

NAPIER^o PORT

Te Herenga Waka o Ahuriri

STOP, THINK & ACT

For life-threatening emergencies & fires, first, call



Security must also be called on **UHF Channel 15** or **+64 6 833 4440** any time Emergency Services are called to provide access to the port.

All incidents or accidents should be reported to the Port Security Unit at +64 6 833 4440

24/7 LANDSIDE & HARBOURSIDE CONTACTS

On-Call Duty Safety Advisor
On-Call Environmental Advisor
Harbour Master

+64 6 833 4317
+64 6 833 4515
+64 27 445 5592

EMERGENCY MESSAGE FORM

This form is used by the First resources to arrive on scene to send METHANE message so that situational awareness can be established quickly by the Duty Safety Advisor, Incident Controller and those responding to the incident.

Time of Call:		Date:	
----------------------	--	--------------	--

M	My Contact Details are as follows:		
	Name of Caller:		
	Company:		
	Cell phone N°:		

E	Exact Location		
	What is the exact location of the incident, accident, or Emergency?		

T	Type of Incident		
	Is this an Incident, Accident, or Medical Emergency		

H	Hazards		
	What hazards or potential hazards can be identified at the scene?		

A	Access		
	What are the best routes for access and egress?		

N	Number of Casualties		
	How many casualties are there and what condition are they in?		

E	Emergency Services		
	Which emergency services (Fire, Ambulance or Police) are required?		

COMPLETED BY: _____ TIME: _____

Note: Initial notification of an incident is to be reported quickly to the Safety Advisor by phone +64 6 833 4317 so that situational awareness can be established, and followed by completion and emailing of this SitRep Form to SafetyAdvisors@napierport.co.nz

COLOUR CODED EMERGENCY RESPONSES

The objective of this Flip Chart and colour coding system is to provide a guide for port users responding to different internal and external emergencies which they may confront during their presence at Napier Port.

COLOUR INCIDENT CATEGORY

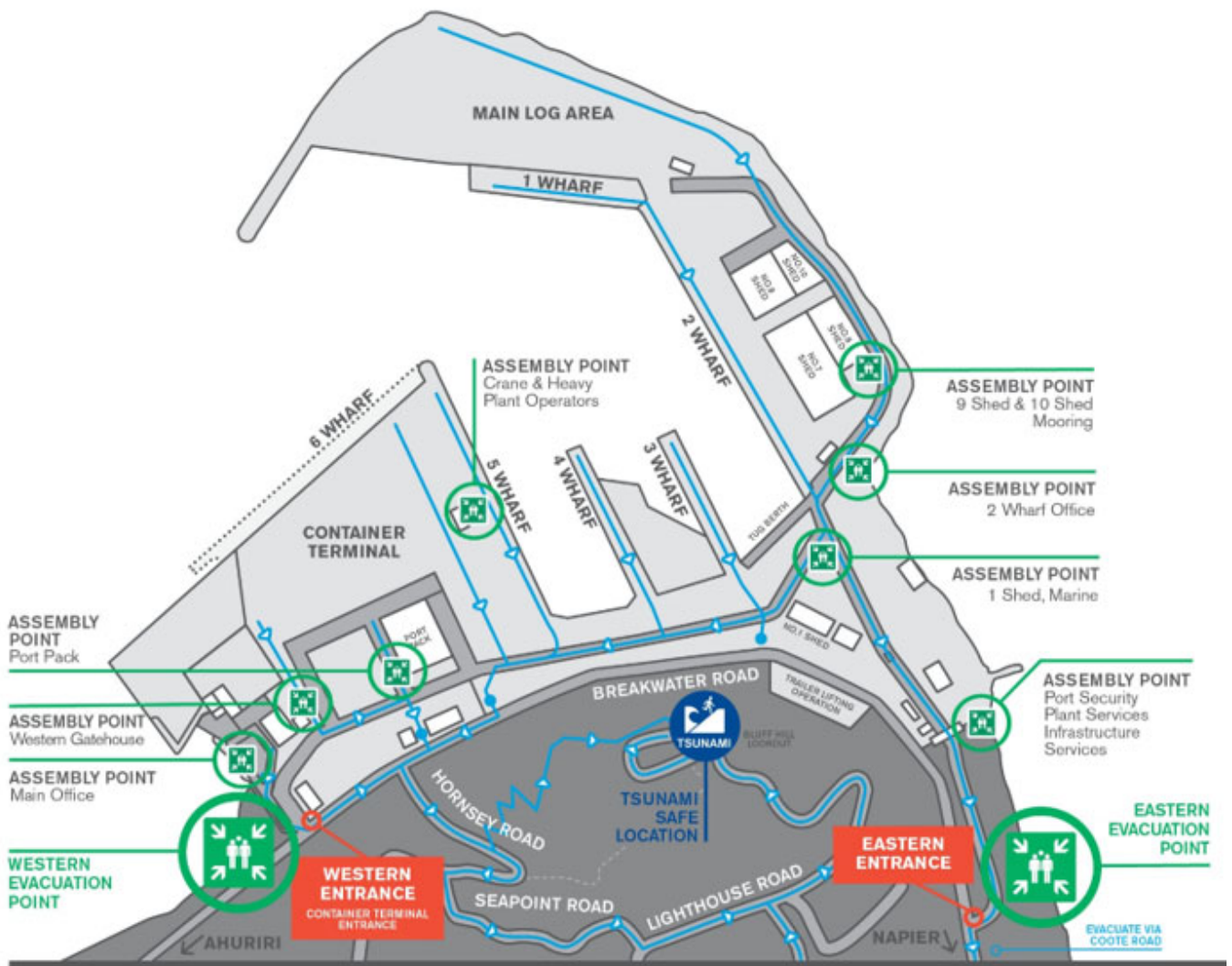
White	Emergency Control
Red	Smoke or Fire
Orange	Evacuation
Blue	Medical Emergency
Purple	Bomb Threat
Black	Threatening Behaviour
Yellow	Internal Emergency
Brown	External Emergency

CONTACT FOR FURTHER INFORMATION

If you have any queries regarding the content of these procedures or need further clarification, contact simono@napierport.co.nz.

