

EMERGENCY

PLAN

TNPA

PORT OF RICHARDS BAY 2020

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



CHANGE CONTROL DOCUMENT :

VERSION	DATE	COMMENTS	UPDATED BY
1.0	JULY 2011	Review, compile and consolidate Port Emergency Plans	N. Moodley
2.0	JULY 2011	Corrected telephone numbers for Environment / Harbour Eng. Harbour Master/ NOTE: Only the corrected page/s will be replaced in the respective documents issued as per register.	N. Moodley
3.0	April 2012	Complete overall of plans :	N. Moodley Liezl Kroukamp
		Scrap old version and replace with 2012 version	Bongani Ndaba
4.0	Feb 2019	Emergency contact list amended	N. Moodley
5.0	Feb 2020	1. Emergency contact list amended	N. Moodley

DOCUMENT APPROVAL

No	Grade	Signature :	Date:
1.	CHIEF FIRE OFFICER		2020/02/21
2.	RISK MANAGER		2020/02/21
3.	SHE MANAGER		2020/02/21

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



TABLE OF CONTENTS (ID all the Emergencies possible at RCB)

CONTINGENCY PLANS	Page
COVER PAGE	01
Change control & document approval	02
CONTENT PAGE	03
INTRODUCTION / DEFINITION	04 / 05
EMERGENCY CONTACT NUMBERS	06 - 09
GENERIC REQUIREMENT FOR EMERGENCY PLANS:	10 - 12
EMERGENCY EVACUATION CONTINGENCY PLAN	13 - 14
FIRE FIGHTING TIPS / CLASS OF FIRES /ROLES AND RESPONSIBILITIES	15 - 16
EVACUATION PROCEDURES / EVACUATION DRILLS	17
BOMB BLAST	18 -20
FIRE /EXPLOSION ON VESSEL /TERMINAL	21
FIRE IN ENGINE ROOM	22 – 23
EVACUATION OF VESSEL/S, PASSENGERS AND CREW	24
EMERGENCY RELEASE PROCEDURES- VESSELS	25
COLLISION OF VESSELS & VESSELS OR INFRASTRUCTURE CHECKLIST	26 - 27
TOWING & SALVAGE OF VESSEL	28 - 30
SINKING VESSELS.	31
SPILLAGE ON VESSEL OR QUAY TIER 1	32 - 37
SPILLAGE ON VESSEL OR QUAY TIER 2	38
SPILLAGE ON VESSEL OR QUAY TIER 3	39
GAS RELEASE – SHELTER IN PLACE	40 - 42
RAIL INCIDENT	43 - 44
HIJACKING	45 - 46
CYCLONE/TEMPEST WEATHER CONDITION	47 - 49
EARTHQUAKE	50 - 52
TSUNAMI	53
POISON TREATMENT CARD	54
FLOW CHART : PORT WIDE EMERGENCY MANAGEMENT CONTACT FLOW DIAGRAM	55
FLOW CHART: JOINT EMERGENCY MANAGEMENT PLAN FOR SOUTH DUINE EMERGENCIES	56
FLOW CHART : OIL SPILL EMERGENCIES	57
PORTWIDE HAZARDOUS LOCATION MAP	58
NOTES	59- 60

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



INTRODUCTION

TRANSNET NATIONAL PORTS AUTHORITY is committed to ensure that adequate and effective emergency preparedness prevails in any area where the internal or external environment is exposed to risks originating from company planning and or operating processes.

This standard contains generic emergency plans, guidelines and procedures to assist those responsible to develop and implement emergency plans. It is recognized that in many instances plans have already been developed and implemented but the intention is to compile a comprehensive, consolidated, integrated document that will be used in response to known and potential emergencies. The Emergency Plan however does not neglect the interaction with leaseholders that function and operate within the Port of Richards Bay.

NATURE AND SCOPE OF THE PROBLEM

There is no human activity that is absolutely free from hazards, dangers and catastrophes. There will always be certain risks which pose a direct and immediate threat to human life and property, and which may have a disrupting effect on operations or any other impact that will have an adverse effect to TRANSNET NATIONAL PORTS AUTHORITY's. While many of these threats are virtually impossible to avoid or eliminate, most of the effects can be reduced by means of risk control techniques. Typical threats, which are open to risk reduction, are civil commotion, fire, environmental pollution and industrial accidents resulting from human error. Short of complete relocation, various natural perils such as floods, storms and earthquakes cannot be avoided. These also fall within the category of emergency risks.

GOAL / OBJECTIVE

The objective of the Emergency Plan is to set guidelines to SAVE LIVES, PROTECT PROPERTY & THE ENVIRONMENT, and ENSURE MAINTENANCE OF ESSENTIAL SERVICES.

CONTINUAL IMPROVEMENT

Suggestions or recommendations for alterations or improvements to this standard should be forwarded to the: - *"Creator" of the document or other appointed person who should carry a document review as required*

DEFINITIONS

To standardize terminology within TRANSNET NATIONAL PORTS AUTHORITY's the following meanings for terms that may create confusion are offered:

❖ Contingency Planning – an event regarded as a future possibility.

Planning, normally part of an Emergency Plan that indicates an event regarded as a future possibility. In the context of an emergency plan it may be used to describe planning for:

Created by : N.MOODLEY	Date Created: 2012/02/28	Date Modified: 11JULY 2020	Version: 0	Issue No: 005	Page 4 of 61
------------------------	-----------------------------	-------------------------------	------------	---------------	--------------

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



- A) Alternative resources where resources, initially relied upon in the emergency plan, are suddenly not available, i.e. breakdowns, theft etc. of equipment.
- B) Other consequent incidents that may occur during the handling of an incident, i.e. fire, explosions, toxic release, pollution whilst maneuvering a distressed ship.

❖ Disaster / Crisis – a sudden great catastrophe or misfortune.

Normally describes incidents of such magnitude and impacts that could not be handled with readily available resources. Usually describes events such as for earthquakes, floods, etc.

However a catastrophic event within business (i.e. a major business disruption) may be deemed as a disaster to that business. To ensure the TRANSNET NATIONAL PORTS AUTHORITY is prepared for this type of an event, there is an active "Business Continuity Management" program in place.

❖ Emergency Plan – a structured plan to deal with sudden and unexpected incidents.

A plan developed, implemented, rehearsed, monitored and periodically updated after all emergencies that are likely to occur have been identified and evaluated, to ensure that immediate action with adequate resources be implemented to efficiently and effectively render the emergency safe and to minimize losses to lives, property, the environment and business interruptions.

❖ Standing Operating Procedures – a step-by-step procedure to be followed, safely.

Written procedures that clearly indicates a step-by-step, procedure to be followed, safely. Within any generic Emergency Plan specific procedures to address the handling of unique characteristics of hazardous materials or processes, must form part of such a plan.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



 TNPA EMERGENCY CONTACT NO.	TELEPHONE (035) OFFICE / LAND LINE	CELL PHONE
TRANSNET NATIONAL PORTS AUTHORITY & TPT		
CONTACT	Telephone No.	Cell / Mobile/After Hours. No.
TNPA Fire Services - Officer (24 hrs. on standby)	035 905 3075/ 3135/3335 (office Hour)	0837080830 / 066 394 9999 (24hrs.)
Clinic Sister	035 905 3184/3678	082 852 4388
TNPA Security Supervisor.	035 905 4626 / 3836	083 286 0244 / 083 890 5309/ 072 708 4378
Risk Manager	035 905 3172	083 277 8108
SHEQ Manager	035 905	071 892 5450
Environment Dept. - TNPA	035 905 3342	0810313635
TNPA Security Manager	035 905 3146	83 295 7139 / 072 708 4378
Port Control	035 905 3444 / 3401	065 914 6227
Notify PORT CONTROL (TUG must be asked either to: RESPOND, TUG to be ON STANDBY or to be told TUG is NOT REQUIRED. THE SAME SHOULD BE DONE FOR THE HELICOPTER		
Harbour Master	035 905 3131/3080	083 412 9500
Deputy Harbour Master	035 905 3147	063 296 5066 / 082 306 1663
Marine Operations Manager (acting)	035 905 4790	079 278 7470
Marine Specialist / Pollution Control Manager	035 905 3501	082 866 0218 / 073 575 5807
Diving services – Office	(035) 905 3420	083 698 8117
Small BOATS & may be required to assist with pollution and certain incidents. Get them to respond or place them on stand if required. Ensure BOAT/Skippers are complaint to HARBOUR MASTERS RULES.		
Civil Maintenance Manager	035 905 3231	0836720700
Deputy Port Engineer	035 905 3728	076 305 7629
Senior Operations Manager	035 905 4507	083 417 0580
Port Engineer	035 905 3985/3203	083 708 5906
Electrical Engineer	035 905 3088	083 284 1641
Electrical Supervisor	035 905 3484	083 9841966
Helicopter – TNPA Richards Bay	035 573 1735/035 905 4404	083 984 1966
Light House Services	035 905 3410	0833889511 / 0833889515
TPT (TRANSNET PORT TERMINALS) EMERGENCY (CCR) CENTRAL CONTROL ROOM		035 905 3300 / 3076
TFR – South Dune	035 905 3643	
TE – South Dune	035 905 4883	035 905 4888 (TE - Security)
RAIL INCIDENTS : Electrical Central Control Transnet Freight Rail	(035) 906 7287 0800 444 888	083 9800 201 / 083 980 1068
CTC Transnet Freight Rail (TRAIN Control)	(035) 905 2034 / 2030	083 9800 221 / 083 980 1068

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



TPT CCR will assist in alerting TPT management & staff of emergencies /assistance required. Please give clear messages to the controller (all call are recorded)

EMERGENCY SERVICES EXTERNAL

Local Authority Fire Brigade (LAFB)	035 907 5722	035 907 5723
--	---------------------	---------------------

*NB. THE **LAFB** IS IN A POSITION TO call other emergency services e.g. ambulance/traffic/police etc. on your behalf.*

Richards Bay Disaster Management Centre	035 907 5722	035 907 5723
--	---------------------	---------------------

NB. The Local Authority FIRE Department CONTROL CENTRE can be informed to contact other emergency department IE. AMBULANCE /TRAFFIC POLICE/ WATER /ENVIRONMENT /DOL /ELECTRICIAL/FOSKOR & OTHER INDUSTRIAL FIRE SERVICES. Etc. Be sure to make them keep you updated and keep track eta.

N.S.R.I.	035 791 5071	082 372 6209
----------	---------------------	---------------------

SAMSA	035 788 00 67	0824496350
-------	----------------------	-------------------

POLICE / CUSTOMS / IMMIGRATIONS

SAPS – Border Police	035 788 9800 /23	083 945 4565
----------------------	-------------------------	---------------------

SAPS – Bomb Squad-Inspector:K Joubert.	035 797 4031	079 529 5080
---	---------------------	---------------------

SAPS – Water Wing	035 788 9823	083 945 4565
-------------------	---------------------	---------------------

SAP Richards Bay	035 901 2475	035 901 2478
------------------	---------------------	---------------------

Richards Bay Traffic Department – Control	035 907 5000	
---	---------------------	--

Customs	082 461 7046	
---------	---------------------	--

Immigrations	035 780 8012	066 306 8800 (cell standby)
--------------	---------------------	------------------------------------

Port Health	035 789 5581	083 301 3341 (cell standby)
-------------	---------------------	------------------------------------

MEDICAL EMERGENCY SERVICES

Fire & Emergency Services (Municipality)	035 797 3313/4/5	083 611 9911
--	-------------------------	---------------------

Ambulance Service Ambulance	10177 / 084 124 (ER24)	082 911 (NETCARE)
-----------------------------	-------------------------------	--------------------------

Mouties Ambulance Services	035 772 1602	
----------------------------	---------------------	--

Bay Hospital	035 780 6111	082 821 4281
--------------	---------------------	---------------------

Ngwelezana Hospital	035 901 7000	
---------------------	---------------------	--

POISON /STRING/SNAKE

POISON CENTRE	0861 555 777	
----------------------	---------------------	--

BEE CATCHER		083 433 2282
--------------------	--	---------------------

SNAKE - CATCHER		082 950 1929
------------------------	--	---------------------

--	--	--

--	--	--

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



OTHER SERVICES		
Inter waste	035 751 2092	078 460 5582
Enviro serve	035 751 1763	079 500 8806
Drizit	031 264 2300	0800 202 202
Spill Tech	083 253 6618	086 100 0366 (24 Hrs)
DEPARTMENT OF LABOUR	035 780 8700	
WATER DEPARTMENT – (Local Authority).	035 907 5454	0907 5722 / 3
ELECTRICAL DEPT. – (Local Authority)	035 907 5346	0907 5722 / 3

EMERGENCY CONTACT NUMBERS cont.

Remember to dial a '0' for external dialling.

 TNPA MANAGEMENT	TELEPHONE (035) OFFICE / LAND LINE	CELL/MOBILE PHONE
SHEQ		
Risks	035 905 3822 / 3826	0763661481/0832778331
Environment Manager	035 905 3342/3033	081 031 3635
Harbour Master	035 905 3131/3080	083 412 9500
Security Manager	035 905 3146	072 708 4378
Health Care Manager	035 905 3184	083 554 4535
Chief Fire Officer	035 905 3335 / 3075	083 310 7854
Fire Officer	035 905 3335 / 3075	083 708 0830
Security Supervisor	035 905 3535 / 3129	0832860244 / 0838905309
IMS / ITC help desk	035 905 3072	
ITC /IMS Manager (Act)	035 905 3188	071 857 3551
INFRASTRUCTURE		
Senior Engineer	035 905 3635	083 263 8519
Electrical Engineer –TNPA	035 905 3088	083 284 1641
Civil- Maintenance – TNPA	(035) 905 3268	082 310 6773
Civil Maintenance Manager	(035) 905 3231	0836720700
RAIL		
TFR FIRE CHIEF	035 906 7378	0835645313
Electrical Central Control Transnet Freight Rail	(035) 906 7287	083 9800 201
CTC Transnet Freight Rail (TRAIN Control)	(035) 905 2034 / 2030	083 9800 221

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



OIL Companies /other terminals		
ENGEN (opposite RBCT)	(035) 797 7259	0837939644 / 0824898465
BTT (IVS /RBBS)	(035) 797 6726 (24h)/ 6730	
FFS (Small Craft)	(035) 788 0131	082 655 7517
Bunker Barge – LIPUMA	082 875 1360 (MASTER)	082 9555 468 (SHE)
AMSOL (Bunker Barge)	031 274 1100	
NEIGHBOURING COMPANIES		
Richards Bay Coal Terminal (RBCT)	(035) 904 4444	904 4007/ 8 / 9
SOUTH 32 (Fire & Emergency Services)	(035) 908 8111 /9111	083 272 4267 0605370453
FOSKOR - Control Room	(035) 902 3114/6	(035) 902 3299

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



GENERIC REQUIREMENTS FOR EMERGENCY PLANS

- Prepare plans to cover foreseeable types of emergencies, covering at least
- Small incidents that can be dealt with by the site employees
 - Disaster incidents requiring outside assistance (Local and / or Industry Fire Services, etc.)
 - A site layout plan to be displayed / available in an easily accessible location, indicating:-
 - Product tanks position and contents (If any)
 - Product pipelines and valves
 - Product types / names (MSDS must be available for each product)
 - Fire water pipelines, hydrants, fire appliances
 - The fire control centre / point (e.g. FCP – Forward Control Point)
 - Emergency stop buttons
 - Firefighting access routes (Firefighting equipment & vehicles to reach all parts of the plant)
 - The location of the fire / foam pump house.
 - The amount of available fire water.
 - The type and quantity of foam compound stored on site.
 - The location of foam compound storage
 - A notice on which the telephone numbers of the Fire Service/s, other emergency services and key site personnel are clearly recorded, shall be displayed near every telephone, at the control centre and at the gate of the site (Copy to be included in the master "E" Plan)
 - A means to raise the alarm in the event of an emergency (Site Alarm)
 - Evacuation procedure (Route & Assemble point/s)
 - Shut-down procedure for critical processes
 - Other as per site specific
 - The appointment of an Identified person/s that will represent the depot at the forward control point (The FCP person) this person/s must have the mandate to make business decisions and fully understand the working on site. (Normally a senior depot person)

Firefighting training and drills

- All selected key employees shall be trained and remain competent to deal with all possible emergencies and shall be conversant with the principles of firefighting and the operation of the depots firefighting equipment
 - Alternative trained staff to be available to cover for absences, e.g. leave, sick, etc.
- After key personal have been trained, fire drills shall be conducted regularly (Recommend every month) to maintain a competence level.
 - Records shall be kept of all fire drills, as required by the OHS Act, 1993.

