minimax 12)	1 set			
Oil pump with hoses	1 set			
Personal protective clothes and working tools	50 people per 7 days			
Trailer (boom, skimmer and working tools)	1 unit	2	Regional (Saaremaa)	2
Boom 500 mm	50 m			
Skimmer (minimax 12)	1 set	2		
Personal protective clothes and working tools	3 people per 3 days			
Water transport-aluminium workboat		3	Regional (Haapsalu, Tallinn, Kunda)	60
Ground transport-Bandwagen with multilift		8	Regional (Haapsalu, Paide, Elva, Jõgeva, Kohtla-Järve, Rakvere, Keila, Kehra)	10



ANNEX 2 (Contacts)

Latvian operational contacts

State Fire and Rescue Service of Latvia		
Official	Phone number	Remarks
<i>Emergency Department Operational Management Department State Fire and Rescue Service of Latvia</i>		
State and rescue service of Latvia, Operational management department Duty Officer (24 h)	cell.: +371 2 9424504	emergency@vugd.gov.lv Operational contact point (24/7)
Superior Jānis Grīnbergs (8h)	cell.: +371 2 6551555	
<i>Firefighting and Rescue Unit Operational Management Department State Fire and Rescue Service of Latvia</i>		
Superior Ivo Mežulis (8h)	cell.: +371 2 6539687	
<i>Operation Management Department Riga Region Call Center</i>		
Inspector Attorney (24 h)	cell.: +371 2 6166080	Backup phone – 112
<i>Riga Region Administration Service Division</i>		
Duty Officer (24h)	cell.: +371 2 6416093	
Deputy Officer (24h)	cell.: +371 2 7893434	
<i>Operation Management Department Vidzeme Region Call Center</i>		
Inspector Attorney (24 h)	cell.: +371 2 7896472	Backup phone – 112
<i>Vidzeme Regional Brigade</i>		
Duty Officer (24h)	cell.: +371 2 6510937	

Estonian operational contacts



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Estonian Rescue Board		
Official	Phone number	Remarks
Ministry of the Interior (Information Monitoring Department)	+372 6123412	opinfo@siseministerium.ee Operational contact point (24/7)
State duty officer (24h)	cell.: +372 5186932	
Western Regional duty officer (24h)	cell.: +372 5254676 cell.: +372 53410975	

Annex 3 (Team final report)

FINAL REPORT



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Name of unit/team: _____

Commander/leader: _____

Deployment location: _____

Deployment period: _____

Notes:

- The Final Report form must be completed by the commander/team leader of a foreign assistance unit/team following the provision of assistance in Estonia, but before departure.
- Only complete those items that apply.
 - If there are no comments with regard to particular aspects because they were arranged appropriately, please also note this.

	FINDING	CONSIDERATION	RECOMMENDATION
Phase 1: Preparation for arrival			
Were you informed about the nature of the reception and location?			
Other comments relating to arrival/reception?			
Phase 2: From arrival to deployment			
How was the reception handled?			
Were you informed about restrictions/customs in Estonia which you should have taken into account during your stay?			
Were you informed about the (disaster) situation? <ul style="list-style-type: none"> • Access to disaster area and the functioning of utilities • Victims? • Security situation? • Where and when were you deployed? 			



<ul style="list-style-type: none"> Who was your Point of Contact (POC)? 			
How was the transportation handled?			
Phase 3: Mission, operational deployment			
Were you briefed about the deployment?			
Who gave you the assignment for your work? Were the instructions clear?			
Were you able to carry out the assignment properly? If not, what was the reason?			
Was the chain of command clear?			
Did you have the correct equipment and enough equipment to carry out the assignment?			
Did you have good communications? Were you in communication with the required bodies/persons in connection with the execution of your activities?			
How was the accommodation, food and general support handled?			
Phase 4: Completion / Evaluation			
Were you informed about the ending of your deployment in good time?			
Were you informed about the results of your activities/deployment?			
Were you debriefed in the deployment area			



immediately after the deployment? By whom?			
Will there be an operational and/or psychological debriefing in your home country?			
Do you have any other comments or suggestions with regard to the completion/evaluation/debriefing?			
Phase 5: Departure			
Were you informed about the departure in good time? By whom?			
Was the transport for the departure arranged? By whom?			
Do you have any other comments or suggestions with regard to the departure?			
Other comments			
How did you feel about your deployment?			
Other comments			