SITE MAP AND ASSEMBLY POINTS

Business Name:	Port of Napier Ltd
Physical Address:	818 Breakwater Road, Bluff Hill, Napier
Cross Road:	Hornsey Road, Bluff Hill, Napier
Postal Address:	P.O. Box 947, Napier 4140, New Zealand
Phone:	+64 6 833 4317







Our Assembly Point N° is:	
Our Evacuation Point is:	<input type="checkbox"/> Western Gate <input type="checkbox"/> Eastern Gate

EMERGENCY CONTROL ORGANISATION

The Emergency Control Organisation (ECO) is responsible for implementing Napier Port’s Emergency Management Plan. The ECO must work together to action the emergency response procedures when necessary.

This includes performing duties such as evacuating the facility/area and notifying the proper authorities in an emergency. Members of Napier Port’s ECO are identified using the following-coloured helmets and high visibility tabards (vests) to assist situational control:

FUNCTIONAL ROLE	IDENTIFICATION	HELMET
Chief Warden (PIC)	White Helmet & Tabard	
Deputy Chief Warden	White Helmet & Tabard	
Emergency Warden	Red Helmet & Tabard	
First Responder	Orange Helmet & Overalls	

EMERGENCY WARDEN KITS

Emergency Wardens are issued with an Emergency Evacuation wheelie bin which contains the following essential items needed to help safely evacuate premises during a fire or other emergency.

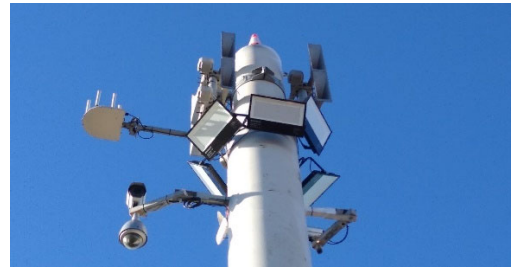
These are also located on the ground floor of each building to ensure equipment is easily accessible.



- Emergency Warden Hard Hat
- Emergency Warden Hi-Vis Vest
- Emergency Flip Chart & Floor plan
- AM/FM radio + batteries
- Torch (with batteries)
- Plastic Whistle
- Disposable ponchos
- Thermal blankets
- Toilet paper and large rubbish bags
- First Aid Kit
- Burns Kit
- Ration bars / Barley sugar
- Bottled Water and cups
- Disposable gloves
- Hand Sanitizer
- Surgical Masks / P2 Masks
- Wet wipes
- Biohazard bags

PORT EMERGENCY WARNING SYSTEM

The Port Emergency Warning System (PEWS) is designed to provide an area-wide audible alert with emergency instructions to those working outside in emergencies such as earthquakes, tsunamis, chemical spills, fires, severe weather etc.



There are five (5) distinct notification sounds followed by a voice message explaining the situation and advice about what to do.

<u>TEST</u>	<p>Tone: Test tone, followed by voice "Weekly System Test no action required".</p> <p>Meaning: The system is being tested, and no action is required.</p>
<u>ADVISORY</u>	<p>Tone: Advice tone, followed by voice "Report to your Supervisor for more information".</p> <p>Meaning: An incident is occurring or has occurred in the area. There is no immediate danger. Stay up to date in case the situation changes.</p>
<u>WATCH & ACT</u>	<p>Tone: Watch and Act tone, followed by a voice: "Report to your Warden and Assembly Point."</p> <p>Meaning: There is a heightened level of threat. Conditions are changing, and you need to start acting now to protect yourself and fellow port users by following emergency information and instructions.</p>
<u>WARNING</u>	<p>Tone: Emergency Warning tone, followed by voice "This is not a drill - Evacuate the Port up onto Bluff Hill Lookout - This is not a drill".</p> <p>Meaning: Port users are in danger and need to act immediately. Port users need to follow instructions and leave/evacuate the Port to the higher ground onto Bluff Hill Lookout. Any delay now puts your life at risk. <i>(This alarm will continuously)</i></p>
<u>ALL CLEAR</u>	<p>Tone: All Clear tone, followed by voiceover, "All-Clear, it is safe to return to the Port; please report to your assembly point".</p> <p>Meaning: The main threat has passed, and it's safe to return to the Port and designated assembly points. <i>(This alarm will continuously)</i></p>

Checkout: <https://www.napierport.co.nz/customer-portal/health-and-safety/emergency-preparedness-and-response/>

Port Emergency Warning System Testing Schedule

Napier Port conducts scheduled tests of the Port Emergency Warning System to ensure the system's proper functioning and public awareness.

Test Schedule	Emergency Tone being Tested	Time
Every Tuesday, Ongoing	Test-Tone (Westminster Chimes)	1200 hours

CODE RED – SMOKE OR FIRE

If you see fire or smoke, smell smoke or suspect a fire, do not panic or shout; you should proceed as follows:

RESCUE - Rescue any people in immediate danger (only if it is safe to do so).