Testing and Records

- All firefighting equipment and systems shall be inspected / serviced once every calendar year by a competent person.
- A fire practice shall be carried out once every calendar year and shall include the local fire department's personnel and appliance.
- Records of all inspections, tests and practices shall be kept and any shortcomings shall be rectified as soon as possible.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



GENERIC EMERGENCY ACTIONS FOR: - FIRES, ACCIDENTS AND INCIDENTS AT THE WORKPLACE.

<p>HAZMAT INCIDENTS</p> <p>TYPES</p> <ol style="list-style-type: none"> 1. Chemical Spill 2. Explosives 3. Toxic Vapours 4. Toxic Waste 5. Flammable liquids/gases 6. Unknown substances <p>IMMEDIATE ACTIONS REQUIRED</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Port Control Emergency Centre 2. Do not approach any HAZMAT Incident 3. Treat all substances as dangerous – Don't touch / breath in 4. Evacuate all personnel upwind 100 – 300 away 5. Establish temporary control post outside danger area 6. Await emergency services 	<p>FIRE INCIDENTS</p> <p>TYPES – All fires on or adjacent to TRANSNET NATIONAL PORTS AUTHORITY property</p> <p>IMMEDIATE ACTIONS REQUIRE</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Warn / evacuate personnel from area 3. Try to contain fire with local fire team 4. Where possible apply the necessary first aid 5. Warn / Inform other working areas in the vicinity of fire <p>If fire co-ordinators on scene, establish temporary control post and await emergency services.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">HINTS – TYPE OF FIRE</th> <th style="text-align: left;">TYPE OF EQUIPMENT</th> <th style="text-align: left;">USED</th> </tr> </thead> <tbody> <tr> <td colspan="3">Class A:</td> </tr> <tr> <td>Wood/Paper/Material</td> <td>Red White Fire Extinguishers</td> <td>Red water hose reel</td> </tr> <tr> <td colspan="3">Class B:</td> </tr> <tr> <td>Oil, Petrol, Wax Flammable Liquid</td> <td>Red Blue Fire Extinguishers (foam)</td> <td></td> </tr> <tr> <td colspan="3">Class C:</td> </tr> <tr> <td>Fire Occurring in the presence of live electrical installations</td> <td>Black Horn fire Extinguishers (CO₂)</td> <td>Red Powder Extinguisher</td> </tr> </tbody> </table>	HINTS – TYPE OF FIRE	TYPE OF EQUIPMENT	USED	Class A:			Wood/Paper/Material	Red White Fire Extinguishers	Red water hose reel	Class B:			Oil, Petrol, Wax Flammable Liquid	Red Blue Fire Extinguishers (foam)		Class C:			Fire Occurring in the presence of live electrical installations	Black Horn fire Extinguishers (CO ₂)	Red Powder Extinguisher
HINTS – TYPE OF FIRE	TYPE OF EQUIPMENT	USED																				
Class A:																						
Wood/Paper/Material	Red White Fire Extinguishers	Red water hose reel																				
Class B:																						
Oil, Petrol, Wax Flammable Liquid	Red Blue Fire Extinguishers (foam)																					
Class C:																						
Fire Occurring in the presence of live electrical installations	Black Horn fire Extinguishers (CO ₂)	Red Powder Extinguisher																				
<p>THEFT/ DAMAGE OF PROPERTY INCIDENTS</p> <p>IMMEDIATE ACTIONS REQUIRED</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Do not approach suspects as they could be armed and dangerous 3. Observe from a distance until help arrives 4. Remember to report all break-ins/theft/losses experience 	<p>SERIOUS INJURY INCIDENTS</p> <p>IMMEDIATE ACTIONS REQUIRED</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Control potential secondary incidents 3. Where possible apply the necessary first aid 4. If possible never leave or move the injured person 5. Keep the injured person calm and await emergency services 																					
<p>POLLUTION / HEALTH HAZARD INCIDENTS</p> <p>TYPES</p> <ol style="list-style-type: none"> 1. Oil spill 2. Waste/Rubbish/Garbage 3. Gas/fumes/vapours 4. Sewerage 5. Dust (grain) 6. Excessive noise <p>IMMEDIATE ACTIONS REQUIRE</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Ensure that there is no threat to personnel 3. If necessary evacuate personnel 4. Report on any injuries 5. Await Environmental Officer, Port Pollution Officer or Occupational Health Nurse 6. Establish temporary control post and await emergency services 	<p>VEHICLE BREAKDOWN INCIDENTS</p> <p>IMMEDIATE ACTIONS REQUIRED</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Place the necessary warnings signs 3. Remain with your vehicle 																					
<p>EXPLOSION / SUSPICIOUS OBJECT INCIDENTS</p> <p>IMMEDIATE ACTIONS REQUIRED</p> <p>Raise the alarm</p> <ol style="list-style-type: none"> 1. Contact Master Control Centre 2. Do not touch or move the object 3. Evacuate all personnel 100 – 300m 4. Cordon off the area 5. Treat injured 6. Establish temporary control post and await emergency services 	<p>OTHER INCIDENTS</p> <p>REPORT THE FOLLOWING :</p> <p>Any emergency on lease Holders premises Power failures Vagrants, Squatters or Illegal immigrants Unsafe conditions Intimidation / strike action Illegal trading Major material damage</p>																					
<p>REFER TO PAGE 7, 8, 9 & 10 FOR ALL CONTACT DETAILS</p>																						

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



PROCEDURE TO BE FOLLOWED:

NOTE: *Business Unit Managers of each office / workplace must ensure that responsible people are appointed and local procedures are developed to action the below requirements.*

The senior person on duty must implement the following procedures in the event of an accident, fire or other incident or disaster within the office / workplace:

- A quick assessment of the incident scene must be conducted.
- The incident must be reported immediately to TNPA Fire Services on Cell Number: **083 708 0830**. A brief description of the situation must be provided and the necessary emergency services requested.
- The affected area must be secured immediately.
- Establish whether any persons have been injured or killed.
- The assistance of the designated First Aid person(s) or the Port Clinic must be called in and the injured persons stabilized.
- The seriousness of the injuries sustained must be assessed.
- The Ambulance Services must be called in, if necessary. Telephone number **082 911**
- All persons except Emergency Services personnel must be prohibited from entering into a potentially dangerous situation / area.
- The likelihood of any further risks or potential risks occurring must be determined.
- All people at risk must be evacuated from the area.
- In Case of a fire, the Fire Officer on site must be contacted for the safe removal of trapped persons or critical equipment from the high-risk area, if possible.
- A note of all events, circumstances and arrangements must be made as they take place, and the time of occurrence must be recorded.
- The area must be kept secure and free of bystanders at all times.
- Emergency Services must be given all possible assistance to enable them to attend to the situation.
- **The situation must not be discussed with, or any information provided to, unidentified persons or the media.**
- A comprehensive accident report containing all relevant documentation and witness reports, etc. must be compiled and submitted as soon as possible.

For assistance while gathering the facts a "Damage Assessment Checklist" (Annexure – A, page 25) is attached for your use.

INJURED PERSONS

The following tips regarding injuries are provided:

- Do not move any injured person(s) or objects/equipment unless it is necessary to do so to prevent further injury/damage.
- Do not allow unqualified persons to treat injuries.
- Keep injured persons warm and calm to minimize shock.
- Stay calm and reassure injured persons.
- Do not give injured persons anything to drink.
- Stop severe bleeding by applying firm pressure over the wound.
- Get a qualified person to commence artificial respiration if the injured person has stopped breathing.
- Complete all the required IOD documents.

Emergency Contact Numbers

(Refer to page 7, 8, 9 & 10 for all contact details)

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



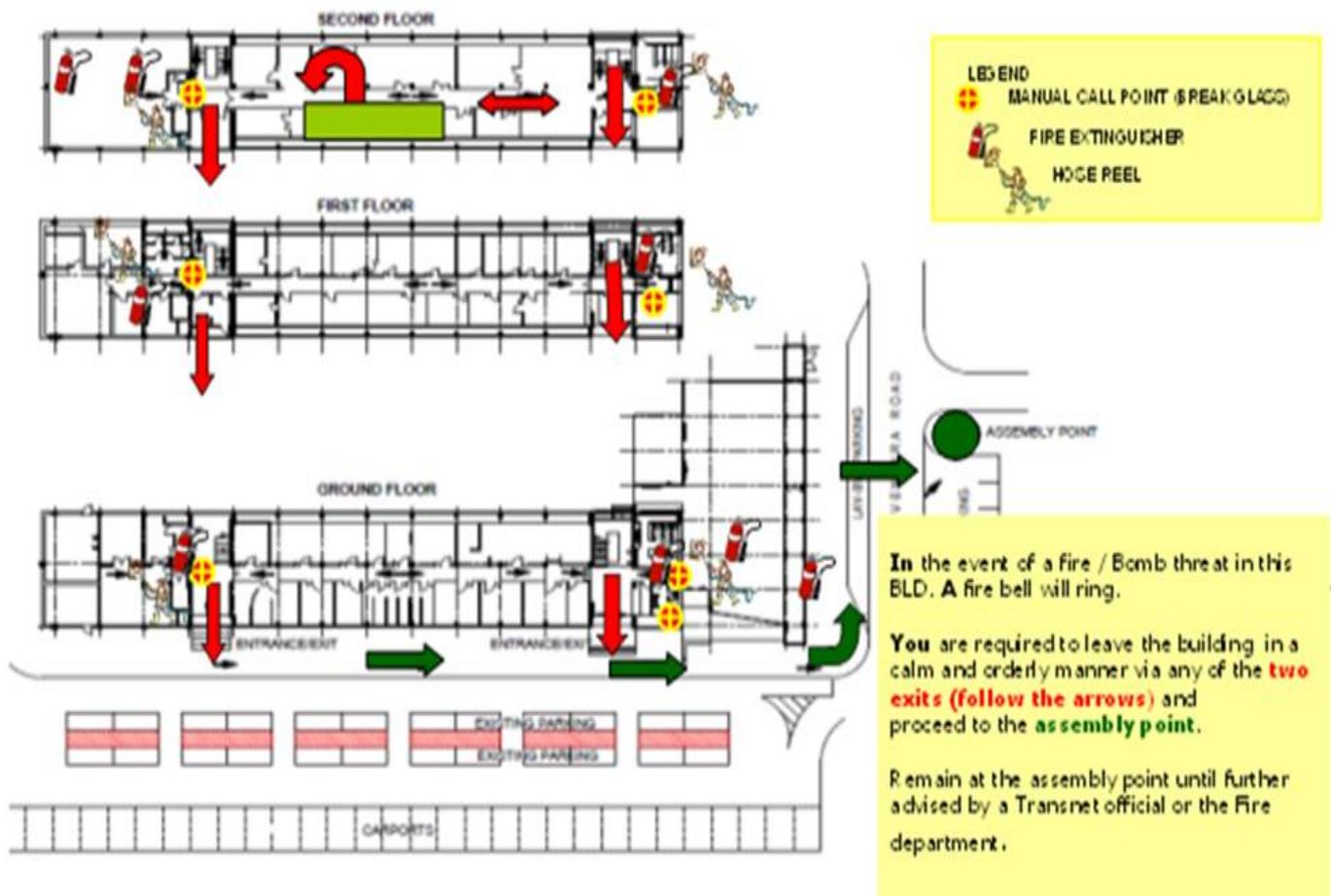
EMERGENCY EVACUATION CONTINGENCY PLAN

INTRODUCTION

It is a requirement that each workplace develop an evacuation plan specific to their area of operation. This plan must be known by all effected persons and should be exercised annually.

AS AN EXAMPLE:

This evacuation plan is applicable to TNPA Port of Richards Bay's main administration building (Bayvue Building) and is intended to serve as an example; however with very little alignment any other business unit is able to use this plan as a guide to establish their respective local workplace evacuation procedure.



DO NOT "COPY AND PASTE" – ENSURE THAT ANY INFORMATION USED IS APPLICABLE TO YOUR ENVIRONMENT

BAYVUE BUILDING EVACUATION PLAN

PURPOSE

The purpose of this document is to clearly define responsibilities and provides a documented evacuation procedure that clarifies steps to be taken in the event that there is an emergency condition that requires the quick and orderly evacuation of the Bayvue Terminal Building.

Created by : N.MOODLEY	Date Created: 2012/02/28	Date Modified: 11JULY 2020	Version: 0	Issue No: 005	Page 13 of 61
------------------------	--------------------------	----------------------------	------------	---------------	---------------

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



This procedure applies to all persons in the building at the time of the emergency incident, i.e. fire, bomb threat or explosion, etc. This includes visitors and contractors.

This building is equipped with the following fire protection infrastructure:

- Smoke detectors are installed in the basement
- Evacuation "Break Glass" manual call point units.
- Fire hydrants
- Fire hose reels – inside the two fire cubicles on either side of each floor
- Fire extinguishers - inside the two fire cubicles on either side of each floor /hanging on walls.
- Signage showing exits and emergency equipment.
- Telephones.

OBJECTIVES:

- To preserve and save lives of employees, visitors and contractors.
- To make provision for the orderly managing of emergency incidents.
- To stipulate the roles that will be fulfilled during the evacuation process.

DEFINITIONS:

Assembly Point:

- A safe place where all persons must report to; which will enable roll call.

Roll Call

- A checklist of all employees' names to ensure that all have evacuated the building.

Emergency Procedure

- A documented procedure that must be followed during any emergency situation, which necessitates evacuation for the safety of persons.

FIRE FIGHTING TIPS

Classes of Fire

- **Class A** fires where ordinary solid flammable materials are present, e.g. coal, paper, plastic, wood. Fire extinguisher suitable is water;
- **Class B** -fires where flammable liquids, lubricants and gases are present, e.g. alcohol, benzene, oils, paraffin and petrol. Fire extinguisher is dry powder or foam;
- **Class C** -fires of A, B and D type in the presence of live electrical installations, e.g. electrical Cables, generators, transformers and switchboards. Fire extinguisher suitable is CO2
- **Class D** -fire where metals are present, e.g. magnesium, aluminium, sodium, potassium and lithium. Fire extinguisher suitable is Dry Chemical Powder (DCP).

Action to be taken by person discovering a fire:

- ❖ **F**ind ----- Find the fire
- ❖ **I**nform -----Notify the Fire Dept. on 083 708 0830 , Raise the evacuation alarm.
- ❖ **R**estrict the fire----Fight the fire, but don't take risks, if too big, leave it
(Close doors and windows as you leave)
- ❖ **E**xtinguish or Evacuate -----Extinguish with correct firefighting equipment
if safe to do so. (Refer to classes of fire)

FIRE FIGHTING HINTS – Attack the fire with a suitable extinguisher/hose reel, **if it is safe to do so**

TYPE OF FIRE	TYPE OF EQUIPMENT
CLASS A : Wood/Paper/Material	WATER Fire extinguisher WATER HOSE REEL
CLASS B : Oil, Petrol, Wax, Flammable Liquids	FOAM fire extinguisher
CLASS C : Fire occurring in the presence of live electrical Installations	CO₂ fire extinguisher or POWDER Fire extinguisher

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



ROLES AND RESPONSIBILITIES

Front Desk Security

The security official on duty at the front desk must be fully acquainted with the emergency evacuation procedure.

When the alarm is activated immediately, identify the area where the fire is (indicated on the fire control panel or by phone).

Report the incident to the Fire Services and Security Services.

Provide the following information.

- Name, telephone number, incident address. (Street name & number)
- Nearest entrance to fire.
- Location of fire. (Try to tell them what is burning if time allows you to.)
- Trapped persons and / or casualties. (If known)

Departmental Managers

- To ensure compliance to the emergency evacuation procedure.
- To ensure participation of all subordinates during drills.

Employees

- Activate alarm in case of an emergency.
- To acquaint themselves with the emergency evacuation procedure.
- Are responsible for adhering to these procedures during an emergency incident.
- To co-operate during drills.
- To evacuate via the shortest route which is indicated by means of signage?

Fire Coordinators

- To acquaint themselves with the de-activating and re-setting of the alarm.
- To acquaint themselves with the emergency evacuation procedure.
- Take charge of evacuation procedures in their areas of responsibility.
- Co-ordinate evacuation process.
- Give specific instructions to evacuation officers.
- Liaise with Risk Manager continuously.
- Ensure that staff and visitors report at demarcated assembly points.
- Ensure that the elderly and the infirm have are adequately assisted during a drill /emergency.
- Conduct a roll call at the assembly point.
- To record all incidents/drills.
- Log Book to be safeguarded at reception area.
- To test /inspect the alarm system monthly.
- To report any defects of the alarm system to Fire Department.
- Ensure that this procedure is prominently displayed and that all employees working in their particular area are conversant with the procedure and will act accordingly.
- Inspect each office as well as the toilets, storerooms and kitchens in their area to ensure that all people have left the floor in the event of an evacuation. (Ensure that all staff are accounted for)
- Report to the assembly area & ensure that all people from his/her offices are present & accounted for.
- Ensure that only Emergency Personnel access to the building during the period of evacuation.
- Ensure that no persons re-enter the building until the risk has been removed and the Senior Emergency Officer in Charge has given authority.

Evacuation Officers (Assistant to fire coordinator)

- Assist and carry out instructions from the fire coordinator.
- Assist in the evacuation of personnel in an orderly fashion, ensuring no panic, no running and that no persons enter or go back along the evacuation routes.
- Direct personnel to their assembly point.
- Assist employees with medical problems and report to the fire coordinator.
- Informing all departments about the contents of the emergency evacuation procedure.
- Conduct post fire debriefing and analysis.
- To be fully acquainted with the operation of the alarm system.
- Supervise evacuation of all staff and visitors.
- Record time it took to evacuate to assembly point.

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



EVACUATION PROCEDURE

When the alarm is activated or on instruction to evacuate

- Do not panic - remain calm.
- **CALL FOR HELP – TNPA 083 708 0830 Local Fire Dept.: 035 797 3314**
- Switch off all electrical appliances (computers, air conditioners, etc.).
- If it is a bomb threat, leave all doors open.
- If it is a fire, close all doors.
- Collect personal items such as purses, Cell phones, etc. and leave the office.
- In the case of a bomb threat, leave items such as bags, briefcases, parcels, etc. in the office for examination.
- Help anyone requiring assistance.
- Remove high heel shoes to prevent falls.
- Proceed carefully down the designated stairway.
- Leave the building and report to the allocated assembly area.
- Report to your Floor Evacuation Officer to confirm that you have vacated the building.
- Do not re-enter the building until authorized to do so by your Floor Evacuation Officer.

Position of Assembly Points:

- Across Ventura Rd and in front of the EAP Centre.

Roll call

A roll call will be conducted at the Assembly Points to ensure that all persons have evacuated the building safely. ALSO MAKE USE OF AVAILABLE VISITORS REGISTERS

Communication with External Parties:

Manager Corporate Affairs [PR] will take charge of all external communication and interact with the media.

EVACUATION DRILL

IN THE EVENT OF A FIRE / BOMB THREAT

- Raise the alarm
- Be sure to inform the Fire Coordinator (who will initiate the evacuation procedure)

EVACUATION WILL BE INITIATED WITH THE SOUNDING OF THE ALARM

FIRE = A CONTINUOUS RINGING OF THE ALARM BELL.

BOMB = A CONTINUOUS RINGING OF THE ALARM BELL.

- Remember, **leave the building**, don't panic, remain calm and where necessary assist the elderly and infirm.
- Remove high heel shoes before using the stairs
- Remove all personal items
- Time permitting; ensure electrical appliances are switched off.
- **Close all doors behind you in the event of a fire**
- **Open all doors / windows in the event of a bomb threat**

ASSEMBLY POINT

- Report to the **assembly points** outside - **the Across Ventura Rd and in front of the EAP Centre.**
 - **Do not re-enter** the building until instructed to do so.

GENERAL

- Names and contact numbers of emergency team are placed on the notice boards for easy identification.
- TNPA Risk /Fire Department shall ensure that names and contact numbers of emergency team are updated regular. (At least annually)

DRILLS

- Annual, evacuation drills will be exercised to ensure all staff knows what to do in case of an emergency. This will condition employees to respond instinctively to emergency situations.

ACTION TO BE TAKEN DURING A BOMB THREAT

1. Telephonic Bomb Threats

If you receive a call from someone about a bomb in the building / Depot –

DO NOT PANIC!

Follow the procedure below:

- Listen carefully.
- Be calm, courteous, do not interrupt the caller or transfer the call.
- Keep the caller talking (very important).
- Try and get as much information as possible.
- Complete the ***Bomb Threat Information Sheet*** below, after the call.
Record the caller's exact words, if possible.
- Ask questions.
- Record your impressions.
- Inform the Fire Coordinator immediately providing the completed Bomb Threat Questionnaire and Information Sheet.
- The Fire Coordinator must alert:
 - a. **Police / Bomb Squad**
 - b. **Security Control Operations Room**
 - c. **TNPA & Local Authority Fire Department**
- The Fire Coordinator to initiate the evacuation procedure if required.

(Refer to page 7, 8, 9 & 10 for all contact details)

Do not attempt to locate or remove the bomb.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



Bomb threat questionnaire

When will the bomb go off? Date: Time:

Where is the bomb placed?

Is it Hidden Camouflaged?

What does it look like? _____

What kind is it?

What will make it go off?

What kind of explosive?

How do we get rid of it?

Why have you done this?

Don't you like us?

How do you know so much about it?

Where are you?

Do you realize people will be injured?

What is your name?

Additional information:

Call received by (name)		Grade	
Date		Time	H

(Please print name)

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



BOMB THREAT INFORMATION SHEET

1. Text of conversation (as detailed as possible):

Tick/complete the appropriate boxes for the following:

2. Origin of call

Local call	Trunk call	Call box	Internal call
------------	------------	----------	---------------

3. Sex

Male	Female	Adult	child	Age:
------	--------	-------	-------	------

4. Voice

Loud	soft	pleasant	gruff	High pitched	Deep
------	------	----------	-------	--------------	------

5. Speech

fast	Slow	clear	distorted	stutter
Nasal	lisp	slurred	rasping	coughing

6. Language

English	Afrikaans	Indian	Zulu Type	Assumed
Good	Broken	educated	Course	

7. Accent

English	Afrikaans	South African	African	Asiatic
foreign	disguised	Coloured	Portuguese	French

8. Manner

Calm	Angry	Rational	irrational	Righteous
intoxicated	Humorous	Emotional	Hysterical	Delibrate
Casual	Coherent	Incoherent		

9. Background

Quiet	Voices	Noisy	Factory	Office
Vehicles	Street traffic	Party	Animals	Train
Music	Aircraft	Other (specify)		

10. Did the caller appear to be familiar with the premises?

Yes		No	
-----	--	----	--

11. Did anything you heard strike you as unusual or out of context?

12. Additional comments

Fire or Explosion on Ship / Terminal

IN CASE OF FIRE OR EXPLOSION, DO NOT HESITATE TO RAISE THE ALARM

TERMINAL FIRE ALARM: At this terminal, the fire alarm signal is **continuous siren.**

IN CASE OF FIRE/EXPLOSION:

1. Sound one or more blasts on the ship's whistle, each blast of not less than ten Seconds duration supplemented by a continuous sounding of the general alarm System.
2. Contact the terminal. **EMERGENCY No. 035 905 4111. Fire Cell .No. 083 708 0830 2nd Fire Cell .No. Office Tel: 035 905 3075 or Port Control on 035 905 3444. UHF/VHF channel 16.**
2. Contact the Local Authority Fire Department on 035 **797 3313 / 4/ 5**

ACTION – FIRE ON SHIP OR SHORE

<p align="center">FIRE ON YOUR SHIP:</p> <ul style="list-style-type: none"> • Raise alarm • Fight fire with aim of preventing spread • Inform terminal • Cease all cargo/ballast operations and close all valves • Stand by to disconnect hoses or arms • Bring engines to standby 	<p align="center">FIRE ON ANOTHER SHIP OR SHORE:</p> <ul style="list-style-type: none"> • Stand by, and when instructed: • Cease all cargo/ballast operations and close all valves • Disconnect hoses or arms • Bring engines and crew to standby, ready to unberth
---	--

ACTION – TERMINAL

<p align="center">FIRE ON A SHIP:</p> <ul style="list-style-type: none"> • Raise alarm • Contact ship • Cease all cargo/ballast operations and close all valves. • Stand by to disconnect hoses or arms • Stand by to assist fire fighting • Call Port Control to ships. • Implement terminal emergency plan 	<p align="center">FIRE ASHORE:</p> <ul style="list-style-type: none"> • Raise alarm • Cease all cargo/ballast operations and close all valves • Fight fire with aim of preventing spread • If required, standby to disconnect hoses or arms • Inform all ships • Implement terminal emergency plan
--	---

IN THE CASE OF FIRE, TERMINAL PERSONNEL WILL DIRECT PEOPLE AND TRAFFIC TO SAFETY.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



FIRE, OR ENGINE ROOM FIRE ON BOARD A VESSEL IN THE PORT

Port Control

The Officer on duty who receives the fire emergency call will inform the following parties, put the Tugs on standby, and act as Project Leader until such time as he is relieved of this duty by either the Harbour Master or a Project Leader appointed by the Harbour Master.

Fire Department TNPA & Local Authority	Officer On Duty
Port Control	Harbour Master
	Deputy Harbour Master
Marine	Marine Operations Manager
	Marine Safety Officer
Central Control Room (C.C.R)	Officer On Duty
Marine Safety Officer	Marine Manager (Tech)
SHEQ Department	Risk Manager
	Environmental Manager
	Health Manager
	Security Manager
HARBOUR ENGINEERS	HARBOUR ENGINEER

INTERNATIONAL SHORE FIRE CONNECTION

Fire /Vessel crew to be prepared for connecting ship shore connections.

Project Leader

The appointed Project Leader will perform the following duties:

- Arrange for the operation to come into effect.
- Approve necessary purchases.
- Liaise with Master and Chief Engineer of vessel.
- Liaise with Ships Agent.
- Liaise with Standby Tug Masters.
- Liaise with members of the Press.
- Arrange for shift changes regarding the personnel.
- Inform relative Authorities i.e. SAMSA
- To have TNPA Clinic on standby.

Marine Safety Specialist (MSS)

Marine Safety Specialist will liaise with the Project Leader, Master and Chief Engineer of the vessel and the Fire Departments.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



Local Authority and TNPA Fire Fighting Teams

Local Authority Fire I and TNPA Fire Fighting Teams will break out hoses, branches, etc., etc., and **be on standby** to give shore side boundary cooling if necessary **only on the ship's hull plating**.

NOTE:

Fire Fighting Teams will only enter or put water on or in Hatches, Accommodations or in Engine Rooms on request of the Master or Chief Engineer of the vessel or when the cargo in the Hatches has been identified and the go-ahead is given by the Master, Harbour Master or Chief Engineer.

Standby Tugs

The standby Tugs will supply boundary cooling on the request of the Harbour Master or the Master of the vessel.

TNPA Security

The TNPA Security Team will cordon off the area to the public and assist with traffic & crowd control if required.

Marine Safety Specialist

The Marine Safety Officer will BOOM off the vessel if required or requested.

NOTE:

TNPA Tugs or other Internal Departments have facilities to pump out Hatches or Engine Rooms.

These parties will be called out if necessary:

Infrastructure Department Officials (Electrical & Civil Staff)

- To be on standby and assist with fire pumps, water & electrical requirements.
-

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



EVACUATION OF PASSENGERS, CREW & SHORE BASED STAFF/VISITORS

Definition

This relates to the emergency evacuation of passengers, crew, shore staff and visitors from a vessel within Ports waters.

Control

The ship's Master will have control of the evacuation of passengers, crew, shore staff and visitors whilst disembarking. The Port Security /Fire /Police will have control of the evacuation once passengers and crew have disembarked.

Immediate Action

On determining the need to evacuate passengers and crew from a vessel the following actions should be taken:

- Notify Harbour Masters Department for instructions.
- Passengers crew, shore staff and visitors should evacuate the vessel as per the vessel's Emergency Evacuation procedures.
- On disembarking the passengers, crew, shore staff and visitors will be escorted to the Ports Emergency Assembly Areas by Port Security personnel.
- Make arrangement for longer stay. Agent to be contacted for alternate accommodation/facilities.
- The assembly point will be determined, pending the incident at hand.

Matters for Consideration

- Assistance of any mobility impaired persons.
- Method for accounting for all passengers, crew, shore staff and visitors
 - Ships register to be used.
 - Master ,Chief officer, supervisors and managers to ensure all their respective personnel are accounted for.
 - Missings person to be repoted to tehincident commander.

Statutory Obligations

Report the incident to:

TNPA –Harbour Master		EMIGRATION	
SAMSA.		Border Police	

Post Emergency Actions

Review the effectiveness of Ports Emergency Plans.

- If appropriate to do so, arrange for a preliminary inquiry into the causes of the emergency to be commenced as soon as possible.