ALARM - Raise the alarm, then:

- ring the Fire Brigade on 111 and include the location and size of the fire
- notify Security on +64 6 833 4440 and your Supervisor/Warden

CONTAIN - If safe to do so, turn off power to machinery or gas supplies and close all doors and windows to contain the fire

EVACUATE – Evacuate the immediate area and go to the assembly area:

- Remember: Get Down, Get Low, Get out
- Follow the instructions of your Fire Wardens
- Walk quickly and calmly to the assembly area
- Close doors and windows as you exit – do not lock doors.
- Once you are out of the building, stay out
- Remember to let the Wardens know if anyone is missing. They will alert Security and the arriving Emergency Services.

BEFORE YOU FIGHT A FIRE - CHECK

- Everyone else has left, and someone is calling 111 and Security
- The fire is small, confined, and not spreading
- You are trained, and it is safe to do so
- You have an unobstructed escape route
- Your extinguisher is correct for the type of fuel-burning
- You know how to use the extinguisher

EXTINGUISH – If you have been trained to use a fire extinguisher, and it's safe to do so, attempt to extinguish a small fire using the PASS procedure

- P– pull the pin & test the extinguisher
- A– aim nozzle at the base of the fire
- S– squeeze the handle
- S– sweep the base of the fire

Always call 111 and Security to inspect the fire site even if you think you have extinguished the fire. Once the fire goes out, watch the fire area, and be prepared to repeat the process if the fire re-ignites.

Choosing the Correct Firefighting Equipment

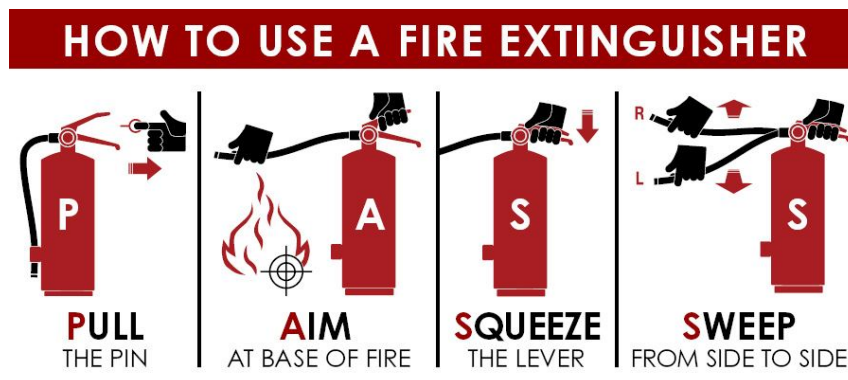
YES NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1		A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	COMMENTS: Refer Appendix B of AS 2444	
Pre 1997	Post 1997							
		Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
		Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
		Carbon Dioxide (CO ₂)	*	*				Generally not suitable for outdoor fires. Suitable only for small fires.
		Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
		Foam ***					*	Dangerous if used on energized electrical equipment.
		Wet Chemical						Dangerous if used on energized electrical equipment.
		Vapourising Liquid		*	*			Check the characteristics of the specific extinguishant.
		Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
		Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice.

How to Operate a Portable Fire Extinguisher



How to Operate a Hose Reel System



CODE ORANGE – EVACUATION

Getting help - In an emergency, **DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch **15** or **06 833 4440** and your Supervisor/Warden**

ALL BUILDING OCCUPANTS' MUST:

- If the evacuation alarm sounds continuously, or if instructed to do so by a Warden, leave the building by the nearest and safest exit route. Close all doors behind you (but not lock) as FENZ may require access.
- If possible, take handheld personal belongings (such as handbags, surfaces, and briefcases) with you when you leave. Do not return to collect belongings.
- Follow directions given by Wardens or Security to evacuate the building and assist with the evacuation of disabled occupants.
- Assist any person with a disability to leave the building or the nearest fire isolated stairwell.
- Do not attempt to use the PCB lift or carry people downstairs.
- Walk quickly and calmly to the designated emergency assembly area
- Remain at the assembly area (in groups) until further instructions are given
- Advise a Fire Warden if anyone you know is unaccounted for.
- DO NOT re-enter the area until the Chief Warden announces "ALL CLEAR"
- Normal routine may resume once "ALL CLEAR" is received from a Warden

AFTER HOURS, ALL BUILDING OCCUPANTS' MUST:

- Be prepared to act as Warden.
- Know the location of the nearest fire alarm call point, emergency exit, fire alarm panel and assembly areas.
- Ring the Fire Brigade on 111 and include the location and size of the fire
- Notify Security on +64 6 833 4440 and your Supervisor/Chief Warden
- Check their floor is clear and report to the fire alarm panel to await the arrival of the Emergency Services and Security.