CONTACT THE FOLLOWING DEPARTMENTS (REFER TO CONTACT LIST)

VTS Controller	Harbour Masters	Deputy H/ Masters	Ships Agent	EMIGRATION
TNPA Fire	TNPA Clinic	TNPA Security	Police (SAPS)	SAMSA

EMERGENCY RELEASE PROCEDURES for SHIPS

General

Means should be provided to permit the quick and safe release of the ship in an Emergency. The method used for the emergency release operation should be discussed and agreed, taking into account the possible risks involved.

Emergency Towing-off Pennants - Rigging

Except at terminals where no tugs are available, it has become standard practice to have 'fire wires', or more correctly 'emergency towing off pennants', provided by the tanker so that in an emergency tugs can pull the ship away from the berth, without the assistance of any crew member.

There are various methods for rigging emergency towing-off pennants and the arrangement may vary from port to port. The preferred method is to secure the inboard end to bollards, with a minimum of five turns, and to lead the outboard end direct to a shipside chock with a bight hanging over the side and no slack on deck. The outboard end of the line is provided with an eye to which a heaving line is attached and led back to the deck. During loading or discharging, the heaving line is periodically adjusted to maintain the eye of the emergency towing-off pennant one or two metres above the waterline.

Where terminals require that an alternative method be used, the ship should be advised accordingly.

On tankers alongside a jetty, emergency towing-off pennants should be rigged on the offshore side. For tankers at buoy berths, they should be hung on the side opposite to the hose strings.

The following table gives guidance on minimum breaking loads and lengths for emergency towing-off pennants for various ship sizes. The lengths of pennant may vary, dependent on positioning of mooring bitts and the vessel's freeboard. The pennants should be in good condition. It should be noted that this information is provided for guidance only and is not intended to indicate a uniform standard.

**kDwt MBL Length Less than 20 30 tonnes 25m / 20 –100 50 tonne 45m
100-300 90 tonne 60m 300+ 110 tonne 70m**

Guidance on MBL and Length for Emergency Towing-off Pennants.

Emergency towing-off pennants should not be attached to a set of bitts with a Safe

- Working Load (SWL) that is less than the Minimum Breaking Load (MBL) of the pennant.

(Note: For double bollards, the SWL marked on the bollard should be the maximum

- Allowed when using a wire or rope belayed in a figure of eight near the base of the bollard. This will be half the maximum permissible SWL when a single eye is placed over the bollard).

Emergency Towing-off Pennants - Handling

Attention is drawn to the hazards associated with the ship's crew handling heavy wires that are hung over the ship's side, in particular, the risk of strain injuries. Handling of towing off pennants is increasingly being cited as a cause of personal injury, particularly for spinal and muscular back complaints.

It is recommended that terminals review their requirement for emergency towing-off

Pennants by considering the following:

- Are they really necessary? What is the real risk of them having to be used?
- Do the emergency procedures require the vessel to be removed from the berth if it is immobilised by fire?
- Is it possible to release the ship's moorings to allow it to be removed from the berth?
- How long will it take for tugs to be mobilised?
- Could the deployment of emergency towing-off pennants compromise security arrangements at the terminal?

Emergency Towing-Off Pennants – Possible Future Developments

Previous editions of ISGOTT have specifically referred to 'Fire Wires' and 'Emergency

Towing-off Wires as there were no viable alternatives to wires for this purpose. Mooring Equipment Guidelines (OCIMF) specifically prohibits the use of synthetic or natural fibre ropes for this service on the grounds that they would burn in the event of a fire.

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



COLLISION OF VESSELS

Definition

This is a collision between two vessels within Port waters. This includes navigation channels, areas adjacent to navigation channels, harbours', berths, anchorages and areas immediately adjacent through which vessels will navigate whilst approaching the port or in which they may anchor whilst awaiting berthing instructions.

Control

The Emergency Co-ordinator on-site land based emergency whilst the Harbour Masters Department will have the overall command and control of the incident. Emergency Services will report to the Harbour Masters Department /representative. *(Refer to Flow Diagram –Marine Related incidents)*

Immediate Action

In the event of a collision between two vessels within the port limits, the following action should be taken:

- **VESSEL TRAFFIC CONTROLLER TO BE NOTIFIED**
- **HARBOUR MASTER /DEPUTY HARBOUR MASTER to be notified**
- The movement of all other vessels in the port should be stopped and alternative orders issued as necessary.
- **Immediately contact the Emergency services and request the standby of all functional services that may be of assistance. E.g. TUGS, HELICOPTER, NSRI ETC.**
- Determine the extent and seriousness of any injuries sustained by the vessels crews, and arrange medical assistance if necessary.
- Ascertain the details of the incident, including the location of the vessels, proximity to the navigation channel and the condition of the vessels in relation to hull damage and watertight integrity.
- **If either vessel is in danger of sinking, determine action to be taken including moving it to a place where it can rest on the bottom, clear of the navigation channel.**
- Ports' vessels should be directed to proceed to the location of the incident as **necessary. Whilst on standby they should keep all pleasure craft clear of the area.**

Safety Issues

The need to evacuate passengers and/or crew should be with the Vessel's Master.

Should the incident occur where spectators are able to congregate, the assistance of the Security /Police should be sought to keep the area clear.

Matters for Consideration

Determine whether any form of pollution of the sea has occurred or is likely to occur. The oil pollution containment equipment should be deployed as necessary. In the event of pollution refer to the OIL SPILL EMERGENCY PLAN.

Liaison with the SAMSA) should occur to ensure appropriate pollution control measures are in place or on standby in the event of a spill greater than 10 tonnes occurring.

If the vessel(s) were under pilotage at the time, assess the need for another pilot(s) to be assigned to the vessel(s) to complete the movement, if practical.

For the purpose of recording details an Administrative Officer be appointed. The Tug Masters's representative should be promptly advised and requested to place the tug crews on immediate standby.

Confer with the Master(s) on the need for the vessel(s) to be allocated alternative berth(s) taking into account the extent of the damage and the risk of moving the vessel.

Created by : N.MOODLEY	Date Created: 2012/02/28	Date Modified: 11JULY 2020	Version: 0	Issue No: 005	Page 26 of 61
------------------------	-----------------------------	-------------------------------	------------	---------------	---------------

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



Statutory Obligations

- SAMSA must be notified of the incident.
- DOT must be notified of the incident.

Reports

If appropriate to do so, arrange for a preliminary inquiry into the causes of the incident to be commenced as soon as possible.

Post Emergency Actions

- Review the effectiveness of Flinders Ports Emergency Plans.
- If appropriate to do so, arrange for a full inquiry into the causes of the emergency to be commenced as soon as possible.

Advise alerted agencies that the incident is over. *(Refer to Flow Diagram –Marine Related incidents)*

COLLISION BETWEEN VESSELS or INFRASTRUCTURE WITHIN PORT LIMITS - CHECKLIST

Port	Richards Bay	Location	
Date		Time	
Vessel 1		Master	
Infrastructure		Agent	
Vessel 2		Master	
Infrastructure		Agent	
Contacted the following and advised of the incident,			
Tug		Helicopter	
Tug launched		Helicopter launched	
NSRI		NSRI launched	
Confer with master			
Action taken by vessel			
Action taken by Port			
Action taken to move vessel.			
Impact on Port Environment			
Impact on Port Environment			
Likelihood of Pollution			
Likelihood of Sinking.			
Remarks			

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



TOWING AND SALVAGE OF VESSEL

INTRODUCTION

This Towing and Salvage Plan sets out the respective responsibilities of NPA Marine Services relating to a Towing or Salvage Operation at sea.

OBJECTIVE

The objective of this Towing and Salvage Plan is to minimise loss of time, property and lives in carrying out the effective action.

In this plan we clearly state the functions and the responsibilities of the various bodies involved and the response required by such bodies during an incident remembering that the **urgency** of the operation being the mitigating factor for any departure to an incident.

NOTE:

The safety of life, property and the internationally expected response to an emergency situation arising at sea should be considered at all times before a final decision is made. The Master and Chief Engineer shall ensure that all preparations, precautions and subsequent action taken are carried out in accordance with the **Code of Safe Working Practise for Merchant Seaman**.

PORT CONTROL

The VTS Controller on duty who receives the emergency notice will inform the Harbour Master of the emergency and will take up duties as Project Leader until such time as either one of the Senior Officers arrives at Port Control to take over as Project Leader.

EMERGENCY TEAM

The Emergency Team will consist of the following:

Harbour Master	Project Leader
VTS Controller	Liaison Officer
Marine Manager (Tech)	Equipment Manager
Master of Towing Unit	
Chief Engineer of Towing Unit	

EMERGENCY TEAM RESPONSE DUTIES

PROJECT LEADER (Harbour Master)

1. Arrange for emergency organisation to come into effect.
2. Approve necessary purchases.
3. Conduct liaison meetings with the various authorities.
4. Prepare and deliver at the appropriate time comprehensive sailing orders to the Master and the Chief Engineer of the towing unit.
5. Approve any alteration of the sailing time and date.
6. Ensure that the Harbour Masters of the Ports to be passed in transit by the tow are duly informed.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



LIAISON OFFICER (Pilot / Port Control Assist.)

1. To arrange for a crew to attend to the emergency.
2. To arrange for and or the making of a crew list.
3. To arrange relief crews to various craft thus preventing delays to Port Operations.
4. Liaise with Tug Master with regards navigation equipment, weather reports, area charts and latest information concerning the disaster.
5. Liaise with the press.

MARINE MANAGER (Tech)

1. To arrange with the buyers for the purchase and the payments of the required stores that are to be delivered to the awaiting craft.
2. To arrange for extra fuel or oil that might be required for the trip.
3. To liaise with the Chief Engineer with regards the craft and towing or salvage equipment in the storage.
4. To liaise with Pollution Officer with regards pollution equipment if required.

PREPARATION BY MASTER OF TOWING UNIT

1. Familiarise himself and members of the crew with all aspects of the intended tow.
2. Ensure all equipment including personal safety equipment to be used during the duration of the operation is in good condition and is working efficiently.
3. Ensure that sufficient extra equipment is on board to allow replacement in case of wear or breakage.
4. Ensure all firefighting and salvage equipment on board the craft is in good condition and working efficiently.
5. Ensure that all safety equipment on board the craft conforms to regulation & that any increase in compliment is within such requirements.
6. Ensure that sufficient fresh water, fuel, oil and stores are on board allowing for a safety margin agreed upon by the Project Leader.
7. Ensure all communications aboard the craft are in good order and working.
8. Ensure that all navigation equipment on board the craft is in good condition and working order.
9. Ensure that there is sufficient medical equipment on board.
10. Ensure that all watertight doors aboard the towing unit are in good working order.
11. Ensure all possible water ingress points aboard the towing unit are plugged and sealed.
12. Consult Project Leader & decide on sailing time / date taking due cognisance of the following :
 - Weather prognosis
 - Available daylight hours to "settle the tow
 - The hours of duty that has been worked by the Officers and Crew prior to sailing.

MASTERS DUTIES PRIOR TO SAILING

The Master Of The Towing Unit Shall Prior To Sailing:

1. Submit a crew list to the Project Leader.
2. Ensure that sailing order is received from the Project Leader.
3. Draw up a list of standing orders required for the voyage.
4. Have a final check with the Chief Engineer in attendance that the craft is in all respects ready for sea.
5. Obtain a list of telephone numbers of the Harbour Masters and Port Control centres within the intended sector of the voyage.
6. Set watches accordingly.
7. Set sea watches.
8. Ensure that the relevant charts, navigation equipment & publications for the voyage are on board.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



After Proceeding To Sea, The Master Shall:

1. Ensure regular radio contact is made with the Relevant Port Control Centres en-route giving progress and weather reports.
2. Use link call facilities if no direct radio contact can be made to the various Port Control Centre's en route.
3. Ensure a comprehensive deck log is kept.

CHIEF ENGINEERS DUTIES PRIOR TO SAILING

The Chief Engineer Officer shall Before Sailing:

1. Familiarise himself with all aspects of the towing winch.
2. Ensure that all machinery on the craft is in good working order.
3. Ensure that there is sufficient bunkers on board the craft for the duration of the intended voyage allowing a safety margin as agreed upon by the Master and the Project Leader.
4. Ensure that there is sufficient lubrication oil on board for the required voyage.
5. Ensure that any spares that are necessary for the voyage are stowed on board.
6. Have a final check with the Master in attendance that the craft is in all respects ready for sea.
7. Consult with the Marine Manager (Tech) on any matter that could need his attention.
8. Check, test and run all salvage equipment.
9. Set up sea watches.
10. Ensure a comprehensive log book is kept.

MASTERS DUTIES AFTER ARRIVAL AT INCIDENT

The Master on arrival at the incident shall :

1. Inform Port Control.
2. Make communications with the craft requesting assistance with regards to urgent requirements if needed.
3. If the vessel is to be towed has no communications, supply portable hand set (radio) so that communication can be made possible.
4. Ensure that proper Lifesaving equipment is aboard the vessel to be towed.
5. Ensure that all watertight compartments aboard the vessel to be towed are secured.
6. Ensure safety at all times when supplying wire to vessel.
7. Ensure that the emergency tow wire retrieval system aboard the vessel being towed is readily accessible should an emergency take place.
8. Ensure the towing lights on the vessel to be towed are correct and operating satisfactory & that the towing shapes are prominently displayed and secure for the intended voyage.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



SINKING VESSEL

PORT CONTROL: EMERGENCY PLAN ACTION STEPS

VESSEL ALONGSIDE & AT ANCHOR

1. The Master or Agents of the vessel reports to Port Control that their vessel is taking water.
2. If the vessel is coping with the ingress of water and does not require assistance the VTS Controller or Duty Pilot will inform the Harbour Master and Marine Manager (Tech) who will send a member of the Marine Department to investigate and if necessary to monitor the situation.
3. Depending on the investigation findings, further action may be necessary.
4. If the vessel requires assistance, the VTS Controller or the Duty Pilot will inform the Harbour Master, the Marine Manager (Tech) and the Marine Safety Officer. They will put the contingency plan into action by calling out the relative parties. I.e. Divers, Fire, Tugs etc.

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



OIL SPILL RESPONSE CALL-OUT CONTACT NUMBERS

INTRODUCTION

This Oil Spill Contingency Plan sets out the respective responsibilities of TNPA Internal Departments relating to a **Tier 1** Oil Spill in or within the Port Area (**i.e. an oil spill from 1 litre up to 1000 litres**).

OBJECTIVE

The primary objective of this Oil Spill Contingency Plan is to minimise loss of any kind to life, environment and property, in carrying out the effective action. In this plan we clearly state the functions and the responsibilities of the various people involved, the infrastructure set up and the response required by such people during an incident.

OIL SPILL RESPONSE PROCEDURE

- Identify source.
- Survey damage.
- Notify appropriate personnel.
- Set priorities.
- Choose reactive techniques and implement.
- Activate emergency plan.
- After reasonable response level terminate recovery.
- Consider rehabilitation.

REACTIVE RESPONSE TECHNIQUES

When the Oil Spill (Tech) Advisor has established that a threat exists to the Port, the Harbour Master will be informed without delay and the following Reactive Techniques, depending on the weather, the spill conditions and areas effected will be considered before plans are put into action.

Decision	Action
Leave it.	Monitor and wait.
Contain and recover.	Boom off and recover.
Dispersion.	Spray oil with dispersant.
Bio-Remediation.	Use oil degrading bacteria.
Shore clean-up.	Deflect oil onto "Sacrificial" beaches and clean up.