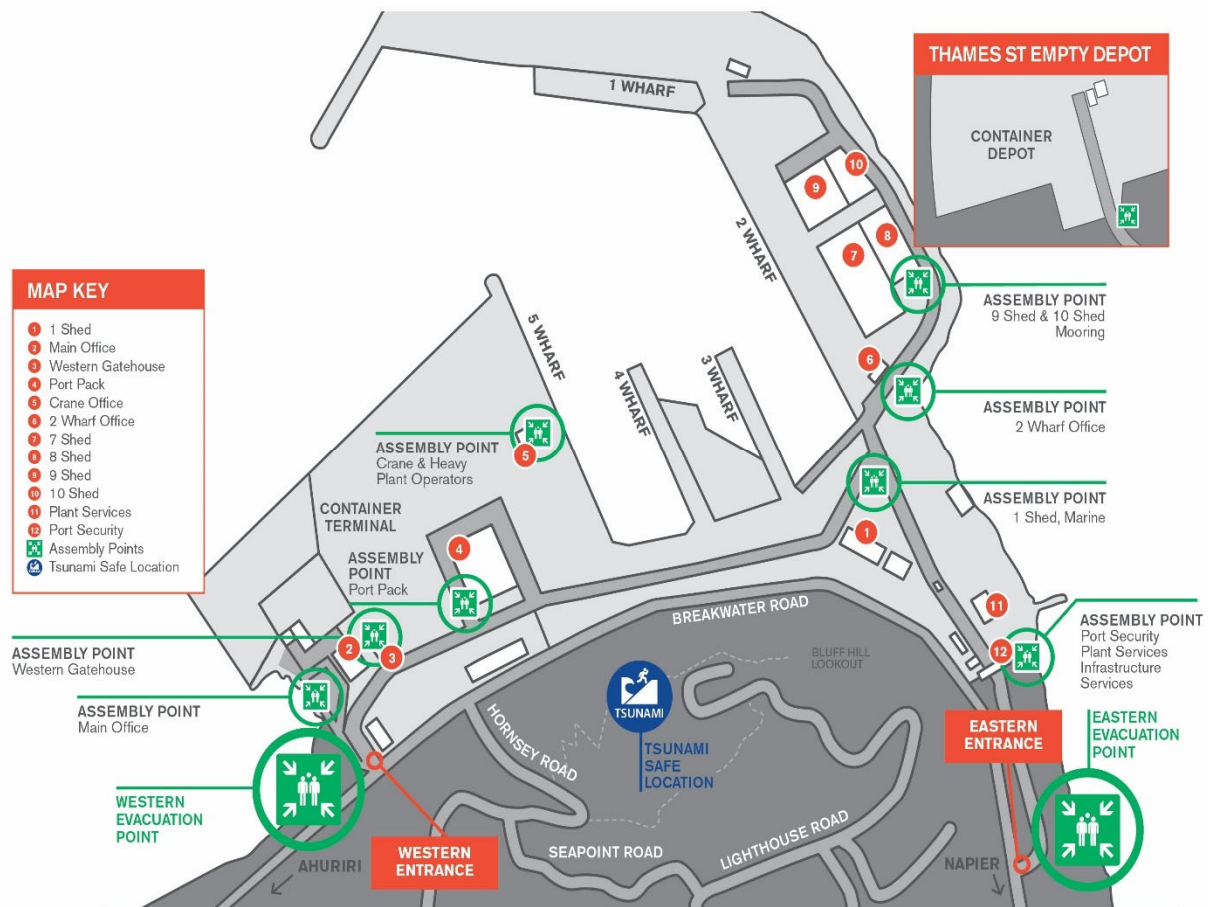
CODE ORANGE – EVACUATION PROCEDURE

On hearing an alarm or on the instructions of ECO personnel (Wardens), immediately cease all activity and secure personal valuables.

Follow directions given by ECO personnel, Security &/or Emergency Services.

Assist any person in immediate danger, but only if safe to do so.

Move calmly to the nominated Assembly Point and do not leave the Assembly Point or Evacuation Area until the 'All Clear' has been given.



AUTHORITY TO EVACUATE - Initially, any staff member present at the incident scene can make the decision to evacuate to a safe area within the building or work area.

If there is any doubt, evacuation procedures should commence immediately, and people should move to the nearest Assembly Point.

AWAIT DIRECTIONS - Wait at the Assembly point for further directions and the “All Clear” announcement before returning to your area.

CODE BLUE – MEDICAL

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

PERSONAL INJURY – MINOR

In the event of a person sustaining a minor injury, the first person on the scene should proceed as follows:

- Contact the nearest First Aider within the building.
- If unable to contact First Aider, call Security on 06 833 4440.
- Inform your Supervisor or Manager (Don't assume they know)
- Administer first aid (if trained to do so) until assistance arrives.

PERSONAL INJURY – MAJOR/LIFE-THREATENING INJURY

In the event of a person sustaining a significant injury or life-threatening medical emergency, the first person on the scene should proceed as follows:

1. Establish the exact location of the incident or event
2. Raise the alarm. Send someone Dial 111 and notify Ambulance. Essential questions you must answer when calling St Johns Ambulance:
 - What is the exact address of the emergency?
 - What is the phone number you are calling from?
 - What is the problem? Tell me exactly what happened?
 - Are they conscious?
 - Are they breathing/not breathing, has chest pains, or are bleeding?
 - Ensure the area is safe before providing care for the injured person(s)
3. Inform Supervisor and Security on 06 833 4440 (Don't assume they know)
4. Administer first aid (if trained to do so) until assistance arrives:

BLEEDING	Stop bleeding by applying direct pressure with a dressing/pad and elevating the limb. Seek medical assistance.
BURNS	Apply cool (running) water for at least 20 minutes as quickly as possible. Cover with Gladwrap. Seek medical assistance.
BREAKS	Gently support the fracture to prevent movement. Seek medical assistance.
HEART ATTACK	Dial 111 (Ambulance) , then call Security on +64 6 833 4440, ask for a defibrillator, and apply CPR if required (see below).
STROKE	Call 111 (Ambulance), then call Security on +64 6 833 4440
UNCONSCIOUS	If unconscious but breathing. Place in the recovery position. Cover with a blanket, then call 111 (Ambulance), then Security on +64 6 833 4440

CODE BLUE – AEDs

An AED is a lightweight, portable device that that analyses the heart's rhythm in the event of an apparent Sudden Cardiac Arrest (SCA), and if necessary, delivers an electric shock, known as defibrillation, to help restore the heart's natural rhythm.



AED Locations

Napier Port has Automated External Defibrillators located in the following areas:

- Port Administration Building Ground Floor – wall mounted inside the office
- Warehouse Shed N° 4 – wall mounted inside the office
- Thames Street I Depot – wall mounted inside the office
- Thames Street II Depot – wall mounted inside the Portacom
- Security Vehicle (MT51) – inside rear of van
- Emergency Response vehicle (MT01) – inside rear of van
- Emergency Response vehicle (MV02) – inside rear of van

Using an AED

A responder only needs to:

- Turn on the device
- Follow the audible and visual prompts given by the device
- Apply the QUIK-PAK™ electrode pads to the victim



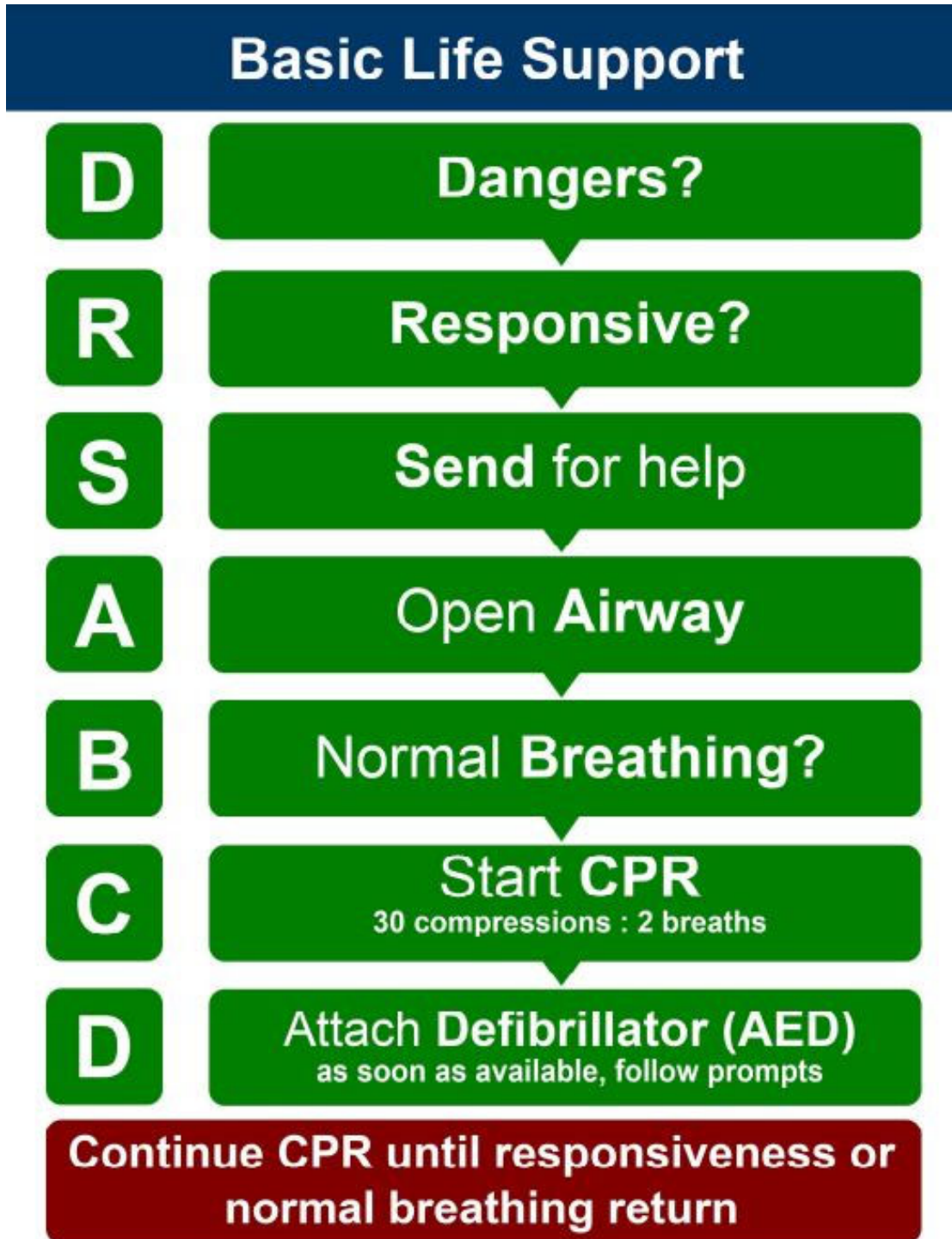
CPR Information

The rule of thumb for CPR is '30-to-2, no matter who'. Rescuers should attempt two breaths after each cycle of 30 compressions. For each compression, the chest should be compressed by at least one-third the diameter of the person receiving CPR.

CODE BLUE – RESUSCITATION

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

In the event of cardiac arrest or life-threatening medical emergency, the first person on the scene should proceed as follows:



ADULT	CHILD	INFANT
9 years or older	1 to 8 years	Newborn to 12 months
USE 2 HANDS	USE 1 HAND	USE 2 FINGERS
Start CPR (give 30 chest compressions followed by two breaths) minimise interruptions		
Attach an Automated External Defibrillator as soon as available and follow the prompts		

CODE PURPLE – BOMB THREAT

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

In the event of receiving a Bomb Threat, take the following steps:

- Bomb Threat**
 - Threat as genuine until proven otherwise
 - Remain calm, be polite and listen carefully.
 - Don't allow others to interrupt you, and don't interrupt the caller.

- Remain calm**
 - Above all – keep calm and do not alarm others.
 - Attempt to prolong the conversation and DO NOT hang up.
 - Try to attract the attention of a second person to call 111
 - Note distinguishing background noises, music, traffic etc.