CLEAN-UP AREA PRIORITIES

In the event of an oil or chemical spill, wharfs, beaches and the sanctuary areas could well be affected or threatened and ultimately impacted by the pollutant. The response to such a spill can be divided into two aspects:

1. Protection.
2. Clean-up.

In both cases the resources available for the operation are generally limited, so areas requiring prior attention should be defined ahead of time.

Priorities are established on the grounds of vulnerability, environmental importance and socio-economic importance.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



PROTECTION PRIORITIES

1. Richards Bay Sanctuary.
2. All Beaches.
3. Port Area.
4. All Mangrove Areas.

CLEAN-UP PRIORITIES

1. The area of the spill.
2. Richards Bay Sanctuary.
3. Port in general.

PLEASE NOTE:

Before any earthmoving equipment is allowed to operate at any Sanctuary or beach the Officials in charge of the operation will mark of the **"NO GO"** areas as serious damage could be done to vegetation.

AUTHORITY	CONTACT PERSON	NUMBER	TICK OFF	
			YES	NO

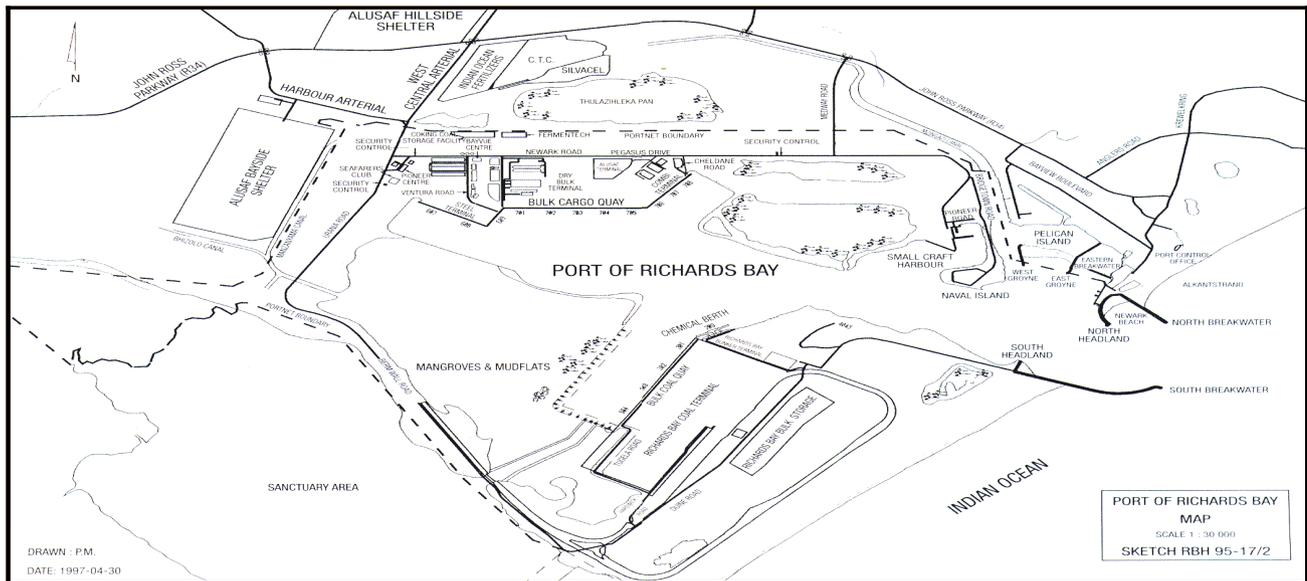
INTERNAL & PRIVATE COMPANY EQUIPMENT

The most **Senior Officer** on duty will take up the duties as On-Scene Commander until such time as this position is taken over by the **Harbour Master** or the **Oil Spill Advisor** who shall inform the **Marine Safety Specialist & Environmental Manager** and put the Contingency Plan into action.

ON-SCENE COMMANDER DUTIES

1. Assess condition of spill damage with the Oil Spill Advisor.
2. Decide on Reaction Response Techniques with the Oil Spill Advisor.
3. Appoint outside contractors if required.
4. Approve necessary purchases.
5. Conduct liaison meetings, arrange for secretarial aid and distribution of minutes.
6. Control all surveillance observations.
7. Attend to legal implications, negotiate and arrange guarantees and undertakings that should come from Agents and Insurance Representatives.
7. On-Scene Commander to inform the following parties with regards to the spill:

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



INTERNAL RESPONSE TEAM DUTIES TNPA OIL SPILL (TECH) ADVISOR

- Decide on plan of action and inform On-Scene Commander of Reactive Techniques.
- Supervise and deploy all resources necessary to contain oil with the aid of divers and craft from TNPA Diving Services.
- Supervise and deploy all required resources for the removal of oil from the water.
- Supervise landing and storage of the pollutant.
- Liaise with all parties concerned.
- Co-ordinate all waterside activities.

TNPA DIVING SERVICES

To assist with the deployment and retrieval of booms and other pollution equipment required.

MARINE OPERATIONS RESPONSE TEAM

- Set up Port Control as Communications Centre.
- Inform Local and Government Authorities.
- Control shipping movements.
- To have available standby craft and crews if required.
- To have available an up to date weather report if required.

INCIDENT INVESTIGATION TEAM

- Assess the situation by obtaining the relevant information.
- Liaise with SAMSA and other parties as to the cause of the incident.
- Obtain specialist advise where and when necessary.
- Provide Technical staff on shift when required.

TNPA SECURITY SERVICES

To make themselves available for traffic and crowd control if and when required.

TNPA RISK MANAGEMENT TEAM

Created by : N.MOODLEY	Date Created: 2012/02/28	Date Modified: 11JULY 2020	Version: 0	Issue No: 005	Page 34 of 61
------------------------	--------------------------	----------------------------	------------	---------------	---------------

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



To supply personnel support in the form of sustenance and toilet facilities on site.

TNPA ENVIRONMENTAL MANAGEMENT TEAM

- To liaise with members of the various environmental organisations.

RESPONSE DUTIES

LABOUR HIRE COMPANIES

To supply labour for the following:

- To assist with the transporting of the pollution equipment to the site.
- Deployment of extra booms if necessary.
- Clean-up operations on vessel involved.
- Clean-up operations if required on beaches or quaysides.
- Cleaning of all equipment and the storage of, after completion of exercise.

To carry out various other tasks as required.

To transport oil waste to a rehabilitation centre who will dispose of the pollutant in an approved manner.

ENGEN BUNKER TERMINAL

- To assist with transporting of the pollution equipment to the site.
- To assist with oil recovery operations and oil storage requirements.

DEPARTMENT OF TRANSPORT (Marine Division)

To attend to all ship and owner legal matters.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

To be informed of the following:

- Estimated amount of oil spilled.
- Type of oil spilled.
- Time of the spill.
- Area affected by the spill.
- From what source the spill occurred.

LOCAL AUTHORITY

- To be informed of the incident and to be on standby if their services are required.

NATAL PARKS BOARD

- To act in an advisory capacity with regards to wild life in the area.

SMIT BUNKER SERVICES

- To offer the services of their Tanker "SMIT BONGANI" for the removal of recovered oil.

DEPLOYMENT OF BOOMS AT THE PORT OF RICHARDS BAY FOR AN OIL SPILL INSIDE THE PORT AREA

IMPORTANT

In the event of booming off areas in the Port of Richards Bay the following would have to be considered:

- Associated Health & Safety dangers threats
- Evacuation / Assembly areas
- Wind speed.
- Water current.
- Tide.
- Wave height.
- Condition of oil spread.

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



1. Full Deployment of Booms at Tanker / Chemical Berth

In the event of an oil spill at the Tanker / Chemical Berth, Berth 209, the berth may be boomed off entirely by deploying a boom with a float from the boom slide at the corner of Berth 301, and taking the boom around the ship by Launch to a point on the beach, which is situated at the beginning of Berth 209. Oil skimming operations can be implemented from the quayside, a point on the beach or from the lower landing at Berth 310 corner or from a floating platform depending on the tide and weather conditions.

2. Semi-Deployment of Booms at Tanker / Chemical Berth

Depending on which bollard the ship is berthed at, a boom may be deployed from a wire strop hung from the appropriate bollard and fixed to the ship forward or aft by means of magnetic unicons. In order to prevent the magnetic unicons from slipping off the ship due to the length of the booms, it is advised to deploy the shortest boom available on the unicon end, and support that boom at the first join by a rope to the ship. A rope from the magnetic unicon itself is advisable to enable the boom to be adjusted up or down to water level depending on the trim of the ship. Oil skimming operations can then take place from the quayside.

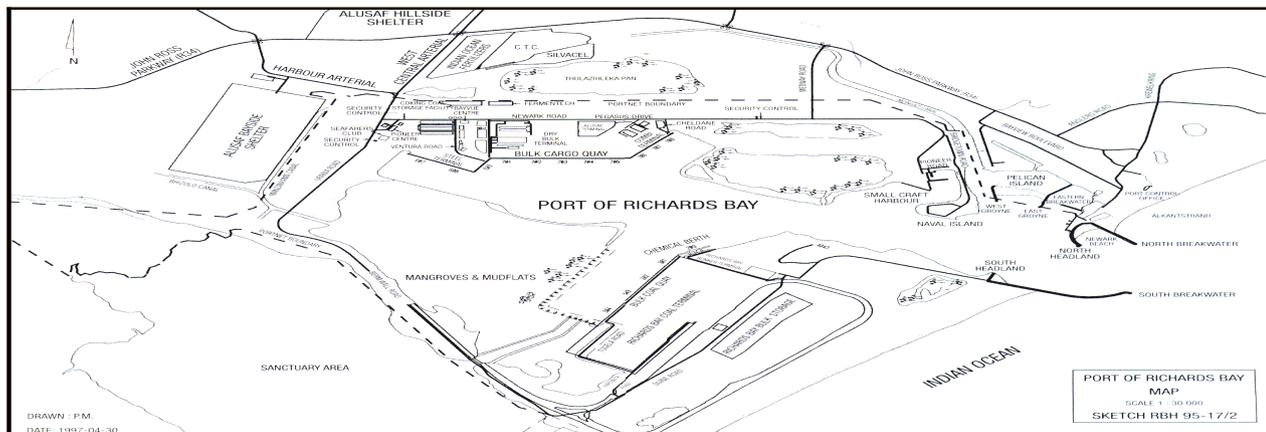
3. Semi-Deployment of Booms at Berths 301 to 305 & 606 to 708 & 801

Likewise as above, the booms can be deployed using wire rope from the appropriate bollard and attaching the boom end to the ship by using magnetic unicons. A boom may be placed across from the corner at berth 705 to the shore on the other side thus preventing oil from going further up onto the shoreline. Oil skimming operations can take place from the quayside or from a floating platform.

4. The Estuary Area at the Berm Wall

The Estuary area of the Port can be boomed off at the left hand road side by climbing down the sides of the bridge and attaching the ends of the booms to floats and sliding them down the boom slides available. Oil skimmers can be deployed from a floating platform or from a point on land at the boom slides.

BERTH BOOM OFF AREA CHART



DEPLOYMENT OF BOOMS AT THE PORT OF RICHARDS BAY FOR AN OIL SPILL INSIDE THE PORT AREA

5. Small Craft Harbour

The Small Craft Harbour can be boomed off by using booms, a float and a wire strop hung from any bollard available along the Repair Quay, and taken across the water to a point on the beach at Naval Island.

Before this operation is carried out, one must be informed of Tug and Launch movements and therefore Port Control must be informed of your intentions so arrangements can be made for the removal of duty Tugs and Launches so as not to hold up shipping movements. Oil Skimming operations can take place from a floating platform, to a point on the beach or the quayside depending on weather conditions.

6. Waterway to the Yacht Club

In the event of oil making its way down the waterway towards the Yacht Club, a boom can be deployed from the Dredging Reclaim Berth to a point at the back of Naval Island approximately 900m.

In the event of this operation having to take place, all booms i.e. inflatable and absorbent types will have to be used.

DEPLOYMENT OF BOOMS AT THE PORT OF RICHARDS BAY FOR AN OIL SPILL OUTSIDE THE PORT ENTRANCE

Created by : N.MOODLEY	Date Created: 2012/02/28	Date Modified: 11 JULY 2020	Version: 0	Issue No: 005	Page 36 of 61
------------------------	--------------------------	-----------------------------	------------	---------------	---------------

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



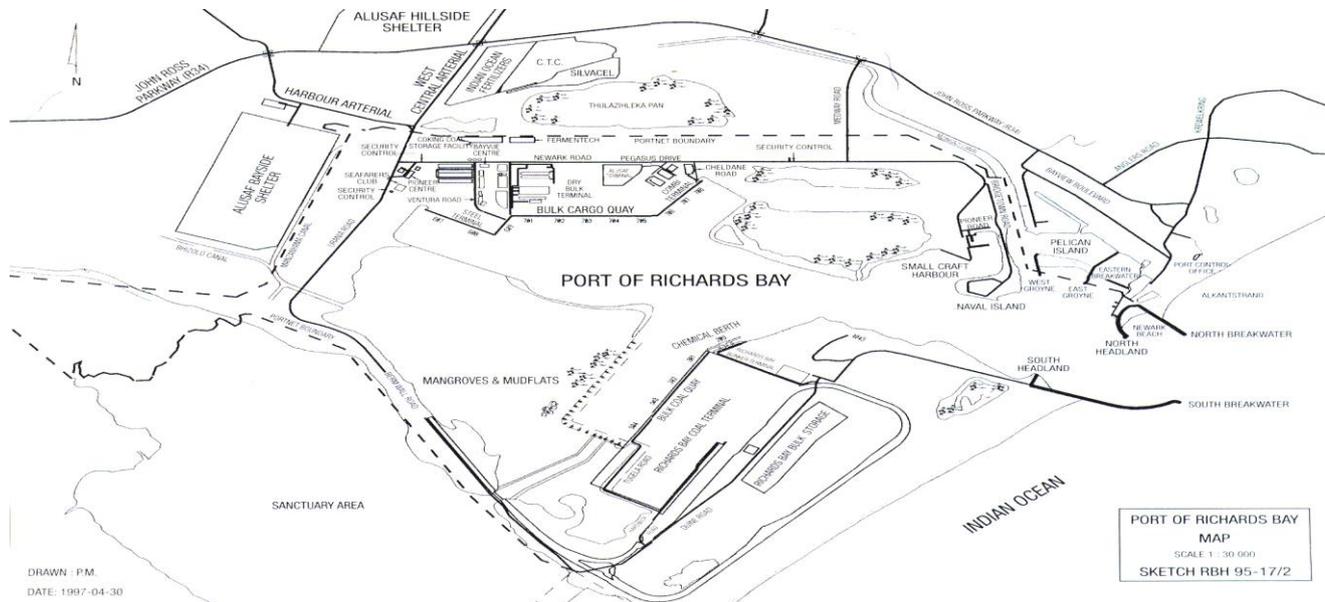
In the event of an oil spill outside the entrance of the Port and the weather being in favour of allowing the oil to drift into the Port Area, booms can be deployed from a point on the Northern Headland side of the entrance across the channel to a point on the Southern Headland side of the entrance a distance of approximately 900m.

PLEASE NOTE:

ALL TNPA POLLUTION RECOVERY EQUIPMENT IS KEPT AT BERTH 209, POLLUTION GARAGE and ENGEN BUNKER TERMINAL.