- Be Attentive**
 - Note voice characteristics?
 - Does the caller indicate knowledge of the port, vessel or building?

- Notify**
 - Dial +64 6 833 4440 and state “bomb Threat.”
 - Your Supervisor to assist in the search if requested

- Prepare to**
 - Evacuate if necessary
 - Follow wardens, security, police, and other emergency service personnel instructions.

- If object found**
 - **Do Not Touch IT.**
 - Report that you have found it.
 - Open doors and windows where possible and evacuate the area to reduce the impact of an explosion.

- Record**
 - Enter the details immediately on the Bomb Threat Checklist form on the reverse page

Refer to the bomb Threat Checklist on reverse.



Place this card under your telephone

**BOMB THREAT CHECK LIST
QUESTIONS TO ASK:**

1. When is the Bomb going to explode?

2. Where is the Bomb?

3. What does the Bomb look like?

4. What kind of Bomb is it?

5. What will make the Bomb explode?

6. What is the Explosive Type and Quantity?

7. Why did you place the Bomb?

8. What is your name?

9. Where are you?

10. What is your address:

EXACT WORDING OF THREAT:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

ACTION

Report call immediately to:

Phone Number:

Trace 111

Police Advised:

Date/Time:

Members name:

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Diction (clear, muffled):

Manner (calm, emotional, etc):

Did you recognize the voice?

If so, who do you think it was?

Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:

House noises:

Aircraft:

Voices: Standard Call:

Music: 111/Cellular:

Machinery: STD:

Vehicle (Cellular):

Other:

OTHER

Sex of caller:

Estimated age:

CALL TAKEN

Date: / / Time:

Duration of call:

Number called:

RECIPIENT

Name (print):

Telephone number:

Signature:

POL 940
11/02

CODE PURPLE – SUSPICIOUS ITEM

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

IF SUSPICIOUS MAIL OR PACKAGE HAS NOT BEEN OPENED

1. Place the item in a plastic bag and seal it. Place this bag and its contents in a second plastic bag and seal it.
2. Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the site and becoming potentially contaminated. It is unlikely you will be in immediate danger.
3. Phone Security at +64 6 833 4440 and provide the following:
 - exact location of the incident – building, level, room number
 - number of people potentially exposed
 - description of the package/device
 - action taken (e.g., package sealed or covered, area isolated).
4. Keep your hands away from your face to avoid contaminating your eyes, nose, and mouth.
5. If possible (without leaving your work area), wash your hands.
6. Wait for help to arrive.

IF SUSPICIOUS MAIL OR PACKAGE HAS BEEN OPENED

1. Do not disturb the item any further. Please do not pass it around. If any material has spilt from the article, do not attempt to clean it, or brush it from your clothing if feasible to do so.
2. If possible, place an object over the package without disturbing it (such as a rubbish bin).
3. Follow steps 3 to 6 above.
4. If possible, have the building ventilation system shut down and turn off any fans or equipment circulating air around your workplace.
5. Wait for help to arrive.

IF IT IS SUSPECTED THAT THE ITEM IS AN EXPLOSIVE DEVICE

1. Phone Security on +64 6 833 4440 immediately.
2. Do not touch or move the item.
3. Evacuate the immediate area as directed.
4. Follow instructions from Security and Police.



Suspicious Letter or Package

ACTION

- DO NOT OPEN OR CUT STRINGS
- GENTLY LOWER TO A LEVEL SURFACE
 - DO NOT DISTURB
- DO NOT PLACE IN WATER – SAND OR IN ANY CONFINED SPACE
- CLEAR IMMEDIATE AREA OF ALL PEOPLE

THREATENING OR 'CRANK' LETTER

- Handle all documents by edges only, do NOT place further fingerprints or indentations on them.
- Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police.
- Note who has handled the correspondence.

NOTIFY THE SECURITY OFFICER OR POLICE.

MAIL BOMB RECOGNITION POINTS:

- EXCESSIVE WEIGHT FOR ITS SIZE
- RIGID ENVELOPE
- LOPSIDED OR UNEVEN ENVELOPE OR PACKAGE
- EXCESSIVE SECURING MATERIAL
- PROTRUDING WIRES, STRING, TINFOIL etc
- OILY STAINS OR DISCOLOURATION
- SOURCE UNKNOWN
- VISUAL DISTRACTIONS
- UNEXPECTED OR UNSOLICITED MAIL, BOTH LOCAL AND FOREIGN
- EXCESSIVE POSTAGE ON LOCAL MAIL
- RESTRICTIVE MARKINGS (I.E. PRIVATE, PERSONAL)
- HANDWRITTEN OR POORLY TYPED ADDRESS
- NO RETURN ADDRESS
- INCORRECT TITLES
- TITLES, BUT NO NAMES
- MISSPELLING OF COMMON WORDS/NAME/ADDRESS

CODE BLACK – THREATENING BEHAVIOUR

Getting help - In an emergency, **DIAL 111** for Ambulance, Fire or Police
Then notify Security on **Ch 15** or **06 833 4440** and your Supervisor/Warden

Personal threat from intrusion, assault, the person at risk, etc.

- REMAIN CALM**
 - Do not panic; always consider your safety.
 - Do what is requested within reason; don't antagonise the offender.
- DO NOT TAKE RISKS**
 - Alert others if safe to do so. If possible, move away from the offender; if unable to move away, contain yourself in a secure area.
- DO WHAT IS ASKED**
 - Within reason, comply with requests.
- OBSERVE**
 - Note height, weight, age, clothing, speech, accent, etc.
- ALERT**
 - Notify Security on +64 6 833 4440 or call 111 if Ambulance or Police assistance is required.
- EVACUATE**
 - If your safety is at risk, self-evacuate

IN THE EVENT OF AN ATTACK, WHAT YOU DO MATTERS.