ALL ENGEN POLLUTION RECOVERY EQUIPMENT IS KEPT AT ENGEN BUNKER TERMINAL.

BOOM OFF - SANCTUARY AND RECREATIONAL AREAS



TNPA EQUIPMENT

22 X 25m Drizit inflatable Sea Guardian Boom		
1 X Diesel Powered Rope Skimmer		
2 X Vicoma Disc Skimmers		
2 X Skimmer Power Packs		
2 X Magnetic Boom Connectors		
2 X B.P.Power Inflators		
2 X Fast Tanks		
6 X Boom Floats		
2 X Trailers		
1 X Vessel to assist with operations		

ENGEN EQUIPMENT

Mobile Crane		
12 X 25m Drizit Inflatable Sea Guardian Boom		
1 X Magnetic Boom Connector		
1 X Trailer		
2 X Motor Vehicles		
1 X Air Powered Rope Skimmer		

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



TIER 2

RESPONSE FOR MEDIUM OIL SPILLS ABOVE 1000 Litres to 15 000 Litres

FOLLOW THE RESPONSE PROCEDURE AS PER TIER 1

**NO DISPERSANT TO BE USED UNLESS AUTHORISED
BY TNPA OR D.E.A. POLLUTION OFFICERS**

FOLLOW PROCEDURES FOR TIER 1 LOCAL RESPONSE FOR SMALL SPILLS UP TO 1000 L THEN PROCEED WITH TIER 2 RESPONSE FOR MEDIUM SPILLS AS DETAILED ABOVE

PLEASE NOTE:

Depending on the nature and extent of the spill the **On-Scene Commander** or the **TNPA Oil Spill (Tech) Advisor** will decide if **National Coastal Response Services** are required.

OIL SPILL RESPONSE

TNPA RESPONSE TEAM DUTIES

1. Pollution Control Response Team

Decide on plan of action and inform On-Scene Commander of Reactive Techniques.
Deploy all resources necessary with the aid of TNPA Diving Services.
Supervise landing and storage of all pollutants.
Liaise with the various departments involved.
Arrange with shift work operations.
Co-ordinate and control all waterside activities.

2. TNPA Diving Services

To assist with the transport and deployment of pollution equipment as required
To be available to assist as required throughout the operation.

3. Marine Operations Response Team

Set up Port Control as a communications centre.
Inform Local and Government Authorities.

- To control shipping movements.
- To have available standby craft and crews if required.
- To have available up to date weather forecasts.
- To arrange aircraft facilities for air surveillance if required.

TNPA RESPONSE TEAM DUTIES Cont.

4. Communications Response Team

- Inform relevant parties involved e.g.
- Clinic, Hospital, Fire Department, Municipality, R.B.C.T., Richards Bay Bunkering Services, F.F.S. and R.B.B.S.
 - Arrange for set up of a Communication Control Centre on site.
 - Establish Radio, Fax and Telephone links amongst the Control Centre and all the Response Teams and Post Office Telephone System.
 - Compile all media releases after receiving factual information from both the On-Scene Commander and the TNPA Oil Spill (Tech) Advisor.
 - Arrange for the permanent manning of the Control Centre.
 - Maintain separate, complete and up to date records of all activities and the
 - Expenditure incurred by all parties.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



SPILL RESPONSE : TIER 3

LARGE OIL SPILLS ABOVE 15 000 litres

FOLLOW THE RESPONSE PROCEDURE AS PER TIER 1 & TIER 2

NO OIL DISPERSANT TO BE USED UNLESS AUTHORISED AUTHORITIES.

INFORMATION REQUIRED WHEN REQUESTING INTERNATIONAL ASSISTANCE

The **On-Scene Commander** will be responsible for the following information:

PLEASE NOTE:

ITEMS 1, 2, 3, ARE VERY IMPORTANT SO PLEASE FAX THE FOLLOWING INFORMATION TO THE RELATIVE ORGANISATION:

Please contact the relative response organisation with the following information as this gives them an idea of what to expect on their arrival so that plans or requests of their own can be put into action.

- | | |
|---------------------------------|--|
| <i>Guarantee of payment</i> | <i>who pays and how</i> |
| <i>Customs matters</i> | <i>Equipment exception clearance</i> |
| <i>Immigration</i> | <i>Passports</i> |
| <i>Location of spill</i> | <i>Where and nautical chart number</i> |
| <i>Description of area</i> | <i>Beach, rocks, marsh, swamps, etc.</i> |
| <i>Time of incident</i> | <i>Date and time</i> |
| <i>Weather report</i> | <i>Wind speed and direction, current,</i> |
| <i>Nearest airport</i> | |
| <i>Transport facilities</i> | <i>Types and times available</i> |
| <i>Accommodation facilities</i> | <i>Where and for how long Wave height, etc</i> |

Report to:

Department of Environmental Affairs	Disaster Management
Oil Industry Engineer	Ships Agent
P & I Club	Local Authorities.

SHELTER IN PLACE @ WORK & @ HOME

RCB ENVIRONMENT – background

- The City of uMhlathuze is a mix of heavy industrial activity which is in close proximity to the city centre, other businesses, the residential areas, water ways etc.
- Major incidents within industries has the potential to affect the City at large and surrounding areas.
- During such incidents, the City's Disaster Management Plans will be rolled out to deal with the Emergency assisted by emergency personnel.

THE PORT

TNPA and other stakeholders including residential areas are surrounded by companies that have the potential to emit harmful substances into the atmosphere.

These substances has the potential to cause harm which can results in a nuisance, ill health conditions or worst case scenario of Multiple Fatalities .

EG. **FOSKOR**,

Handles Ammonia, SO₂ & SO₃ gases as well as other chemicals.

TFR / BTT, also handles, AMMONIA, LPG and a host of other chemicals that has the potential to result in harm. (*TFR RAIL TANK CARS*)

Control measures are in place to monitor and control gas releases including accidental releases.

IT IS RECOMMENDED THAT YOU FAMILIARIZE YOURSELF ON WHAT MEASURE YOU CAN TAKE TO SAFE GUARD YOURSELF, YOUR FAMILY, COLLEAGUES, OTHER PERSONS & ANIMALS WITHIN YOUR AREA OF SPAN.

HOW WILL YOU KNOW WHEN YOU NEED TO "SHELTER-IN - PLACE"?

FOSKOR /BTT / FIRE /SECURITY / POLICE / DISASTER MANAGEMENT TEAMS etc.:

WILL SOUND A CONTINUOUS SIREN OR SEND OUT WARNING FOR YOU TO SHELTER IN

ALSO,

BROADCASTS on the radio: **EAST COAST RADIO** or **TELEVISION. Other station might also follow.**

- Outdoor warning sirens or horns.
- **Weather station will send out a Radio alerts.**
- **Residential route alerting** – are messages announced to neighbourhoods from vehicles equipped with public address systems. The city will also use SMS/Social Media.

LEARN HOW TO SHELTER IN PLACE

"Shelter-in-place" means to take immediate shelter where you are—at home, work, school, or in between. It may also mean "seal the room;" in other words, take steps to **prevent outside air from coming in**. This is because local authorities may instruct you to "shelter-in-place" if **chemical or radiological contaminants** are released into the environment. It is important to listen to TV or radio (**EAST COAST RADIO IS THE NOMINATED STATION FOR KZN**) to understand whether the authorities wish you to merely remain indoors or to take additional steps to protect yourself and your family

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



HOW DO I PREPARE?

Choose a room in advance for your shelter.

The best room is one with as few windows and doors as possible.

A large room, preferably with a phone, power supply for charging phones, water supply, toilets etc.

BAYVUE OCCUPANTS WILL CHOOSE ELWAZINI. ELWAZINI AIRCONDITIONERS CAN BE LEFT SWITCHED ON

NB. BAYVUE OFFICE BLOCK AIRCONDITIONER IS A CENTRAL AIRCONDITIONISING shall be ISOLATED)

- Contact your workplaces, your children's schools, nursing homes where you may have family and your local town or city officials to find out what their plans are for "shelter-in-place."
- Find out when warning systems will be tested in your area to determine whether you can hear the warning from your location.
- **FOSKOR TEST emergency alert ALARM EVERY FRIDAYS @ 10AM.**
- **BTT TEST emergency alert ALARM EVERY THURSDAY @ 10AM.**

*Assemble a **DISASTER MANAGEMENT KIT** that includes emergency water, and food supplies. EG, always keep a 2L water in your car. First aid kit etc.*

INCLUDE IMPORTANT CONTACT NUMBERS & A PHONE.

VERY IMPORTANT:

LISTEN FOR SPECIAL INSTRUCTIONS

FROM THE AUTHORITIES AND EMERGENCY SERVICES

FOLLOW THE INSTRUCTIONS CAREFULLY.

THIS MIGHT BE COMMUNICATED TO YOU DIRECTLY OR INDIRECTLY. E.G. Via Radio / TV / Internet etc.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



RAIL INCIDENTS

Safety Issues

All movement /Electrical and other dangers needs to be addressed to prevent a secondary incident as well as to make the area safe for response teams.

Control

CTC will have Control of the infrastructure.
Emergency Services will have control of the Emergency.
Port Security carry out barricades /crowd control and traffic.

IMMEDIATE ACTIONS

NOTIFY TNPA and Local Fire Department

Notify Transnet Freight Rail Hazmat Fire & Emergency Services.

Please specify if Hazardous Materials are involved.

Ensure that the area is safe for emergency teams and current personnel.

Stopping and locking out of movement and all affected Road & Rail lines.
Isolating and locking out of electrical supplies,
Consider evacuation **UPWIND**, depending on the type of incident. Use ERG for guidance on Hazmat Incidents.
Get Confirmation from Central Train Control (CTC).
Start emergency operations once areas is declared safe.

(NB this is a general guide. Get specialist involvement for further guidance)

Matters for Consideration: Determine the need for assistance from any functional services if necessary.

CONTACT DETAILS			
CTC	035 905 2034	Port Fire Services	083 708 0830
Satellite Command Centre (SOC)	7408	Local Auth. Fire	
TPT Emergency	3300	TNPA Clinic	035 905 3185
Transnet Rail Eng.	035 906 7116 / 083 980 0722 035 906 7287	TNPA Rail Infra Services	3269 / 073 241 8301 3262 / 083 514 2021 3231 / 083 561 8296
Police	101112	CCR	3300
TRE FIRE	035 906-7378 083 463 9002	RBBS SIDING	3283/3388
TPT SIDINGS		RBCT SIDING	3283/3388
MARSHALLING YARDS	3283	BHP SIDINGS	
Shin Cell Siding		Fermentech Sidings	
PORT PLANNER	905 3838	TFR Port planners TFR Yardmaster	3798/3796 3156/3584/3015

RAIL NETWORK AND TRAIN OPERATING COMPANIES

Role

Rail (TNPA/TRE/TFR/Company owned sidings) is required to maintain a safe rail network through the area at all times, whilst the operating companies are responsible for maintaining a rail service.

Responsibilities

Rail owners/operators are split into a number of Zones, each zone is responsible for Maintaining Emergency Coordinator keeps the copies of the plan.
To provide assistance during emergencies
To clear, maintain and open network lines as necessary and provide staff for these duties.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



Resources

Rail owners are able to provide specialist teams with heavy lifting gear and cranes. Whilst most of these are railway orientated, various road rescue vehicles may be available if they are not required for their own use

Statutory Obligations: Notify the following Department :

- Police Services (SAPS)
- Rail Regulator (*Communicate incident with TNPA Rail Infrastructure Departments*)
- Department of labour (*Communicate incident with TNPA RISK Department*)

Post Emergency Actions

- Arrange for a preliminary inquiry into the causes of the incident to be commenced as soon as possible.
- Review the effectiveness of Ports Emergency Plans.
- Advise alerted agencies that the incident is over

RAIL INCIDENT RICHARDS BAY PORT – CHECKLIST

Port	RICHARDS BAY			Location			
Date			Train no.				
DRIVER				Time	H		
				Direction of MOVEMENT			
CARGO				TRAIN l length			
Affected : ail Lock out Permit /No				Affected Electrical cables locked /Isolated			
INCIDENT TYPE (circle appropriate incident)							
Fire	Explosion	Collision	Injuries	Spillages	Hazmat	Others:	
Cause of incident							
Damage to Train /Vehicle / Rail infrastructure							
Impact to life :							
Pollution							
Impact on Environment							
Impact on the Port							
Plans to restore site							

HI-JACKING (CAR JACKING)

What is carjacking and Why Would Someone Want to Do It?

Carjacking is the forceful theft of automobiles from their drivers. Often a victim is robbed of other valuables, abducted and/or raped.

What if it happens to Me?

- Don't argue, and give up your car, especially if you are threatened with a gun or other weapon. Your life is worth far more than the car. Remember that your car is not bullet proof; if you feel it is safe to accelerate to get away, then do so, but keep your safety in mind. Get away from the area as quickly as possible.
- If you can safely do so, sound your horn repeatedly. If you have an alarm, press the duress button. This may discourage our attacker.
- Try to get a good description of the carjacker. Note: sex, race, age, weight, height, hair and eye color, distinguishing features, and clothing e.g. Type of shoes, jacket etc.

COMMON SITES FOR CAR JACKERS 'Golden Opportunities' - intersections controlled by stop lights or signs (where vehicles are stopped and drivers' attention is focused in front of them); garages and parking lots, shopping malls and grocery stores; self-serve gas stations and car washes, and ATMs are common targets.

OTHER TYPES "Bump and Rob" - a car, usually with a driver and at least one passenger, will bump into your car. You get out checking the damage and exchanging information. Someone from the other car jumps in your car and drives off.

'Stranded Motorist' - the carjacker takes advantage of a victim's desire to help gets you to stop, open your window or door thus allowing them to take your car.

How Do I Protect Myself? • Keep your phone on you at all times for use in any emergency.

- Make your Supervisor/Manager aware of your destination/reason for travel for company vehicles or travel during working hours. Used the planned routes
- If someone bumps into your car, look around before you get out. If you have a car phone or cell phone, **call 10111** and notify the police; give them a description of the vehicle that bumped you. Stay in your car if possible and keep the doors locked and windows rolled up. Make sure there are other cars around, check out the car that rear-ended you and who is in it. If the situation makes you uneasy, note the license plate number and description of the car, and ask the driver to follow you. Go to the nearest police station or to a busy well-lit area. If you do get out of your car, take your keys (and purse and wallet) with you and stay alert. If you sense something is wrong, leave or alert other drivers. Call for help.

Be Alert and Stay Alive:

Know the area you travel; know alternate routes, note where you frequently stop and wait. what traffic lane offers you greatest flexibility to react. Know where 'safe havens' are located.

- Have some plans for reacting to a carjacking - how could you safely get away, how would you react?
- At traffic lights and stop signs, be aware of who is around you, particularly to the sides and the rear of your vehicle. Watch for people approaching your vehicle.
- When you are stopped at ATMs, malls, or other places, be aware of who is around you and be aware of the possibility of being blocked in by another vehicle.
- Park in well-lit areas, and avoid remote locations, especially in shopping malls.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



- Before you even enter your car, be alert to any activity near your car. In malls and large parking lots, where potential thieves could be hiding behind nearby cars. Pay attention to your surroundings. Look in and around your car. Have your keys in hand before you arrive at your vehicle to avoid fumbling and creating an opportunity for someone to overtake you.
- When you get in your car, immediately lock the doors and be sure the windows are up.
- Keep your windows and doors locked when you drive.
- When you stop at a traffic signal or stop sign, leave some space between you and the vehicle in front of you so you have some room to leave quickly, if you need it.
- Even if you need to go through a red light (after checking for approaching traffic), do so - if you alert a nearby police officer, all the better.
- Be suspicious of strangers asking for directions or handing out flyers etc. If you feel uncomfortable, pull out carefully and leave the area, even if it means running a Red Robot
- If your car becomes disabled, pull to the side of the road and wait for police to arrive, or, if possible, drive slowly to a secure location or a police station. If someone offers to help, ask them to call the police. If you have a car phone, call the police as soon as you run into trouble.
- If you suspect you are being followed, never drive home. Change directions, go to a safe area - ideally a police station - or call the police.
- When you exit your vehicle, look around you before turning off the ignition and unlocking the doors. Lock your car when you leave it.
- Be especially wary in late night hours; national statistics show most carjacking's take place between 10pm and 2am. (NB can happen anywhere at any time)

Emergency Response Procedure:

HAVE EMERGENCY NUMBERS STORED ON YOUR CELL PHONE

CALL FOR HELP!

IF CELL PHONE IS TAKEN AWAY, REACH OUT TO OTHER WHEN SAFE TO DO SO.

GIVE A DETAILED REPORT TO THE POLICE AS SOON AS POSSIBLE.

HAVE CORRECT REGISTRATION NUMBERS ETC.

REPORT TO YOUR SUPERVISOR /MAMANGER & COMPANY SECURITY.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



CYCLONE /Tempest Weather Conditions (E.g. Storms /Hurricanes /Gale Force Winds etc.)

Definition

This relates to damage of Ports infrastructure caused by Cyclone or Severe Tempest Conditions.

Control

The Harbour Master Department will control all Marine Related Activities and SHE Department will control all Land Based Activities (working

jointly)

Port Control /The Emergency Services /Security /Police/Responsible Port Officials have responsibility for emergency evacuation procedures in the vessels/ building/ Sites. *(In the event of damage caused by a Cyclone or severe tempest conditions of significant magnitude, it is likely that a „State of Disaster“ will be declared. Emergency services and assistance will have been instigated by the TNPA BCM & the Local Authority Disaster Management Coordinator. All Ports personnel will be made available to the Disaster Coordinator as part of the disaster relief operations; however, sufficient personnel should be retained for the Ports Emergency Response.)* (Refer to Flow Diagram –Marine Related incidents)

Immediate Action

Alert Phase	Storm/ Cyclone Position	Action by Port Users
Yellow Alert	A cyclone exists and destructive winds are within 20 hours from port	<p>Emergency Services are placed on alert.</p> <p>Ship’s Masters are advised to prepare to sail on short notice by the Harbour Masters Department.</p> <p>Loading is to be stopped. The ship’s load is to be brought to satisfactory handling trim if time and draft permit.</p> <p>Small craft are to move to safer mooring areas.</p> <p>Tug: to be on standby for the re-securing of vessel.</p> <p>Port Control will monitor & liaise with the Harbour Master for further instructions.</p> <p>Ensure everything is battened down and keep clean of mooring ropes or other object that may become loose.</p>
Blue Alert	Destructive winds are less than 16 hours from Port	<p>All vessels should be moored in their designated areas and final preparations and tying off completed.</p> <p>Port Control /Corporate Affairs /Fire and Emergency/Security etc. will liaise with port users for arrangements.</p>
Red Alert	Destructive winds are less than 6 hours from Port	<p>The Port is closed.</p> <p>The Port area should be completely evacuated and all vessels secured in their positions of shelter.</p> <p>Vessels are not to leave their cyclone moorings until the official ALL CLEAR has been given by the Harbour Master.</p>
<p>Notes: Once a vessel is moored in its cyclone mooring position, they should contact the Port Control to advise where they are moored and how many people will be remaining on-board. If no one is remaining on-board, a contact number is to be left.</p>		

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



In the course of a Cyclone, people are advised to take shelter indoors. Evacuate areas that are low lying or on the flood plain. The emergency evacuation procedures should be implemented based on the information received from the Port Control and the Weather Bureau.

Ascertain that all vessels are securely moored and determine if any damage has been sustained by vessels or berths. In the event of damage to wharf areas, determine the need to remove vessels to alternate berths.

Inspect all areas of the port for damage to infrastructure such as, power lines, water services, gas and oil pipelines and navigation aids. Ascertain whether pollution has occurred as a result of damage to pipelines, storage tanks or vessels. If so, and pollution of the sea has occurred, refer to the Oil Spill Response Plan. Any Emergency Action will depend on the safety of personnel.

Safety Issues

Cyclones are often associated with Heavy Rains, Rapid Water level Changes, Strong Winds, and Huge Swells at Sea etc. Particularly if there is any initial increase in water levels, the evacuation areas should be moved to higher ground as soon as possible. All persons should keep clear of any unstable structure or container stacks, mooring ropes, small crafts etc.

Matters for Consideration

As a significant Cyclone or tempest may result in fires, serious accidents and spillage, this emergency plan should be applied in conjunction with other applicable emergency plans as necessary.

Statutory Obligations: Notify -

- **Local Authority Disaster Management**
- **SAMA**
- **DOL**
- **DOT**
- **Environmental Affairs**

Post Emergency Actions

- Review Ports Emergency Plans.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



DAMAGE DUE TO CYCLONE OR SEVERE TEMPEST CONDITION - CHECKLIST

Port	RICHARDS BAY	Date		
Operations personnel ordered	FIRE & EMERGENCIES SERVICES	MEDICAL RESPONSES	BUSINESS CONTINUITY MANAGEMENT	LOCAL AUTHORITY DISASTER MANAGER

CONDITIONS OF VESSELS IN PORT

Vessel	Berth	Remarks

Ports (RCB) Vessels (tugs Launches /Dredges /others

CONDITIONS OF VESSELS IN PORT

Vessel	Berth	Remarks

DAMAGES:

Electrical lines		Water mains	
Radio comms.		Gas mains	
Storage tanks		Oil pipe lines	
Pollution at sea		Pollution –land	
Quay infrastructure		Quay loading equipment.	
Oil Traps		Bunded Areas	
Road and excess ways		Sheds /stacking areas	
Buildings		Tenants	
Action taken			

EARTHQUAKE

Definition

This relates to damage of Ports infrastructure caused by earthquake or severe tempest conditions.

Control

The Emergency Services /Security /Police/Responsible Port Officials have responsibility for emergency evacuation procedures in the building/Sites.

In the event of damage caused by an earthquake or severe tempest conditions of significant magnitude, it is likely that a „State of Disaster“ will be declared. Emergency services and assistance will have been instigated by the TNPA BCM & the Local Authority Disaster Management Coordinator. All Ports personnel will be made available to the Disaster Coordinator as part of the disaster relief operations; however, sufficient personnel should be retained for the Ports emergency response.

Immediate Action

In the course of an earthquake, people are advised not to go outside, rather to take shelter under tables or door frames. After initial shaking ceases, the emergency evacuation procedures should be implemented.

Ascertain that all vessels are securely moored & determine if any damage has been sustained by vessels or berths. In the event of damage to wharf areas, determine the need to remove vessels to alternate berths.

Inspect all areas of the port for damage to infrastructure such as, power lines, water services, gas and oil pipelines and navigation aids. Ascertain whether pollution has occurred as a result of damage to pipelines, storage tanks or vessels. If so, and pollution of the sea has occurred, refer to the Oil Spill Response Plan

Safety Issues

Earthquakes are often associated with tsunami or rapid water level changes. Particularly if there is any initial lowering of water levels, the evacuation areas should be moved to higher ground as soon as possible. Aftershocks follow most earthquakes and all persons should keep clear of any unstable structure or container stacks.

Matters for Consideration

As a significant earthquake or tempest may result in fires, serious accidents and spillage, this emergency plan should be applied in conjunction with other applicable emergency plans as necessary.

Statutory Obligations: Notify -

- Local Authority Disaster Management
- SAMA
- DOL
- Environmental Affairs

Post Emergency Actions

- Review Ports Emergency Plans.

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



DAMAGE DUE TO EARTHQUAKE OR SEVERE TEMPEST CONDITION - CHECKLIST

PORT	RICHARDS BAY	DATE:		
OPERATIONS PERSONNEL ORDERED	FIRE & EMERGENCIES SERVICES	MEDICAL RESPONSES	BUSINESS CONTINUITY MANAGEMENT	DISASTER MANAGEMENT
CONDITION OF VESSELS IN PORT				

Vessel	Berth	Remarks

Ports Vessels (tugs Launches /Dredges /others

Vessel	Berth	Remarks

Damage:

Electrical lines		Water mains	
Radio comms.		Gas mains	
Storage tanks		Oil pipe lines	
Pollution at sea		Pollution -land	
Quay infrastructure		Quay loading equipment.	
Buildings		Sheds /stacking areas	
Action taken			

Earthquake

1. During an earthquake, remain calm and quickly follow the steps outlined below.
2. If indoors, stay there and ensure nobody moves about or leaves the building.
3. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energised.
4. Know your assembly locations.
5. If in a car, stop in the safest place available, preferably away from power lines and trees.
6. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
7. After the initial shock, evaluate the situation and if emergency help is necessary call The Local Authority Fire Department.
8. Protect yourself and be prepared for aftershocks. Do not move the seriously injured (unless in immediate danger) until the ambulance arrives. Turn off electricity, gas and water.
9. Damaged facilities should be reported to Security and Management.
10. Note: Gas leaks and power failures create special hazards.
11. If an emergency exists, activate the building alarm.
12. Call TNPA & Local Authority Fire /Security /Medical Responses
13. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
14. Assist the disabled in exiting the building.
15. Do not use lifts in case of earthquake or fire.
16. Do not panic.
17. Once outside, move to a clear area at least 200m away from the affected building(s). Keep roadways, walkways and hydrants clear for emergency vehicles and crews.
18. If requested, assist emergency crews as necessary.
19. Do not return to an evacuated building unless told to do so by an authorised Fire Dept. / Responsible manager.

Tsunami

A strong earthquake can generate a tsunami within minutes. However, most Tsunamis are formed by earthquakes that have occurred hundreds or even thousands of miles away. These earthquakes are not felt locally and thus provide No advanced warning to residents. "Tsunami waves" can travel through the water at speeds of up to 500mph.

If at home

Listen to East Coast Radio for possible Emergency Alert System

Activation and to evaluate severity and timing of event.

An all clear may be announced quickly for less-than-destructive tsunamis.

Contact your Local Authority Fire Department for information line if one has been established.

Do not risk your life in order to return to work. (Check with your management)

If at work

Listen to the Radio for possible Emergency Alert System

activation and to evaluate severity and timing of the event.

An all clear may be announced quickly for less-than-destructive tsunamis.

If necessary, the BCM will be activated and staffed and all established warning point procedures would be followed.

Move to higher ground and remain there until the threat has passed.

Do not head to the shoreline /Port to see the waves.

When you can see the wave you are too close to escape.

NOTE: A tsunami is not a single wave, but a series of waves. A larger more dangerous wave may be preceded by a smaller initial wave. Stay out of danger and away from the shoreline until competent authority issues an "all clear".

NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



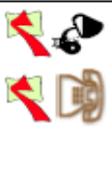
The home is filled with products like paraffin, bleach, cosmetics and medicines which can poison children. Always ensure that poisonous substances are locked away.

POISON TREATMENT CARD
Poison Centre Telephone Number: 0800333344



Match the symbol/colour of the substance swallowed to the same symbol/colour Treatment box.

★	Acid	★	Fertilizers	★	Nail Vanish Remover
★	Alcohol	◆	Firelighters	★	Oven Cleaner
★	Ammonia	▲	Fluoride Tablets	▲	Paint (Oil)
★	Battery (Button)	★	Glue (Contact)	★	Paint Remover (Caustic)
★	Battery Acid	★	Glue (Other)	▲	Paint Remover (Solvent)
★	Benzine	◆	Hair Colour	★	Paraffin
◆	Bleach	◆	Hair Perm/ Straighteners	▲	Perfumes
★	Camphorated Oil	◆	Hydrochloric Acid	▲	Pesticides
▲	Carbon Tetrachloride	★	Hydrogen Peroxide	★	Petrol
★	Caustic Soda	▲	Insect Repellent	▲	Rat Bait
★	Chlorine (For Pools)	▲	Insecticides	★	Shampoos
★	Condy's Crystals	▲	Liniments (eg. Wintergreen)	★	Snail Bait
★	Cosmetics	▲	Medicines (Aspirin)	★	Tablets
★	Deodorants	▲	Medicines (Cough Syrup)	★	Toilet Cleaner
◆	Detergents (Clothing)	▲	Medicines (Iron Tablets)	★	Turpentine
◆	Dishwashing Liquid	★	Medicines (Oral)	◆	Varnish
★	Dishwashing Powder	★	Medicines (Paracetamol)	★	Vitamins
★	Disinfectants	▲	Medicines (Pills)	★	Washing Soda
★	Drain Cleaner	★	Metal Cleaners	★	Weedkillers
◆	Dyes (Fabric/Hair)	★	Mineral Turpentine	★	White Spirits
◆	Fabric Softner	▲	Mothballs	◆	Window Cleaner

Symbol	Treatment
★	 <ul style="list-style-type: none"> ▶ Do not give the person anything to drink or eat. ▶ Do not make the person vomit. ▶ Get the person to a clinic or hospital quickly!
★	 <ul style="list-style-type: none"> ▶ Give the person half a cup of milk or water immediately. ▶ Contact the Poison Centre.
◆	 <ul style="list-style-type: none"> ▶ Give the person half a cup of milk or water immediately. ▶ Do not make the person vomit. ▶ Contact the Poison Centre.
▲	 <ul style="list-style-type: none"> ▶ Give the person activated charcoal to absorb the poison. ▶ Contact the poison centre, or ▶ Get the person to a clinic or hospital quickly!

Charcoal Mixture:

Infants 1 gram activated charcoal per kilogram

Children 15-30 grams activated charcoal as a single dose, mix with 240ml water

Adults 50-100 grams activated charcoal as a single dose, mix with 300-500ml water

* If a poisonous substance comes into contact with eyes or skin, rinse the area for 15-20 minutes with water and contact a doctor or go to the nearest clinic.