In the rare event of an active armed offender incident or lockdown, it is essential to be prepared to react quickly by remembering these 3 words:



» **RUN**



» **HIDE**



» **TELL**

- ESCAPE** Look for an escape route out of harm's way. If required seek cover from behind solid objects like concrete walls and trees. Keep moving.
- HIDE** Seek cover and stay out of sight. Keep quiet and turn cell phones to silence mode. Stay put until Police arrive and give you instructions.
- TELL** Call the police by dialling 111. Warn others within your vicinity to avoid the area and runaway

CODE YELLOW – INTERNAL EMERGENCY

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

Other than fire/smoke, internal emergencies could be caused by an explosion, electrical power failure, persons trapped in lifts, water supply failure, structural failure, spillage or leakage or hazardous substances, illegal occupancy etc.

INTERNAL EMERGENCY ACTION

- Quickly assess the situation.
- Raise the alarm by calling Security on Channel 15 or +64 6 833 4440
- Follow instructions given by Supervisor/Wardens/Emergency Services.
- Immediately cease all activity and secure personal valuables.
- Evacuate only if instructed to do so by the Warden/Emergency Services.
- Evacuate the building or area to the nominated Assembly Area.
- Assist and guide other people away from the area if safe to do so.
- Take care not to move people from safety to danger.
- DO NOT touch suspect material or put yourself at risk.
- DO NOT allow other people in the area.
- Administer first aid if appropriately trained to do so.
- Do not leave the Assembly Area until advised to do so and the “All Clear” has been given or other relevant instructions issued.

CODE YELLOW – OIL SPILL LAND/WATER

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

STEP 1 - BE SAFE AND IDENTIFY THE SPILT MATERIAL.

- Do you know what the spilt material is?
- Do you need Personal Protective Clothing/Equipment?
- Get the right Personal Protective Clothing/Equipment before you act!
- Refer to the Material Safety Data Sheets to help manage the HAZMAT incident
- Immediately alert area occupants and supervisor, and evacuate the area, if necessary.

STEP 2 - STOP THE SOURCE

- Locate the source of the spill
- Identify the spilled material(s)
- Turn off equipment, tap or valve and plug any leaks, ONLY IF IT IS SAFE TO DO SO!

STEP 3 - PROTECT STORMWATER

- Use spill kit materials to block flow and prevent discharge into a storm drain.

STEP 4 - NOTIFY

- Contact Napier Port Security Service at +64 6 833 4440 and your Supervisor, then
- Report details on what substance has been spilt, an estimate of quantity and location concerning stormwater drains and harbour

STEP 5 - CLEAN UP

- Deploy Napier Port's Oil Spill Response Container ASAP
- Evaluate the incident and implement clean-up
- Use spill absorbents to clean up small spills
- Large spills can be cleaned up by calling Davies Waste on 0800 7662 8724
- The appropriate spill respondents should handle hazardous spills
- If the spill needs to be neutralised, phone the Duty Safety Advisor at +64 6 833 4317

STEP 6 – DISPOSE OF RESPONSIBILITY

- Reuse uncontaminated material as required
- Contaminated materials and clean-up equipment should be disposed of safely
- Decontaminate personnel, equipment, and site by removing/neutralising the materials

STEP 7 - RESTOCK THE SPILL CONTAINER AND REVIEW

- Replace all used clean-up materials with new, unused products immediately
- Recommission all used containment equipment and PPE immediately
- Complete a spill report to find out how and why the spill occurred to prevent a recurrence
- Record the incident using the UHF Near Miss Channel or enter the details into SAI Global

Note: Refer to the DG Initial Emergency Response App as this provides first-on-the-scene port users and duty planners with a go-to resource to help deal with HAZMAT spills, leaks or fires involving dangerous goods during the critical first 30 minutes.

CODE YELLOW – HAZMAT / GAS LEAK

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

If a HAZMAT spill or gas leak or is affecting people in your area, immediately:

REMOVE

- Anyone in the vicinity of the immediate danger only if it is safe to do so
- DO NOT put yourself at risk or allow other people in the area
- Ventilate if safe and be prepared to evacuate – await instructions

RAISE THE ALARM

- If it is a “gas”, pass the alarm by word of mouth.
- Ring Security at +64 6 833 4440 from a safe area, state “Hazardous Material” and give the exact location and type of material involved.
- Follow DG Initial Emergency Response & evacuation procedures

ISOLATE

- Isolate the area by erecting a temporary barricade & suitable warning signs
- Isolate the hazardous material by clearing the area and closing the doors
- If safe to do so, turn off isolation switches, ventilation, and machinery.
- If there is a gas leak or ruptured pipes and valves, ventilate the area and isolate valves on cylinders (when safe to do so).

CONTAIN

- Do not risk contact with the material or allow it to spread
- Restrict unnecessary movement and avoid spreading contamination
- Close doors between you and the hazardous material

DECONTAMINATE AFFECTED PEOPLE

- Move affected personnel to a safe decontamination area. The treatment of serious injury must take precedence over decontamination if safe to do so.
- If anyone is exposed to a substance, set up an isolation area. If available and only if it is safe to do so, put on personal protective equipment, observe, and support the person until Emergency Services arrive.

RECORD

- Log the incident through the online SAI Global reporting system

CODE BROWN – EXTERNAL EMERGENCY

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

An external incident/emergency is caused by natural and man-made disasters, fire, earthquake, flooding, major road accidents, aircraft crashes, civil disturbance/riot, sabotage, terrorism, etc.