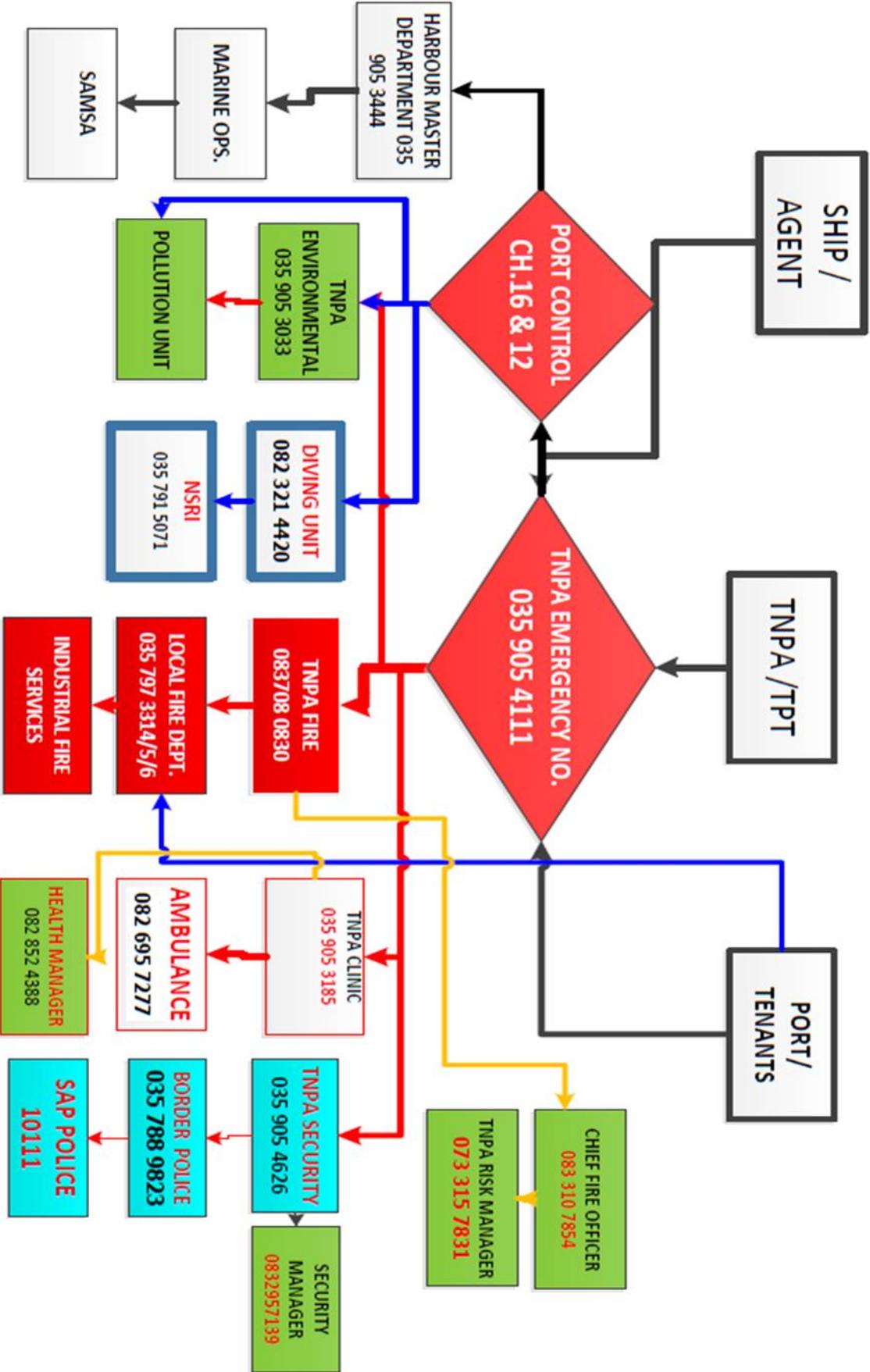
* If a person has swallowed medicine or a poisonous substance, send the container and a sample of the medication or poison to the clinic or hospital with the person.

Ambusave Training Academy
National Number: 0861 911 124, Tel: (011) 915 4909 Fax: (011) 915 4905

**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**

**PORT WIDE EMERGENCY MANAGEMENT CONTACTS FLOW
DIAGRAM**

EMERGENCY REPORTED FROM



NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN

JOINT EMERGENCY MANAGEMENT PLAN FOR THE SOUTH DUNE EMERGENCIES. NO. 01

- BTI SITE. ENGEN SITE
- TANKER TERMINALS BERTH 208 /209/PIPE LINES
- TANKER BERTHED AT THE 2 & 3 SERIES BERTHS

EMERGENCIES

**SOUND ALARM
CALL 035 905 4111**

ACTIVATE INTERNAL EMERGENCY PLAN

**NOTIFY TNPA
035 905 4111**

EXTERNAL ACTION REQUIRED

CONSIDER PLACING STAKEHOLDERS ON STANDBY TO ACTIVATE INTERNAL EMERGENCY PLANS

ACTION REQUIRED

Notify people in the vicinity

EVACUATE

NOTIFY STAKEHOLDERS WITH SPECIAL INSTRUCTION

SHELTER IN

Notify people in the vicinity

BTI	083 22 99 531 or 035 797 6700
ENGEN	035 797 7259 TNPA FIRE DEPT. 035 905 4111 083 708 0830
PORT CONTROL	035 905 3444 035) 797 7259
RBCT	035 904 4444
TFR/RAIL ENG/	035 905 2034 / 2030 035 906 7287
SASOL CHEMICAL CALL CENTRE	0800 11 28 90 017 610 2444 071 610 4444

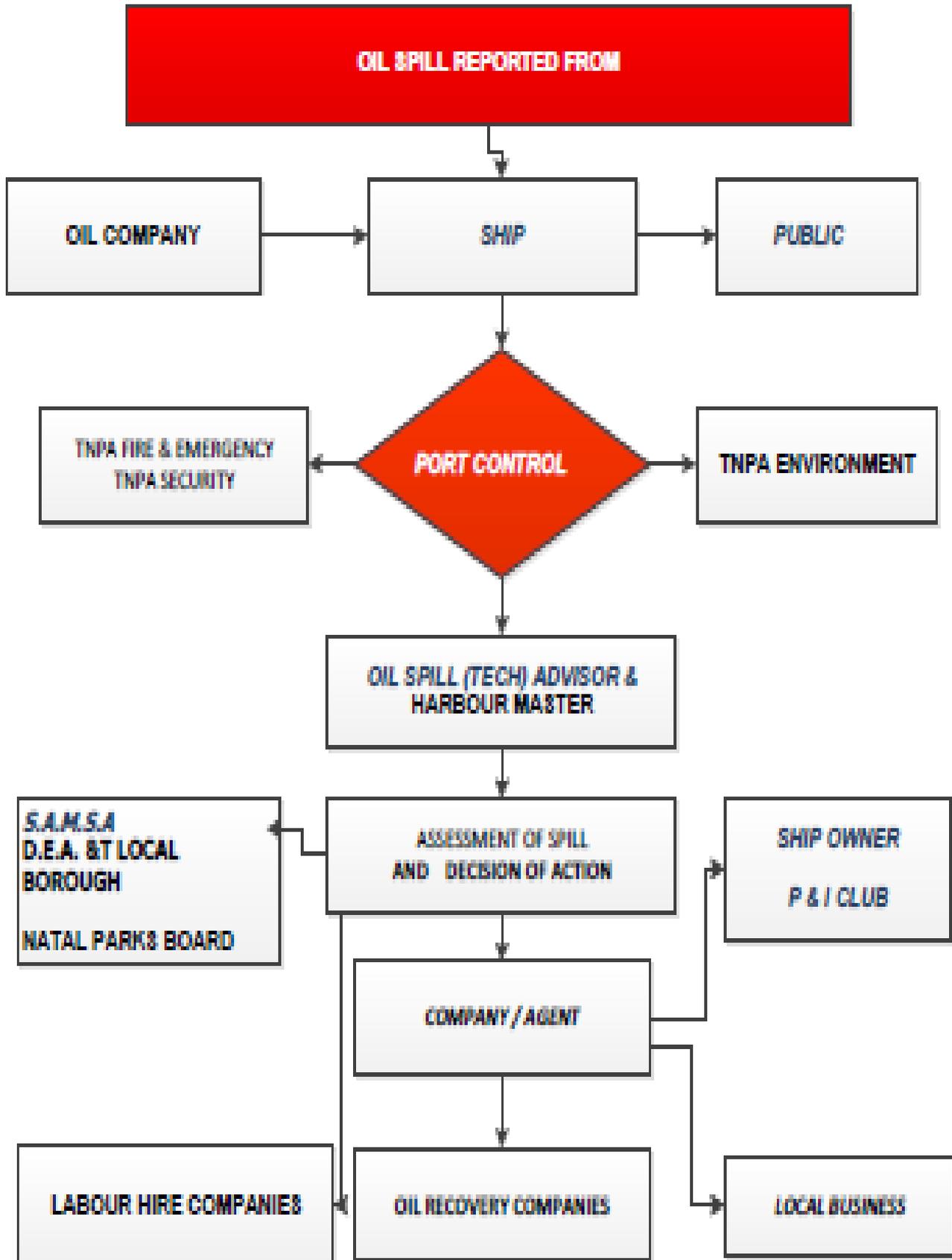
EVACUATION TIPS : APART FROM YOUR EMERGENCY INSTRUCTIONS YOU MAY HAVE TO CONSIDER THE FOLLOWING DURING YOUR EVACUATION: UNDERSTAND THE SAFE EVACUATION DISTANCES REQUIRED FOR THE INCIDENT. GET WIND DIRECTION /SPEEDS. FIND OUT WHICH ROADS /EXCESS WAYS ARE CLOSED WITH POSSIBLE DURATION. ARE YOU REQUIRED TO SHUT DOWN IGNITIONS SOURCES. TO DO HAVE YOUR KEY /PERSONAL BELONGS JUST INCASE YOU ARE REQUIRED TO LEAVE THE AREA VIA YOUR CAR ETC? STAY IN TOUCH WITH EMERGENCY COORDINATORS. STAY CALM. TRY NOT TO DISTURB EMERGENCY HANDLERS WITH UNNECESSARY ISSUES.

ACTIVATE INTERNAL EMERGENCY PLAN

- ENGEN OR IVS / RBBS
- TNPA FIRE & LOCALFIRE DEPT.
- PORT CONTROL
- RBCT
- TFR/RAIL ENG/ CONTRACTORS

SHELTER IN TIPS : GO TO A ROOM THAT IS CAPABLE OF BEING SEALED OFF.(CLOSING OF WINDOWS AND DOORS/OTHER OPENING.) PREFERABLE CHOOSE ONE WITH ABLUTIONS FACILITIES
CLOSE OUT EXTERNAL AIR BY CLOSING WINDOWS AND DOOR AND OTHER OPENINGS.
USE DUCT TAPE /SUITABLE MATERIAL TO BLOCK OUT GAPS IN THE ROOM E.G. PLACE WET TOWELS IN GAPS ETC...
ENSURE THAT YOU HAVE COMMUNICATION LINKS AND 1ST AID EQUIPMENTS. REMAIN CALM

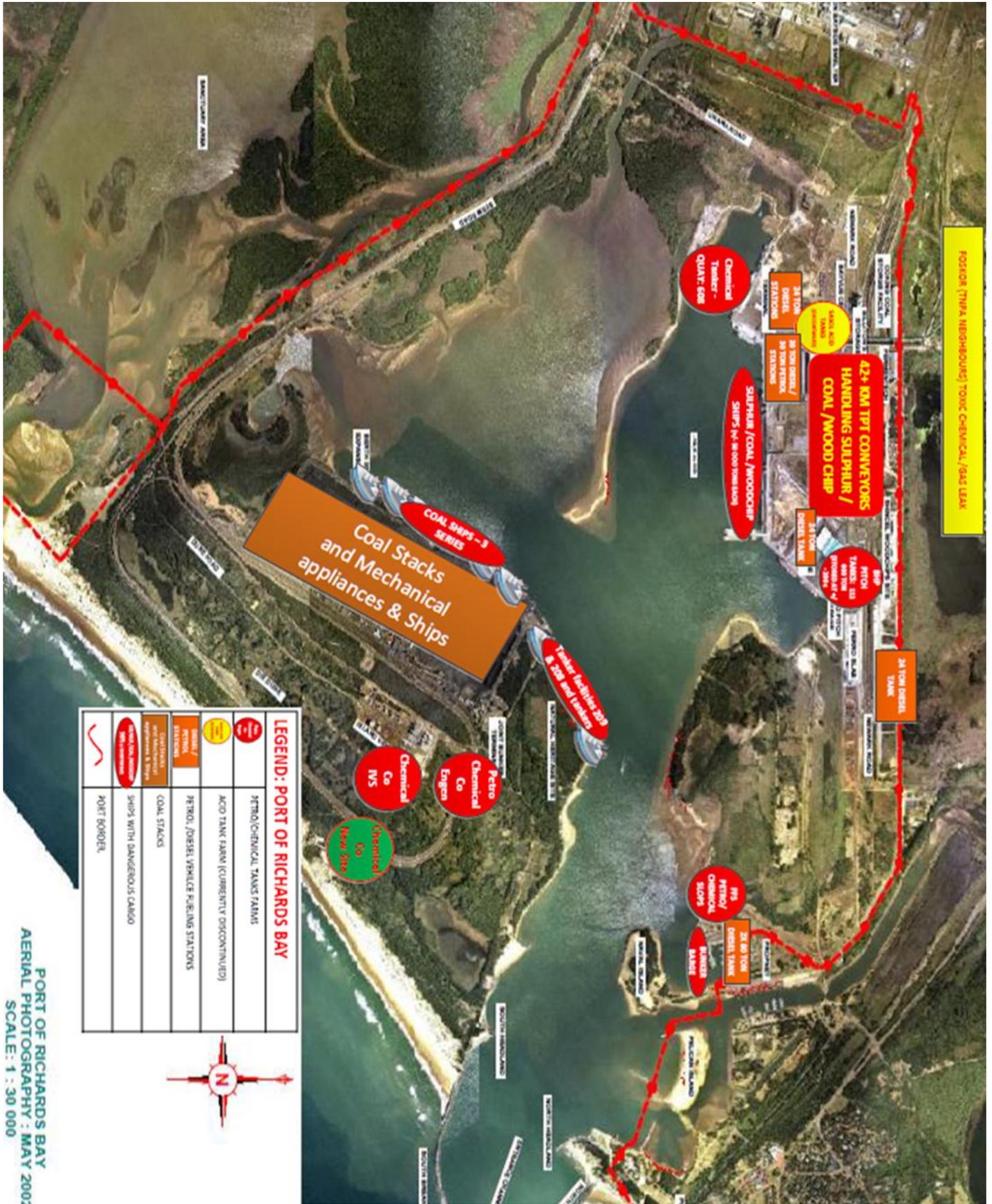
**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



NATIONAL PORTS AUTHORITY PORT OF RICHARDS BAY EMERGENCY PLAN



PORTWIDE HAZARDOUS LOCATION MAP



**NATIONAL PORTS AUTHORITY
PORT OF RICHARDS BAY
EMERGENCY PLAN**



CHANGE CONTROL DOCUMENT :

VERSION	DATE	COMMENTS	UPDATED BY
1.0	JULY 2011	Review, compile and consolidate Port Emergency Plans	N. Moodley
2.0	JULY 2011	Corrected telephone numbers for <i>Environment / Harbour Eng. Harbour Master/</i> NOTE: Only the corrected page/s will be replaced in the respective documents issued as per register.	N. Moodley
3.0	April 2012	Complete overall of plans :	N. Moodley Liesl Kroukamp
		Scrap old version and replace with 2012 version	Bongani Ndaba
4.0	Feb 2019	Emergency contact list amended	N. Moodley
5.0	Feb 2020	1. Emergency contact list amended	N. Moodley

DOCUMENT APPROVAL

No	Grade	Signature :	Date:
1.	CHIEF FIRE OFFICER		2020/02/21
2.	RISK MANAGER		2020/02/21
3.	SHE MANAGER		2020/02/21