EXTERNAL EMERGENCY ACTION

- Quickly assess the situation.
- Raise the alarm by calling Security on UHF Ch 15 or +64 6 833 4440
- Follow instructions given by Supervisor/Wardens/Emergency Services.
- Immediately cease all activity and secure personal valuables.
- Evacuate only if instructed to do so by the Warden/Emergency Services.
- Evacuate the building or area to the nominated Assembly Area.
- Assist and guide other people away from the area if safe to do so.
- Take care not to move people from safety to danger.
- DO NOT touch suspect material or put yourself at risk.
- DO NOT allow other people in the area.
- Administer first aid if appropriately trained to do so.

Do not leave the Assembly Area until advised to do so and the “All Clear” has been given or other relevant instructions issued.

CODE BROWN – VOLCANIC ERUPTION

**Getting help - In an emergency, DIAL 111 for Ambulance, Fire or Police
Then notify Security on Ch 15 or 06 833 4440 and your Supervisor/Warden**

As Napier Port is in the path of potential ash fall and other potential volcanic activity, be prepared to evacuate when asked to by controlling authorities (ie, Emergency Services, Civil Defence, etc).

DURING A VOLCANIC ERUPTION

- Quickly assess the situation
- Seek shelter in a car or a building
- Stay inside; advise others to do the same
- Protect yourself from inhaling volcanic dust and gas fallout
- Close doors and windows to limit the entry of volcanic ash

DURING A VOLCANIC ASH FALL EVENT

- If caught in volcanic ash falls, wear a mask, or cloth over your nose & mouth
- Ensure that people stay indoors. Have dust masks available
- Give medical attention to people with respiratory problems
- Close doors and windows to limit the entry of volcanic ash
- In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the buildings
- Turn off air-conditioning units & any other equipment that draws or blows air
- Protective clothing (especially if working in the ash fall) should be worn and goggles used to protect the eyes and keep as much of your skin covered as possible if you have to work outside in an emergency
- Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings that show signs of roof sagging
- If possible, have outdoor equipment, cars, etc, parked under cover or cover them.

CODE BROWN – EARTHQUAKE

DURING AN EARTHQUAKE, IF YOU:



YOU ARE INSIDE – DROP where you are, onto your hands and knees.

- Take COVER under a sturdy desk, table, or other furniture
- HOLD on until the shaking stops
- Follow any directions from Wardens

ARE OUTSIDE - Drop, Cover and Hold. Protect your head and neck. Move to an open, clear area if safe to do so. Avoid falling hazards.

IN A VEHICLE - Pull over and stop in a clear area. Avoid overpasses, power lines and structural hazards. Stay in your vehicle.

WHEN THE SHAKING STOPS

- Put out any fires safely
- Check for any electrical or gas hazards
- Turn off water, gas, and electricity
- Assist any injured persons
- **DO NOT** go outside unless you are in danger of staying in the building
- **WAIT** for orders from your Warden

IF AN EVACUATION IS INITIATED

- KEEP TOGETHER with your group
- Proceed to an Assembly Area
- Keep calm and follow Warden's instructions

For official information during a wide port emergency, do not call Security or 111.

Turn your Port UHF radio onto UHF Security Ch 15 & listen for updates

CODE BROWN – TSUNAMI

For a local-source tsunami which can arrive in minutes, there is not enough time for an official warning, it is important to recognise the natural warning signs and act quickly.

TSUNAMI: KNOW WHEN TO GO

FEEL

HEAR

SEE

RECEIVE

IF YOU FEEL A LONG STRONG EARTHQUAKE

KNOW WHAT TO DO IF YOU FEEL A LONG STRONG EARTHQUAKE

WORKING WITHIN A BUILDING

- Move no more than a few steps
- Drop, Cover and Hold until the shaking is over
- Stay indoors until the shaking stops and you are sure it is safe to exit
- Move immediately from the tsunami evacuation zone to Bluff Hill Lookout or Poraiti Hill
- Stay OUT of the Tsunami evacuation zones until given the official “All-Clear” notice from NP
- Do not return to the port until you have guidance from the Safety Advisor/Incident Controller

WORKING WITHIN THE PORT

- When the shaking starts, move away from buildings, containers and lighting towers
- Then Drop, Cover and Hold until the shaking is over
- Move immediately from the tsunami evacuation zone to Bluff Hill Lookout or Poraiti Hill
- Stay OUT of the Tsunami evacuation zones until given the official “All-Clear” notice from NP
- Do not return to the port until you have guidance from the Safety Advisor/Incident Controller

DRIVING IN THE PORT

- Pull over to a clear location
- Stop and stay there with your seatbelt fastened until the shaking stops
- Move immediately from the tsunami evacuation zone to Bluff Hill Lookout or Poraiti Hill
- Stay OUT of the Tsunami evacuation zones until given the official “All-Clear” notice from NP
- Do not return to the port until you have guidance from the Safety Advisor/Incident Controller

IF YOU ARE TIED UP AT THE BERTH

- Leave your vessel immediately and make your way to high ground up on “Bluff Hill Lookout”
- Stay OUT of the Tsunami evacuation zones until given the official “All-Clear” notice from NP
- Do not return to the port until you have guidance from the Harbour Master/Duty Pilot

TSUNAMI EVACUATION ROUTES

If you are working on or visiting Napier Port when there is an earthquake that is LONG or STRONG – GET GONE. Don't wait for an official warning. Follow the “Blue” primary evacuation routes and make your way immediately to high ground up on “Bluff Hill Lookout”



For official information during a wide port emergency, do not call Security or 111
 Turn your Port UHF radio onto UHF Channel 15 and listen for updates